Wisconsin Elderly Nutrition Program General Orientation Handbook on Safe Food Handling and Sanitation Practices for Foodservice Staff and Volunteers (Cooking Facilities)

Revised 8/13

Technical Assistance Template from The GWAAR Nutrition Team

GWaar
Greater Wisconsin
Agency on Aging Resources, Inc.

Standard Operating Procedures
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WI Elderly Nutrition Program
HACCP-Based Standard Operating Procedures (SOPs)
Adapted from National Food Service Management Institute (NFSMI) SOPs

All of the procedures in this manual apply to Elderly Nutrition Program staff, volunteers and drivers involved in the daily operation of a safe, wholesome establishment. This includes the areas of food preparation, handling, receiving, storing, serving, transporting, cleaning, sanitizing, and all other foodservice activities.

The WI Food Code 2009 Edition was the resource used in developing these procedures. These SOPs follow State Health Department Regulations.
These SOPs are general guidelines, feel free to adapt them to meet the specific needs of each operation.

Each Local Aging Unit or ADRC will be responsible for the initial training and all retraining of foodservice employees and volunteers in the use of the SOPs. All new employees and volunteers should review and sign off on this booklet within the first 2 weeks of working with the ENP. This is to give them a basic understanding of safe food handling. They should then complete either the Serving Safe Foods or Serv Safe class to be in full compliance with training requirements, see "Additional Required Food Safety Training" at the end of this document for more details.

The Nutrition Director is encouraged to review and update these SOPs annually.

_____ _____
Director or Nutrition Director Signature Date Implemented

Standard Operating Procedures
Personal Hygiene

PURPOSE: To prevent contamination of food by foodservice employees.

PROCEDURES:

1. Follow the County/Tribal Employee Health Policy and follow all local health codes and regulations at all times.
2. Report to work in good health, clean, and dressed in clean attire.
3. Change apron when it becomes soiled. Never take aprons into restrooms.
4. Wash hands properly, frequently, and at the appropriate times.
5. Keep fingernails trimmed, filed, and maintained so that the edges are cleanable and not rough.
6. Do not wear artificial fingernails or fingernail polish at any time while working in foodservice.
7. Wear single-use gloves and change regularly or when they become soiled or torn. Never reuse gloves.
8. Do not wear any jewelry except for a plain ring such as a wedding band and stud earrings.
9. Treat and bandage wounds and sores immediately. When hands are bandaged, single-use gloves must be worn over bandaged area at all times.
10. Cover a lesion containing pus with a bandage. If the lesion is on a hand or wrist, cover with an impermeable cover such as a finger cot or stall and a single-use glove.
11. Eat, drink, use tobacco, or chew gum only in designated break areas where food or food contact surfaces may not become contaminated. Only drinks that have covered lids and straws may be consumed in these designated areas.
12. Taste-test food the correct way:
    - Place a small amount of food into a separate container.
    - Step away from exposed food and food contact surfaces.
    - Use a teaspoon to taste the food. Remove the used teaspoon and container to the dish room. Never reuse a spoon that has already been used for tasting.
    - Wash hands immediately and put on new gloves.
13. Wear an effective hair restraint at all times while working around food, food contact surfaces and foodservice equipment.
14. Before working on the serving line:
    - Hair should be neatly arranged and a hair restraint worn.
    - Clothing and apron should be clean.
    - Gloves should be used when serving food.

MONITORING:

The meal site manager will inspect employees and volunteers when they report to work to be sure that each is following this SOP.

CORRECTIVE ACTION:

Retrain any foodservice employee or volunteer found not following the procedures in this SOP.

VERIFICATION AND RECORD KEEPING:

The meal site manager will report any personal hygiene issues with an employee/volunteer to the nutrition program directors so it can be recorded in personnel records.

WI 2006 Food Code Fact Sheet Referenced below can be downloaded at: http://datcp.state.wi.us/fs/business/food/publications/pdf/FoodCodeFactSheets/EmployeeHygiene-6.pdf

Employee Hygiene

Wisconsin Food Code Fact Sheet #6

The Importance of Proper Hygiene

Employees are the most important link in preventing foodborne illness. Good personal hygiene, including proper and frequent hand-washing, is one of the best ways to prevent foodborne illness.

Hand-washing

Always make sure that hands are washed and thoroughly dried before starting work; before wearing gloves; between tasks; before working with food products, equipment, utensils and linens; and after using the restroom, coughing, sneezing, eating, drinking or smoking. Correct hand-washing includes cleaning the backs of hands, palms, and forearms, between fingers and under the fingernails using warm water, soap and a fingernail brush.

Cuts, Wounds and Sores

Any cuts, wounds or open sores on the hands and arms must be completely covered by a waterproof bandage. Wear single-use intact gloves over any bandages on the hands and fingers.

Fingernails

Fingernails must be kept trimmed, filed and maintained so that the edges and surfaces are cleanable and not rough. Unless wearing intact gloves, a food employee may not wear fingernail polish or artificial fingernails when working with exposed food.

Hair Restraints

Food employees are required to wear hair restraints such as hairnets, hats, scarves, or beard nets that are effective in keeping their hair in control. This does not apply to counter staff who serve only drinks or wrapped food products, and wait staff or hostesses/hosts if they present a minimal risk of contamination.

Proper Work Clothing

All employees must wear clean outer clothing to prevent contamination of food, equipment, utensils, linens, single-service and single-use articles.

Personal clothing and other personal items must be kept away from food-handling and storage areas. Employers must provide adequate storage areas for employee's personal belongings. If employees routinely change clothing at the establishment, a room or area must be designated and used for that purpose. Such changing areas must be separate from food, clean equipment and linen.

Wearing of Jewelry

Jewelry should be limited to plain-banded rings only. Bracelets, and other jewelry on arms and hands may not be worn when preparing or serving food. Medical alert identification tags are permitted as necklaces.

Eating, Drinking & Using Tobacco

All employees must eat, drink or use tobacco only in designated areas where contamination to food, equipment, utensils and other materials cannot occur.

Read more about it: WFC Chapter 2-3 Personal Cleanliness

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WI 2006 Food Code Fact Sheet Referenced below can be downloaded at:
"Non-Bare Hand Contact with Ready-to-Eat Foods"
http://www.datcp.state.wi.us/fs/business/food/publications/pdf/FoodCodeFactSheets/BareHandContact-3.pdf

Non-Bare Hand Contact with Ready-to-Eat Foods

Wisconsin Food Code Fact Sheet #3

Cross contamination to hands from unclean surfaces is one of the leading contributing causes of the spread of pathogenic organisms that lead to human illnesses. The avoidance of direct hand contact with foods that will be immediately consumed is one way to protect the food from contamination.

Creating a clean barrier to the food is what this requirement is all about!

The food establishment operator has choices: either eliminate bare hand contact entirely with ready-to-eat foods, or establish written and practiced procedures for appropriate hand-washing activities. These procedures must be detailed and specific to the tasks performed. They will be approved and verified by state or local regulatory staff during inspections. Required changes in procedure or entirely different methods may have to be implemented if your staff fails to follow your hand washing procedures or observed cross contamination occurs.

A Ready-To-Eat (RTE) food is a food that is edible without washing, cooking, or additional preparation by the food handler and is reasonably expected to be consumed in that form.

Other means of handling Ready-to-eat foods include:

- Deli paper
- Tongs
- Spatula
- Single-use gloves
- Other utensil

The operator must have *approved* written alternative practices and procedures, if bare hand contact cannot be avoided. The operator should work with their inspector to determine suitable procedures for their processes. Procedure guidelines can be obtained from the inspector.

Do not forget proper hand-washing. Hand-washing must be practiced in addition to utensil and glove use.

Do not replace hand-washing with use of a hand sanitizer. Hand sanitizers are not intended to replace soap in the hand-washing process. The Wisconsin Food Code does not require the use of hand sanitizers.

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WI 2006 Food Code Fact Sheet Referenced below can be downloaded at: "Using Disposable Gloves"
http://www.datcp.state.wi.us/fs/business/food/publications/pdf/FoodCodeFactSheets/UsingDisposableGloves-5.pdf

Using Disposable Gloves

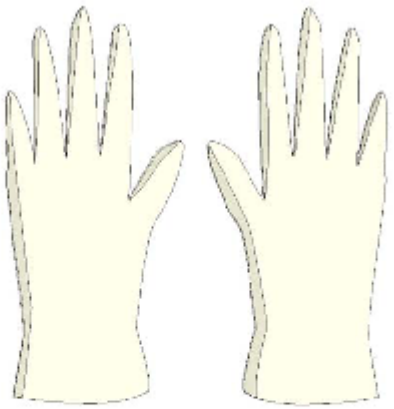
Wisconsin Food Code Fact Sheet #5

Disposable glove use in food processing operations is becoming popular. Many operators feel that wearing gloves prevents the transmission of foodborne related pathogens. However, wearing gloves is not a substitute for appropriate, effective, thorough and frequent hand-washing.

Allergies: Natural rubber latex gloves have been reported to cause allergic reactions in some individuals. Consider this when deciding whether single-use latex gloves will be used during food preparation.

Hands must be carefully washed with soap and warm water, then dried before and after gloves are worn.

Gloves are suitable for mixing, deli sandwich assembly, prep work, vegetable handling, covering non-infected hand abrasions, etc.



Warning: Individuals with infected (red, swollen, warm or pus-forming) wounds on their hand(s) must cover the infected area with an impermeable cover and wear a single-use glove.

Rules of Glove Use

- Do not reuse gloves.
- Use only single-use gloves, stored and dispensed to prevent contamination.
- Ensure gloves are intact, without tears or imperfections.
- Provide gloves that fit properly.
- Gloves must be changed whenever an activity or workstation change occurs, or whenever they become contaminated.
- Hands are to be washed and dried before putting on new gloves.
- Management must provide education and enforcement of proper glove use.
- Gloves must be replaced after sneezing, coughing, or touching of the hair or face.

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Standard Operating Procedures
Employee Health Policy

PURPOSE: To prevent the spread of foodborne illnesses through the transmission of food.

PROCEDURES: All foodservice employees and volunteers must follow these procedures for illnesses:

1. Foodservice employees and volunteers must report any illnesses that are transmissible through food, including the date of the onset of the following illnesses:
    a. Salmonella
    b. Shigella
    c. Escherichia Coli (E-Coli)
    d. Hepatitis A
    e. Any other pathogen that can be transmitted through food, such as Norovirus, Campylobacter, etc. (complete listing can be obtained from any local health department)
2. If an employee is diagnosed with Salmonella, Shigella, E-Coli or Hepatitis A, or other pathogen which can be transmitted through food, the Nutrition Program Manager must notify the county or tribal health department.
3. The foodservice employee/volunteer must report to the Nutrition Program manager any of the following symptoms:
    a. Diarrhea
    b. Fever
    c. Vomiting
    d. Jaundice
    e. Sore throat with fever
4. The Nutrition Program manager must exclude from the establishment all foodservice employees/volunteers that are experiencing any of the above mentioned symptoms (see paragraph 3).
5. Foodservice employees/volunteers must notify the Nutrition Program manager if they have been ill within:
    a. the past 3 months with Salmonella
    b. the past month with Shigella, E-Coli
    c. the past 10 days with jaundice or Hepatitis A
6. Foodservice employees/volunteers must report to the Nutrition Program manager if:
    a. They have been suspected of causing or have been exposed to Salmonella, Shigella, E-Coli or Hepatitis A or
    b. They live in the same household with a person with one of the afore listed illnesses or
    c. They live in the same household with a person who has been exposed to one of the afore listed illnesses.
7. The Nutrition Program manager must exclude all foodservice employees/volunteers that have been diagnosed with Salmonella, Shigella, E-Coli, Hepatitis A. or Jaundiced (within the last 10 calendar day).
8. Foodservice employees/volunteers must inform the Nutrition Program manager of boils, burns, cuts and infected wounds on the hands, wrists or exposed portions of an arm. If the foodservice employee/volunteer can wear a non-penetrable cover (such as a finger cot) and a glove, the Nutrition Program manager may assign other duties that do not involve food preparation.

9. The Nutrition Program manager must obtain approval from the county health department and must have a written medical statement from a licensed physician or authorized medical professional that specifies that the ill foodservice employee may return to work.

MONITORING:

1. The Nutrition Program manager will observe employees/volunteers for boils, burns, cuts and infected wounds on hands, wrists and other exposed portions of the body.
2. The Nutrition Program manager will observe employees for the following diseases: Salmonella, Shigella, E-Coli, and Hepatitis A, or other pathogens that are transmitted via food.
3. The Nutrition Program manager will observe employees/volunteers for any of the following symptoms: diarrhea, fever, vomiting, jaundice and sore throat with fever.

CORRECTIVE ACTION:

1. The Nutrition Program manager will require all employees/volunteers with boils, burns, cuts and infected wounds on hands, wrists and exposed portions of arms to wear a non-penetrable cover (such as a finger cot) and a glove. The manager may assign other duties that do not involve food preparation.
2. The Nutrition Program manager must report to the Health Department Director, any employees/volunteers that display symptoms of Salmonella, Shigella, E-Coli, Hepatitis A., and/or any of the following symptoms: diarrhea, fever, vomiting, jaundice and sore throat with fever. Employees and volunteers must be restricted from the establishment due to serving a highly susceptible population.

