

Part 1

Commercial Kitchen Hazard Analysis Critical Control Point (HACCP) Resources

HACCP is a process control system that identifies where hazards might occur in the food production process and puts into place stringent actions to take to prevent the hazards from occurring. This HACCP Plan is intended for use by School Food Authorities (SFAs) when preparing large quantities of meals in a commercial kitchen operating with an environmental health permit.

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Commercial Kitchen Prerequisite Programs

Description: The standards presented in this section are based on the 2013 FDA *Food Code* and 2011 *Food Code Supplement*.

Prerequisite programs address facilities, equipment, employees, cleaning, sanitizing, and pest control.

Standards that address safe food handling are outlined in *Safe Food Handling Procedures*.

Facilities	MONITORING FREQUENCY
Non-food contact surfaces are clean and free of visible debris.	Monthly
Floors, walls, and ceilings are smooth, nonabsorbent, clean, and in good repair.	Monthly
Floors are wear-resistant, slip-resistant, nonporous, and graded to drain.	Annual
Adequate floor drainage is in high moisture areas, such as the dishwashing area and the food preparation area(s).	Annual
Lights positioned above workstations so employees do not cast shadows onto their work surface.	Annual
Light bulbs shielded, coated, and/or shatterproof are in all areas.	Annual
<p>Work areas have sufficient light:</p> <ul style="list-style-type: none"> • Walk-ins and dry storage – 110 lux of light • Self-service bars or where fresh produce or packaged food is displayed – 220 lux of light • Food preparation areas– 540 lux of light <p><i>Lux is equal to the total intensity of light that falls on a one square meter surface that is one foot away from the point source of light. In the past the measure used was foot candle. A foot candle is equal to the total intensity of light that falls on a one square foot surface that is one foot away from the point source of light. Your local health department has equipment that can be used to measure this and could do so during their environmental health inspection.</i></p>	Annual
The ventilation system meets local regulations <i>and</i> is properly constructed.	Annual
Ventilation in chemical storage areas is installed in accordance with appropriate building codes.	Annual
Linens are stored in a clean, dry area that is at least six inches off the floor.	Annual
Linens washed in a washing machine and then dried in a dryer.	Annual
Wiping cloths washed in a washing machine or in a sink that is not used for food preparation. Cleaned wiping cloths dried in a dryer or line dried in the operation away from food preparation and storage areas. <i>Washing machines and dryers used in foodservice operations do not have to be commercial grade.</i>	Annual

Facilities, Continued	MONITORING FREQUENCY
At least one garbage can with a tight-fitting lid and that is large enough to handle all garbage is in each work area. Work areas are all areas where food is stored, prepared, and/or served. <i>(EXCEPTION: If lids are not available, then the garbage can liner must be kept tied when the can is not in use.)</i>	Annual
Appropriately sized plastic liners line all garbage cans located in each work area.	Monthly
A waste receptacle with a lid is located in female restrooms.	Annual
Recyclables stored in clean, pest-proof containers are located as far away from the building as local regulations allow.	Monthly
Dumpster and dumpster pad area are maintained in a clean condition.	Monthly
Garbage is removed from all work areas at least once per day.	Daily
Garbage cans are washed daily inside and out with hot, soapy water and rinsed well.	Daily
Equipment Standards – Selection and Installation	MONITORING FREQUENCY
All equipment meets an ANSI-accredited set of standards [Underwriter's Laboratory (UL) sanitation and NSF are common]. Equipment that does <u>not</u> need to meet these standards are: toasters, mixers, microwave ovens, water heaters, washers, dryers, and hoods. Some local building codes might require the exempted items to meet UL safety standards. NOTE: food processors and blenders must meet the ANSI-accredited standards.	Annual
All equipment is installed, in good working condition, and used according to manufacturer instructions.	Annual
Stationary equipment is mounted on legs that are at least six inches off the floor or are sealed to a masonry base.	Annual
Stationary equipment is mounted on legs on a tabletop at least four inches between the base of the equipment and the tabletop.	Annual
All cracks or seams over 1/32-inches are filled with a nontoxic, food-grade sealant.	Annual
Equipment - Maintenance	MONITORING FREQUENCY
Thermometer accuracy is checked daily and calibrated as needed (see Handout 2: Calibrating Thermometers – In House in Safe Food Handling Procedures).	Daily
All equipment is maintained in good working order.	As needed
Unused, broken, or obsolete equipment is removed from the facility.	As needed

Employee(s) in Management – Person in Charge	MONITORING FREQUENCY
<p>A <i>PERSON IN CHARGE</i> (i.e. employee that has supervisory and management responsibility and the authority to direct and control food production and is a certified food protection manager) is present at the FOOD ESTABLISHMENT during all hours of operation. See EMPLOYEE CONTINUING EDUCATION – PERSON IN CHARGE.</p>	As needed
Employee Continuing Education and Professional Development – Person in Charge	MONITORING FREQUENCY
<p>At least one employee that has supervisory and management responsibility and the authority to direct and control food preparation and service shall be a certified food protection manager (CFPM) who has shown proficiency of required information through passing a test that is part of an American National Standards Institute (ANSI)-accredited program, which is the accrediting organization for the Conference for Food Protection Standards for accreditation of food protection person in charge certification programs. Documentation of certification is filed in section: Continuing Education and Professional Development.</p> <p>It is highly recommended that the School Nutrition Administrator, Supervisors, and Training Specialists/Managers are Certified Food Protection Managers.</p>	Annual
Employee Continuing Education and Professional Development – All Employees	MONITORING FREQUENCY
<p>All School Nutrition Employees will review the Employee Health Policy requirements and sign the Employee Health Policy Agreement each year before beginning work. The employee agrees to report symptoms, diagnoses, or exposures before starting work and follow the Employee Health Policy.</p>	Annual
<p>All School Nutrition Employees serving on the line or operating the point of service system (i.e. cash register or checking a roster) are properly taught in food allergy awareness, as it relates to their assigned duties of serving customers (i.e. know proper responses to questions about allergens in foods served). Refer to HACCP continuing education information posted on the NCDPI School Nutrition website for a lesson plan that may be used.</p>	Annual
<p>All School Nutrition Employees will complete a basic food safety education course (at least four hours in length) every three to five years. The frequency of continuing education will be determined by the School Nutrition Administrator. The educational session must include basic food safety requirements about personal hygiene, safe food temperatures, proper receiving and storage, and proper food preparation techniques that are consistent with the HACCP plan requirements. The School Nutrition</p>	Annual

Administrator should assess the food safety knowledge of substitute employees and determine the frequency of continuing education needed. It is recommended that substitute School Nutrition employees receive at least 1 hour of education in the fundamentals of food safety prior to working in the storage, preparation, and service areas. Substitute School Nutrition employees should also be included in the four hour continuing education program described above.	
If using Time as a Public Health Control (TPHC) as the health control for TCS food, all employees must be educated in proper performance of TPHC procedures; this continuing education must be documented and filed in HACCP Part 4 Section: Continuing Education and Professional Development.	Annual
Employee Education – Conditional Employees	MONITORING FREQUENCY
The hiring administrator or designee explains the Employee Health Policy and Agreement to any conditional school nutrition employee when the job offer is made. This will provide an opportunity for the potential employee to report symptoms, diagnoses, or exposures before starting work. The administrator (or designee) will follow the Employee Health Policy if the conditional employee reports a symptom or exposure.	As needed
Employee Education – New Employee Orientation	MONITORING FREQUENCY
The site person in charge completes HANDOUT 1: Food Safety Checklist for New Employees within two days after a new employee begins work.	As needed
The person in charge will show all new employees where the HACCP Plan binders are located and review how the HACCP Plan is organized.	As needed
The person in charge (PIC) will show all new employees, including substitutes, the location of the Material Safety Data Sheet (SDS) information as soon as they report to work for the first time at a particular school.	As needed
Employees - Health	MONITORING FREQUENCY
Employees who exhibit the following symptoms should be restricted or excluded from work according to the Charts in Appendix A: <ul style="list-style-type: none"> • Vomiting from infectious condition • Diarrhea from infectious condition • Sore throat with fever • Diagnosed with <i>Shigella</i>, Norovirus, <i>E. coli</i>, or Hepatitis A. • Onset of jaundice within 7 days • Diagnosed with <i>Salmonella</i> Typhi within past three months • Infected cuts or wounds, or lesions containing pus on the hand, wrist, or exposed body parts • Diagnosed with Non-typhoidal <i>Salmonella</i> 	As needed

Foodborne illness complaints are documented on Foodborne Illness Complaint Form (see Part 3: Monitoring).	As needed
Employees who have infected cuts, abrasions, or sores on their hands and forearms are wearing bandages and non-latex, single-use gloves over the bandages.	As needed
Employees are not sneezing or coughing near foods.	Daily
Employees - Appearance	MONITORING FREQUENCY
Employees are wearing appropriate clothing when they begin work -- clean clothing with sleeves and clean non-skid close-toed work shoes or tennis shoes.	Daily
Employees are wearing clean clothing while working in the operation.	Daily
Employees are wearing hairnets, caps, or visors that effectively cover and restrain clean hair.	Daily
Employees with beards or mustaches keep them neat and trimmed. Beard restraints must be worn by Employees who have a beard.	Daily
Employees have short and clean fingernails and are not wearing nail polish or artificial nails.	Daily
Employees are wearing no jewelry on hands or forearms except for a plain wedding band.	Daily
Employees - Other Hygienic Practices	MONITORING FREQUENCY
Employees bathe daily.	Daily
Employees eat only in designated break areas. If beverages are consumed in food preparation and service areas, the beverage is in a cup with a lid and straw <u>and</u> is not stored on food preparation tables.	Daily
Employees do not touch hair, hair restraints, clothes, or skin while preparing food <u>unless</u> they properly wash their hands immediately afterwards.	Daily
Employees put on a new pair of single-use, non-latex gloves: <ul style="list-style-type: none"> • when switching from working with one food to another, • when going from a nonfood preparation task to a food preparation task, • after cleaning tables, scraping, or washing dirty dishes and utensils, • after touching anything that might be a source of contamination, • when they become torn, and/or • after four hours of constant use with the same type of food item. 	Daily

Employees - Hand washing	MONITORING FREQUENCY
Employees wash their hands with warm water and hand soap for at least 20 seconds, then rinse under warm water, and use a single-use towel to dry their hands.	Daily
Employees wash their hands: <ul style="list-style-type: none"> • before beginning work, • before putting on gloves, • before changing gloves, • when switching from working with one food to another, • when going from a nonfood preparation task to a food preparation task, • after cleaning tables, scraping, or washing dirty dishes and utensils, • after loading the dish machine and before unloading clean items from the dish machine, and • after touching anything that might be a source of contamination. 	Daily
All handwashing is done in an approved handwashing sink that has running water at 100°F or hotter, handsoap, and towel dispenser.	Daily
Employees do not touch exposed cooked or ready-to-eat foods with their bare hands. These foods must be handled using properly cleaned and sanitized utensils; non-latex, single-use gloves; or deli tissues.	Daily
Pest Control	MONITORING FREQUENCY
A licensed pest management professional (PMP) is on staff or is on contract to service the operation.	Annual
A map of the facility's interior and exterior layout is available and updated each year so one can mark exactly where evidence of pests were found and where bait traps were placed.	Annual
Cracks and crevices are sealed and screens closed and in good condition.	Annual
All openings that surround wiring, drain pipes, vents, and flues are caulked or sealed.	Annual
Windows and vents are covered with at least a 16-mesh wire screening.	Annual
Cracks and gaps are covered at all exterior doors and walls.	Annual
Air curtains or fly fans are installed, if necessary, and used.	Annual
Lighting is installed away from exterior doors to avoid attracting flying insects.	Annual
Areas surrounding light switches, bulletin boards, and vent hoods are caulked and sealed.	Annual
All pipes and electrical lines are sealed with wire mesh (copper pads) and/or caulking.	Annual
All pesticides are dispensed and applied by a licensed pest management professional (PMP).	As needed
Facilities treated as needed. The person in charge will call for additional pest control visits on an as needed basis when there are noticeable problems between regularly scheduled visits.	As needed

All food-contact surfaces are washed, rinsed, and sanitized <i>after</i> the facility is treated.	As needed
Instructions on product labels are followed when foodservice Employees are using pesticides.	As needed
The building exterior and perimeter are clean and free of clutter and debris.	Monthly
Insecticides and rodent traps are properly used in and near the garbage and waste area. Indoors, it is preferable to use traps over baits because you never know where the rodent may die.	Monthly
Trapping devices or other means of pests control are properly maintained and used.	Monthly
Pesticides are kept in their original containers and properly stored. Pesticides are never stored in food containers.	Monthly
Floor drains are free of food particles and other debris.	Daily
Cleaning and Sanitizing – Three-Compartment Sink	MONITORING FREQUENCY
All items rinsed, scraped, or soaked before washing them in a three-compartment sink.	Daily
All items washed in the first sink using a detergent solution that is at least 110°F.	Daily
All items rinsed or spray rinsed in the second sink using water that is at least 110°F.	Daily
All items immersed in the third sink in hot water that is at least 171°F or in a properly prepared chemical sanitizing solution (see Appendix D).	Daily
All items are air-dried before storing them on clean shelves that are at least six inches off the floor.	Daily
Cleaning and Sanitizing – Two-Compartment Sink	MONITORING FREQUENCY
All items rinsed, scraped, or soaked before washing them in a two-compartment sink.	Daily
All items washed in the first sink using a detergent solution that is at least 110°F.	Daily
All items rinsed or spray rinsed in the second sink using water that is at least 110°F.	Daily
Once washing and rinsing is complete, drain the rinse water and use the second sink to sanitize the items. All items immersed in a sink of hot water that is at least 171°F or in a properly prepared chemical sanitizing solution (see Appendix D).	Daily
Instead of using hot water, the washed and rinsed items may be sprayed with a properly prepared chemical sanitizing solution (see Appendix D). Do not rinse off the solution. Then air dry.	

All items are air-dried before storing them on clean shelving that is at least six inches off the floor.	Daily
Cleaning and Sanitizing – Chemical Dish Machine	MONITORING FREQUENCY
The interior and exterior of a chemical dishmachine is clean and is in good repair.	Daily
All detergent and sanitizer dispensers are properly filled before the first wash cycle of the day.	Daily
Wash, sanitizing rinse concentration, and pressure are at the levels recommended by the manufacturer. Record the pressure and final rinse concentration on the daily operations monitoring log. (Note: you may adjust the temperature column on the monitoring log to record the sanitizing concentration.)	Daily
All items are scraped, rinsed, or soaked before properly loading them into the machine.	Daily
Pressure is at levels recommended by the manufacturer. See manufacturer instruction booklet for this information.	Daily
The temperature of the wash water is 120°F or hotter.	Daily
The rinse water temperature is between 75°F and 120°F.	Daily
All items are air-dried before storing them on clean shelving that is at least six inches off the floor.	Daily
Cleaning and Sanitizing – High-Temperature Dish Machine	MONITORING FREQUENCY
A thermometer is installed on the machine to measure the temperature of water at the manifold, where it sprays into the tank.	Annual
The interior and exterior of a high-temperature dishmachine is clean and in good repair.	Daily
All detergent dispensers are filled to levels recommended by the manufacturer.	Daily
Wash and final rinse temperatures and pressure are at the levels recommended by the manufacturer. Record the pressure and final rinse temperatures on the daily operations monitoring log.	Daily
All items are scraped, soaked, or rinsed before properly loading them into the machine.	Daily
The temperature of the final sanitizing rinse is at least 180°F. For stationary rack, single temperature machines, the final rinse temperature is at least 165°F.	Daily
All items are air-dried before storing on clean shelves that are at least six inches off the floor.	Daily

Cleaning – In-place Equipment and Surfaces	MONITORING FREQUENCY
Equipment is unplugged before cleaning and food and soil removed from under and around equipment.	Daily
Detachable parts are removed and manually washed, rinsed, and sanitized or run through a dishmachine.	Daily
All food-contact surfaces that cannot be removed (such as preparation tables or slider blades) are cleaned and sanitized with an approved sanitizing agent according to the 2013 Food Code, before beginning food preparation, service, and between tasks.	Daily
All food-contact surfaces that cannot be removed are washed and rinsed, then wiped or sprayed with an approved and properly prepared sanitizing solution.	Daily
All parts are air-dried, then reassembled.	Daily
Food-contact surfaces touched with bare hands during reassembly are sanitized again.	Daily
Food-contact surfaces such as preparation tables are cleaned and sanitized before beginning food preparation and between tasks.	Daily
Non-food contact surfaces such as floors, walls, ceilings, hoods, non-food contact areas of equipment are maintained in clean condition.	Daily and Monthly
Chlorine bleach (5.25% sodium hypochlorite bleach) or another EPA registered cleaning chemical for norovirus is readily available to use for potential norovirus (vomitus and/or fecal) events in the food preparation or service areas.	Monthly
Cleaning – Thermometers	MONITORING FREQUENCY
The probe or stem of a thermometer is cleaned and sanitized before the first use and between checking temperatures of different foods. If only measuring the temperature of ready-to-eat food (i.e. mayonnaise-based salads, deli meats), the probe or stem only needs to be cleaned, and not sanitized, between checking different food temperatures. Thorough cleaning is needed to avoid cross-contact for potential allergens in foods.	As needed
Hazard Communications	MONITORING FREQUENCY
A list of all hazardous chemicals used in the foodservice operation is available at each site (see <i>Part 2: School Description</i>).	Annual
Safety Data Sheets (SDS) are available for all hazardous chemicals used in the operation.	Annual
Safety Data Sheets are stored alphabetically in a binder in a location that is accessible to all Employees. Name of the chemical and emergency procedures are highlighted for quick reference.	Annual

Hazardous chemicals that are past dated or that have not been used within one year are properly discarded. Contact the local environmental health department for guidelines about the disposal of hazardous waste.	Annual
Employees, including substitutes, are trained about the hazard communication program and the location of the SDS information.	Annual and as needed for subs

<p>The original container of all hazardous chemicals must be properly marked with:</p> <ul style="list-style-type: none"> • common name of the contents; • appropriate hazard warnings (it can be any message, words, pictures or symbols that convey the hazards of the chemical(s) on the container; and • names and addresses of the manufacturers or other responsible parties. <p>The label must be legible, in English (and in other languages as needed), and prominently displayed.</p> <p>If not in the original container, the item is clearly labeled on the side of the holding container with the specific name of the contents (i.e. <i>Chlorine Bleach</i> solution, <i>QUATS solution</i> instead of <i>sanitizer</i>). Do <u>not</u> label the lid because lids are interchangeable. Some chemical suppliers provide labels.</p>	Monthly
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File completed checklist forms in Part 4: Continuing Education.

HANDOUT 1: Food Safety Checklist for New Employees

Required for all New Employees including substitutes within 2 days of starting work. (Note: it is recommended that this form be used as a refresher for all employees at the start of the school year.)

Name of Employee	Position

PROCEDURE	*DATE EXPLAINED
Employee Health Policy	
Employee Health -- If you have a sore throat with fever, diarrhea, vomiting, or nausea, tell person in charge as these are all possible symptoms of foodborne illness. You must tell the person in charge if you have been diagnosed with a foodborne illness caused by – <i>E. coli</i> O157:H7, <i>Shigella</i> , <i>Salmonella</i> Typhi, norovirus, Hepatitis A virus, or non-typhoidal <i>Salmonella</i> . If you have one of the four symptoms of foodborne illness, you will <i>only</i> be allowed to work when you no longer exhibit the symptoms. This includes a period of being symptom free for at least 3 days if diagnosed with norovirus. If you have been diagnosed with one of the big six pathogens, you must provide medical documentation before you can return to work. Read and sign the annual <u>Employee Health Policy Agreement</u> .	
HACCP Plan	
Location of the HACCP plan and using the information – Each school has a Hazard Analysis Critical Control Point (HACCP) plan to ensure food safety. Review the contents of the plan and show where the plan is located.	
Employee's role in carrying out the HACCP plan requirements – employees share HACCP/food safety responsibilities with the person in charge Food safety is monitored regularly on varied frequencies – daily, weekly, monthly, annually. Refer to the plan for more details.	
Personal Hygiene	
Illness policy—Follow all of the instructions contained in the <u>Employee Health Policy</u> .	
Clean clothes worn at work -- Work aprons are <i>not</i> to be worn to work; they must be put on after arriving to work. Work aprons must always be removed when going to the bathroom and when taking out garbage.	
Hair restraint – cover all hair -- A hair restraint, such as a hair net, cap, or wrap around visor, must be worn in a way that keeps hair from getting into food. Long hair must be pulled back and restrained. Wigs and hairspray are not substitutes for a hair restraint.	
Bathe daily and no perfume allowed – Employees must be clean and not wear perfume or other highly scented topical cosmetics.	
Jewelry – limited to plain wedding band -- No jewelry on the hands and forearms can be worn while working. This includes rings, bracelets, watches, and medical alert bracelets. The only exception is that a plain wedding band, with no gemstones, can be worn. A medical alert bracelet can be worn as an ankle bracelet or on a chain as a necklace <i>if</i> the chain is long enough to tuck into one's shirt.	

Fingernails – short, unpolished, clean with no artificial nails -- Long fingernails, artificial fingernails, and polished fingernails are not allowed. Employees must keep their nails clean, trimmed, and filed.	
Open sores, cuts, abrasions, or burns must be completely covered when handling food -- If you have an infected cut/lesion/boil on your hands or forearms, bandage it and wear non-latex single-use gloves over it.	
Smoking policy -- Smoking in food storage, food preparation, and dishwashing areas is not allowed. Smoking is only allowed in an area designated by the person in charge. Most schools do not allow smoking anywhere on school property.	
Sneezing/coughing and associated appropriate behaviors -- Any time you sneeze, cough, touch your hair or body, you must properly wash your hands. Proper hand washing means washing for at least 20 seconds with hand soap and warm water at the hand washing sink and drying with a clean paper towel.	
Eating, drinking, and gum chewing only in designated areas – Only beverages that are in a lidded cup with a straw can be consumed while working. While in use, the drink cup must be stored in a location designated by the person in charge and nowhere else. Eating is also not allowed except in areas designated by the person in charge. Gum chewing is not allowed at any time anywhere in the operation.	
Break and meal policy – where and when breaks and meals occur – Eating is not allowed while working except during breaks in an area designated by the person in charge.	
Locker room and storage of personal items – Personal belongings can only be stored in an area designated by the person in charge	
Hand washing and Glove Use	
Handwashing procedures – when, where, and how to wash hands -- Hands must be washed for at least 20 seconds using handsoap and water at a handwashing sink and then be dried with a clean paper towel. Hands must be washed: after using the bathroom; after coughing, sneezing, smoking, eating, or drinking; before putting on gloves; when switching between raw and ready-to-eat food ; after handling garbage or trash; after handling dirty equipment or utensils; and before and during food preparation. any time you leave the food preparation area and return (such as going on the dock, going to the cash register, etc.)	
Use of disposable gloves – when to change -- Hands must be properly washed before putting on non-latex, single-use gloves. Always change gloves when they tear; before beginning a new task; every four hours when doing the same task; and after handling raw meat, fish, or poultry.	
Cleaning and Sanitizing	
Laundry and linen use – Linens are to be stored in a clean dry area at least six inches off the floor. Linens can only be washed in a washing machine and then dried in a dryer. The only exception is that wiping cloths can be washed in three-compartment sink and line-dried away from food.	

Cleaning and sanitizing – Follow the Master Cleaning Schedule for assigned tasks.	
Use of test strips to determine sanitizer strength – The proper chemical test strips must be used to check the strength of sanitizing solutions prepared in the three-compartment sink, wiping cloth buckets, and spray bottles. Each time new sanitizing solution is made the strength of the solution must be checked.	
SDS location and proper use of hazardous chemicals -- Materials Safety Data Sheets (SDS) are in each school cafeteria. The storage location varies across sites; the person in charge should inform employees about the location in each facility. A SDS is required for all hazardous chemicals, including bleach, floor cleaners, air fresheners, and the items in the first aid kit. When handling any hazardous chemicals, you must use the product as stated on the label, wear proper protective gear, and properly store them.	
Receiving and Storage	
Criteria for receiving foods – If assigned the task of checking shipments of food when it arrives, inspect foods within ten minutes of its arrival. Detailed criteria are outlined in HACCP Part 2: <i>Safe Food Handling Procedures</i> . TCS foods that arrive cold must be 41°F or colder, frozen foods must be 0°F or colder, and hot foods at least 135°F. Food that is not at proper temperatures or that is in a damaged container, is past dated, or for which the label is missing must be rejected. Produce and baked goods that are moldy must also be rejected. Rejected foods are stored in an area designated by the person in charge.	
Storage conditions – cleanliness, foods on floor, and temperature of refrigerators and freezers Never remove labels from food packages or chemical containers. Rotate products so the oldest food is in front and newest in back; discard past-dated food. Keep refrigerators at 39°F or colder, freezers at 0°F or colder, and hot-holding cabinets at least 135°F. Store food, single-use articles, and clean items at least six inches off the floor in storage areas that are clean and dry. Store cleaning supplies and other chemicals separate from all food, equipment, dishes, utensils, linens, and single-use items. Do not remove cleaning supplies and chemicals from their original containers unless mixing for use. Do not overload freezers and do not put hot food inside the freezer. Keep refrigerator and freezer doors closed as much as possible. Store raw foods below cooked or ready-to-eat foods.	
Preparation	
Location of standardized recipes and procedures and how to use them – Always follow standardized recipes approved for this facility. Ask the person in charge for clarification if recipes are not clearly understood.	
Use of separate sanitized cutting boards, knives and utensils for raw meats, fish and poultry – Clean and sanitize items between uses.	
How to measure and record food temperatures, storage, cooking, and holding – Foods must be at proper temperatures. All foods that are hot-held must be at 135°F or hotter and cold foods at 41°F or colder. Cooking temperatures are	

noted on the standardized recipe or standardized procedure, which must be used to prepare food.	
How to handle leftovers, monitor and record temperatures, discard and/or store, reheating procedures - – All leftovers must be used within 72 hours and pre-prepared foods within four weeks. Food temperatures must be recorded on the daily production record.	

* If not part of job responsibility, note as not applicable (N/A).

I understand these policies and procedures and I agree to follow these policies and procedures because of their importance to keeping food safe for our children. I understand that following these policies and procedures are a condition of employment in this school and school district.

