

## Standard Operating Procedures

Name of establishment: \_\_\_\_\_

Name of Permit Holder (please print): \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

License #: \_\_\_\_\_

Permit Holder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mid-Michigan District Health Department  
Clinton, Gratiot, and Montcalm Counties

Approved: \_\_\_\_\_ Rejected: \_\_\_\_\_ Date: \_\_\_\_\_

Environmental Health Specialist: \_\_\_\_\_

Date Stamp

## Standard Operating Procedures

\_\_\_\_\_  
(name of establishment)

### Subject: Handwashing

How will new employees will be trained and by whom? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

All employees must wash hands at labeled hand sinks. Do not wash at dishwashing, food, or mop sinks. Please label number and location of hand sinks: \_\_\_\_\_

Handwashing steps are as follows:

- Use water as hot as you can stand.
- Soap hands and lower forearms.
- Scrub for 20 seconds.
- Rinse.
- Dry with paper towel.

### When must all employees wash hands?

- At beginning of shift.
- After using toilet.
- After coughing, sneezing, using tissue or handkerchief, eating, drinking, or using tobacco.
- Between touching raw food and ready-to-eat food.
- Between glove changes.
- After handling dirty dishes/soiled utensils.
- After touching hair or any body part except clean hands or arms.
- During food preparation as often as necessary to prevent cross-contamination.
- After doing other activities that contaminate hands, such as handling trash or chemicals.

### Who will make sure it's done and how?

\_\_\_\_\_ are expected to continually model appropriate handwashing practices for employees.  
(specify whom)

\_\_\_\_\_ shall monitor employee handwashing.  
(specify whom)

\_\_\_\_\_ staff are to assure that handwashing stations, including bathrooms, are supplied with soap and paper towels.  
(specify whom)

\_\_\_\_\_ shall monitor hand sinks at \_\_\_\_\_ to assure that sinks have the necessary supplies.  
(specify whom) (specify time frame)

The \_\_\_\_\_ shall assure that necessary supplies are in stock.  
(specify whom)

### How will problems be fixed?

If employees observe inadequate hand washing or lack of necessary supplies, how will this problem be addressed and by whom? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### What records will be kept and where?

  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Created date: \_\_\_\_\_  
Last revised: \_\_\_\_\_

By: \_\_\_\_\_  
By: \_\_\_\_\_

Standard Operating Procedures

(name of establishment)

Subject: Personal Hygiene

What will be done and who will do it?

Describe the type of hygiene training your employees will go through and who will train them

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

Who will make sure it's done and how?

\_\_\_\_\_ is/are expected to continually model appropriate hygiene practices for employees.

(specify who)

\_\_\_\_\_ shall assure cuts, burns, boils or skin infections on employees are covered with a bandage. Food employees wearing fingernail polish or artificial nails must wear intact gloves when working with exposed foods. While preparing food, employees may not wear jewelry on the arms and hands.

(specify who)

\_\_\_\_\_ shall assure employees with bandages on their hands are covered with gloves.

(specify who)

\_\_\_\_\_ will assure there is no eating or use of tobacco in food preparation or equipment areas.

(specify who)

Employees will/will not be allowed to drink in food preparation areas.

(circle one)

If employees are permitted to drink in food prep areas, they will drink out of approved containers (such as cups with lids and straws).

(specify the type of container facility will use)

Employee uniforms or outer clothing worn to work must be clean. Specify type of uniform/clothing employees will wear. \_\_\_\_\_

Employees must wear effective hair restraints designed to keep their hair from contacting exposed food, clean equipment, utensils, linens, unwrapped single-service and single-use articles. Describe the type of hair restraints that will be worn by employees \_\_\_\_\_

How will problems be fixed?

If inadequate hygiene practices are observed, how will problems be addressed and by whom? \_\_\_\_\_

What records will be kept and where?