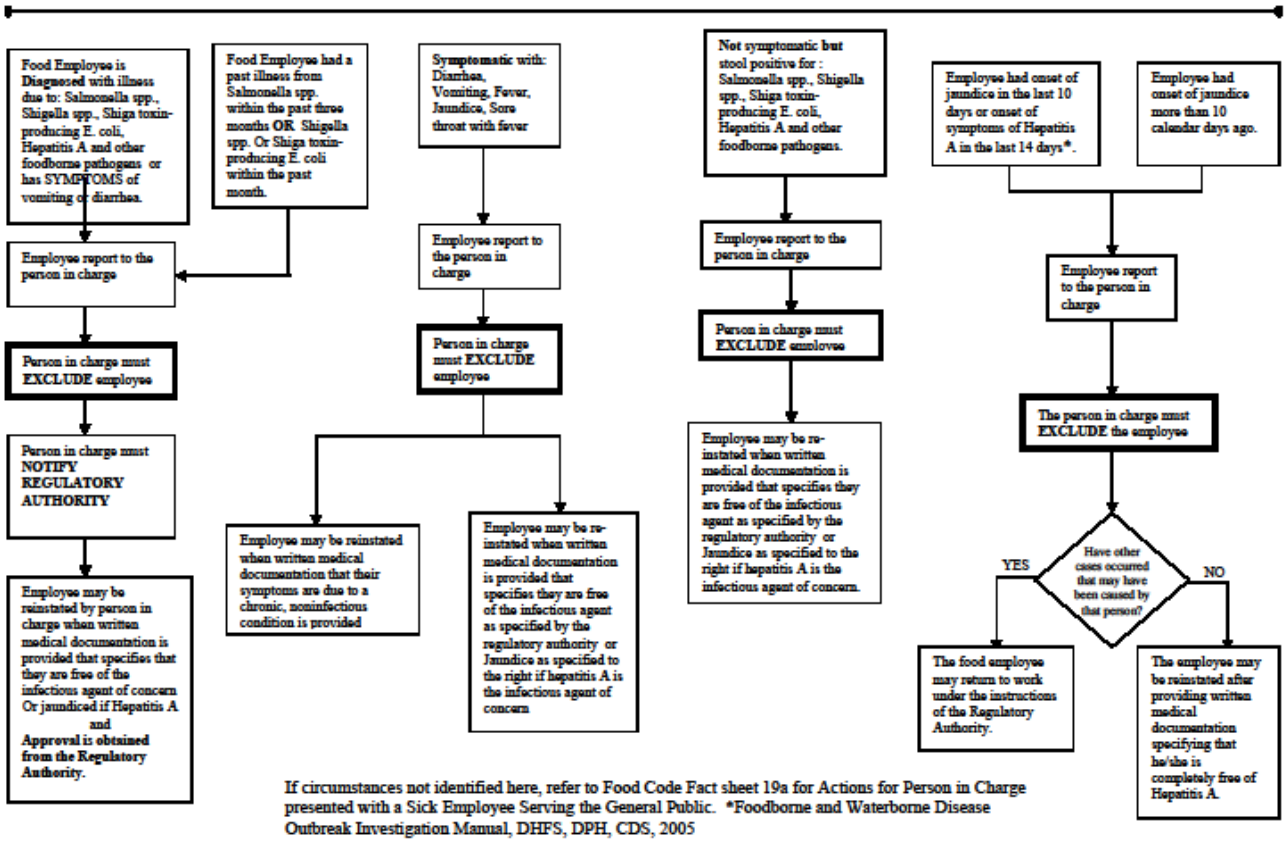
VERIFICATION AND RECORD KEEPING:

All health related records will be maintained in each employee's/volunteers personnel file.

WI 2006 Food Code Fact Sheet Referenced below can be downloaded at:
http://datcp.state.wi.us/fs/business/food/publications/pdf/FoodCodeFactSheets/EmployeeHealthHighlySusceptible-19b.pdf

Action by the Person in Charge When Serving a Highly Susceptible Population and Presented With a Sick Employee

Wisconsin Food Code Fact Sheet #19b



If circumstances not identified here, refer to Food Code Fact sheet 19a for Actions for Person in Charge presented with a Sick Employee Serving the General Public. *Foodborne and Waterborne Disease Outbreak Investigation Manual, DHFS, DPH, CDS, 2005

dfs-0325-0802 April 2006

Standard Operating Procedures
Washing Hands

PURPOSE: To prevent foodborne illness by contaminated hands.

PROCEDURES:

1. Post hand washing signs or posters in a language understood by all foodservice staff near all hand washing sinks, in food preparation areas, and restrooms.
2. Use designated hand washing sinks for hand washing only. Do not use food preparation, utility, and dishwashing sinks for hand washing. Do not use hand sinks for food prep.
3. Provide warm running water, soap, and either disposable, single use towels or air dryers to dry hands. Provide a waste container at each hand washing sink or near the door in restrooms.
4. Keep hand washing sinks accessible any time employees are present.
5. Wash hands:
    - Before starting work.
    - During food preparation.
    - When moving from one food preparation area to another.
    - Before putting on or changing gloves.
    - After using the toilet.
    - After sneezing, coughing, or using a handkerchief or tissue.
    - After touching hair, face, or body.
    - After smoking, eating, drinking, or chewing gum or tobacco.
    - After handling raw meats, poultry, or fish.
    - After any clean up activity such as sweeping, mopping, or wiping counters.
    - After touching dirty dishes, equipment, or utensils.
    - After handling trash.
    - After handling chemicals or medications
    - After handling money.
    - After any time the hands may become contaminated.
6. Follow proper hand washing procedures as indicated below:
    - Wet hands and forearms with warm, running water at least 100 ºF and apply soap (about 1 Tablespoon).
    - Scrub lathered hands and forearms, under fingernails, and between fingers for at least 10-15 seconds. Rinse thoroughly under warm running water for 5-10 seconds (minimum of 20 seconds for complete wash & rinse process).
    - Dry hands and forearms thoroughly with single-use paper towels.
    - Dry hands for at least 30 seconds if using a warm air hand dryer.
    - Turn off water using paper towels.
    - Use paper towel to open door when exiting the restroom.

MONITORING:

1. The Nutrition Program manager will visually observe the hand washing practices of the foodservice staff during all hours of operation.
2. The designated employee will visually observe that hand washing sinks are properly supplied during all hours of operation.

CORRECTIVE ACTION:

1. Ask foodservice employees/volunteers that are observed not washing their hands at the appropriate times or using the proper procedure to wash their hands immediately.
2. Retrain foodservice employees/volunteers to ensure proper hand washing procedure.

VERIFICATION AND RECORD KEEPING:

The meal site manager will report any hand washing issues with an employee/volunteer to the nutrition program directors so it can be recorded in personnel records.

WI 2006 Food Code Fact Sheet Referenced below can be downloaded at:
http://datcp.state.wi.us/fs/business/food/publications/pdf/FoodCodeFactSheets/Handwashing-1.pdf

Hand Washing Signs can be downloaded at:

English:
http://datcp.state.wi.us/fs/business/food/publications/pdf/GeneralFactSheets/wash_hands.pdf

Spanish:
http://datcp.state.wi.us/fs/business/food/publications/pdf/GeneralFactSheets/wash_hands_spanish.pdf

Hmong:
http://datcp.state.wi.us/fs/business/food/publications/pdf/GeneralFactSheets/wash_hands_hmong.pdf

Hand-washing

Wisconsin Food Code Fact Sheet #1

Handwashing is the single most effective means of preventing the spread of bacteria and viruses, that can cause infections and food borne illness.

Employees can be a significant source of harmful microorganisms. Proper handwashing can be the most effective action workers can take to control direct and indirect contamination of food, utensils, and equipment.

When To Wash Hands

- Before starting to work with food, utensils or equipment.
- Before putting on gloves.
- During food preparation, as needed.
- When switching between raw foods and ready-to-eat foods.
- After handling soiled utensils and equipment.
- After coughing, sneezing, using a tissue, or using tobacco products.
- After eating and drinking.
- After touching your skin.
- After handling animals.
- After using the toilet, wash hands at a hand-wash sink in the restroom and again when returning to work.

Always Follow These Six Steps When You Wash Your Hands

Before washing your hands, remove any jewelry and only wash your hands in sinks designated for hand-washing. Do not wash your hands in utensil, food preparation, or service sinks.

1. Roll up sleeves and wet hands with warm water.
2. Using soap, not a hand sanitizer solution, work up a soapy lather that covers hands and forearms.
3. Rub hands together for at least 20 seconds: make sure to wash palms, back of hands, between fingers, and forearms.
4. Use a fingernail brush to clean under fingernails and between fingers.
5. Rinse hands and forearms in warm water.
6. Dry hands with single-use paper towels or cloth roller towel. Turn off the faucet with paper towels to prevent re-contamination of hands.

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WI 2006 Food Code Fact Sheet Referenced below can be downloaded at: "Hand Sanitizers"
http://www.datcp.state.wi.us/fs/business/food/publications/pdf/FoodCodeFactSheets/HandSanitizers-13.pdf

Hand Sanitizers

Wisconsin Food Code Fact Sheet #13

Hand sanitizers are not substitutes for hand-washing. Hand sanitizers should be used only after proper hand washing has been completed. If sanitizers are used incorrectly they can become another source of food contamination.

Hand sanitizers are considered to be a food additive. The hand sanitizer or its ingredients need to be approved by FDA.

Hand sanitizers are not intended to replace soap in the hand-washing station. They are not effective in removing dirt or other organic materials. However, if used after proper hand washing procedures, they can reduce the number of bacteria and viruses that remain on your hands.

The Wisconsin Food Code does not require the use of hand sanitizers.

How do hand sanitizers work?

Hand sanitizers work by stripping away the outer layer of oil on the skin. This usually prevents bacteria that are present in the body from coming to the surface of the hand. Research shows that hand sanitizers alone do not significantly reduce and in some cases may potentially increase the amount of bacteria on the hand. Hand sanitizers should only be used in conjunction with good hand-washing procedures.

The manufacturers of hand sanitizers test the products on inanimate surfaces therefore they are able to derive the claims of 99.9 % bacteria killed. If the product were fully tested on hands, there would be different results because of the complexity of the human hand. Using inanimate surfaces with controlled variables is the easiest way to obtain consistent results.

dfs-3013-0401 April 2001

Standard Operating Procedures
Cleaning and Sanitizing Food Contact Surfaces
Including Dish Machines and 3 Compartment Sinks

PURPOSE: To prevent food borne illness by ensuring that all food contact surfaces are properly cleaned and sanitized.

PROCEDURES:

1. Follow manufacturer's instructions regarding the use and maintenance of equipment and use of chemicals for cleaning and sanitizing food contact surfaces.
2. Wash, rinse, and sanitize food contact surfaces of sinks, tables, utensils, thermometers, carts, and equipment:
   - Before each use
   - Between uses when preparing different types of raw animal foods, such as eggs, fish, meat, and poultry
   - Between uses when preparing ready-to-eat foods and raw animal foods, such as eggs, fish, meat, and poultry
   - Any time contamination occurs or is suspected
3. Procedure for washing, rinsing, and sanitizing food contact equipment and utensils:
   - Wash with detergent solution.
   - Rinse with clean water.
   - Sanitize using a sanitizing solution mixed at a concentration and used at a temperature as specified on the manufacturer's label.
     - Chlorine Bleach (EPA approved) – 50-100 ppm
     - Iodine – 25 ppm
     - Quaternary Ammonium (Quats) – 200ppm (generally – concentration can vary)
   - Allow to air dry.
4. Inspect all dishware (trays, glassware, bowls, etc.) for breaks, cracks and chips.
5. Procedure for cleaning and sanitizing food contact surfaces:
   - Wash surface with detergent solution.
   - Sanitize surface using a sanitizing solution mixed at a concentration and used at a temperature as specified on the manufacturer's label.
     - Chlorine Bleach (EPA approved) – 50-100 ppm
     - Iodine – 25 ppm
     - Quaternary Ammonium (Quats) – 200ppm (generally – concentration can vary)
   - Allow to air dry.
6.
7. Dishwashing:
   Dish machine:

   - ***Insert manufacturer's instructions for use.***
   - ***See WI Food Code section 4-5***
     http://datcp.state.wi.us/fs/regulation/food/pdf/ATCP75FinalDraft.pdf

   3-Compartment Sinks
   - Setup and use the sink in the following manner:
     - In the first compartment, wash with a clean detergent solution at or above 110 ^{o}F or at the temperature specified by the detergent manufacturer.

- In the second compartment, rinse with clean water.
- In the third compartment, sanitize with a sanitizing solution mixed at a concentration and at a temperature as specified on the manufacturer's label or by immersing in hot water at or above 171 ^{o}F for 30 seconds. Test the chemical sanitizer concentration by using an appropriate test kit.

8. Have an on-going pest prevention program and regular pest control by a license pest control operator.
9. Problems with pests will be reported immediately, pest service will be contacted and all areas cleaned and sanitized (may need to contact county health department depending on severity).

MONITORING:

Foodservice employees/volunteers will:

1. During all hours of operation, visually and physically inspect food contact surfaces of equipment and utensils to ensure that the surfaces are clean.
2. In a 3-compartment sink, on a daily basis:
   - Visually monitor that the water in each compartment is clean.
   - Take the water temperature in the first compartment of the sink by using a calibrated thermometer.
   - If using chemicals to sanitize, test the sanitizer concentration by using the appropriate test kit or test strip for the chemical.
   - If using hot water to sanitize, use a calibrated thermometer to measure the water temperature. Refer to Using and Calibrating Thermometers SOPs.
3. In a dish machine, on a daily basis:
   - Visually monitor that the water and the interior parts of the machine are clean and free of debris.
   - Continually monitor the temperature and pressure gauges, to ensure that the machine is operating according to the data plate.
   - For hot water sanitizing dish machine, ensure that food contact surfaces are reaching the appropriate temperature by placing a thermometer on a rack and running the item or rack through the dish machine, or by using a temperature test strip.
   - For chemical sanitizing dish machine, check the sanitizer concentration on a recently washed food-contact surface using an appropriate test kit.

CORRECTIVE ACTION:

1. Discard all cracked, broken, or chipped dishware.
2. Wash, rinse, and sanitize dirty contact surfaces of equipment and dishware.
3. Discard food that comes in contact with surfaces that have not been sanitized properly.
4. In a 3-compartment sink:
   - Drain and refill compartments periodically and as needed to keep the water clean.
   - Adjust the water temperature by adding hot water until the desired temperature is reached.
   - Add more sanitizer or water, as appropriate, until the proper concentration is achieved.
5. In a dish machine:
   - Drain and refill the machine periodically and as needed to keep the water clean.
   - If the dish machine is not reaching the proper temperature, contact the appropriate individual(s) to have the machine repaired.

- For a chemical sanitizing dish machine, check the level of sanitizer remaining in bulk container. Fill, if 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, contact the appropriate individual(s) to have the machine repaired.
- Wash, rinse, and sanitize in the 3-compartment sink until the machine is repaired or use disposable single service/single-use items if a 3-compartment sink is not available.

VERIFICATION AND RECORD KEEPING:

- The Nutrition Program manager will verify that foodservice employees/volunteers have taken the required temperatures and tested the sanitizer concentration by visually monitoring foodservice employees/volunteers during the shift.

