Food Safety Plan Module _____

Revised _____

Standard Operating Procedures
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Arkansas Department of Education
Process Approach to HACCP-Based Standard Operating Procedures (SOPs)
Adapted from National Food Service Management Institute
(NFSMI/SOPs) and Jefferson County School District in Kentucky (SOPs)

All of the procedures in this manual apply to school foodservice employees involved in the daily operation of a safe, wholesome establishment. This includes the areas of food preparation, handling, receiving, storing, serving, transporting, cleaning, sanitizing, etc.

The 2013 Food Code and the Arkansas 2012 Health Department Regulations are the resources used in developing these procedures. These SOPs follow State Health Department Regulations.

These SOPs must be adapted to meet the specific needs of each serving site.

Each Local Education Agency (LEA) will be responsible for the initial training and all retraining of foodservice employees in the use of the SOPs.

Also included, is the Food Safety Checklist. Managers and/or Child Nutrition Directors should use this form periodically to assure that all Standard Operating Procedures are being followed.

The Child Nutrition Director must review and update these SOPs annually.

_____ _____

Signature Date Revised

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CHARTER SCHOOLS

Food Safety Plan or Hazard Analysis Critical Control Points (HACCP) Plan for School Food Authorities (SFA) that have Contracted Meal Service Important Points to Consider

1. Although someone else may provide meal service for you, you must have a Food Safety Plan (FSP) or HAACP Plan at your serving site
2. The FSP must reveal what occurs at the site. If assistance is needed with this, contact your area specialist to help you adapt your plan.
3. Review the plan presented to you, as an example of what you actually can use at your serving site.
4. Must have recent copies of the two Health Inspections from the Catering Company if applicable, and the copy of the two inspections that the Health Department does at the serving site.
5. Make copies of the forms (production records, breakfast, lunch, afterschool snacks, invoices, Temperature Logs) that you actually complete for your site.
6. Keep records for five years as you do all Child Nutrition records.
7. Both the Catering Company and the SFA should keep a copy of the Receiving Log. This form verifies the food when it leaves the Preparation Site and documents the temperatures of the food when it arrives to the serving site. The quality of the food when it is received may be something that may need to be documented as well.
8. As employees are changed, or changes in the FSP occur, these changes must be noted in the plan. Any training conducted for employees must be documented also.
9. It is the responsibility of the SFA to monitor the Catering Company. Visits should be made to review sanitation practices using the Food Safety Checklist listed in Step 4 of the Food Safety Plan.
10. There must be a FSP at each serving site.

FOOD SAFETY PLAN/HACCP PLAN

STEP 1: Description of the SFA Child Nutrition Program

STEP 2: Standard Operating Procedures

STEP 3: Process Approach to HACCP Recipes

STEP 4: Food Safety Checklist

STEP 5: Corrective Action

STEP 6: Record Keeping

STEP 1 - Description of Child Nutrition Program
Food Safety Plan / HACCP Plan

District Name _____ LEA Number _____

Date Developed _____ Child Nutrition Director _____

School Name _____ LEA Number _____

Child Nutrition Training Record

School Staff	Date Training

Average Daily Participation (ADP)

Child Nutrition Program	ADP
Breakfast	
Lunch	
Afterschool Snack	
Seamless Summer	
Breakfast	
Lunch	
Snack	
Milk	

Attach a copy of the school's equipment inventory.

Attach a copy of the school's cycle menus.

STEP 2 - Standard Operating Procedures
Personal Hygiene

PURPOSE: To prevent contamination of food by foodservice employees.

PROCEDURES:

1. Follow the District Employee Health Policy.
2. Report to work in good health, clean, and dressed in clean attire.
3. Change apron when it becomes soiled.
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.
7. Wear single-use gloves.
8. Do not wear any jewelry except for a plain ring such as a wedding band.
9. Treat and bandage wounds and sores immediately. When hands are bandaged, single-use gloves must be worn.
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. Eating, drinking, using tobacco, or chewing of 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 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.
13. Wear a hair net / hair restraint while in the kitchen
14. Before working on the serving line, employees will check appearance.
    - Hair should be neatly arranged.
    - Clothing and apron should be clean.
    - Make-up (if worn) should be fresh.

MONITORING:

The foodservice manager/person in charge will inspect employees when they report to work to be sure that each foodservice employee is following this SOP.

CORRECTIVE ACTION:

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

VERIFICATION AND RECORD KEEPING:
The foodservice manager/person in charge will record in personnel records, any personal hygiene issues with an employee.

DATE IMPLEMENTED: _____ BY: _____

DATE REVIEWED: _____ BY: _____

DATE REVISED: _____ BY: _____

STEP 2 cont. - Standard Operating Procedures
Employee Health Policy

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

PROCEDURES: All school foodservice employees must follow these procedures for illnesses:

1. Foodservice employees 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. Norovirus
2. If any employee is diagnosed with Salmonella, Shigella, E-Coli, Hepatitis A, or Norovirus, the foodservice manager/person in charge must notify the county health department.
3. The foodservice employee must report to the foodservice manager/person in charge any of the following symptoms:
    a. Diarrhea
    b. Fever
    c. Vomiting
    d. Jaundice
    e. Sore throat with fever
4. Foodservice employees must inform the foodservice manager of boils, burns, cuts, and infected wounds on the hands, wrists, or exposed portions of an arm. If the foodservice employee can wear a non-penetrable cover (such as a finger cot) and a glove, the foodservice manager/person in charge may assign other duties that do not involve food preparation.
5. Foodservice employees must inform the foodservice manager/person in charge if they have been ill within:
    a. The past 48 hours of the last exposure with Norovirus
    b. The past 3 days of last exposure with Shigella or E-Coli
    c. The past 14 days of the last exposure with Salmonella (if previous illness allow 3 months)
    d. The past month (30 days) Hepatitis A
6. Foodservice employees must report to the foodservice manager/person in charge if:
    a. They have been suspected of causing or have been exposed to Salmonella, Shigella, E-Coli, Hepatitis A, or Norovirus
    b. They live in the same household with a person with one of the a-fore mentioned diseases or
    c. They live in the same household with a person who has been exposed to one of the a-fore mentioned diseases.
7. The foodservice manager/person in charge must exclude (if serving a highly susceptible school) or restrict (if not serving a highly susceptible school) all foodservice employees that have been diagnosed with Salmonella, Shigella, E-Coli, Hepatitis A, Norovirus, or Jaundiced (within the last 10 calendar day).

8. The foodservice manager/person in charge must obtain approval from the county health department and must have a written medical statement from a licensed physician that specifies that the ill foodservice employee may return to work (prepare food).

MONITORING:

1. The foodservice manager/person in charge will observe employees for boils, burns, cuts and infected wounds on hands, wrists, and exposed portions of arms.
2. The foodservice manager/person in charge will observe employees for the following diseases: Salmonella, Shigella, E-Coli, Hepatitis A, and Norovirus.
3. The foodservice manager/person in charge will observe employees for any of the following symptoms: diarrhea, fever, vomiting, jaundice, and sore throat with fever.

CORRECTIVE ACTION:

1. The foodservice manager/person in charge will require all employees 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 foodservice manager/person in charge must report to the district Child Nutrition Director, any employees that display symptoms of Salmonella, Shigella, E-Coli, Hepatitis S, Norovirus, and/or any of the following symptoms: diarrhea, fever, vomiting, jaundice, and a sore throat with fever. The Child Nutrition Director will determine what actions need to be taken regarding the employee.

VERIFICATION AND RECORD KEEPING:

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

DATE IMPLEMENTED: _____ **BY**: _____

DATE REVIEWED: _____ **BY**: _____

DATE REVISED: _____ **BY**: _____

Step 2 cont. - Standard Operating Procedures
Washing Hands

PURPOSE: To prevent food borne illnesses by contaminated hands.

PROCEDURES:

1. Post hand washing signs or posters in a language understood by all foodservice staff near all hand washing sings, 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.
3. Provide warm running water, soap, and a means to dry hands. Provide a waste container at each hand washing sink or near the door in restrooms.
4. Keep hands washing sinks accessible anytime 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 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 °F and apply soap (about 1 Tablespoon)
    - Scrub lathered hands and forearms (up to elbows), 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 foodservice manager/person in charge 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 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 to ensure proper hand washing procedures.

VERIFICATION AND RECORD KEEPING:

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

DATE IMPLEMENTED: _____ **BY**: _____

DATE REVIEWED: _____ **BY**: _____

DATE REVISED: _____ **BY**: _____

Step 2 cont. - 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 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, 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 surfaces:
    - Wash surface with detergent solution.
    - Rinse surface with clean water.
    - Sanitize surface using a sanitizing solution mixed at a concentration specified on the manufacturer's label.
        - Chlorine Bleach (EPA approved) – 50-100 ppm
        - Iodine – 25 ppm
        - Quaternary Ammonium (Quarts) – 200 ppm
    - Allow to air dry.
4. Inspect all dishware (trays, glassware, bowls, etc.) for breaks, cracks, and chips.
5. Dishwashing:
   Dish Machine:
    - **Insert manufacturer's instructions for use.**

   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 °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 specified on the manufacturer's label or by immersing in hot water at or above 180 °F for 30 seconds. Test the chemical Sanitizer concentration by using an appropriate test kit.
6. Have an on-going pest prevention program and regular pest control by a licensed pest control operator.

7. 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 will: During all hours of operation, visually and physically inspect food contact surfaces of equipment and utensils to ensure that the surfaces are clean.

1. 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 for the chemical.
    - If using hot water to sanitize, use a calibrated thermometer to measure the water temperature. Refer to "Using and Calibrating Thermometers" SOP's.
2. 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, if applicable, 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.
    - For chemical sanitizing dish machines, 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 foodservice manager/person in charge will verify that foodservice employees have taken the required temperatures and tested the sanitizer concentration by visually monitoring foodservice employees during the shift.

DATE IMPLEMENTED: _____ **BY**: _____

DATE REVIEWED: _____ **BY**: _____

DATE REVISED: _____ **BY**: _____

Step 2 cont. - Standard Operating Procedures
Using and Calibrating Thermometers

PURPOSE: To prevent food borne illnesses 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 °F (-18 °C) to 220 °F (104 °C) 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 good while cooking in an oven.
1. Have food thermometers easily-accessible to foodservice employees during all hours of operation.
2. Clean and sanitize food thermometers before each use.
3. Store food thermometers in an area that is clean and where they are not subject to contamination.
4. 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 °F (+ 2 °F) [or 0 °C (+ 1 °C)]. If not, adjust according to manufacturer's instructions.

MONITORING:

Foodservice employees 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 questions

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.

- For an inaccurate, digital thermometer with a reset button, adjust the thermometer according to manufacturer's instructions.
- If inaccurate thermometer cannot be adjusted on-site, discontinue using it, and follow manufacturer's instructions for having the thermometer calibrated.

VERIFICATION AND RECORD KEEPING:
The foodservice manager/person in charge will periodically check the calibration of the thermometer and will document any corrective action necessary on the Food Production Record.

DATE IMPLEMENTED: _____ **BY**: _____

DATE REVIEWED: _____ **BY**: _____

DATE REVISED: _____ **BY**: _____

Step 2 cont. - Standard Operating Procedures
Receiving Deliveries

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.
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 sign 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°F or below.
    - The temperature of milk should be 41°F or below.
    - For packaged products, insert a food thermometer between two packages being careful not to puncture the wrapper. If the temperature exceeds 41°F, 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 outdated 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.

DATE IMPLEMENTED: _____ **BY**: _____

DATE REVIEWED: _____ **BY**: _____

DATE REVISED: _____ **BY**: _____

Step 2 cont. - 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, except during cooling, 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. Uncover containers of food during the initial quick cool-down phase to facilitate cooling, and then cover for storage.
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 foodservice manager/person in charge or 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 foodservice manager/person in charge will visually observe that foodservice employees are following these procedures and taking all necessary corrective actions during all hours of operation. The foodservice manager/person in charge will periodically check the storage of foods during hours of operation and document any corrective action necessary.

DATE IMPLEMENTED: _____ **BY**: _____

DATE REVIEWED: _____ **BY**: _____

DATE REVISED: _____ **BY**: _____

Step 2 cont. - Standard Operating Procedures
General Preparation of All Foods
Controlling Time and Temperature during Preparation

PURPOSE: To prevent food borne illnesses by limiting the amount of time that potentially hazardous foods (Time and Temperature Control for Safe Food (TCS)) 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°F 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 for more than 4-hours.

CORRECTIVE ACTION:
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 foodservice manager/person in charge will verify that foodservice employees are taking the required temperatures and following the proper preparation procedure by visually monitoring foodservice employees.

DATE IMPLEMENTED: _____ **BY**: _____

DATE REVIEWED: _____ **BY**: _____

DATE REVISED: _____ **BY**: _____

Step 2 cont. - 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°F or below.

MONITORING:
The foodservice manager/person in charge 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 foodservice manager/person in charge will record any foods discarded on the "Food Production Records."

DATE IMPLEMENTED: _____ **BY**: _____

DATE REVIEWED: _____ **BY**: _____

DATE REVISED: _____ **BY**: _____

Step 2 cont. - Standard Operating Procedures
Cooking, Holding, Cooling, and Storing Potentially Hazardous Foods
Time/Temperature Control for Safety Food (TCS)

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 °F for 15 seconds
        - Seafood, Beef, and pork
    b. 155 °F 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 °F for 15 seconds
        - Poultry
    d. 135°F 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 135°F or above
2. Hot cold foods at 41°F 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), uncovered.
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 (optional).
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 from:
    - 135°F within 2 hours. Take corrective action immediately if food is not chilled from 135°F to 70 °F within 2 hours. Reheat to 165°F for 15 seconds.
    - 70 °F to 41°F or below in remaining time. The total cooling process from 135°F to 41°F may not exceed 6 hours. If cannot cool down properly, discard food item..

10. Chill prepared, ready-to-eat foods such as tuna salad and cut melons from 70 °F to 41°F or below within 4-hours. Take corrective action immediately if ready-to-eat food is not chilled from 70 °F to 41°F within 4-hours.

Storage Date

1. Label Time/Temperature Control for Safe Foods (TCS) that are prepared on-site or opened and held for more than 24-hours.
2. Refrigerate all TCS at 41°F or below.
3. Serve or discard refrigerated TCS 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, TCS.
5. Calculate the 7-day time period by counting only the days that the food is under refrigeration. For example:
    - On Monday, 8/3/15, lasagna is cooked, properly cooled, a d refrigerated with a label that reads, "Lasagna, Cooked, 8/3/15".
    - On Tuesday, 8/4/15, the lasagna is frozen with a second label that reads, "Frozen, 8/4/15." Two labels now appear on the lasagna. Since the lasagna was held under refrigeration from Monday, 8/3/15 – Tuesday. 8/4/15, only 1 day is counted towards the 7-day time period.
    - On Tuesday, 8/18/15, the lasagna is pulled out of the freezer. A third label is now placed on the lasagna that reads, "Thawed, 8/18/15". 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 temperatures.

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 TCS should be 135°F 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 TCS should be 41°F 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 tie 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 temperatures.

Holding
1. For hot foods:
    - Reheat the food to 165 °F for 15 seconds if the temperature is found to be below 135°F.
    - Discard the food if it cannot be determined how long the food temperature was below 135°F.
2. For cold foods:
    - Rapidly chill the food using an appropriate cooling method if the temperature is found to be above 41°F.
    - 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.
    - 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°F.

Re-service of foods (FIN-15-052 Food consumption outside of the Food Service Area (date) 11-19-2014)
The United States Department of Agriculture (USDA) recognizes that with limited lunch time period and an increased amount of fruits and vegetables offered as part of the reimbursable meal, some students may be inclined to save some items for consumption at a later time. There is no federal prohibition of this practice. USDA encourages this practice as a way to promote the consumption of fruits and vegetables and reduce wasted.

However, for food safety reasons, this practice should be limited to only food items which do not require cooling or heating, such as whole fresh fruit or baggies of baby carrots or celery sticks. Schools may also set up a sharing table for appropriate (only non-perishable foods) items to minimize food waste.

Districts' should develop a policy on sharing food and/or saving food for later consumption. Be sure to consult with your district's Sanitarian from the Arkansas Department of Health to ensure that the district's proposed policy on sharing food or saving food for later consumption, meet all applicable food safety standards.

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

Milk Re-service: Commissioner's Memo FIN-08-076 4/23/08
- **If a student receives milk in the school cafeteria and that student does not want the milk, the student may place the unopened carton of milk in an ice-filled container (i.e., ice chest) located at the end of the meal service or cashiers' stand. The milk must be placed down in the ice and fully covered. Water cannot be standing in the ice. Another student may then**

pick up the milk carton at no charge to consume with a meal, in addition to the milk already received with a 4reimbursable meal.

- **Only milk in a carton that has not been opened and that has been fully covered by clean ice may be consumed by another student. Milk in a carton that has been opened, or not kept under ice, must be discarded and not given to another student.**
- **Any milk carton that is still in the ice at the end of the meal service must be discarded and not served to another student. To discard milk in cartons, the cartons must be opened and milk poured out of the carton. No milk handled in this manner can be used for food preparation or held for another meal period, for example, milk from breakfast cannot be held for lunch.**

Chilling

1. Reheat cooked, hot foods to 165 °F for 15 seconds and start the cooling process again using a different cooling method when the food is:
    - Above 70 °F and 2 hours or less into the cooling process; and
    - Above 41°F and 6 hours or less into the cooling process.
2. Discard cooked, hot food immediately when the food is:
    - Above 70 °F and more than 2 hours into the cooling process; or
    - Above 41°F 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°F and less than 4-hours into the cooling process.
4. Discard prepared ready-to-eat foods when the food is above 41°F 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/person in charge will verify that foodservice employees have taken the required cooking temperatures by visually monitoring foodservice employees and preparation procedures.

DATE IMPLEMENTED: _____ **BY**: _____

DATE REVIEWED: _____ **BY**: _____

DATE REVISED: _____ **BY**: _____

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
2. Continue cooking food until the internal temperature reaches the required temperatures.

Holding
3. For hot foods:
    - Reheat the food to 165 °F for 15 seconds if the temperature is found to be below 135°F.
    - Discard the food if it cannot be determined how long the food temperature was below 135°F.
4. For cold foods:
    - Rapidly chill the food using an appropriate cooling method if the temperature is found to be above 41°F.
    - 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.
    - 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°F.

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However, for food safety reasons, this practice should be limited to only food items which do not require cooling or heating, such as whole fresh fruit or baggies of baby carrots or celery sticks. Schools may also set up a sharing table for appropriate (only non -perishable foods) items to minimize food waste.

Districts' should develop a policy on sharing food and/or saving food for later consumption. Be sure to consult with your district's Sanitarian from the Arkansas Department of Health to ensure that the district's proposed policy on sharing food or saving food for later consumption, meet all applicable food safety standards.

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

Chilling
5. Reheat cooked, hot foods to 165 °F for 15 seconds and start the cooling process again using a different cooling method when the food is:
    - Above 70 °F and 2 hours or less into the cooling process; and
    - Above 41°F and 6 hours or less into the cooling process.
6. Discard cooked, hot food immediately when the food is:

- Above 70 °F and more than 2 hours into the cooling process; or
- Above 41°F and more than 6 hours into the cooling process.

7. Use a different cooling method for prepared ready-to-eat foods when the food is above 41°F and less than 4-hours into the cooling process.
8. Discard prepared ready-to-eat foods when the food is above 41°F 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/person in charge will verify that foodservice employees have taken the required cooking temperatures by visually monitoring foodservice employees and preparation procedures.

DATE IMPLEMENTED: _____ **BY**: _____

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Step 2 cont. - Standard Operating Procedures
Storing and Using Poisonous or Toxic Chemicals

PURPOSE: To prevent food borne illnesses by chemical contamination.

PROCEDURES:

1. Designate a location for storing the Safety Data Sheets (SDS) formerly Material Safety Data Sheets.
2. Follow manufacturer's directions for specific mixing, storing, and first aid instructions on the chemical containers in the SDS.
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 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.
12. Only trained authorized staff may use chemicals. Starting July 2015, all schools must train food service employees on chemicals used in facility and document the training.

MONITORING:

Foodservice manager/person in charge 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 foodservice manager/person in charge will document on Food Production Records, any foods that are discarded because of contamination by chemicals.

DATE IMPLEMENTED: _____ **BY**: _____

DATE REVIEWED: _____ **BY**: _____

DATE REVISED: _____ **BY**: _____

Step 2 cont. - Standard Operating Procedures
Preventing Contamination at Food Bars

PURPOSE: To prevent food borne illnesses 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 customers' 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 customers how to properly use utensils, if needed.
3. Discard the food if it cannot be determined how long the food temperature was above 41°F or below 135°F.

VERIFICATION AND RECORD KEEPING:

1. The foodservice manager/person in charge 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 foodservice manager/person in charge will verify that foodservice employees are following SOPs by observation.

DATE IMPLEMENTED: _____ **BY**: _____

DATE REVIEWED: _____ **BY**: _____

DATE REVISED: _____ **BY**: _____

Step 2 cont. - 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 feeding sites.
    - 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 contain the recalled product.
    - Mark recalled product "Do Not Use" and "Do Not Discard." Inform the entire staff not to use the product.
3. So not destroy any USDA commodity food items without official written notification from the State Distributing Agency, USDA Food Safety Inspection Services (FSIS), or State or County Health Department.
4. Inform the appropriate school district officials of the recalled product.
5. Record location of the food recall product by feeding site, and obtain accurate inventory counts of the recalled products from every feeding site, including the amount in inventory and amount used.
6. Account for all recalled product by verifying inventory counts against records of food received at the feeding site.

MONITORING:

Foodservice employees and the foodservice manager/person in charge will visually observe that school 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 feeding 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.
    - The quantity and location of the affected USDA Commodity food must be submitted to the State Distributing Agency within 10 calendar days of the recalls.
    - Obtain the necessary documents from the State Distributing Agency for USDA commodity foods. Submit necessary documentation for reimbursement of food costs.

- 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 foodservice manager/person in charge will verify that appropriate corrective actions are being taken.

