

No Time To Teach

Completing the HACCP Monitoring Forms

Lesson Participants: School Nutrition Employees

Type of Lesson: Face-to-face teaching session

Objective: For School Nutrition employees to be able to accurately complete the Monthly Food Safety Inspections and Daily Kitchen Assessment HACCP monitoring forms.

Materials Needed:

- Presenter's Script
- Monthly Food Safety Inspection Sheets (all 4)
- Daily Kitchen Assessment and Hand sink Assessment Forms
- Pens and Pencils (one for each participant)
- Copies of continuing education certificate for each participant (see page 5 of this lesson)



Presenter's Script:

Completing HACCP Forms

Introduction: (1 minute)

SAY: Over the next 15 minutes we will be going over how to correctly fill out the Daily Kitchen assessment form and the Monthly Food Safety Inspection forms. HACCP forms are very important in safe food practices and procedures. They document the procedures followed to prevent the growth of bacteria and food borne illnesses.

Daily Kitchen Assessment Forms: (8 minutes)

SAY: First we will go over the daily kitchen assessment forms. These two forms must be completed every morning before any food production starts for the day. Dates are pre-filled on each form. For days with no operation, place a line through the day. On days of operation all boxes must be recorded.

First place the initials of the employee conducting the monitoring. Next, we will complete the dish machine sanitizing box. First we will record the degrees of the water for the final rinse or the parts per million of the sanitizing solution if using a low temperature machine, depending on the type of machine that is used. Second, look at the pressure gauge on the dish machine and record the pressure in the box. Please note that the temperature of the wash water is not recorded – only the sanitizing and pressure information.

Next, is the dish sink set-up section. Here we will record the parts per million of the sanitizing solution in the third compartment of the dish sink set up. If the concentration is correct record the ppm, if not add more sanitizer to the third sink and record this in corrective action column.

The next section to be completed is the wipe on and/or spray on sanitizer. In this section, place the parts per million of the bucket or bottle sanitizing solution. If the concentration is correct record the ppm, if not add more sanitizer to the bottle or bucket and record this in corrective action column. The easiest way to make sure the ppm of the bottle or bucket sanitizer is correct is to fill it with the dish sink sanitizing solution that has been properly mixed.

The last section to complete relates to the end of the day clean-up. This section documents that trash, floors, and surfaces are adequately cleaned. At the end of each day the trash should be

taken out, and the floors and surfaces should be thoroughly cleaned. Once these tasks are completed a Y or yes should be placed in the appropriate column. If a task is not completed corrective action must be taken and recorded in the corrective action section for the day.

The other daily operation form to be completed is the Handwashing Assessment. All employee hand sinks with the potential for being included in the environmental health inspection report must be monitored. We indicate if water temperature is adequate, if soap, paper towels, and toilet tissue are available by marking "Y" for yes; if no, mark "N."

Monthly Food Safety Inspection – Week 1: (2 minutes)

SAY: Next we will be going over the monthly food safety inspections. There are 5 of them and we will start with week one. On this form dry storage and hazard communications will be monitored. Read all the statements and complete the checklist. If no is checked for any box, corrective action must be taken, along with the date the corrective action is completed. Once the form is completed the responsible person should sign and date the form.

Monthly Food Safety Inspection – Week 2, 3 & 4 and Pest Control Inspection: (4 minutes)

SAY: The next form should be completed in week two of the month. This form monitors refrigerated storage. This form will be completed the same way as the first week monitoring form. You will continue this process for monitoring forms week three and four and for the pest control checklist. Remember that these five forms must be completed each month, throughout the school year.

Continuing Education Documentation:

DO: Complete the Continuing Education report at the end of this lesson, obtain participant signatures, and file in *HACCP Part 4: Continuing Education and Professional Development*.

Provide each participant with a copy of the certificate of completion attached to this lesson. Remind participants to update their professional development log as required by the School Nutrition Administrator so that compliance with the USDA Professional Standards Rule is adequately documented.

FOOD SAFETY AND HACCP CONTINUING EDUCATION REPORT

(Complete this report and File in HACCP Part 4: Continuing Education and Professional Development)

LESSON TITLE: **No Time To TEACH: Completing HACCP Monitoring Forms**

DATE: _____

LOCATION: _____

INSTRUCTOR: _____

Teaching Agenda/Outline is attached: **Yes** **No**

PARTICIPANT NAME	SCHOOL

Certificate of Participation

This is to certify that

completed the

School Nutrition Services

No Time to Teach Lesson:

**Completing HACCP Monitoring
Forms**

providing $\frac{1}{4}$ hour of continuing education

credit for the School Nutrition Area of

Food Safety and HACCP: 2610 HACCP

Signature of Presenter

Date