WI 2006 Food Code Fact Sheet Referenced below can be downloaded at: http://datcp.state.wi.us/fs/business/food/publications/pdf/FoodCodeFactSheets/WashingSanitizingEquipment-22.pdf

Washing and Sanitizing Food Contact Surfaces

Wisconsin Food Code Fact Sheet #22

SANITIZING – the application of heat or chemicals to a clean food contact surface in order to reduce the number of disease causing organisms to a safe level.

Manual ware washing - use 3 separate sink compartments:

1. **Scrape – prewash** - soak as needed
2. **Sink 1 - Wash**

After scraping and soaking to remove all large food particles wash utensils in hot (110°F.) soapy water.

3. **Sink 2 - Rinse**

Rinse utensils in clear, clean water – rinse to remove all food particles and soap.

4. **Sink 3 – Sanitize**

Sanitize by one of the following methods:

****Hot water:**
Sanitize by hot water immersion – water must be maintained at 171°F

****Chemical:**
Sanitize by the use of a *DHFS approved chemical sanitizer *according to manufacturer's label instructions* to achieve proper concentration:

Chlorine – 50 ppm -100ppm (at 55-75°F)
Iodine – 12.5 - 25 ppm (at 75°F)
Quaternary Ammonia - 200-400 ppm (at 75°F)
Anionic Acid – according to label directions

Provide a test kit or device to measure concentration of solution.

5. **Air Dry**

Do not use a towel to dry

Mechanical ware washing
Mechanical dishwashers have a high temperature or chemical injected final rinse to sanitize items.
Check the machine's data plate for specific details on proper operation.

1. **Scrape – prewash** - soak as needed
2. **Wash** – per manufacturer's specifications.
3. **Rinse** - per manufacturer's specifications.
4. **Sanitize** - Check for proper sanitizing method by the using temperature sensitive labels/tape with high temperature machines. Use chemical test strips with chemical injection dishwashers.

High temperature rinse:

Machine type	Temp.
Single temp-Stationary rack	165°F
All other machines	180°F

Chemical injected sanitizer:
Same requirements as manual sanitizing.

5. **Air Dry**

Chemical test strips/kits must be available to check sanitizer concentration. Improper concentration will not provide effective sanitizing and high concentrations may leave a toxic residue

****Clean In Place Equipment**
Must use the same 5 step process

Other options for sanitizing must be discussed with the Regulatory Authority

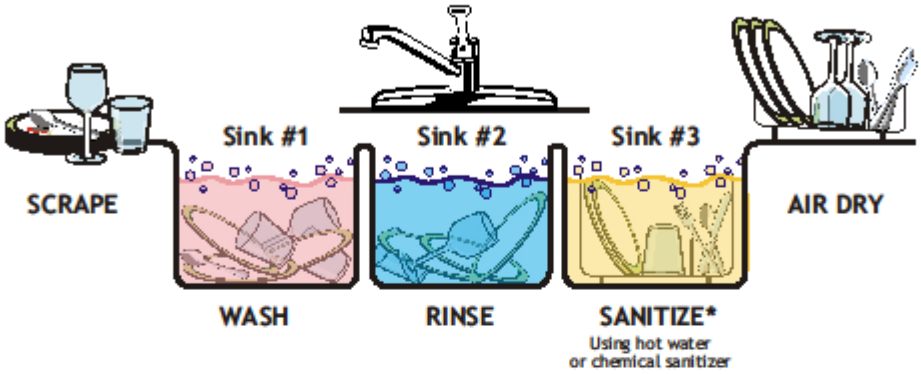
*Dept. of Health & Family Services
More details are available on the website:
http:/www.legis.state.wi.us

dfs-3029-0802 August 2002

DISHWASHING

Dishwashing - 3 sink method

For Multiservice Articles



Dishwashing - 2 sink method

For Pots, Pans and Cooking Utensils

***Sanitize using hot water:**

- Dishes must be immersed in hot water (77°C) for 45 seconds

OR

***Sanitize using chemical sanitizers:**

- Water temperature for chemical sanitizing must be 24°C (75°F).
- Sanitize for 45 seconds.
- NEVER mix chemicals. Combining chemicals is toxic!

- Use one of the following chemical sanitizers, and measure it correctly!

Chlorine ("bleach"): 100 ppm (1 oz per gallon of water)
Iodine: 25 ppm (0.25 oz per gallon of water)
Quaternary Ammonium ("Quats"): 200 ppm (2 oz per gallon of water)

In Good Hands

www.ingoodhands.ca

Standard Operating Procedures
Using and Calibrating Thermometers

PURPOSE: To prevent food borne illness by ensuring that the appropriate type of thermometer is used to measure internal product temperatures and that thermometers used are correctly calibrated for accuracy.

PROCEDURES:

1. Follow the food thermometer manufacturer's instructions for use. Use a food thermometer that measures temperatures from 0 ºF (-18 ºC) to 220 ºF (104 ºC) and is appropriate for the temperature being taken. For example:
    - Temperatures of thin products, such as hamburgers, chicken breasts, pizza, filets, nuggets, and sausage patties, should be taken by stacking food products and inserting thermometer into the center.
        - Bimetallic, dial-faced stem thermometers are accurate only when measuring temperatures of thick foods. They should not be used to measure temperatures of thin foods. A dimple mark located on the stem of the thermometer indicates the maximum food thickness that can be accurately measured.
        - Use only oven-safe, bimetallic thermometers when measuring temperatures of food while cooking in an oven.
2. Have food thermometers easily-accessible to foodservice employees/volunteers during all hours of operation.
3. Clean and sanitize food thermometers before and after each use.
4. Store food thermometers their case in an area that is clean and where they are not subject to contamination.
5. Calibrate thermometers as needed.
    - Ice-water method:
        a. Insert the thermometer probe into a cup of crushed ice.
        b. Add enough cold water to remove any air pockets that might remain.
        c. Allow the temperature reading to stabilize before reading temperature.
        d. Temperature measurement should be 32 ºF (+ 2 ºF) [or 0 ºC (+ 1 ºC)]. If not, adjust thermometer dial according to manufacturer's instructions.

MONITORING:

Foodservice employees/volunteers will check the accuracy of the food thermometers**:**

- At regular intervals (at least once per week)
- If dropped
- If used to measure extreme temperatures, such as in an oven
- Whenever accuracy is in question

CORRECTIVE ACTION:
All thermometers will be recalibrated as needed:

- 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 (cases often come with built-in wrenches).
- For an inaccurate, digital thermometer with a reset button, adjust the thermometer according to manufacturer's instructions.
- If an inaccurate thermometer cannot be adjusted on-site, discontinue using it, and follow manufacturer's instructions for having the thermometer calibrated.
- Retrain foodservice employees who are using or calibrating food thermometers improperly.

VERIFICATION AND RECORD KEEPING:
The Nutrition Program manager will periodically check the calibration of the thermometer and will document any corrective action necessary.

WI 2006 Food Code Fact Sheet Referenced below can be downloaded at:
http://datcp.state.wi.us/fs/business/food/publications/pdf/FoodCodeFactSheets/ThermometerCalibration-7.pdf

Thermometer Calibration

Wisconsin Food Code Fact Sheet #7

Ice Point Method

- Fill an insulated container, such as a wide mouth "thermos" bottle with a mixture of potable crushed ice and water.
- The container must have crushed ice throughout to provide an environment of 32˚F, so you may have to pack more ice into the container during the process.
- When the mixture of the water has stabilized after four or five minutes, insert the thermometer to be calibrated to the appropriate immersion depth.
- Be sure to hold the stem of the instrument away from the bottom and sides of the container (preferably one inch) to avoid error.
- If your thermometer is not accurate within +/- 2˚F of 32˚F., adjust the thermometer accordingly.

The ice point method permits calibration to within 0.1 ˚F

Boiling Point Method

- After the water in the container has reached a complete "rolling" boil, insert the instrument to the appropriate immersion depth. The boiling point in Wisconsin is 212˚F.
- Be sure there is at least a two-inch clearance between the stem or sensing element and the bottom and sides of the container.
- If your thermometer is not accurate within +/- 2˚F of 212˚F., adjust thermometer accordingly.

The boiling point method permits calibration to within 1.0 ˚F.

Remember:
Sanitize thermometers before use and in between uses, and…
…calibrate thermometers frequently!

dfs-3007-0401 April 2001

Thermometer Calibration Record & Comment Form

(Check at least weekly or anytime it is dropped, bumped, or in question)

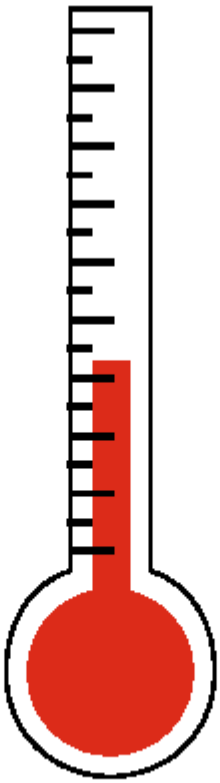
Date Thermometer Checked (please initial)	Was Calibration Necessary? (Y or N)	If yes, explain corrective action taken.

WI 2006 Food Code Fact Sheet Referenced below can be downloaded at:
"Checking Food Product Temperature"
http://www.datcp.state.wi.us/fs/business/food/publications/pdf/FoodCodeFactSheets/CheckingFoodProductTemps-10.pdf

Checking Food Product Temperatures

Wisconsin Food Code Fact Sheet #10

- Using a food thermometer to check product temperatures is the only sure way to know if your food has reached the proper temperature to destroy foodborne bacteria.
- Sanitize the thermometer each time before use to prevent cross contamination.
- Allow thermometer to return to ambient range before checking the next product.
- Insert the temperature probe into the product only when a temperature reading is necessary.
- Proper placement of the thermometer is important – place it in thickest part of the food, away from bones and fat.
- Record your results.
- Calibrate thermometers routinely using an approved method, especially when they have been dropped.
- Use only metal, long-stemmed thermometers to check internal temperatures. Do not use liquid-filled glass thermometers to probe products.
- Infrared non-contact thermometers only give surface temperatures. The surface reading may not reflect the internal temperature.
- Keep several thermometers available in case of breakage, loss, damage, and for multiple use.



dfs-3010-0401 April 2001

Standard Operating Procedures
Receiving Deliveries (Cooking Facilities)

PURPOSE: To ensure that all food is received fresh and safe when it enters the foodservice operation and to transfer food to proper storage as quickly as possible.

PROCEDURES:

1. If possible, schedule deliveries to arrive at designated times during operational hours – try to avoid delivery during meal service.
2. Post the delivery schedule, including the names of vendors, days and times of deliveries, and drivers' names.
3. Organize freezer and refrigeration space, loading docks, and store rooms before deliveries.
4. Gather product specification lists and purchase orders, temperature logs, calibrated thermometers, pens, flashlights, and clean loading carts before deliveries.
5. Keep receiving area clean and well lighted.
6. Do not touch ready-to-eat foods with bare hands.
7. Compare delivery invoice against products ordered and products delivered.
8. Transfer foods to their appropriate locations as quickly as possible.

MONITORING:

1. Be sure refrigerated foods are delivered in a refrigerated truck.
2. Confirm vendor name, day and time of delivery, as well as driver's identification before accepting delivery. If driver's name is different from what is indicated on the delivery schedule, contact the vendor immediately.
3. Check frozen foods to ensure that they are all frozen solid and show no signs of thawing and refreezing, such as the presence of large ice crystals or liquids on the bottom of cartons.
4. Check the temperature of refrigerated foods.
    - For fresh meat, fish, and poultry products, insert a clean and sanitized thermometer into the center of the product to ensure a temperature of 41 ºF or below.
    - The temperature of milk should be 41ºF or below.
    - For packaged products, insert a food thermometer between two packages being careful not to puncture the wrapper. If the temperature exceeds 41 ºF, it may be necessary to take the internal temperature before accepting the product.
5. Check dates of milk, eggs, and other perishable goods to ensure safety and quality.
6. Check the integrity of food packaging.
7. Check the cleanliness of crates and other shipping containers before accepting products. Reject foods that are shipped in dirty crates.

CORRECTIVE ACTION:

Reject the following:

- Frozen foods with signs of previous thawing.
- Cans that have signs of deterioration, such as swollen sides or ends, flawed seals or seams, dents, or rust.
- Punctured packages.
- Food with out-dated expiration dates.
- Foods that are out of safe temperature zone or deemed unacceptable by the established rejection policy.

VERIFICATION AND RECORD KEEPING:

Record the temperature and the corrective action on the delivery invoice.

WI 2006 Food Code Fact Sheet Referenced below can be downloaded at: http://datcp.state.wi.us/fs/business/food/publications/pdf/FoodCodeFactSheets/GeneralFoodDistributionGuidelines-28.pdf

Recommended General Food Distribution Guidelines

Wisconsin Food Code Fact Sheet #28

An aide to food establishment operators, distributors and purveyors for protecting food during transportation and delivery.

EQUIPMENT

Trucks & Trailer Vehicles

- ✓ Inspect and clean interior surfaces weekly/as necessary.
- ✓ Equip for intended use. Provide tight-fitting doors of enclosed vehicles.
- ✓ Maintain in good repair.
- ✓ Ensure operable equipment.

TEMPERATURE CONTROLS

- ✓ Locate readable and accurate thermometer in the warmest area of the vehicle interior.
- ✓ Pre-cool the vehicle to the desired food holding temperature.
- ✓ Check temperature at time of loading.
- ✓ Load food only after desired temperature is reached.

- ✓ Establish and follow company policy for dealing with temperature problems at any time during the delivery day.
- ✓ Check and record time and temperatures at frequent intervals after loading, before shipping, during delivery, on standby and during off business hours.
- ✓ Provide additional air circulation if necessary.

LOADING

- ✓ Store loaded raw animal products ***below*** ready-to-eat or unwrapped/unprotected food products.
- ✓ Properly handle raw animal products to avoid cross contamination.
- ✓ Separate and protect food items from any hazardous materials handled on the same load.
- ✓ Care should be taken to maintain proper temperatures during loading.

CUSTOMER RECEIVING

- ✓ Schedule delivery times when customer's personnel are present or food products can be effectively temperature protected and secured.
- ✓ Validate food product temperatures using effective and accurate instrumentation for the food product. (Performed by both driver and customer.)
- ✓ When delivery occurs and customer staff is unavailable to receive product, driver should record product temperature and time and ensure that the product is placed in appropriate and secured storage.