DATE IMPLEMENTED: _____ **BY**: _____

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Step 2 cont. - 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, TCS at 41°F or below and cooked foods that are transported hot at 135°F 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°F and hot food temperatures at 135°F 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 calibrated thermometer upon arrival at remote site and before serving.

CORRECTIVE ACTION:

1. Reheat food to 165 °F for 15 seconds if the internal temperature of hot food is less than 135°F. Refer to the Reheating TCS SOP.
2. Cool food to 41°F or below using a proper cooling procedure SOP if the internal temperature of cold food is greater than 41°F.
3. Discard foods held in the danger zone, below 41°F or above 135°F, 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 foodservice manager/person in charge at central kitchens will verify that foodservice employees are following this SOP by visually observing employees and reviewing and initialing.
4. The foodservice manager/person in charge 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.

DATE IMPLEMENTED: _____ **BY**: _____

DATE REVIEWED: _____ **BY**: _____

DATE REVISED: _____ **BY**: _____

Submitted by Margie Bowers, Rogers School District

Step 2 cont. - Standard Operating Procedures
Preparation and Service of Potentially Hazardous (TCS) Ready-to-Eat Foods

PURPOSE: To prevent food borne illness by limiting the amount of time that ready-to-eat potentially hazardous foods (TCS)are held outside the temperature danger zone during preparation and service.

PROCEDURES:

1. Wash hands and place sanitary gloves on hands prior to preparing or handling ready-to-eat foods.
2. Use clean and sanitized equipment and utensils while preparing food.
3. Separate deli meats and raw vegetables by keeping them in separate containers until ready to combine by using separate dispensing utensils and cutting boards.
4. Pre-chill other ingredients for cold sandwiches, salads before combining with other ingredients. Avoid mixing different batches of food together in the same container.
5. Remove only enough ingredients from refrigeration that can be prepared within 30 minutes. Maintain TCS at 41°F or below or follow procedures for using Time as the Food Safety Control method.

USING TIME AS A FOOD SAFETY CONTROL:

6. Prepare foods as close to serving times as the menu will allow. Using the Time Temperature Record Form, record the menu item and potentially hazardous food item(s) and the beginning temperature (41°F or below) of each batch.
7. Prepare food in small batches. Label each batch with batch number or color code to correspond to the 4-hour time limit for service.
8. Discard potentially hazardous foods held out of the safe temperature zone within 4-hours. Record amount of finished product discarded.

MONITORING:

1. Use a clean, sanitized, and calibrated probe thermometer. Record time and temperature of each batch of finished product.
2. Monitor the amount of time the food is in the temperature danger zone. It should not exceed 4-hours.

CORRECTIVE ACTION:

1. Discard food held out of the temperature danger zone for more than 4-hours.

VERIFICATION AND RECORD KEEPING:

1. Foodservice employees will record the time and temperature of each batch of finished product and the time product is discarded.
2. The foodservice manager/person in charge will verify that foodservice employees are taking the required temperatures and following the proper preparation procedure for labeling each batch by visually monitoring the record and supervising the discarding of finished product after the 4-hour time limit for service.

DATE IMPLEMENTED: _____ **BY**: _____

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FOOD ALERGY STANDARD OPERATING PROCEDURE

Serving Safe Food to Students with Food Allergies

PURPOSE: To serve safe and nutritious meals to students with food allergies.

SCOPE: This procedure applies to child nutrition employees involved in preparing and serving food to students with food allergies.

KEY WORDS: Allergies, Cleaning, Cross-Contact, Hand Washing.

PROCEDURES:

1. Follow policies and procedures of your child nutrition operation and school district.
2. Use your receiving procedures.
    - Check all ingredient labels each time a food is purchased.
    - Date each food item when received.
3. Store food items that contain allergens in a separate location from the non-allergenic items.
4. Keep ingredient labels for a minimum of 24-hours after serving the product.
5. Prevent cross-contact during food preparation.
    - Wash hands before preparing foods.
    - Wear single-use gloves.
    - Use a clean apron when preparing allergen-free food.
    - Wash, rinse, and sanitize all cookware before and after each use.
    - Wash, rinse, and sanitize food contact surfaces.
    - Designate an allergy-free zone in the kitchen. When working with multiple food allergies, set up procedures to prevent cross-contact within the allergy-free zone.
    - Prepare food items that do not contain allergens first. Label and store the allergen-free items separately.
    - Use a clean, sanitized cutting board when preparing food.
    - Use clean potholders and oven mitts for allergen-free foods to prevent cross-contact.
6. Prevent cross-contact during meal service.
    - Set aside food for students with food allergies from self-service food areas, such as salad bars, before the food is set out.
    - Use dedicated serving utensils and gloves for allergen-free foods.
    - Label items on the serving line correctly and clearly so that items containing food allergens are easily recognizable.
    - Ensure that tables and chairs are cleaned and sanitized before and after each meal and when needed.
7. Follow your school's procedures for identifying students with food allergies.

MONITORING:

A child nutrition employee continually monitors receiving, preparation, and serving areas to assess whether food allergy procedures are being followed.

FOOD ALERGY STANDARD OPERATING PROCEDURE

CORRECTIVE ACTION:

1. Retrain any child nutrition employee found not following the procedures in this SOP.
2. Refrain from serving any food to a student with a food allergy if there is any question as to whether or not an allergen might be present in that particular food.
3. Activate the school emergency action plan immediately if a student with the potential for anaphylaxis consumes a food allergen.

VERIFICATION AND RECORD KEEPING:

The school nutrition manager will observe school nutrition staff to make sure they are following these procedures and are taking all necessary corrective actions. Keep a list of corrective actions taken.

DATE IMPLEMENTED: _____ **BY**: _____

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2012

FOOD ALLERGY FACT SHEET

Overview of Food Allergies

What is a food allergy?

A food allergy is when the body mistakenly reacts to a certain food or ingredient as if it were harmful. The food that causes the reaction is called an allergen.

What are the symptoms of a food allergy reaction?

Symptoms can happen within a few minutes or up to a few hours of the allergen being eaten and can be seen or felt in different parts of the body.

- Skin rash or eczema
- Swelling of the tongue or throat and difficulty breathing
- Itching in the mouth and throat, cramps, nausea, diarrhea, and/or vomiting
- Anaphylaxis
- Drop in blood pressure and loss of consciousness
- Death

What is anaphylaxis?

Anaphylaxis is a serious reaction that happens quickly. Anaphylaxis can involve many different parts of the body. The most severe symptoms can restrict breathing and blood circulation and may cause death.

What are the most common foods that cause allergic reactions?

The most common foods include:

- Milk
- Eggs
- Peanuts
- Tree nuts (for example walnuts, almonds, cashews, pistachios, and pecans)
- Wheat
- Soy
- Fish
- Crustacean shellfish (for example shrimp, lobster, and crab)

How are food allergies diagnosed?

A doctor can diagnose food allergies by using a variety of tests.

How are allergic reactions treated?

Reactions should be treated according to the student's Food Allergy Action Plan/Emergency Care Plan. Antihistamines and other medicines can be used. In severe cases, the medicine epinephrine should be given as soon as possible. Always call 911!

How can an allergic reaction be avoided?

The best way to avoid a reaction is to avoid the food that causes the allergy. Develop a system for checking ingredient labels carefully and have a plan to limit the ways in which the child could have contact with allergens, including airborne.

What is cross contact?

Cross contact happens when a food containing an allergen comes in contact with a food or surface that does not contain an allergen.

National Food Service Management Institute • The University of Mississippi • 2014

FOOD ALLERGY FACT SHEET

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For More Information

Centers for Disease Control and Prevention
Voluntary Guidelines for Managing Food Allergies in Schools and Early Care and Education Programs
www.cdc.gov/healthyyouth/foodallergies/

U.S. Department of Agriculture
www.usda.gov

U.S. Food and Drug Administration
Food Allergens
http://www.fda.gov/Food/IngredientsPackagingLabeling/FoodAllergens/default.htm

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Hoja Informativa para Empleados de Nutrición Escolar

Alergias a los Alimentos

¿Qué es una alergia a los alimentos?

Una alergia a los alimentos es cuando el cuerpo reacciona en error a un alimento o ingrediente como si fuera dañoso. El alimento que provoca la reacción se llama un alérgeno alimenticio.

¿Cuáles son los síntomas de una alergia a los alimentos?

Las señales y síntomas pueden presentar en minutos o a las pocas horas después de comer y se peude ver y sentir en differentes partes del cuerpo

- erupción cutánea o eccema
- hinchazón de la lengua o garganta y dificultad al respirar
- picazón de la garganta o boca, calambres, náuseas, diarrea, y vómitos
- anafilaxia
- presión arterial baja y pérdida de la conciencia
- muerte

¿Que es anafilaxia?

La anafilaxia es una reacción alérgica severa que pasa rápidamente. La anifilaxia puede presentarse en differentes partes del cuerpo. Los síntomas mas severas pueden conducer a tener dificultad al respirar, presión arterial baja, y posiblemente la muerta.

¿Cuáles son los alimentos más comunes que causan alergias?

Los alérgenos mas común incluyen:

- leche
- huevos
- cacahuates (o maní)
- nueces de árbol (nueces, almendras, marañon, pistachios, pacanas)
- soya
- pescado
- mariscos (camarones, almejas, cangrejos, ostras)

¿Cómo se diagnostican las alergias a los alimentos?

Un medico puede usar varios métodos para un diagnostico.

¿Cuál es el tratamiento para una reacción alergica?

En un ambiente escolar, cada niño con alergia a los alimentos debe de tener un plan especial en el archivo que explique como las alergias de ese niño se deben tratar. En adición, cada escuela debería de tener un plan de emergencia que se implementa en un caso de reacción alérgica severa. Anti-histaminicos y otros medicamentos se pueden usar para revertir los efectos de la histamina. En el caso de anafilaxia, la persona que sufre de esta reacción debe recibir epinefrina lo mas pronto posible. ¡Siempre llamas al 911!

¿Cómo prevenir reacciones alérgicas?

Lo mejor para prevenir una reacción es evitar estrictamente los alimentos con alérgenos. Crea una sistema para comprobar etiquetas cuidadosamente y tener un plan para limitar maneras que el niño puede tener contacto con el alérgeno, incluso a erotransportado.

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Hoja Informativa para Empleados de Nutrición Escolar

¿Que es el contacto cruzado?

El contacto cruzado pasa cuando un alimento que contiene el alérgeno entra en contacto en la superficie con un alimento que no tiene el alérgeno.

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Recursos

Centers for Disease Control and Prevention
Voluntary Guidelines for Managing Food Allergies in Schools and Early Care and Education Programs
www.cdc.gov/healthyyouth/foodallergies/

Food Allergy Research & Education
http://www.foodallergy.org

International Food Information Council
School foodservice and food allergies: What we need to know
http://www.foodinsight.org/Resources/Detail.aspx?topic=School_Foodservice_and_Food_Allergies_What_We_Need_to_Know

U.S. Department of Agriculture
www.usda.gov

U.S. Food and Drug Administration
Food Allergens
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Food allergies: What you need to know
http://www.fda.gov/Food/ResourcesForYou/Consumers/ucm079311.htm

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http://www.niaid.nih.gov/topics/foodallergy/documents/foodallergy.pdf

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FOOD ALLERGY FACT SHEET

Managing Food Allergies: School Nutrition Directors

1. Participate in the district or school food allergy policy team.

- Participate in a district or school food allergy team to create and implement a food allergy policy.
- Incorporate procedures from the district or school emergency plan that address allergic reactions into your standard operating procedures (SOPs).
- Offer to help write a food allergy plan if your school or district does not currently have one.
- Evaluate the policy annually and ensure implementation.
- Write the school nutrition portion of the district or school food allergy policy.

2. Participate in team meetings for individual students with food allergies.

- Meet with a team to discuss a student's individual food allergies.
- Work with team members, in particular the school nurse and parents, to obtain a medical statement and Food Allergy Action Plan/Emergency Care Plan for the student with allergies. (*Accommodating Children with Special Dietary Needs in the School Nutrition Programs: Guidance for School Foodservice Staff* on the USDA web site (http://www.fns.usda.gov/sites/default/files/special_dietary_needs.pdf)).

3. Create and implement food allergy procedures for school nutrition.

- Follow your state and federal disability laws and the U.S. Department of Agriculture (USDA) regulations regarding students with food allergies.
- Monitor, review, and update standard operating procedures for food allergy compliance.
- Provide food allergy training for staff.
- Food allergy procedures should address:
  - Responding to a food allergy emergency.
  - Identifying students with food allergies, while keeping information confidential regarding students with food allergies.
  - Providing allergy information for menus, à la carte items, and food prepared for field trips to parents/guardians.
  - Discouraging students from sharing or trading food, drinks, straws, or utensils.
  - Encouraging hand-washing before and after eating.
  - Following food production and cleaning procedures to prevent cross contact.
  - Reading ingredient labels.
  - Keeping ingredient labels for the recommended 24 hours after food is served.
  - Maintaining contact information for vendors to obtain food ingredient information.
  - Signing up for food recall alerts on the federal government's food safety Web site: www.recalls.gov.
  - Reporting bullying in the cafeteria.

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FOOD ALLERGY FACT SHEET

For More Information

American Academy of Allergy Asthma & Immunology
www.aaaai.org

Centers for Disease Control and Prevention
www.cdc.gov

Food Allergy Research & Education
www.foodallergy.org

Food and Nutrition Information Center
www.nal.usda.gov

Food Insight (website sponsored by International Food Information Council Foundation)
www.foodinsight.org

National Food Service Management Institute
www.nfsmi.org/foodallergy

National Institute of Allergy and Infectious Diseases
www.niaid.nih.gov

National Resource Center for Health and Safety in Child Care and Early Education
www.nrckids.org

School Nutrition Association
www.schoolnutrition.org

U.S. Department of Agriculture
www.usda.gov

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FOOD ALLERGY FACT SHEET

Managing Food Allergies: School Nutrition Staff

1. Know your district or school food allergy policy.

- Read your district or school food allergy policy.
- Understand your role in keeping students with food allergies safe.
- Know how to activate the school's emergency action plan if a student has an allergic reaction.

2. Be familiar with each student's medical statement and Food Allergy Action Plan.

- Follow the instructions in the student's medical statement.
- Understand each student's Food Allergy Action Plan/Emergency Care Plan and keep in a place that is easy to find.
- Seek clarification from the parent/guardian if the medical statement is not clear.
- Know your school's system to identify students who have food allergies.
- Keep all student information confidential.

3. Read ingredient labels to check for allergens (foods that can cause allergic reactions).

- Most ingredient labels list the major eight foods causing allergic reactions using their common name (milk, eggs, peanuts, tree nuts, wheat, soy, fish, and crustacean shellfish).
- Check labels for warning statements such as "may contain," "produced on shared equipment," or "produced in a plant that uses." These foods should not be served to students with allergens.
- Check labels for allergens on every product each time the product is purchased. Contact the manufacturer if the label is unclear.
- Maintain labels for a minimum of 24 hours after the food is served.

4. Avoid cross contact when preparing and serving food.

- Wash hands with soap and water before and after each task. Using water alone or hand sanitizer alone does not remove allergens.
- Wash, rinse, and sanitize all cookware before and after each use when preparing allergen-free foods.
- Clean and sanitize all food contact surfaces.
- Designate an allergy-free zone in the kitchen. When working with multiple food allergies, set up procedures to prevent cross contact.
- Follow standardized recipes exactly as written.
- Use serving utensils and gloves designated for allergen-free foods.
- Clean and sanitize tables and chairs before and after each meal and as needed.

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For More Information

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Food and Nutrition Information Center
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National Food Service Management Institute
www.nfsmi.org/foodallergy

National Institute of Allergy and Infectious Diseases
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FOOD ALLERGY FACT SHEET

Egg Allergies

What age group is most affected by egg allergies?

Egg allergy is estimated to affect approximately 1.5% of young children, although most children outgrow this allergy by the time they are five years old. Most egg allergies begin in childhood, but egg allergies can develop at older ages.

The egg yolk and white both contain proteins that can cause allergies. There are over 40 different types of protein in eggs, but ovalbumin, found in the egg white, is the most prevalent. Allergic reactions to egg white are more common than allergies to egg yolk.

What are the symptoms?

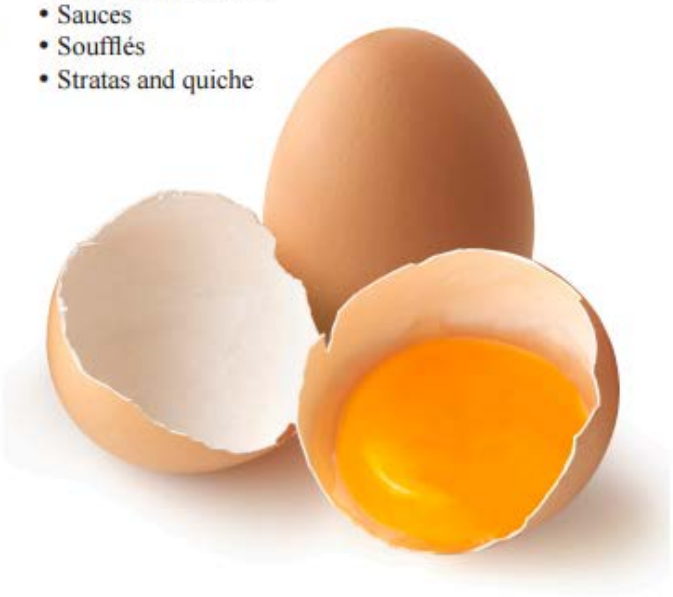
The most common symptoms of an allergic reaction to eggs include:

- Eczema
- Hives
- Asthma
- Runny nose
- Digestive symptoms
- Anaphylaxis

What foods contain egg?

Even when a food is labeled "egg-free," it could contain egg protein. Commercial egg substitutes typically are made of egg whites. Some fat substitutes, such as Simplesse™, also are made with egg proteins. Below are some products that may contain egg proteins, so extra care should be taken when reading food labels for these products.

- All egg products (scrambled eggs, hard-boiled eggs, etc.)
- Baked goods (including pastries, bread, muffins, and quick bread)
- Bread pudding
- Breading on processed meat and poultry products
- Egg substitutes
- Ice cream and gelato
- Marshmallows
- Mayonnaise and mayonnaise-based salad dressings (including Caesar dressing)
- Meatloaf and meatballs
- Meringues
- Pasta
- Pretzels
- Processed meats
- Pudding and custard
- Sauces
- Soufflés
- Stratas and quiche



How is egg located on food labels?

Food labels regulated by the U.S. Food and Drug Administration (FDA) follow the regulations of the Food Allergen Labeling and Consumer Protection Act (FALCPA) by listing the major eight food allergens on the label in plain language either in the ingredient list or in a "contains" statement.

For example, hamburger buns that contain egg could be labeled in either of the ways shown below (bold is used for illustrative purposes only):

Label 1	Label 2
INGREDIENTS: Whole wheat flour, Water, Milk, High fructose corn syrup, Albumin, Soybean oil, Whey, Yeast, Sugar, Soy flour Contains: **Egg**, Wheat, Milk, Soy	**INGREDIENTS:** Whole wheat flour, Water, Milk, High fructose corn syrup, **Albumin (Egg),** Soybean oil, Whey, Yeast, Sugar, Soy flour

Labels should also be checked for warnings such as "may contain eggs," "produced on shared equipment with eggs," or "produced in a plant that uses eggs in other products." These foods should be avoided because the product may contain a small amount of egg through cross contact.

All child nutrition staff should be trained to read product labels and recognize food allergens. Because food labels change from time to time, child nutrition staff should check labels for egg and egg ingredients for every product each time it is purchased. It is recommended that labels be maintained for a minimum of 24 hours for every product served to a child with food allergies in case of a reaction.

What substitutes can be used for egg in student meals?

When menu substitutions or accommodations for a student with life threatening food allergies are requested, a medical statement from a physician is required. Refer to the manual *Accommodating Children with Special Dietary Needs in the School Nutrition Programs; Guidance for School Foodservice Staff* on the USDA web site (http://www.fns.usda.gov/sites/default/files/special_dietary_needs.pdf) for information on the required content of the physician's statement. If there is uncertainty about the statement, or if it does not provide enough information, contact the household or physician (as permitted by the family) for clarification.

When planning menus for children with egg allergies, consider current food choices offered to determine if a reimbursable meal can be selected from foods offered that do not contain egg. This approach will minimize the need to prepare special recipes or to make menu substitutions. Child nutrition staff should always carefully read labels, even for foods that generally do not contain egg.

FOOD ALLERGY FACT SHEET

The chart below lists common menu items that may be used as safe alternatives to items that contain eggs.

Common Menu Items that May Contain Egg	Possible Substitutes or Alternatives That Do Not Typically Contain Egg*
Breakfast entrees containing eggs	Yogurt, cheese, cereal
Bread, bagels, muffins, crackers and other bread products	Egg-free bread, French-type bread, tortillas
Pancakes, waffles, and French toast	Egg-free pancakes
Processed meats	Grilled or baked meats
Breaded products, including chicken, fish, corndogs, and other breaded items	Meat or fish with no breading
Mayonnaise-based salad dressings and salads	Mustard, vinegar, Italian dressing
Pasta	Rice, couscous, barley, egg-free noodles
Meatloaf and meatballs	Hamburgers
Casseroles	Macaroni and cheese, pizza
Pudding	Fruited gelatin
Baked desserts, including cookies and cake	Fruit crisps and homemade fruit pies made without egg
Any desserts made with marshmallows or meringue (for example, crisped rice squares or some types of pie)	Graham crackers, whipping cream
Pretzels (some soft varieties)	Graham crackers and saltines
Ice cream and frozen yogurt	Sorbet and ices

*Always check the ingredient label to verify ingredients and check for potential cross contact.

Baking Substitutions

The following ingredients can be used to replace one to three eggs in a recipe:

2 T. cornstarch, arrowroot flour, or potato starch = 1 egg
1 T. soy powder + 2 T. water = 1 egg
1 T. soy milk powder + 1 T. cornstarch + 2 T. water = 1 egg
1 banana = 1 egg in cakes
1 T. milled flax seed + 3 T. water = 1 egg
1 tsp. gelatin + 3 T. cold water + 7 tsp. boiling water, chilled and beaten = 1 egg
2 T. water + 1 T. oil + 2 tsp. baking powder = 1 egg

FOOD ALLERGY FACT SHEET

Common Questions

Can egg substitutes be used to prepare foods for children with egg allergies?