Created date: \_\_\_\_\_

By: \_\_\_\_\_

Last revised: \_\_\_\_\_

By: \_\_\_\_\_

Standard Operating Procedures

(Name of establishment)

Subject: Preventing bare hand contact with ready-to-eat food

Ready-to-Eat Food

The Food Code defines ready-to-eat food as: "Is in a form that is edible without additional preparation to achieve food safety, as specified under 3-401.11 (A) or (B), 3-401.12, or 3-402.11, or as specified in 3-401.11(C) or is a raw or partially cooked animal food and the consumer is advised as specified in subparagraphs 3-401.11(D) and may receive additional preparation for palatability or aesthetic, epicurean, gastronomic, or culinary purposes.

When employees touch these foods, any contamination that is on their hands is highly likely to go into a consumer's mouth.

Except when washing fruits and vegetables food employees may not contact exposed, ready-to-eat food with their bare hands and shall use suitable utensils such as deli tissue, spatulas, tongs, single-use gloves, or dispensing equipment.

What ready-to-eat foods will be served? \_\_\_\_\_

Which of the follow methods will be practiced to avoid hand contact with the above listed ready-to-eat foods?

- Utensils:(list foods) \_\_\_\_\_
- Deli tissue:(list foods) \_\_\_\_\_
- Spatula:(list foods) \_\_\_\_\_
- Tongs:(list foods) \_\_\_\_\_
- Single-use gloves:(list foods) \_\_\_\_\_
- Dispensing equipment:(list foods) \_\_\_\_\_
- Other:(please describe and list foods) \_\_\_\_\_

Employees will be trained in the following manner and by whom? \_\_\_\_\_

Some people may have or develop allergic reactions to latex. Gloves made from other materials such as vinyl are available.

Who will make sure it's done and how?

\_\_\_\_\_ is expected to promote good bare hand contact practices for employees.  
(specify whom)

\_\_\_\_\_ shall monitor employee bare hand contact practices.  
(specify whom)

How will problems be fixed?

If employees observe inadequate bare hand contact methods or lack of necessary supplies, how will this problem be addressed and by whom? \_\_\_\_\_

What records will be kept and where?

Created date: \_\_\_\_\_ By: \_\_\_\_\_  
Last revised: \_\_\_\_\_ By: \_\_\_\_\_

## Standard Operating Procedures

\_\_\_\_\_  
(name of establishment)

Subject: Employee Health

### What will be done and who will do it?

\_\_\_\_\_ must:  
(specify person(s) in charge)

1. Become familiar with and recognize diseases that are transmitted by foods.

Common symptoms of illnesses that can be easily spread by food include:

Diarrhea	Sore throat with fever
Vomiting	Discharges from the eyes, nose, and mouth
Fever	Infected wounds and boils
Jaundice	

2. Inform employees of reporting requirements regarding their health.

Food employees will be notified of their legal responsibility to report to the person in charge when:

- o they experience any of the common symptoms of illnesses that can be easily spread by food, including diarrhea; sore throat with fever; vomiting; discharges from the eyes, nose, and mouth; infected wounds and boils; and jaundice;
- o they are diagnosed as being ill as a result of a "Big Five" pathogen. The "Big Five" pathogens are Salmonella typhi, Shigella species; Enterohemorrhagic or Shiga-toxin producing E coli; Hepatitis A, and; Norovirus;
- o they are exposed to or are suspected of causing a confirmed foodborne illness outbreak of any of the "Big Five"; and/or
- o they live with a household member who has any of the "Big Five" pathogens, or if a household member works in or attends a setting where any of the "Big Five" have caused a confirmed outbreak.