Employee Signature	Date	Person in Charge Signature	Date

HANDOUT 2: Food Safety Checklist for New Employees – Spanish

DOCUMENTO 2: Lista de Control de la Seguridad en los Alimentos para Nuevos Empleados

Nombre del Empleado	Posición

PROCEDIMIENTO	* FECHA EN QUE SE EXPLICÓ
Política de salud del empleado	
Salud del empleado –Si usted tiene dolor de garganta con fiebre, diarrea, vomito o nausea debe informar a su persona responsable ya que estos son posibles síntomas de enfermedades transmitidas por alimentos. Usted debe informarle a su persona responsable si a sido diagnosticado con una enfermedad transmitida por los alimentos causada por – <i>E. coli</i> 0157:H7, <i>Shigella</i> , <i>Salmonella</i> Typhi, Norovirus, non-typhoidal <i>Salmonella</i> , o virus de hepatitis A. Si usted tiene uno de estos cuatro síntomas que causan las enfermedades transmitidas por alimentos, solo se le permitirá trabajar cuando ya no se presente ningún síntoma. Si usted a sido diagnosticado con uno de los seis grandes agentes patógenos, usted deberá proporcionar la documentación médica antes de poder volver al trabajar. Lea y firme la política del acuerdo anual de la salud de los empleados.	
HACCP Plan	
Localización del HACCP plan y como se utiliza la información– Cada escuela tiene un Sistema de Análisis de Peligros y Puntos Críticos de Control (HACCP) para garantizar la seguridad de los alimentos. Revisar el contenido del plan y mostrar donde esta localizado el mismo.	
La responsabilidad del empleado es seguir los requerimientos del HACCP plan. – Empleados comparten responsabilidades de HACCP/ seguridad de los alimentos con su persona responsable. La seguridad de los alimentos es monitoreada regularmente en varias etapas – Diariamente, semanalmente, mensualmente y anualmente. Consultar el plan para mas detalles.	
Higiene Personal	
La política de enfermedad—Seguir todas las instrucciones que contiene la <u>política de salud de los empleados</u> .	
Vestimenta limpia y apropiada para trabajar – Use delantal limpio cuando prepare alimentos y quíteselo cuando abandone el área de preparación de comida. Quítese el delantal cuando tome un descanso, almuerce, fume o use el servicio sanitario.	
Recoger el cabello – cubra todo el cabello – Utilice una redecilla, cachucha o visera que se abroche hasta atrás de su cabeza para que el pelo y las partículas del pelo no caigan en la comida. Cabello largo se debe de recoger hacia atrás y amarrarlo con una liga. Las pelucas y spray para el cabello no son sustitutos para recoger el cabello.	
Bañarse diariamente y no se permite perfume – Empleados deben presentarse limpios y no usar perfume o cualquier otro producto con aroma fuerte.	
Joyas-solamente un sencillo anillo de matrimonio – No usar joyas en manos o brazos cuando se este trabajando. Esto incluye: anillos, brazaletes, relojes y brazaletes médicos. La única excepción es: Un sencillo anillo de matrimonio sin piedra puede ser usado, una pulsera medica puede ser usada en el tobillo o en una cadena en el cuello si es lo suficientemente larga para esconderla en la camisa/blusa.	

Uñas- cortas, sin esmalte, limpias sin unas artificiales—Uñas largas, artificiales o con esmalte no son permitidas, empleados deben mantener uñas limpias, cortas y limadas.	
Llagas abiertas, cortaduras, raspones o quemaduras deben de estar completamente cubiertas cuando estén trabajando con alimentos. – Si tiene una herida infectada como: cortadas, lesión brotando en sus manos o antebrazo. Cubra con una venda adhesiva y use un guante sin látex de un solo uso para proteger el vendaje.	
Reglas para fumadores – No se permite fumar en el área de almacenamiento, área de preparación de alimentos o en el área de lavado. Fumar esta solamente permitido en el área designada por su persona responsable. Algunas escuelas no permiten fumar en la propiedad de la escuela.	
Estornudo/ tos y comportamiento apropiado asociado con el mismo—Cada vez que usted estornude, tosa, se toque el cabello o su cuerpo usted debe de lavarse apropiadamente las manos. Apropiadamente significa: Lavárselas al menos por 20 segundos con jabón para las manos y agua tibia en el lavamanos y secárselas con una servilleta limpia.	
Comer, beber y goma de mascar solo se permite en áreas designadas – Solamente se permiten bebidas en vaso con tapa y un popote cuando sé este trabajando, así mismo las bebidas deben tener un lugar designado por su persona responsable y ningún otro lugar. Comer tampoco esta permitido en el área de trabajo, solamente en el área designada por su persona responsable La goma de mascar no esta permitido en ningún momento o lugar.	
Reglas para descanso y comida –Cuando y donde el descanso y la comida están permitidos– No se permite comer cuando sé esta trabajando, solamente cuando se tiene un descanso y en el área designada por su persona responsable.	
Área para guardar artículos personales – Artículos personales se deben de mantener en el área designada por su persona responsable.	
Lavarse las Manos y Usar Guantes	
Procedimiento para lavarse las manos –Cuando, donde y como lavarse las manos—Las manos deben lavarse en el lavamanos por 20 segundos usando jabón para las manos y agua tibia y secarse con una toalla de papel limpia. Las manos se deben de lavar: Después de usar el servicio sanitario; Después de toser, estornudar, fumar, comer o beber; Antes de ponerse los guantes; Cuando intercambia entre comida cruda y comida preparada; Después de trabajar con basura; Después de trabajar con equipo / utensilios sucios; y Antes y durante la preparación de alimentos; Siempre que usted abandone el área de preparación de alimentos y regrese (como ir a la caja registradora, etc.)	
El uso de guantes desechables – Cuando cambiarlos—Las manos deben de lavarse apropiadamente antes de ponerse los guantes desechables. Siempre cambiar los guantes cuando se rompen, antes de empezar una nueva tarea; cada cuatro horas cuando estas haciendo la misma tarea, después de trabajar con comida cruda, pescado o pollo.	

Limpiando y Desinfectando	
Lavado y uso de la mantelería– La mantelería debe de estar almacenada en un área limpia y seca por lo menos seis pulgadas del piso. La mantelería debe solamente ser lavada a maquina y usar una maquina secadora para secarlas. La única excepción es que las servilletas limpiadoras pueden ser lavadas en un fregadero de tres compartimentos y secarlos extendidos lejos de la comida.	
Limpiando y Desinfectando – Siga el horario principal de limpieza para tareas designadas.	
Uso de tiras evaluadoras para determinar el nivel del desinfectante –Se debe de usar la tira apropiada para checar el nivel de la solución desinfectante preparada en los tres compartimentos del fregadero, la cubeta de las servilletas limpiadoras y las botellas de spray. Cada vez que una nueva solución desinfectante es hecha se debe de checar el nivel desinfectante.	
Localización del SDS y el uso apropiado de químicos peligrosos -- Las hojas de datos de seguridad de materiales están en cada cafetería de la escuela, el lugar donde se localiza varía en diferentes sitios; Su persona responsable debe de informar a cada empleado en donde se localiza en su cafetería. Un SDS es recomendado para todos los químicos peligrosos, incluyendo blanqueador, limpiadores de piso, aromatizantes de aire y los artículos de primeros auxilios. Cuando maneje cualquier químico peligroso debe de usar el producto como se establece en la etiqueta, usar apropiado equipo de protección y almacénelos apropiadamente.	
Recibimiento y Almacenaje	
Criterio para recibir alimentos – Si se asigna la tarea de checar el cargamento de comida cuando llega, inspeccione la comida en los primeros 10 minutos de su llegada. El criterio detallado esta subrayado en procesos para el cuidado de alimentos. La comida potencialmente peligrosa que llegue fría deberá estar a 41° F o menos, comida congelada deberá estar a 0° F O menos y la comida caliente se deberá recibir a una temperatura de al menos 135° F; la comida que no este a la temperatura apropiada o esta en un envase dañado, la fecha ha expirado o la falta de etiqueta deberá de ser rechazado. Mercancías horneadas que se encuentran con moho deben de ser rechazadas. La comida rechazada es almacenada en el área designada por su persona responsable.	
<p>Condiciones de almacenamiento – Líneas de limpieza, comida en el piso y temperaturas de refrigeradores y congeladores:</p> <p>Nunca quite etiquetas de los paquetes de comida o envases químicos.</p> <p>Rotación de los productos para que la comida mas vieja este en el frente y la mas nueva atrás; Eliminar cualquier comida que este pasada de fecha de expiración.</p> <p>Mantener los refrigeradores a 39° F o menos, congeladores a 0° F o menos y los gabinetes que mantienen el calor tengan por lo menos a 135° F.</p> <p>Almacene comida, artículos desechables y articulo limpio por lo menos 6 pulgadas del piso en áreas de almacenamiento limpias y secas.</p> <p>Almacene los productos limpiadores y otros químicos separados de la comida, equipo, platos y utensilios, mantelería y cualquier otra cosa que se use por separado.</p> <p>No cambie los productos de limpieza y químicos de su envase original al menos que se mezclen para su uso.</p> <p>No sobrecargue los congeladores y no ponga comida caliente en ellos.</p> <p>Mantenga cerradas las puertas de los refrigeradores y congeladores lo mas que se pueda.</p> <p>Almacene comida cruda debajo de los alimentos cocinados o listos para consumirse.</p>	

Preparación	
Localización de las recetas establecidas y como usar sus procedimientos– Siempre pregunte a su persona responsable para aclaraciones si las recetas no están muy claras para entender.	
Usar diferentes tablas para cortar debidamente desinfectadas, cuchillos y utensilios para carne cruda, pescado y pollo–Limpie y desinfecte los artículos entre usos.	
Como medir y registrar las temperaturas de la comida, almacenamiento, cocción y mantenimiento– La comida debe de estar a una apropiada temperatura, todas las comidas que se mantienen calientes debe de estar a 135°F o más y comidas frías a 41°F o menos. Las temperaturas de cocción están anotadas en los procedimientos de las recetas establecidas, y se deben de utilizar para preparar la comida.	
Como manejar el sobrante de comida, monitorear y registrar temperaturas, eliminar y/o almacenar, procedimiento de recalentado. - – Todo el sobrante de comida se debe de usar en 72 horas y comidas pre-cocinadas en cuatro semanas. La temperatura de la comida debe de ser anotada en el record de producción diario.	

* Si no es parte de la responsabilidad de su trabajo, escriba no aplica (N/A)

Entiendo que seguir estas reglas y procedimientos es una condición para trabajar en esta escuela y distrito escolar.

Firma del empleado	Fecha	Firma del persona responsable	Fecha

Appendix A: Employee Health Policy Documents

Note: All Employee Health Policy documents and references pertain to both **Food Employees**¹ and **Conditional Employees**².

- *Employee Health Policy* template.
- The *Employee Health Policy Agreement* to be signed annually for all employees. File signed copies in *Part 4: Continuing Education and Professional Development*
- *Return to Work Guide*³ for Employees working in a school serving Highly Susceptible Populations (HSP)
- *Return to Work Guide*³ for Employees working in a school serving the general population or non-HSP.

¹"**Food employee**" means an individual working with unpackaged food, food equipment or utensils, or food-contact surfaces.

² "**Conditional employee**" means a potential FOOD EMPLOYEE to whom a job offer is made, conditional on responses to subsequent medical questions or examinations designed to identify potential FOOD EMPLOYEES who may be suffering from a disease that can be transmitted through FOOD and done in compliance with Title 1 of the Americans with Disabilities Act of 1990.

³ The school nutrition programs have an obligation to take all reasonable measures to protect the health and well-being of our vulnerable populations. Some schools serve at-risk population students and we highly recommend that the School Food Authority (SFA), Board of Education, or School Administrators adopt a local policy/procedure that reflects the need to protect HSP students. This may be done by establishing local guidelines that will be used to classify schools according to the populations served. This local SFA guidance should be used by the Person in Charge (PIC) to determine the correct *Return to Work Guide* to use for selected school(s).

In addition, you may link to and download the US Food and Drug Administration (FDA) ***Employee Health Interactive Tool*** from the School Nutrition Website at <http://childnutrition.ncpublicschools.gov/information-resources/haccp-food-safety/commercial-kitchen/commercial-kitchen/employee-health-policy>

Click on the appropriate answers to each question for an easy determination whether an employee may work when ill.

SCHOOL NUTRITION FOOD EMPLOYEE AND CONDITIONAL EMPLOYEE HEALTH POLICY FOR _____

<Insert School Food Authority (SFA) name above>

PURPOSE

The purpose of the Food Employee Health Policy is to ensure that all food employees or conditional employees notify the person-in-charge (PIC) when the employee experiences any of the conditions listed so that appropriate steps are taken to avoid transmission of foodborne illness or communicable diseases.

POLICY

The SFA is committed to ensuring the health, safety and well-being of our employees and customers and complying with all health department regulations.

All food employees shall report:

Symptoms of:

Diarrhea

Vomiting

Jaundice (yellowing of the skin and/or eyes)

Sore throat with fever

Infected cuts or wounds, or lesions containing pus on the hand, wrist, or exposed body part (*such as boils and infected wounds, however small*).

Note: Diarrhea and vomiting from noninfectious conditions do not apply to this policy; however, a physician should make the diagnosis of the noninfectious condition causing the diarrhea and vomiting and the employee should provide written documentation to the PIC that the condition is noninfectious.

Diagnosis of:

Norovirus

Salmonella Typhi (typhoid fever)

Shigella spp. infection

E. coli infection (*Escherichia coli* O157:H7 or other EHEC/STEC infection)

Hepatitis A

Non-typhoidal *Salmonella*

Note: The PIC must report to the Health Department when an employee has one of these illnesses.

Exposure to:

An outbreak of Norovirus, *Salmonella* Typhi (typhoid fever), *Shigella* spp. infection, *E. coli* infection, Hepatitis A, or Non-typhoidal *Salmonella*.

Living with or caring for someone who has been diagnosed with Norovirus, *Salmonella* Typhi (typhoid fever), *Shigella* spp. infection, *E. coli* infection, Hepatitis A, or Non-typhoidal *Salmonella*.

A household member attending or working in a setting with an outbreak of Norovirus, typhoid fever, *Shigella* spp. infection, *E. coli* infection, Hepatitis A virus, or Non-typhoidal *Salmonella*.

FOOD EMPLOYEE RESPONSIBILITY

All food employees/conditional employees shall follow the reporting requirements specified above involving symptoms, diagnosis and high risk conditions specified. All food employees/conditional employees subject to the required work restrictions or exclusions that are imposed upon them as specified by the North Carolina Food Code (*Rules Governing Food Protection and Sanitation of Food Establishments*) and the School HACCP Plan, shall comply with these requirements as well as follow good hygienic practices at all times. The employee will be educated about the Employee Health Policy and will sign the Employee Health Policy Agreement annually.

PIC RESPONSIBILITY

The PIC shall take appropriate actions as specified in the Food Code to exclude, restrict and/or monitor food employees who have reported any of the aforementioned conditions. The PIC shall ensure these actions are followed and only release the ill food employee once evidence, as specified in the Food Code, is presented demonstrating the person is free of the disease causing agent or the condition has otherwise resolved. The PIC shall cooperate with the regulatory authority during all aspects of an outbreak investigation and adhere to all recommendations provided to stop the outbreak from continuing. The PIC will ensure that all food employees who have been conditionally employed, or who are employed, complete the food employee health agreement and sign the form acknowledging their awareness of this policy. The PIC will continue to promote and reinforce awareness of this policy to all food employees on a regular basis to ensure it is being followed. In addition, the PIC will train employees annually on the Employee Health Policy and obtain signed copies of the Employee Health Policy Agreement. The PIC will maintain the Employee Illness Log contained in the HACCP Plan *Part 3: Monitoring and Record Keeping* on an as needed basis.

School Nutrition Food Employee/Conditional Employee Health Policy Agreement

Reporting: Symptoms of Illness

I agree to report to the Person in Charge (PIC) when I have:

1. Diarrhea
2. Vomiting
3. Jaundice (yellowing of the skin and/or eyes)
4. Sore throat with fever
5. Infected cuts or wounds, or lesions containing pus on the hand, wrist, or exposed body part (*such as boils and infected wounds, however small*).

Note: Diarrhea and vomiting from noninfectious conditions do not apply to this policy; however, a physician should make the diagnosis of the noninfectious condition causing the diarrhea and vomiting and the employee should provide written documentation to the PIC that the condition is noninfectious.

Reporting: Diagnosed "Big Six" Illnesses

I agree to report to the PIC when I have been diagnosed with:

1. Norovirus
2. *Salmonella* Typhi (typhoid fever)
3. *Shigella* spp. infection
4. *E. coli* infection (*Escherichia coli* O157:H7 or other EHEC/STEC infection)
5. Hepatitis A
6. Non-typhoidal *Salmonella*

Note: The PIC must report to the Health Department when an employee has one of these illnesses.

Reporting: Exposure of "Big Six" Illnesses

I agree to report to the PIC when I have been exposed to any of the illnesses listed above through:

1. An outbreak of Norovirus, typhoid fever, *Shigella* spp. infection, *E. coli* infection, Hepatitis A, or non-typhoidal *Salmonella*.
2. Living with or caring for someone who has been diagnosed with Norovirus, typhoid fever, *Shigella* spp. infection, *E. coli* infection, Hepatitis A, or non-typhoidal *Salmonella*.
3. A household member attending or working in a setting with an outbreak of Norovirus, typhoid fever, *Shigella* spp. infection, *E. coli* infection, Hepatitis A virus, or non-typhoidal *Salmonella*.

Exclusion and Restriction from Work

If you have any of the symptoms or illnesses listed above, you may be **excluded*** or **restricted**** from work.

**If you are excluded from work you are not allowed to come to work.*

***If you are restricted from work you are allowed to come to work, but your duties may be limited.*

Returning to Work

If you are excluded from work for having symptoms of diarrhea and/or vomiting, you will not be able to return to work until **24 hours have passed** since your last episode of diarrhea and/or vomiting or you provide medical documentation from a physician.

If you are excluded from work for exhibiting symptoms of a sore throat with fever or for having jaundice (yellowing of the skin and/or eyes), Norovirus, *Salmonella* Typhii (typhoid fever), *Shigella* spp. infection, *E. coli* infection, Hepatitis A virus, and/or non-typhoidal *Salmonella*, you will not be able to return to work until **medical documentation from a physician is provided**. An employee confirmed with norovirus should not return to work for 3 days.

If you are excluded from work for having been exposed to Norovirus, *Salmonella* Typhii (typhoid fever), *Shigella* spp. Infection, *E. coli* infection, Hepatitis A virus, and/or non-typhoidal *Salmonella*, you will not be able to return to work until the following post-exposure times: 48 hours for Norovirus; 3 days for *E. coli* or *Shigella*; 14 days for *Salmonella* Typhii or non-typhoidal *Salmonella*; and 30 days for Hepatitis A virus or if cleared after a Igg vaccination.

Agreement

I understand that I must:

1. Sign this agreement annually.
2. Report when I have or have been exposed to any of the symptoms or illnesses listed above; and
3. Comply with work restrictions and/or exclusions that are given to me.

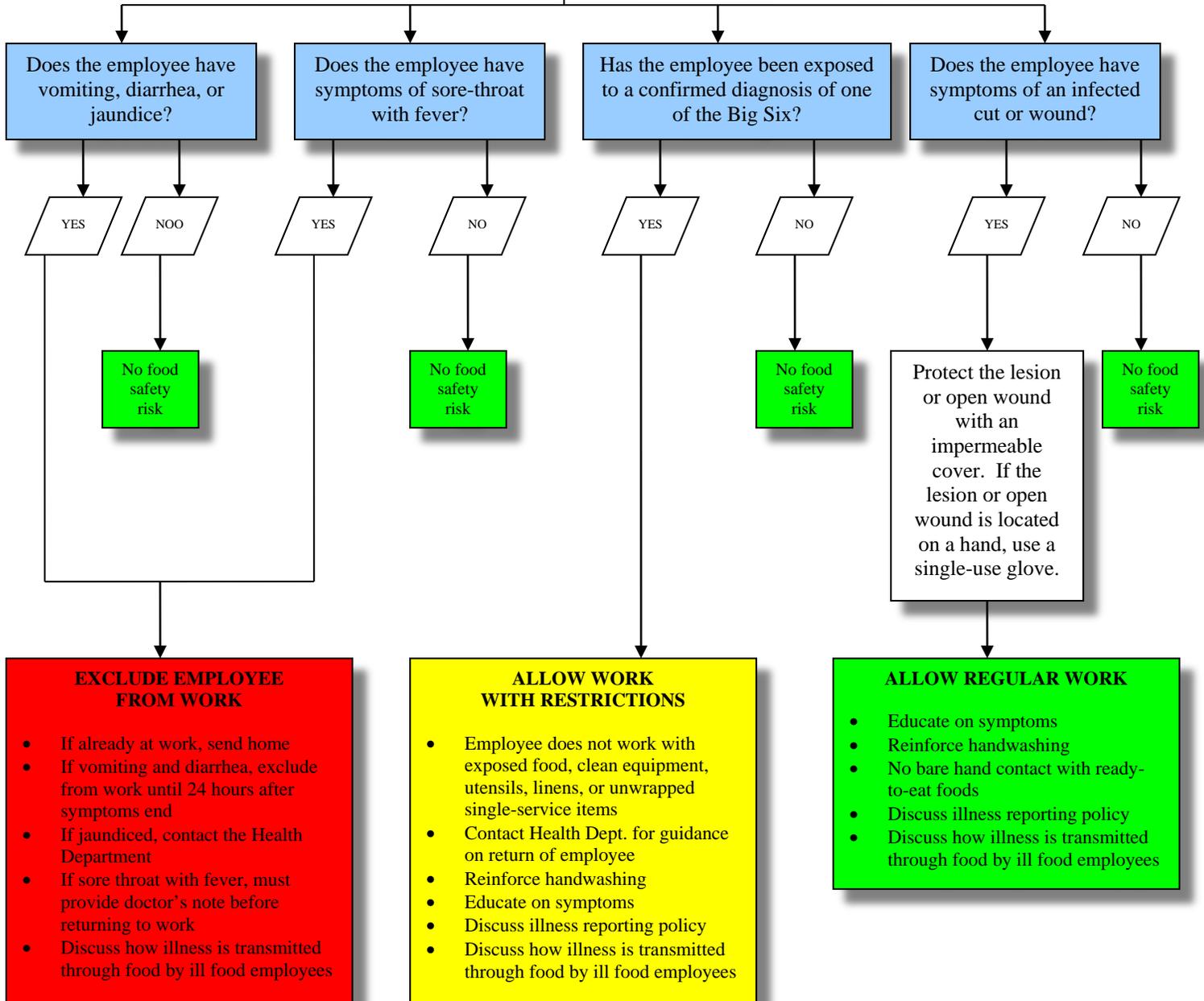
I understand that if I do not comply with this agreement, it may put my job at risk.

Employee Name (printed)	Employee Signature	Date
Person in Charge Name (printed)	Person in Charge Signature	Date

Employee Illness Decision Guide for Person in Charge (PIC) of Schools with Highly Susceptible Populations (HSP)

To be used for employees working with a HSP.
Use this flow chart to determine if an employee with an **undiagnosed** illness can spread the illness through food and should be restricted or excluded from work.

Employee calls school to report illness,
PIC asks EACH of the following questions:

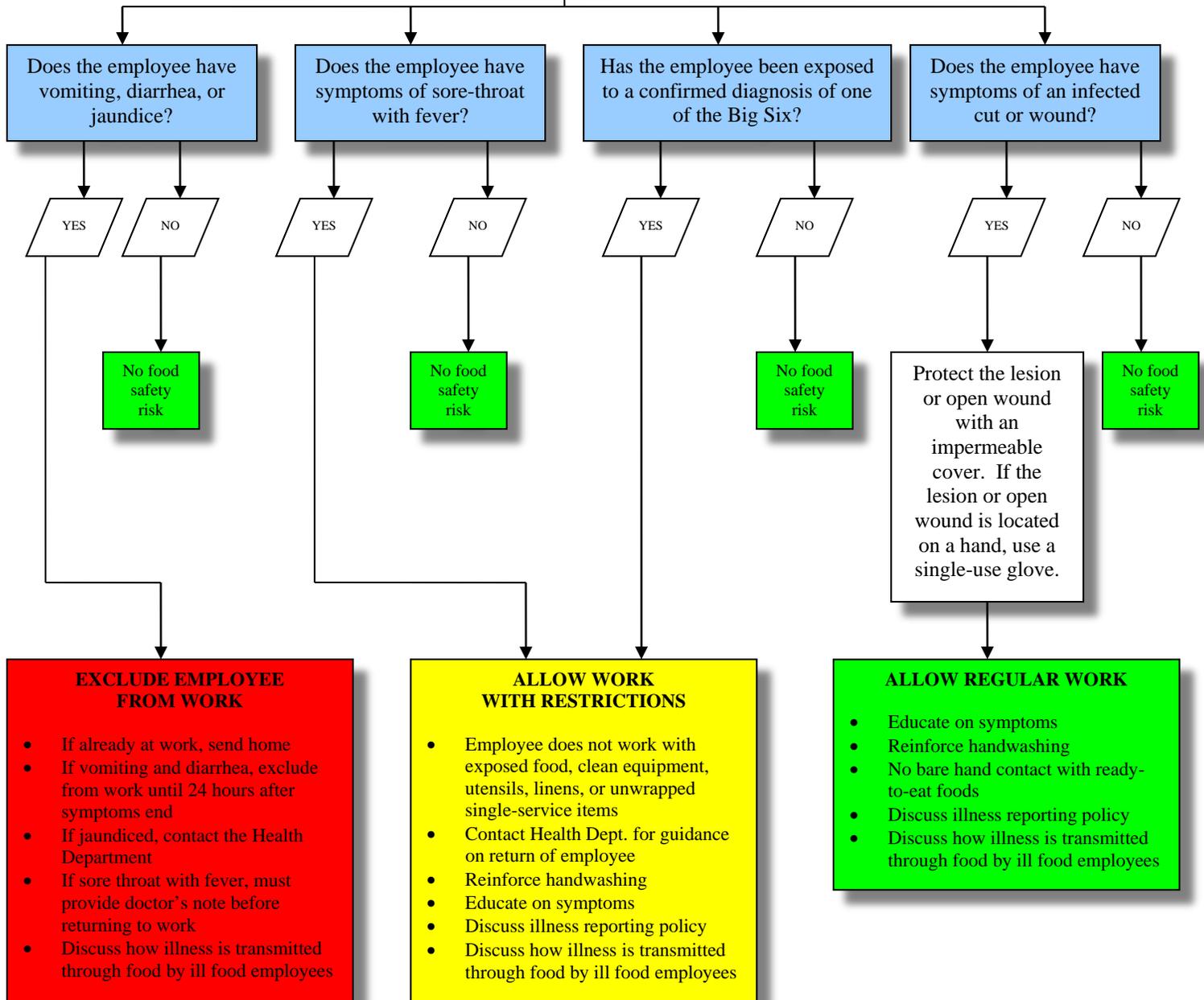


If a food employee reports a **diagnosis of Norovirus, E.coli O157:H7, Shigella, Hepatitis A virus, Salmonella Typhi, or non-typhoidal Salmonella** immediately exclude the employee and contact the local Health Department for guidance.