No. Typically, egg substitutes are made from egg whites, which are highly allergenic for children with egg allergies. Egg substitutes were primarily developed for cooking food for individuals needing to reduce cholesterol consumption.

Can someone with an egg allergy sometimes eat cooked eggs?

People who have mild to moderate egg allergies may be able to eat traces of egg in baked goods (for example, cakes, breads, cookies), if permitted by their physician. Still, foods containing larger amounts of eggs should be avoided (for example, French toast or pancakes).

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For More Information

Food Allergy Research & Education
http://www.foodallergy.org

U.S. Food and Drug Administration, Food Allergens
http://www.fda.gov/Food/IngredientsPackagingLabeling/FoodAllergens/default.htm

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FOOD ALLERGY FACT SHEET

Milk Allergies

What age group is most likely to have a milk allergy?

Two to five percent of children under the age of three have a milk allergy, and cow's milk allergy is the most common cause of allergic reactions in young children. This allergy is usually outgrown in the first few years of life, so it is more common in infants and young children than in adults.

Many proteins in milk can cause an allergic reaction. There are two main categories of proteins in milk:

1. Casein—proteins found in the solid part or curd (part of milk that curdles)
2. Whey—proteins found in the liquid part of milk (what remains after milk curdles)

What are the symptoms?

Milk allergies can cause a range of symptoms that occur within a few minutes to a few hours after exposure. Milk rarely causes anaphylaxis, which is a life-threatening allergic reaction.

Immediate symptoms of a milk allergy might include:

- Hives (urticaria)
- Wheezing
- Vomiting

Symptoms that may take more time to develop include:

- Loose stools, which may contain blood
- Diarrhea
- Abdominal cramps
- Coughing or wheezing
- Runny nose
- Watery eyes
- Itchy skin rash, often around the mouth
- Colic in babies

What foods contain milk?

Individuals with a milk allergy need to follow a completely milk-free diet to avoid possible reactions. Eliminating fluid milk and other dairy products such as cheese from the diet is obvious, but many non-dairy products and processed foods contain casein and whey (the proteins in milk). Reading food labels is important to eliminate exposure to ingredients that contain milk. Below is a list of products that contain milk and should be avoided.

- Butter
- Cheese (all types)
- Cottage cheese
- Cream
- Cream cheese
- Curds
- Custard
- Half and half
- Ice cream
- Margarine
- Milk
- Nougat
- Pudding
- Sour cream
- Yogurt

FOOD ALLERGY FACT SHEET

How is milk located on food labels?

Food labels regulated by the U.S. Food and Drug Administration (FDA) follow the regulations of the Food Allergen Labeling and Consumer Protection Act (FALCPA) by listing the major eight food allergens on the label in plain language either in the ingredient list or in a "contains" statement.

For example, hot dog buns that contain milk could be labeled in either of the ways shown in the examples below (bold is used for illustrative purposes only):

Label 1	Label 2
INGREDIENTS: Whole wheat flour, Water, High fructose corn syrup, Egg, Soybean oil, Whey, Yeast, Sugar, Soy flour Contains: **Milk**, Soy, Egg, Wheat	**INGREDIENTS:** Whole wheat flour, Water, High fructose corn syrup, Egg, Soybean oil, **Whey (Milk),** Yeast, Sugar, Soy flour

Labels also should be checked for warnings such as, "may contain milk," "produced on shared equipment with milk," or "produced in a plant that uses milk in other products." These foods should be avoided as the product may contain trace amounts of milk protein due to cross contact.

All child nutrition staff should be trained how to read product labels and recognize food allergens. Because food labels change from time to time, child nutrition staff should check labels for milk and milk ingredients for every product each time it is purchased. If the label does not provide clear information, then the manufacturer must be contacted for clarification or a different product should be used. It is recommended that labels be maintained for a minimum of 24 hours for every product served to a child with food allergies in case of a reaction.

Ingredients That Do Not Contain Milk

Listed below are some ingredients that may be confused with ingredients that do contain milk, but these ingredients do **not** contain milk and need not be restricted by someone with a milk allergy:

- Calcium lactate
- Calcium stearoyl lactylate
- Cocoa butter
- Cream of tartar
- Lactic acid (however, lactic acid starter culture may contain milk)
- Oleoresin
- Sodium lactate
- Sodium stearoyl lactylate

What substitutes can be used for milk in school meals for students with a milk-related disability?

When a child has a milk-related disability, as determined by a licensed physician, the program regulation (7 CFR 210.10 (g)) requires the school to provide the milk substitute specified by a licensed physician. The child's parent or legal guardian must provide the school with a medical statement signed by a licensed physician before a milk substitute can be provided. Refer to the manual *Accommodating Children with Special Dietary Needs in the School Nutrition Programs; Guidance for School Foodservice Staff* on the USDA web site (http://www.fns.usda.gov/sites/default/files/special_dietary_needs.pdf) for information on the required content of the physician's statement. If there is uncertainty about the statement, or if it does not provide enough information, contact the household or physician (as permitted by the family) for clarification.

What substitutes can be used for milk in school meals for students without a milk-related disability?

In situations that are not recognized as a disability but may be a medical or other special dietary need, schools

FOOD ALLERGY FACT SHEET

have the option to offer a milk substitute in accordance with program regulation for the National School Lunch Program regulation at 7 CFR 210.10(m) A nondairy beverage substitute must be nutritionally equivalent to fluid milk. A written request is required; the request can be signed by a parent/guardian, medical authority as recognized by the State (such as a nurse practitioner or physician's assistant), or a licensed physician.

When planning menus, consider current food choices offered to determine if a student who cannot consume milk may select a reimbursable meal from foods offered that do not contain milk proteins. This approach will minimize the need to prepare special recipes or to make menu substitutions for children with milk allergies. The chart below lists common menu items that may be used as safe alternatives to items that contain milk. Child nutrition staff should always carefully read labels, even for foods that generally do not contain milk.

Common Menu Items That May Contain Milk	**Possible Substitutes or Alternatives That Do Not Typically Contain Milk***
Breaded products (for example, chicken nuggets or patties, fried zucchini or okra)	Non-breaded products (for example, grilled chicken patty)
Bread, muffins, bagels, and other bread products	Tortillas, homemade bread products made without milk
Butter	Dairy-free margarine
Crackers (some varieties)	Dairy-free crackers, some chips
Biscuits	Rolls or breadsticks made without milk
Casseroles containing milk, cheese, butter, or sour cream	Homemade casseroles with dairy-free margarine, soy sour cream**, soy cheeses
Cheese and any menu items that contain cheese in any form	Soy cheese** or menu items without cheese (for example, a hamburger instead of a cheeseburger)
Ready-to-eat cereals (some varieties)	Dairy-free cereals
Mayonnaise- or cream-based salad dressings	Oil and vinegar-based salad dressings
Pudding	Soy pudding**
Yogurt	Soy yogurt**
Processed soups (some varieties, especially cream or milk based soups)	Homemade soups without milk
Processed meats (hot dogs, luncheon meats, sausages)	100% beef, chicken, pork, etc.
Pasta (some varieties)	Rice, couscous, barley, beans, legumes
Prepared baked goods (cookies, cakes, quick breads)	Homemade baked goods without milk or dairy (angel food cake, oil-based cookies and cakes)
Chocolates and candies	Dairy-free chocolates
Ice cream and frozen yogurt	Sorbet, ices, soy ice cream

*Always check the ingredient label to verify ingredients and check for potential cross contact.

**Soy products are common substitutes for milk products, but soy also is a common allergen.

Baking Substitutions

Water or fruit juice can be substituted in equal amounts for milk in baking and cooking. For example, use 1 cup of water in place of 1 cup of milk.

FOOD ALLERGY FACT SHEET

Common Questions

How does lactose intolerance differ from a milk allergy?

Food intolerances can sometimes be mistaken for food allergies. Lactose intolerance is caused by a deficiency of lactase, the enzyme that breaks down the sugar (lactose) found in milk into its digestible components. Common symptoms of lactose intolerance are nausea, bloating, diarrhea, gas, and cramps. Lactose intolerance is not life-threatening. Schools and child care centers may offer lactose-free milk as part of the reimbursable meal without a written request. Those with lactose intolerance often can drink small amounts of milk and can usually consume other dairy products such as cheese and yogurt without symptoms. Milk allergy, in contrast, is a reaction to the proteins (rather than the sugar) in milk and is an immune response.

Is a milk allergy a disability?

A life-threatening milk allergy is considered a disability and child nutrition staff is required to provide a milk substitute, as prescribed by a licensed physician's statement. The American's with Disabilities Act requires a broad interpretation of a disability and it is reasonable to expect that other types of milk allergies and lactose intolerance may be considered disabilities, as determined by a licensed physician.

Is a physician's statement required for a milk substitution?

If a student has a milk-related disability, a physician's statement is required in order to provide a substitute beverage for the milk. For students without a milk-related disability, schools and child care centers may choose to provide a substitute beverage for the milk; schools and child care centers may accept a written substitution request from a parent or legal guardian, a medical authority as recognized by the State, or a licensed physician. Any milk substitution in a non disability situation must be nutritionally equivalent to fluid milk as provide in the National School Lunch Program regulation at 210.10(m). Schools are not required to grant substitution requests for students without milk-related disabilities, but are encouraged to consider ethnic and religious preferences when providing a fluid milk substitution.

Can a child have a milk allergy and still consume cheese?

A child with a true milk allergy will not be able to consume any dairy products, including cheese and yogurt. On the other hand, children with lactose intolerance may be able to consume some types of cheese and yogurt without experiencing adverse effects.

Can juice be substituted for milk?

Students without milk-related disabilities may only be offered a nondairy beverage that is nutritionally equivalent to fluid milk. However, if a student has a milk-related disability, a juice substitution written in the physician's orders must be followed.

Is goat's milk a safe alternative to cow's milk for students with food allergies?

Goat's milk protein is similar to cow's milk protein and may cause a reaction in milk-allergic individuals. It is not a safe alternative.

If a product is labeled "dairy-free" or "non-dairy", is it safe for a person with milk allergies?

No. The term "dairy-free" does not have an FDA-regulated definition, so there is no assurance that the product does not contain milk proteins. The FDA definition of "non-dairy" states that the product can include milk proteins and still be labeled "non-dairy". Consequently, ingredient labels should always be checked for the presence of milk even if one of these terms is used on the packaging.

FOOD ALLERGY FACT SHEET

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FOOD ALLERGY FACT SHEET

Fish Allergies

Which fish are most likely to cause allergic reactions?

Salmon, tuna, and halibut are the fish most likely to cause allergic reactions, but it is recommended that individuals with any fish allergies avoid all fish. The term *fish* encompasses all species of finned fish, which can cause severe allergic reactions. The protein from the fish flesh is most likely to cause an allergic reaction, but fish gelatin and fish oil (which is often less refined and may contain traces of fish protein) should be avoided as they may also cause a reaction. Shellfish, although highly allergenic as well, is not in the same family as finned fish, so a person who has a fish allergy may be able to tolerate shellfish.

What are the symptoms?

Fish allergy symptoms can include:

- Hives
- Eczema
- Swelling
- Itching
- Upset stomach
- Vomiting
- Cramps
- Nasal congestion
- Shortness of breath
- Wheezing

A severe reaction to fish can lead to anaphylaxis. Signs of anaphylaxis include constriction of airways making breathing difficult, rapid pulse, drop in blood pressure, and dizziness or loss of consciousness. Fish allergies are more common in adults than children and are considered to be life-long.

What foods contain fish?

Individuals with a fish allergy usually need to avoid all finned fish. Asian food is often flavored with fish sauce, so a person with fish allergies should use extreme caution when eating Asian foods or should completely avoid these foods. Seafood restaurants should also be avoided because the possibility of cross contact is very high. It is important that child nutrition staff read all food labels to check for fish or fish ingredients. Below is a list of products that contain fish and should be avoided.

- All finned fish (for example, anchovies, bass, catfish, cod, flounder, grouper, haddock, hake, herring, mahi mahi, perch, pike, pollock, salmon, scrod, sole, snapper, swordfish, tilapia, trout, and tuna)
- Breaded fish sticks and fish fillets
- Bouillabaisse
- Caesar salad and Caesar dressing
- Fish gelatin
- Fish oil
- Fish sauces (for example, Thai fish sauce or Nampla)
- Fumet (fish sauces)
- Imitation fish or shellfish
- Surimi
- Sushi
- Worcestershire sauce

FOOD ALLERGY FACT SHEET

How is fish located on food labels?

Food labels regulated by the U.S. Food and Drug Administration (FDA) follow the regulations of the Food Allergen Labeling and Consumer Protection Act (FALCPA) by listing the major eight food allergens on the label in plain language either in the ingredient list or in a "contains" statement. FALCPA also requires the type of fish (for example, bass, flounder, cod) to be declared. This means that although "fish" is one of the eight major allergens, the label may not say "fish", but will state the name of the specific type of fish.

For example, fish sauce that contains anchovies (a type of fish) could be labeled in either of the ways shown in the examples below (bold is used for illustrative purposes only):

Label 1	Label 2
INGREDIENTS: Anchovy extract, Salt, Pure cane sugar Contains: **Anchovy**	**INGREDIENTS:** **Anchovy extract**, Salt, Pure cane sugar

Labels also should be checked for warnings such as "may contain fish," "produced on shared equipment with fish," or "produced in a plant that uses fish in other products." These foods should be avoided as the product may contain a small amount of fish due to cross contact.

U.S. Department of Agriculture (USDA)-regulated foods, namely meat, poultry, and egg products, are not required to follow FALCPA labeling regulations, but may do so voluntarily. Only common or usual names of the ingredients are required to be identified on these labels.

All child nutrition staff should be trained to read food labels and recognize food allergens. Because food labels change from time to time, staff should check labels for fish and fish ingredients for every product each time it is purchased. If the label does not provide clear information, then the manufacturer must be contacted for clarification or a different product should be used. It is recommended that labels be maintained for a minimum of 24 hours for every product served to a child with food allergies in case of a reaction.

What substitutes can be used for fish in student meals?

When menu substitutions or accommodations for a student with life threatening food allergies are requested, a medical statement from a physician is required. Refer to the manual *Accommodating Children with Special Dietary Needs in the School Nutrition Programs; Guidance for School Foodservice Staff* on the USDA web site (http://www.fns.usda.gov/sites/default/files/special_dietary_needs.pdf) for information on the required content of the physician's statement. If there is uncertainty about the statement, or if it does not provide enough information, contact the household or physician (as permitted by the family) for clarification.

When planning menus for children with fish allergies, consider current food choices offered to determine if a reimbursable meal can be selected from foods offered that do not contain fish. This approach will minimize the need to prepare special recipes or to make menu substitutions.

FOOD ALLERGY FACT SHEET

The chart below lists common menu items that may be used as safe alternatives to items that contain fish. Child nutrition staff should always carefully read labels, even for foods that generally do not contain fish.

Common Menu Items/Ingredients That May Contain Fish	Possible Substitutes or Alternatives That Do Not Typically Contain Fish*
Asian food (for example, egg rolls, tempura, sushi)	Asian food made without fish or fish sauce, other ethnic foods
Fish products (for example, baked fish, fish sticks)	Beef, veal, pork, ham, chicken, turkey, lamb; or beans/peas and legumes
Caesar salad and Caesar dressing (contain fish ingredients, anchovies); tuna salad	Salad and salad dressings that do not contain fish
Worcestershire sauce (may contain anchovies) and fish sauce	Condiments that do not contain fish

*Always check the ingredient label to verify ingredients and check for potential cross contact.

Common Questions

Someone I know became ill after eating fish, but did not test positive for fish allergies. How is that possible?

When scombroid species of fish—such as tuna, mackerel, or bluefish—are not held at proper temperatures, bacteria produce a toxin called histamine. The histamine from the contaminated fish can mimic the histamine produced in the body during an allergic reaction. Scombroid poisoning produces symptoms similar to those present in an allergic reaction: flushing, sweating, headache, dizziness, nausea, rash or hives, diarrhea, and abdominal cramps. When serving scombroid fish, it is important to purchase it from a reputable vendor and to maintain cold holding temperatures. These histamines are not destroyed by freezing or cooking.

Are there any special concerns with cross contact when preparing food for children with fish allergies?

Cross contact is a concern for all allergens, but there are a few specific concerns related to fish allergies. Frying is not a recommended method of cooking in schools and child care centers, but if fish is fried, the cooking oil can become contaminated. If you serve children with fish allergies, you should never cook other food in the same oil that was used to cook fish. Additionally, fish protein can become airborne in steam from cooking, so caution should be used to prevent cross contact.

FOOD ALLERGY FACT SHEET

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FOOD ALLERGY FACT SHEET

Peanut Allergies

Why should special precautions be taken with peanut allergies?

Peanuts are one of the most dangerous allergies because peanuts tend to cause particularly severe reactions. Peanut allergies account for the largest number of allergy-related deaths and the greatest incidence of anaphylaxis (a serious allergic reaction that can cause death). For some individuals, trace amounts of peanuts can cause a severe reaction. Non-ingestion contact (such as touching peanuts or inhaling peanut particles) is less likely to trigger severe reactions compared with ingestion contact. Even so, extreme caution should always be used because proximity to peanuts increases the opportunity for ingestion.

The prevalence of peanut allergies in American children tripled from 1997 to 2008. Still, approximately 20-25% of children with a peanut allergy do outgrow it.

What are the symptoms?

The most common symptoms of an allergic reaction to peanuts include:

- Eczema
- Hives
- Asthma
- Runny nose
- Digestive symptoms
- Anaphylaxis

What foods contain peanuts?

There are many unexpected sources of peanuts, so reading food labels is important to eliminate exposure to peanuts. Peanuts are often ingredients in prepared products and in ethnic cuisines, such as African, Chinese, Indonesian, Mexican, Thai, and Vietnamese. Artificial nuts can be peanuts that have been deflavored and reflavored with pecan, walnut, or almond. Mandelonas are peanuts soaked in almond flavoring.

Many items may not contain peanuts but may be produced in a facility where peanuts are processed or used as an ingredient. As a result, cross contact with peanuts may occur. Many snack foods may be produced in a facility where many different types of snack foods or many different varieties of a product (for example, cereal bars) are produced. Some of the varieties of that product may include peanuts or peanut butter. A product that is labeled as being produced in a facility with peanuts should not be consumed by an individual with a peanut allergy.

FOOD ALLERGY FACT SHEET

Examples of products that might contain peanuts include:

- Artificial nuts
- Beer nuts
- Candy
- Cereals
- Cold pressed, expressed, or expelled peanut oil
- Egg rolls
- Frozen yogurt and ice cream
- Glazes and marinades
- Granola bars, cereal bars, and breakfast bars
- Ground nuts
- Hydrolyzed plant protein
- Hydrolyzed vegetable protein
- Marzipan
- Mixed nuts
- Nougat
- Peanuts, peanut butter, or peanut flour
- Potato pancakes
- Sauces such as chili sauce, spaghetti sauce, hot sauce, pesto, gravy, mole sauce, and salad dressing
- Some vegetarian food products, especially those advertised as meat substitutes
- Specialty pizzas
- Sweets such as pudding, cookies, and hot chocolate

How are peanuts located on food labels?

Food labels regulated by the U.S. Food and Drug Administration (FDA) follow the regulations of the Food Allergen Labeling and Consumer Protection Act (FALCPA) by listing the major eight food allergens on the label in plain language either in the ingredient list or in a "contains" statement.

For example, granola bars that contain peanuts could be labeled in either of the ways shown below (bold is used for illustrative purposes only):

Label 1	Label 2
INGREDIENTS: Roasted peanuts, High maltose corn syrup, Sugar, Dark chocolate chunks (chocolate liquor, sugar, soy lecithin, natural flavor), Whole grain oats, High fructose corn syrup, Rice flour, Palm kernel oil, Fructose, Canola oil, Nonfat milk, salt, Peanut butter (peanuts, salt), Whey, Baking soda, Malt Contains: **Peanuts**, Milk, Almond, Wheat, and Soy	**INGREDIENTS:** Roasted **peanuts**, High maltose corn syrup, Sugar, Dark chocolate chunks (chocolate liquor, sugar, soy lecithin, natural flavor), Whole grain oats, High fructose corn syrup, Rice flour, Palm kernel oil, Fructose, Canola oil, Nonfat milk, salt, Peanut butter (**peanuts**, salt), Whey, Baking soda, Malt

Labels should also be checked for warnings such as, "may contain peanuts," "produced on shared equipment with peanuts," or "produced in a plant that uses peanuts in other products." These foods should be avoided as the product may contain a small amount of peanut through cross contact.

U.S. Department of Agriculture (USDA)-regulated foods, namely meat, poultry, and egg products are not required to follow FALCPA labeling regulations, but may do so voluntarily. Only common or usual names of the ingredients are required to be identified on these labels.

All child nutrition staff should be trained to read product labels and recognize food allergens. Because food labels change from time to time, child nutrition staff should check labels for peanut and peanut ingredients for every product each time

it is purchased. It is recommended that labels be maintained for a minimum of 24 hours for every product served to a child with food allergies in case of a reaction.

What substitutes can be used for peanuts in student meals?

When menu substitutions or accommodations for a student with life threatening food allergies are requested, a statement from a physician is required. Refer to the manual *Accommodating Children with Special Dietary Needs in the School Nutrition Programs; Guidance for School Foodservice Staff* on the USDA website (http://www.fns.usda.gov/sites/default/files/special_dietary_needs.pdf) for information on the required content of the physician's statement. If there is uncertainty about the statement, or if it does not provide enough information, contact the household or physician (as permitted by the family) for clarification.

When planning menus for children with peanut allergies, consider current food choices offered to determine if a reimbursable meal can be selected from foods offered that do not contain peanuts. This approach will minimize the need to prepare special recipes or to make menu substitutions. Child nutrition staff should always carefully read labels, even for foods that generally do not contain peanuts. The chart below lists common menu items that may be used as safe alternatives to items that contain peanuts.