3. Restrict or Exclude affected food workers.

- o Food employees will be excluded from the establishment if :

- o they are diagnosed as having an illness associated with a "Big Five" pathogen.
- o they are jaundiced, and the onset of the jaundice occurred in the last 7 days.
- o suffering with vomiting or diarrhea

- o Food employees will be restricted in the food establishment from working with exposed food; clean equipment; utensils and linens; and unwrapped single service and single-use articles if the food employee:

- o is suffering from symptoms of illnesses associated with being easily spread by food including:

Sore throat with fever  
Discharges from the eyes, nose, and mouth  
Infected wounds and boils

- o has a lesion containing pus, such as a boil or infected wound that is open or draining and is:

- on the hands or wrists, *unless an impermeable cover, such as a finger cot or stall protects the lesion and a single use glove is worn over the impermeable cover,*
- on the exposed portions of the arms, *unless the lesion is protected by an impermeable cover, or*
- on other parts of the body, *unless the lesion is covered by a dry, durable, tight-fitting bandage.*

- o is not experiencing a symptom of acute gastroenteritis, but has a stool that yields a specimen culture that is positive for Salmonella typhi, Shigella species, or Enterohemorrhagic or Shiga-toxin producing E Coli. Such a person is considered a "shedder" of Big Five pathogens.

- o is jaundiced and the onset occurred more than 7 calendar days before, are not suspected of causing foodborne illness, not diagnosed with Hepatitis A, and the facility *does not serve a highly susceptible population.*

A **highly susceptible population** is defined as a group of persons who are more likely than other populations to experience food borne diseases because they are immunocompromised or older adults, **and** in a facility that provides health care or assisted living services, such as a hospital or nursing home; or preschool age children in a facility that provides custodial care, such as a day care center.

**This establishment does / does not (circle one) serve a highly susceptible population.**

- o If the facility serves a **highly susceptible population**, food employees will be excluded from the establishment if:
  - o they are experiencing symptoms of acute gastrointestinal illness and they are exposed to or are suspected of causing a confirmed foodborne illness outbreak of any of the “Big Five”; and/or they live with a household member who has any of the “Big Five” pathogens, or if a household member works in or attends a setting where any of the “Big Five” have caused a confirmed outbreak.;
  - o they have had a past illness from Salmonella Typhi within the last 3 months;
  - o they have had a past illness from Shigella species, or Enterohemorrhagic or Shiga-toxin producing E Coli within the last month; and/or
  - o they are jaundiced and the onset of the jaundice was more than 7 days before.
  
- 4. Notify the Health Department when an employee is diagnosed with a “Big Five” pathogen. The “Big Five” pathogens are Salmonella typhii, Shigella species; Enterohemorrhagic or Shiga-toxin producing E Coli, Hepatitis A, and Norovirus.
  
- 5. Reinstate affected food workers who are restricted or excluded. Reinstatement will be performed in the following manner:
  - Any **excluded** employees because of the “Big Five” will be reinstated per written medical documentation from a physician and approval from the Health Department.
  - Any **excluded** employees because of symptoms of vomiting and/or diarrhea, with no diagnosis of the “Big Five”, will be reinstated by the Person in Charge, after asymptomatic for at least 24 hours, or per written medical documentation from a physician.
  - Any **restricted** employee exhibiting symptoms such as sore throat with fever will be reinstated via the Person in Charge when symptoms cease and no foodborne illness occurs.
  - A **restricted** food employee who is jaundiced and the onset occurred more than 7 calendar days before, are not suspected of causing foodborne illness, not diagnosed with Hepatitis A, and the facility *does not serve a highly susceptible population* will be reinstated via the Person in Charge per physician documentation that the person is free of Hepatitis A.
  - A **restricted** food employee who is asymptomatic, but has a positive stool for Salmonella thyphi, Shigella, or E. coli O157:H7 will be reinstated by the Person in Charge via physician documentation of consecutive negative stools.
  - If a **restricted** food employee exhibits symptoms such as diarrhea; sore throat with fever; vomiting; and, jaundice that result from a chronic **noninfectious** condition, they will be reinstated via the person in charge, via written documentation from a physician.
  - A **restricted** food employee who exhibits persistent sneezing, coughing, or runny nose will be reinstated by the person in charge once the symptoms cease.
  - If the establishment serves a highly susceptible population, the person in charge will seek guidance from the health department on how to reinstate excluded or restricted employees.