Employee Illness Decision Guide for Person in Charge (PIC) of Schools with General Populations (non-HSP)

To be used for employees working with general populations.
Use this flow chart to determine if an employee with an **undiagnosed** illness can spread the illness through food and should be restricted or excluded from work.

Employee calls school to report illness,
PIC asks EACH of the following questions:



If a food employee reports a **diagnosis of Norovirus, *E.coli* O157:H7, *Shigella*, Hepatitis A virus, *Salmonella* Typhi, or non-typhoidal *Salmonella*** immediately exclude the employee and contact the local Health Department for guidance.

Appendix B: Recommendations for Equipment Maintenance Schedule Tasks

1. State the preventive Maintenance Tasks that are needed for your facility. Some suggestions include:
 - Calibrating ovens
 - Calibrating and maintenance of hot holding equipment
 - Hot and cold serving line check-up
 - Cleaning condensers of refrigeration and freezer units
 - Cleaning condensers of milk and ice cream boxes
 - Defrosting freezer units
 - Steam cleaning hoods and ducts
 - Oiling and lubricating moving parts of equipment- slicers, mixers, VCM, etc.
 - Sharpening blades of slicers, food choppers, etc.
 - Changing HVAC filters if applicable
 - Inspecting fire suppression system
 - Inspecting and re-charging fire extinguishers
 - Cleaning of Grease Traps
 - Check accuracy of dishmachine pressure and operation
 - De-liming dishmachine and check spray arms
 - De-liming steam cooking equipment
 - Cleaning burners for gas cooking equipment
 - Checking cords and plugs for equipment operated by electricity
2. Indicate the responsible party for the maintenance tasks; for example:
 - Conducted by contracted service – name of business
 - Conducted by employees/departments of the SFA
3. Indicate when or how often the tasks are performed – specific dates or frequency.
4. Insert the completed preventive maintenance schedule in the HACCP Plan Part 2: Operation Assessment.

Appendix C: Sample Cleaning Schedule and Procedures

You may adapt the sample cleaning schedule on page 28 or develop your own as long as the schedule in use at the facility contains a comprehensive plan for keeping the facility clean and sanitary.



NOTE: You are not required to print this Appendix. It is provided as a sample cleaning schedule that may be adapted for your school. You should print only the final version approved for use in your school kitchen and cafeteria.

The equipment listed is not an exhaustive list. Please add equipment/chores that are currently not on the list and delete any equipment/chores that you do not have. Adjust procedures to ensure that manufacturer's recommendations or specific instructions for cleaning chemicals used are followed.

Add employee name/position assigned to each cleaning chore. Post the actual schedule used in your school in a visible location in the kitchen for easy reference and file a copy in the HACCP Plan Part 2: *Operation Assessment*.

Sample Cleaning Schedule and Procedures (Use in combination with pages 29-45)

Sample Cleaning Schedule

Employees are responsible for all of assigned tasks throughout the month indicated. Refer to the cleaning procedures in the HACCP plan for details.

Employee	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
	1-9	10-18	19-28	29-2	29-38	39-47	48-56	57-66	67-75	1-9	10-18
	10-18	19-28	<p align="center">NOTE: Download this page if desired and adjust the tables below to reflect tasks required for your school and for the number of employees assigned. Use in combination with the procedures on pages 29-45 in the HACCP Plan Part 1: Prerequisite Programs. Post the schedule for easy reference and file a copy in the HACCP Part 2: Operation Assessment.</p>					1-9	10-18	19-28	29-38
	19-28	29-38						10-18	19-28	29-38	39-47
	29-38	39-47						19-28	29-38	39-47	48-56
	39-47	48-56						29-38	39-47	48-56	57-66
	48-56	57-66						39-47	48-56	57-66	1-9
	57-66	67-75	1-9	10-18	19-28	29-38	39-47	48-56	57-66	1-9	10-18
	67-75	1-9	10-18	19-28	29-38	39-47	48-56	57-66	1-9	10-18	19-28
1. HACCP Assignment: _____ 2. Tables/Drawers/Ingredient Bins 3. Sweep/Mop/Pots and Pans 4. Dining Room Table 5. Steam Table/Cold Line Right Side 6. Garbage Cans/ Hand Sink 7. Coolers (weekly) 8. Hood & Lights (monthly) 9. Ice Cream Box (monthly)	10. HACCP Assignment: _____ 11. Dining Room Tables 12. Steam Table/Cold Line 13. Sweep & Mop/ Pots and Pans 14. Dishcloths, Wash Machine, Dryer 15. Tables & Drawers 16. Garbage Cans / Hand Sink 17. Bag Holders/Wrap Dispensers (weekly) 18. Ice Machine (monthly)	19. HACCP Assignment: _____ 20. Tables/Drawers/Ingredient Bins 21. Sweep & Mop/ Pots and Pans 22. Dining Room Table 23. Dining Room Walls/Dish Return 24. VCM & RoboCoupe 25. Coolers (weekly) 26. Freezer (weekly) 27. Food Bins (monthly) 28. Doors (monthly)	29. HACCP Assignment: _____ 30. Tables/Drawers/Ingredient Bins 31. Sweep & Mop/ Pots and Pans 32. Dining Room Tables 33. Ice Dispensers 34. Sinks 35. Carts (weekly) 36. Dish Room (weekly) 37. Fans (monthly) 38. Clean & Sanitize Drains (monthly)								
39. HACCP Assignment: _____ 40. Tables & Drawers/Ingredient Bins 41. Sweep & Mop/ Pots and Pans 42. Dining Room Tables 43. Food Slicer/Chopper 44. Mixer/Food Processors 45. Storage Room (weekly) 46. Kitchen Walls (monthly) 47. Windows (Monthly)	48. HACCP Assignment: _____ 49. Can Opener 50. Dining Room Tables 51. Tables & Drawers 52. Steam Table/Cold Line 53. Sweep & Mop/ Pots and Pans 54. Restrooms/ Break Area (weekly) 55. Ovens (weekly) 56. Air Vents (monthly)	57. HACCP Assignment: _____ 58. Dining Room Tables 59. Hot Holding Cabinets 60. Steamer 61. Preparation Tables/Drawers 62. Sweep & Mop/ Pots and Pans 63. Freezer (weekly) 64. Back Entrance/Dumpsters (weekly) 65. Chemical Room (monthly) 66. Hood & Lights (monthly)	67. HACCP Assignment: _____ 68. Preparation Tables & Drawers 69. Kettle or Braising Pan 70. Sweep & Mop/ Pots and Pans 71. Milk Boxes 72. Dining Room Tables 73. Storage Room (weekly) 74. Deep Fat Fryer (weekly) 75. Carts and Storage Racks (monthly)								

Appendix C, continued, Sample Cleaning Schedule and Procedures (Use in combination with page 28)

Note: If the manufacturer's cleaning and maintenance instructions vary from those in this document, always follow the manufacturer's guidance.

Item	Frequency	Procedures to Clean
Bins, Ingredient	Daily	<ol style="list-style-type: none">1. Spray surface with an all-purpose cleaner.2. Spray lid and outside surface with properly prepared sanitizing solution.3. Let sanitizing solution air-dry.
	Annual	<ol style="list-style-type: none">1. Empty.2. Scrub interior and exterior, including the lid, wheels and base, with an all-purpose cleaner.3. Rinse with clear water.4. Spray with a properly prepared sanitizing solution.5. Air-dry.

Cabinet, Closed Bakers	Daily	<p>Interior:</p> <ol style="list-style-type: none"> 1. Spray with an all-purpose cleaner. 2. Wipe down interior, side, top, bottom, back, and door. 3. Rinse with clear water. 4. Spray with a properly prepared sanitizing solution. 5. Leave door open to air-dry. <p>Exterior:</p> <ol style="list-style-type: none"> 1. Spray top, door sides and back with all-purpose cleaner. 2. Wipe clean.
	Monthly	<p>Interior:</p> <ol style="list-style-type: none"> 1. Spray with an all-purpose cleaner. 2. Wipe down interior, side, top, bottom, back, and door. 3. Rinse with clear water. 4. Spray with a properly prepared sanitizing solution. 5. Leave door open to air-dry. <p>Exterior:</p> <ol style="list-style-type: none"> 1. Spray with an all-purpose cleaner. 2. Wipe down the top, door, sides, back, and wheels. 3. Clean with stiff brush, if necessary. 4. Rinse with clear water
Can Opener, Electric	Daily	<ol style="list-style-type: none"> 1. Unplug 2. Spray with an all-purpose cleaner and rinse with clear water. 3. Spray with a properly prepared sanitizing solution. 4. Air-dry.

Can Opener, Manual	Daily	<ol style="list-style-type: none"> 1. Remove shank. 2. Spray with an all-purpose cleaner 3. Scrub shank and teeth with a brush. 4. Rinse with clear water. 5. Spray with a properly prepared sanitizing solution. 6. Clean base with an all-purpose cleaner and rinse. <p>OR</p> <ol style="list-style-type: none"> 1. Wash in a dish machine.
Coffee Urn	Daily	<p>Never Immerse in Water</p> <p>Interior:</p> <ol style="list-style-type: none"> 1. Unplug. 2. Spray with an all-purpose cleaner. 3. Fill urn with hot water to 1/3 capacity. 4. Scour the heating unit with a soft, nylon scrub pad. 5. Rinse thoroughly with clear, hot water. 6. Spray with a properly prepared sanitizing solution. 7. Clean faucet by letting clear hot water run through it, while moving the handle up and down. 8. Wash basket, stem and cover in a three-compartment sink. <p>Exterior:</p> <ol style="list-style-type: none"> 1. Spray with a detergent solution, rinse, and air dry. 2. Do not use scouring pads or powder.
Cutting Boards	After Each Use	<ol style="list-style-type: none"> 1. Wash in a three-compartment sink. 2. Rinse in clear water. 3. Sanitize in a properly prepared sanitizing solution. 4. Air-dry <p>OR</p> <ol style="list-style-type: none"> 1. Wash in a dish machine.

Dining Room Tables	After Each Use	<ol style="list-style-type: none"> 1. Wash the tops of tables with soapy water. 2. Wipe with clear water. 3. Spray tables with a properly prepared sanitizing solution. 4. Air dry. <p>NOTE: Periodically check the underside of all dining room tables for gum and other debris.</p>
Drawers	Daily	<ol style="list-style-type: none"> 1. Wipe out crumbs. 2. Organize. 3. Spray fronts with an all-purpose cleaner. 4. Wipe or rinse with water as necessary.
	Monthly	<ol style="list-style-type: none"> 1. Empty drawers and remove. 2. Spray with an all-purpose cleaner. 3. Scrub inside and outside with stiff brush (Sides, front, and draw slides attached under tables). 4. Rinse with clear water. 5. Spray with a properly prepared sanitizing solution. 6. Replace items.

Floors	Daily	<p>Method 1:</p> <ol style="list-style-type: none"> 1. Fill mop bucket with four gallons of cool water. 2. Add an all-purpose cleaner. Mop floor with solution. <p>Method 2:</p> <ol style="list-style-type: none"> 1. Fill mop bucket with four gallons of cool water. 2. Add an all-purpose cleaner. 3. Apply solution freely with mop. 4. Scrub with deck brush 5. Rinse and squeegee towards the floor drain.
	Monthly	<p>Method 1:</p> <ol style="list-style-type: none"> 1. Fill mop bucket with four gallons of warm water. 2. Add degreaser. 3. Apply solution freely with mop. 4. Allow the solution to remain on the floor four to five minutes. 5. Scrub heavily soiled areas with deck brush or broom. 6. Push down the floor drain. <p>Method 2:</p> <ol style="list-style-type: none"> 1. Rinse and fill mop bucket with clear water. 2. Using clean mop, prepare solution using four gallons of warm water. 3. Add degreaser. 4. Apply solution freely with mop. 5. Scrub with deck brush. 6. Push down the floor drain.

Freezer, Reach-in	Daily	<ol style="list-style-type: none"> 1. Clean up spills immediately. 2. Spray exterior door handles with detergent solution. 3. Wipe clean.
	Monthly	<p>Exterior:</p> <ol style="list-style-type: none"> 1. Spray with an all-purpose cleaner, including fronts, handles, sides, hinges, latches, wheels, and legs. 2. Rinse with clear water. 3. Dry with a clean towel.
	As Necessary	<ol style="list-style-type: none"> 1. Transfer food to another freezer. 2. Unplug. 3. Remove shelves. 4. Defrost, if necessary. 5. Wash shelves in a three-compartment sink. 6. Scrub interior walls, top, bottom, sides, doors, gaskets, latch and hinges with an all-purpose cleaner. 7. Rinse with clear water. 8. Turn on. 9. Replace shelves. 10. Replace food when temperature reaches 0°F (-18°C)

Freezer, Walk In	Daily	<ol style="list-style-type: none"> 1. Clean up spills immediately. 2. Spray exterior doors and handles with detergent. 3. Wipe clean.
	Monthly	<p>Exterior:</p> <ol style="list-style-type: none"> 1. Spray with an all-purpose cleaner, including front, handles, sides, hinges, and latches. 2. Rinse with clear water and dry with a clean paper towel.
	As Necessary	<ol style="list-style-type: none"> 1. Frost should not exceed ¼-inch. 2. Turn off. 3. Transfer food to another freezer. 4. Remove shelves. 5. Defrost. 6. Clean shelves, interior walls, top, floor, and gaskets with an all-purpose cleaner. 7. Turn on. 8. Wipe dry. 9. Replace food when temperature reaches 0°F. 10. Do not flush interior with water.
Fryer, Deep	Daily	<ol style="list-style-type: none"> 1. Turn off 2. Filter fryer daily. 3. Spot clean with a degreaser. 4. Change filter paper when it becomes dark, scuffed, or torn.
	Monthly or as necessary	<ol style="list-style-type: none"> 1. Turn off. 2. Let cool. 3. Drain oil and dispose of according to regulatory policy. 4. Wipe out sediment. 5. Fill fryer with water, turn fryer on, and bring to temperature, turn off. 6. Put on rubber gloves. 7. Add degreaser to fryer and let stand for 15 minutes. 8. While heating fryer, spray outside areas of fryer, and clean with an abrasive pad. 9. Drain solution from fryer. 10. Scrub inside as needed and rinse thoroughly.

Hand Sink	Daily	<ol style="list-style-type: none"> 1. Spray outside, inside, and around faucet surface with detergent. 2. Wipe clean.
	Monthly	<ol style="list-style-type: none"> 3. Spray under lip of sink and surrounding wall areas, back splash, pipes, etc. with detergent solution. 1. Wipe clean.
Hood Area	Daily	<ol style="list-style-type: none"> 1. Immediately wipe up splashes. 2. Wipe walls in hood area with an all-purpose cleaner. 3. Wipe or rinse with water as necessary.
	Monthly	<ol style="list-style-type: none"> 1. Scrub walls in hood areas with a degreaser and a stiff brush. 2. Rinse with clear water. 3. Dry. 4. Wipe hood light cover with a degreaser and rinse.
Hot Holding Cabinet/ Proofer	Daily	<ol style="list-style-type: none"> 1. Unplug. 2. Remove, empty, and clean reservoir pan in a three-compartment sink. 3. Wipe entire interior surfaces including top, door, sides, tray slides, bottom, around dials and back heater shield and exterior including top, door, sides, and back using detergent. 4. Leave door open to dry.
	Monthly	<p>Interior:</p> <ol style="list-style-type: none"> 1. Unplug. 2. Scrub interior surfaces including top, door, sides, tray slides, bottom, and back heater shield using nylon scouring pad and all-purpose cleaner. 3. Rinse with clear water (avoiding getting water in back heater vents). <p>Exterior:</p> <ol style="list-style-type: none"> 1. Unplug. 2. Spray surfaces including top, sides, back, door hinges, and wheels with detergent. 3. Wipe clean.

Ice Cream Boxes	Daily	<ol style="list-style-type: none"> 1. Spray interior and exterior with detergent. 2. Wipe clean.
	As Needed	<ol style="list-style-type: none"> 1. Empty all product. 2. Defrost.
Ice Machine	Daily	<ol style="list-style-type: none"> 1. Spray outside surfaces with a detergent solution and wipe clean. 2. Clean and sanitize ice scoop in a three-compartment sink.
	Weekly	<ol style="list-style-type: none"> 1. Inspect the drain hose for debris. 2. Clean with a detergent solution and wipe clean. 3. Sanitize the surface with a properly prepared sanitizing solution.
	Monthly	<p>Exterior:</p> <ol style="list-style-type: none"> 1. Spray outside surfaces carefully with detergent 2. Clean all surfaces including hinges and legs.
	Seasonally	<ol style="list-style-type: none"> 1. Unplug. 2. Remove loose ice from bins. 3. Wash inside bin surfaces with a detergent solution. 4. Rinse thoroughly with clear water. 5. Replug.
Kettle, Steam Jacketed	After each use	<ol style="list-style-type: none"> 1. Turn off. 2. Flush kettle thoroughly with lukewarm water and drain to remove loose soil. 3. Immediately after removing food, spray with a degreaser. 4. Fill above food line with warm water. 5. Scrub inside, outside, including spigot, base, legs, hinges, lid, lid handle, water faucets, and splashes on surrounding walls with brush and nylon scrub pad. 6. Carefully wipe control area. 7. Rinse with clear water. 8. Spray with a properly prepared sanitizing solution and air-dry. 9. Dry outside surfaces with a clean, soft cloth.

Milk Box	Daily	<ol style="list-style-type: none"> 1. Spray outside with a detergent solution. 2. Wipe clean.
	Monthly	<ol style="list-style-type: none"> 1. Unplug. 2. Remove milk. 3. Spray interior and exterior, including gaskets, hinges, latch, base, and wheels with a detergent solution and wipe clean. 4. Replace milk, first new then old. Throw out out-of-date containers.
Mixer	Daily	<ol style="list-style-type: none"> 1. Unplug. 2. Spray the base, saddle, shaft and legs with an all-purpose cleaner. 3. Rinse with clear water. 4. Wash mixing bowls and utensils in a three-compartment sink or wash in a dishmachine. 5. Re-plug.
	Monthly As Needed	<ol style="list-style-type: none"> 1. Remove back pan and clean. 2. Remove oil drip ring, clean with an all-purpose cleaner.
Mop and Mop Buckets	Daily	<ol style="list-style-type: none"> 1. Hang upside down to dry. 2. Rinse mops, brooms, and dustpans.

Ovens	Daily	<ol style="list-style-type: none"> 1. Turn off. 2. Wipe up spills, top, front, around dials, doors and handles with an all-purpose cleaner. 3. Wipe or rinse with clear water, as necessary.
	Monthly	<p>Interior:</p> <ol style="list-style-type: none"> 1. Remove chrome finish racks and supports, wash in a three-compartment sink. 2. With oven surface slightly warm, spray with a degreaser. 3. Let stand until soil is loosened. Baked on food may be loosened with a nylon scouring pad. 4. Pick up loosened soil with a damp cloth. 5. Rinse with clear water. 6. Air-dry. <p>Exterior:</p> <ol style="list-style-type: none"> 1. Wash top, sides, front, handles, around dials, shelf, and legs with a degreaser. 2. Rinse with clear water. 3. Dry with a soft cloth.

<p>Oven Racks</p>	<p>Monthly</p>	<p>Method 1 – Easy Overnight:</p> <ol style="list-style-type: none"> 1. Turn off oven and allow to cool. 2. Remove all racks. 3. Place racks in large trash bags. 4. Spray racks with a degreaser and close bags. 5. Next morning open bags and place racks in sink. 6. Re-spray with a degreaser. 7. Wearing rubber gloves, scrub racks with an abrasive pad. 8. Rinse thoroughly. 9. Replace in oven. <p>Method 2 – Overnight:</p> <ol style="list-style-type: none"> 1. Turn off oven and allow to cool. 2. Remove all racks. 3. Place racks in sink. 4. Cover racks with warm water. 5. Add degreaser for every five racks. 6. Next morning re-spray the racks with a degreaser. 7. Wearing rubber gloves, scrub racks with an abrasive pad. 8. Rinse thoroughly. 9. Replace in oven. <p>Note: if racks cannot lay flat, spray, and add degreaser to one-quarter full sink of water, rotating racks in the solution as needed.</p>
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Pots, Pans, and other Food Preparation Utensils	Each Use	<ol style="list-style-type: none"> 1. Fill first compartment of three-compartment sink with warm water at least 110°F (43 °C). 2. Add detergent. 3. Fill second compartment with clear, warm rinse water, change frequently and keep clean. 4. Fill third compartment with water at the appropriate temperature designated by the Food Code for the chemical being used and appropriate amount of chemical sanitizer or use hot water sanitizing procedure with water at least 171 degrees F. (Refer to Appendix D.) 5. Let pots and pans stand in sanitizer for one minute and remove. 6. Air-dry. <p>OR</p> <ol style="list-style-type: none"> 1. Wash in a dish machine.
Pot and Pan Rack	Monthly	<ol style="list-style-type: none"> 1. Empty rack. 2. Wash all surfaces including posts and legs with an all-purpose cleaner. 3. Spray with sanitizing solution. 4. Air-dry. 5. Replace pots and pans.
Rack, Open, Bakers	Daily	<ol style="list-style-type: none"> 1. Spray side posts, tray slides and bottom with detergent. 2. Wipe clean.
	Monthly	<ol style="list-style-type: none"> 1. Scrub side posts, tray slides and bottom with an all-purpose cleaner and stiff brush. 2. Rinse with warm water.

Refrigerator, Reach In	Daily	<ol style="list-style-type: none"> 1. Clean up spills immediately. 2. Spray exterior doors and handles with detergent. 3. Wipe clean.
	Monthly	<p>Interior:</p> <ol style="list-style-type: none"> 1. Using a stiff brush, scrub refrigerator including top, sides, bottom, shelves, back, door, and gaskets with an all-purpose cleaner. 2. Rinse with clear water. <p>Exterior:</p> <ol style="list-style-type: none"> 1. Scrub front, sides, doors, handles, latches, wheels and legs with an all-purpose cleaner. 2. Rinse with clear water. 3. Air-dry.
Refrigerator, Walk In	Daily	<ol style="list-style-type: none"> 1. Clean up spills immediately. 2. Wipe exterior door and handle with detergent. 3. Wipe clean with a clean cloth.
	Monthly	<p>Interior:</p> <ol style="list-style-type: none"> 1. Wash shelves, walls, door, latch, hinges, floor and air curtain (if applicable) with an all-purpose cleaner. 2. Rinse with water
	As Necessary	<ol style="list-style-type: none"> 1. Remove food. 2. Remove shelving. 3. Scrub with an all-purpose cleaner and stiff brush. 4. Rinse with clear water. 5. Replace food.

Sinks, Food Preparation	Daily	<ol style="list-style-type: none"> 1. Wash tubs, backsplash, drain boards, faucets, matting, apron, and shelves with an all-purpose cleaner. 2. Rinse with clear water. 3. Spray with a properly prepared sanitizing solution. 4. Air-dry.
	Monthly	<ol style="list-style-type: none"> 1. Organize shelf areas. 2. Scrub tubs, drainboards, around faucets, matting, apron, under apron lip, posts, legs and shelves with an all-purpose cleaner and stiff brush. 3. Wipe surrounding wall and exposed pipes. 4. Wipe or rinse with water as necessary. 5. Spray with a properly prepared sanitizing solution. 6. Air-dry.
Steamer	Daily	<p>Exterior:</p> <ol style="list-style-type: none"> 1. Turn off. 2. Wipe top, sides, front, doors, control plate, handles, base/table with a detergent solution. 3. Wipe clean. <p>Interior:</p> <ol style="list-style-type: none"> 1. Turn off. 2. Wash sides, pan slides, steam tubes, top, bottom, door gaskets, and door with an all-purpose cleaner. 3. Rinse thoroughly with clear water. 4. Ensure drain is free of food debris. 5. Leave doors open to dry.
	Monthly	<ol style="list-style-type: none"> 1. Remove racks, steam tubes and doors (if removable). 2. Wash in a three-compartment sink. 3. Scrub interior and exterior surfaces with an all-purpose cleaner and stiff brush. 4. Rinse thoroughly with clear water. 5. Air-dry.
	As Necessary	<ol style="list-style-type: none"> 1. Clear holes in steam tubes using end of opened paper clip. 2. Remove hard water stains with paste made of cream of tartar and water.

Steam Table and/or Serving Line	Daily	<ol style="list-style-type: none"> 1. Turn off. 2. Drain water wells. 3. Wash top surface, inside walls, tray slide top and edges sneeze guards and shelves with a detergent solution.
	Monthly	<ol style="list-style-type: none"> 1. Scrub all surfaces, including shelves, under shelves, ledges, legs, tray slide, under-tray slide, front and sides with an all-purpose cleaner and stiff brush. 2. Rinse with clear water. 3. Dry.
Storeroom	Daily	<ol style="list-style-type: none"> 1. Clean up spills immediately.
	Monthly	<ol style="list-style-type: none"> 1. Organize. 2. Dust cans, exposed shelves and pallet surfaces. 3. Upon delivery remove cans from carton, inspect for dents and follow dented can procedure, and date. 4. Rotate all stock (FIFO).
	As Necessary	<ol style="list-style-type: none"> 1. Remove foods from shelving units and pallets. 2. Scrub pallets and shelves, including posts, and legs with an all-purpose cleaner and stiff brush. 3. Rinse 4. Air-dry
Stoves and Ranges	After each use	<ol style="list-style-type: none"> 1. Wipe off all surfaces.

Tilt Skillet	After each use	<ol style="list-style-type: none"> 1. Turn off. 2. Immediately after removing food, flush with warm water and drain. 3. Spray with a degreaser and fill above food line with warm water and allow to soak. 4. Scrub inside, outside, including base, legs, hinges, lid, handle, water faucets, and splashes on surrounding walls with brush and nylon scrub pad. 5. Wipe around controls. 6. Wipe or rinse with water as necessary. 7. Spray interior of tilt skillet with properly prepared sanitizing solution and let air-dry.
Trash Cans	Daily	<ol style="list-style-type: none"> 1. Empty. 2. Rinse with warm water to ensure all loose food particles are dislodged. 3. Replace liners.
	Monthly	<ol style="list-style-type: none"> 1. Scrub inside, outside, handles and base with an all-purpose cleaner and stiff brush. 2. Rinse with clear water. 3. Turn upside down to drain.
Utility Carts	Daily	<ol style="list-style-type: none"> 1. Wipe top, sides, handles, ledges, shelves, under shelves, and wheels with an all-purpose cleaner and rinse.
	Monthly	<ol style="list-style-type: none"> 1. Scrub top, sides, handle, ledges, shelves, and wheels with an all-purpose cleaner and stiff brush. 2. Rinse with warm water.