Common Menu Items That May Contain Peanuts	Possible Substitutes or Alternatives That Do Not Typically Contain Peanuts*
Granola bars, cereal bars, and breakfast bars	Bars without peanut proteins
Ready-to-eat cereals	Ready-to-eat cereal without peanut proteins
Peanut butter and products including peanut butter	Soy butter, bean spreads
Trail mix or snack mix	Homemade trail mix without peanuts or soy nuts
Baked goods: breakfast breads or rolls, cookies	Homemade breads, rolls, and cookies without peanut proteins

*Always check the ingredient label to verify ingredients and check for potential cross contact.

FOOD ALLERGY FACT SHEET

Common Questions

What is a good shelf-stable alternative to a peanut butter sandwich for a field trip?

One option may be to substitute the peanut butter with soy or sunflower seed butters (please see the question on nut and seed butters). A few other options include a cheese sandwich, hummus or bean dip and chips, or a pre-cooked meal carried in a cooler with temperature control.

Can alternative nut butters (for example, cashew nut butter) or seed butters (for example, sunflower seed butter) be substituted for peanut butter?

Many nut and seed butters are produced on equipment used to process peanut butter, therefore making it somewhat of a risky alternative unless the manufacturer specifies that the item is peanut free. Many experts recommend peanut-allergic patients avoid tree nuts, as well. Check with the manufacturer and physician for the safety of these alternatives.

How should I address a request for a peanut-free environment?

The request should be referred to the school or center's administrator. A school district's or child care center's allergy policy should be based on consensus from all appropriate stakeholders involved. Many factors must be considered to determine if it is feasible to provide a peanut-free environment. Reasonable accommodations need to be taken if there are students with a peanut allergy, including discouraging food sharing, encouraging hand washing, and providing peanut-free zone guidelines to prevent ingestion, which is the most dangerous type of exposure.

Can a person with a peanut allergy consume tree nuts (almonds, walnuts, pecans, etc.)?

About 30-40% of people with peanut allergies are also allergic to tree nuts, so many allergists recommend that people with peanut allergies also avoid tree nuts. Additionally, the incidence of cross contact between peanuts and tree nuts during the manufacturing process is high.

Can a person with a peanut allergy use peanut oil?

Highly processed peanut oil has been shown to be safe for the vast majority of individuals allergic to peanuts. Oils that are cold pressed, expelled, or extruded peanut oil may contain peanut particles and are therefore NOT safe for use. Check with the physician about whether or not peanut oil is safe for the individual with a peanut allergy.

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FOOD ALLERGY FACT SHEET

Shellfish Allergies

Which shellfish are most likely to cause an allergic reaction?

There are two types of shellfish: crustaceans (crab, lobster, and shrimp) and mollusks (clams, mussels, and oysters). Crustacean shellfish are considered the most allergenic. Because many people with allergies to one type of shellfish are also allergic to other types, it may be advised to avoid all shellfish.

Shellfish is the most common food allergy reported by adults and usually develops in early adulthood. Shellfish allergies are considered life-long.

What are the symptoms?

Shellfish allergy symptoms include:

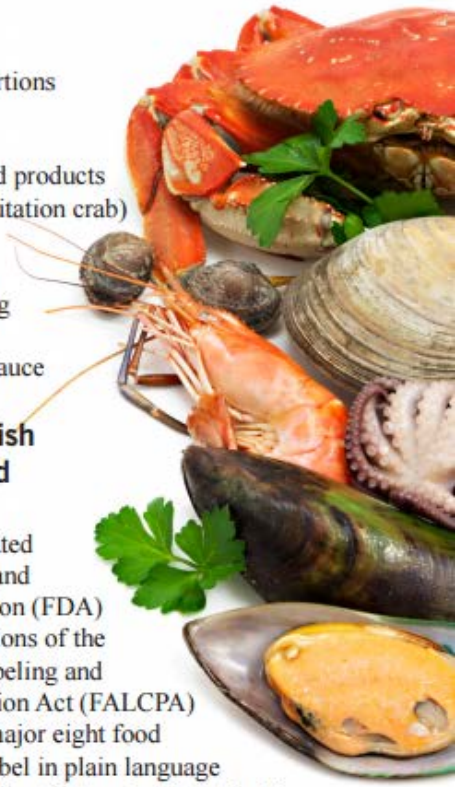
- Hives, itching, or eczema
- Swelling of the lips, face, tongue, and throat, or other parts of the body
- Wheezing, nasal congestion, or trouble breathing
- Abdominal pain, diarrhea, nausea, or vomiting
- Dizziness, lightheadedness, or fainting
- Tingling in the mouth

Shellfish, along with peanuts and tree nuts, is one of the most common causes of anaphylaxis. Signs of anaphylaxis include constriction of airways making breathing difficult, rapid pulse, drop in blood pressure, and dizziness or loss of consciousness.

What foods contain shellfish?

Individuals with a shellfish allergy should check with their physician to find out what type of shellfish they should avoid (crustaceans and/or mollusks). Asian food and sauces commonly contain shellfish, so a person with shellfish allergies should use extreme caution when eating Asian food or should completely avoid these foods. Seafood restaurants should also be avoided because the possibility of cross contact is very high. It is important that child nutrition staff read all food labels to check for shellfish. Below is a list of products that could contain shellfish and should be avoided.

- Asian food and sauces (for example, fried rice and oyster sauce)
- Bouillabaisse
- Cioppino
- Ceviche
- Egg rolls
- Fish sticks or portions
- Fish stock
- Gumbo
- Imitation seafood products (for example, imitation crab)
- Jambalaya
- Paella
- Seafood flavoring
- Sushi
- Worcestershire sauce



How are shellfish located on food labels?

Food labels regulated by the U.S. Food and Drug Administration (FDA) follow the regulations of the Food Allergen Labeling and Consumer Protection Act (FALCPA) by including the major eight food allergens on the label in plain language either in the ingredient list or in a "contains" statement. Crustacean shellfish is considered by FALCPA to be one of the major eight food allergens. FALCPA requires that the specific type of crustacean shellfish (for example, crab, lobster, or shrimp) be declared on the food label.

FOOD ALLERGY FACT SHEET

For example, egg rolls that contain shrimp, a crustacean shellfish, must follow FALCPA regulation and could be labeled in either of the ways shown in the examples below (bold is used for illustrative purposes only):

Label 1	Label 2
INGREDIENTS: FILLING INGREDIENTS-Cabbage, Shrimp, Onion, Water, Carrots, Celery, Textured vegetable protein [Soy flour, Zinc oxide, Niacinamide, ferrous sulfate, salt, sugar, spice, natural flavor, corn syrup solids and citric acid]. WRAPPER INGREDIENTS-Enriched wheat flour[wheat flour, niacin, reduced iron, thiamine mononitrate (vitamin B1), riboflavin (vitamin B2)], water, modified food starch, cottonseed oil, egg, salt, sodium benzoate, corn starch (use for dusting). Fried in cottonseed and/or canola oil. Contains: **Shrimp**	**INGREDIENTS:** FILLING INGREDIENTS-Cabbage, **Shrimp**, Onion, Water, Carrots, Celery, Textured vegetable protein [Soy flour, Zinc oxide, Niacinamide, ferrous sulfate, salt, sugar, spice, natural flavor, corn syrup solids and citric acid]. WRAPPER INGREDIENTS-Enriched wheat flour[wheat flour, niacin, reduced iron, thiamine mononitrate (vitamin B1), riboflavin (vitamin B2)], water, modified food starch, cottonseed oil, egg, salt, sodium benzoate, corn starch (use for dusting). Fried in cottonseed and/or canola oil.

Mollusks are not considered a major allergen by FALCPA, so ingredient information for this type of shellfish may not be fully disclosed on the label. Because mollusks are not required to be labeled the same way that crustaceans are labeled, special care must be taken when reading labels for different types of shellfish.

A food label for oyster sauce containing oysters, a mollusk shellfish, is not required to follow FALCPA regulations but is required to list ingredients by their usual and common names.

Label
INGREDIENTS: Water, Sugar, Salt, Oyster Extractives (Oyster, Water, Salt), Modified Corn Starch, Caramel Color.

If there is uncertainty about whether a food product contains a type of shellfish that a student must avoid, call the manufacturer for more information or do not serve the food. Below is a list of types of shellfish with specific shellfish names.

Crustaceans

- Barnacle
- Crab
- Crawfish (crawdad or crayfish)
- Lobster
- Shrimp (prawns)

Mollusks

- Abalone
- Clams
- Cockle
- Cuttlefish
- Limpets
- Mussels
- Octopus
- Oysters
- Periwinkle
- Scallops
- Sea cucumber
- Sea urchin
- Snails (escargot)
- Squid (calamari)
- Whelk

Labels also should be checked for warnings such as "may contain shellfish," "produced on shared equipment with shellfish," or "produced in a plant that uses shellfish in other products." These foods should be avoided because they may contain a small amount of shellfish due to cross contact.

FOOD ALLERGY FACT SHEET

Because food labels change from time to time, child nutrition staff should check labels for shellfish and shellfish ingredients for every product each time it is purchased. It is recommended that labels be maintained for a minimum of 24 hours for every product served to a child with food allergies in case of a reaction.

What substitutes can be used for shellfish in student meals?

When menu substitutions or accommodations for a student with life threatening food allergies are requested, a medical statement from a physician is required. Refer to the manual *Accommodating Children with Special Dietary Needs in the School Nutrition Programs; Guidance for School Foodservice Staff* on the USDA web site (http://www.fns.usda.gov/sites/default/files/special_dietary_needs.pdf) for information on the required content of the physician's statement. If there is uncertainty about the statement, or if it does not provide enough information, contact the household or physician (as permitted by the family) for clarification.

The child nutrition department must not under any circumstance provide a meal to a child with life threatening food allergies if the physician's statement is not clear or if food labels do not provide clear information on ingredients.

Making menu substitutions for shellfish is usually easily done because they are not used often on school and child care menus. However, shellfish-based ingredients in condiments and sauces may be a concern in child nutrition programs, particularly with increasing popularity of ethnic dishes. If shellfish or entrees containing shellfish as an ingredient are used on the menu, make sure another entree that does not contain shellfish can be selected for that meal. This approach will minimize the need to prepare special recipes or to make menu substitutions.

The chart below lists common menu items that may be used as safe alternatives to items that contain shellfish. Child nutrition staff should always read labels carefully, even for foods that do not generally contain shellfish.

Common Menu Items/Ingredients That May Contain Shellfish	Possible Substitutes or Alternatives That Do Not Typically Contain Shellfish*
Asian food (for example, egg rolls, fried rice, lo mein)	Asian food made without shellfish, other ethnic foods
Fish sticks, nuggets, or patties	Chicken nuggets or patties
Jambalaya or paella	Jambalaya or paella made without shellfish, other rice dishes without shellfish
Shellfish products (for example, crab, lobster, shrimp)	Beef, pork, ham, chicken, turkey, or fish; beans and legumes
Worcestershire sauce, salad dressings, fish sauce, soy sauce, surimi	Sauces and salad dressings that do not contain shellfish

*Always check the ingredient label to verify ingredients and check for potential cross contact.

FOOD ALLERGY FACT SHEET

Common Questions

Are there any special concerns with cross contact when preparing food for children with shellfish allergies?

Cross contact is a concern for all allergens, but there are specific concerns related to shellfish allergies. Frying is not a recommended method of cooking in schools and child care centers, but if shellfish is fried, the cooking oil can become contaminated. If you have students with shellfish allergies, no food for this student should be cooked in the same oil that was used to cook shellfish or shellfish products. Cross contact also can occur from utensils and grills.

Do I need to worry about shellfish exposure? My school does not serve shellfish.

Shellfish can be an ingredient in some common sauces and condiments, such as soy sauce and Worcestershire sauce, so it is still important to read food labels to ensure safety. Shellfish is sometimes used as an ingredient in fish products, so specifically check these labels for shellfish.

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FOOD ALLERGY FACT SHEET

Soy Allergies

What population does soy allergies affect?

While soy is a common allergen, most children outgrow soy allergies by the age of two or three. Some adults have soy allergies, but they are rare.

What are the symptoms?

Symptoms of a soy allergy may occur within a few minutes to an hour after ingesting soy and vary from person to person. Common reactions to soy include:

- Tingling in the mouth
- Hives, itching, or eczema
- Swelling of the lips, face, tongue, and throat, or other parts of the body
- Wheezing, runny nose, or difficulty breathing
- Abdominal pain, diarrhea, nausea, or vomiting
- Dizziness, lightheadedness, or fainting

Symptoms of a soy allergy are usually mild, but in rare cases, anaphylaxis can occur. Signs of anaphylaxis include constriction of airways making breathing difficult, rapid pulse, drop in blood pressure, and dizziness or loss of consciousness.

What foods contain soy?

Soybeans are not a major food in the United States, but soy is versatile as an ingredient so it can be found in processed food (for example, chicken/vegetable broth, bouillon cubes, cereals, and baked goods) as well as many meat and vegetarian entrees. Asian cuisine often has soy ingredients. It is important that child nutrition staff read all food labels to check for soy to avoid accidental exposure. Below is a list of products that contain soy and should be avoided:

- Edamame (green soybeans)
- Miso (soybean paste)
- Processed meats (for example, hotdogs)
- Soy granules or curds
- Soy milk
- Soy nuts
- Soy protein
- Soy sauce
- Soy sprouts
- Tamari (a type of soy sauce)
- Tempeh (fermented soybean product)
- Textured vegetable protein (TVP)
- Worcestershire sauce

How is soy located on food labels?

Food labels regulated by the U.S. Food and Drug Administration (FDA) follow the regulations of the Food Allergen Labeling and Consumer Protection Act (FALCPA) by listing the major eight food allergens on the label in plain language either in the ingredient list or in a "contains" statement.

For example, cereal that contains soy could be labeled in either of the ways shown below (bold is used for illustrative purposes only):

Label 1	Label 2
INGREDIENTS: Whole Grain Wheat, Sugar, Raisins, Almond Pieces, Corn Bran, Partially Hydrogenated Cottonseed , Oil, Corn Syrup, Glycerin, Brown Sugar Syrup, Salt, Soy Lecithin, Natural and Artificial Flavor CONTAINS: Wheat, Almond, **Soy**	**INGREDIENTS:** Whole Grain Wheat, Sugar, Raisins, Almond Pieces, Corn Bran, Partially Hydrogenated Cottonseed , Oil, Corn Syrup, Glycerin, Brown Sugar Syrup, Salt, Soy Lecithin **(Soy)**, Natural and Artificial Flavor

Labels should also be checked for warnings such as "may contain soy," "produced on shared equipment with soy," or "produced in a plant that uses soy in other products." These foods should be avoided because the product may contain a small amount of soy due to cross contact.

All child nutrition staff should be trained to read product labels and recognize food allergens. Because food labels change from time to time, child nutrition staff should check labels for soy and soy ingredients for every product each time it is purchased. If the label does not provide clear information, then the school or child care center must contact the manufacturer for clarification or use a different product. It is recommended that labels be maintained for a minimum of 24 hours for every product served to a child with food allergies in case of a reaction.

What substitutes can be used for soy in student meals?

When menu substitutions or accommodations for a student with life threatening food allergies are requested, a medical statement from a physician is required. Refer to the manual *Accommodating Children with Special Dietary Needs in the School Nutrition Programs; Guidance for School Foodservice Staff* on the USDA web site (http://www.fns.usda.gov/sites/default/files/special_dietary_needs.pdf) for information on the required content of the physician's statement. If there is uncertainty about the statement, or if it does not provide enough information, contact the household or physician (as permitted by the family) for clarification.

The child nutrition department must not under any circumstance provide a meal to a child with life threatening food allergies if the physician's statement is not clear or if food labels do not provide clear information on ingredients.

When planning menus for children with soy allergies, consider current food choices offered to determine if a reimbursable meal can be selected from foods offered that do not contain soy. This approach will minimize the need to prepare special recipes or to make menu substitutions.

The following chart lists common menu items that may be used as safe alternatives to items that contain soy. Soy is a common ingredient in many foods. Child nutrition staff should always carefully read labels, even for foods that generally do not contain soy.

FOOD ALLERGY FACT SHEET

Common Menu Items/Ingredients That May Contain Soy	Possible Substitutes or Alternatives That Do Not Typically Contain Soy*
Asian food	Asian food made without soy; other ethnic foods
Prepared baked goods, such as bread, cookies, and crackers	Homemade baked goods made without soy
Breakfast cereals	Oatmeal and other hot cereals; cereal without soy
Canned broths and soups, bouillon	Homemade soups made without soy or canned varieties without soy
Canned tuna and meat	Fresh tuna and meat
Condiments, salad dressings and sauces (for example, soy sauce and soybean paste)	Condiments (for example, ketchup and mustard), salad dressings, and sauces that do not contain soy
Processed meats (for example, chicken nuggets, hamburgers, and hotdogs)	Beef, pork, ham, chicken, turkey, or fish; beans and legumes

*Always check the ingredient label to verify ingredients and check for potential cross contact.

Common Questions

Are soybean oil and soy lecithin safe for people with soy allergies?

Research indicates that most people with soy allergies can safely consume soybean oil and soy lecithin. It is always best to check with a physician first. Highly refined soybean oil is exempt from being labeled as an allergen, but soy lecithin must be labeled.

A physician has stated that soy lecithin is safe for a student to eat. If soy lecithin is the only soy ingredient on the food label but soy is listed in the allergen statement, is the product safe to use?

Not necessarily. Because the common name of an allergen in a product is only required by FALCPA to appear once, it is possible that there are other soy-derived ingredients in the product that are not listed. All ingredients on the food label need to be reviewed carefully. If there are any questions, the manufacturer should be contacted for additional information.

FOOD ALLERGY FACT SHEET

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U.S. Food and Drug Administration. (2014). *Food allergies: What you need to know.* Retrieved from http://www.fda.gov/Food/ResourcesForYou/Consumers/ucm079311.htm

For More Information

Food Allergy Research & Education
http://www.foodallergy.org

U.S. Food and Drug Administration, *Food Allergens*
http://www.fda.gov/Food/FoodSafety/FoodAllergens/default.htm

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FOOD ALLERGY FACT SHEET

Tree Nut Allergies

What nuts should be avoided when a person has a tree nut allergy?

Typically, individuals with tree nut allergies are not just allergic to one type of tree nut, so physicians recommend avoiding all tree nuts and possibly peanuts (even though a peanut is a legume and not a nut). Under U.S. law, the following common nuts are considered "tree nuts": almonds, Brazil nuts, cashews, chestnuts, filberts, hazelnuts, macadamia nuts, pecans, pine nuts, pistachios, and walnuts. Less common nuts that also fall under this law include beechnut, butternut, chinquapin, coconut, ginkgo, hickory, lychee nut, pili nut, and shea nut. Disclosure on food labels of all of these tree nuts is required by law.

What are the symptoms?

The most common symptoms of an allergic reaction to tree nuts include:

- Eczema
- Hives
- Asthma
- Runny nose
- Digestive symptoms
- Anaphylaxis

Tree nuts tend to cause particularly severe allergic reactions, even if very small amounts are consumed. Many people are not aware of previous exposure or allergies to tree nuts when they have their first reaction. Tree nut allergies tend to be lifelong; only about 9% of children will outgrow tree nut allergies.

What foods contain tree nuts?

There are many unexpected sources of tree nuts, so reading food labels is important to eliminate exposure to tree nuts. Tree nuts are often ingredients in prepared products and in ethnic cuisines, such as African, Chinese, Mexican, Thai, and Vietnamese. Natural extracts, such as almond or wintergreen extract, may contain tree nut protein. Tree nuts also can be found in household products, such as lotions and soaps.

Many items may not contain tree nuts, but may be produced in a facility where tree nuts are used. As a result, cross contact with tree nuts may occur. Many snack foods may be produced in a facility where many types of snack foods or many different varieties of a product (for example, cereal bars) are produced. Some of the varieties of that product may include tree nuts. A product that is labeled as being produced in a facility with tree nuts should not be consumed by an individual with a tree nut allergy.

Examples of products that might contain tree nuts include:

- All tree nuts (almonds, beechnuts, Brazil nuts, butternuts, cashews, chestnuts, chinquapin, coconuts, filberts, ginkgo, hazelnuts, hickory, lychee nuts, macadamia nuts, pecans, pili nuts, pine nuts, pistachios, shea nuts, and walnuts)
- Artificial nuts
- Barbeque sauces
- Breading for chicken
- Fish dishes
- Gianduja (a chocolate-nut mixture)

- Honey
- Mandelonas (peanuts soaked in almond flavoring)
- Marzipan/almond paste
- Meat-free burgers
- Mortadella
- Natural nut extracts and flavorings (for example almond, walnut)
- Nut butters (for example cashew butter)
- Nut meal
- Nut meat
- Nut oils (for example walnut oil or almond oil)
- Nut paste (for example almond paste)
- Pancakes, waffles
- Pasta
- Pesto
- Pie crust
- Praline
- Salads and salad dressing

Locating Tree Nuts on a Food Label

Food labels regulated by the U.S. Food and Drug Administration (FDA) follow the regulations of the Food Allergen Labeling and Consumer Protection Act (FALCPA) by listing the major eight food allergens on the label in plain language either in the ingredient list or in a "contains" statement.

All FDA-regulated manufactured food products that contain a tree nut as an ingredient are required to list the specific tree nut on the product label.

Child nutrition staff should look for the word "tree nut" or any of the specific tree nuts listed below:

- almonds
- beechnuts
- butternuts
- Brazil nuts
- cashews
- chestnuts
- chinquapin
- coconut
- filberts
- ginkgo
- hazelnuts
- hickory
- lychee nuts
- macadamia nuts
- pecans
- pili nuts
- pine nuts
- pistachios
- shea nuts
- walnuts

For example, cereal that contains tree nuts could be labeled in either of the ways shown in the examples below (bold is used for illustrative purposes only):

Label 1	Label 2
INGREDIENTS: Whole grain oats (includes oat bran), Sugar, Modified corn starch, Honey, Brown sugar syrup, Salt, Tripotassium phosphate, Canola and/or rice bran oil, Natural almond flavor. Contains: **Almond**	**INGREDIENTS:** Whole grain oats (includes oat bran), Sugar, Modified corn starch, Honey, Brown sugar syrup, Salt, Tripotassium phosphate, Canola and/or rice bran oil, Natural almond flavor (**Almond**).