BIO-SECURITY

- ✓ Lock trucks and trailers when not under the driver's direct control and always during off business hours.

PRODUCT RETURNS

- ✓ Segregate all returned/declined products from other food products.

It is recommended that each food distributor use these general guidelines to develop more specific procedures, protocols or policies. Meat distributors need to follow DATCP rules for the transportation of animal food products.

See other DATCP Food Code Fact Sheets for additional or more specific information.

Read more about it! http://www.datcp.state.wi.us/fs/business/food/publications/index.html #fact 28 sheets

Contributor: WI Food Safety Task Force 5/06

dfs-3057-0903 May 2006

WI 2006 Food Code Fact Sheet Referenced below can be downloaded at:
"Organizing Your Walk-In Coolers"
http://datcp.state.wi.us/fs/business/food/publications/pdf/FoodCodeFactSheets/OrganizingYourWalkInCoolers-20.pdf

Organizing Your Walk-In Coolers

Wisconsin Food Code Fact Sheet #20

Organizing your walk-in cooler can maintain food safety, cut food costs, save labor, and most of all, reduce the risk of foodborne illness.

Separate
If possible, designate separate sections of walk-in cooler for raw and ready-to-eat products. This will minimize the chances of cross-contamination. For example, designate one rack of shelves for raw products and one rack for ready-to-eat products.

Another option if space is limited is to put all raw foods on the bottom shelves and all ready-to-eat foods on the top shelves. Also, separate foods by cooking temperatures. Fish, whole-muscle beef and pork on top, ground beef and pork next and all poultry products on the bottom shelves.

Don't Overload
Do not put more food in a cooler than it is designed to hold. This will decrease its ability to keep foods at proper temperatures by taxing its cooling units and decreasing cold air circulation around the products.

Hint: Allow 1 – 1.5 cubic feet of walk-in space for every meal a day.

Thermometers
Keep at least one accurate thermometer in the warmest part of the walk-in cooler to measure the air temperature. It is better to have several placed throughout the unit. For example, have one by the door, in the middle and near the back. Thermometers should be checked everyday to make sure the air is cold enough to keep the internal temperature of the food below 41°F. Internal temperatures of the food should also be taken to ensure the cooler is working properly.

Arrangement of Food
One way to arrange food when concerned about temperatures is to put potentially hazardous foods like meats, fish, poultry and dairy products in the back of the cooler and produce closer to the front; or store potentially hazardous foods on shelves below the raw food.

Arrangement of Shelves
Keep shelves at least six inches off the floor for ease of cleaning. Keep the shelves low enough to prevent the food from touching the ceiling. Arrange items in such a manner that good cold-air circulation is maintained around all food. Shelves should not be lined; lining the shelves will block the circulation needed for proper cooling of foods.

Protection of Food
Food should always be covered to protect it from contamination from the environment. If cooling foods, the food may be left uncovered until proper temperatures are reached; but then the food must be adequately covered.

Labeling of Food
Label all food to avoid confusion and continually rotate all products. Labeling of the shelves can contribute to quicker and safer storage and removal of food items. Labels should include type of food, date it was put in the cooler, and the date by which it must be used. Remember once a potentially hazardous ready-to-eat food is made or once its intact package is opened, it must be used in 7 days.

Hint: Remember FIFO, first in, first out. Rotate stock so that the food bought first is used first.

Source: Food Safety Illustrated, Fall 2001, p. 13

dfs-3027-0802 August 2002

Standard Operating Procedures
Preventing Cross-Contamination During Storage and Preparation

PURPOSE: To reduce food borne illnesses by preventing cross contamination of food.

PROCEDURES:

1. Wash hands properly.
2. Avoid touching ready-to-eat foods with bare hands.
3. Separate raw animal foods, such as eggs, fish, meat, and poultry, from ready-to-eat foods, such as lettuce, cut melons, and lunch meats during receiving, storage, and preparation.
4. Separate different types of raw animal foods, such as eggs, fish, meat, and poultry, from each other, except when combined in recipes.
5. Store raw animal foods in refrigerators or walk-in coolers by placing the raw animal foods on shelves in the order of cooking temperatures with the raw animal food requiring the highest cooking temperature, such as chicken, on the lowest shelf.
6. Separate unwashed fruits and vegetables from washed fruits and vegetables and other ready-to-eat foods.
7. Use only dry, cleaned, and sanitized equipment and utensils.
8. Touch with bare hands only those surfaces of equipment and utensils that will not come in direct contact with food.
9. Place food in covered containers or packages and store in the walk-in refrigerator or cooler.
10. Designate an upper shelf of a refrigerator or walk-in cooler as the “cooling” shelf. Cover pans loosely until cool, then cover tightly.
11. Clean the lids of food containers, such as cans and jars, of visible soil before opening.
12. Store damaged goods in a separate location.

MONITORING:

The Nutrition Program manager or a designated foodservice employee will continually monitor food storage and preparation to ensure that food is not cross-contaminated.

CORRECTIVE ACTION:

1. Separate foods found improperly stored.
2. Discard ready-to-eat foods that are contaminated by raw eggs, raw fish, raw meat, or raw poultry.

VERIFICATION AND RECORD KEEPING:

The Nutrition Program manager will visually observe that foodservice employees are following these procedures and taking all necessary corrective actions during all hours of operation. The Nutrition Program manager will periodically check the storage of foods during hours of operation and document any corrective action necessary.

Standard Operating Procedures
General Preparation of All Foods

PURPOSE: To prevent food borne illness by limiting the amount of time that potentially hazardous foods are held in the temperature danger zone during preparation.

PROCEDURES:

1. Wash hands prior to preparing foods.
2. Use clean and sanitized equipment and utensils while preparing food.
3. Separate raw foods from ready-to-eat foods by keeping them in separate containers until ready to use and by using separate dispensing utensils.
4. Pre-chill ingredients for cold foods, such as sandwiches, salads, and cut melons, to 41 ºF or below before combining with other ingredients.
5. Prepare foods as close to serving times as the menu will allow.
6. Prepare food in small batches.
7. Limit the time for preparation of any batches of food so that ingredients are not at room temperature for more than 30 minutes before cooking, serving, or being returned to the refrigerator.
8. Serve or discard potentially hazardous foods within 4 hours.
9. Avoid mixing different batches of food together in the same container.
10. If potentially hazardous foods are not cooked or served immediately after preparation, quickly chill.

MONITORING:

1. Use a clean, sanitized, and calibrated probe thermometer.
2. Take at least two internal temperatures of food at various stages of preparation and serving. Record on Food Production Records.
3. Monitor the amount of time the food is in the temperature danger zone. It should not exceed 4 hours.

CORRECTIVE ACTIONS:

1. Immediately return ingredients to the refrigerator if the anticipated preparation completion time is expected to exceed 30 minutes.
2. Discard food held in the temperature danger zone for more than 4 hours.

VERIFICATION AND RECORD KEEPING:

1. Foodservice employees will record the two temperature measurements taken on the Food Production Record.
2. The Nutrition Program manager will verify that foodservice employees are taking the required temperatures and following the proper preparation procedure by visually monitoring foodservice employees.

WI 2006 Food Code Fact Sheet Referenced below can be downloaded at: "Time as Public Health Control"
[http://datcp.state.wi.us/fs/business/food/publications/pdf/FoodCodeFactSheets/TimeAsAPublicHealthControl-15.pdf Health Control"](http://datcp.state.wi.us/fs/business/food/publications/pdf/FoodCodeFactSheets/TimeAsAPublicHealthControl-15.pdf)

Time as a Public Health Control

Wisconsin Food Code Fact Sheet #15

Time Alone as a Public Health Control

With written procedures approved by your regulatory authority, it may be possible for your operation to allow *potentially hazardous foods* that are *ready-to-eat (hot or cold)* to be stored without temperature controls for up to **4 hours**, after which the food **must be discarded or immediately consumed. No food may be reused.**

In this set of circumstances, only time rather "temperature with time" is the control to prevent the growth of bacteria associated with food borne illnesses provided that the food is discarded at the end of four hours. The temperature of the food is not taken into consideration since the focus is on time.

With this practice and when properly implemented, potentially hazardous food may be held out at room temperature for up to four hours. All food must be properly cooked and/or cooled *before* using time as a public health control.

The operator must have **approved written procedures** on premise. The operator will need to work with his/her Sanitarian to determine what will be suitable procedures for their process.

Time as a public health control can be used for:

- A working supply of potentially hazardous food if the food is properly cooked and served immediately after preparation (four-hour brunch buffet, a school breakfast or lunch program, some catering operations, etc.)

The maximum time the food can be held out at room temperature is **four (4) hours**.

All food must be otherwise protected from contamination.

Does not apply to fresh cheese curds under specific conditions and approvals.

Time as a Public Health Control- *Cold Holding*

Opportunities for modifying processes for Cold Holding of Potentially Hazardous Foods are now available. *The internal food temperature must be at or below 41 degrees F. at the beginning of this modified holding period.* Holding these foods for up to 6 hours at an internal temperature of 41-70 degrees F. may now occur under monitored conditions. Before a business is permitted to do this, a written regulatory approved procedure is required and must be maintained on the premise.

The food shall be **cooked and served if ready-to-eat (PHF), or discarded, within 6 hours from the point in time when the food is removed from cold holding temperature control.**

The food product must be discarded if the 6 hour time limit is exceeded, the temperature of the food rises above 70 degrees F., or the food is removed from service. All other food products that do not exceed these limits can be cooked and used for immediate service or discarded.

There can be no Leftovers and No Reuse of the Food!

What's needed?

- Approved written procedures for this activity with temperature monitoring;
- Marking the food container to identify the time that is 6 hrs from the point of removal from cold hold temperature control;
- Instructions for service, cooking, or discarding *within* 6 hrs of removal from control;
- Assurances that the food is properly prepared, cooked and refrigerated before time is used as a public health control.
- Instructions for discarding food in unmarked containers or exceed a 6 hour limit.

Read More About it: WFC 3-501.19 and 3-501.16

dfs-3015-0401 March 2006

WI 2006 Food Code Fact Sheet Referenced below can be downloaded at: "Recommended Cooling Procedures"
http://datcp.state.wi.us/fs/business/food/publications/pdf/FoodCodeFactSheets/RecommendedCoolingProcedures-8.pdf

Recommended Cooling Procedures

Wisconsin Food Code Fact Sheet #8

When cooling batches or pieces of hot potentially hazardous foods, reduce the size or volume of the hot food, and place the smaller amount in shallow stainless steel pans. Then using one/combination of the following methods:

Cool hot food from 135° to 70° F or less within two (2) hours and 41° F or less within another four (4) hours.

- Place the pans in larger pans of ice or in an ice bath within a food prep sink, stir the food as it cools, then place the food in shallow pans in a refrigerator. **Solid food should be placed in pans no deeper than two inches, liquid foods in pans no deeper than three inches.**
- Place pans in the refrigerator on shelves with good air circulation. Cover pans loosely to maintain airflow, and then tightly cover once food product has been cooled completely.
- Place the food in a quick chill unit (blast chiller), tumbler chiller, or cold-jacketed kettle to cool. Never use the freezer to cool foods.
- Use ice paddles/wands to stir food, or add ice as an ingredient to aid in the cooling process.
- Label cooled and stored foods with the date and time they were prepared, or a use-by date. If the food is not used within seven (7) days, discard it.
- Record cooling times required for each type of food prepared and add the cooling procedures to the recipe procedures.

Holding Cold Food

- Use only cold-holding equipment that maintains the food at 41°F or less.
- Hold ready-to-eat cold foods in containers, pans or plates, never directly in ice. Ice chilling systems should drain liquid away from the food and drip pans should be sanitized after each use. entirely.
- Monitor/Measure the temperatures every two (2) hours.

dfs-3008-0401 March 2006

Standard Operating Procedures
Washing Fruits and Vegetables

PURPOSE: To prevent or reduce risk of food borne illness or injury by contaminated fruits and vegetables.

PROCEDURES:

1. Wash hands using the proper procedure.
2. Wash, rinse, sanitize, and air-dry all food-contact surfaces, equipment, and utensils that will be in contact with produce, such as cutting boards, knives, and sinks.
3. Wash all raw fruits and vegetables thoroughly before combining with other ingredients, including:
    - Unpeeled fresh fruit and vegetables that are served whole or cut into pieces.
    - Fruits and vegetables that are peeled and cut to use in cooking or served ready-to-eat.
4. Wash fresh produce vigorously under cold running water. Packaged fruits and vegetables labeled as being previously washed and ready-to-eat are not required to be washed.
5. Scrub the surface of firm fruits or vegetables such as apples or potatoes using a clean and sanitized brush designated for this purpose.
6. Remove any damaged or bruised areas.
7. Label, date, and refrigerate fresh-cut items.
8. Serve cut melons within 7 days if held at 41 ºF or below.
9. See "Melon Safe Handling Procedures" below and follow those recommendations for washing melons.

MONITORING:

The Nutrition Program manager will visually monitor that fruits and vegetables are being properly washed, labeled, and dated during all hours of operation.

CORRECTIVE ACTION:

1. Remove unwashed fruits and vegetables. Wash immediately before being served.
2. Label and date fresh cut fruits and vegetables.
3. Discard cut melons held after 7 days.

VERIFICATION AND RECORD KEEPING:

The Meal Site manager will record any foods discarded on the Food Production Records.

WI 2006 Food Code Fact Sheet Referenced below can be downloaded at: "Melon Safe Handling Procedures"
http://datcp.state.wi.us/fs/business/food/publications/pdf/FoodCodeFactSheets/SafeMelonHandling-26.pdf

Melon Safe Handling Procedures

Wisconsin Food Code Fact Sheet #26

Daily maintenance:

The produce area shall be operated and maintained similar to the deli and meat departments. When processing produce; the knives, cutting boards, tables and other equipment must be washed, rinsed, sanitized and air-dried at the end of daily processing, or more frequently as needed or as required in the Wisconsin Food Code. All equipment must be sanitized prior to processing.

Prior to Melon Processing:

1) Pre-cool all melons before cutting.

2) As stated above, thoroughly wash, rinse and sanitize* washing and cutting areas including cutting boards, knives, sinks and other equipment. (Use 100 ppm sanitizing solution if using chlorine [unscented bleach] and follow the manufacturer's instructions if you are using quaternary ammonium [Quat.]).