Ventilation Hood	As needed	<p>Method 1:</p> <ol style="list-style-type: none"> 1. Remove all vents and racks from the vent hood. 2. Place vents and racks in trash bag and spray with a degreaser. 3. Let vents and racks stand overnight. 4. Next morning, remove vents and racks from the bags (holding your head away from the bag) and run the items through the dish machine or rinse them in the sink. 5. Replace racks and vents. <p>Method 2:</p> <ol style="list-style-type: none"> 1. Remove all vents and racks from the vent hoods. 2. Fill sink halfway with warm water and add degreaser. 3. Soak overnight. 4. Next morning remove vents and racks. 5. Run through the dish machine or rinse them off in the three-compartment sink. 6. Replace racks and vents. 7. Repeat the cleaning before or after winter break and at the end of the school year. 8. Always wear gloves when cleaning with a degreaser.
Washer and Dryer	Daily	1. Clean lint baskets.
	Monthly	<ol style="list-style-type: none"> 1. Wipe cabinets with an all-purpose cleaner. 2. Rinse with clean water. 3. Dry.

Appendix D: Advantages and Disadvantages of Different Chemical Sanitizers

Chemical*	Concentration	Contact Time	Advantage	Disadvantage
Chlorine ¹	50 to 99 ppm in water between 75°F (24°C) and 100°F (38°C)	7 seconds	Effective on a wide variety of bacteria; highly effective; not affected by hard water; generally inexpensive	Corrosive, irritating to the skin, effectiveness decreases with increasing pH of solution; deteriorates during storage and when exposed to light; dissipates rapidly; loses activity in the presence of organic matter
Iodine	12.5-25 ppm in water that is at least 68°F (20°C)	30 seconds	Forms brown color that indicates strength; not affected by hard water; less irritating to the skin than is chlorine; and activity not lost rapidly in the presence of organic matter.	Effectiveness decreases greatly with an increase in pH (most active at pH 3.0; very low acting at pH 7.0); should not be used in water that is at 120°F (49°C) or hotter; and might discolor equipment and surfaces.
Quaternary Ammonium Compounds	Up to 200 ppm in water that is at least 75°F (24°C)	30 seconds	Nontoxic, odorless, colorless, non-corrosive, nonirritating; stable to heat and relatively stable in the presence of organic matter; active over a wide pH range	Slow destruction of some microorganisms; not compatible with some detergents and hard water

* Chemical SANITIZERS and other chemical antimicrobials applied to FOOD-CONTACT SURFACES shall meet the requirements specified in 40 CFR 180.940 Tolerance exemptions for active and inert ingredients for use in antimicrobial formulations (food-contact surface sanitizing solutions).

¹ Chlorine sanitizer strength and temperatures are dependent on the pH as indicated by the chart below:

Concentration Range	Minimum Temperature	
	PH 10 or less °C (°F)	PH 8 or less °C (°F)
25 – 49	49 (120)	49 (120)
50 – 99	38 (100)	24 (75)
100	13 (55)	13 (55)

Appendix E: SCHOOL CHILDREN'S HEALTH ACT OF 2006

Session Law 2006-143; House Bill 1502.

The General Assembly of North Carolina enacts:

SECTION 1. G.S. 115C-12 is amended by adding a new subdivision to read:

(33) Duty to Protect the Health of School-Age Children From Toxicants at School. The State Board shall address public health and environmental issues in the classroom and on school grounds by doing all of the following:

a. Develop guidelines for sealing existing arsenic-treated wood in playground equipment or establish a time line for removing existing arsenic-treated wood on playgrounds and testing the soil on school grounds for contamination caused by the leaching of arsenic-treated wood in other areas where children may be at particularly high risk of exposure.

b. Establish guidelines to reduce students' exposure to diesel emissions that can occur as a result of unnecessary school bus idling, nose-to-tail parking, and inefficient route assignments.

c. Study methods for mold and mildew prevention and mitigation and incorporate recommendations into the public school facilities guidelines as needed.

d. Establish guidelines for Integrated Pest Management consistent with the policy of The North Carolina School Boards Association, Inc., as published in 2004. These guidelines may be updated as needed to reflect changes in technology.

e. Establish guidelines for notification of students' parents, guardians, or custodians as well as school staff of pesticide use on school grounds.

SECTION 2. G.S. 115C-47 is amended by adding four new subdivisions to read:

(45) To Address the Use of Pesticides in Schools. Local boards of education shall adopt policies that address the use of pesticides in schools. These policies shall:

a. Require the principal or the principal's designee to annually notify the students' parents, guardians, or custodians as well as school staff of the schedule of pesticide use on school property and their right to request notification. Such notification shall be made, to the extent possible, at least 72 hours in advance of nonscheduled pesticide use on school property. The notification requirements under this subdivision do not apply to the application of the following types of pesticide products: antimicrobial cleansers, disinfectants, self-contained baits and crack-and-crevice treatments, and any pesticide products classified by the United States Environmental Protection Agency as belonging to the U.S.E.P.A. Toxicity Class IV, "relatively nontoxic" (no signal word required on the product's label).

b. Require the use of Integrated Pest Management. As used in this sub-subdivision, "Integrated Pest Management" or "IPM" means the comprehensive approach to pest management that combines biological, physical, chemical, and cultural tactics as well as effective, economic, environmentally sound, and socially acceptable methods to prevent and solve pest problems that emphasizes pest prevention and provides a decision-making process for determining if,

when, and where pest suppression is needed and what control tactics and methods are appropriate.

(46) To Address Arsenic-Treated Wood in the Classroom and on School Grounds. Local boards of education shall prohibit the purchase or acceptance of chromated copper arsenate-treated wood for future use on school grounds. Local boards of education shall seal existing arsenic-treated wood in playground equipment or establish a time line for removing existing arsenic-treated wood on playgrounds, according to the guidelines established under G.S. 115C-12(33). Local boards of education are encouraged to test the soil on school grounds for contamination caused by the leaching of arsenic-treated wood.

(47) To Address Mercury in the Classroom and on School Grounds. Local boards of education are encouraged to remove and properly dispose of all bulk elemental mercury, chemical mercury, and bulk mercury compounds used as teaching aids in science classrooms, not including barometers. Local boards of education shall prohibit the future use of bulk elemental mercury, chemical mercury compounds, and bulk mercury compounds used as teaching aids in science classrooms, not including barometers.

(48) To Address Exposure to Diesel Exhaust Fumes. Local boards of education shall adopt policies and procedures to reduce students' exposure to diesel emissions."

SECTION 3. Nothing in this act shall be construed to create a private cause of action against the State Board of Education, a local board of education, or their agents or employees.

SECTION 4. G.S. 115C-47(45)b., as enacted by Section 2 of this act, becomes effective October 1, 2011. The remainder of this act becomes effective October 1, 2006.

In the General Assembly read three times and ratified this the 10th day of July, 2006.

Beverly E. Perdue, President of the Senate
James B. Black, Speaker of the House of Representatives
Michael F. Easley, Governor

Approved 7:39 p.m. this 19th day of July, 2006
Session Law 2006-143 SL2006-01

Safe Food Handling Procedures

Description: The standards presented in this section are based on the *2013 FDA Food Code and the 2011 Food Code Supplement*. An effective food safety program will help control food safety hazards that might arise during all aspects of food service (receiving, storing, preparing, cooking, cooling, reheating, holding, assembling, packaging, transporting and serving). This *Section: Safe Food Handling Procedures* addresses safe handling throughout these processes. Standards that address facilities, equipment, cleaning, sanitizing, pest control, and employees are outlined in *Section: Prerequisite Programs*.

PURCHASING AND RECEIVING	MONITORING FREQUENCY
<p>All food and beverages are purchased from an approved vendor. An approved vendor is a licensed/permitted food /beverage establishment. Fresh produce must be obtained from an approved vendor or from a farm that has obtained USDA Good Agricultural Practices (GAPs) Certification Parts 1 & 2 or equivalent. The School Food Authority (SFA) Central Office will identify approved sources of food, beverages and produce.</p>	<p>Annually and as needed</p>
<p>Temperature-controlled delivery vehicles are clean and operating at temperatures outlined in Table 1: Transportation Vehicle Criteria on page 12.</p>	<p>Daily</p>
<p>Food is inspected within 10 minutes of delivery using the criteria outlined in Table 2: Criteria for Accepting or Rejecting a Food Delivery on page 13. Food that is rejected is segregated from all other items until returned to the vendor.</p>	<p>As needed – note on invoice</p>
<p>The temperature of refrigerated and cooked foods is taken within ten minutes of delivery using the guidelines outlined in Table 2: Criteria for Accepting or Rejecting a Food Delivery on page 13. Frozen foods are checked to be sure they are rock solid and no water marks appear on the packaging. Food that is not at proper temperature is segregated from all other items until returned to the vendor.</p>	<p>As needed – note on invoice</p>
<p>No past-dated foods are accepted or used in the operation. This includes foods labeled "Sell By, Expiration Date, Best If Used By, and Use By."</p>	<p>As needed</p>
<p>Foods and beverages of non-domestic origin are not to be accepted and used unless they have been approved in advance by the SFA's School Nutrition Administrator. Your School Nutrition Administrator should provide a list of currently approved non-domestic products. Any food or beverage of non-domestic origin not previously approved must be rejected at the time of delivery so a credit may be issued to the School Nutrition account.</p>	<p>As needed - during the receiving process</p>

DRY STORAGE	MONITORING FREQUENCY
Food is stored using the criteria in Table 3: Storage Guidelines for Specific Foods.	Monthly
<p>USDA donated foods – Label, using permanent black marker, with date received (month/year) in a conspicuous location on the case. If food is taken out of the case, label using a permanent black marker, each individual can/container with the pack date (month/year) that appears on the case or label with the receipt date (month/year) if no pack date is available.</p> <p>Commercially packaged foods – label, using permanent black marker, with date received (month/year) in a conspicuous location on the case. If food is taken out of the case, label, using permanent black marker, each individual can/container with the receipt date (month/year).</p>	Monthly
A first in, first out (FIFO) procedure is used for all dry food storage.	Monthly
All food is stored on clean shelving that is at least 6 inches off the floor.	Monthly
The temperature(s) of the dry storeroom(s) is between 50°F and 70°F and is clean, dry, and well-ventilated.	Daily
Food is stored in durable, food-grade containers that are not stored in direct sunlight.	Monthly
Cleaning supplies and other chemicals are completely separated from all food, dishes, utensils, linens, and single-use items.	Monthly
Non-food supplies and chemicals are in their original containers. If not in the original container, the item is clearly labeled on the side of the holding container with the specific name of the contents (i.e. <i>Chlorine Bleach</i> solution, <i>QUATS solution</i> instead of <i>sanitizer</i>). Do <u>not</u> label the lid because lids are interchangeable. Some chemical suppliers provide labels.	Monthly

REFRIGERATED STORAGE	MONITORING FREQUENCY
Food is stored using the criteria in Table 3: Storage Guidelines for Specific Foods on page 15.	Monthly
<p>USDA donated foods – Label, using permanent black marker, with date received (month/year) in a conspicuous location on the case. If food is taken out of the case, label using a permanent black marker, each individual can/container with the pack date (month/year) that appears on the case or label with the receipt date (month/year) if no pack date is available.</p> <p>Commercially packaged foods – label, using permanent black marker, with date received (month/year) in a conspicuous location on the case. If food is taken out of the case, label, using permanent black marker, each individual can/container with the receipt date (month/year).</p> <p>Produce – label, using permanent black marker, with date received (month/day) in a conspicuous location on the case or package.</p> <p>If foods have a firmly attached sticker from the vendor showing delivery date, this sticker may be used in lieu of a black marker as long the sticker is clearly visible.</p>	Monthly
A first in, first out (FIFO) procedure is used for all refrigerated food storage -- label in permanent black marker with date received (month/year) in a conspicuous location on the package. For produce, use FIFO and mark the date received in month/day format.	Monthly
All food is stored on clean shelving that is at least 6 inches off the floor.	Monthly
Food is stored to allow for good air circulation. Shelves are not lined with foil or other materials.	Monthly
All food that is not stored in its original packaging is <u>c</u> overed and <u>l</u> abeled with the <u>a</u> mount and <u>d</u> ate (CLAD). Proper food covering is a food-grade lid, plastic wrap, or aluminum foil.	Monthly
A refrigerator thermometer is on the top shelf near the door of the refrigerator; this thermometer is in addition to a built in gauge that may be a part of the unit. The temperature of the refrigerator is at 39°F or colder. The temperature of all time-temperature controlled for safety (TCS) food must be at 41°F or colder. The definition and examples of TCS foods are in Handout 1: Time-Temperature Controlled for Safety Foods.	Daily
<p><i>CCP -- Cooked and ready-to-eat foods are stored above raw foods in the refrigerator. Foods are stored in this order:</i></p> <ul style="list-style-type: none"> • <i>Prepared or ready-to-eat food (top shelf)</i> • <i>Fish, seafood items, eggs</i> • <i>Whole cuts of raw beef and pork</i> 	Daily

<ul style="list-style-type: none"> • <i>Ground or processed meats</i> • <i>Raw and ground poultry (bottom shelf)</i> 	
<p><i>CCP – Time-temperature controlled for safety (TCS) foods that are prepared in the operation are stored for no more than 72 hours from the day of preparation at 41°F. The container lid or wrapping is clearly marked with the food name, the amount of food, time, and date of preparation.</i></p>	Daily
<p><i>CCP – Containers of TCS foods are stored for no more than 72 hours at 41°F after opening. The only exceptions are listed in Table 4: Shelf-life for Opened Commercially Processed Ingredients not subject to the 7-day rule</i></p>	Daily

FROZEN STORAGE	MONITORING FREQUENCY
Food is stored using the criteria in Table 3: Storage Guidelines for Specific Foods on page 15.	Monthly
<p>USDA donated foods – Label, using permanent black marker, with date received (month/year) in a conspicuous location on the case. If food is taken out of the case, label using a permanent black marker, each individual can/container with the pack date (month/year) that appears on the case or label with the receipt date (month/year) if no pack date is available.</p> <p>Commercially packaged foods – label, using permanent black marker, with date received (month/year) in a conspicuous location on the case. If food is taken out of the case, label, using permanent black marker, each individual can/container with the receipt date (month/year).</p> <p>If foods have a firmly attached sticker from the vendor showing delivery date, this sticker may be used in lieu of a black marker as long the sticker is clearly visible.</p>	Monthly
A first in, first out (FIFO) procedure is used for all frozen food storage. Label in permanent black marker with date received (month/year) in a conspicuous location on the package.	Monthly
All food is stored on clean shelving that is at least 6 inches off the floor.	Monthly

FROZEN STORAGE, continued	MONITORING FREQUENCY
Freezers should not be overloaded with hot foods; therefore cool hot foods properly before storing in the freezer. Frozen food is stored in a manner to allow for good air circulation. Refer to Handout 5 for information about Safe Cooling Methods.	Monthly
All foods that are not in their original packaging are <u>c</u> overed and <u>l</u> abeled with the <u>a</u> mount and <u>d</u> ate (CLAD). Proper food covering is a food-grade lid, plastic wrap, or aluminum foil.	Monthly
Freezers are defrosted according to manufacturer instructions. <i>NOTE: Manufacturer instructions should be available for all equipment.</i>	Monthly
A freezer thermometer is placed near the front of the freezer on the top shelf; this thermometer is in addition to any built in gauge that may be a part of the unit. If the thermometer has a probe, the probe should not touch the shelf. The ambient temperature is 0°F or colder unless the food requires a different storage temperature.	Daily

PREPARATION -- Thawing	MONITORING FREQUENCY
<p>Only the following methods are used to thaw frozen TCS foods:</p> <ul style="list-style-type: none"> • In a refrigerator that is at 39°F or colder. Thaw raw meats, raw poultry, and raw fish on the lowest shelf. • Under safe running water that is at 70°F or colder. If using this method, the food must be prepared within four hours. • During the cooking process. • In a microwave oven immediately followed by cooking. <p>Frozen foods should never be thawed at room temperature!</p>	As needed – note on production record
TCS food that is held above 41°F for more than four hours is thrown out.	As needed – note on production record in comments section

PREPARATION – Miscellaneous	MONITORING FREQUENCY
Standardized quantity recipes or standardized procedures are used to prepare all menu items.	Daily
Cleaned and sanitized work areas, cutting boards, knives, and utensils are used to prepare food.	Daily
Before opening, all lids of cans and jars are wiped with a clean wet cloth that has been immersed in a properly prepared sanitizing solution. Do not use soapy water to wipe cans and jars.	As needed
<i>CCP -- No bare hand-contact with any exposed cooked or ready-to-eat foods.</i>	<i>Daily</i>

PREPARATION – Meat, Fish, and Poultry	MONITORING FREQUENCY
Separate knives, utensils, and cutting boards are used to prepare raw meats, fish, and poultry.	As needed
Only remove as much TCS food from the refrigerator/freezer as can be prepared within 30 minutes. (<i>Preparation is defined as cutting, slicing, dicing, breading, or battering. This 30-minute time frame does not include the time needed for cooking.</i>)	As needed
Meats, fish, and poultry are refrigerated or frozen within 10 minutes after cutting, slicing, dicing, breading, or battering.	As needed

PREPARATION – Salads Containing TCS Ingredients	MONITORING FREQUENCY
<i>CCP -- Raw meat, fish, and poultry are properly cooked and cooled before adding them to a salad.</i>	<i>Daily</i>
<i>CCP -- All ingredients, including those that are not TCS, are properly cooled to 41°F or colder until they are ready to be mixed. All containers and utensils are chilled before using them to make salad.</i>	<i>Daily</i>
Only remove as much TCS food from the refrigerator/freezer as can be prepared within 30 minutes. <i>Preparation is defined as cutting, slicing, dicing, and peeling.</i>	As needed

PREPARATION – Eggs and Egg Mixtures	MONITORING FREQUENCY
Pasteurized shell eggs or pasteurized liquid eggs are used to make egg mixtures and egg-based batters. Pooling shell eggs is not allowed. Shell eggs can only be used for preparation of single-service items, such as eggs over easy or a single-serving of scrambled eggs.	As needed

PREPARATION – Batter and Breading	MONITORING FREQUENCY
Only batter or bread as much TCS food as can be prepared within 30 minutes.	As needed
When breading food that will be cooked at a later time, refrigerate or freeze within 30 minutes after breading or battering.	As needed
Unused batter or breading is thrown out after it has been in the temperature danger zone -- 41°F to 135°F -- for four hours or longer.	As needed – on production record
Pasteurized shell eggs or pasteurized liquid eggs are used to make batter.	As needed – on production record

PREPARATION – Fruits and Vegetables	MONITORING FREQUENCY
Separate cutting boards, knives, equipment, and utensils are used to prepare fruits and vegetables. <i>Preparation is defined as cutting, slicing, chopping, mincing, dicing, and/or peeling.</i>	Daily
Fruits and vegetables, for which the peel is eaten, are washed under safe running water before cutting, cooking, or combining with other ingredients. Soap and/or sanitizing solution is never used to wash surface of fruits and vegetables.	Daily
All prepared fresh fruits and vegetables are stored in the refrigerator at 41°F or colder.	Daily

PREPARATION – Ice	MONITORING FREQUENCY
Safe drinking water is used to make ice.	Annually
Ice that was used to chill food or beverages is never used as a food ingredient.	Monthly
A cleaned and sanitized container(s) or ice scoop(s) is used to dispense ice unless an automatic ice dispenser is available.	Monthly

COOKING	MONITORING FREQUENCY
Standardized quantity recipes or standardized preparation procedures are used to prepare all menu items.	Daily
<i>CCP -- All TCS foods are cooked to temperatures outlined in Table 4: Minimum Safe Internal Cooking Temperatures on page 17.</i>	<i>Daily</i>
Cooking is completed no more than 20 to 30 minutes prior to beginning service (exceptions are soups and chili); then batch cooked just in time for service to reduce holding times of food to no more than 20 to 30 minutes for optimal food quality.	Daily

HOLDING AND SERVING	MONITORING FREQUENCY
<p>CCP -- All TCS hot foods are at 135°F or hotter before placement in or on a hot-holding unit or serving line. Refer to the user's guide for appropriate settings to maintain food safety and high quality. Only full-size or half-size steam table pans or merchandizing trays should be used on the serving line. (Exception: Pizza can be served directly from the metal baking pan.)</p>	Daily
<p>CCP -- All TCS cold foods are at 41°F or colder before placement on a cold-holding unit or serving line. Only full-size or half-size steam table pans or merchandizing trays are used on the cold-holding unit. Cold foods that are in water-proof containers are nested directly into a bed of self-draining ice.</p>	Daily
<p>CCP -- All TCS food is marked with the time that the food was removed from temperature control or the discard time if time is used as a public health control (TPHC). The time can be marked directly on outer wrapping using a permanent black marker or a sticker with the time noted can be placed onto the outer wrapping. To use this method, you must develop written procedures and follow them exactly as indicated in the recipe and in Part 5: Menus and Recipes.</p>	Daily
<p>If using TPHC, file the written procedures in <i>Part 5: Menus and Recipes</i>. Educate all employees in proper performance of TPHC procedures and file continuing education documentation in <i>Part 5: Continuing Education and Professional Development</i>.</p>	Annually
<p>All TCS food prepared for service must be held above 135°F or below 41°F for the duration of the meal period unless a TPHC procedure is followed exactly as written.</p>	Daily
<p>CCP -- All TCS food that is in the temperature danger zone -- 41°F to 135°F -- for more than four hours is discarded.</p>	Daily
<p>No food can be recovered and re-served once it passes the point of service (i.e. cashier) in a traditional cafeteria setting.</p>	Daily
<p>No food provided for service in an alternate or innovative service location can be recovered and re-served once it leaves the supervision of school nutrition employees.</p>	Daily

HOLDING AND SERVING, continued	MONITORING FREQUENCY
Commercially packaged food that is unopened and unadulterated can be recovered and re-served if the student is still in the serving line (i.e. has not passed the cashier). If an unopened, packaged food is recovered and the food is TCS, the food must immediately be placed in hot or cold storage.	Daily
Long-handled serving utensils are stored in the food.	Daily
All unwrapped foods are beneath a sneeze guard for customer service. All foods not displayed underneath the sneeze guard are covered or wrapped with plastic wrap.	Daily
Leftover product is <i>never</i> mixed with new product. If new product is brought to the serving line and old product is still on the serving line, the new product must be in a separate holding container.	Daily, as needed

COOLING	MONITORING FREQUENCY
<p><i>CCP -- Hot foods that are TCS foods must be cooled to 41°F or colder by placing the food in shallow pans in a refrigerator and cool to 41°F within four hours if using the single-stage cooling method. If using the two-stage cooling method, cool to 70°F within two hours and then to 41°F within an additional four hours – 6 hours total time. The side of the container is marked with the date and time that the food was prepared. Large volumes of hot foods are not put into the refrigerator to cool; use an ice bath for cooling large containers of food before placing in the refrigerator. If food has cooled to 135 degrees, it can not be left at room temperature; it must be refrigerated immediately or placed in ice bath or blast chiller to reduce the temperature quickly. Refer to Handout 5 for information about Safe Cooling Methods.</i></p>	Daily

LEFTOVERS AND ADVANCE PREPARATION	MONITORING FREQUENCY
Leftovers that have been properly cooled and stored are reheated using the criteria outlined in Table 5: Minimum Safe Internal Reheating Temperatures. Leftovers are reheated only one time. The remaining food is thrown out after the second use.	Daily
All leftover foods in refrigerator and freezer are c overed and l abeled with the a mount and d ate (CLAD) by which the menu item is to be used. Leftover menu items are used or discarded within 72 hours of original preparation.	Daily

LEFTOVERS AND ADVANCE PREPARATION, continued	MONITORING FREQUENCY
Use leftover ingredients within 7 days unless they are non-TCS foods and shelf stable. Refer to Table 4 and the HACCP Frequently Asked Questions (FAQs) for more details.	Weekly
All pre-prepared foods are covered and labeled with the amount and date (CLAD), frozen, and used within 30 days. All foods that are pre-prepared must be listed and filed in Part 5: <i>Menus and Recipes</i> .	As needed
SHARING TABLES (IF LOCAL SFA PROCEDURES ALLOW THIS PRACTICE)	MONITORING FREQUENCY
Sharing tables, if used are placed near the cashier or other school nutrition staff to increase ease of monitoring.	Annually
Procedures outlines in Handout 8 are followed; Only non-TCS foods are placed on the sharing table and are properly disposed of at the end of meal service.	Daily
TRANSPORTING	MONITORING FREQUENCY
All holding equipment is properly cleaned and sanitized when it is returned to the facility.	Monthly
All cold-holding equipment is properly cleaned and sanitized before use.	Monthly
The temperature of all TCS food is taken with a properly calibrated, cleaned and sanitized thermometer before it is loaded into hot-holding or cold-holding equipment.	Daily
All hot-holding equipment is preheated to 135°F or hotter before hot food is placed in the unit.	Daily
Teachers or volunteers who will pick up, transport, and distribute meals to students for occasional field trips will receive instruction about how to keep the meals safe until consumption and about discarding procedures. See Hanout 5 for an informational page that can be provided along with the meals.	As needed
CLEANING UP VOMIT OR FECAL EVENTS IN THE FOOD PREPARATION OR SERVICE AREA	MONITORING FREQUENCY
Proper cleanup procedures, as defined in Handout 7, are followed after a potential norovirus (vomit or fecal) contamination event in the food preparation or service area.	As needed

Table 1: Transportation Vehicle Criteria

TYPE OF FOOD BEING TRANSPORTED	TEMPERATURE DURING TRANSPORT
Refrigerated foods that are TCS	41°F or colder
Frozen foods	0°F or colder
Hot foods that are TCS	135°F or hotter

Table 2: Criteria for Accepting or Rejecting a Food Delivery

FOOD	Criteria to Accept Delivery
Meat and Poultry	41°F or colder. Stamped with USDA inspection stamp. Good color and no odor. Packaging clean and in good condition and no signs of tampering and/or counterfeiting. Not past dated.
Seafood	41°F or colder. Good color and no off-odors. Packaging clean and in good condition and no signs of tampering and/or counterfeiting. Not past dated.
Fresh produce	Clean and good condition and no signs of tampering and/or counterfeiting. If produce is cut or processed, it is at 41°F or colder.
Dairy Products	41°F or colder. Packaging clean and in good condition and no signs of tampering and/or counterfeiting. All products are pasteurized. Not past dated.
Eggs	Shell eggs at 45°F or colder; liquid eggs at 41°F or colder. Shell eggs -- clean and uncracked; frozen, and dry eggs – pasteurized. Packaging clean and in good condition and no signs of tampering and/or counterfeiting. Not past dated.