**All Food Employees must:**

1. Review this standard operating procedure.
2. Notify the person in charge when:
  - o they experience any of the common symptoms of illnesses that can be easily spread by food, including diarrhea; sore throat with fever; vomiting; discharges from the eyes, nose, and mouth; infected wounds and boils; and jaundice;
  - o they are diagnosed as being ill as a result of a “Big Five” pathogen. The “Big Five” pathogens are Salmonella typhii, Shigella species; Enterohemorrhagic or Shiga-toxin producing E Coli, Hepatitis A, and Norovirus;
  - o they are exposed to or are suspected of causing a confirmed foodborne illness outbreak of any of the “Big Five”; and/or
  - o they live with a household member who has any of the “Big Five” pathogens, or if a household member works in or attends a setting where any of the “Big Five” have caused a confirmed outbreak.
3. Comply with exclusions or restrictions based on their health condition.

**Who will make sure employee health requirements are followed and how?**

**The Employer or person in charge will:**

1. Ascertain the present condition of existing food employees and those to whom a conditional offer of employment is made by using Form 1-A from Annex 7 of the 2009 Food Code "Conditional Employee and Food Employee interview" (available from the Health Department), and maintaining a copy in the employee files.
2. Document how existing and new employees were informed regarding their legal reporting responsibilities relating to employee health issues, including the date and topics discussed and place in the employee files. The documentation will be completed using Form 1-B from Annex 7 of the 2009 Food Code "Conditional Employee or Food Employee Reporting Agreement" (available from the Health Department), and maintaining a copy in the employee files.
3. If the above forms are not used, a suitable employee health policy will be developed for use in the food service establishment. (Attach policy to this SOP that indicates how food employees are informed of reporting requirements).
4. Monitor employees for visible or obvious symptoms which may require exclusion or restriction.
5. Maintain all documents and record of exclusions and restrictions for review by the Health Department.
6. Maintain the facility policy and procedure and make available to all interested employees.
7. Contact the health department if there are any questions.

**How will problems be fixed?**

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I have read and understand this standard operating procedure regarding food employee health requirements.

\_\_\_\_\_  
Person in charge of monitoring food employee health

\_\_\_\_\_  
Date

Last Revised (Date): \_\_\_\_\_

By: \_\_\_\_\_

# Standard Operating Procedures

\_\_\_\_\_  
(name of establishment)

## Subject: Approved Sources

### What are the approved sources that food can come from?

- Buy only from suppliers who are getting their products from licensed sources and manufacturers who inspect goods and are in compliance.
- Meat must be USDA inspected and/or graded.
- Food in hermetically sealed containers shall be obtained from a food processing plant that is regulated by the food regulatory agency.
- Fluid milk and milk products shall be obtained from sources that comply with Grade A standards as specified by law.

### What are sources of food that are unacceptable?

- Home prepared and home-canned food is not allowed.
- Wild mushrooms must be inspected and found to be safe by an approved mushroom identification expert.
- Uninspected wild game or wild caught fish is not allowed.
- All shellfish must be from listed approved sources and shellstock tags retained for 90 days from the date the container is emptied.
- All food must be received at proper temperatures/protected from contamination during transportation and received in a safe and unadulterated condition.

### What will be done and who will do it?

Which employees will be responsible for purchasing food from approved sources? (Specify whom) \_\_\_\_\_

Which employees will evaluate the condition of incoming food supplies? (Specify whom) \_\_\_\_\_

How will the quality control process be done? (Specify whom) \_\_\_\_\_

### How will problems be fixed?

### What records should be kept and where?

Created date: \_\_\_\_\_

By: \_\_\_\_\_

Last revised: \_\_\_\_\_

By: \_\_\_\_\_



Standard Operating Procedures

\_\_\_\_\_  
(name of establishment)

**Subject: Cross Contamination**

**What will be done and who will do it?**

What employee training will be done to prevent cross contamination and by whom?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Store and prepare food to prevent contamination. How will this facility prevent contamination of:**