Melon Processing:

1) Before cutting, wash or rinse the melon in cold water.

2) If you choose to sanitize melons, immerse the melon in a sanitizing solution* of 50 to 100 ppm chlorine for 2 minutes or longer. Do not use quaternary ammonium (Quat) or other sanitizing compounds on food items. Before cutting, rinse the melon(s) in potable water.

3) Wash your hands. After the melon is sanitized and rinsed, remove the melon and place it on a clean and sanitized cutting surface.

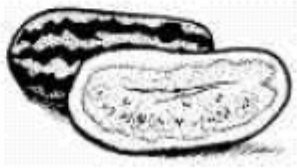
4) Using a sanitized knife and cutting board, cut the melon and then wrap the pieces in a sanitary and acceptable packaging material.

5) Immediately refrigerate and hold melons at 41° F or below. **Bacteria can grow rapidly on cut melons. When on display, melons must also be maintained at an internal temperature of 41° F or below.**

*Making Sanitizing Solutions:

Prepare a sanitizing solution of **50 ppm chlorine** by mixing ½ oz. of bleach (5.25% chlorine) with 4 gallons of water. (Test this solution with chlorine test strips.)

Prepare a sanitizing solution of **100 ppm chlorine** by mixing 1 oz. of bleach (5.25% chlorine) with 4 gallons of water. (Test this solution with chlorine test strips.)



dfs-3045-1002 January 2003

Standard Operating Procedures
Cooking, Holding, Cooling And Storing
Potentially Hazardous Foods

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

PROCEDURES:

Cooking

1. If a recipe contains a combination of meat products, cook the product to the highest required temperature.
2. Cook products to the following temperatures:
    a. 145 ºF for 15 seconds
        - Seafood, beef, and pork
    b. 155 ºF for 15 seconds
        - Ground products containing beef, pork, or fish
        - Fish nuggets, sticks, or strips.
        - Eggs held on a steam table
        - Cubed or Salisbury steaks
    c. 165 ºF for 15 seconds
        - Poultry
    d. 140 ºF for 15 seconds
        - Fresh, frozen, or canned fruits and vegetables that are going to be held on a steam table or in a hot box

Holding

1. Hold hot foods at 140 ºF or above
2. Hold cold foods at 41 ºF or below
3. Preheat steam tables and hot boxes.

Cooling

1. Prepare and cool food in small batches.
2. Chill food rapidly using an appropriate cooling method.
3. Place food in shallow containers (no more than 4 inches deep) and uncovered on the top shelf in the back of the walk-in or reach-in cooler.
4. Use a quick-chill unit such as a blast chiller.
5. Stir the food in a container placed in an ice water bath.
6. Add ice as an ingredient.
7. Separate food into smaller or thinner portions.
8. Pre-chill ingredients and containers used for making bulk items such as salads.
9. Chill cooked, hot food:
    - to 70 ºF within 2 hours. Take corrective action immediately if food is not chilled to 70 ºF within 2 hours.
    - 70 ºF to 41 ºF or below in remaining time. The total cooling process from 140 ºF to 41 ºF may not exceed 6 hours. Take corrective action immediately if food is not chilled to 41 ºF within the 6 hour cooling process.
10. Chill prepared, ready-to-eat foods such as tuna salad and cut melons from 70 ºF to 41 ºF or below within 4 hours. Take corrective action immediately if ready-to-eat food is not chilled from 70 ºF to 41 ºF within 4 hours.

Storage Date

1. Label potentially hazardous foods that are prepared on-site or opened and held for more than 24 hours.
2. Refrigerate all potentially hazardous foods at 41 ºF or below.
3. Serve or discard refrigerated potentially hazardous foods within 7 days.
4. Indicate with a separate label the date prepared, the date frozen, and the date thawed of any refrigerated, ready-to-eat, potentially hazardous foods.
5. Calculate the 7-day time period by counting only the days that the food is under refrigeration. For example:
    - On Monday, 8/1/05, lasagna is cooked, properly cooled, and refrigerated with a label that reads, “Lasagna, Cooked, 8/1/05”.
    - On Tuesday, 8/2/05, the lasagna is frozen with a second label that reads, “Frozen, 8/2/05.” Two labels now appear on the lasagna. Since the lasagna was held under refrigeration from Monday, 8/1/05 – Tuesday, 8/2/05, only 1 day is counted towards the 7-day time period.
    - On Tuesday, 8/16/05, the lasagna is pulled out of the freezer. A third label is placed on the lasagna that reads, “Thawed, 8/16/05”. All three labels now appear on the lasagna. The lasagna must be served or discarded within 6 days.

MONITORING:

Cooking

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

Holding

1. Take temperatures of foods by inserting the thermometer near the surface of the product, at the thickest part, and at other various locations.
2. For hot foods held for service:
    - All hot potentially hazardous foods should be 140 ºF or above before placing the food out for display or service.
    - Take the internal temperature of food before placing it on a steam table or in a hot holding unit and at least every 2 hours thereafter.
3. For cold foods held for service:
    - All cold potentially hazardous foods should be 41 ºF or below before placing the food out for display or service.
    - Take the internal temperature of the food before placing it onto any salad bar, display cooler, or cold serving line and at least every 2 hours thereafter.

Chilling

Monitoring temperatures of products every hour throughout daily to verify that foods are date marked and that foods exceeding the 7-day time period are not being used or stored.

Storage Date

A designated employee will check refrigerators daily to verify that foods are date marked and that foods exceeding the 7-day time period are not being used or stored.

CORRECTIVE ACTION:

Cooking

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

Holding

1. For hot foods:
    - Reheat the food to 165 ºF for 15 seconds if the temperature is found to be below 140 ºF.
    - Discard the food if it cannot be determined how long the food temperature was below 140 ºF.
2. For cold foods:
    - Rapidly chill the food using an appropriate cooling method if the temperature is found to be above 41 ºF.
    - Place food in shallow containers (no more than 4 inches deep) on the top shelf in the back of the walk-in or reach-in cooler.
    - Add ice as an ingredient.
    - Separate food into smaller or thinner portions.

Discard food if it cannot be determined how long the food temperature was above 41 ºF.

Reservice of foods

Once food has been served, it can not be returned and served to someone else.

Chilling

1. Reheat cooked, hot food to 165 ºF for 15 seconds and start the cooling process again using a different cooling method when the food is:
    - Above 70 ºF and 2 hours or less into the cooling process; and
    - Below 70 ºF but above 41 ºF and 6 hours or less into the cooling process.
2. Discard cooked, hot food immediately when the food is:
    - Above 70 ºF and more than 2 hours into the cooling process; or
    - Above 41 ºF and more than 6 hours into the cooling process.
3. Use a different cooling method for prepared ready-to-eat foods when the food is above 41 ºF and less than 4 hours into the cooling process.
4. Discard prepared ready-to-eat foods when the food is above 41 ºF and more than 4 hours into the cooling process.

Storage Date

Foods that are not date marked or that exceed the 7-day time period will be discarded.

VERIFICATION AND RECORD KEEPING:

Foodservice employees will record temperatures on Food Production Records.

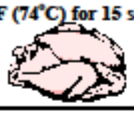
Foodservice manager will verify that foodservice employees has taken the required cooking temperatures by visually monitoring foodservice employees and preparation procedures.

WI 2006 Food Code Fact Sheet Referenced below can be downloaded at:
http://datcp.state.wi.us/fs/business/food/publications/pdf/FoodCodeFactSheets/PreparingAndHoldingPotentiallyHazFoods-11.pdf

Preparing & Holding Potentially Hazardous Foods

Wisconsin Food Code Fact Sheet #11

Minimum Cooking Internal Product Temperatures

165°F (74°C) for 15 seconds 	**Raw Poultry**; live caught or field dressed **raw wild game animals** (3-201.17(B)); stuffed fish, stuffed meat, stuffed pasta, stuffed poultry, stuffed ratites (emu/ostrich) **and stuffing** containing fish, meat, poultry or ratites.
165°F (74°C) in all parts of the food	**Microwave Cooking:** for raw animal foods: covered, rotated or **stirred** throughout or midway through the cooking process and held for 2 minutes covered.
155°F (68°C) for 15 seconds or 145°F (63°C) for 3 minutes 150°F (66°C) for 1 minute 158°F (70°C) less than 1 sec - instantaneous	Ratites (emu/ostrich); **injected** meat; **COMMINUTED** (ground, chopped, restructured, combined, etc.) raw animal foods such as fish, meat, game animals commercially raised for food (3-201.17(C)(1), 3-201.17(C)(2)), exotic animals or rabbits; and **raw shell eggs not prepared for immediate service** (pooled or hot held).
145°F (63°F) for 15 seconds 	**Raw shell eggs prepared for immediate service**; commercially raised for food game animals, exotic animals or rabbits; and **other fish & meat** not otherwise specified in this table.

Whole Roast of Beef, Corned Beef Roast, Pork Roast and Cured Pork Roast (such as Ham)
Note: The period of time at each temperature may include post-cooking heat rise.

Temperature Degrees F. (C)	Time	Temperature Degrees F. (C)	Time	Temperature Degrees F. (C)	Time
130 (54.4)	112 min.	140 (60.0)	12 min.	151 (66.1)	54 sec.
131 (55.0)	89 min.	142 (61.1)	8 min.	153 (67.2)	34 sec.
133 (56.1)	56 min.	144 (62.2)	5 min.	155 (68.3)	22 sec.
135 (57.2)	36 min.	145 (62.8)	4 min.	157 (69.4)	14 sec.
136 (57.8)	28 min.	147 (63.9)	134 sec.	70.0 (158)	0 sec.
138 (58.9)	18 min.	149 (65.0)	85 sec.		

Raw or Undercooked Meats: The permit holder may serve raw or undercooked **intact whole-muscle**, non-injected beef (i.e., steak, prime rib, etc.) if: not served to a highly susceptible population (HSP), is labeled as "whole-muscle intact beef" as required in 3-201.11(E) and the beef reaches a surface temperature of 145 degrees F. on all sides and accompanies a cooked color change on all external surfaces. *No Consumer Advisory (for this beef) is required if all of these conditions are met!* Other raw or partially cooked eggs, fish, raw marinated fish, shellfish, steak tartare, other raw meat (other than whole muscle intact beef) may be served or offered for sale upon consumer request or selection in a ready-to-eat form if a HSP is not served, a *Consumer Advisory* is provided or a Variance is granted based on a HACCP plan.

dfs-3011-0401 March 2006

Important Note: The upper temp of the Danger Zone for the Elderly Nutrition Program is 140 degrees, not 135 so the following has been edited.

Preparing & Holding Potentially Hazardous Foods

Wisconsin Food Code Fact Sheet #11 (Page 2)

Cooking Plant Foods for Hot Holding: Fruits & vegetables that will be held hot shall be cooked to the hot holding temperature of 140.

Hot and Cold Holding: Hot food ≥ **140,** except beef roast cooked or reheated as stated for time and temperature parameters in the chart on the previous page may be held at 130 Degrees F.(54 Degrees C).

Cold foods ≤ 41°F (5°C).

Reheating:

For Immediate Service After Cooking: cooked & refrigerated ready-to-eat(RTE) Potentially Hazardous Foods may be served at any temperature (i.e., roast beef sandwich au jus) if offered for *immediate service*.

Reheating For Hot Holding: to be completed **in 2 hours or less**. Leftovers shall be reheated to at least 165°F (74°C) for 15 seconds {microwave is 165°F (74°C) rotated or stirred, covered, held for 2 minutes}. Remaining unsliced portion of beef roast cooked as stated above may be reheated with the same initial cooking parameters.

Commercially processed, hermetically sealed potentially hazardous ready to eat food, or RTE foods from an intact package from an approved food processing plant shall be reheated to at least 140°F (57.2°C) if intended for hot holding.

Cooling*: Use rapid chill methods!

140°F to 70°F (57.2°C to 21°C) within 2 hours, and 70°F to 41°F (21°C to 5°C) within next 4 hours

Ambient temperature ingredients: cooled to 41°F (5°C) within 4 hours, i.e., reconstituted foods, canned tuna

***Cold receiving: laws allowing shipping temperature ≥41°F (5°C) for certain products shall be cooled to 41°F within 4 hours, except that time parameters need not apply to eggs.

Frozen Food: The temperature necessary to maintain the product frozen "solid' (varies for products). Freezing fish for parasite destruction (except certain species of tuna): (1) –4°F or –20°C or colder for 168 hours or 7 days; **OR** (2) –31°F or –35°C or colder for 15 hours in a blast freezer

Slacking: moderating the temperature under refrigeration ≤ 41°F (5°C), OR at any temperature if the food remains frozen.

Thawing: 1) In the refrigerator ≤ 41°F (5°C).

2) As part of an uninterrupted cooking process.

3) Any procedure for thawing a Ready-to-Eat food (RTE) for immediate service.

4) Submerged under running water ≤ 70°F (21° C), and no portion of the RTE food rises above 41°F, or for any raw animal foods that will be properly cooked and do not rise above 41°F for more than 4 hours (includes time exposed to running water, preparation & cooling to ≤ 41°F (5°C). Running water shall have sufficient velocity & flow to float off loose particles in an overflow.

Standard Operating Procedures
Serving Food

PURPOSE: To prevent food borne illness by ensuring that all foods are served in a sanitary manner.

PROCEDURES:

1. Wash hands before putting on gloves, each time the gloves are changed, when changing tasks, and before serving food with utensils.
2. Avoid touching ready-to-eat foods with bare hands.
3. Handle trays and plates by the edge or bottom; cups by the handle or bottom; and utensils by the handles.
4. Store utensils with the handles up or by other means to prevent contamination.
5. Hold potentially hazardous foods at the proper temperature.
6. Serve food with clean and sanitized utensils, and wear gloves at all times while serving.
    a. **Bread, Grain or Cereal**
        - 1 slice bread
        - 1/2 cup cooked grain (# 8 scoop or a 4 oz ladle)
        - 3/4 cup dry cereal
    b. **Vegetable or Fruit**
        - 1/ 2 cup cooked or canned (4 oz ladle)
        - 1/4 cup dried
        - 1 cup raw
    c. **Meat, poultry, fish or meat alternate**
        - 2-3 ounces meat
        - 1-2 eggs
        - ½ cup beans (# 8 scoop or a 4 oz ladle)
        - 4 T peanut butter
        - 2 oz. nuts
        - ½ c cottage cheese (# 8 scoop or a 4 oz ladle)
    d. **Dessert (fruit encouraged)**
        - 1/2 cup (# 8 scoop or a 4 oz ladle)
        - 1 equivalent (piece)
    e. **Margarine, oil or butter**
        - 1 teaspoon served on side or used in cooking
    f. **Milk or acceptable substitute**
        - 8 fluid ounces or equivalent
7. Store in-use utensils properly.
8. Date mark and cool potentially hazardous foods or discard leftovers.