FOOD	Criteria to Accept Delivery
Refrigerated and frozen processed food	41°F or colder; if frozen, the product is rock solid. Packaging clean and in good condition and no signs of tampering and/or counterfeiting. Not past dated.
MAP	If the product requires refrigeration, it is at 41°F or colder. Packaging clean and in good condition and no signs of tampering and/or counterfeiting. Labels can be read and attached to the product. Not past dated.
Canned food	No swollen ends, leaks, rust, or dents. Label can be read and is attached to the product. No signs of tampering and/or counterfeiting. Not past dated.
Dry foods	Packaging clean and in good condition and no signs of tampering and/or counterfeiting. No signs of pest infestation. Not past dated.
UHT	Packaging clean and in good condition and no signs of tampering and/or counterfeiting. If product requires refrigeration, it is at 41°F or colder. Label is attached and can be read. Not past dated.
Baked Goods	Packaging clean and in good condition and no signs of tampering and/or counterfeiting. Products are not moldy. Not past dated.
TCS Hot Foods	Temperature at 135°F or hotter. Holding containers are clean and in good condition and no signs of tampering and/or counterfeiting.

Table 3: Temperature Storage Guidelines for Specific Foods

Food	Temperature	Other Requirements
Meat	41°F	Tightly wrap or place it in a deep container.
Poultry	41°F	Store ice-packed poultry in self-draining containers. Change ice often and sanitize the container regularly.
Fish	41°F	Tightly wrap or store in original packaging. Before shipping, fish served raw or partially cooked must be frozen by the processor to -4°F or colder for seven days in a storage freezer <u>or</u> -31°F or colder for fifteen hours in a blast freezer.
Shellfish	Store alive at 45°F	Store alive in the original container Store clams, oysters, mussels, and scallops in a display tank if the tank has a sign stating that the shellfish are for display only or if a variance is obtained from the local health department. Keep shell stock tags on file for 90 days from the date the last shellfish was used.
Shell eggs	41°F	Use within 4-5 weeks of the packing date.
Dairy	41°F	Discard if past the use-by or expiration date.
Ice cream and frozen yogurt	6°F-10°F	Discard if past the use-by or expiration date.
Fresh produce ^a	Temperature varies	If delivered packed on ice, store that way.
MAP, vacuum packed, and sous vide packaged food	41°F	Discard if past the use use-by or expiration date.
UHT products, aseptically packaged	50°F-70°F	Once opened, store all UHT at 41°F or colder. Read the label to determine if the product needs to be refrigerated.

Food	Temperature	Other Requirements
UHT products not aseptically packaged	41°F	Store above raw foods. Read the label to determine if the product needs to be refrigerated.
Canned/dry food	50°F-70°F	If removed from its original packaging, store in airtight, clearly labeled containers.

^a Storing Fresh Produce

Storage temperatures for fresh produce vary according to type. It is unlikely that most schools will have separate refrigerators for each temperature range. Temperature fluctuates from the back of the refrigerator to the location of the cooling unit and the frequency of the door being opened. Therefore, storing produce in the following locations of the refrigerator will increase shelf life.

FRONT	Apples Cabbage Citrus Fruits Cucumbers	Melons Pears Peppers Pineapples	Plums Radishes Ripe Tomatoes Zucchini
MIDDLE	Asparagus Beets Broccoli Cauliflower	Cherries Grapes Green onions Kiwi	Mushrooms Parsley
BACK	Sprouts Berries Carrots	Head Lettuce Leafy Greens Lettuce	Pre-cut produce Ripe Peaches Nectarines

Table 4: Shelf-life for Opened Commercially Processed Ingredients not subject to the 7-day rule ^{a, b}

FOOD	REFRIGERATOR STORAGE (39°F or Colder)
CONDIMENTS	
Salsa	3-5 days
Mayonnaise	2 months
Pickles and olives	2-3 months
Salad dressing	3 months
Honey	6-8 months
Jams and Jellies	6-8 months
Mustard	6-8 months
Catsup	12 months
DAIRY PRODUCTS	
Cottage cheese	1 week
Sour cream	2 weeks
Processed cheese	1 month
Block hard natural cheese (Cheddar or Swiss)	1-2 months
Butter	1-3 months
Parmesan cheese	2-4 months
Margarine	4-5 months

^a This is a list of ingredients that are commonly used in the School Nutrition Program. If you have a specific question about a food that is not on this list, please contact your regional Nutrition Specialist.

^b These ingredients can be refrigerated for more than seven days after opening. However, they must be used before the date that is stamped on the package. If there is no package date, follow the chart above.

Updated by:
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 North Carolina State University
 Dept. of 4-H Youth Development and Family & Consumer Science

Table 5: Minimum Safe Internal Cooking Temperatures

Food	Minimum internal temperature
Poultry	165°F
Stuffing and stuffed meat	165°F
Dishes that include TCS ingredients	165°F
Ground meats (including beef, pork, and other meat or fish)	155°F
Injected meats (including brined ham and flavor-injected roasts)	155°F
Pork, beef, veal, and lamb	145°F for steaks/chops 155°F for roasts
Fish, whole or fillets Stuffed fish (or stuffing containing fish) Ground, chopped, or minced fish	145°F 165°F 155°F
Shell eggs for immediate service Shell eggs that will be hot-held	145°F 155°F
Fruits or vegetables that will be hot-held	135°
Commercially processed, ready-to-eat food that will be hot-held	135°
TCS food cooked in a microwave oven	165°F

Table 6: Minimum Safe Internal Reheating Temperatures

Food	Temperature and Time	Time to Reach Temperature
Commercially processed food (not leftover) that will be hot-held	135°F for 15 seconds	2 hours
Leftover TCS food that has been properly cooked and cooled	165°F for 15 seconds	2 hours
Cooked food that is reheated for immediate service. <i>These are foods that begin cold, are reheated quickly, and then served to the customer immediately with no holding time.</i>	Any temperature	N/A

Table 7: Recommended Shelf Life for Food Storage**Recommended Food Storage Chart for Dry Storage Items**

Keep dry storage room temperature between 50 degrees F and 70 degrees F. Keep all dry food in original package or tightly closed airtight containers in a dry spot unless otherwise directed on label.

Some food kept longer than recommended times may be useable but of inferior quality.

Food	Time	Special Handling
Baking powder, soda	18 months	
Beverages, canned/bottled	3 months	
Bouillon cubes, powder	1 year	
Bread crumbs, dried	6 months	
Bread, rolls	3 days	Freeze for longer storage; storing in refrigerator increases staling.
Cake mixes	1 year	
Cereals, ready-to-cook	6 months	
Cereals, ready-to-eat		Follow the "use by" date.
Chocolate, pre-melted	2 years	
Chocolate, semisweet	2 years	
Chocolate, unsweetened	18 months	
Coconut, canned	1 year	
Coffee lighteners, dry (opened)	6 months	
Coffee, instant (closed)	6 months	Keep 2 weeks after opening.
Coffee, vacuum pack	1 year	Refrigerate after opening.
Condensed and evaporated milk	1 year	Refrigerate after opening.
Cookies, packaged	4 months	Or follow the "use by" date.
Crackers	3 months	Or follow the "use by" date.
Flour, cake or all purpose	1 year	
Flour, whole-wheat	2-3 months	Keep refrigerated or freeze for longer storage.
Frosting, can or mix	8 months	
Fruits, canned	1 year	
Fruits, dried	6 months	
Gelatin, unflavored	3 years	
Gravies, canned	1 year	
Honey, jams, syrups	1 year	6-8 months after opening.
Hot pepper sauce, Worcestershire	2 years	
Ketchup, barbeque sauce, chili sauce, salsa	Follow the "use by" date.	Refrigerate after opening.
Mayonnaise	Follow the "use by" date.	Keep 2 months after opening.
Meat, fish, poultry, canned/pouch	1 year	

Metered-calorie products, instant breakfasts	6 months	
Molasses	2 years	
Nonfat dry milk	6 months	
Nuts	9 months	
Oil, salad	3 months	Refrigerate after opening.
Pancake mix	6 months	
Pasta	2 years	
Peanut Butter	6 months	Keep 2 months after opening.
Pickles, olives	1 year	
Potatoes, instant	18 months	
Pudding mixes	1 year	
Rice mixes	6 months	
Rice, brown or wild	1 year	
Rice, white	2 years	
Salad dressings (shelf stable)	3 months	Refrigerate after opening.
Sauce, gravy, soup mixes	6 months	
Shortening, solid	8 months	
Soups, canned	1 year	
Soups, dried	15 months	
Spices/Herbs, ground	6 months	Keep in cool spot. Replace if aroma fades. Refrigerate red spices.
Spices/Herbs, whole	1 year	
Sugar, brown or confectioners'	4 months	
Sugar, granulated	2 years	
Tea, bags, loose	18 months	
Teas, instant	2 years	
Toaster pastries	3 months	
Vegetables, canned	1 year	
Vegetables, fresh (onions, potatoes, rutabagas, hard-shelled squash, sweet potatoes)	1 week at room temperature	For longer storage keep at 50 to 60 degrees F. Keep dry, out of sun, loosely wrapped.
Whipped-topping mix	1 year	

Table 7: Recommended Shelf Life for Food Storage, continued

Recommended Food Storage Chart for Refrigerator Items

Keep refrigerator temperature between 34 degrees F and 40 degrees F. If it rises above 40 degrees F, food quickly spoils. Except as noted in chart, wrap foods in foil, plastic wraps, or bags or place in airtight containers to keep food from drying out and odors from being transferred from one food to another. Some food kept longer than recommended times *may* be useable but of inferior quality.

Food	Time	Special Handling
Butter	1-3 months	
Buttermilk, sour cream, yogurt	2 weeks	
Cheese		
Cheese, cottage, ricotta	1 week	
Cheese, cream, Neufchatel	2 weeks	
Cheese, hard or wax-coated — Cheddar, Edam, Gouda, Swiss, etc., large pieces Unopened Opened	3-6 months 1-2 months	Keep all cheese tightly packaged in moisture resistant wrap. Shredded cheese tends to mold and dehydrate quicker than block cheese.
Cheese, Parmesan, grated Unopened Opened	12 months 2-4 months	
Cheese, Processed, opened	1 month	Shredded cheese tends to mold and dehydrate quicker than block cheese.
Cream—light, heavy, half-and-half	1 week	Keep tightly covered.
Dips, commercial	2 weeks	Keep tightly covered.
Eggs, Shell	1 month	Keep small end of egg down, to center yolks.
Eggs, Pasteurized, Whole, thawed	24 hours	Thaw under refrigeration.
Fruit, fresh: Apples	1 month	Do not wash before storing—moisture encourages spoilage.
Fruit, fresh: Apricots, avocados, bananas, melons, nectarines, peaches, pears	5 days	
Fruit, fresh: Berries, cherries	3 days	
Fruit, fresh: Citrus fruit	2 weeks	
Fruit, fresh: Grapes, plums	5 days	
Fruit, fresh: Pineapple	2 days	
Leftover ingredients	7 days	Refer to Table 4: <i>Shelf-life for Opened Commercially Processed Ingredients</i> Chart for certain items.

Leftover menu items	3 days	
Margarine	4-5 months	One week for best flavor.
Meat, ground	1-2 days	
Meat, Processed meats bacon, frankfurters luncheon meat, slices sausage, fresh or smoked hams (whole, halves) hams, canned (unopened)	1 week 5 days 2-3 days 1 week 6 months	Store in coldest part of refrigerator. Unopened vacuum packs keep about 2 weeks.
Meat, roasts, chops	3-5 days	
Meat, stew meat	1-2 days	
Milk, evaporated or condensed (opened)	1 week	
Milk, fluid	Use by expiration date.	For bulk containers, do not return unused milk to original container as this spreads bacteria back to remaining milk.
Milk, pasteurized, reconstituted nonfat dry	1 week	
Pickles, olives	2-3 months	
Poultry, Raw: chicken or turkey	2 days	
Sour Cream	2 weeks	Keep tightly covered.
Vegetables, fresh: Asparagus	3 days	
Vegetables, fresh: Broccoli, Brussels sprouts, green onions, zucchini	5 days	
Vegetables, fresh: Cabbage, cauliflower, celery, cucumbers	Refer to footnote ^a in Table 3.	
Vegetables, fresh: Carrots, parsnips		Remove any leafy tops before refrigerating.
Vegetables, fresh: Corn	1 day	Leave in husk.
Vegetables, fresh: Eggplant, green beans, peppers, tomatoes	1 week	If necessary, ripen tomatoes at room temperature away from light before refrigerating.
Vegetables, fresh: Lettuce, spinach, all leafy greens	5 days	Rinse, drain before refrigerating.
Vegetables, fresh: Radishes, turnips	2 weeks	
Whipped topping, in can	3 months	
Whipped topping, prepared from mix	3 days	

Table 7: Recommended Shelf Life for Food Storage, continued

Recommended Food Storage Chart for Freezer Items

Keep freezer temperature at or below 0 degrees F. Some food kept longer than recommended times *may* be useable but of inferior quality.

Food	Time	Special Handling
Breads, baked, commercial	3 months	
Breads, baked, in house	4 weeks	
Breads, unbaked dough	Follow "use by" date	
Butter, margarine	9 months	
Cakes, baked	3 months	
Cheese, natural, hard	6 months	Texture may be crumbly when thawed.
Cookies, baked, dough	3 months	
Doughnuts, pastries	3 months	
Eggs, Pasteurized, frozen	1 year	
Fish, breaded, cooked	3 months	
Fruit	1 year	
Ice cream, sherbet	1 month	
Juices, concentrates	1 year	
Meat and Poultry, Processed, IQF (Patties, nuggets, etc.)	3 months	
Meat, frankfurters	1-2 months	
Meat, ground, stew	4 months	
Meat, roasts, chops, steaks	4-8 months	
Nuts	3 months	
Pies, fruit	8 months	
Pizza, frozen	2 months	
Poultry, raw, chicken, turkey Whole Parts	1 year 6 months	
Poultry, turkey rolls, roasts	6 months	
Pre-prepared foods, in house	4 weeks	Refer to Part 5: <i>Menu and Recipes</i> for additional information.
Variety meats	4 months	
Vegetables	1 year	
Vegetables, frozen	1 year	

Reference: http://www.clemson.edu/extension/hgic/food/food_safety/handling/hgic3522.html

Table 8: Summer Storage of USDA Donated Foods Memorandum



Steven W. Troxler
Commissioner

North Carolina Department of Agriculture
and Consumer Services
Food Distribution Division

Gary W. Gay
Director

MEMORANDUM

TO: CHILD NUTRITION DIRECTORS
FROM: Anthony Wilkins
Administrator for Field Services
DATE: May 12, 2015
SUBJECT: Summer storage of in stock USDA Food

Summertime is almost here! The North Carolina Department of Agriculture and Consumer Services Food Distribution Division encourage **all** recipient agencies to prepare USDA food for proper storage during the summer months. Planning ahead will help products maintain their wholesomeness. If your dry storage area remains at a temperature of 70°F or below, your commodities should be fine. However, if your dry storage temperature has the potential of rising above 75°F, (no air conditioning), then review the following options:

- Store grain products preferably in the freezer; the cooler is a second choice. This includes commodities such as flour, pasta, and dry beans. Cold temperatures reduce the chance of insect infestation.
- As a reminder, once food is placed in the freezer / cooler for storage, it should remain there until ready to use. This prevents condensation, which leads to molding and deterioration for bagged / boxed goods, or rusting for canned goods, stored in the cooler.
- Try to maintain the dry storage temperature at 70° F or under. This reduces the risk of cans swelling and rusting. Fans can help in circulating cooler air.
- Temperature checks / recordings on USDA food in stock should be scheduled daily, even during vacations and holidays. Facilities with alarm notification systems (including temperature sensor devices) are in compliance. Other facilities should do their best with the understanding that if there is a food loss, the school system may have to absorb the loss. Plan accordingly and remember summer storms often cause power outages.
- Consider relocating USDA food to a central storage facility to reduce travel expenses for recording of cooler/freezer temperatures to kitchens not utilized during the summer months.

By taking the necessary precautions, food losses **can** be prevented. NCDA&CS Food Distribution Division appreciates your consideration of these recommendations. Please contact your field representative or the Butner office (1-888-498-3449), if you have questions or concerns.

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Handout 1: Time-temperature Controlled for Safety (TCS) Foods

All food can cause foodborne illness so all food must be handled safely from the time it is received until the time it is served. TCS foods are those that can support the growth of bacteria. To control for bacterial growth, one needs to:

- cook foods to proper temperatures
- keep foods hot (135°F or hotter)
- keep foods cold (41°F or colder), and
- minimize time in the temperature danger zone

The 2009 FDA *Food Code*, the basis of the NC School HACCP Plan, identifies TCS foods as raw or cooked animal foods (meat, fish, poultry, dairy, eggs); heat treated plant foods (cooked vegetables, baked potatoes, texturized vegetable protein); cut melon; cut tomatoes; cut leafy greens; garlic-in-oil that has not been acidified; and raw bean sprouts. TCS foods may be held for service using temperature control keeping them below 41 degrees or above 135 degrees F. Alternately, they may be held using time without temperature control as the public health control (TPHC) for a working supply of TCS food before cooking, or for ready-to-eat TCS food that is displayed or held for sale or service.

ANIMAL FOODS

Raw meat, fish, poultry, and unpasteurized shell eggs must be cooked to proper endpoint cooking temperatures before serving. All commercially processed meat, fish, poultry, egg products, which are often labeled "Fully cooked", must be cooked to 135°F or hotter before serving. Milk and milk products must be stored at 41°F or colder.

FRUITS

Most fruits are not TCS foods because of their low pH. Figs and melons only become TCS foods after they are cut or in the case of figs, when they are heated. Cut melons must be held at 41°F or colder for safety. If figs are cooked, they must be cooked to 135°F, held at 1135°F, and if leftover, properly cooled, labeled, and used within 72 hours of preparation. If not used within 72 hours, they must be discarded.

Non-TCS fruits do not need to be refrigerated for safety. They are refrigerated to extend their shelf life. However, some fresh fruits *may* have a water activity or acidity level that is inadequate to assure that a product assessment is not needed to show that they are safe. Therefore, as best practice, we recommend keeping all cut fruits at 41°F or colder to increase appeal, shelf life, and safety.

(NOTE: Technically cooked fruits *may* contain adequate sugar and/or acidity to prevent harmful bacteria growth; however, it is difficult to determine the final water activity or pH level when various ingredients are added. It is unlikely that the SFA will provide for the laboratory analysis for a product assessment; therefore, we will assume that, in the absence of adequate information to prove otherwise, cooked fruits are to be held at a safe temperature or follow an approved TPHC procedure as a precaution.)

Commercially canned fruit is generally NOT considered a TCS food because of its low pH and so does not require strict time and temperature for safety. The only exceptions would be if using low-acid canned fruits such as canned figs, dates, mangoes, papaya, persimmons, etc. Items such as these are classified as low-acid foods and so must be maintained at 41 degrees F or colder for safety.

If low acid fruits are added to commercially canned high-acid fruits, the resulting fruit mixture should be considered a TCS food (i.e. bananas added to canned peaches or fruit cocktail).

It is also important to note that because canned fruit has been heat processed, there is a minimal food safety hazard unless contamination takes place after the can is opened. Contamination could result if bare hands come in contact with the exposed fruit, if somebody sneezes or coughs in it, or if dirty holding containers and utensils are used to display and dispense this product. Therefore, below are the procedures that should be followed to minimize contamination as well as to maintain quality. Most schools strive to keep canned fruits cold for quality.

- The unopened cans are put in the refrigerator the day before use.
- The can lid is wiped off before opening.
- The fruit is placed in a chilled pan that has been properly cleaned and sanitized.
- Pans of fruit are placed on the salad bar or serving line no more than one hour before service. If panned out before then, the product needs to be covered and refrigerated until it is placed on the serving line.
- Long-handled utensils that have been properly cleaned and sanitized are in each container of fruit.
- Leftover fruit that is on a self-service bar or serving line must be discarded.
- Leftover fruit that is on an employee-monitored serving line can be saved as a leftover but must be labeled, properly stored, and used within 72 hours of preparation.
- If TCS fruits are held using TPHC procedures, follow the written procedures exactly.

VEGETABLES

Most vegetables are not TCS foods until they are heated and then hot-held (exceptions are cut tomatoes, lettuce, spinach, cabbage, salad greens, and sprouts which must be held at a safe temperature). In our schools, all cooked vegetables are TCS foods because they are heated and then placed in a hot holding cabinet or on a hot serving line. All cooked vegetables must be heated to 135°F or hotter and held at 135°F or hotter. If leftover, they must be properly cooled, labeled, reheated, and served within 72 hours. If not used within 72 hours, they must be thrown out. If vegetables are held using TPHC, follow the written procedures exactly.

Some fresh vegetables that are cut *may* have a pH and water activity level that is inadequate to ensure food safety. It is unlikely that SFAs will conduct product assessments to determine this information; therefore, as best practice, it is *recommended* that all cut fresh vegetables be held at 41degrees F or colder or follow an approved TPHC procedure.

- **Tomatoes.** Cut tomatoes will support the growth of *Salmonella* as demonstrated with the recent outbreaks. Whole tomatoes do not need to be received or stored at

refrigeration temperatures; however, once cut, they must be kept at 41°F or colder. Tomatoes that are cooked are TCS foods and so must be cooked to 135°F or hotter and held at 135°F or hotter. If tomatoes that come out of a can are cooked for hot-holding, they must be cooked to 135°F or hotter. If tomatoes out of a can are not cooked and mixed with other non-TCS foods, then they are not considered TCS.

- o **Lettuce, Spinach, Cut Salad Greens, Leafy Greens.** Lettuce and all other cut salad greens such as spinach, leafy greens, etc. are now considered TCS foods; therefore, all fresh cut salad greens must be kept at 41°F or colder. (Note: cutting includes a cut stem.) As per the 2009 Food Code, the term “leafy greens” includes iceberg lettuce, romaine lettuce, leaf lettuce, butter lettuce, baby leaf lettuce (i.e., immature lettuce or leafy greens), escarole, endive, spring mix, spinach, cabbage, kale, arugula and chard .The outbreaks during previous years were due to the presence of *E. coli* 0157:H7 on the outside of the spinach due to environmental contamination. For packaged salad greens, if the bag states that the produce is washed and ready to use, no further washing is required. Cooked cabbage and spinach must be heated to 135°F or hotter and then held at 135°F or hotter.

OTHER PLANT FOODS

Baked potatoes, sweet potatoes, cooked rice, cooked pasta, cooked pinto beans, other cooked beans, texturized soy protein, and other heat-treated plant foods are also classified as TCS foods. These foods must be cooked to 135°F or hotter and held at 135°F or hotter. If leftover, they must be properly cooled down, labeled, and reheated within 72 hours of preparation. If not used within 72 hours, they must be thrown out.

Peanut Butter: Peanut butter is not a TCS food because of its low water activity. Therefore, peanut butter and jelly sandwiches do not need to be refrigerated. If using commercially prepared, packaged peanut butter sandwiches, follow the manufacturer’s recommendations for storage and holding.

Garlic-in-oil: Most North Carolina schools are not using garlic-in-oil as an ingredient. However, if you should use garlic-in-oil, purchase a commercially processed product that lists acid as an ingredient.

Raw bean sprouts: Only purchase bean sprouts from an approved supplier. When received, store at 41°F or colder.

Handout 2: Time as a Public Health Control (TPHC) for TCS Foods

TPHC foods are menu items using time without temperature control as the public health control for a working supply of TIME-TEMPERATURE CONTROLLED FOR SAFETY FOOD before cooking, or for READY-TO-EAT TIME-TEMPERATURE CONTROLLED FOR SAFETY FOOD that is displayed or held for sale or service.

TPCH procedures are especially effective for foods served in innovative or alternative service areas such as classroom, hallways, buses, or field trips. When using TPHC, the FOOD shall be cooked and served, served at any temperature if READY-TO-EAT, or discarded, within 4 hours from the point in time when the FOOD is removed from temperature control.

All menu items subject to TPHC must be handled in accordance with a written procedure that complies with safe food handling requirements in the Food Code. Establishments that use TPHC rather than temperature must meet the standards set forth in Section 3-501.19 of the NC Food Code Manual. The establishment shall prepare written procedures in advance and shall follow them. No Environmental Health violation exists if the establishment has written procedures for menu items that address all criteria in Section 3-501.19 and the procedures are being followed.

TPHC applies only to the food product(s) and procedures described in the written procedure. Changes from the written procedures void the safety measures afforded by using time as a public health control.

A recommended TPHC form is included in *Part 5: Menus and Recipes*. Use of this form is voluntary; however, all required information must be included on any written TPHC procedure used in the SFA. **The completed forms, if applicable, should be filed in the designated place of *Part 5: Menus and Recipes*.**

Completed sample forms are provided on the following two pages.

Sample Time as a Public Health Control Procedure (TPHC)

TPHC applies only to the food product(s) and procedures described. Changes from the written procedures void the safety measures afforded by using time as a public health control and an Environmental Health violation exists if the procedure is not followed.

Food or Menu Item:	Raw, Cut Tomatoes for sandwich topping
Size of Batch/Quantity to prepare:	½ size pan with approx. 20 slices
Ingredients:	Fresh Sliced Tomatoes

Procedures for preparation, service, and discard:	1. Whole Tomatoes are held in a walk-in cooler at a temperature below 41 degrees per our HACCP procedures.
	2. Tomatoes are removed, thoroughly washed using a colander and running potable water according to HACCP Procedures, sliced with a clean and sanitary Robot Coupe food processor, and placed in a clean, sanitized 1/2 size S/S serving pan, covered, and returned to refrigeration until placed on the serving line.
	3. During serving periods, pans of pre-sliced Tomatoes are removed from the walk-in cooler as needed and placed on the serving line for no longer than 2 hours.
	4. The Pre-sliced Tomatoes are served with tongs as sandwich toppings.
	5. Sliced Tomatoes on the serving line not used within two hour time period are discarded along with any leftover product on the serving line at the end of meal service.
	6. Prepared, sliced tomatoes remaining under temperature control are used within 72 hours from time of preparation according to the procedures in steps 3 through 4 above.

Time Control Time control begins at the completion of the cooking process when the food is removed from hot holding or cold holding, or the start of assembly when using room temperature ingredients. Check the appropriate box that represents the beginning of time control.	<input type="checkbox"/> Cooking Completion - time begins at the completion of the cooking process: i.e. cooked pizza removed from the oven.
	<input checked="" type="checkbox"/> Removal from hot or cold holding – time begins when the food is removed from temperature control: i.e. meats or vegetables are removed from hot holding unit, sub sandwiches or milks are removed from refrigeration.
	<input type="checkbox"/> Assembly – time begins when preparing the menu item; i.e. sandwiches, salads, cut melons. Note: the ingredients must be removed cold storage at 41° before assembly begins.

Holding Time Maximum holding time for food is 4 hours.	
Specify food location during holding:	Cold section of the serving line
Describe labeling method:	Day dots will be used to monitor holding time; discard time will be noted on the day dot.
Labeling Method includes:	<input type="checkbox"/> when time control begins <input checked="" type="checkbox"/> discard time
Disposal Method:	Unused Sliced Tomatoes will be discarded in the trash can.