- In-use utensils: \_\_\_\_\_
- Cutting boards: \_\_\_\_\_
- Tasting food: \_\_\_\_\_
- Equipment for different types of food: \_\_\_\_\_
- Canned goods: \_\_\_\_\_
- Washed fruits and unwashed fruits, including melons: \_\_\_\_\_
- Buffet plates and utensils: \_\_\_\_\_
- Foods in storage: \_\_\_\_\_
- Preparation of Foods: \_\_\_\_\_
- Foods on Display: \_\_\_\_\_

Foods in storage must be stored to prevent contamination. Describe the storage method for foods in the cold holding units

**Example:**

Top Shelf	Ready-to-eat foods
	Raw shelled eggs
	Raw fish
	Raw pork
	Raw meats and beef
Bottom Shelf	Raw poultry

(fill in table below)


**How will problems be fixed?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**What records will be kept and where?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Created date: \_\_\_\_\_

By: \_\_\_\_\_

Last revised: \_\_\_\_\_

By: \_\_\_\_\_

## Standard Operating Procedures

(name of establishment)

### Subject: Warewashing

#### What will be done?

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All pots, pans, utensils, silverware, plates, etc. need to be washed, rinsed, sanitized and air dried after being used.

This facility will utilize the following (check all that apply):

- A three compartment dishwashing sink
- An automatic chemical sanitizing dishwashing machine
- An automatic hot water sanitizing dishwashing machine

The following steps are to be utilized for manual warewashing:

1. Scrape food from dishes into the disposal or garbage;
2. Wash in hot soapy water;
3. Rinse in clear hot water;
4. Sanitize by immersing in an approved chemical sanitizing solution for 30 seconds; and
5. Air drying.

The manufacturer instructions will be followed for cleaning and sanitizing items in the dishwashing machine.

The designated person in charge will review with all employees the steps for manual warewashing, and the proper operation of the automatic dishwashing machine.

List any large pots, pans, or utensils that may require special washing and sanitizing procedures:

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What special procedures will be required for the above listed items?

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What type of sanitizer(s) will be used in the warewashing process: \_\_\_\_\_  
(Test kits are required for each type of sanitizer used in the operation)

#### Who will make sure it's done and how?

\_\_\_\_\_ is/are expected to model appropriate warewashing practices, and to monitor warewashing practices of food employees. Persons in charge will also train new employees regarding this standard operating procedure for employees.

Food employees are expected to adhere to the standard operating procedure when performing warewashing duties.

How will sanitizer concentrations, and/or hot water sanitizing temperatures be monitored?

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**How will problems be fixed?**

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Items that have not been properly cleaned and sanitized must go through the process until they have been cleaned and sanitized in accordance with the Food Law. The designated person in charge must immediately re-train and counsel employees who demonstrate improper warewashing techniques.

**What records will be kept and where?**

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The manufacturer's operating manual(s) for the dishwashing machine(s) will be made available to food employees who request it. All repair, maintenance and calibration records will be kept on file for the warewashing machine(s).

Created date: \_\_\_\_\_  
Last revised: \_\_\_\_\_

By: \_\_\_\_\_  
By: \_\_\_\_\_

Standard Operating Procedures

\_\_\_\_\_  
(name of establishment)

**Subject: Date Marking**

The 2009 Food Code requires that certain foods be clearly marked to indicate the date by which the foods must be discarded if not sold or served.

Date marked foods shall be clearly marked at the time of preparation to indicate the date by which the food shall be consumed. Foods shall be marked with 7 calendar days, including the day of preparation/opening, or less from the day that the food is prepared, if the food is maintained at 41°F or less.

Date marking is required for foods that are:

- Potentially hazardous.
- Ready-to-eat.
- Held under refrigeration for more than 24 hours before sale or service.

Foods that do not require date marking:

- Foods that are not ready-to-eat.
- Foods that are not potentially hazardous.
- Whole, unsliced portions of cured and processed lunchmeat or other meat food products still remaining in the original packaging.

Date marking is needed because some bacteria grow slowly under refrigeration. Over time, these organisms may multiply to hazardous levels in certain ready-to-eat foods.