Labels should also be checked for warnings such as "may contain tree nuts," "produced on shared equipment with tree nuts," or "produced in a plant that uses tree nuts in other products." These foods should be avoided as the product may contain a small amount of tree nuts through cross contact.

U.S. Department of Agriculture (USDA)-regulated foods, namely meat, poultry, and egg products are not required to follow FALCPA labeling regulations, but may do so voluntarily. Only common or usual names of the ingredients are required to be identified on these labels.

All child nutrition staff should be trained to read product labels and recognize food allergens. Because food labels change from time to time, child nutrition staff should check labels for tree nut and tree nut ingredients for every product each time it is purchased. It is recommended thar labels be maintained for a minimum of 24 hours for every product served to a child with food allergies in case of a reaction.

FOOD ALLERGY FACT SHEET

What substitutes can be used for tree nuts in student meals?

When menu substitutions or accommodations for a student with life threatening food allergies are requested, a medical statement from a physician is required. Refer to the manual *Accommodating Children with Special Dietary Needs in the School Nutrition Programs; Guidance for School Foodservice Staff* on the USDA web site (http://www.fns.usda.gov/sites/default/files/special_dietary_needs.pdf) for information on the required content of the physician's statement. If there is uncertainty about the statement, or if it does not provide enough information, contact the household or physician (as permitted by the family) for clarification.

When planning menus for children with tree nut allergies, consider current food choices offered to determine if a reimbursable meal can be selected from foods offered that do not contain tree nut protein. This approach will minimize the need to prepare special recipes or to make menu substitutions. Child nutrition staff should always carefully read labels, even for foods that do not generally contain tree nuts. The following chart lists common menu items that may be used as safe alternatives to items that contain tree nuts.

Common Menu Items That May Contain Tree Nuts	Possible Substitutes or Alternatives That Do Not Typically Contain Tree Nuts*
Granola bars, cereal bars, and breakfast bars	Bars without tree nut proteins
Ready-to-eat cereals	Hot cereals and ready-to-eat cereal without tree nut proteins
Tree nut butters (for example almond butter and cashew butter) and products including tree nut butters	Soy butter (check label for cross contact), bean spreads such as hummus
Trail mix or snack mix	Trail mix without tree nuts; soy nuts
Baked goods: breakfast breads or rolls, cookies	Breads, rolls, and cookies without tree nut proteins
Asian entrees	Entrees without tree nut proteins (for example macaroni and cheese)

*Always check the ingredient label to verify ingredients and check for potential cross contact.

FOOD ALLERGY FACT SHEET

Common Questions

Should coconut be avoided by someone with tree nut allergies?

There is conflicting information about whether or not a person with a tree nut allergy should avoid coconut. Coconut has not been typically restricted for a person with tree nut allergies, but in 2006 the FDA began identifying coconut as a tree nut. There are some documented cases of coconut allergies, but most occurred in people without other tree nut allergies. Always try to get clarification from a physician.

Are nutmeg and water chestnuts safe for a person with tree nut allergies?

Yes. These foods are not tree nuts and are usually considered safe for a person with a tree nut allergy. Nutmeg is a seed and water chestnut is a root.

Can a person with a tree nut allergy use oils made from tree nuts?

Tree nut oils are frequently less refined oils and may contain traces of tree nut protein. They are not usually considered safe for individuals with tree nut allergies.

Should a person with a tree nut allergy also avoid seeds such as sunflower, sesame, poppy, etc.?

Seeds do not usually need to be avoided unless recommended by a physician or unless the person has an additional allergy to seeds.

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FOOD ALLERGY FACT SHEET

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FOOD ALLERGY FACT SHEET

Wheat Allergies

What is a wheat allergy?

Wheat allergy is an abnormal immune system reaction to one of the four proteins found in wheat: gluten, albumin, globulin, gliadin. Wheat allergies affect two to eight percent of children in the United States and about two percent of adults.

What are the symptoms?

Wheat allergy symptoms can range from mild to severe and can include:

- Swelling, itching, or irritation of the mouth or throat
- Hives, itchy rash, or swelling of the skin
- Nasal congestion
- Itchy, watery eyes
- Difficulty breathing
- Cramps, nausea, or vomiting
- Diarrhea
- Anaphylaxis

What foods contain wheat?

Individuals with wheat allergies cannot consume products that contain wheat in any form. Child nutrition staff should become familiar with the types of food that may contain wheat so that extra care can be taken to avoid accidental exposure. Below are some products that could contain wheat.

- Bread and bread products, including bagels, muffins, rolls, pastries, donuts, pancakes, and waffles
- Crackers
- Chips and pretzels
- Cereals (some varieties)
- Pasta and noodle products
- Cakes, cookies, pies, and other baked goods
- Soup, including broth
- Condiments (soy sauce, ketchup, mustard, Worcestershire sauce, salad dressings, barbeque sauces, marinades, glazes, some vinegars)
- Beverages, such as root beer and powdered drink mixes
- Meat or poultry packaged with broth
- Breaded meat, poultry, and fish
- Processed entrees, including meat, poultry, or fish with fillers, luncheon meats, and hot dogs
- Gravies and sauces thickened with flour or starch
- Flour tortillas
- Couscous
- Bulgur
- Whole wheat berries
- Pudding
- Yogurt
- Ice cream
- Chocolate
- Wheat germ

How is wheat located on food labels?

Food labels regulated by the U.S. Food and Drug Administration (FDA) follow the regulations of the Food Allergen Labeling and Consumer Protection Act (FALCPA) by listing the major eight food allergens on the label in plain language either in the ingredient list or in a "contains" statement.

National Food Service Management Institute • The University of Mississippi • 2014

FOOD ALLERGY FACT SHEET

For example, barbeque sauce that contains wheat could be labeled in either of the ways shown in the example below (bold is used for illustrative purposes only):

Label 1	Label 2
INGREDIENTS: Water, High Fructose Corn Syrup, Brown Sugar, Vinegar, Tomato Juice, Modified Food Starch, Molasses, Spice, Salt, Mustard Flour, Worcestershire Sauce (Distilled White Vinegar, Water, Molasses, High Fructose Corn Syrup, Salt) Contains: **Wheat**	**INGREDIENTS:** Water, High Fructose Corn Syrup, Brown Sugar, Vinegar, Tomato Juice, Modified Food Starch **(Wheat)**, Molasses, Spice, Salt, Mustard Flour, Worcestershire Sauce (Distilled White Vinegar, Water, Molasses, High Fructose Corn Syrup, Salt)

Labels should also be checked for warnings such as "may contain wheat," "produced on shared equipment with wheat," or "produced in a plant that uses wheat in other products." These foods should be avoided as the product may contain a small amount of wheat due to cross contact.

All child nutrition staff should be trained to read product labels and recognize food allergens. Because food labels change from time to time, child nutrition staff should check labels for wheat and wheat ingredients for every product each time it is purchased. If the label does not provide clear information, then the school or child care center must contact the manufacturer for clarification or use a different product. It is recommended that labels be maintained for 24 hours for every product served to a child with food allergies in case of a reaction.

What substitutes can be used for wheat in student meals?

Individuals on a wheat-restricted diet can eat a wide variety of foods, but the grain source must be something other than wheat. In planning a wheat-free diet, look for alternate grains such as amaranth, barley, corn, oat, quinoa, rice, rye, and tapioca.

There are many grains and flours that can be substituted for wheat. Special recipes must be used when making substitutions for wheat flour because all grains do not have the same properties. When baking from scratch, a combination of wheat-free flours usually provides the best outcome. Some breads made with non-wheat flours are available on the commercial market. However, because bread can contain blends of different types of flour, read labels carefully to ensure that wheat flour is not an ingredient.

Wheat alternatives

- Amaranth
- Arrowroot
- Barley
- Buckwheat
- Chickpea
- Cornmeal
- Millet
- Oat
- Potato
- Potato Starch
- Quinoa
- Rice
- Rye
- Sorghum

When menu substitutions or accommodations for a student with a food allergy that is considered a disability are requested, a medical statement from a physician is required. Life-threatening food allergies are considered disabilities. The American's with Disabilities Act requires a broad interpretation of a disability and it is reasonable to expect that other types food allergies may be considered disabilities, as determined by a licensed physician. Refer to

FOOD ALLERGY FACT SHEET

the manual *Accommodating Children with Special Dietary Needs in the School Nutrition Programs; Guidance for School Foodservice Staff* on the USDA web site (http://www.fns.usda.gov/sites/default/files/special_dietary_needs.pdf) for information on the required content of the physician's statement. If there is uncertainty about the statement, or if it does not provide enough information, contact the household or physician (as permitted by the family) for clarification.

When planning menus for children with wheat allergies, consider current food choices offered to determine if a reimbursable meal can be selected from foods that do not contain wheat protein. This approach will minimize the need to prepare special recipes or to make menu substitutions. The chart below lists common menu items that may be used as safe alternatives to items that contain wheat. Child nutrition staff should always carefully read labels, even for foods that do not generally contain wheat.

Common Menu Items That May Contain Wheat	**Possible Substitutes or Alternatives That Do Not Typically Contain Wheat***
Breaded products (for example, chicken nuggets or patties, fried zucchini or okra)	Non-breaded products (for example, grilled chicken patty)
Bread, muffins, bagels, biscuits, and other bread products	Breads made without wheat flour or wheat products: barley, potato, rye, pure corn, rice, arrowroot and corn tortillas
Crackers and snack chips (some varieties)	Rye cracker, rice cakes
Pretzels	Corn or potato snack chips
Casseroles containing soups, bread crumbs, or sauces thickened with flour or starch	Casseroles and soups without wheat products
Wheat-based cereals	Oatmeal, cream of rice, puffed rice, or other cereals made from pure corn, oats, or rice to which no wheat has been added
Cottage and cream cheese (some varieties)	Cottage and cream cheese without wheat products
Condiments (for example, salad dressings, soy sauce, soy bean paste)	Salt, chili powder, flavoring extracts, herbs, nuts, olives, pickles, popcorn, peanut butter
Pudding	Cornstarch, tapioca, or rice puddings, custard, gelatin
Yogurt	Milk
Processed soups	Soup without wheat products
Processed meats	"All meat" hot dogs or luncheon meats prepared without wheat flour fillers or wheat products
Meatloaf and meatballs	Beef, pork, ham, chicken, turkey, or fish; beans and legumes
Pasta	Rice pasta/noodles, other non-wheat pastas, rice, and polenta
Prepared baked goods (for example, cookies, cakes, quick breads)	Oatmeal, arrowroot, rice, or rye cookies made without wheat products
Chocolate	Wheat-free chocolate or pure cocoa powder
Ice cream and frozen yogurt	Water or fruit ices

*Always check the ingredient label to verify ingredients and check for potential cross contact.

FOOD ALLERGY FACT SHEET

Common Questions

Are kamut and spelt safe alternatives to wheat?

No. Both kamut and spelt are grains that are closely related to wheat, and they are not safe for people with wheat allergies.

Is modified food starch a safe ingredient for people with wheat allergies?

Modified food starch can be made using a variety of grain products, including wheat. If the product is made using wheat, then the term "wheat" must be clearly marked on the label. Always contact the manufacturer if there are any questions regarding an ingredient.

How is celiac disease different from a wheat allergy?

Celiac disease is an inherited, or genetic, autoimmune disease characterized by sensitivity to the protein gluten. The immune system of a person with celiac disease incorrectly perceives gluten as harmful and as a result damages tissues of the small intestine when this protein is eaten. This immune response differs from an immunoglobulin E (IgE) mediated response that causes allergies.

Many of the nutrients found in food are absorbed in the small intestine. A damaged small intestine may be unable to properly absorb these nutrients. This malabsorption may cause a variety of unpleasant gastrointestinal symptoms, such as diarrhea and abdominal pain, as well as medical conditions such as bone disease and anemia.

Gluten-free diets followed by individuals with celiac disease are not the same as wheat-free diets followed by individuals with wheat allergies. Gluten is found in wheat, barley, and rye.

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For More Information

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http://www.foodallergy.org

National Digestive Diseases Information Clearinghouse, *Celiac Disease*
http://digestive.niddk.nih.gov/ddiseases/pubs/celiac/

U.S. Food and Drug Administration, *Food Allergens*
http://www.fda.gov/Food/FoodSafety/FoodAllergens/default.htm

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Step 2 cont. - Standard Operating Procedures
Breakfast in the Classroom

PURPOSE: Foodservice employees and teachers/school staff will work together to ensure that food(s) served to children are safe to eat.

PROCEDURES:

All employees in school foodservice must:

1. Follow all personal hygiene standard operating procedures.
2. Prepare and store food according to standard operating procedures.
3. Use gloves for handling all ready-to-eat foods.
4. Label all containers with date and time it is to be discarded.
5. Maintain temperatures of food or discard after 4-hours.

Teachers or school staff must:

1. Observe appropriate food handling techniques such as:
    a. Wash hands prior to distributing meals.
    b. Maintain temperatures of food or discard after 4-hours.
    c. Return ALL extra food immediately following the meal. Food will cause illness if it is not kept at appropriate temperatures. The temperature danger zone is between 41°F and 135°F.
    d. Discard all milk. If there are questions discuss with Person in Charge.
    e. Milk can only be kept if completely under ice with no standing water.
2. Return all equipment to the school foodservice department the same day.
3. See that all desks are wiped down daily and report all spills to instructor or designee.

The foodservice manager (PIC) will:

1. Prepare appropriate menu options.
2. Take order from teacher/staff member if applicable.
3. Observe all foodservice employees to ensure that they are following standard operating procedures.
4. Accept and inspect returned equipment. If equipment is not returned or is returned damaged, manager (PIC) will notify Instructor first then the building principal.
5. Wash, rinse, and sanitize returned equipment.
6. Follow up as necessary.

DATE IMPLEMENTED: _____ **BY**: _____

DATE REVIEWED: _____ **BY**: _____

DATE REVISED: _____ **BY**: _____

Adapted from Jefferson County Public Schools, Kentucky 11/2014

Step 2 cont. - Standard Operating Procedures
Bus Meal Service

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

SCOPE: This procedure applies to foodservice employees who transport and serve food on the Bus Stop café.

PROCEDURES:

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
    - Maintain the temperature of refrigerated, TCS at 41°F or below.
3. Store food in containers suitable for transportation. Containers should be:
    - New cardboard box, rigid, undamaged
    - Tightly closed to retain the proper food temperature
4. Place food containers in food carrier boxes and transport the food in clean trucks, if applicable, to remote sites as quickly as possible.
5. If food is TCS and is not able to be held at the proper temperatures it should be date and time labeled with directions to discard remaining food after 4-hours. This includes milk.

MONITORING:

1. Check the air temperature of the food carrier to ensure that the temperature suggested by the manufacturer is reached prior to placing food into it.
2. Check the temperatures of food using a calibrated thermometer by placing it between two containers before placing it into the food cold holding unit. Post and maintain a temperature log on the cold holding unit and record the temperatures daily.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Cool food to 41°F or below using a proper cooling procedure, if the internal temperature of cold food is greater than 41°F. Refer to the Cooling TCS SOP for the proper procedures to follow when cooling food.
3. Discard foods held in the danger zone for greater than 4-hours.

VERIFICATION AND RECORD KEEPING:

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 Hot and Cold Holding Temperature Log. Upon receipt of food at remote sites, foodservice employees will record receiving temperatures and corrective action taken on the Receiving Log. The foodservice manager/person in charge at central kitchens will verify that foodservice employees are following this SOP by visually observing employees and reviewing and initialing the Hot and cold Holding Temperature Log daily. The foodservice manager/person in charge on the Bus 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. All logs are kept on file for a minimum of 1 year. The foodservice manager/person in charge will complete the Food Safety Checklist monthly. The Food Safety Checklist is to be kept on file for a minimum of 1 year.

DATE IMPLEMENTED: _____ **BY**: _____

DATE REVIEWED: _____ **BY**: _____

DATE REVISED: _____ **BY**: _____

Adapted from Jefferson County Public Schools, Kentucky 11/2014

Step 2 cont. - Standard Operating Procedures
Food to be Served Off Site, In Kiosks, Hallways, Concession Stands, Classrooms, School Courtyards, or Other Locations Outside the Cafeteria

PURPOSE: Foodservice employees and teachers/school staff will work together to ensure that food served to children are safe to eat.

PROCEDURES:

All employees in school foodservice must:

1. Follow all personal hygiene standard operating procedures.
2. Prepare and store food according to standard operating procedures.
3. Use gloves for handling all ready-to-eat foods.
4. Pre-wrap as many food items if possible and keep the temperature hot 135°F.
5. Label all food with date and time it is to be discarded.

Teachers or school staff must:

1. Observe appropriate food handling techniques such as:
    a. Wash hands prior to distributing meals.
    b. Maintain cold temperatures of food or discard after 4-hours.
    c. Discard All extra food immediately following the meal. Food will cause illness if it is not kept at appropriate temperatures. The temperature danger zone is between 41°F and 135°F.
2. Return all equipment to the school foodservice department within 24-hours of the event.

The foodservice manager will:

1. Prepare appropriate menu options.
2. Take order from teacher/staff member if applicable.
3. Observe all foodservice employees to ensure that they are following standard operating procedures.
4. Accept and inspect returned equipment. If equipment is not returned or is returned damaged, the teacher/staff member will be billed for the cost of replacing the equipment.
5. Wash, rinse, and sanitize returned equipment.
6. Follow up as necessary.

DATE IMPLEMENTED: _____ **BY**: _____

DATE REVIEWED: _____ **BY**: _____

DATE REVISED: _____ **BY**: _____

Adapted from Jefferson County Public Schools, Kentucky 11/2014

Step 2 cont. - Standard Operating Procedures
Sack Lunches/Meals for Field Trips

PURPOSE: Foodservice employees and teachers/school staff will work together to ensure that sack lunches served to children are safe to eat.

PROCEDURES:

All employees in school foodservice must:

1. Follow all personal hygiene standard operating procedures.
2. Prepare and store sack lunches according to standard operating procedures.
3. Use gloves for handling all ready-to-eat foods.

Teachers and/or school staff who order sack lunches must:

1. Place the order at least two weeks before the event and confirm final count three days prior to the event.
2. Select a menu from options provided.
3. Observe appropriate food handling techniques such as:
    a. Wash hands prior to distributing meals.
    b. Make sure food carriers are clean (inside and outside).
    c. Maintain cold temperatures of food.
    d. Discard ALL extra food immediately following the meal. Food will cause illness if it is not kept at appropriate temperatures. The temperature danger zone is between 41°F and 135°F.
4. Return all equipment to the school foodservice department within 24-hours of the event.

The foodservice manager/person in charge will:

1. Prepare appropriate menu options.
2. Take orders from teacher/staff member.
3. Observe all foodservice employees to ensure that they are following standard operating procedures.
4. Accept and inspect returned equipment. If equipment is not returned or is returned damaged, the teacher/staff member will be billed for the cost of replacing the equipment.
5. Wash, rinse and sanitize returned equipment.
6. Follow up as necessary.

DATE IMPLEMENTED: _____ **BY**: _____

DATE REVIEWED: _____ **BY**: _____

DATE REVISED: _____ **BY**: _____

Adapted from Jefferson County Public Schools, Kentucky 11/2014

Step 2 cont. - Standard Operating Procedures
Ice Machine Usage

PURPOSE: Ice is handled in a manner to ensure safety.

PROCEDURES: Employees involved in production or service must observe the following procedures to ensure the safety of ice used in foodservice:

1. Wash hands before handling scoop or portioning ice.
2. Use a scoop to transfer ice to a clean and sanitized container. The scoop should be stored in a sanitary manner adjacent to the ice machine. It should never be stored in the ice storage bin. Scoop should be cleaned and sanitized daily.
3. Avoid using bare hands or inserting a glass directly into the ice storage bin. Cross contamination or introduction of a physical hazard (glass) could occur.
4. Store and transport ice in covered designated containers only. Do not use containers that formerly held chemicals or raw foods.
5. Discard ice used for display (salad bars) or ice baths. Do not use for consumption.
6. Clean and sanitize parts of the ice machine considered "food contact surfaces" according to manufacturer's guidelines and the department cleaning schedule. Record date of cleaning and employee's initials on Cleaning Log.

The foodservice manager will:

1. Monitor employees to ensure that proper ice handling techniques are being followed.
2. Develop an ice machine cleaning schedule, following manufacturer's guidelines.
3. Provide training and tools for employees to properly clean and sanitize.
4. Follow up as necessary.
5. File logs with Food Safety Plan / HACCP Plan records.

DATE IMPLEMENTED: _____ **BY**: _____

DATE REVIEWED: _____ **BY**: _____

DATE REVISED: _____ **BY**: _____

Adapted from Jefferson County Public Schools, Kentucky 11/2014

Step 2 cont. - Standard Operating Procedures
Contact with Blood and Bodily Fluids

PURPOSE: To prevent contamination of food by blood and bodily fluids

SCOPE: This procedure applies to Nutrition Service Employees

KEY WORDS: cross-contamination, blood borne pathogen

PROCEDURES:

1. Blood and other bodily fluids will be handled so as to minimize the possibility of cross-contamination. To this end all foodservice assistants will receive blood borne pathogen training upon initial employment and will receive required annual retraining.
2. All assistants must:
    - Contain the source of the blood
    - Wear disposable gloves when exposed to blood or bodily fluids to minimize the risk of contamination.
    - Dispose of contaminated gloves so that they do not come in contact with other people, food, or equipment. Dispose of any contaminated foods.
    - Clean and sanitize any affected food contact surfaces.
    - Seek assistance from primary responders, trained to handle blood or bodily fluids, as needed.
    - Complete Foodborne Illness Incident Report.
    - Complete Physical Hazard Incident Report.

MONITORING:
The foodservice managers / person in charge will monitor that all foodservice employees are adhering to the contact with blood and bodily fluids policy at all times.

CORRECTIVE ACTION:
Employees that are observed not properly handling blood and bodily fluids will be asked to stop immediately. The task will be assigned to a primary responder and the employee will be retrained in handling blood and bodily fluids.