Sample Time as a Public Health Control Procedure (TPHC)

TPHC applies only to the food product(s) and procedures described. Changes from the written procedures void the safety measures afforded by using time as a public health control and an Environmental Health violation exists if the procedure is not followed.

Food or Menu Item:	Deli Turkey and Cheese Subs
Size of Batch/Quantity to prepare:	Up to 25 sandwiches in a pan
Ingredients:	Whole grain-rich sub buns, sliced deli turkey, sliced American Cheese.

Procedures for preparation, service, and discard:	1. Deli turkey and cheese are held in a walk-in cooler at a product temperature below 41 degrees per our HACCP procedures. Sub buns are held in the freezer and thawed at room temperature no more than 1 day in advance of sandwich preparation.
	2. Turkey and Cheese is removed from refrigeration at the proper temperature.
	3. Sandwiches are assembled and each pan is marked with a discard time 2 hours from the time assembly begins.
	4. During serving time, sandwiches are served from the pan within 2 hours from the time they were assembled.
	5. Sandwiches not used within two hour time period are discarded.

Time Control Time control begins at the completion of the cooking process when the food is removed from hot holding or cold holding, or the start of assembly when using room temperature ingredients. Check the appropriate box that represents the beginning of time control.	<input type="checkbox"/> Cooking Completion - time begins at the completion of the cooking process: i.e. cooked pizza removed from the oven.
	<input type="checkbox"/> Removal from hot or cold holding – time begins when the food is removed from temperature control: i.e. meats or vegetables are removed from hot holding unit, sub sandwiches or milks are removed from refrigeration.
	<input type="checkbox"/> Assembly – time begins when preparing the menu item; i.e. sandwiches, salads, cut melons. Note: the ingredients must at 41° before assembly begins.

Holding Time Maximum holding time for food is 4 hours.	
Specify food location during holding:	On unrefrigerated serving/transporting equipment on serving lines and kiosks.
Describe labeling method:	A label will be attached to each pan and denoting the discard time within 2 hours of sandwich assembly.
Labeling Method includes:	<input type="checkbox"/> when time control begins <input checked="" type="checkbox"/> discard time
Disposal Method:	Unused sandwiches will be discarded in the garbage disposal.

Handout 3: Calibrating Thermometers – In-House

Accurate temperature readings are critical to the success of a HACCP Plan. Therefore, all thermometers, including those that are used to measure food temperatures and those that are used to measure air temperature, must be calibrated on a scheduled basis to determine how accurate the thermometer is reading temperatures. Calibration is the process of verifying the accuracy of a thermometer. Digital self-calibrating thermometers are recommended for use.

Calibrating Food Thermometers (Bimetallic or Metal-stem Thermometers)

Read the manufacturer instructions to determine how to calibrate your thermometers. Some types must be returned to the manufacturer to be calibrated. Verify the accuracy of all food thermometers at least once a day or every time it is dropped. Two accepted methods for checking accuracy are the boiling-point method and ice-point method. Both are described below.

Boiling-point method (This method can only be used if your elevation is 1,000 feet or less. If you do not know your elevation, it is best to check the accuracy of your thermometers using the ice-point method.)

1. Boil clean tap water in a deep pot.
2. Put the thermometer stem or probe into the boiling water so the sensing area is completely submerged.
3. Wait 30 seconds or until the indicator stops moving.
4. If the temperature is at 212°F then remove the thermometer. It is ready for use.
5. If the temperature is not at 212°F, hold the calibration nut securely with a wrench or other tool and rotate the head of the thermometer until it reads 212°F or the appropriate boiling-point temperature for your elevation.
6. If you are using a digital thermometer, refer to the manufacturer instructions to determine how to calibrate your thermometers. Some types must be returned to the manufacturer to be calibrated.

Ice-point method

1. Fill a container with crushed or chipped ice.
2. Add water slowly until it overflows.
3. Add more ice until it is packed tightly to the bottom of the container, allowing excess to overflow. The water should not rise more than about ¼ inch over the top of the ice.
4. Insert the stem of the thermometer at least two inches into the container and allow it to stabilize for 5 minutes or until the indicator stops moving. Note: It is important that the tip of the thermometer not touch the bottom or sides of the container.
5. If the temperature is at 32°F, remove the thermometer. It is ready for use.
6. If the temperature is not at 32°F, then hold the calibration nut securely with a wrench or other tool and rotate the head of the thermometer until it reads 32°F. The cases of some thermometers have “built in” wrenches on the end of the case.
7. If you are using a digital thermometer, refer to the manufacturer instructions to determine how to calibrate your thermometers. Some types must be returned to the manufacturer to be calibrated.

Handout 4: Measuring Food Temperatures

Temperature readings will only be correct if the thermometer is placed in the proper location in the food. If not inserted correctly, or placed in the wrong area, the reading on the food thermometer will not accurately reflect the internal temperature of the food. In general, place the food thermometer in the thickest part of the food, away from bone, fat, or gristle.

Before using a food thermometer, read the manufacturer's instructions. The instructions should tell how far the thermometer must be inserted in a food to give an accurate reading. If instructions are not available, check the stem of the food thermometer for an indentation, or "dimple." This shows one end of the location of the sensing device. Dial thermometers must be inserted about 2 to 3 inches into the food. For most digital thermometers, one only needs to insert a small area of the tip to get an accurate reading. Clean and sanitize the stem of your thermometer before use. Clean and sanitize between checking temperatures of various foods to avoid cross-contact for allergens.

Where to Place the Thermometer

Meat. When taking the temperature of beef, pork, or lamb roasts, place the food thermometer midway in the roast, away from the bone. When cooking hamburgers, steaks, or chops, insert a thermistor or thermocouple in the thickest part of the meat, away from bone, fat, or gristle. If using a bimetallic stemmed thermometer, see "Thin foods" below. When cooking irregularly shaped food, such as a beef roast, check the temperature in several places.

Poultry. When cooking whole poultry, the food thermometer should be inserted into the thickest part of the thigh (avoiding the bone). If the poultry is stuffed, the center of the stuffing should be checked after the thigh reads 180°F, stuffing must reach 165°F. If cooking poultry parts, insert food thermometer into the thickest area, avoiding the bone. The food thermometer may be inserted sideways if necessary. When the food is irregularly shaped, the temperature should be checked in several places.

Thin foods. When measuring the temperature of a thin food, such as a hamburger patty, pork chop, or chicken breast, use a thermistor or thermocouple food thermometer if possible. There are also special thermometers with a short sensing area on the probe available for thin foods. However, if an "instant-read" dial bimetallic-coil food thermometer is used, the probe must be inserted into the side of the food so that entire sensing area (usually 2-3 inches) is positioned through the center of the food. To avoid burning fingers, it may be helpful to remove the food from the heat source (if cooking on a grill or in a frying pan) and insert the food thermometer sideways after placing the item on a clean spatula or plate.

Combination dishes. For casseroles and other combination dishes, place the food thermometer into the thickest portion of the food or the center of the dish. Egg dishes and dishes containing ground meat and poultry should be checked in several places.

Handout 5: Safe Methods for Cooling Foods

The USDA Guidance for School Food Authorities: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles states that schools must maintain records of cooking, cooling, and reheating temperatures and other CCPs in the food preparation process.

“Food employees will record temperatures and corrective actions taken on the Cooling Temperature Log. Employees will record if there are no foods cooled on any working day by indicating “No Foods Cooled” on the Cooling Temperature Log. The manager or person in charge will verify that employees are cooling food properly by visually monitoring employees during the shift and reviewing, initialing, and dating the temperature log each working day.”

We recognize that school staff is usually not present 4 to 6 hours after the end of meal service; however, we must demonstrate that *reasonable efforts* were made to cool TCS foods. Therefore, the recommended procedures below should be followed to cool foods safely.

When leaving the facility at the end of the day, discard any food that has not reached 70 degrees within 2 hours after cooling has started OR has not reached 41 degrees within 4 hours after cooling has started. Document the cooling process on the Cooling Log in *HACCP Part 3: Monitoring*.

To serve food safely, it is important to keep it out of the temperature danger zone because microorganisms grow well in this range. They grow much faster between 125 and 70 degrees so food must pass through this temperature range quickly to minimize growth. Therefore, you must chill cooked hot food using one of these methods:

1. Two-Stage: From 135 °F to 70 °F within 2 hours AND 70 °F to 41 °F or below in an additional 4 hours. Take corrective action immediately if food is not chilled from 135 °F to 70 °F within 2 hours. The total cooling process from 135 °F to 41 °F may not exceed 6 hours. Take corrective action immediately if food is not chilled from 135 °F to 41 °F within the 6 hour two-stage cooling process.
2. One-Stage: Directly from 135 °F to 41 °F within a total of 4 hours. The total cooling process from 135 °F to 41 °F may not exceed 4 hours. Take corrective action immediately if food is not chilled from 135 °F to 41 °F within the 4 hour one-stage cooling process.

Several factors affect how quickly foods cool:

- the thickness/density of the product – large sized or dense food cools more slowly.
- the type of the container – Stainless steel pans transfer heat more quickly than plastic and shallow pans allow heat to disperse faster than deep pans.

There are several safe methods for cooling food quickly:

- Use an ice-water bath. Divide the food into smaller containers and place them into a sink or other large container filled with ice water. Stir the food often to cool it faster and more evenly. Once food has cooled to at least 70 degrees, store on the top shelves of the refrigerator. Cover the pans and position so that air can circulate.
- Stir food with an ice paddle.
- Place individual portions of foods (such as chicken or hamburger patties) in single layers in shallow pans to decrease cooling time. Remove patties from buns to speed cooling time; discard the bun and use a fresh bun on day of service.
- Place food in a blast chiller, if available.
- Use containers that facilitate heat transfer more quickly
- Leave loosely covered or uncovered (if protected from overhead contamination) during the cooling period to facilitate heat transfer from the surface of the food.

Handout 6: Food Safety on Field Trips

(Note to school nutrition manager or person in charge: Provide a copy of this handout and review it with the person(s) picking up the meals for transport.)

School nutrition staff, teachers, other school staff, parents and volunteers must work together to ensure that field trip meals are safe to eat. Harmful bacteria multiply rapidly in the "Danger Zone" — the temperatures between 41°F and 135 °F. So, perishable foods and beverages won't stay safe long when being transported. Here are safe handling recommendations to prevent foodborne illness from "bag" lunches:

- Receive all cold perishable foods at 41 °F or below from the school nutrition staff and note the time that the food was removed from refrigeration temperatures in the cafeteria and mark the storage cooler with a "Must be eaten by: xx (time)" message (i.e. the message should be either 4 hours or 1 hour depending on the storage temperature). Cold foods should be kept below 41°F or eaten within 4 hours (or within 1 hour if they will be kept in temperatures above 90°F).
- If items are placed in portable food transport units (such as coolers), keep the units tightly closed until meals are distributed. These units should have an ambient air thermometer or a probe thermometer inside of the unit and the temperature of the perishable foods should not be above 70 degrees for more than 4 hours.
- These are the types of foods that should be kept in portable cold storage units.
 - Deli sandwiches – turkey, ham, roast beef, chicken and tuna salads, etc.
 - Cut fresh fruit and vegetables especially melons, tomatoes and leafy greens (excludes whole fruit and pre-packaged, shelf-stable cut fruit like fruit cups and applesauce)
 - Dairy products – milk, yogurt, cheeses
- Keep assembled and cut foods, like sandwiches and sliced fruit or vegetables, in tightly wrapped or sealed containers.
- Serve foods and beverages within 4 hours of picking up meals from the school nutrition program. Record the time that the meals are served.
- Store transport containers and foods out of direct sunlight and away from engines.
- Wash hands prior to distributing meals. Alcohol-based hand sanitizer is not a suitable substitute as it is not effective against foodborne viruses.
- Use clean disposable gloves or utensils when distributing any unwrapped or unpackaged ready-to-serve food (i.e. whole pieces of fresh fruit, sandwiches packaged in bulk containers, etc.)
- Have students thoroughly wash their hands before receiving meals and eating.
- Discard all leftover food items immediately following the meal service.

In addition to following proper food safety procedures to prevent food borne illness, there are some additional considerations for keeping students safe and accounting for meals accurately.

- Be aware of students with food allergies and request that students not share foods without adult supervision and consent.
- Check the student roster to indicate which students received a meal and return the roster to the school nutrition manager after the field trip.

Handout 7: Best Practice Procedures for Norovirus Cleanup in the Food Preparation or Serving Area

It's an unpleasant situation but it happens: a student or staff member vomits in or near the food preparation or service area. Is it norovirus? It's difficult to know for sure but we have to assume that the cause was the virus that can be spread easily, stays on surfaces for weeks and it takes just a microscopic particle to cause illness. Below are the recommended best practice procedures to minimize the risk of a widespread outbreak.

1. Define the area of contamination and the area to be disinfected, at least a 25 feet radius from the source. Close or block off the affected area(s) using the "Caution - Wet Floor" signs, caution tape or safety cones until the cleanup procedure is completed.
2. The soil (vomit or fecal matter) should be treated as potentially infectious material. All individuals in the immediate area should be cleared along with securing the area prior to and during cleanup. Also, assess the overall area of contamination and increase the radius to be cleaned and disinfected based on factors such as velocity and direction of air movement; potential foot traffic through affected areas prior to securing.
3. Control foot traffic of staff and/or students until cleanup procedures and disinfection has been completed.
4. Cleanup staff member(s) should wear personal protective equipment (PPE) including:
 - Eye protection
 - Disposable gloves (vinyl, latex or rubber)
 - Disposable mask
 - Disposable plastic apron
5. Follow the cleanup procedures:
 - Cover the soiled areas immediately with a disposable cloth or paper towels to minimize potential aerosol spread of contaminants.
 - Prepare a disinfectant solution of chlorine bleach (made from 5.25% sodium hypochlorite bleach) mixed with water at 1000 to 5000 ppm concentration (3/4 cup bleach per 1 gallon of water will make a solution of about 3000 ppm). Alternately, use another EPA registered (against norovirus) cleaning chemical mixed and applied according to the manufacturer's instructions.
 - Use absorbent, paper towels, etc. to soak up excessive soil caused by vomitus and/or feces. Carefully transfer these and any solid matter into a plastic bag by folding it on itself and placing the waste materials into a plastic bag and then place inside of another bag (double bag procedure). Apply the disinfectant solution over absorbent materials and seal bag(s).
 - Apply the disinfectant solution to all surfaces within defined contamination areas (equipment, floors, walls, etc. within the approximate 25 feet radius). Avoid application of disinfectant solution via excessive force or focused stream (i.e., power washer or hose with sprayer handle) to prevent aerosolizing any virus particles.
 - Work from the perimeters of the room or affected area towards either the center of contamination site or a floor drain.
 - For floor surfaces, generously apply the disinfectant solution with a disposable towel or

mop head, keeping surfaces wet per the manufacturer's label then allowing surfaces to air dry. Disassemble all exposed food preparation or serving equipment within potential contamination area and apply the disinfectant solution. Allow the surfaces to remain wet for the contact time recommended on chemical manufacturer's label instructions.

- Discard any open or exposed food items and single service items within the contamination area. For those items discarded, place food and containers into a trash bag, seal, and then place into outside dumpster.
 - Bag, seal, and discard all disposable cleaning equipment (i.e., mop heads, gloves, aprons), exposed to the initial contamination or used during cleanup.
 - Disinfect any tools or other non-disposable items used in the cleanup (i.e., mop buckets, handles).
 - Immediately after cleanup procedures are completed, thoroughly wash face and hands (giving extra attention between fingers and under finger nails) using soap and defined handwashing procedures.
 - Prepare a 200 ppm chlorine bleach solution for post cleanup.
 - For food contact surfaces, which were disinfected, rinse the surface and resume routine cleaning and sanitizing procedures using the 200 ppm chlorine bleach solution.
 - For non-food contact surfaces, resume routine cleaning and sanitizing procedures.
6. Reopen the affected area after natural drying of treated surfaces has occurred.

Employees directly involved with clean-up activities closely monitor their health for potential signs and symptoms of norovirus illness up to 72 hours after cleaning the affected areas. This is important to further control the potential for "secondary" transmission if infected employees were to handle food after contracting a norovirus infection.

Appendix A: Sharing Tables: Risks, best practices, and regulatory requirements

What are “Sharing Tables”?

In an effort to address food waste, many schools have established sharing tables where students can leave and/or take foods that were not consumed by the person who selected the items. These tables provide an opportunity for additional helpings of food or beverages at no cost to them.

What are the risks?

Sharing tables do not have the same controls used to keep food safe compared to food provided from the serving line. There is limited ability of school nutrition staff to control cross-contamination, time and temperature abuse, and other intentional or unintentional contamination of foods (food defense/food security) after food has been served. This is why there are regulations in place that do not permit the resale or re-service of many types of food once it is in the possession of the customer. Foods left on the sharing table have already been served and are out of the direct food safety supervision of school nutrition staff and thus, strict limitations are required by the Food Code. North Carolina Department of Public Instruction, School Nutrition Services Section recommends extreme caution for the use of sharing tables due to the lack of control over food safety. There may be limited supervision of foods after the students leaves the serving line. This increases the risk that food could be mishandled, potentially leading to someone getting sick as a result of eating food from a sharing table. It is important to note that sharing tables are only for students, not adults, to select additional portions.

Cross-contamination can occur in multiple ways, but one of the greatest concerns in the school setting is the spread of norovirus. This highly contagious foodborne illness is quickly transferred from infected students through the fecal-oral route. This means that if any fecal matter gets onto an infected student's hands, whether or not they are showing symptoms, they can still transfer the virus to food if they do not wash their hands properly. Other foodborne illnesses can also be transferred by touching food with contaminated hands. Adequate and proper handwashing has been shown to drastically reduce the number of pathogens on hands and is a critical factor in preventing the spread of norovirus and other foodborne pathogens.

Time-temperature abuse can also occur if time-temperature controlled for safety (TCS) foods are left on a sharing table (Refer to *HACCP Plan Part 5: Menus and Recipes* for a more detailed explanation and description of TCS and non-TCS foods). Bacteria can grow and reproduce rapidly when food is in the temperature danger zone between 41°F and 135°F. Harmful bacteria present in these foods can reach unsafe levels if the foods are left in this temperature range for 4 hours or longer. Although cooking to a safe internal temperature kills harmful bacteria, cooked foods are at risk for becoming unsafe because cooking does not kill bacterial spores. Some bacteria form spores that survive cooking but can turn into vegetative cells that grow in the temperature danger zone. Both raw and cooked foods subject to extended time in between 135°F and 41°F can become unsafe to consume.

Once a food is in the student's possession and the student is out-of-sight of the School Nutrition staff, there is greater likelihood that the food might become contaminated. There is a

risk of intentional or unintentional contamination as well as bio-security concern. Schools should have food defense policies in place that protect foods from intentional contamination.

Regulatory Guidance

Concerns about these food safety risks have been carefully considered by the NC Department of Health and Human Services, Division of Public Health, Food Protection and Facilities Branch in consultation with the North Carolina Office of the Attorney General. These regulatory organizations have provided the following ruling about the use of share tables in school cafeterias:

The North Carolina Food Code definition of Food Establishment (1-201.10) encompasses the entire establishment, including the dining area; therefore sharing tables found in the dining area of school cafeterias fall under the jurisdiction of that Food Establishment and must comply with the Food Code requirements for returned food and re-service of food found in Section 3-306.14.

Section 3-306.14 states that after being served or sold and in the possession of a CONSUMER, FOOD that is unused or returned by the CONSUMER may not be offered as FOOD for human consumption. This means that food, after being served, may not be placed on sharing tables for consumption by others.

The only exception allowed by the Food Code is for re-service of Non-TCS food if it meets the requirements in Section 3-306.14(B)(1) & (2). This exception states that 1) FOOD that is dispensed so that it is protected from contamination and the container is closed between uses, such as a narrow-neck bottle containing catsup, steak sauce, or wine; or
(2) The FOOD, such as crackers, salt, or pepper, is in an unopened original PACKAGE and is maintained in sound condition.

TCS food may not be placed on the sharing table and offered as re-served food for human consumption. This practice is a violation of Food Code section 3-306.14(A).

The Food Establishment is responsible for ensuring that any food placed on sharing tables for re-service meets the requirements in the Food Code. This means that the school nutrition manager and staff are responsible for monitoring the foods placed on any sharing table to ensure that TCS foods are not available for re-service and that all commercially packaged non-TCS foods placed on the table are unadulterated. It is recommended that any sharing table used be placed near the cashier or other school nutrition employee so that it may be properly monitored.

Based on the Food Code and guidance from the NC Department of Health and Human Services

Division of Public Health, Food Protection and Facilities Branch and the North Carolina Office of the Attorney General, the time-temperature for safety (TCS) foods are not allowed on sharing tables for re-service and the list below, which is not all inclusive, provides some examples:

- Milk
- Cooked fruits, vegetables, and grains
- Cheese
- Ice cream
- Yogurt
- Meat, fish, poultry, and other protein items
- Cut tomatoes, leafy greens, and melons

The following types of non-TCS items, in unadulterated commercial packages would be allowed on the sharing table if properly supervised to ensure packages remain untampered:

- Crackers
- Cookies
- Pastries
- Cereal
- Granola bars
- Fruit Juice
- Bags of fresh fruits or vegetables, such as grape tomatoes, baby carrots, fruit slices, grapes

Whole fresh fruit that is peeled before consumption, such as oranges, tangerines, and bananas, would also be allowed on the sharing table if it remains unadulterated. Whole fruit with edible peel is allowed if it is washed and wrapped or bagged prior to service and has not been opened; depending on the type of wrapping, it may be difficult to determine if the fruit was opened, and a local decision could be made not to allow these whole fruits.

No food or beverage placed on the share tables may ever be returned to the food preparation, food service, or food storage areas for use by the school nutrition program. All non-TCS items on the sharing table should be discarded at the end of meal service or immediately donated to a non-profit organization according to a properly signed and executed memorandum of agreement (MOA.)



RICHARD O. BRAJER
Secretary

DANIEL STALEY
Director, Division of Public Health

May 19, 2016

Dr. Lynn Harvey, Chief
School Nutrition Services
NC Department of Public Instruction
301 N. Wilmington Street
Raleigh, NC

Dear Dr. Harvey,

I am writing to inform you about the food establishment rules as they pertain to sharing tables in the cafeterias of the public schools, the donation of food, and food preparation or food handling that is taking place in the classrooms.

Guidance has been requested regarding who is responsible for the sharing tables and what type of food can be placed on the sharing table. The definitions of “food establishment” and “premises” in Section 1-201.10 of the NC Food Code Manual include the dining area. Section 3-306.14 Returned Food and Re-Service of Food states:

(A) Except as specified in ¶ (B) of this section, after being served or sold and in the possession of a CONSUMER, FOOD that is unused or returned by the CONSUMER may not be offered as FOOD for human consumption.

(Priority item)

(B) Except as specified under ¶ 3-301.11(G), a container of FOOD that is not POTENTIALLY HAZARDOUS (TIME/TEMPERATURE CONTROL FOR SAFETY FOOD) may be RE-SERVED from one CONSUMER to another if:

- (1) The FOOD is dispensed so that it is protected from contamination and the container is closed between uses, such as a narrow-neck bottle containing catsup, steak sauce, or wine; or
- (2) The FOOD, such as crackers, salt, or pepper, is in an unopened original PACKAGE and is maintained in sound condition.

Therefore, only food that is an unopened original package and non-potentially hazardous (time/temperature control for safety) food may be placed on the sharing table. The school nutrition staff is responsible for ensuring that any food placed on sharing tables for re-service meets the requirements in the NC Food Code Manual.

Food donated to charitable organizations must follow all requirements in the NC Food Code Manual. It must either be packaged, non-potentially hazardous food as specified above, or food that has been prepared and not served to consumers.

Food that is delivered or taken from the cafeteria for food preparation or food handling in a classroom has left the control of the permitted food establishment. This includes food that may be cut, chopped, blended or processed in a classroom for students requiring accommodations for special dietary needs. However, the Section highly recommends food preparation take place in the permitted food establishment to reduce the risks of foodborne illness.

Please do not hesitate to contact me should you require further information or if you have any questions.

Sincerely,

A handwritten signature in cursive script that reads 'Cindy R. Callahan'.

Cindy R. Callahan, REHS
Head, Food Protection & Facilities Branch

Cc: Larry Michael, Section Chief
Susan Thompson,
Regional Staff

*Department of Health and Human Services | Division of Public Health / Environmental Health Section
3605 Six Forks Road / 1632 Mail Service Center / Raleigh, NC 27699-1632
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Appendix B: Guidelines for Food Safety in Power Outages

A power outage may occur during a seasonal storm such as a tornado or flood, or may simply be caused by work being done on electric lines. Whatever the cause, the following recommendations apply to food safety in power outages.

SAFETY RECOMMENDATIONS

- **Use a Thermometer:** Keep an appliance thermometer in the refrigerator and freezer at all times to see if food is being stored at safe temperatures (ambient air temperature of 34 to 39 °F in the refrigerator; 0 °F or below in the freezer). The key to determining the safety of foods in the refrigerator and freezer is how cold they are. Most foodborne illnesses are caused by bacteria that multiply rapidly at temperatures above 41 °F.
- **Leave the Freezer Door Closed as much as possible:** A full freezer should keep food safe about two days; a half-full freezer, about a day. Consider powering by generator if it appears the power will be off for an extended time. You can safely refreeze thawed foods that still contain ice crystals or feel cold to the touch. When in doubt, measure the temperature of the foods to make sure that the food is below 41 °F.
- **Refrigerated Items:** These foods should be safe as long as the power outage is not extended. Discard any perishable food that has been above 41 °F for two hours or more and any food that has an unusual odor, color or texture. Leave the door closed as much as possible; every time you open it, needed cold air escapes, causing the foods inside to reach unsafe temperatures.
- If it appears the power will be off for extended periods, transfer refrigerated perishable foods to another facility/refrigerated truck or use a generator to supply power. Keep a thermometer in the cooler to be sure the food stays at 41 °F or below.
- **Never Taste Food to Determine if it is Safe:** Some foods may look and smell fine, but if they've been at room temperature longer than two hours, bacteria able to cause foodborne illness can begin to multiply very rapidly. Some types will produce toxins, which are not destroyed by cooking and can possibly cause illness.

Reference:

http://www.fsis.usda.gov/wps/portal/fsis/topics/food-safety-education/get-answers/food-safety-fact-sheets/emergency-preparedness/keep-your-food-safe-during-emergencies/ct_index

Appendix C: POWER OUTAGE CHART

Use the following charts to decide which foods are safe when the power is restored.