MONITORING:

The Nutrition Program manager or designated foodservice employee will visually observe that food is being served in a manner that prevents contamination during all hours of service.

CORRECTIVE ACTION:

1. Replace improperly handled plates, cups, or utensils.

2. Discard ready-to-eat food that has been touched with bare hands, or has exceeded time and temperature limits of proper holding.

VERIFICATION AND RECORD KEEPING:

1. The meal site manager will observe the service of food and document any corrective action necessary.
2. The Nutrition Program manager will periodically check the storage and use of utensils during service and document any corrective action necessary.

Portion Control Capacity Guide Chart

Cups Approximate Measure	Portion spoon/Ladle size Approximate Measure	Scoop Size
1/8 cup	1 1/4 oz	#30
1/4 cup	2 3/4 oz	#16
1/3 cup	3 oz	# 12
3/8 cup	3 3/4 oz	#10
1/2 cup	4 oz	# 8
2/3 cup	4 2/3 oz	# 6
3/4 cup	6 oz	
1 cup	8 oz	

Menu Pattern When One Meal Per Day Is Served

Meal Component	Minimum # of Servings per Meal	Serving Size *
Bread, grain or cereal	1 - 2	1 slice bread, ½ cup cooked, ¾ cup dry cereal or equivalent for each serving
Vegetable and/or fruit	2	4 fluid ounces (½ cup) for each serving ♦ *A vitamin A-rich (>75% RDA) vegetable/fruit must be served at least **two** times per week.* ♦ *A vitamin C-rich (>33% RDA) vegetable/fruit must be served at least **once** per meal.*
Milk or acceptable substitute	1	8 fluid ounces or equivalent
Meat, poultry, fish or meat alternate	1	2-3 ounces meat, 1-2 eggs, ½ cup dry beans, 4 T peanut butter, 2 oz. nuts, ½ c cottage cheese
Margarine, oil or butter	1	1 teaspoon served on side or used in cooking
Dessert (fruit encouraged)	1	Generally 4 fluid ounces (1/2 cup)

** Serving sizes may be altered slightly when a full nutrient analysis ensuring 1/3 RDA is on record with nutrition program.*

Basics at a Glance

Recipe Abbreviations

approx.	= approximate
tsp or t	= teaspoon
Tbsp or T	= tablespoon
c	= cup
pt	= pint
qt	= quart
gal	= gallon
wt	= weight
oz	= ounce
lb or #	= pound (e.g., 3#)
g	= gram
kg	= kilogram
vol	= volume
mL	= milliliter
L	= liter
fl oz	= fluid ounce
No. or #	= number (e.g., #3)
in. or "	= inches (e.g., 12")
°F	= degree Fahrenheit
°C	= degree Celsius or centigrade

Volume Equivalents for Liquids

60 drops	= 1 tsp	
1 Tbsp	= 3 tsp	= 0.5 fl oz
1/8 cup	= 2 Tbsp	= 1 fl oz
1/4 cup	= 4 Tbsp	= 2 fl oz
1/3 cup	= 5 Tbsp + 1 tsp	= 2.65 fl oz
3/8 cup	= 6 Tbsp	= 3 fl oz
1/2 cup	= 8 Tbsp	= 4 fl oz
5/8 cup	= 10 Tbsp	= 5 fl oz
2/3 cup	= 10 Tbsp + 2 tsp	= 5.3 fl oz
3/4 cup	= 12 Tbsp	= 6 fl oz
7/8 cup	= 14 Tbsp	= 7 fl oz
1 cup	= 16 Tbsp	= 8 fl oz
1/2 pint	= 1 cup	= 8 fl oz
1 pint	= 2 cups	= 16 fl oz
1 quart	= 2 pt	= 32 fl oz
1 gallon	= 4 qt	= 128 fl oz

Equivalent Weights

16 oz	= 1 lb	= 1.000 lb
12 oz	= 3/4 lb	= 0.750 lb
8 oz	= 1/2 lb	= 0.500 lb
4 oz	= 1/4 lb	= 0.250 lb
1 oz	= 1/16 lb	= 0.063 lb

Scoops (Dishers)

Size/No.[1]	Level Measure	Color Code[2]
6	2/3 cup	
8	1/2 cup	
10	3/8 cup	
12	1/3 cup	
16	1/4 cup	
20	3-1/3 Tbsp	
24	2-2/3 Tbsp	
30	2 Tbsp	
40	1-2/3 Tbsp	
50	3-3/4 tsp	
60	3-1/4 tsp	
70	2-3/4 tsp	
100	2 tsp	

[1] Scoops are left or right hand or squeeze type that can be used for both hands. Number on the scoop indicates how many level scoopfuls make one quart. For example, eight No. 8 scoops = 1 quart.

[2] Use colored dots matching the brand-specific color coding of scoop sizes.

Ladles Portion Servers

Ladle fl oz	Approx. Measure	Portion Server fl oz
1 oz	1/8 cup	1 oz
2 oz	1/4 cup	2 oz
3 oz	3/8 cup	3 oz
4 oz	1/2 cup	4 oz
6 oz	3/4 cup	6 oz
8 oz	1 cup	8 oz
12 oz	1-1/2 cups	—

Ladles and portion servers (measuring-serving spoons that are volume-standardized) are labeled "oz." "Fl oz" would be more accurate since they measure volume, not weight.

Use ladles for serving soups, stews, creamed dishes, sauces, gravies, and other liquid products.

Use portion servers (solid or perforated) for portioning solids and semi-solids such as fruits and vegetables, and condiments.

Cooking or Serving Spoons

Solid Spoons

Perforated Spoons

Slotted Spoons

Spoons vary in length (11", 13", 15", 18", 21") for ease of use in cooking or serving. Spoons can have plastic handles that are heat-resistant. Level scoops, ladles, and portion servers provide more accurate portion control than serving spoons that are not volume-standardized measure.

Specialty Spoons

A thumb notch on a server or spoon handle prevents the spoon from slipping into the pan and prevents hands from sliding into the food. Triple-edge (solid or perforated) spoons have a flat edge that increases the area where the spoon touches the bottom of the pan when stirring.

Fraction to Decimal Equivalents

1/8	= 0.125
1/4	= 0.250
1/3	= 0.333
3/8	= 0.375
1/2	= 0.500
5/8	= 0.625
2/3	= 0.666
3/4	= 0.750
7/8	= 0.875

Metric Equivalents by Weight

Customary Unit (avoirdupois)	Metric Unit
Ounces (oz)	**Grams (g)**
1 oz	= 28.35 g
4 oz	= 113.4 g
8 oz	= 226.8 g
16 oz	= 453.6 g
Pounds (lb)	**Grams (g)**
1 lb	= 453.6 g
2 lb	= 907.2 g
Pounds (lb)	**Kilograms (kg)**
2.2 lb	= 1 kg (1000 g)

Metric Equivalents by Volume

Customary Unit (fl oz)	Metric Unit
1 cup (8 fl oz)	= 236.59 mL
1 quart (32 fl oz)	= 946.36 mL
1.5 quarts (48 fl oz)	= 1.42 L
33.818 fl oz	= 1.0 L

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EX60-02A
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Steamtable Pan Capacity

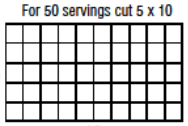
Pan Size	Approx. Capacity	Serving Size	Ladle (fl oz)	Scoop #	Approx. # Servings
12" x 20" x 2-1/2"	2 gal	1/2 cup 3/8 cup 1/3 cup 1/4 cup	4 oz 3 oz 2.65 oz 2 oz	8 10 12 16	64 80 96 128
12" x 20" x 4"	3-1/2 gal	1/2 cup 3/8 cup 1/3 cup 1/4 cup	4 oz 3 oz 2.65 oz 2 oz	8 10 12 16	112 135 168 224
12" x 20" x 6"	5 gal	1/2 cup 3/8 cup 1/3 cup 1/4 cup	4 oz 3 oz 2.65 oz 2 oz	8 10 12 16	160 200 240 320

Approximate Dimensions of Serving Sizes from Different Pan Sizes

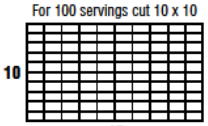
Pan	Approx. Size	No. and Approx. Size Servings per Pan		
		25	50	100
Baking or steamtable	12" x 20" x 2-1/2"	2" x 3-3/4"	2" x 2"	- - - - -
Sheet or bun	18" x 26" x 1"	3-1/4" x 5"	3-1/4" x 2-1/2"	1-3/4" x 2-1/2"

Cutting Diagrams for Portioning

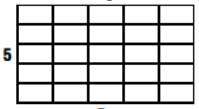
For 50 servings cut 5 x 10



For 100 servings cut 10 x 10

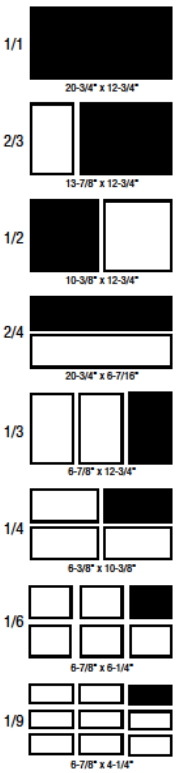


For 25 servings cut 5 x 5



For 48 servings cut 3 x 8 then diagonally

Other Pan Sizes



Steamtable or counter pans are available in various sizes. Smaller size pans may require the use of an adapter bar.

Standard Operating Procedures
Using Suitable Utensils When Handling Ready-To-Eat Foods

PURPOSE: To prevent food borne illness due to hand-to-food cross-contamination.

PROCEDURES:

1. Use proper hand washing procedures to wash hands and exposed arms prior to preparing or handling food or at anytime when the hands may have become contaminated.
2. Do not use bare hands to handle ready-to-eat foods at any time unless washing fruits and vegetables.
3. Use suitable utensils when working with ready-to-eat food. Suitable utensils may include:
    - Single-use gloves
    - Deli tissue
    - Foil wrap
    - Tongs, spoodles, spoons, and spatulas
4. Wash hands and change gloves:
    - Before beginning food preparation
    - Before beginning a new task
    - After touching equipment such as refrigerator doors or utensils that have not been cleaned and sanitized
    - After coming into contact with chemicals
    - When interruptions in food preparation occur, such as when answering the telephone or checking in a delivery
    - When handling money
    - Anytime a glove is torn, damaged, or soiled
    - Anytime contamination of a glove might have occurred

MONITORING:

A Nutrition Program manager or designee will visually observe that gloves or suitable utensils are used and changed at the appropriate times during all hours of operation.

CORRECTIVE ACTION:

Discard ready-to-eat food touched with bare hands.

VERIFICATION AND RECORD KEEPING:

The meal site manager will verify that foodservice employees/volunteers are using suitable utensils by visually monitoring foodservice employees/volunteers during all hours of operation.

Any food that must be discarded will be recorded on Food Production Records.

Standard Operating Procedures
Reheating Potentially Hazardous Foods

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

PROCEDURES:

1. Heat processed, ready-to-eat foods from a package or can, such as canned green beans or prepackaged breakfast burritos, to an internal temperature of at least 140 ºF for 15 seconds for hot holding.
2. Reheat the following products to 165 ºF for 15 seconds:
    - Any food that is cooked, cooled, and reheated for hot holding
    - Leftovers reheated for hot holding
    - Products made from leftovers, such as soup
    - Precooked, processed foods that have been previously cooled
3. Reheat food for hot holding in the following manner if using a microwave oven:
    - Heat processed, ready-to-eat foods from a package or can to at least 140 ºF for 15 seconds.
    - Heat leftovers to 165 ºF for 15 seconds.
    - Rotate (or stir) and cover foods while heating.
    - Allow to sit for 2 minutes after heating.
4. Reheat all foods rapidly. The total time the temperature of the food is between 41 ºF and 165 ºF may not exceed 2 hours.
5. Serve reheated food immediately or transfer to an appropriate hot holding unit.

MONITORING:

Take at least two internal temperatures from each pan of food.

CORRECTIVE ACTION:

Continue reheating and heating food if the internal temperature does not reach the required temperature.

VERIFICATION AND RECORD KEEPING:

Foodservice employees will record temperatures on Food Production Records.

Standard Operating Procedures
Storing and Using Poisonous or Toxic Chemicals

PURPOSE: To prevent food borne illness by chemical contamination.

PROCEDURES:

1. Designate a location for storing the Material Safety Data Sheets (MSDS).
2. Follow manufacturer's directions for specific mixing, storing, and first aid instructions on the chemical containers in the MSDS.
3. Label and date all poisonous or toxic chemicals with the common name of the substance.
4. Store all chemicals in a designated secured area away from food and food contact surfaces using spacing or partitioning.
5. Maintain an inventory of chemicals.
6. Store only chemicals that are necessary to the operation and maintenance of the kitchen.
7. Use the appropriate chemical test kit to measure the concentration of sanitizer each time a new batch of sanitizer is mixed.
8. Do not use chemical containers for storing food or water.
9. Label and store first aid supplies in a container that is located away from food or food contact surfaces.
10. Label and store medicines for employees use in a designated area and away from food contact surfaces. Do not store medicines in food storage areas.
11. Store refrigerated medicines in a covered, leak proof container where they are not accessible to children and cannot contaminate food.

MONITORING:

Nutrition Program Manager or meal site manager will visually observe that chemicals are being stored, labeled, and used properly during all hours of operation.

CORRECTIVE ACTION:

1. Discard any food contaminated by chemicals.
2. Label and properly store any unlabeled or misplaced chemicals.

VERIFICATION AND RECORD KEEPING:

The Nutrition Program manager will document on Food Production Records any foods that are discarded because of contamination by chemicals.

Standard Operating Procedures
Preventing Contamination at Food Bars

PURPOSE: To prevent food borne illness by ensuring that all items held on food bars are protected from contamination.