VERIFICATION AND RECORD KEEPING:
The foodservice managers / person in charge will verify that foodservice employees are following this policy by visually observing the employees during all hours of operation. Training records for new employees and re-trained employees will be maintained and kept on file for five (5) years plus the current year.

DATE IMPLEMENTED: _____ **BY**: _____

DATE REVIEWED: _____ **BY**: _____

DATE REVISED: _____ **BY**: _____

Adapted from Jefferson County Public Schools, Kentucky 11/2014

Step 2 cont. - Standard Operating Procedures
Responding to a Foodborne Illness Complaint

PURPOSE: All school foodservice personnel will respond to a complaint of a foodborne illness promptly and will show concern for the individual making the complaint.

PROCEDURES:
When a complaint is received related to a foodborne illness, employees will:

1. Indicate concern for the individual and let that person know that the complaint will be referred to the school foodservice managers / person in charge.
2. Contact the school foodservice managers / person in charge if she/he is onsite.
3. Write down information about the complaint if the school foodservice managers / person in charge is not on site. Fill out all of the information at the top of the Foodborne Illness Incident Report.

The school foodservice managers will:

1. Talk with the individual making the complaint. Get basic information required to complete the Foodborne Illness Incident Report.
2. Notify the district school foodservice director as soon as possible.
3. Remove all food from service related to the suspected illness and store it in the refrigerator – label it "DO NOT EAT" and date it.

The district school foodservice director or designee will:

1. Call the Local Health Department to report the suspected outbreak and obtain assistance with the foodborne illness investigation.
2. Call the school district nurse to be on the scene to assess and document:
    - Symptoms.
    - Names and phone numbers and address of students and staff affected.
    - Physician's names and phone numbers.
3. Notify the building administrator and district administrative staff, if appropriate. Provide pertinent information needed to answer questions.
4. Work with the media should they become involved.

DATE IMPLEMENTED: _____ **BY**: _____

DATE REVIEWED: _____ **BY**: _____

DATE REVISED: _____ **BY**: _____

Adapted from Jefferson County Public Schools, Kentucky 11/2014

Foodborne Illness Incident Report

Date occurred: _____ School: _____
Time/meal: _____

Child's name: _____
Parent or guardian's name: _____
Address: _____
Telephone number: _____
Physician contact Information: _____
Health Dept. contact name & date: _____

_____

Suspected Food Item(s) & Manufacturer's Product Information:

_____

_____

Description of Preparation:

_____

_____

_____

Summary of incident:

_____

_____

_____

_____

_____

Symptoms:

_____

_____

_____

_____

Recall of Activities:

_____

_____

_____

_____

Bag, label, date, and indicate current storage location of food:

_____

_____

_____

_____

_____

Results of Investigation:

Corrective Action:

Manager or Person
In Charge's Signature: _____ Date: _____

Adapted from Jefferson County Public Schools, Kentucky 11/2014

Step 2 cont. - Standard Operating Procedures
Responding to a Physical Hazard Complaint

POLICY: All school foodservice personnel will respond to a complaint of a physical hazard found in food promptly and will show concern for the individual making the complaint.

PROCEDURES:
Employees involved in the production or service of food must observe the following procedures when a foreign object or physical hazard is found in food.

1. Apologize for the inconvenience of finding a foreign object in the food.
2. Determine if the foreign object did any harm to the individual, such as broke a tooth, cut, etc.
3. Take the child to the school nurse or appropriate administrator if there was physical harm to the child.
4. Save the object and the box/bag from which it came, if known.
5. Record the manufacturer, codes, and dates listed on the box.
6. Report the incident to the unit supervisor/district director, so appropriate follow-up can be done.

The manager/person in charge will:

1. Gather information about the foreign object in food from person affected, staff member preparing or serving food, and anyone else who was affected or involved.
2. Complete the Physical Hazard Incident Report.
3. Follow up as necessary.
4. File corrective action in Food Safety Plan / HACCP Plan file.

DATE IMPLEMENTED: _____ **BY**: _____

DATE REVIEWED: _____ **BY**: _____

DATE REVISED: _____ **BY**: _____

Adapted from Jefferson County Public Schools, Kentucky 11/2014

Physical Hazard Incident Report

Date: _____ Employee: _____

Time/meal: _____ Supervisor: _____

Child's name: _____

Parent/guardian's name: _____ Telephone: _____

Food Item:

_____

_____

Object Description:

_____

_____

Manufacturer's Product Information:

_____

_____

_____

Summary of Incident:

_____

_____

_____

_____

Description of injury to child:

_____

_____

_____

Bag, label, date, and indicate current storage location of food:

_____

_____

_____

Employee signature: _____ Date: _____

Corrective action:

_____

_____

_____

_____

Manager or Person
In Charge's Signature: _____ Date: _____

Adapted from Jefferson County Public Schools, Kentucky 11/2014

Step 2 cont. - Standard Operating Procedures
Food Safety in Emergency Situations

POLICY: School district or building emergency plans contain specific procedures to ensure student and staff safety in emergency situations. In case of district or building emergencies, foodservice personnel will be knowledgeable about food handling procedures affecting food safety.

PROCEDURES:

All employees in the foodservice department must:

1. Follow established procedures related to handling food safely during emergencies.
2. Maintain confidentiality when security is an issue.
3. Be aware of implications when the following issues arise:
    a. Menu changes
    b. Staff notification systems – phone trees, etc.
    c. Transportation of food to satellite units – transport and return
    d. Food disposal procedures
        - When food is wholesome but service is not occurring
        - When food is no longer wholesome because of improper holding temperatures, fire, smoke, chemicals, fumes, etc.

The foodservice director or foodservice manager/person in charge will:

1. Develop procedures that address food safety concerns during emergencies.
2. Instruct staff and review those procedures on regular basis, at least once a year.
3. Provide specific directions regarding safe food handling for all emergency situations.
4. Observe all employees to ensure procedures are being followed.
5. Inform the local health department (or equivalent) if an emergency affecting food safety occurs.
6. Follow up, as necessary, with employees and food safety professionals.
7. Evaluate and update procedures as appropriate.

DATE IMPLEMENTED: _____ **BY**: _____

DATE REVIEWED: _____ **BY**: _____

DATE REVISED: _____ **BY**: _____

Adapted from Jefferson County Public Schools, Kentucky 11/2014

Step 2 cont. - Standard Operating Procedures
Using Time Alone as a Public Health Control to Limit Bacteria Growth Time/Temperature Controls For Food Safety (TCS) (formerly in Potentially Hazardous Foods)

PURPOSE: To prevent foodborne illness by ensuring that TCS foods are not held in the temperature danger zone for more than 4-hours before being cooked or served.

SCOPE: This procedure applies to foodservice employees that handle, prepare, cook, and serve food.

KEY WORDS: Temperatures, Holding, Time As a Public Health Control

PROCEDURES:
1. Train foodservice employees on using the procedures in this SOP. Refer to the using and Calibrating Thermometers SOP.
2. Follow State or local health department requirements.
3. If State or local health department requirements are based on the 2009 FDA Food Code, establish written procedures that clearly identify the:
    - Specific foods for which time rather than temperature will be used to limit bacteria growth.
    - Corrective procedures that are followed to ensure that foods are cooled properly. Refer to the Cooling TCS SOP.
    - Marking procedures used to indicate the time that is 4-hours past the point when the food is removed from temperature control, such as an oven or refrigerator.
    - Procedures that are followed when food is in the danger zone for greater than 4-hours.
4. Cook raw TCS within 4-hours past the point when the food is removed from temperature control.
5. Serve or discard cooked or ready-to-eat food within 4-hours past the time when the food is removed from temperature control.
6. Avoid mixing different batches of food together in the same container. If different batches of food are mixed together in the same container, use the time associated with the first batch of food as the time by which to cook, serve, or discard all the food in the container.

MONITORING:
1. Foodservice employees will continually monitor that foods are properly marked or identified with the time that is 4-hours past the point when the food is removed from temperature control.
2. Foodservice employees will continually monitor that foods are cooked, served, or discarded by the indicated time.

CORRECTIVE ACTION:
1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Discard unmarked or unidentified food or food that is noted to exceed the 4-hour limit.

VERIFICATION AND RECORD KEEPING:
Foodservice employees will mark or otherwise identify food as specified in the Instructions Section of this SOP. The foodservice manager/person in charge will verify that foodservice employees are following this procedure by visually monitoring foodservice employees and food handling during the shift. The foodservice manager/person in charge will complete the Food Safety Checklist daily. The Food Safety Checklist is to be kept on file for a minimum of 1 year.

DATE IMPLEMENTED: _____ **BY**: _____

DATE REVIEWED: _____ **BY**: _____

DATE REVISED: _____ **BY**: _____

Provided by Margie Bowers, Rogers School District

Step 2 cont. - Standard Operating Procedures
Reheating Food (Leftovers)

PURPOSE: To prevent foodborne illness by ensuring that all foods and cooked to the appropriate internal temperatures.

SCOPE: This procedure applies to food service employees who prepare or serve food.

KEY WORDS: Cross-Contamination, Temperatures, Cooking

PROCEDURES:

1. Remove leftover food from the freezer/refrigerator.
2. Check the temperature of the food to make sure it is lower than 41°F using a calibrated thermometer.
3. Reheat the food products to 165°F , for 2 hours, using an oven, stove, or steamer. Product must hold temp of 165°F for 15 seconds before recording final temp on Cooking/Reheating Temperature Chart. The goal is to take the food through the temperature danger zone (41°F - 135°F) as quickly as possible.
4. Serve the food immediately, or place the food in a steam table or in a pre-heated hot cart and recheck temperature to make sure temperature is at or above 135°F.
5. Check the temperature of the food before serving if the food has been held.
6. Discard any TCS foods held in the temperature danger zone for more than 4 hours. This includes time during receiving, storage, preparation, cooking, holding, cooling, and reheating the food. This should be noted on the **Cooking/Reheating Temperature Chart**.
7. Reheat foods only once, as putting food through the temperature danger zone increases its susceptibility to growth of pathogens.

The Manager/Person in Charge will:

1. Check temperatures of randomly selected reheated items to be certain 165°F was achieved and that the product is held at 135°F or higher.
2. Review temperature logs to assure proper reheating temperatures are achieved.
3. Follow up as necessary and document corrective action.
4. File temperature logs with HACCP records.

DATE IMPLEMENTED: _____ **BY**: _____

DATE REVIEWED: _____ **BY**: _____

DATE REVISED: _____ **BY**: _____

Adapted from Jefferson County Public Schools, Kentucky 11/2014

Step 2 cont. - Standard Operating Procedures
Laundry and Linen Use

PURPOSE: All employees will ensure that clean and sanitized cloths, towels, aprons, table linens, and mop heads are used at appropriate intervals during the work period.

PROCEDURES:
Linens used in the foodservice department for purposes of cleaning and sanitizing are not used in other areas of the school. Linens should be kept separate by functional use to minimize risk of cross contamination. If a laundry service is used it is within guidelines. If a laundry service is not available, linens must be cleaned on site. All employees in foodservice must:

1. Use wiping cloths and other cleaning cloths for purposes of cleaning and sanitizing, as needed.
2. Change cloths and aprons every 4-hours to minimize the risk of cross contamination. Soiled cleaning linens and aprons should be placed in a designated container by use and taken to the laundry area at the end of each shift.
3. Place soiled table linens in a designated container for transportation to the laundry at the end of each meal period.
4. Transfer wet mop heads to separate designated container to be taken to the laundry at the end of each shift. This will minimize mold growth and infestation by pests.
5. Remember, mop heads are to be kept separate from other linens.

In the laundry, the following procedures are recommended:

1. Linens should be washed in temperatures appropriate for color and type of fabric; generally wash water of 120°F is recommended.
2. Detergent appropriate for water type is recommended. Other cleaning agents might include a pre-soak solution and a product to minimize mold growth, particularly in humid conditions.
3. Clean and soiled linens are to be kept separate in the laundry. Employees should wash their hands prior to handling clean linens.
4. Any linen that comes in contact with human blood or other bodily fluids should be earmarked for special treatment in the laundry. This special treatment would include soaking in a chlorine bleach solution and washing in a separate load.
5. Best practice is to avoid linen contact with food.

The manager/person in charge will:

1. Provide sufficient containers to store clean and soiled linens separately.
2. Provide appropriate cleaning agents to effectively clean all items laundered.
3. Monitor all employees to ensure that they are following procedures.
4. Follow up as necessary.

DATE IMPLEMENTED: _____ **BY**: _____

DATE REVIEWED: _____ **BY**: _____

DATE REVISED: _____ **BY**: _____

Adapted from Jefferson County Public Schools, Kentucky 11/2014

Step 2 cont. - Standard Operating Procedures
Visitors in Foodservice

PURPOSE: Visitors (including students, non-production staff, vendors, and volunteers) in the foodservice department will be kept to a minimum. When visitors are present, they must adhere to the food safety practices followed in the department.

PROCEDURES:

The foodservice manager/person in charge and employees must:

1. Limit the access of visitors in the food production areas.
2. Provide hair restraints for all visitors to food production areas.
3. Ask all visitors to wash their hands following foodservice operation's procedures.

The foodservice manager/person in charge will:

1. Post signs to inform all visitors of the following procedures:
    - Limited access to foodservice production areas
    - Location of and proper use of hair restraints.
    - Location of and proper use of hand washing stations.
2. Monitor visitors in production areas to ensure that procedures are followed.

DATE IMPLEMENTED: _____ **BY**: _____

DATE REVIEWED: _____ **BY**: _____

DATE REVISED: _____ **BY**: _____

Adapted from Jefferson County Public Schools, Kentucky 11/2014

Process approach to HACCP – 3 Steps Recipes					
Recipe No.	**Recipe**	**No Cook**	**Same day cook & serve**	**Complex**	**Critical Control Points and Control Measures**
ADE-B-101	Bread Basket	X			*N/A*
ADE-B-104	Bread, White	X			*N/A*
ADE-B-110	Crackers	X			*N/A*
ADE-B-113	Graham Crackers	X			*N/A*
ADE-B-118	Corn Chips, Plain	X			*N/A*
ADE-B-119	Italian Bread Sticks		X		*N/A*
ADE-B-121	Pretzels	X			*N/A*
ADE-B-120	Potato Chips, Baked	X			*N/A*
ADE-B-123	Tortilla Chips	X			*N/A*
ADE-C-101	Banana Pudding	X			*N/A*
ADE-C-104	Cowboy Cookies		X		*N/A*
ADE-C-106	Fruit Cocktail Cake		X		*N/A*
ADE-C-107	Cherry Pillows		X		*N/A*
ADE-C-18	Fortune Cookie	X			*N/A*
ADE-C-110	Gelatin, Assorted	X			*N/A*
ADE-C-111	Lemon Icebox Pie	X			*N/A*
ADE-C-113	Gelatin with Fruit	X			*N/A*
ADE-C-116	Gelatin, Orange/Strawberry	X			*N/A*
ADE-C-119	Marshmallow Rice Squares	X			*N/A*
ADE-C-122	Merry Berry Cake		X		*N/A*
ADE-C-124	Choc Oatmeal No Bake	X			*N/A*
ADE-C-126	Peanut Butter No Bake	X			*N/A*
ADE-C-128	Pineapple Pleasure	X			*N/A*
ADE-C-129	Strawberry Fruited Gelatin	X			*N/A*
ADE-C-131	Strawberry Shortcake		X		*N/A*
ADE-C-132	Sugar Cookies		X		*N/A*

Process approach to HACCP – 3 Steps Recipes					
Recipe No.	**Recipe**	**No Cook**	**Same day cook & serve**	**Complex**	**Critical Control Points and Control Measures**
ADE-D-104	Beef Steak Strips		X		Cook according to manufactures instructions. Hold at 135°F or greater.
ADE-D-105	Cheese Sticks – 1oz	X			Hold at 41°F or below.
ADE-D-106	Cheese Sticks – 2oz	X			Hold at 41°F or below.
ADE-D-107	Burrito, Red Chili		X		Cook according to manufactures instructions. Hold at 135°F or greater.
ADE-D-108	Chef Salad			X	Cook eggs. Cool. Hold at 41°F or below
ADE-D-109	Chicken Fried Steak		X		Cook according to manufactures instructions. Hold at 135°F or greater.
ADE-D-110	Chicken Nuggets		X		Cook according to manufactures instructions. Hold at 135°F or greater.
ADE-D-113	Chicken Rings		X		Cook according to manufactures instructions. Hold at 135°F or greater.
ADE-D-114	Chicken Parmesan w/spag.		X		Critical Control Point 165°F. Hold at 135°F
ADE-D-116	Chicken Spaghetti		X		Critical Control Point 165°F. Hold at 135°F
ADE-D-117	Chicken Strips		X		Cook according to manufactures instructions. Hold at 135°F or greater.
ADE-D-120	Chicken Taco Salad		X		Hold at 41°F or below.
ADE-D-125	Corn Dog – 4oz		X		Cook according to manufactures instructions. Hold at 135°F or greater.
ADE-D-128	Corn Dog / Turkey		X		Cook according to manufactures instructions. Hold at 135°F or greater.
ADE-D-131	Mini Corn Dogs		X		Cook according to manufactures instructions. Hold at 135°F or greater.
ADE-D-134	Chicken Crispito		X		Cook according to manufactures instructions. Hold at 135° F or greater.

Process approach to HACCP – 3 Steps Recipes					
Recipe No.	**Recipe**	**No Cook**	**Same day cook & serve**	**Complex**	**Critical Control Points and Control Measures**
ADE-D-135	Chicken Fajita Wrap		X		Cook according to manufacturer's instructions. Hold at 135°F
ADE-D-136	Egg Roll		X		Cook according to manufacturer's instructions. Hold at 135°F
ADE-D-140	Nautical Fish Shapes		X		Cook according to manufacturer's instructions. Hold at 135°F
ADE-D-143	Fish Strips		X		Cook according to manufacturer's instructions. Hold at 135°F
ADE-D-146	Baked Ham			X	Cook to 145°F, Cool 135°F to 70°F within 2-Hours; 70°F to 41°F within 4-Hours. Reheat to 165°F for 15 seconds
ADE-D-147	Tortilla Chili Pie		X		On-site-Cook to 155°F; canned 165°F. Hold at 135°F or greater
ADE-D-149	Mexican Chicken			X	Cook to 165°F or greater.
ADE-D-152	Pizza Pocket		X		Cook meat to 145°F for 15 seconds. Hold at 1315°F or greater.
ADE-D-155	Pepperoni Pizza Wedge		X		Cook according to manufacturer's instructions. Hold at 135°F
ADE-D-158	Cheese Pizza Wedge		X		Cook according to manufacturer's instructions. Hold at 135°F
ADE-D-161	Sausage Pizza Wedge		X		Cook according to manufacturer's instructions. Hold at 135°F
ADE-D-163	Pork Patty		X		Cook according to manufacturer's instructions. Hold at 135°F
ADE-D-168	Potato Bar		X		Cook potatoes to 135°F for 15 Seconds. Hold at 135°F or greater
ADE-D-170	Salad Bar	X			Hold at 41°F or below.
ADE-D-173	Steakfingers		X		Cook according to manufacturer's instructions. Hold at 135°F

Process approach to HACCP – 3 Steps Recipes					
Recipe No.	**Recipe**	**No Cook**	**Same day cook & serve**	**Complex**	**Critical Control Points and Control Measures**
ADE-D-176	Baked Turkey with Gravy			X	Cook to 145°F; Cool 135°F to 70°F within 2-Hours; 70°F to 41°F within 4-Hours. Reheat to 165°F for 15 seconds
ADE-D-179	Fruited Yogurt	X			Hold at 41°F or below.
ADE-E-101	Cabbage Slaw	X			Hold at 41°F or below.
ADE-E-102	Cole Slaw	X			Hold at 41°F or below.
ADE-E-103	Confetti Cole Slaw	X			Hold at 41°F or below.
ADE-E-104	Shredded Lettuce & Tomato	X			Hold at 41°F or below.
ADE-E-105	Mandarin Orange Salad	X			Hold at 41°F or below.
ADE-E-107	Mixed Green Salad	X			Hold at 41°F or below.
ADE-E-110	Pear/Pineapple Salad	X			Hold at 41°F or below.
ADE-E-114	Garden Salad	X			Hold at 41°F or below.
ADE-E-115	Sandwich Salad cup	X			Hold at 41°F or below.
ADE-E-116	Spinach Salad	X			Hold at 41°F or below.
ADE-E-117	Sandwich Trimmings	X			Hold at 41°F or below.
ADE-E-118	Green Salad	X			Hold at 41°F or below.
ADE-E-120	Ranch Dressing – Fat Free	X			Hold at 41°F or below.
ADE-E-122	Cole Slaw Dressing	X			Hold at 41°F or below.
ADE-F-100	BBQ Sandwich		X		Cook according to manufacturer's instructions. Hold at 135°F
ADE-F-101	Steak Sandwich		X		Cook according to manufacturer's instructions. Hold at 135°F
ADE-F-104	Roast Beef Sand, Open-Face			X	Cook to 145°F; Cool 135°F to 70°F within 2-Hours; 70°F to 41°F within 4-Hours. Reheat to 165°F for 15 seconds
ADE-F-107	Cheeseburger on Bun		X		Cook according to manufacturer's instructions. Hold at 135°F

Process approach to HACCP – 3 Steps Recipes					
Recipe No.	**Recipe**	**No Cook**	**Same day cook & serve**	**Complex**	**Critical Control Points and Control Measures**
ADE-F-110	Chicken Patty Sandwich		X		Cook according to manufacturer's instructions. Hold at 135°F or greater.
ADE-F-113	Chicken Salad Pita	X			Hold at 41°F or below.
ADE-F-114	Grilled Cheese Sandwich–1oz		X		Hold at 135°F or greater.
ADE-F-115	Grilled Cheese Sandwich-1.5oz		X		Hold at 135°F or greater.
ADE-F-116	Grilled Cheese Sandwich-2oz		X		Hold at 135°F or greater.
ADE-F-119	Ham and Cheese Sandwich		X		Hold at 41°F or below.
ADE-F-122	Hamburger on Bun		X		Cook according to manufacturer's instructions. Hold at 135°F or greater.
ADE-F-125	Hoagie Sandwich		X		Cook to 145°F; Cool 135°F to 70°F within 2-Hours; 70°F to 41°F within 4-Hours. Reheat to 165°F for 15 seconds.
ADE-F-128	Hot Dog on Bun		X		Cook according to manufacturer's instructions. Hold at 135°F or greater.
ADE-F-131	Peanut Butter & Jelly Sandwich	X			
ADE-F-133	Peanut Butter Sandwich	X			
ADE-F-134	Rib Pattie Sandwich		X		Cook according to manufacturer's instructions. Hold at 135°F or greater.
ADE-F-137	Turkey Club Sandwich			X	Cook to 165°F; Cool 135°F to 70°F within 2-Hours; 70°F to 41°F within 4-Hours. Reheat to 165°F for 15 Seconds
ADE-F-140	Turkey Sandwich			X	Cook to 165°F; Cool 135°F to 70°F within 2-Hours; 70°F to 41°F within 4-Hours. Reheat to 165°F for 15 Seconds
ADE-F-142	Chili Dog – turkey		X		Cook according to manufacturer's instructions. Hold at 135°F or greater.
ADE-F-144	Chili Dog – Beef/Pork		X		Cook according to manufacturer's instructions. Hold at 135°F or greater.