Frozen Foods

When to Save and When to Throw It Out	Still contains ice crystals and feels as cold as if refrigerated	Thawed. Held above 45°F for over 2 hours
Food		
MEAT, POULTRY, SEAFOOD Beef, veal, lamb, pork, and ground meats, Poultry and ground poultry, casseroles, stews, soups	Refreeze	Discard
Fish, shellfish, breaded seafood products	Refreeze. However, there will be some texture and flavor loss.	Discard
DAIRY Milk, Cheese (soft and semi-soft)	Refreeze. May lose some texture.	Discard
Ice cream, frozen yogurt	Discard	Discard
Hard cheeses	Refreeze	Refreeze
Shredded cheeses, casseroles containing milk, cream, eggs, soft cheeses, or cheesecake	Refreeze	Discard
Eggs (out of shell) and egg products	Refreeze	Discard
FRUITS Juices	Refreeze	Refreeze. Discard if mold, yeasty smell, or sliminess develops.
Commercially packaged or blanched in the facility	Refreeze. Will change texture and flavor.	Discard if mold, yeasty smell, or sliminess develops.
VEGETABLES Juices	Refreeze	Discard after held above 41 °F for 6 hours.

Frozen Foods, continued

When to Save and When to Throw It Out		
BREADS, PASTRIES Breads, rolls, muffins, cakes (without custard fillings) Cakes, pies, pastries with custard or cheese filling Pie crusts, commercial and homemade bread dough	Refreeze Refreeze Refreeze. Some quality loss may occur.	Refreeze Discard Refreeze. Quality loss is considerable.
OTHER Casseroles – pasta, rice based	Refreeze	Discard
Flour, cornmeal, nuts	Refreeze	Refreeze
Breakfast items –waffles, pancakes, bagels	Refreeze	Refreeze
Frozen meal, entree, specialty items (pizza, sausage and biscuit, meat pie, convenience foods)	Refreeze	Discard

Refrigerator Foods

When to Save and When to Throw It Out	
FOOD ITEM	Held above 41 °F for over 2 hours
Hard Cheeses Cheddar, Colby, Swiss, Parmesan, provolone, Romano, Grated Parmesan, Romano, or combination (in can or jar)	Safe
Soft Cheeses blue/bleu, Roquefort, Brie, Camembert, cottage, cream, Edam, Monterey Jack, ricotta, mozzarella, Muenster, Neufchatel, Queso blanco fresco, Processed Cheeses, Shredded Cheeses, Low-fat Cheeses	Discard
DAIRY Milk, cream, sour cream, buttermilk, evaporated milk, yogurt, eggnog, soy milk Butter, margarine	Discard Safe
FRUITS Fresh fruits, cut	Discard
Fruit juices, fresh fruits, coconut, raisins, dried fruits, candied fruits, dates	Safe
VEGETABLES Fresh mushrooms, herbs, spices, raw vegetables	Safe

Refrigerator Foods, continued

Cut salad greens, melons, or tomatoes; tofu, commercial garlic in oil, Potato Salad	Discard
EGGS Fresh eggs, hard-cooked in shell, egg dishes, egg products, Custards and puddings	Discard
MEAT, POULTRY, SEAFOOD Meat, poultry, fish, or seafood; soy meat substitutes, gravy, stuffing, broth, lunchmeats, hot dogs, bacon, sausage, dried beef	Discard
SAUCES, SPREADS, JAMS Opened mayonnaise, tartar sauce, horseradish	Discard if above 50 °F for over 8 hrs.
Peanut butter, Jelly, relish, taco sauce, mustard, catsup, olives, pickles, Worcestershire, soy, barbecue, Hoisin sauces, Opened vinegar-based dressings	Safe
BREAD, CAKES, COOKIES, PASTA, GRAINS Bread, rolls, cakes, muffins, quick breads, tortillas, Breakfast foods –waffles, pancakes, bagels	Safe
Refrigerator biscuits, rolls, cookie dough, Cooked pasta, rice, potatoes, Pasta salads with mayonnaise or vinaigrette, Fresh pasta, Cheesecake	Discard
PIES, PASTRY Pastries, cream filled, Pies – custard, cheese filled, or chiffon; quiche	Discard
Pies, fruit	Safe

References:

http://www.clemson.edu/extension/hgic/food/food_safety/emergencies/

<http://www.fsis.usda.gov/wps/portal/fsis/topics/food-safety-education/get-answers/food-safety-fact-sheets/emergency-preparedness>

Corrective Actions

Although the HACCP plan is intended to prevent deviations from the standards outlined in *Prerequisite Programs* and *Safe Food Handling* sections, perfection is rarely achieved. Therefore, there must be a plan to help decide what to do when you the standards are not fully met. These are called "corrective actions."

The Food Safety Team Leader is in charge of correcting the problem; however, sometimes employees must correct problems and so they must also know about corrective actions and what actions are appropriate to take.

Prerequisite Programs Corrective Actions	
Facilities	<ol style="list-style-type: none"> 1. If deviations in the facility structure are noted, contact your School Nutrition Administrator or your Area Supervisor to determine to whom the repair request should be sent. 2. Follow up if repairs are not completed in a timely manner.
Equipment – selection and installation	<ol style="list-style-type: none"> 1. Re-educate any school nutrition employee who is not following the procedures for this standard. 2. If deviations are noted, contact your School Nutrition Administrator or your Area Supervisor to determine to whom the repair request should be sent. 3. Other than the exceptions noted in <i>HACCP Part 1: Prerequisite Programs</i>, discontinue use of equipment that is not ANSI approved.
Equipment – Maintenance	<ol style="list-style-type: none"> 1. Re-educate any school nutrition employee who is not following the proper procedures for maintaining equipment. 2. For an inaccurate, bimetallic-dial-faced thermometer adjust the temperature by turning the dial while securing the calibration nut (located just under or below the dial) with pliers or a wrench. 3. For an inaccurate, digital thermometer with a reset button, adjust the thermometer according to manufacturer's instructions. If it cannot be adjusted, then purchase a new thermometer. 4. If an inaccurate thermometer cannot be adjusted on-site, do not use it. Follow the manufacturers' instructions for having the thermometer calibrated. If it cannot be calibrated, it must be thrown out. 5. Notify the School nutrition Administrator if the Equipment Maintenance Schedule is not followed.
Employees – Health	<ol style="list-style-type: none"> 1. Re-educate any school nutrition employee who is not following the procedures outlined under Employees – Health in HACCP Part 1 Section: Prerequisite Programs and the Employee Health Policy. 2. Immediately send home, any school nutrition employee who is working and has been diagnosed with <i>Salmonella</i> Typhi, <i>Shigella</i>, <i>E. coli</i> 0157:H7, Norovirus, Hepatitis A or Non-typhoidal <i>Salmonella</i>. 3. If an employee exhibits symptoms of vomiting, diarrhea, fever, jaundice or sore throat and has handled food, all food that they have handled must be thrown out.

Employees – Appearance	<ol style="list-style-type: none"> 1. Re-educate any school nutrition employee who is not following the procedures outlined in Employees – Appearance.
Employees – Handwashing	<ol style="list-style-type: none"> 1. Re-educate any school nutrition employee who is not following the proper procedures for washing their hands. 2. Throw out all food that they have handled with improperly washed hands.
Employees – Other Hygienic Practices	<ol style="list-style-type: none"> 1. Re-educate any school nutrition employee who is not following the procedures for this prerequisite program. 2. Throw out all food that has been improperly handled.
Continuing Education and Professional Development	<ol style="list-style-type: none"> 1. Schedule educational sessions as soon as possible for those who have not been properly educated about food safety. Check with your School Nutrition Administrator for educational opportunities. Refer to educational resources on the School Nutrition website: http://childnutrition.ncpublicschools.gov/information-resources/haccp-food-safety/commercial-kitchen/commercial-kitchen/training-aids
Pest Control	<ol style="list-style-type: none"> 1. Re-educate any school nutrition employee who is not following the procedures for this prerequisite program. 2. Discard any food contaminated by chemicals. 3. Label and/or properly store any unlabeled or misplaced chemicals.
Cleaning and Sanitizing – Two or Three-compartment sink	<ol style="list-style-type: none"> 1. Re-educate any school nutrition employee who is not following the procedures cleaning and sanitizing in a two or three-compartment sink. 2. Re-wash, rinse, and sanitize dirty food-contact surfaces. Re-sanitize food contact surfaces if the surfaces were not properly sanitized. Throw out food that comes in contact with food contact surfaces that have not been sanitized properly. 3. If the two or three-compartment sink is not properly set-up: <ul style="list-style-type: none"> • Drain and refill all compartments. • Adjust the water temperature by adding hot water until the desired temperature is reached. • Add more sanitizer or water, as appropriate, until the proper sanitizer concentration is achieved.

<p>Cleaning and Sanitizing – Chemical Dish machine</p>	<ol style="list-style-type: none"> 1. Re-educate any school nutrition employee who is not following the procedures for this prerequisite program. 2. If the dishmachine is not working properly: <ul style="list-style-type: none"> • Drain and refill the machine to keep the water clean. • Contact the appropriate individuals to have the machine repaired if the machine is not reaching the proper wash temperature or pressure indicated on the data plate. 3. For a chemical sanitizing machine, check the level of sanitizer remaining in bulk container. Fill as needed. Prime the machine according to the manufacturer’s instructions to ensure that the sanitizer is being pumped through the machine. Retest. If the proper sanitizer concentration level is not achieved, stop using the machine and contact the appropriate individuals to have it repaired. Use a three-compartment sink to wash, rinse, and sanitize until the machine is repaired.
<p>Cleaning and Sanitizing – High-Temperature dish machine</p>	<ol style="list-style-type: none"> 1. Re-educate any school nutrition employee who is not following the procedures for this prerequisite program. 2. For a hot water sanitizing dishmachine, retest by running the machine again. If the appropriate surface temperature is still not achieved on the second run, contact the appropriate individuals to have the machine repaired. Wash, rinse, and sanitize in the three-compartment sink until the machine is repaired or use disposable single-service/single-use items if a three-compartment sink is not available.
<p>Cleaning and Sanitizing – In-place Equipment</p>	<ol style="list-style-type: none"> 1. Re-educate any school nutrition employee who is not following the procedures for this prerequisite program. 2. Wash, rinse, and sanitize dirty food contact surfaces. Sanitize food contact surfaces if the surfaces were not properly sanitized. Throw out food that comes in contact with food contact surfaces that have not been sanitized properly.
<p>Hazard Communications</p>	<ol style="list-style-type: none"> 1. Re-educate any school nutrition employee who is not following the procedures for this prerequisite program.

Safe Food Handling Procedures Corrective Actions	
Purchasing and Receiving	<ol style="list-style-type: none"> 1. Re-educate any school nutrition employee who is not applying the purchasing and receiving standards. 2. Contact your School Nutrition Administrator or your Area Supervisor to determine how to handle rejected foods.
Dry Storage	<ol style="list-style-type: none"> 1. Re-educate any school nutrition employee who is <u>not</u> following the storage standards. 2. Throw out food that is in storage that does not meet the storage standards.
Refrigerated Storage	<ol style="list-style-type: none"> 1. Re-educate any school nutrition employee who is not following the refrigerated storage standards. 2. Throw out food that has been at a temperature of greater than 41°F for more than four hours. 3. If the food has not been at 41°F for more than four hours, cook it immediately and properly cool or freeze. 4. If the refrigerator is not at 39°F or colder, adjust the thermostat immediately. 5. Throw out cooked or ready-to-eat foods that have been stored below raw meat, fish, or poultry.
Frozen Storage	<ol style="list-style-type: none"> 1. Re-educate any school nutrition employee who is not following the frozen storage standards. 2. Throw out food that has been at a temperature of greater than 41°F for more than four hours. 3. If the food has not been at 41°F for more than four hours, cook it immediately and properly cool or freeze in a properly working cold-holding unit. 4. If the freezer is not at 0°F or colder, <u>adjust</u> immediately.
Preparation – Thawing	<ol style="list-style-type: none"> 1. Re-educate any school nutrition employee who is not following the procedures for thawing. 2. Throw out all foods that have not been properly thawed.
Preparation – Meats, Fish, and Poultry	<ol style="list-style-type: none"> 1. Re-educate any school nutrition employee who is not following the procedures for preparing meat, fish, and poultry. 2. Throw out all meat, fish, and poultry that have not been properly handled. 3. Discard prepared meats, fish, and poultry that are in the refrigerator after 72 hours from original preparation.
Preparation – Salads Containing TCS Foods	<ol style="list-style-type: none"> 1. Re-educate any school nutrition employee who is not following the procedures for preparing salads containing TCS foods. 2. Discard ready-to-eat food that is touched with bare hands. 3. Discard salads containing TCS foods that are in the refrigerator after 72 hours from original preparation.

Preparation – Eggs and Egg Mixtures	<ol style="list-style-type: none"> 1. Re-educate any school nutrition employee who is not following the procedures for preparing eggs and egg mixtures. 2. Discard any eggs or egg products that have not been handled properly. 3. Discard eggs and egg mixtures that are in the refrigerator after 72 hours from original preparation.
Preparation – Batters and Breeding	<ol style="list-style-type: none"> 1. Re-educate any school nutrition employee who is not following the procedures for preparing batters and breeding. 2. Discard any foods that have been in the temperature danger zone for more than four hours. 3. Discard batters and breeding that are in the refrigerator after 72 hours from original preparation.
Preparation – Fruits and Vegetables	<ol style="list-style-type: none"> 1. Re-educate any school nutrition employee who is not following the procedures for preparing fruits and vegetables. 2. Discard ready-to-eat food that is touched with bare hands. 3. Remove unwashed whole fruits and vegetables from the serving line and wash immediately before serving. 4. Label and date fresh cut fruits and vegetables. 5. Discard cut melons held after 72 hours from original preparation.
Preparation – Ice	<ol style="list-style-type: none"> 1. Re-educate any school nutrition employee who is not following the procedures for preparing ice. 2. Discard ice that is touched with bare hands.
Holding and Serving	<ol style="list-style-type: none"> 1. Re-educate any school nutrition employee who is not following the procedures for holding and serving foods. 2. For hot foods that are not at proper temperatures: <ol style="list-style-type: none"> a. Reheat food to 165°F for fifteen seconds if the temperature is below 135°F and the last temperature measuring was 135°F or higher and taken with the last two hours. Repair or reset holding equipment before returning the food to the unit, if applicable. b. Discard the food if it cannot be determined how long the food temperature was below 135°F. 3. For cold foods that are not at proper temperatures: <ol style="list-style-type: none"> a. Rapidly chill the food using an appropriate cooling method if the temperature is warmer than 41°F and the last temperature was 41°F or colder <u>and</u> taken within the last two hours. b. Use Cooling methods such as: <ul style="list-style-type: none"> • Place food in shallow container (no more than two inches deep) and loosely cover. Put 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. c. Separate food into smaller or thinner portions. 4. Repair or reset holding equipment before returning the food to the unit, if applicable. 5. Discard the food if it cannot be determined how long the food temperature was above 41°F.

	<ol style="list-style-type: none"> 6. Throw out unmarked or unidentified food or food that is noted to exceed the four-hour limit.
Leftovers	<ol style="list-style-type: none"> 1. Re-educate any school nutrition employee who is not following the procedures for handling leftovers. 2. Throw out foods that are older than 72 hours from original preparation.
Cooling	<ol style="list-style-type: none"> 1. Re-educate any school nutrition employee who is not following the procedures for proper cooling. <ol style="list-style-type: none"> a. Use Cooling methods such as: <ul style="list-style-type: none"> • Place food in shallow container (no more than two inches deep) and loosely cover. Put 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. b. Separate food into smaller or thinner portions. 2. Discard any food that did not cool to 70 degrees F within 2 hours and to 41 degrees within an additional 4 hours OR that did not cool to 41 degrees within a total of 4 hours.
Transporting	<ol style="list-style-type: none"> 1. Re-educate any school nutrition employee who is not following the procedures for transporting food. 2. Continue heating or chilling food carrier if the proper air temperature is not reached. 3. Reheat food to 165°F for 15 seconds if the internal temperature of hot food is less than 135°F. 4. Cool food to 41°F or colder using a proper cooling procedure if the internal temperature of cold food is greater than 41°F. 5. Discard TCS foods held in the temperature danger zone for more than four hours.

Allergens

Allergen Prevalence

A report from the CDC showed food allergies are on the rise. From 1997-2007 the incidence of ALL food allergies increased by 18% in children (CDC NCHS Data Brief. Food Allergy among U.S. Children: Trends in Prevalence and Hospitalizations. 2008.) In a recent study of 400 elementary school nurses, almost half (44 percent) reported an increase in the number of food-allergic students over the past five years. The prevalence of food allergies in the pediatric population is greater than in adults:

- 6-7% of children younger than 3 years
- 4% of general population

An estimated 600,000 children in the U.S. are allergic to peanuts. Research also indicates that peanut allergy doubled in children from 1997 to 2002, and yet peanuts are only one of eight foods that most commonly cause 90% of the allergic reactions in children. These eight foods are milk, eggs, wheat, soy, tree nuts, fish, peanuts, and shellfish. As the number of food-allergic children continues to increase, schools across North Carolina are taking steps to address the needs of these students. Many have developed or are developing plans for managing food allergies in schools.

References for additional information:

<http://www.foodallergy.org/managing-food-allergies/at-school>
<http://www.niaid.nih.gov/topics/foodAllergy/understanding/Pages/default.aspx>

Food Allergy Definition

A food allergen is defined as *“a product or ingredient containing certain proteins that can potentially cause severe (occasionally fatal) reactions in a food allergic person. Allergen proteins are naturally occurring and **generally cannot be eliminated by cooking or baking.**”* All food allergens are proteins, but not all proteins are allergens. As yet, there is no known minimum limit to the amount of allergenic protein that must be present to elicit an allergenic response. Research is ongoing to determine if threshold levels can be identified.

Food allergies cause immune system responses that range from discomfort to life-threatening reactions. The body mistakes the protein as a harmful substance and reacts accordingly. There are currently no medications to cure food allergies. Epinephrine, commonly called adrenaline, is the medication that is commonly used to control the reaction in the case of an allergic response to a food protein. Avoidance of the food is the only means to prevent a reaction. There are two common tests that are used to determine whether a person has a food allergy: a skin prick test or a RAST (radioallergosorbent test). The skin test involves placing the allergen under the skin to see whether a reaction occurs on the site, while the RAST is a blood test.

Symptoms of a Food Allergy

Symptoms of a food allergy differ greatly among individuals. Allergic reactions to food can vary in severity, time of onset, and may be affected by when the food was eaten. Common symptoms of food allergy include skin irritations, such as rashes, hives and eczema, and/or gastrointestinal symptoms, such as nausea, diarrhea, and vomiting. Sneezing, runny nose and shortness of breath can also result from food allergies. Some individuals may experience a more severe reaction called anaphylaxis.

Anaphylaxis

Anaphylaxis is a rare but potentially fatal condition in which several different parts of the body experience allergic reactions simultaneously. These may include itching, hives, swelling of the throat, difficulty breathing, lower blood pressure, and loss of consciousness. Symptoms usually appear rapidly, sometimes within minutes of exposure to the allergen, and can be life threatening. Immediate medical attention is necessary when anaphylaxis occurs. Standard emergency treatment often includes an injection of epinephrine (adrenaline) to open up the airway and blood vessels.

What to do for Food Allergic Reaction

The first step is to implement the student's food allergy plan. In an emergency situation, dial 911. Post the school's street address and other important information needed by emergency personnel by the phone so that anyone calling for assistance will have the required information readily available. *Get medical assistance immediately!* It is important to know what to do in an emergency situation. Coordination among foodservice personnel, the school nurse, principal, and teachers can make a difference in a child's life. Develop and know your food allergy emergency plan today.

Allergen Emergency Plan

Every school should have a written food allergy plan in place for quick administration of epinephrine to a child at risk of anaphylactic shock; administration of epinephrine is crucial to minimizing that risk. A sample Food Allergy and Anaphylaxis Emergency Care Plan may be downloaded from <http://www.foodallergy.org/document.doc?id=234>. In addition, it is strongly recommended that all schools follow the steps below.

Inform the family about their responsibility in preventing an allergic response.

The family must:

- Notify the school of the child's allergies.
- Work with the school team to develop a plan that accommodates the child's needs throughout the school including in the classroom, in the cafeteria, in after-care programs, during school-sponsored activities, and on the school bus, as well as a Food Allergy Action Plan.
- Provide written medical documentation, instructions, and medications as directed by a physician, using the Food Allergy Action Plan as a guide. Include a photo of the child on written form.
- Provide properly labeled medications and replace medications after use or upon expiration.
- Educate the child in the self-management of their food allergy including:
 - safe and unsafe foods
 - strategies for avoiding exposure to unsafe foods
 - symptoms of allergic reactions
 - how and when to tell an adult they may be having an allergy-related problem
 - how to read food labels (age appropriate)
- Review policies/procedures with the school staff, the child's physician, and the child (if age appropriate) after a reaction has occurred.
- Provide emergency contact information.

Inform the student about their responsibility in preventing an allergic response.

The student should:

- not trade food with others.
- not eat anything with unknown ingredients or known to contain any allergen.
- be proactive in the care and management of their food allergies and reactions based on their developmental level.
- notify an adult immediately if they eat something they believe may contain the food to which they are allergic.

The school is responsible for the following:

- have emergency food allergy guidelines and anaphylaxis kits on site.
- have at least one school administrator trained and certified in allergy symptoms and preventive techniques.
- ask parents to provide the school with a copy of the signed medical statement from the physician outlining appropriate meal substitutions.
- know where emergency medications such as epinephrine (EpiPen ®) are stored and how they should be administered in case a student has an allergic reaction in the school cafeteria.
- keep food allergy information in an easily accessible location in case there are questions about a student's special diet.
- know how to read labels and review menus with parents of students who have food allergies to determine what if any, menu items need to be substituted.
- work with a Registered Dietitian or other qualified nutrition specialist to manage dietary substitutions as defined in the physician's medical statement. Tailor dietary modifications to the needs of the individual child.
- follow safe food handling principles when preparing, serving, and holding special foods for the allergic child.
- have written emergency instructions and policies. Be sure that all employees know what to do for a child who may have an allergic reaction.
- keep emergency medications and phone numbers accessible, even on field trips.
- provide continuing education for employees who share responsibility for the allergic child.

School Nutrition Responsibilities

It is important for all School Nutrition (SN) personnel to be an integral part of the school's food allergy plan. School Nutrition personnel are critical to preventing allergenic reactions in students who select school meals. All School Nutrition personnel must follow the guidelines that are outlined below. The focus of the School Nutrition Allergy Plan will be on ingredients, suppliers, cross-contact and cleaning, labeling, and employee awareness (continuing education).

The Big 8 Allergens

Many products contain allergenic ingredients. For example, Worcestershire sauce contains anchovies and/or sardines — both are fish. Hot dogs and many deli meats might use milk or soy as binding agents. There are eight foods containing the proteins that cause 90% of the food allergic reactions according to the Food and Drug Administration (FDA) Guidance Document for Food Investigators. They are milk, eggs, peanuts, tree nuts, fish, shellfish, soy, and wheat. The FDA focuses on these foods because they are the primary foods that cause anaphylaxis. About 90% of the remaining reactions are attributed to cottonseed, poppy seed, sunflower seed, sesame seed, legumes, sulfites (not a true food allergen), and celery root. It should be noted there are approximately 220 different food materials that have been identified as causing an allergic response and the list will likely grow.

The Big 8 Allergens and a partial listing of alternate names.

Milk	Casein Caseinates (ammonium, calcium, magnesium, potassium, sodium) Cream Hydrolysates Lactose	Nougat Pudding Sour cream Whey Yogurt
Eggs	Albumin Lysozyme Mayonnaise	Meringue Surimi
Peanuts and Tree nuts	<i>Peanuts:</i> Ground nuts / mixed nuts Peanut butter Peanut flour Peanut oil, Cold pressed, expelled, or extruded	<i>Tree nuts:</i> Almonds Brazil Nuts Cashews Hazelnuts/Filberts Macadamia Nuts Pecans Pine Nuts Pistachios Walnuts
Soybean	Hydrolyzed soy protein Soy sauce Tamari	Tempeh Textured vegetable protein Tofu
Wheat	Barley Bread crumbs Cracker meal Flour Gluten	Semolina Whole Wheat Berries Whole Wheat Flour Oats Rye Spelt
Fish and Shellfish	<i>Shellfish:</i> Crab Crawfish Lobster Mussels Oysters Scallops Shrimp	<i>Fish:</i> Anchovies Bass Cod Flounder Pollock Sardines Whiting
<p>For a more complete list, contact Food Allergy Research and Education http://www.foodallergy.org/</p>		

Ingredients

The focus of the School Nutrition Allergy Plan is the eight foods that cause 90% of allergenic reactions. One method of identifying menu items that contain allergenic ingredients apart from non-allergenic ingredients is provided. Allergen-containing foods should be segregated in storage areas. Labeling of ingredients, dedicated storage areas, storage of allergenic ingredients on the bottom rack, or other means of separation reduces the possibility of cross-contact in storage.

Labeling

It is critical that menu items that contain allergens be clearly identified. Accurate identification of allergens in recipes is the first step in assuring that food item information may be clearly communicated to students and families. All menu items that contain a known allergen should be clearly identified on the recipes. It is also recommended that the allergens are identified on the menus and on the serving line. For self-service packaged items, follow the procedures on the Environmental Health-approved variance procedure. In addition, the employees on the serving line and at the Point of Sale (POS) may be provided with information about a student's allergy needs to assist in answering questions and selecting food items.

Employee Awareness (Continuing Education)

Employee knowledge and awareness of allergens is an important part in preventing cross-contact. Such allergen awareness should be part of the school food safety training program. All school nutrition employees should be familiar with proper procedures to prevent cross-contact. School nutrition employees also need to be taught how to respond to a student who might have an allergenic response while in the school cafeteria or whom to call in the event of an emergency.

School Nutrition Allergy Procedures

If an allergen is identified as being used in the plant or food preparation area such as a central kitchen and that allergen is used in all products, a formalized allergen control procedure will not be necessary for that allergen. For example, if wheat flour is used in all products, then there would be no need to do allergen cleaning at product changeovers to remove wheat flour residue as it is contained in all products. A formalized allergen control policy or procedure will be required for any allergen used in some products, but not all; and any place where there exists a potential for cross-contact.

The 2009 FDA Food Code requires that employees are properly taught food safety procedures, including allergen awareness. *Be certain to check the ingredient label of processed foods that are used as menu items or as ingredients in other menu items.* If the menu item contains the allergen, it must be marked on the checklist that is found in Appendix A or equivalent. This checklist can be printed on labels for attachment to recipes or included in the recipe format. All recipes should have the accurate allergen information included and clearly labeled.