**What will be done and who will do it?**

New employees will be trained in the following manner and by whom? \_\_\_\_\_  
\_\_\_\_\_

List foods that will require date marking:  
\_\_\_\_\_  
\_\_\_\_\_

**Who will make sure it's done and how?**

\_\_\_\_\_ are expected to continually monitor foods that need date marking.  
(specify whom)

\_\_\_\_\_ shall monitor employees responsible for date marking.  
(specify whom)

\_\_\_\_\_ will assure that necessary supplies for date marking are in stock.  
(specify whom)

Describe what type of date marking system will be used. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**How will problems be fixed?**

If employees observe inadequate date marking, how will this problem be addressed and by whom? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**What records will be kept and where?**  
\_\_\_\_\_  
\_\_\_\_\_

Created date: \_\_\_\_\_

By: \_\_\_\_\_

Last revised: \_\_\_\_\_

By: \_\_\_\_\_

Standard Operating Procedures

(name of establishment)

**Subject: Time as a Public Health Control**

**What will be done and who will do it?**

How will new employees be trained regarding this procedure and by whom? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Section 3-501.19 (Time as a Public Health Control) can only be utilized for the following:

- Working supplies of potentially hazardous foods prior to cooking.
- Ready-to-eat potentially hazardous foods that are displayed or held for service for immediate consumption.

Maximum time limit for which this procedure can apply to a food is 4 hours once removed from temperature control.

Foods must be marked or identified when removed from temperature control.

Foods must be marked with the exact 4 hour time (or applicable time limit) at which the food must be served or discarded.

Foods not identified with the appropriate time limit as required shall be discarded.

**List all foods covered by this operating procedure:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Describe what manner shall foods be marked or identified:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Indicate what method of documentation will be utilized to maintain this procedure:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**List all foods that are addressed under the written Cooling or Re-heating Procedures before Time is used as a Public Health Control:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Who will make sure it's done and how?**

\_\_\_\_\_ Shall monitor to assure compliance with this procedure.  
(specify whom)

\_\_\_\_\_ Shall monitor and document proper temperatures.  
(specify whom) How will it be done? \_\_\_\_\_

\_\_\_\_\_ Shall monitor all appropriate time limits.  
(specify whom) How often will it be done? \_\_\_\_\_

\_\_\_\_\_ Shall ensure that all food products are properly marked or identified.  
(specify whom)

\_\_\_\_\_ Shall assure all foods shall be discarded or served once the time limit has expired.  
(specify whom)

The \_\_\_\_\_ Shall assure that necessary daily logs are completed and maintained.  
(specify whom)

**How will problems be fixed?**

If employees or management observe violations of this procedure, how will problems be addressed and by whom? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**What records will be kept and where?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

It is required to have this and any other written procedure pertaining to using Time as a Public Health Control on file at the food establishment.

If utilizing the Time as a Public Health Control procedure, the facility is required to maintain a written procedure documenting Cooling Methods and Cooling Temperatures as outlined in sections 3-501.14 and 3-501.15.

These written procedures must be made available to the regulatory authority upon request.

It is recommended that this procedure be reviewed and updated a minimum of annually or at the time of a menu or operational change.

Time as a Public Health Control cannot be utilized by establishments that serve a highly susceptible population.

Created date: \_\_\_\_\_  
Last revised: \_\_\_\_\_

By: \_\_\_\_\_  
By: \_\_\_\_\_

Standard Operating Procedures

(name of establishment)

**Subject: Thawing Potentially Hazardous Food**

**What will be done and who will do it?**

Describe the training that employees will be given:

\_\_\_\_\_

\_\_\_\_\_ will provide the training.  
(specify whom)

The following approved methods of thawing potentially hazardous foods will be utilized for the foods specified (check all that apply):

- thawing in a refrigerator at 41°F or below;  
List foods to be thawed by this method:  
\_\_\_\_\_
- submerged under running water at 70°F or below, and of sufficient flow to remove food particles;  
List foods to be thawed by this method:  
\_\_\_\_\_
- in a microwave as part of a continuous cooking process; and/or  
List foods to be thawed by this method:  
\_\_\_\_\_
- while cooking (cook from frozen)  
List foods to be thawed by this method:  
\_\_\_\_\_

**Who will make sure it's done and how?**

\_\_\_\_\_

\_\_\_\_\_ is expected to continually model appropriate thawing practices, and monitor thawing practices of food employees.  
(specify whom)

All food employees are expected to adhere to the standard operating procedure when thawing potentially hazardous foods.