Process approach to HACCP – 3 Steps Recipes					
Recipe No.	**Recipe**	**No Cook**	**Same day cook & serve**	**Complex**	**Critical Control Points and Control Measures**
ADE-F-146	Turkey Hot Dog		X		Cook according to manufacturer's instructions. Hold at 135°F or greater.
ADE-G-104	Caramel Topping	X			
ADE-G-108	Cranberry Sauce	X			
ADE-H-114	Taco Soup		X		Cook meat to 145°F for 15 Seconds. Hold at 135°F or greater
ADE-I-101	Apple Wedges-3	X			Hold at 41°F or below.
ADE-I-104	Apple Wedges-6	X			Hold at 41°F or below.
ADE-I-107	Fresh Apple	X			Hold at 41°F or below.
ADE-I-110	Rosey Applesauce	X			
ADE-I-111	Sweetened Applesauce	X			
ADE-I-112	Spiced Apples		X		Cook to 135°F for 15 Seconds. Hold at 135°F or greater
ADE-I-113	Banana Slices	X			Hold at 41°F or below.
ADE-I-116	Blushing Pears	X			
ADE-I-122	Frozen Fruit Bar	X			
ADE-I-125	Fruit Cocktail	X			Hold at 41°F or below.
ADE-I-128	Fresh Fruit Cup	X			Hold at 41°F or below.
ADE-I-131	Assorted Fresh Fruit	X			Hold at 41°F or below.
ADE-I-134	Fresh Grapes	X			Hold at 41°F or below.
ADE-I-136	Fresh Orange	X			Hold at 41°F or below.
ADE-I-137	Orange Smiles	X			Hold at 41°F or below.
ADE-I-140	Peaches, Frozen	X			
ADE-I-143	Pear Halves	X			
ADE-I-146	Pineapple Tidbits	X			
ADE-I-152	Pineapple/Banana Cup	X			Hold at 41°F or below.
ADE-I-155	Strawberries and Bananas	X			Hold at 41°F or below.
ADE-I-158	Fresh Strawberries	X			Hold at 41°F or below.

Process approach to HACCP – 3 Steps Recipes					
Recipe No.	**Recipe**	**No Cook**	**Same day cook & serve**	**Complex**	**Critical Control Points and Control Measures**
ADE-I-161	Frozen Strawberries	X			
ADE-I-162	Watermelon Wedges	X			Hold at 41°F or below.
ADE-I-164	Black-Eyed Peas		X		Cook to 135°F for 15 Seconds. Hold at 135°F or greater
ADE-I-167	Seasoned Broccoli		X		Cook to 135°F for 15 Seconds. Hold at 135°F or greater
ADE-I-170	Raw Broccoli with Dip	X			Hold at 41°F or below.
ADE-I-173	Steamed Broccoli		X		Cook to 135°F for 15 Seconds. Hold at 135°F or greater
ADE-I-176	California Blend Vegetables		X		Cook to 135°F for 15 Seconds. Hold at 135°F or greater
ADE-I-179	Carrots/Celery w/Dip-2 sticks	X			Hold at 41°F or below.
ADE-I-182	Carrots/Celery w/Dip-4 sticks	X			Hold at 41°F or below.
ADE-I-183	Carrot Sticks	X			Hold at 41°F or below.
ADE-I-184	Seasoned Sliced Carrots, Frozen		X		Cook to 135°F for 15 Seconds. Hold at 135°F or greater
ADE-I-185	Seasoned Carrots, Canned		X		Cook to 135°F for 15 Seconds. Hold at 135°F or greater
ADE-I-191	Corn on the Cob		X		Cook to 135°F for 15 Seconds. Hold at 135°F or greater
ADE-I-192	Seasoned Corn, Canned		X		Cook to 135°F for 15 Seconds. Hold at 135°F or greater
ADE-I-194	Seasoned Corn, Frozen		X		Cook to 135°F for 15 Seconds. Hold at 135°F or greater
ADE-I-197	French Fries, Oven		X		Cook to 135°F for 15 Seconds. Hold at 135°F or greater
ADE-I-198	French Fries, Fried		X		Cook to 135°F for 15 Seconds. Hold at 135°F or greater
ADE-I-200	Great Northern Beans		X		Cook to 135°F for 15 Seconds. Hold at 135°F or greater
ADE-I-201	French Style Green Beans		X		Cook to 135°F for 15 Seconds. Hold at 135°F or greater
ADE-I-202	Seasoned Green Beans, Frozen		X		Cook to 135°F for 15 Seconds. Hold at 135°F or greater
ADE-I-203	Seasoned Green Beans, Canned		X		Cook to 135°F for 15 Seconds. Hold at 135°F or greater
ADE-I-204	Seasoned Greens		X		Cook to 135°F for 15 Seconds. Hold at 135°F or greater
ADE-I-205	Green Beans with Onions		X		Cook to 135°F for 15 Seconds. Hold at 135°F or greater
ADE-I-206	Mixed Vegetables, Frozen		X		Cook to 135°F for 15 Seconds. Hold at 135°F or greater
ADE-I-209	Mixed Vegetables, Canned		X		Cook to 135°F for 15 Seconds. Hold at 135°F or greater
ADE-I-212	Breaded Okra, Fried		X		Cook to 135°F for 15 Seconds. Hold at 135°F or greater

Process approach to HACCP – 3 Steps Recipes					
Recipe No.	**Recipe**	**No Cook**	**Same day cook & serve**	**Complex**	**Critical Control Points and Control Measures**
ADE-I-215	Seasoned Peas and Carrots		X		Cook to 135°F for 15 Seconds. Hold at 135°F or greater
ADE-I-216	Seasoned Green Peas, Canned		X		Cook to 135°F for 15 Seconds. Hold at 135°F or greater
ADE-I-2118	Seasoned Green Peas, Frozen		X		Cook to 135°F for 15 Seconds. Hold at 135°F or greater
ADE-I-220	Dill Pickle Slices	X			
ADE-I-221	Dill Pickle Spears	X			
ADE-I-224	Seasoned Pinto Beans		X		Cook to 135°F for 15 Seconds. Hold at 135°F or greater
ADE-I-226	Potato Puffs		X		
ADE-I-229	Potato Wedges		X		
ADE-I-232	Mashed Potatoes		X		Cook to 135°F for 15 Seconds. Hold at 135°F or greater
ADE-I-233	Raw Veggie Strips	X			Hold at 41°F or below.
ADE-I-235	Refried Beans, Canned		X		Cook to 135°F for 15 Seconds. Hold at 135°F or greater
ADE-I-236	Salsa	X			
ADE-I-241	Sweet Potato Crunch		X		Cook to 135°F for 15 Seconds. Hold at 135°F or greater
ADE-J-101	Barbeque Sauce Pkt	X			
ADE-J-102	Cinnamon Roll Glaze	X			
ADE-J-104	Potato Chips	X			
ADE-J-108	Honey Pkt	X			
ADE-J-109	Hot Sauce Pkt	X			
ADE-J-111	Ketchup Pkt	X			
ADE-J-114	Mayonnaise, Reduced Fat Pkt	X			
ADE-J-115	Mayonnaise Pkt	X			
ADE-J-117	Mustard Pkt	X			
ADE-J-118	Relish Pkt	X			
ADE-J-120	Sweet and Sour Sauce Pkt	X			
ADE-J-126	Whipped Topping, Purchased	X			Hold at 41°F or below.

Process approach to HACCP – USDA Recipes					
Recipe No.	**Recipe**	**No Cook**	**Same day cook & serve**	**Complex**	**Critical Control Points and Control Measures**
USDA D-11	Barbequed Chicken		X		Heat to 165°F or higher for at least 15seconds. Hold for hot service at 135°F or higher.
USDA D-12	Beef or Pork Burrito		X		Heat to 165°F or higher for at least 15seconds. Hold for hot service at 135°F or higher.
USDA D-12A	Bean Burrito		X		Heat to 165°F or higher for at least 15seconds. Hold for hot service at 135°F or higher.
USDA D-12B	Beef or Pork Burrito (Using Canned Meats)		X		Heat to 165°F or higher for at least 15seconds. Hold for hot service at 135°F or higher.
USDA D-13	Beef or Pork Taco		X		Heat to 155°F for at least 15seconds. Hold for hot service at 135°F or higher.
USDA D-13A	Bean Taco		X		Heat to 155°F for at least 15seconds. Hold for hot service at 135°F or higher.
USDA D-13B	Beef or Pork Taco (Using Canned Meats)		X		Heat to 140°F for at least 15 seconds. Hold for hot service at 135°F or higher
USDA D-13C	Chicken or Turkey Taco		X		Heat to 165°F or higher for at least 15seconds. Hold for hot service at 135°F or higher.
USDA D-14	Beef Stew		X		Heat to 165°F or higher for at least 15seconds. Hold for hot service at 135°F or higher.
USDA D-15	Beef Tamale Pie		X		Heat to 165°F or higher for at least 15seconds. Hold for hot service at 135°F or higher.
USDA D-15A	Beef and Bean Tamale Pie			X	Heat to 155°F for at least 15seconds. Cool to 70°F within 2-Hours and from 70°F to 41°F or lower within additional 4-Hours. Heat to 165°F or higher for at least 15 seconds. Hold for hot service at 135°F or higher

Process approach to HACCP – USDA Recipes					
Recipe No.	**Recipe**	**No Cook**	**Same day cook & serve**	**Complex**	**Critical Control Points and Control Measures**
USDA D-15B	Chicken or Turkey Tamale Pie			X	
USDA D-16	Chicken or Turkey a la King		X		Heat to 165°F or higher for at least 15seconds. Hold for hot service at 135°F or higher.
USDA D-17	Chicken or Turkey and Noodles		X		Heat to 165°F or higher for at least 15seconds. Hold for hot service at 135°F or higher.
USDA D-18	Chicken or Turkey chop Suey		X		Heat to 165°F or higher for at least 15seconds. Hold for hot service at 135°F or higher.
USDA D-19	Chicken or Turkey Pot Pie		X		Heat to 165°F or higher for at least 15seconds. Hold for hot service at 135°F or higher.
USDA D-20	Chili con Carne with Beans		X		Heat to 155°F or higher for at least 15seconds OR if using previously cooked and chilled beans: Heat to 165°F or higher for at least 15 Seconds. Hold for hot service at 135°F or higher.
USDA D-21	Country Fried Steak		X		Heat to 155°F or higher for at least 15seconds. Hold for hot service at 135°F or higher.
USDA D-22	Ground Beef and macaroni (with Mexican Seasoning)		X		Heat to 155°F or higher for at least 15seconds. Hold for hot service at 135°F or higher.
USDA D-23	Ground Beef and Spanish Rice		X		Heat to 155°F or higher for at least 15seconds. Hold for hot service at 135°F or higher.
USDA D-24	Ground Beef Stroganoff		X		Heat to 155°F or higher for at least 15seconds. Hold for hot service at 135°F or higher.
USDA D-25	Lasagna with Ground Beef		X		Heat to 165°F or higher for at least 15seconds. Hold for hot service at 135°F or higher.
USDA D-25A	Lasagna with Ground Pork and Ground Beef		X		Heat to 165°F or higher for at least 15seconds. Hold for hot service at 135°F or higher.

Process approach to HACCP – USDA Recipes					
Recipe No.	**Recipe**	**No Cook**	**Same day cook & serve**	**Complex**	**Critical Control Points and Control Measures**
USDA D-26	Macaroni and Cheese		X		Heat to 140°F for at least 15 seconds. Hold for hot service at 135°F or higher. Heat to 165°F or higher for at least 15 seconds.
USDA D-27	Meat Loaf		X		Heat to 155°F or higher for at least 15 seconds OR if using homemade stock, CCP: Heat to 165°F or higher for at least 15seconds. Hold for hot service at 135°F or higher.
USDA D-27A	Meat Balls		X		Heat to 155°F or higher for at least 15 seconds OR if using homemade stock, CCP: Heat to 165°F or higher for at least 15 seconds. Hold for hot service at 135°F or higher.
USDA D-28	Nachos with Ground Beef		X		Heat to 155°F or higher for at least 15 seconds. Hold for hot service at 135°F or higher.
USDA D-29	Oven Fried Chicken		X		Heat to 165°F or higher for at least 15 seconds. Hold for hot service at 135°F or higher.
USDA D-39	Pizza with Cheese Topping		X		Hold at 135°F or higher
USDA D-30A	Vegetable Pizza		X		Hold at 135°F or higher
USDA D-31	Pizza with Ground Beef topping		X		Heat to 155°F or higher for at least 15 seconds. Hold for hot service at 135°F or higher.
USDA D-31A	Pizza with Ground Pork topping		X		Heat to 155°F or higher for at least 15 seconds. Hold for hot service at 135°F or higher.
USDA D-32	Quiche with Self-Forming Crust		X		Heat to at least 145°F for 3 minutes. Hold for hot service at 135°F or higher.
USDA D-33	Salisbury Steak		X		Heat to 165°F or higher for at least 15 seconds. Hold for hot service at 135°F or higher.
USDA D-34	Scrambled Eggs		X		Heat to at least 145°F for 3 minutes. Hold for hot service at 135°F or higher.
USDA D-35	Spaghetti and Meat Sauce		X		Heat to 155°F or higher for at least 15 seconds. Hold for hot service at 135°F or higher.

Process approach to HACCP – USDA Recipes					
Recipe No.	**Recipe**	**No Cook**	**Same day cook & serve**	**Complex**	**Critical Control Points and Control Measures**
USDA D-35A	Spaghetti and Meat Sauce (Ground Beef and Ground Pork)		X		Heat to 155°F or higher for at least 15 seconds. Hold for hot service at 135°F or higher.
USDA D-36	Sweet and Sour Pork		X		Heat to 165°F or higher for at least 15 seconds. Hold for hot service at 135°F or higher.
USDA D-37	Turkey and Noodles		X		Heat to 165°F or higher for at least 15 seconds. Hold for hot service at 135°F or higher.
USDA D-38	Turkey and Dressing Supreme		X		Heat to 165°F or higher for at least 15 seconds. Hold for hot service at 135°F or higher.
USDA D-39	Chicken Stir-Fry		X		Heat to 165°F or higher for at least 15 seconds. Hold for hot service at 135°F or higher.
USDA D-39A	Beef Stir-Fry		X		Heat to 165°F or higher for at least 15 seconds. Hold for hot service at 135°F or higher.
USDA D-39B	Pork Stir-Fry		X		Heat to 165°F or higher for at least 15 seconds. Hold for hot service at 135°F or higher.
USDA D-40	Chicken Fajitas		X		Heat to 165°F or higher for at least 15 seconds. Hold for hot service at 135°F or higher.
USDA D-41	Chicken Tomato Bake		X		Heat to 165°F or higher for at least 15 seconds. Hold for hot service at 135°F or higher.
USDA D-42	Chicken Tetrazzini		X		Heat to 165°F or higher for at least 15 seconds. Hold for hot service at 135°F or higher.
USDA D-43	Beef Shepherds' Pie		X		Heat to 165°F or higher for at least 15 seconds. Hold for hot service at 135°F or higher.
USDA D-44	Honey-Lemon Chicken		X		Heat to 165°F or higher for at least 15 seconds. Hold for hot service at 135°F or higher.
USDA D-45	Beef Taco Pie		X		Heat to 165°F or higher for at least 15 seconds. Hold for hot service at 135°F or higher.
USDA D-45A	Taco Pie with Salad Topping		X		Heat to 165°F or higher for at least 15 seconds. Hold for hot service at 135°F or higher.

Process approach to HACCP – USDA Recipes					
Recipe No.	**Recipe**	**No Cook**	**Same day cook & serve**	**Complex**	**Critical Control Points and Control Measures**
USDA D-45B	Taco Pie with Beans		X		Heat to 165°F or higher for at least 15 seconds. Hold for hot service at 135°F or higher.
USDA D-46	Baked Cajun Fish		X		Heat to 145°F or higher for at least 15 seconds. Hold for hot service at 135°F or higher.
USDA D-47	Baked Fish Scandia		X		Heat to 145°F or higher for at least 15 seconds. Hold for hot service at 135°F or higher.
USDA D-48	Arroz con Queso (Rice with Cheese)		X		Heat to 140°F or higher for at least 15 seconds. Hold for hot service at 135°F or higher.
USDA D-49	Vegetable Chili		X		Heat to 140°F or higher for at least 15 seconds. Hold for hot service at 135°F or higher.
USDA D-50	Vegetable Lasagna		X		Heat to 165°F or higher for at least 15 seconds. Hold for hot service at 135°F or higher.
USDA D-51	New Macaroni and Cheese		X		Heat to 140°F or higher for at least 15 seconds. Hold for hot service at 135°F or higher.
USDA D-52	Vegetable Quesadilla		X		None

Process approach to HACCP – USDA Recipes (FNS-441 September 2013)					
Recipe No.	**Main Dishes Recipe**	**No Cook**	**Same day cook & serve**	**Complex**	**Critical Control Points and Control Measures**
USDA D-53R	Chic' Penne		X		Heat to 165°F or higher for at least 15 seconds. Hold for hot service at 135°F or higher.
USDA D-54R	Chicken Alfredo with a Twist		X		Hold Pasta at 135°F or higher. Heat to 165°F or higher for at least 15 seconds. Hold for hot service at 135°F or higher.
USDA D-55R	Chicken Curry Casserole		X		Heat to 165°F or higher for at least 15 seconds. Hold for hot service at 135°F or higher.
USDA D-56R	Rainbow Rice		X		Heat to 165°F or higher for at least 15 seconds. Hold for hot service at 135°F or higher.
USDA D-57R	Stir Fried Green Rice, Eggs, Ham		X		Heat to 165°F or higher for at least 15 seconds. Hold for hot service at 135°F or higher.
USDA D-60R	Stir-Fry Fajita Chicken, Squash, and Corn		X		Heat to 165°F or higher for at least 15 seconds. Hold for hot service at 135°F or higher.
USDA D-58R	Smokin' Powerhouse Chili		X		Heat to 135°F or higher for at least 15 seconds. Hold for hot service at 135°F or higher.
USDA D-59R	Squish Squash Lasagna		X		Heat to 135°F or higher for at least 15 seconds. Hold for hot service at 135°F or higher.
USDA D-61R	Eagle Pizza		X		Heat to 135°F or higher for at least 15 seconds. Hold for hot service at 135°F or higher.
USDA D-62R	Fiesta Mexican Lasagna		X		
USDA D-63R	Vegetable Chili Boat		X		Heat to 135°F or higher for at least 15 seconds. Hold for hot service at 135°F or higher.

Process approach to HACCP – USDA Recipes (FNS-441 September 2013)					
Recipe No.	**Sandwich Recipe**	**No Cook**	**Same day cook & serve**	**Complex**	**Critical Control Points and Control Measures**
USDA F-10R	Porcupine Sliders		X		Cool to 41°F or lower within 4-Hours. Heat to 165°F or higher for at least 15 seconds. Hold for hot service at 135°F or higher.
USDA F-11R	Bok Choy Wrappers		X		Heat to 165°F or higher for at least 15 seconds. Hold for hot service at 135°F or higher.
USDA F-13R	Roasted Fish Crispy Slaw Wrap		X		Heat to 145°F or higher for at least 15 seconds. Hold for hot service at 135°F or higher.
USDA F-14R	Fiesta Wrap		X		Heat to 135°F or higher for at least 15 seconds. Hold for hot service at 135°F or higher.
USDA F-15R	Purple Power Bean Wrap	X			Hold for hot service at 135°F or higher OR Chill for later use. Cool to 70°F within 2 hours and to 40°F or lower, within additional 4-Hours. Hold for cold service at 41°F or lower

Process approach to HACCP – USDA Recipes (FNS-441 September 2013)					
Recipe No.	**Grain Recipe**	**No Cook**	**Same day cook & serve**	**Complex**	**Critical Control Points and Control Measures**
USDA B-25R	Mediterranean Quinoa Salad			X	Cool to 41°F or lower for 4-Hours.
USDA B-24R	Azteca Grain Salad			X	Cool to 41°F or lower for 4-Hours.
USDA B-26R	Oodles of Noodles		X		Heat to 135°F or higher for at least 15 seconds. Hold for hot service at 135°F or higher.
USDA B-27R	Peppy Quinoa		X		Heat to 135°F or higher for at least 15 seconds. Hold for hot service at 135°F or higher.

Process approach to HACCP – USDA Recipes (FNS-441 September 2013)					
Recipe No.	**Vegetables Recipe**	**No Cook**	**Same day cook & serve**	**Complex**	**Critical Control Points and Control Measures**
USDA I-23R	Tasty tots		X		Heat to 135°F or higher for at least 15 seconds. Hold for hot service at 135°F or higher.
USDA I-20R	Central Valley Harvest Bake		X		Heat to 135°F or higher for at least 15 seconds. Hold for hot service at 135°F or higher.
USDA I-21R	Harvest Delight		X		Heat to 135°F or higher for at least 15 seconds. Hold for hot service at 135°F or higher.
USDA I-24R	Lentils of the Southwest		X		Heat to 135°F or higher for at least 15 seconds. Hold for hot service at 135°F or higher.