Ingredients	Monitoring Frequency
Evaluate all recipes for the presence of the following allergens: <ul style="list-style-type: none">• Peanuts• Tree nuts• Milk• Egg• Fish• Shellfish	As needed (when new recipes are introduced)

<ul style="list-style-type: none"> • Soy including soy protein products • Wheat <p><i>Refer to additional information on pages 4 and 5 of this section. Evaluate all recipes and note the presence of allergens for each using the information in Appendix A or equivalent.</i></p> <p>It is advisable to evaluate recipes for the following ingredients as some students may be sensitive or have intolerances.</p> <ul style="list-style-type: none"> • Grains containing gluten • Sesame seeds 	
Suppliers	Monitoring Frequency
Determine if food suppliers have allergen control plans.	Annual
Obtain a Certificate of Analysis or Guarantee.	Annual
Determine if suppliers clearly label any allergen-containing ingredients.	As needed
Ensure that vehicles, pallets, etc. are kept clean.	Daily
Keep allergen-containing foods separate from other foods.	Weekly
Use clearly marked storage containers to store allergen-containing foods.	Weekly
Cross-contact Prevention and Cleaning Procedures	Monitoring Frequency
Make non-allergenic menu items first or follow non-allergenic menu items with allergen-containing menu items before cleaning.	Daily
All employees must wash hands and change aprons after having direct contact with allergen-containing foods.	As needed
Do not allow reuse of single-service articles, such as tray liners or non-latex, single-use gloves.	As needed
Dedicate separate areas, equipment, and utensils for the preparation of allergen-containing menu items, if possible.	As needed
Color-code or label areas, equipment, containers and/or utensils that are to be used with allergen-containing menu items, if dedicating separately.	As needed
Thoroughly clean all equipment and visually inspect it afterwards looking for hard-to-clean areas and hidden residues.	Daily

Labeling	Monitoring Frequency
Menu items that contain allergenic ingredients must be properly labeled on recipes. It is recommended that allergen-containing foods items are also labeled on menu and the serving line.	Daily
Employee Awareness (Continuing Education)	Monitoring Frequency
<p>An allergen awareness continuing education program must be in place and conducted at the beginning of each school year. It must include information about:</p> <ul style="list-style-type: none"> • Menu items that contain allergens • Storage • Preparation • Cleaning procedures to prevent cross-contact • Labeling procedures • Responding to a student who is having an allergic response • The environmental health variance approval for labeling packaged foods. 	Annual

Appendix A: Allergen Labels

See next page for printable labels containing the information below. The labels are formatted for standard address label #5160. Use these when needing “stick on” convenience if your recipe software does not allow you to identify allergens and print directly on the recipe format.

ALLERGENS (Check all that apply)

- | | |
|---|------------------------------------|
| <input type="checkbox"/> Milk and dairy | <input type="checkbox"/> Fish |
| <input type="checkbox"/> Eggs | <input type="checkbox"/> Shellfish |
| <input type="checkbox"/> Tree nuts | <input type="checkbox"/> Soy |
| <input type="checkbox"/> Peanuts | <input type="checkbox"/> Wheat |

Date Completed: _____

Department of Health and Human Services Food Protection Branch Position Statements

Position statements are issued by the Division of Public Health. They are policy documents to clarify how to interpret or enforce a law or rule. They are intended to promote uniform interpretation and enforcement of the underlying law or rule. The following pages contain position statements that are relative to School Nutrition programs.

Warewashing Facilities in Existing Food Establishments and Guidance for New Permits



North Carolina Department of Health and Human Services Division of Public Health

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Laura Gerald, M.D., M.P.H.
State Health Director

June 19, 2013

POSITION STATEMENT: WAREWASHING Facilities in Existing FOOD ESTABLISHMENTS and Guidance for New PERMITS

PURSUANT TO: 15A NCAC 18A .2600 *Rules Governing the Food Protection and Sanitation of Food Establishments (.2654)* and *North Carolina Food Code Manual (2009 Food Code, Parts 4-3 and 8-1)*

SOURCE: Kristina V. Nixon, MPA, REHS
Field Supervisor, Food Protection and Facilities Branch

QUESTION:
What are the WAREWASHING sink requirements for new and existing ESTABLISHMENTS following the adoption of the 2009 Food Code on September 1, 2012?

DISCUSSION AND RATIONALE:
Prior to the effective date of the NC Food Code, a 2- compartment sink could be considered approved in FOOD ESTABLISHMENTS if single-service TABLEWARE was used regardless of batch washing. In some operations where all KITCHENWARE and TABLEWARE could effectively be washed in a WAREWASHING machine, no WAREWASHING sink was installed.

Food Code Part 4-3 NUMBERS AND CAPACITIES, *Subpart 4-301 Equipment* includes provisions for WAREWASHING facilities for all FOOD ESTABLISHMENTS. Section 4-301.12(A) requires a 3-compartment sink for manually washing, rinsing and SANITIZING EQUIPMENT and UTENSILS. Paragraphs (C) and (D) provide alternatives which may be allowed when there are special cleaning needs or constraints including the use of a 2-compartment sink. ESTABLISHMENTS that use a 2-compartment sink must request approval from the local REGULATORY AUTHORITY by submitting written procedures ensuring compliance with 4-301.12 (D).

ESTABLISHMENTS that do not comply with the provisions of Subpart 4-301 must request a VARIANCE as specified in Food Code Part 8-1 CODE APPLICABILITY. ESTABLISHMENTS that change ownership may also request a VARIANCE. Requests will be considered based on Provisions in Part 8-1.

RESPONSE / INTERPRETATION:

1. New and existing ESTABLISHMENTS wishing to use a 2-compartment sink for WAREWASHING must request approval from the REGULATORY AUTHORITY. A 2-compartment sink shall be approved if it complies with the provisions of Section 4-301.12. Written procedures should be posted in the WAREWASHING area.
2. Existing ESTABLISHMENTS using a 2-compartment sink operation that does not comply with Subpart 4-301 must apply for a VARIANCE.
3. Existing ESTABLISHMENTS with only a mechanical WAREWASHING machine must apply for a VARIANCE. These ESTABLISHMENTS must be evaluated to ensure that all EQUIPMENT and UTENSILS fit into the machine and can be properly washed, rinsed and SANITIZED without the use of a 3-compartment sink. In this case, the REGULATORY AUTHORITY and VARIANCE Committee will need to work together to ensure approved procedures. VARIANCES granted under this circumstance will contain the condition that they must close when the WAREWASHING machine is inoperable.
4. Upon change of ownership, the new owner may request approval of an existing 2-compartment sink if there are no changes that affect the WAREWASHING operation. If the provisions of Paragraphs 4-301.12(D) and (E) are not met, the new owner must apply for a VARIANCE. These ESTABLISHMENTS can continue to operate under existing conditions throughout the transitional period. Subpart 4-301 must be met or a VARIANCE granted before the permanent PERMIT can be issued.
5. Upon change of ownership, if there are no changes that affect the WAREWASHING operation, existing ESTABLISHMENTS with only a mechanical WAREWASHING machine must comply with Subpart 4-301 or apply for a VARIANCE. These ESTABLISHMENTS can continue to operate under existing conditions throughout the transitional period. Subpart 4-301 must be met or a VARIANCE granted before the permanent PERMIT can be issued.
6. All new ESTABLISHMENTS must install a 3-compartment sink or request approval for a 2-compartment sink under the provisions of Paragraphs 4-301.12(D) and (E), regardless of whether mechanical WAREWASHING facilities are provided.

This guidance does not eliminate the requirements for compliance with the materials, design and construction standards for WAREWASHING EQUIPMENT as specified in Parts 4-1 and 4-2 of the NC Food Code.

REFERENCES: 15A NCAC 18A.2654; NC Food Code Manual Section 4-301.12, Part 8-1.



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December 31, 2013

POSITION STATEMENT: Certified Food Protection Manager Implementation

PURSUANT TO: Rules Governing the Food Protection and Sanitation of Food Establishments, 15A NCAC 18A .2600; 2009 FDA Food Code

SOURCE: Larry D. Michael, Food Protection and Facilities Branch Head
Environmental Health Section
Division of Public Health

ISSUE: Compliance with the Certified Food Protection Manager requirements effective January 1, 2014

DISCUSSION AND RATIONALE:

On September 1, 2012, the Commission for Public Health adopted the 2009 FDA Food Code by reference with amendments, additions, and deletions. Rule .2652(4)(C) delayed the effective date of the Certified Food Protection Manager (CFPM) requirements to January 1, 2014.

When Section 2-102.11 of the 2009 FDA Food Code was adopted, paragraphs (A), (B), and (C) were deleted. The amended Section 2-102.11 states, "The PERSON IN CHARGE shall demonstrate this knowledge by being a certified FOOD protection manager who has shown proficiency of required information through passing a test that is part of an ACCREDITED PROGRAM. The PERSON IN CHARGE is not required to be a certified FOOD protection manager when the FOOD ESTABLISHMENT is not operating and FOOD is not being prepared, PACKAGED, or served for immediate consumption. Since paragraphs (A), (B), and (C) were deleted, the PRIORITY FOUNDATION ITEM designation was also eliminated; therefore, Section 2-102.11 is a CORE item. Please make a note to remove the "PF" designation at the end of the paragraph in the NC Food Code Manual.

Effective January 1, 2014, existing FOOD ESTABLISHMENTS without a PERSON IN CHARGE (PIC) who is a CFPM may be assessed two points on their inspection for failure to meet the requirements as in Sections 2-102.11 and 2-102.12.

When a PERMIT is issued, as specified in Rule .2659(a), the REGULATORY AUTHORITY shall allow a FOOD ESTABLISHMENT a period of 210 days to comply with the CFPM requirements in Sections 2-102.11 and 2-102.12.

When a TRANSITIONAL PERMIT is issued, Rule .2659(b) allows a time period of 180 days to comply with the above referenced CFPM requirements.

To verify that the PIC has an approved CFPM certification as specified in Paragraphs 2-102.12(A) and 2-102.20 of the NC Food Code Manual, refer to ANSI-CFP ACCREDITATION PROGRAM information at:

<https://www.ansica.org/wwwversion2/outside/ALLdirectoryListing.asp?menuID=8&prgID=8&status=4>.

Be advised that some organizations listed on this webpage also offer food handler programs for employees whose certificates may include the ANSI logo. Please verify that the program is the *Food Protection Managers' Certification* and ANSI-CFP ACCREDITED PROGRAM as required.

RESPONSE / INTERPRETATION:

1. Effective January 1, 2014, Section 2-102.11 will be handled as a CORE violation. The marking instructions will be amended to reflect this change.
2. New FOOD ESTABLISHMENTS are allowed a period of 210 days after the date of issuance of a FOOD ESTABLISHMENT PERMIT to comply with the CFPM requirements in Sections 2-102.11 and 2-102.12. After this time period, failure to comply with the requirement for a CFPM is a violation of Section 2-102.11. This item shall be marked OUT and points assessed.
3. FOOD ESTABLISHMENTS operating under a TRANSITIONAL PERMIT will not be in violation of the CFPM requirement until after the 180-day transitional period has expired. For noncompliance, this item shall be marked OUT and 0 points assessed during the transitional period if the CFPM requirement is not met. When the permanent PERMIT is issued, this item shall be marked OUT and points assessed if the CFPM requirement is not met.

REFERENCES:

15A NCAC 18A .2600
2009 FDA Food Code
NC Food Code Manual



North Carolina Department of Health and Human Services
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May 2, 2014

POSITION STATEMENT: Sink Drains in Food Establishments
(Replaces letter of 12/5/1994 from Sue Grayson to Charles McKenzie)

PURSUANT TO: 15A NCAC 18A .2600 *Rules Governing the Food Protection and Sanitation of Food Establishments*

SOURCE: Kevin Dodge, Environmental Engineer
Environmental Health Section
Division of Public Health

QUESTION:
Do the direct drains on existing sinks have to be converted to indirect drains to comply with the North Carolina Food Code?

DISCUSSION AND RATIONALE:
Paragraph 5-402.11(A) of the North Carolina Food Code states in part that "...a direct connection may not exist between the SEWAGE system and a drain originating from EQUIPMENT in which FOOD, portable EQUIPMENT, or UTENSILS are placed." Paragraph (D) of that Section provides an exception by stating that "if allowed by LAW, a WAREWASHING or culinary sink may have a direct connection." The Food Code defines LAW as "applicable local, state, and federal statutes, regulations, and ordinances." In this case LAW is the North Carolina Plumbing Code.

Past editions of the North Carolina Plumbing Code have allowed both directly drained warewashing and culinary (prep) sinks. Therefore sinks that were originally approved by the Plumbing Authority with direct drains can remain as they are, since they meet the requirement of paragraph 5-402.11(D).

The policy to allow colanders to hold FOOD in existing preparation sinks with directly connected drains to help prevent FOOD from coming in direct contact with the sink surface remains effective. A violation will occur if the colander is left unattended.

RESPONSE / INTERPRETATION:

Existing sinks that have direct drains that were approved by the Plumbing Authority when installed are considered to comply with Paragraph 5-402.11(D) of the North Carolina Food Code. A change to an indirect drain is not required by the NC Food Code.

REFERENCES:

North Carolina Food Code Manual

North Carolina Plumbing Code

Ceilings in Food Establishment Toilet Rooms (Bathrooms)



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August 27, 2014

POSITION STATEMENT: Ceilings in Food Establishment Toilet Rooms (Bathrooms)

PURSUANT TO: 15A NCAC 18A "Rules Governing the Food Protection and Sanitation of Food Establishments" and the North Carolina Food Code Manual, Section 6-101.11

SOURCE: Kevin Dodge, Environmental Engineer
Environmental Health Section
Division of Public Health

QUESTION:
Do toilet room ceiling tiles have to be nonabsorbent?

DISCUSSION AND RATIONALE:

Paragraph 6-101.11(A) of the North Carolina Food Code addresses indoor floor, wall, and ceiling finishes "under conditions of normal use." Paragraph (A)(3) of that Section requires those finishes to be "nonabsorbent for areas subject to moisture such as food preparation areas, walk-in refrigerators, warewashing areas, toilet rooms ..."

Under conditions of normal use toilet rooms are generally not subject to the same moisture conditions as the other areas mentioned in paragraph 6-101.11(A)(3). Therefore, if they are in a toilet room not subject to moisture, the ceiling tiles do not have to meet the nonabsorbent criterion. Of course the ceiling tiles must be smooth, easily cleanable, and in good condition.

Toilet rooms that are subject to moisture should be relatively easy to identify because of the possibility of humid conditions, the need for constant ventilation, and the presence of visible condensation on the floor, walls, and ceiling. Ceiling tiles in this environment that are not nonabsorbent will probably show visible signs of sagging and/or stains. In that case, the ceiling tiles should be replaced with ones that are nonabsorbent.

RESPONSE / INTERPRETATION:

The Environmental Health Section and FDA agree that ceiling tiles in toilet rooms that are not subject to moisture, that are in good condition, and that meet the definitions of SMOOTH and EASILY CLEANABLE (as required in Code paragraph 6-101.11(A)(1)) do not have to be nonabsorbent.

REFERENCES:

North Carolina Food Code

Packaged Foods and Labeling in Food Establishments



North Carolina Department of Health and Human Services Division of Public Health

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Governor
(Ret.)

Aldona Z. Wos, M.D.
Ambassador

Secretary
Secretary DHHS
Penelope Slade-Sawyer
Division Director

June 1, 2014

POSITION STATEMENT: Packaged Foods and Labeling in Food Establishments

PURSUANT TO: 15A NCAC 18A .2600, 2009 FDA Food Code

SOURCE: Kristina V. Nixon, MPA, REHS, Field Supervisor
Food Protection and Facilities Branch

ISSUE: Labeling PACKAGED FOODS in FOOD ESTABLISHMENTS regulated under
15A NCAC 18A .2600

This position statement supersedes any previously written labeling correspondence.

DISCUSSION AND RATIONALE:

Section 3-602.11 *Food Labels* of the 2009 FDA Food Code requires FOOD PACKAGED in a FOOD ESTABLISHMENT to be labeled as specified in paragraph (B) as follows: (1) the common name of the FOOD or accurate description; (2) if made from two or more ingredients, a list of all ingredients (including ingredients in each FOOD component, e.g., mayonnaise) in descending order of predominance by weight; (3) quantity of contents; (4) name and place of the business; (5) declaration of each MAJOR FOOD ALLERGEN; (6) nutrition labeling if health claims are made; and (7) disclosure of COLOR ADDITIVES in salmonid FISH.

PACKAGED is defined in Chapter 1 of the 2009 Food Code as bottled, canned, cartoned, securely bagged or wrapped, whether PACKAGED in a FOOD ESTABLISHMENT or a FOOD PROCESSING PLANT. PACKAGED does not include a wrapper, carry-out box or other nondurable container used to containerize FOOD with the purpose of facilitating FOOD protection during service and receipt of the FOOD by the CONSUMER.

The 2009 Food Code Annexes, Annex 3, offers *Public Health Reasons (PHR)* for each Code citation. The purpose of FOOD labels is to allow the consumer the opportunity to assess relevant information, especially allergen information, prior to obtaining the FOOD for purchase. When FOOD is displayed in a manner that promotes CONSUMER interaction with a FOOD EMPLOYEE prior to making a selection, the FOOD is considered PACKAGED for convenience and therefore FOOD labels are not required. This allows

consumers to pick up protected FOOD without requiring serving UTENSILS and therefore be in compliance with the FOOD display requirements of the Code.

RESPONSE / INTERPRETATION:

The following scenarios are provided to clarify compliance with Section 3-602.11 Food Labels:

1. Self-service PACKAGED FOODS at un-manned stations.

When FOOD is displayed on a cafeteria type serving line and the line is not continually manned by FOOD EMPLOYEES, PACKAGED FOODS are required to be labeled (e.g., convenience store self-service displays, deli displays, meat market displays, cafeterias). FOOD that is displayed in this manner must be labeled as specified in Paragraph 3-602.11(B).

2. PACKAGED FOODS displayed at manned service lines.

When FOOD is displayed on a cafeteria type serving line and the line is continually manned by FOOD EMPLOYEES, PACKAGED FOODS are not required to be labeled. Continually manned means that FOOD EMPLOYEES are available in a serving capacity at all times CONSUMERS are obtaining FOOD.

3. FOOD PACKAGED for delivery and sale at a second location.

PACKAGED FOOD transported to off-site locations for sale must meet labeling requirements unless handed out by a FOOD EMPLOYEE of the FOOD ESTABLISHMENT that PACKAGED the FOOD. FOODS portioned per CONSUMER selection such as pizza delivery and Meals on Wheels are not required to be labeled.

4. Bulk unpackaged FOODS available for CONSUMER self-service.

Bulk FOODS shall be prominently labeled with the following information: (1) the manufacturer's or processor's label that was provided with the FOOD; or (2) a card, sign, or other method that includes the information in paragraph 3-602.11(b). A FOOD BAR where FOOD is selected in ready-to eat portions is not considered bulk dispensing and is exempt from labeling requirements.

5. Bulk FOODS portioned per CONSUMER specification.

No label is required unless a health, nutrient content, or other claim is made and the product is manufactured or prepared at another facility not owned by the same PERSON.

To minimize label revisions due to ingredient additions or substitutions, the ingredients and likely ingredients may be included on the label.

Food establishments may request a variance in accordance with Section 8-103.10 when food labeling is not in compliance with Section 3-602.11.

REFERENCES:

15A NCAC 18A .2600
2009 FDA Food Code
NC Food Code Manual



North Carolina Department of Health and Human Services
Division of Public Health

Pat McCrory
Governor

Richard O. Brajer
Secretary

Daniel Staley
Acting Division Director

MEMORANDUM

TO: Environmental Health Directors, Supervisors, and Coordinators

THROUGH: Ed Norman, Program Manager
Environmental Health Section

FROM: Patricia Gilmartin, Regional Environmental Health Specialist
Children's Environmental Health

DATE: September 28, 2015

SUBJECT: Food Handling for Special Needs Students in Schools

Several counties have encountered situations at schools involving food handling and diapering for children with special needs in rooms that are not designed for such activities. The following are recommended "best practices" for maintaining sanitation while handling some of the difficult situations schools encounter with some special needs students. These are not rules and cannot be enforced, but they are good public health recommendations for schools dealing with special needs children. We suggest that unhealthy situations and recommended solutions be documented on the Comment Addendum sheet during school inspections. These recommendations will be suggested for incorporation in an upcoming review of the *Rules Governing Sanitation of Public, Private and Religious Schools* (15A NCAC 18A. 2400).

1. In general, food preparation should be done in a permitted area such as the school lunchroom. However, special needs classes may necessitate some in-room food handling. When students need help with simple food preparation activities, such as heating food in a microwave or opening containers, teachers should wash their hands prior to helping students. Food preparation activities that are more involved (e.g., blending foods) should be done in the school lunchroom or at the child's home. If food is prepared in a classroom, a food preparation area should be provided. The food preparation area should contain an easily cleanable countertop and a hand wash lavatory and, when needed, adequate refrigeration. Drinking water should not be obtained from handwash lavatories but, should be obtained from the cafeteria, nearby water fountain or bottled water.



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2. When teachers assist or feed children, they should wash their hands before and between each oral feeding, or between each individual assisted. All students should wash their hands or be assisted in handwashing prior to eating. Washing a child's hands that has contractures can be challenging but, it is good standard practice to attempt cleaning the child's hands by wiping them with an antibacterial wipe with special emphasis on the drying process.

3. Multi-use utensil washing and sanitizing should only be conducted in the school lunchroom. If the washing is done as part of a learning activity, the utensils should be cleaned and sanitized in the school lunchroom prior to use for food service. When utensils (or feeding tubes/syringes) are not removed to a permitted food establishment after each meal to be washed, rinsed and sanitized (or flushed and rinsed for feeding tubes/syringes), a minimum of a two-compartment sink with a hot and cold mixing faucet and counter space for air drying should be provided. Handwash lavatories should not be used for cleaning utensils or flushing and rinsing feeding tubes and feeding syringes. Domestic blenders/food processors provided by a child's family should be labeled with the child's name, cleaned and sanitized after each use or, sent home for cleaning after each use.

4. Nasopharyngeal, oropharyngeal and gastrointestinal feeding tubes and feeding syringes should be identified and used for only one person and should be flushed and rinsed after each feeding. Feeding tubes and syringes should be kept clean, dried and protected from contamination. Tubes should be replaced as prescribed in the medical plan of care or according to the manufacturer's instructions. Feeding tubes and syringes should be stored in individual clean containers labeled with the child's name.

5. When food for special needs students is brought from home, it should be labeled with the name of the child and the date. Potentially hazardous foods should be refrigerated at 45 degrees F or below and should be sent home or discarded at the end of each day.

6 Diapering should be conducted in a designated area, equipped with cleaning and disinfecting solutions and a handwash lavatory separate from that used for handwashing prior to food preparation or food consumption. Handwashing and diapering procedures should be posted and followed.

7. If potty chairs are used, they should be located and stored in a toilet room equipped with a spray rinse toilet or utility sink. Potty chairs should be emptied, rinsed, cleaned and disinfected after each use. Proper methods can be found in *Rules Governing the Sanitation of Child Care Centers 15A NCAC 18A .2817(c)*

8. Special needs equipment should be kept clean and in good repair. Toys and other mouth-contact surfaces should be cleaned and sanitized at least daily when used and more frequently if visibly dirty. Proper methods of toy cleaning can be found in *Rules Governing the Sanitation of Child Care Center 15A NCAC 18A .2822(a)*.

For further information, please contact your Regional Environmental Health Specialist.

Raw Eggs in Food Establishments Serving a Highly Susceptible Population



North Carolina Department of Health and Human Services Division of Public Health

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Daniel Staley
Acting Division Director

September 11, 2015

POSITION STATEMENT: Raw Eggs in Food Establishments Serving a Highly Susceptible Population

PURSUANT TO: North Carolina Food Code Manual, Part 3-8

SOURCE: Cindy R. Callahan, REHS
Head, Food Protection and Facilities Branch

QUESTION: Due to the recent egg shortage, how does the North Carolina Food Code Manual address the preparation of raw eggs in food establishments serving a highly susceptible population?

DISCUSSION AND RATIONALE:

Due to the recent shortage of pasteurized eggs or egg products, food establishments serving a highly susceptible population (HSP) may be preparing raw eggs rather than pasteurized eggs or egg products. Part 3-8 of the NC Food Code Manual contains the following language:

Paragraph 3-801.11(B) Pasteurized EGGS or EGG PRODUCTS shall be substituted for raw EGGS in the preparation of

- (1) FOODS such as Caesar salad, hollandaise or Béarnaise sauce, mayonnaise, meringue, EGGnog, ice cream, and EGG-fortified BEVERAGES, and
- (2) Except as specified in Paragraph (F) of this section, recipes in which more than one EGG is broken and the EGGS are combined.

Additionally, Paragraph 3-801.11(F) Subparagraph (B)(2) of the section does not apply if:

- (1) The raw EGGS are combined immediately before cooking for one CONSUMER'S serving at a single meal, cooked as specified under Subparagraph 3-401.11(A)(1), and served immediately, such as an omelet, soufflé, or scrambled EGGS;
- (2) The raw EGGS are combined as an ingredient immediately before baking and the EGGS are thoroughly cooked to a READY-TO-EAT form, such as a cake, muffin, or bread; or
- (3) The preparation of the food is conducted under a HACCP PLAN.

The requirements of the HACCP PLAN are stated in Subparagraph (F)(3)(a)-(e).

RESPONSE / INTERPRETATION:

Raw eggs are allowed to be prepared in an HSP establishment, however, the raw eggs must be combined immediately before cooking for one consumer's serving at a single meal. For example, the facility can prepare scrambled eggs for one resident from raw eggs for immediate service provided the raw eggs reach 145°F for 15 seconds per Subparagraph 3-401.11(A)(1). Additionally, the facility cannot prepare scrambled eggs for hot holding on the steam table, for breakfast plating for the residents, unless they use pasteurized eggs or have an approved HACCP Plan.

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Raw eggs are allowed to be combined as an ingredient immediately before baking. If the raw eggs are used for baking, the eggs must be thoroughly cooked to a ready-to-eat form, such as cake, muffins, or bread. The term “such as” could include other foods. For example, casseroles, quiche, or meatloaf can be prepared provided the products reach the final cook temperature for “pooled” eggs, 155°F for 15 seconds per Subparagraph 3-401.11(A)(2).

Pooling of unpasteurized eggs for service to multiple residents in HSP establishments is prohibited in Subparagraph 3-801.11(B)(2) unless they are operating under an approved HACCP Plan. The local regulatory authority is responsible for the review and approval of the HACCP Plan unless it is a franchised or chain food establishment. Franchised or chain establishments should submit a HACCP Application and HACCP Plan to the HACCP Committee for review. The HACCP Application is attached.

Please contact your Regional Specialist if there are questions or concerns that are not addressed by this document. Some scenarios and questions must be answered on a case by case basis.

REFERENCES:

Rules Governing the Food Protection and Sanitation of Food Establishments, 15A NCAC 18A .2600
North Carolina Food Code Manual
2009 FDA Food Code
2013 FDA Food Code Annexes

NOTE: Position statements are policy documents to clarify how to interpret or enforce a law or rule. They are not enforceable on their own, but are intended to promote uniform interpretation and enforcement of the underlying law or rule.