PROCEDURES:

1. Follow Employee Health Policy, Personal Hygiene, and Washing Hands SOPs.
2. Follow manufacturer's instructions for pre-heating and pre-chilling food bar equipment before use.
3. Place all exposed food under sneeze guards.
4. Provide an appropriate clean and sanitized utensil for each container on the food bar.
5. Replace existing containers of food with new containers when replenishing the food bar.
6. Assist customers who are unable to properly use utensils.
7. Store eating utensils with the handles up or in a manner to prevent customers from touching the food contact surfaces.
8. Avoid using spray chemicals to clean food bars when in use.

MONITORING:

1. Monitor and record temperatures of food.
2. Continually monitor food containers to ensure that utensils are stored on a clean and sanitized surface or in the containers with the handles out of the food.
3. Continually monitor participants' use of the food bar to ensure that customers are not:
   - Touching food with their bare hands
   - Coughing, spitting, or sneezing on the food
   - Placing foreign objects in the food

CORRECTIVE ACTION:

1. Remove and discard contaminated food.
2. Demonstrate to participants how to properly use utensils, if needed.
3. Discard the food if it cannot be determined how long the food temperature was above 41 ºF or below 140 ºF.

VERIFICATION AND RECORD KEEPING:

1. The Nutrition Program manager will verify that foodservice employees are assigned to maintain food bars during all hours of operation.
2. Foodservice employees will record temperatures of food items and document corrective actions on Food Production Records.
3. The Nutrition Program manager will verify that foodservice employees are following SOPs by observation.

Standard Operating Procedures
Handling a Food Recall

PURPOSE: To prevent food borne illness in the event of a product recall.

PROCEDURES:

1. Review the food recall notice and instructions that have been identified in the notice. If the serving sites have the possibility of having any recalled foods:
   - Communicate the food recall notice to meal sites, on-site or central kitchens & caterers
   - Confirm that the food items bear the product identification code(s) and production date(s) listed in the recall notice.
2. Hold the recalled product using the following steps:
   - Physically segregate the product, including any open containers, leftover product, and food items in current production that items contain the recalled product.
   - If an item is suspected to contain the recalled product, but label information is not available, contact the county health department.
   - Mark recalled product “Do Not Use” and “Do Not Discard.” Inform the entire staff not to use the product.
3. Inform the Aging Unit or ADRC Director of the recalled product.
4. Record location of the food recall product by meal site, and obtain accurate inventory counts of the recalled products from every meal site, including the amount in inventory and amount used.
5. Account for all recalled product by verifying inventory counts against records of food received at the meal site.

MONITORING:

Foodservice employees and the Nutrition Program manager will visually observe that meal sites have segregated and secured all recalled products.

CORRECTIVE ACTION:

1. Determine if the recalled product is to be returned and to whom, or destroyed and by whom.
2. Notify meal site staff of procedures, dates, and other specific directions to be followed for the collection or destruction of the recalled product.
3. Consolidate the recall product as quickly as possible, but no later than 30 days after the recall notification.
4. Conform to the recall notice using the following steps:
   - Report quantity and site where product is located to manufacturer, distributor, or State agency for collection.
   - Complete and maintain all required documentation related to the recall including:
   - Recall notice
   - Records of how food product was returned or destroyed
   - Reimbursable costs
   - Public notice and media communications, if needed
   - Correspondence to and from the public health department and State agency

VERIFICATION AND RECORD KEEPING

Foodservice employees will keep all records related to the food recall. The Nutrition Program manager will verify that appropriate corrective actions are being taken.

Standard Operating Procedures
Transporting Food to Remote Sites (Satellite Kitchens)

PURPOSE: To prevent food borne illness by ensuring that food temperatures are maintained during transportation and contamination is prevented.

PROCEDURES:

1. Use while transporting hot or cold foods.
    - Keep frozen foods frozen during transportation.
    - Maintain the temperature of refrigerated, potentially hazardous foods at 41 ºF or below and cooked foods that are transported hot at 140 ºF or above.
2. Use only food carriers for transporting food approved by the National Sanitation Foundation International (NSFI) or that have been approved by the state or county health department.
3. Prepare the food carrier before use:
    - Ensure that all surfaces of the food carrier are clean.
    - Wash, rinse, and sanitize the interior surfaces.
    - Ensure that the food carrier is designed to maintain cold food temperatures at 41 ºF and hot food temperatures at 140 ºF or above.
    - Pre-heat or pre-chill the food carrier according to the manufacturer's recommendations.
4. Store food in containers suitable for transportation. Containers should be:
    - Rigid and sectioned so that foods do not mix
    - Tightly closed to retain the proper food temperature
    - Nonporous to avoid leakage
    - Easy-to-clean or disposable
    - Approved to hold food
5. Place food containers in food carriers and transport the food in clean vehicles, if applicable, to remote sites as quickly as possible.
6. Follow Receiving Deliveries SOP when food arrives at remote site.

MONITORING:

1. Check the internal temperatures of food using a calibrated thermometer before placing it into the food carrier.
2. Check the internal temperatures of food using a calibrated thermometer upon arrival at remote site and before serving.

CORRECTIVE ACTION:

1. Reheat food to 165 ºF for 15 seconds if the internal temperature of hot food is less than 140 ºF. Refer to the Reheating Potentially Hazardous Foods SOP.
2. Cool food to 41 ºF or below using a proper cooling procedure SOP if the internal temperature of cold food is greater than 41 ºF.
3. Discard foods held in the danger zone, below 41ºF or above 140 ºF, for greater than 4 hours.

VERIFICATION AND RECORD KEEPING:

1. Before transporting food to remote sites, foodservice employees will record food carrier temperature, food product name, time, internal temperatures, and any corrective action taken on the Food Production Record.

2. Upon receipt of food at remote sites, foodservice employees will record receiving temperatures and corrective action taken on the Receiving Log.
3. The Nutrition Program manager or designee (i.e. head cook) at central kitchens will verify that foodservice employees are following this SOP by visually observing employees and reviewing and initialing.
4. The Head Cook or Meal site manager at the remote site(s) will verify that foodservice employees are receiving foods at the proper temperature and following the proper receiving procedures by visually observing receiving practices during the shift and reviewing and initialing the Receiving Log daily.

Food Safety and Recreational Licensing
Division of Public Health

TEMPERATURE CHART

DATE:	A.M.	MIDDAY	P.M.	CORRECTIVE ACTION	CRITICAL LIMITS
WALK – IN COOLERS					**COLD HOLDING** All foods should be held 41° F or below. **Corrective Action:** If food is out of temperature for less than 4 hours, rapidly cool to 41° F or less within the remaining time period or discard.
COOKLINE COOLERS					**COOKING** Poultry products: 165° F/15 seconds Ground beef: 155° F/15 seconds Eggs, fish, pork, beef: 145° F/15 seconds Rare roast beef: 130° F/121 minutes All other foods: 145° F/15 seconds **Corrective Action:** Continue cooking.
COOKING					
					REHEATING Reheat foods to 165° F within 2 hours. **Corrective Action:** Discard if not reheated within 2 hours.
REHEATING					
					HOT HOLDING All foods should be held 140° F or above. **Corrective Action:** If food is out of temperature for less than 4 hours, rapidly reheat to 165° F or greater within the remaining time period or discard.
HOT HOLDING					
					COOLING Cool cooked foods from 140° F to 70° F within 2 hours. Then continue to cool from 70° F to 41° F within 4 hours. Food products made from ingredients at room temperature must be cooled to 41° F within 4 hours. **Corrective Action:** Reheat to 165° F and cool properly, serve, or discard.
COOLING	**2 Hours**	**6 Hours**			
RECEIVING	**Temperature at Receipt**				**RECEIVING** All PHFs must be at 41° F or less. **Corrective Action:** Reject food if not at proper temperature.

Temperature Record & Comment Form

Dining Site: ___10th Ave ___Centralia ___Parkview WR ___Huntington ___Nekoosa
___Pittsville ___Cedar Rail ___Parkview MF ___Parkview MF __Cedar Rail

Write Date & Food Items **in this column**	**Temperature upon Arrival**	**Temperature at Serving Time**	**Comments-** Please write daily comments
Date: Monday			Food Delivery Time:
Entrée			
Starch			
Gravy / Sauce			
Vegetable			
Dessert			
Milk			
Date: Tuesday			Food Delivery Time:
Entrée			
Starch			
Gravy / Sauce			
Vegetable			
Dessert			
Milk			
Date: Wednesday			Food Delivery Time:
Entrée			
Starch			
Gravy / Sauce			
Vegetable			
Dessert			
Milk			
Date: Thursday			Food Delivery Time:
Entrée			
Starch			
Gravy / Sauce			
Vegetable			
Dessert			
Milk			
Date: Friday			Food Delivery Time:
Entrée			
Starch			
Gravy / Sauce			
Vegetable			
Dessert			
Milk			

Signature & Initials of Site Manager / Sub Site Manager who used initials this month

_____/_____ _____/_____ _____/_____

HDM MEAL TEMPERATURES

Food temperatures (taken at the end of delivery route) must be measured and recorded every month.

Date: _____

Time: _____

Driver: _____

FOOD ITEM	TEMPERATURE
MILK	

Cold temperatures must be 41 degrees or colder.
Hot temperatures must be 140 degrees or warmer.

Please report any improper temperatures to HDM Trayline coordinator or Program Manager immediately.

(Insert your AU Symbol here)

8.6 Food Safety and Sanitation: The Wisconsin Food Code
OAA Sect 339 (2)F:

"Comply with applicable provisions of State or local laws regarding the safe and sanitary handling of food, equipment, and supplies used in the storage, preparation, service and delivery of meals to an older individual."

Safe food practices by nutrition programs cannot be compromised. In all phases of the food service operation, nutrition programs shall adhere to the state and local fire, health, sanitation and safety regulations applicable to the particular types of food-preparation and meal-delivery systems used by the program. State regulations relating to the hygienic preparation and serving of food are stated in the Wisconsin Administration Code - HFS 196 Wisconsin Food Code. See Appendix K.3 of this manual for the Food Code index.

8.6.1 Wisconsin Food Code and the Elderly Nutrition Program
In July 2005, the State of Wisconsin DHS Division of Public Health, in cooperation with the Department of Agriculture, Trade and Consumer Protection, adopted a new set of laws for restaurants and other licensed facilities serving food. It is based on the U.S. Food and Drug Administration's recommended model food code.

By federal law, as noted above, Wisconsin elderly nutrition programs (ENP) shall follow the Wisconsin Food Code. This section of the policy manual features several excerpts from the Wisconsin Food Code meant to highlight important areas relevant to the ENP. It is not all-inclusive; care should be taken not to apply concepts out of context.

8.6.2 Obtain Copies of the Wisconsin Food Code
Nutrition programs are responsible for maintaining an updated copy of the Wisconsin Food Code. To obtain and view the current Wisconsin Food Code use the following Web address:
http://datcp.state.wi.us/fs/regulation/food/food_code.jsp

8.6.3 Required Director and Staff Training for Food Safety and Sanitation Training
This section describes food safety and sanitation requirements for nutrition program directors and staff.

8.6.3.1 Nutrition Director
Nutrition Directors must obtain State of Wisconsin Food Manager Certification through the following:
- Complete and pass a BADR-approved (see Section <<8.6.4>> of this chapter) Food Safety and Sanitation (FSS) course and exam once every five years.
- Complete a "State Application for Certified Food Manager" and send application to the Department of Health Services, Division of Public Health; Food Safety and Recreational Licensing, along with the fee and proof of completing and passing a BADR-approved Food Safety and Sanitation (FSS) certification course.
- After five years and certification has expired, complete and pass a BADR-approved Food Safety and Sanitation (FSS) recertification course or complete and pass a BADR-approved Food Safety and Sanitation (FSS) certification course and exam. (Nutrition directors that work in the city of Milwaukee must recertify by testing or examination through a BADR-approved Food Safety and Sanitation (FSS) certification course and exam.)
- Complete a "State of Application for Recertification of Food Manager and send application to the Department of Health Services, Division of Public Health; Food Safety and Recreational Licensing

along with the fee and proof of completing and passing a BADR-approved Food Safety and Sanitation (FSS) recertification course.

The above policy does not apply to a Nutrition Director or any other food handling staff member who maintains one of the following credentials, in which case the training is not necessary:

- Registered Dietitian by the American Dietetic Association Commission on Dietetic Registration
- Dietetic Technician Registered by the American Dietetic Association Commission on Dietetic Registration
- Certified Dietitian by the State of Wis. Department of Regulation and Licensing
- Certified Dietary Manager by the Certifying Board of Dietary Manager's Association
- Certified Professional Food Manager by the National Assessment Institute

The Nutrition Director should obtain appropriate training and pass the applicable exam within 90 days of beginning the food-handling position. The AAA may grant an extension. It is the Nutrition Director's responsibility to obtain approval to extend the 90 day period to up to 180 days when the following apply: location/travel issues, timing of available courses, or significant personal schedule issues.

8.6.3.2 Staff Who Purchase, Prepare and Cook Food

Each central kitchen and on-site-cooking senior dining center shall have a staff person on duty that has obtained State of Wisconsin Food Manager Certification.

(1) In almost all cases this person will be the cook or the kitchen supervisor.

(2) It is best practice for other staff working in a food-handling capacity at a central kitchen or on-site cooking site to complete either an approved FSS course or to complete the Senior Dining: Service Safe Food course. (See Section 8.66 of this chapter).

State of Wisconsin Food Manager Certification can be obtained through the following:

- Complete and pass a BADR-approved (see Section <<8.6.4>> of this chapter) Food Safety and Sanitation (FSS) course and exam.
- Complete a "State Application for Certified Food Manager" (see appendix L) and send application to the Department of Health Services, Division of Public Health; Food Safety and Recreational Licensing, along with the fee and proof of completing and passing a BADR-approved Food Safety and Sanitation (FSS) certification course.
- After five years and certification has expired, complete and pass a BADR-approved Food Safety and Sanitation (FSS) recertification course or complete and pass a BADR-approved Food Safety and Sanitation (FSS) certification course and exam. (Staff that work in the city of Milwaukee must recertify by testing or examination through a BADR-approved Food Safety and Sanitation (FSS) certification course and exam.)
- Complete a "State of Application for Recertification of Food Manager (see appendix L) and send application to the Department of Health Services, Division of Public Health; Food Safety and Recreational Licensing along with the fee and proof of completing and passing a BADR-approved Food Safety and Sanitation (FSS) recertification course.