Process approach to HACCP – USDA Recipes (FNS-441 September 2013)					
Recipe No.	**Soup Recipe**	**No Cook**	**Same day cook & serve**	**Complex**	**Critical Control Points and Control Measures**
USDA H-08R	Sweet Potato and Black Bean Stew		X		Heat to 135°F or higher for at least 15 seconds. Hold for hot service at 135°F or higher.
USDA H12R-	Tuscan Smoked Turkey and Bean Soup		X		Heat to 165°F or higher for at least 15 seconds. Hold for hot service at 135°F or higher.
USDA H-09R	Confetti Soup		X		Heat to 165°F or higher for at least 15 seconds. Hold for hot service at 135°F or higher.
USDA H-10R	Harvest Stew		X		Heat to 165°F or higher for at least 15 seconds. Hold for hot service at 135°F or higher.
USDA H-11R	Spanish Chickpea Stew		X		Heat to 135°F or higher for at least 15 seconds. Hold for hot service at 135°F or higher.

Process approach to HACCP –Recipes					
Recipe No.	**Recipe**	**No Cook**	**Same day cook & serve**	**Complex**	**Critical Control Points and Control Measures**

FOOD SAFETY CHECKLIST

Date _____ Observer _____

Directions: Use this Checklist as needed. Determine areas in your operations requiring corrective action. Record corrective action taken and keep completed records in notebook for future reference.

PERSONAL HYGIENE	**Yes**	**No**	**Corrective Action**
• Employees wear clean and proper uniform, including shoes.	☐	☐	_____
• Effective hair restraints are properly worn.	☐	☐	_____
• Fingernails are short, unpolished, and clean (no artificial nails).	☐	☐	_____
• Jewelry is limited to a plain ring, such as wedding band and a watch and no bracelets.	☐	☐	_____
• Hands are washed properly, frequently, and at appropriate times.	☐	☐	_____
• Burns, wounds, sores or scabs, or splints and water-proof bandages on hands are bandaged and completely covered with a foodservice glove while handling food. .	☐	☐	_____
• Eating, drinking, chewing gum, smoking, or using tobacco are allowed only in designated areas away from preparation, service, storage, and ware washing areas.	☐	☐	_____
• Employees use disposable tissues when coughing or sneezing and then immediately wash hands.	☐	☐	_____
• Employees appear in good health.	☐	☐	_____
• Hand sinks are unobstructed, operational, and clean.	☐	☐	_____
• Hand sinks are stocked with soap, disposable towels, and warm water.	☐	☐	_____
• A hand washing reminder sign is posted.	☐	☐	_____
• Employee restrooms are operational and clean.	☐	☐	_____

FOOD PREPARATION	**Yes**	**No**	**Corrective Action**
• All food stored or prepared in facility is from approved sources.	☐	☐	_____
• Food equipment utensils, and food contact surfaces are properly washed, rinsed, and sanitized before every use.	☐	☐	_____
• Frozen food is thawed under refrigeration, cooked to proper temperature from frozen state, or in cold running water.	☐	☐	_____
• Thawed food is not refrozen.	☐	☐	_____
• Preparation is planned so ingredients are kept out of the temperature danger zone to the extent possible.	☐	☐	_____
• Food is tasted using the proper procedure.			
• Procedures are in place to prevent cross-contamination.	☐	☐	_____
• Food is handled with suitable utensils, such as single use gloves or tongs.	☐	☐	_____

FOOD SAFETY CHECKLIST (cont.)

FOOD PREPARATION (cont.)	**Yes**	**No**	**Corrective Action**
• Food is prepared in small batches to limit the time it is in the temperature danger zone.	☐	☐	_____
• Clean reusable towels are used only for sanitizing equipment and surfaces and not for drying hands, utensils, or floor.	☐	☐	_____
• Food is cooked to the required safe internal temperature for the appropriate time. The temperature is tested with a calibrated food thermometer.	☐	☐	_____
• The internal temperature of food being cooked is monitored and documented.	☐	☐	_____
HOT HOLDING			
• Hot holding unit is clean.	☐	☐	_____
• Food is heated to the required safe internal temperature Before placing in hot holding. Hot holding units are not used to reheat potentially hazardous foods (Time/Temperature Control for Safety Foods (TCS)) .	☐	☐	_____
• Hot holding unit is pre-heated before hot food is placed in unit.	☐	☐	_____
• Temperature of hot food is being held is at or above 135°F.	☐	☐	_____
• Food is protected from contamination.	☐	☐	_____
COLD HOLDING			
• Refrigerators are kept clean and organized.	☐	☐	_____
• Temperature of cold food being held is at or below 41°F.	☐	☐	_____
• Food is protected from contamination.	☐	☐	_____
REFRIGERATOR, FREEZER, AND MILK COOLER			
• Thermometers are available and accurate	☐	☐	_____
• Temperature is appropriate for pieces of equipment.	☐	☐	_____
• Food is stored 6 inches off floor or in walk-in cooling equipment.	☐	☐	_____
• Refrigerator and freezer units are clean and neat.	☐	☐	_____
• Proper chilling procedures are used.	☐	☐	_____
• All food is properly wrapped, labeled, and dated.	☐	☐	_____
• The FIFO (First In, First Out) method of inventory management is used.	☐	☐	_____
• Ambient air temperature of all refrigerators and freezers is monitored and documented at the beginning and end of each shift.	☐	☐	_____

FOOD SAFETY CHECKLIST (cont.)

FOOD STORAGE AND DRY STORAGE	Yes	No	Corrective Action
• Temperature of dry storage area is between 50°F and 70°F or state public health department requirement.	☐	☐	_____
• All food and paper supplies are stored 6 to 8 inches off the floor.	☐	☐	_____
• All food is labeled with name and received date.	☐	☐	_____
• Open bags of food are stored in containers with tight fitting lids and labeled with common name.	☐	☐	_____
• The FIFO (First In, First Out) method of inventory management is used.	☐	☐	_____
• There are no bulging or leaking canned goods.	☐	☐	_____
• Food is protected from contamination.	☐	☐	_____
• All food surfaces are clean.	☐	☐	_____
• Chemicals are clearly labeled and stored away from food and food-related supplies.	☐	☐	_____
• There is a regular cleaning schedule for all food surfaces.	☐	☐	_____
• Food is stored in original container or food grade container.	☐	☐	_____

CLEANING AND SANITIZING	Yes	No	Corrective Action
• Three-compartment sink is properly set up for ware washing.	☐	☐	_____
• Dishmachine is working properly (such as gauges and chemicals are at recommended levels.)	☐	☐	_____
• Water is clean and free of grease and food particles.	☐	☐	_____
• Water temperatures are correct for wash and rinse.	☐	☐	_____
• If heat sanitizing, the utensils are allowed to remain immersed in 180°F water for 30 seconds.	☐	☐	_____
• If using a chemical sanitizer, it is mixed correctly and sanitizer strip is used to test chemical concentration.	☐	☐	_____
• Smallware and utensils are allowed to air dry.	☐	☐	_____
• Wiping cloths are stored in sanitizing solution while in use.	☐	☐	_____

UTENSILS AND EQUIPMENT	Yes	No	Corrective Action
• All small equipment and utensils, including cutting boards and knives, are cleaned and sanitized between uses.	☐	☐	_____
• Small equipment and utensils are washed, sanitized, and air-dried.	☐	☐	_____
• Work surfaces and utensils are clean.	☐	☐	_____
• Work surfaces are cleaned and sanitized between uses.	☐	☐	_____
• Thermometers are calibrated on a routine basis.	☐	☐	_____
• Can opener is clean.	☐	☐	_____
• Drawers and racks are clean	☐	☐	_____
• Clean utensils are handled in a manner to prevent contamination of areas that will be in direct contact with food or a person's mouth.	☐	☐	_____

FOOD SAFETY CHECKLIST (cont.)

LARGE EQUIPMENT	Yes	No	Corrective Action
• Food slicer is clean.	☐	☐	_____
• Food slicer is broken down, cleaned, and sanitized before and after every use.	☐	☐	_____
• Boxes, containers, and recyclables are removed from site.	☐	☐	_____
• Loading dock and area around dumpsters are clean and odor-free.	☐	☐	_____
• Exhaust hood and filters are clean.	☐	☐	_____

GARBAGE STORAGE AND DISPOSAL	Yes	No	Corrective Action
• Kitchen garbage cans are clean and kept covered.	☐	☐	_____
• Garbage cans are emptied as necessary.	☐	☐	_____
• Boxes and containers are removed from site.	☐	☐	_____
• Loading dock and area around dumpster are clean.	☐	☐	_____
• Dumpsters are clean.	☐	☐	_____

PEST CONTROL	Yes	No	Corrective Action
• Outside doors have screens, are well-sealed, and are equipped with a self-closing device.	☐	☐	_____
• No evidence of pests is present.	☐	☐	_____
• There is a regular schedule of pest control by a licensed pest control operator.	☐	☐	_____

Arkansas Department of Education
Child Nutrition Program

Step 6: Establishing Corrective Action

Corrective Action Steps: When the Child Nutrition Director or Food Service Manager (PIC) finds situations that must be corrected, refer to the Corrective Action in the specific Standard Operating Procedure that addresses the problem (step 2).

FOOD SAFETY PLAN RECORDKEEPING

DOCUMENTATION (RECORDS)	DOCUMENTATION SCHEDULE
Food Production Records	
Time and Temperature for Cooking	Daily
Time and Temperature for Holding	Daily
Time and Temperature for Cooling	Daily
Time and Temperature for Reheating	As Needed
Critical Control Points (Before Serving)	Daily
Critical Control Points (After Serving)	Daily
Discarding Food	As Needed
Calibration of Thermometers	As Needed
Equipment Temperature Records	
Invoices Documenting Receiving Temperatures	Each Delivery
Refrigeration Log	Daily
Freezer log	Daily
Receiving Log (transporting)	Daily
Review Records	
Food Safety Checklist	As Needed
Copies of the health Inspection	Twice Yearly
Corrective Action Records	As Needed

Staff Responsibility:

All foodservice staff will be held responsible for recordkeeping duties as assigned. Overall, the foodservice manager will be responsible for making sure that records are being taken and for filling records in the proper place.

Recordkeeping Procedure:

- ✓ All Completed forms will be filed in the filing cabinet in the foodservice manager's office.
- ✓ The foodservice manager is responsible for making sure that all forms are updated, available for use, and filed properly after completion.
- ✓ The foodservice manager and/or child nutrition director will be responsible for educating all foodservice personnel on the use and importance of recording critical information.

DATE IMPLEMENTED: _____ **BY**: _____

DATE REVIEWED: _____ **BY**: _____

DATE REVISED: _____ **BY**: _____

DAILY FOOD PRODUCTION RECORD FOR GRADES K-5 and 6-8 MEAL PATTERN

MENU _____ RECIPE# _____ PORTION _____ M T W Th F (CIRCLE ONE) DATE_____

SCHOOL_____

ACTUAL GRADES SERVED

OFFER VS SERVE: Yes_____ No_____

#OF STUDENTS_____ # OF ADULTS _____

FOOD ITEM*	(A) NUMBER SERVING PLANNE	(B) Meal Pattern Contributi	TEMP C = Cooked H = Hold C* = Cooled R = Reheated	(C) SERVINGS PER UNIT (FBG 3)	(D) AMOUNT FOR 100 RECIPE OR (FBG 5)	AMOUNT NEEDED TODAY (A/100 X D) OR (A/C)	(E) ACTUAL AMOUNT USED	(F) PORTION PREPARE (E x C)	(G) PORTION LEFTOVE	(H)* PORTIONS SERVED (F – G)	* Column (H) must be equal to or more than the number of students served, unless Offer vs. Serve is used. **COMMENTS** Discard Foods Calibrate Thermometer
MEAT / MEAT ALT – Min. 1 oz / day											
VEGETABLE – Min. 3/4 cup / day											
Dark Green – 1/2 cup weekly											
Red / Orange – 3/4 cup weekly											
Starchy – 1/2 cup weekly											
Legumes – 1/2 cup weekly											
Other – 1/2 cup weekly											
Additional – 1 cup weekly											
GRAIN / BREAD – 1 oz eq / day											
Whole Grain											
Enriched Grains											
FRUITS – Min. 1/2 cup / day											
MILK – Must offer 2 choices											
OTHER FOODS – condiments, salad dressing, gravy, ice cream, gelati											

* Identify those items that are USDA Donated Foods.

DAILY FOOD PRODUCTION RECORD FOR GRADES 9-12 MEAL PATTERN

MENU _____ RECIPE# _____ PORTION _____ M T W Th F (CIRCLE ONE) DATE_____

SCHOOL_____

ACTUAL GRADES SERVED

OFFER VS SERVE: Yes_____ No_____

#OF STUDENTS_____ # OF ADULTS _____

FOOD ITEM*	(A) NUMBER SERVING PLANNE	(B) Meal Pattern Contributi	TEMP C = Cooked H = Hold C* = Cooled R = Reheated	(C) SERVINGS PER UNIT (FBG 3)	(D) AMOUNT FOR 100 RECIPE OR (FBG 5)	AMOUNT NEEDED TODAY (A/100 X D) OR (A/C)	(E) ACTUAL AMOUNT USED	(F) PORTION PREPARE (E x C)	(G) PORTIO LEFTOV	(H)* PORTION SERVED (F – G)	* Column (H) must be equal to or more than the number of students served, unless Offer vs. Serve is used. **COMMENTS** Discard Foods Calibrate Thermometer
MEAT / MEAT ALT – Min. 2 oz / day											
VEGETABLE – Min. 1 cup / day											
Dark Green – 1/2 cup weekly											
Red / Orange – 1 1/4 cup weekly											
Starchy – 1/2 cup weekly											
Legumes – 1/2 cup weekly											
Other – 3/4 cup weekly											
Additional – 1 1/2 cup weekly											
GRAIN / BREAD – 2 oz eq / day											
Whole Grain											
Enriched Grains											
FRUITS – Min. 1 cup / day											
MILK – Must offer 2 choices											
OTHER FOODS – condiments, salad dressing, gravy, ice cream, gelati											

* Identify those items that are USDA Donated Foods.

MENU:

BREAKFAST PRODUCTION RECORD

SCHOOL _____

OFFER vs SERVE Yes____ No_____

GRADE GROUPING: _____ K-5 _____ 6-8 _____9-12 _____K-12

Breakfast Alternates:

_____ Breakfast in Classroom
_____ Grab N Go
_____ 2nd Breakfast Period
_____ Traditional

DAY: M TU W TH F

DATE: _____

 # Students Served:_____

 # Adults Served: _____

Total # Served: _____

Menu Item	Meal Contribution	Food Item CRE = Credit NC = No Credit	Serving Size	Numbers Servings Planned	Temp C = Cooking H = Holding C* = Cooling R = Reheating			Servings Per Unit	Actual Amt Used	Amt Leftover	Portions Served	Comments
GRAINS												
MEAT/M.ALT												
FRUITS												
VEGETABLES												
OTHER FOODS												
MILK Low Fat_____ Fat Free (FF)_____ FF Flavored _____												

Revised 8/2014

AFTERSCHOOL SNACK PRODUCTION RECORD

WEEK OF _____ SCHOOL _____

MENU	MENU COMPONENT	FOOD ITEM	SERVING SIZE	SERVINGS PER UNIT	ACTUAL AMOUNT USED	AMOUNT LEFTOVER	PORTIONS SERVED
Monday							
	FRUIT/VEG.						
	GRAIN/BREAD						
PLANNED:	MEAT/ALT.						
STUDENT:							
ADULT:	MILK		½ pint				
TOTAL SERVED:							
Tuesday							
	FRUIT/VEG.						
	GRAIN/BREAD						
PLANNED:	MEAT/ALT.						
STUDENT:							
ADULT:	MILK		½ pint				
TOTAL SERVED:							
Wednesday							
	FRUIT/VEG.						
	GRAIN/BREAD						
PLANNED:	MEAT/ALT.						
STUDENT:							
ADULT:	MILK		½ pint				
TOTAL SERVED:							
Thursday							
	FRUIT/VEG.						
	GRAIN/BREAD						
PLANNED:	MEAT/ALT.						
STUDENT:							
ADULT:	MILK		½ pint				
TOTAL SERVED:							
Friday							
	FRUIT/VEG.						
	GRAIN/BREAD						
PLANNED:	MEAT/ALT.						
STUDENT:							
ADULT:	MILK		½ pint				
TOTAL SERVED:							

Standard Operating Procedures

Damaged or Discarded Product Log

Instructions: Foodservice employees will record product name, quantity, action taken, reason, initials, and date each time a food or food product is damaged and/or will be discarded. The foodservice manager will verify that foodservice employees are discarding damaged food properly by visually monitoring foodservice employees during the shift and reviewing, initialing, and dating this log daily. Maintain this log for a minimum of 1 year.

Date	Time	Vendor or School	Product Name	Temperature	Corrective Action Taken	Initials/Date	Manager Initials/Date

Receiving Log (Transporting)

Instructions: Use this Log for deliveries or receiving foods from a centralized kitchen. Record any temperatures and corrective action taken on the Receiving Log. The foodservice manager will verify that foodservice employees are receiving products using the proper procedure by visually monitoring foodservice employees and receiving practices during the shift and reviewing the log daily. Maintain this log for a minimum of 1 year.

Date	Time	Vendor or School	Product Name	Temperature	Corrective Action Taken	Initials/Date	Manager Initials/Date

Receiving Log or Generic Invoice

Instructions: Use this Log for deliveries or receiving foods from a centralized kitchen. Record any temperatures and corrective action taken on the Receiving Log. The foodservice manager will verify that foodservice employees are receiving products using the proper procedure by visually monitoring foodservice employees and receiving practices during the shift and reviewing the log daily. Maintain this log for a minimum of 1 year.

Date	Time	Vendor or School	Product Name	Temperature	Corrective Action Taken	Initials/Date	Manager Initials/Date

Refrigeration / Freezer Log

Month/Year	Location

Instructions: A designated foodservice employee will record the location or description of holding unit, date, time, air temperature, corrective action, and initials on this log. Foodservice manager will verify that foodservice employees have taken the required temperatures by visually monitoring foodservice employees during the shift and reviewing, initialing, and dating this log each working day. Maintain this log for a minimum of one year.

Location/Unit Description	Date	Time	Temperature	Corrective Action	Initials
	1				
	2				
	3				
	4				
	5				
	6				
	7				
	8				
	9				
	10				
	11				
	12				
	13				
	14				
	15				
	16				
	17				
	18				
	19				
	20				
	21				
	22				
	23				
	24				
	25				
	26				
	27				
	28				
	29				
	30				
	31				

Employee Food Safety Training Record

Date: _____

Location: _____

Directions: Use this form to record food safety training provided to employees. Maintain this record for a minimum of 1 year

Employee Name	Length of Training	Training and Materials Provided

SCHOOL _____

FOOD PRODUCTION
MAXIMUM TIME RECORD **DATE _____**

POLICY USING TIME AS A FOOD SAFETY MEASURE: All potentially hazardous (TCS) food items that cannot be maintained at a temperature below 41° f or above 135°F, will be logged individually on this form, recording the time removed from temperature control and the specific time within 4-Hours for the item to be disposed of.

INSTRUCTIONS: Record each individual menu item or batch on the form, noting the time taken from temperature control. Determine and record the 4-Hour maximum time limit for the service for each batch of finished product. LABEL EACH BATCH of product for time to discard. Record amount of finished product discarded.

MENU ITEM	HAZARDOUS FOOD ITEM(S)	BATCH AMOUNT	BEGINNING TIME OF PREPARATION	TIME FOOD MUST BE DISCARDED	AMOUINT DISCARDED	INITIAL
Example: Turkey Sub	Deli Turkey, lettuce, tomatoes	25	Batch 1-8:30	12:30 PM	None-all served by 12:00 PM	MB

Provided by Margie Bowers, Rogers School District

OPTIONAL
Child Nutrition Department
EMPLOYEE HEALTH CONDITION

Employee Name: _____
Address: _____
_____
Telephone Day: _____
Evening: _____
Date of Hire: _____

Today:

Are you currently suffering from any of the following symptoms:

Diarrhea? ----------□ Yes ----□ No
Vomiting? ----------□ Yes ----□ No
Jaundice? ----------□ Yes ----□ No
Sore Throat with Fever? ----------□ Yes ----□ No
Infected Lesions or Wounds Containing Pus on
the Hand, Wrist or an Exposed Body Part? ----------□ Yes ----□ No

Past:

Have you been diagnosed as being ill with Salmonellosis (Salmonella SPP>), Shigellosis (Shigella SPP.), E. Coli infection, Hepatitis A, or Norovirus within the last 90 days? ---□ Yes ----□ No

If you have, what was the date of the diagnosis? _____

High Risk Conditions:

Have you been exposed to or suspected of causing a confirmed outbreak of Salmonellosis, Shigellosis, E. Coli infection, Hepatitis A, or Norovirus? If yes, please provide the date, _____

Do you live in the same household as a person diagnosed with Salmonellosis, Shigellosis, E. Coli infection, Hepatitis A, or Norovirus? ----------□ Yes ----□ No

Do you have a household member attending or working in a setting where there is a confirmed outbreak of Salmonellosis, Shigellosis, E. coli infection, Hepatitis A, or Norovirus? □ Yes ----□ No

Employee Reporting Agreement

I AGREE TO REPORT to the person in charge FUTURE symptoms, infected wounds or lesions, diagnoses of any of the diseases and high-risk conditions listed above, or any other disease transmissible through food. I agree to comply with these reporting requirements, work restrictions or exclusions that may be imposed upon me, good hygienic practices and if necessary, obtain medical clearance at my expense to work. I understand that failure to comply with the terms of this agreement could lead to action by the school food or health regulatory authority that may jeopardize my employment and may cause legal action against me.

Employee Name (please print) _____
Signature of Employee: _____ Date: _____
Signature of Supervisor: _____ Date: _____