**How will problems be fixed?**

\_\_\_\_\_

Foods that have improperly thawed will be discarded.

Designated persons in charge must immediately re-train and counsel employees who improperly thaw potentially hazardous foods.

Created date: \_\_\_\_\_  
Last revised: \_\_\_\_\_

By: \_\_\_\_\_  
By: \_\_\_\_\_

Standard Operating Procedures

(name of establishment)

Subject: Cooking Temperatures

What will be done and who will do it?

What training will employees go through to learn cooking temperatures and by whom?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list all foods that will be cooked and the minimum temperatures they will be cooked to:

165°F \_\_\_\_\_

155°F \_\_\_\_\_

145°F \_\_\_\_\_

135°F \_\_\_\_\_

REFERENCE CHART:

165° F	Poultry, stuffing, stuffed meat or fish, casseroles, egg dishes, dishes combining raw and cooked food. Potentially hazardous food cooked in microwave.
155° F	Ground or flaked meats
145° F	Pork, beef and pork roasts, beefsteaks, veal, lamb, commercially raised game animals, fish, foods containing fish, shell eggs or immediate service. See the Food Code, subpart 3-4 for alternate cooking times for beef and pork roasts.
135° F	Fruits and vegetables that are cooked for hot holding.

\*Note: Cook to this temperature for at least 15 seconds

How will employees monitor the temperature of cooked food? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

How will problems be fixed?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What records will be kept and where?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Created date: \_\_\_\_\_

By: \_\_\_\_\_

Last revised: \_\_\_\_\_

By: \_\_\_\_\_



Standard Operating Procedures

\_\_\_\_\_  
(name of establishment)

**Subject: Cooling**

Cooked potentially hazardous food shall be cooled: Within 2 hours, from 135°F to 70°F; and within 4 hours, from 70°F to 41°F or less.

The following cooling methods should be considered: Cooling foods in shallow pans, separating foods into smaller batches, using rapid cooling equipment, stirring food in a container placed in an ice bath and adding ice as an ingredient.

What potentially hazardous foods will be cooked and cooled? \_\_\_\_\_  
\_\_\_\_\_

Which of the following methods will be used to rapidly cool potentially hazardous foods?

- Ice paddles:(list foods) \_\_\_\_\_
- Ice bath:(list foods) \_\_\_\_\_
- Walk-in cooler:(list foods) \_\_\_\_\_
- Rapid chill refrigeration:(list foods) \_\_\_\_\_
- Walk-in freezer:(list foods) \_\_\_\_\_
- Other:(please describe and list foods) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

New employees will be trained in the following manner and by whom? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How will cooling times and temperatures be checked? \_\_\_\_\_  
\_\_\_\_\_

**Who will make sure it's done and how?**

\_\_\_\_\_ is expected to promote good cooling practices for employees.  
(specify whom)

\_\_\_\_\_ shall monitor employee cooling practices.  
(specify whom)

**How will problems be fixed?**

If employees observe inadequate cooling methods, how will this problem be addressed and by whom? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**What records will be kept and where?**

\_\_\_\_\_  
\_\_\_\_\_

Created date: \_\_\_\_\_  
Last revised: \_\_\_\_\_

By: \_\_\_\_\_  
By: \_\_\_\_\_

Standard Operating Procedures

(name of establishment)

Subject: Cold Holding

(Reference: Food Code 3-501.16)

- Use only cold-holding equipment that can keep foods at 41 degrees F or lower.
- Keep foods covered.
- Take food temperatures at least every 2 hours.
- Foods must be discarded after 4 hours if they have not been held at 41 degrees F or below.