Staff should obtain appropriate training and pass the applicable exam within 90 days of beginning the food-handling position. The AAA may grant an extension. It is the Nutrition Director's responsibility to obtain approval to extend the 90 day period to up to 180 days when the following apply: location/travel issues, timing of available courses, or significant personal schedule issues.

8.6.3.3 Staff Who Only Hold Food, Serve Food and Clean

- A senior dining center where food is not prepared or cooked shall have a staff person or volunteer on duty that has completed an Approved FSS Course (see Section <<8.6.4>> of this chapter) or the Serving Safe Food (see Section <<8.6.6>> of this chapter) once every five years and pass the applicable exam related to the course.
- In almost all cases this person will be the center or site manager.
- It is best practice for other staff and volunteers working in a food handling capacity at a senior dining center to complete a food safety and sanitation course.
- Staff should obtain appropriate training and pass the applicable exam within 90 days of beginning the food handling position. The AAA may grant an extension. It is the Nutrition Director's responsibility to obtain approval to extend the 90-day period to up to 180 days when the following apply: location/travel issue, timing of available courses or significant personal schedule issues.

8.6.3.4 New Staff Orientation

All new staff and volunteers having contact with food service must have a general orientation to safe-food handling and sanitation practices before beginning the job.

The following resources can be used:

- Manual from a Food Safety and Sanitation course such as ServSafe®.
- Cooking for Large Groups booklet.
- Seniors and Food Safety (Bright yellow booklet from USDA).
- Highlighted areas of the Wisconsin Food Code (see Section <<8.6.2>> of this chapter).

8.6.4 Approved Food Safety and Sanitation (FSS) Training and Exams

- ServSafe® by the Educational Foundation of the National Restaurant Association Solutions: http://restaurant.org.
- The National Registry of Food Safety Professionals, Food Protection Manager Certification Examination: http://www.nrfsp.com .
- Courses approved by the State of Wisconsin, Division of Public Health to meet the criteria for Food Manager Certification. Examples include technical colleges and individual consultants, among others. A comprehensive list of Wisconsin providers is available online at: http://www.publichealthmdc.com/environmental/food/manager.cfm
- Reciprocity is granted to persons certified out of state through a certification exam approved by the Conference for Food Protection. Persons certified out of state must provide evidence that they have successfully completed a certification exam recognized by the Council for Food Protection.

8.6.5 State of Wisconsin Food Manager Certification

State of Wisconsin Food Manager Certification is required for all Nutrition Directors and a staff person on duty at each central kitchen and on-site cooking senior dining center in Wisconsin's Senior Dining Programs.

For information on obtaining the certification contact:

DHS Bureau of Environmental Health
Food Safety and Recreational Licensing
1 W. Wilson Street, Rm 133
P.O. Box 2659
Madison, WI 53701-2659
(608) 266-2835
http://www.dhs.wisconsin.gov/fsrl/cert/index.htm

8.6.6 Senior Dining: Serving Safe Food (SS Food) Certification

The Serving Safe Food course was developed by BADR and the Wisconsin Association of Nutrition Directors to meet the food safety and sanitation training requirements for staff, including senior dining center managers whose work duties include hot and cold food holding, serving and clean up, but no purchasing, preparation or cooking.

The SS Food certification course includes a minimum of two hours of training including lecture, hands-on activities, short quizzes and a take-home exam. Upon successful completion, a five-year certificate is issued by BADR.

The course may be taught by anyone who has passed an Approved SS Food Course and has been certified by BADR. Individuals who are eligible to teach the SS Food Course must use only the required materials developed and/or reviewed by BADR. No alterations to the materials can be made. If changes are made to any materials, the individual(s) will not be eligible for certification.

Nutrition programs may use SS food to teach general food safety and sanitation classes or lectures, but certification will be denied if any changes have been made to the existing materials.

The required materials used to teach the SS Food Course are available by CD or via e-mail and can be obtained by contacting BADR.

Web Video Food Safety Training Links

For Staff, Volunteers and HDM Drivers

Food Safety- The Fork Stops Here! Lively in-service focuses your team on foodborne illness and what they can do to prevent it.
http://www.safeeggs.com/foodservice/foodborne-illness-inservice/

Basics in Food Safety Good for staff , volunteers and HDM Drivers. This is broken down into 6 sessions that are ~5 minutes each. Presented by Central District Health. This is an excellent series that can be used to meet your annual food safety and initial food safety education piece. It's a nice adjunct to the *Serving Safe Food* Class. ***Note: the Danger Zone for the WI Elderly Nutrition Program is 41 to 140, it's higher than the 135 stated in the links below.***

Part 1: Basics in Food Safety- nice overview:
http://www.youtube.com/watch?v=HqFPFsJo9zA&feature=related
Part 2: Holding Time and Temperature http://www.youtube.com/watch?v=Hk4jPinPVCs&NR=1
Part 3: Poor Personal Hygiene http://www.youtube.com/watch?v=Zv9uD44te9s&feature=channel
Part 4: Inadequate cooking and contaminated equipment
http://www.youtube.com/watch?v=vgmo2la24h8&feature=channel
Part 5: Adulterated Food http://www.youtube.com/watch?v=bW8HkHlQU1U&feature=channel
Part 6: Review http://www.youtube.com/watch?v=XkcEqBViAhg&feature=channel

Web Resources

Food Safety for Older Adults. A need to know guide for adults 65 and older from USDA.
http://www.fsis.usda.gov/pdf/food_safety_for_older_adults.pdf

Cooking for Groups- A Volunteers Guide for Food Safety
http://www.fsis.usda.gov/PDF/Cooking_for_Groups.pdf

Here are some fun music video links

Food Safety- Microbes Melody http://www.youtube.com/watch?v=1EkehFkhWf4&feature=related

You'd Better Wash Your Hands (To the melody of *I want to hold your hand*)
http://www.youtube.com/watch?v=AtlcS77LaB0&feature=related

Food Safety- Don't Be a Gambler
http://www.youtube.com/watch?v=wA-f7ART_xI&feature=related

Food Safety- Don't Get Sicky with It
http://www.youtube.com/watch?v=ZbH_mSk2dNk&feature=related

Material Safety Data Sheets
(MSDS Sheets)

The Clorox Company
1221 Broadway
Oakland, CA 94612
Tel. (510) 271-7000

Material Safety Data Sheet

I Product: CLOROX REGULAR-BLEACH

Description: CLEAR, LIGHT YELLOW LIQUID WITH A CHARACTERISTIC CHLORINE ODOR

Other Designations	Distributor	Emergency Telephone Nos.
Clorox Bleach EPA Reg. No. 5813-50	Clorox Sales Company 1221 Broadway Oakland, CA 94612	For Medical Emergencies call: (800) 446-1014 For Transportation Emergencies Chemtrec (800) 424-9300

II Health Hazard Data

DANGER: CORROSIVE. May cause severe irritation or damage to eyes and skin. Vapor or mist may irritate. Harmful if swallowed. Keep out of reach of children.

Some clinical reports suggest a low potential for sensitization upon exaggerated exposure to sodium hypochlorite if skin damage (e.g., irritation) occurs during exposure. Under normal consumer use conditions the likelihood of any adverse health effects are low.

Medical conditions that may be aggravated by exposure to high concentrations of vapor or mist: heart conditions or chronic respiratory problems such as asthma, emphysema, chronic bronchitis or obstructive lung disease.

FIRST AID:

Eye Contact: Hold eye open and rinse with water for 15-20 minutes. Remove contact lenses, after first 5 minutes. Continue rinsing eye. Call a physician.

Skin Contact: Wash skin with water for 15-20 minutes. If irritation develops, call a physician.

Ingestion: Do not induce vomiting. Drink a glassful of water. If irritation develops, call a physician. Do not give anything by mouth to an unconscious person.

Inhalation: Remove to fresh air. If breathing is affected, call a physician.

III Hazardous Ingredients

Ingredient	Concentration	Exposure Limit
Sodium hypochlorite CAS# 7681-52-9	5 - 10%	Not established
Sodium hydroxide CAS# 1310-73-2	<1%	2 mg/m[1] 2 mg/m[2]

[1]ACGIH Threshold Limit Value (TLV) - Ceiling

[2]OHSA Permissible Exposure Limit (PEL) – Time Weighted Average (TWA)

None of the ingredients in this product are on the IARC, NTP or OSHA carcinogen lists.

IV Special Protection and Precautions

No special protection or precautions have been identified for using this product under directed consumer use conditions. The following recommendations are given for production facilities and for other conditions and situations where there is increased potential for accidental, large-scale or prolonged exposure.

Hygienic Practices: Avoid contact with eyes, skin and clothing. Wash hands after direct contact. Do not wear product-contaminated clothing for prolonged periods.

Engineering Controls: Use general ventilation to minimize exposure to vapor or mist.

Personal Protective Equipment: Wear safety goggles. Use rubber or nitrile gloves if in contact liquid, especially for prolonged periods.

KEEP OUT OF REACH OF CHILDREN

V Transportation and Regulatory Data

DOT/IMDG/IATA - Not restricted.

EPA - SARA TITLE III/CERCLA: Bottled product is not reportable under Sections 311/312 and contains no chemicals reportable under Section 313. This product does contain chemicals (sodium hydroxide <0.2% and sodium hypochlorite <7.35%) that are regulated under Section 304/CERCLA.

TSCA/DSL STATUS: All components of this product are on the U.S. TSCA Inventory and Canadian DSL.

VI Spill Procedures/Waste Disposal

Spill Procedures: Control spill. Containerize liquid and use absorbents on residual liquid; dispose appropriately. Wash area and let dry. For spills of multiple products, responders should evaluate the MSDS's of the products for incompatibility with sodium hypochlorite. Breathing protection should be worn in enclosed, and/or poorly ventilated areas until hazard assessment is complete.

Waste Disposal: Dispose of in accordance with all applicable federal, state, and local regulations.

VII Reactivity Data

Stable under normal use and storage conditions. Strong oxidizing agent. Reacts with other household chemicals such as toilet bowl cleaners, rust removers, vinegar, acids or ammonia containing products to produce hazardous gases, such as chlorine and other chlorinated species. Prolonged contact with metal may cause pitting or discoloration.

VIII Fire and Explosion Data

Flash Point: None

Special Firefighting Procedures: None

Unusual Fire/Explosion Hazards: None. Not flammable or explosive. Product does not ignite when exposed to open flame.

IX Physical Data

Boiling point ..... approx. 212°F/100°C
Specific Gravity (H_2O=1) ..... ~ 1.1 at 70°F
Solubility in Water ..... complete
pH ..... ~11.9

DATA SUPPLIED IS FOR USE ONLY IN CONNECTION WITH OCCUPATIONAL SAFETY AND HEALTH DATE PREPARED 08/09

Clorox Company has many products and you can download the MSDS sheets at this link
http://www.thecloroxcompany.com/products/msds/index.html

The Clorox Company
1221 Broadway
Oakland, CA 94612
Tel. (510) 271-7000

Material Safety Data Sheet

I Product: S.O.S® STEEL WOOL SOAP PADS

Description: BLUE SOAP MIXTURE IMPREGNATED INTO STEEL WOOL PADS

Other Designations	Distributor	Emergency Telephone Nos.
S.O.S® Lemon Fresh Scent Steel Wool Soap Pads S.O.S® Orange Scent Steel Wool Soap Pads S.O.S® Lavender Fresh Scent Steel Wool Soap Pads S.O.S® Clean n' Toss Steel Wool Soap Pads S.O.S® Industrial Size Steel Wool Soap Pads S.O.S® Heavy Duty Steel Wool Soap Pads Commercial Solutions® S.O.S® Steel Wool Soap Pads	Clorox Sales Company 1221 Broadway Oakland, CA 94612	For Medical Emergencies, call 1-800-446-1014. For Transportation Emergencies, call 1-800-424-9300 (Chemtrec).

II Health Hazard Data

Contact with eyes may produce irritation and redness. If ingested, gastric irritation and nausea/vomiting are possible.

FIRST AID:

EYE CONTACT: Immediately flush eyes with plenty of water for 15 minutes. If irritation persists, call a doctor.

SKIN CONTACT: Rinse with plenty of with water. If irritation persists, call a doctor.

INGESTION: Soap - Drink a glassful of water to dilute. Steel wool pad - Immediately contact a doctor or poison control center.

III Hazardous Ingredients

This product is not hazardous as defined by 29 CFR Part 1910.1200 (OSHA).

None of the ingredients in this product is on the IARC, NTP, or OSHA carcinogen list.

IV Special Protection and Precautions

Wash hands after contact.

Personal protection: For industrial/manufacturing settings, wear safety glasses and rubber or neoprene gloves.

V Transportation and Regulatory Data

DOT/IATA/IMDG: Not restricted

TSCA Status: All components of this product are on the TSCA inventory.

EPA - SARA Title III/CERCLA: This product is regulated under Sections 311/312. This product contains sodium nitrite (CAS #7632-00-0, <2%), which is regulated under Section 313 and Section 304/CERCLA, and contains sodium hydroxide (CAS #1310-73-2, <0.5%), which is regulated under Section 304/CERCLA.

VI Spill Procedures/Waste Disposal

Spill Procedures: Containerize. Wash residual down to sanitary sewer. Contact the sanitary treatment facility in advance to assure ability to process washed-down material.

Waste Disposal: Dispose of in accordance with all applicable federal, state, and local regulations.

VII Reactivity Data

Stable under normal use and storage conditions.

Avoid contact with strong mineral acids and strong oxidizers.

VIII Fire and Explosion Data

Not flammable or explosive.

IX Physical Data

Solubility in water.....Soap is completely soluble.

DATE PREPARED 1/2009

I verify that I have read this food safety/sanitation general orientation booklet. I agree to comply with the Standard Operating Procedures and WI Food Code Policies and Procedures. I also understand that if I do not comply with these requirements I will be subject to disciplinary action and if the variance is severe enough I could be dismissed immediately. Following safe food handling and sanitation guidelines is essential especially since we deal with a vulnerable population; seniors.

Name of Employee or Volunteer (Please Print): _____

Signature of Employee or Volunteer: _____

Date Started: _____

Date Orientation Booklet Read: _____

Supervisor Name (Please Print):_____

Supervisor Signature: _____

Date: _____