Approved commercial refrigeration units shall be provided to keep potentially hazardous foods at 41 degrees F or lower. Unpackaged food may not be stored in direct contact with un-drained ice. Product rotation must be systematic. Fresh product shall not be added to existing product supplies. Existing products need to be discarded or used and the original container cleaned and sanitized.

What potentially hazardous foods will be held cold?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What cold-holding equipment will be used for different foods? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

How will cold-holding temperatures be checked?

\_\_\_\_\_  
\_\_\_\_\_

What will be done and who will do it?

New employees will be trained in the following manner and by whom? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Who will make sure it's done and how? (specify whom)

\_\_\_\_\_  
\_\_\_\_\_

How will problems be fixed?

If employees observe inadequate cold-holding food temperatures how will this problem be addressed and by whom? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What records will be kept and where?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Created date: \_\_\_\_\_

By: \_\_\_\_\_

Last revised: \_\_\_\_\_

By: \_\_\_\_\_

Standard Operating Procedures

\_\_\_\_\_  
(name of establishment)

**Subject: Reheating of potentially hazardous food**

**(Reference: Food Code 3-403.11)**

- When previously cooked food is reheated for hot holding, reheat to 165° F for 15 seconds within 2 hours.
- Discard food that has not been reheated to 165° F within 2 hours.
- Do not use equipment that is not capable of reheating the food to 165° F within 2 hours
- If reheating in a microwave oven for hot holding the food shall be reheated so that all parts reach an internal temperature of a least 165° F and the food is rotated or stirred, covered, and allowed to stand covered for 2 minutes after reheating.

When food is held, cooled, and reheated in a food establishment, there is an increased risk of contamination caused by personnel, equipment, procedures, or other factors. If food is held at improper temperatures for enough time, pathogens have the opportunity to multiply to dangerous numbers. Proper reheating provides a degree of assurance that pathogens will be eliminated.

**What foods will be reheated?** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**How will they be reheated?** \_\_\_\_\_  
\_\_\_\_\_

**What equipment will be used to reheat foods?**  
\_\_\_\_\_  
\_\_\_\_\_

**How will reheating times and temperatures be checked?**  
\_\_\_\_\_  
\_\_\_\_\_

**What will be done and who will do it?**  
New employees will be trained in the following manner and by whom? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**How will problems be fixed?**  
If employees observe inadequate/improper reheating of potentially hazardous foods, how will this problem be addressed and by whom? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**What records will be kept and where?**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Created date: \_\_\_\_\_ By: \_\_\_\_\_  
Last revised: \_\_\_\_\_ By: \_\_\_\_\_

Standard Operating Procedures

\_\_\_\_\_  
(name of establishment)

**Subject: Hot Holding for Potentially Hazardous Foods**

**What will be done and who will do it?**

How will new employees be trained on this procedure and by whom? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list the foods that will require hot holding \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list all equipment that will be used for hot holding potentially hazardous foods \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The minimum hot holding temperature for foods in this facility is \_\_\_\_\_°F

How will hot holding temperatures be monitored? \_\_\_\_\_  
\_\_\_\_\_

What other methods will be used to help keep potentially hazardous foods hot (i.e. stirring, covered containers) \_\_\_\_\_  
\_\_\_\_\_

Hot holding temperatures should be taken at least every 2 hours to assure safety.

Any foods not held at 135°F or above must be discarded after 4 hours.

**How will problems be fixed?**

If inadequate hot holding temperatures or lack of monitoring of temperatures are observed, how will this problem be addressed and by whom? \_\_\_\_\_  
\_\_\_\_\_

**What records will be kept and where?**

\_\_\_\_\_  
\_\_\_\_\_

Created date: \_\_\_\_\_  
Last revised: \_\_\_\_\_

By: \_\_\_\_\_  
By: \_\_\_\_\_