



LIVINGSTON COUNTY DEPARTMENT OF PUBLIC HEALTH  
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## FOOD SAFETY STANDARD OPERATING PROCEDURES

Name of Establishment:

Name of License Holder:

Address of Establishment:

City, State, Zip:

Phone Number:  Fax Number:

Email:

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_

Food Service Standard Operating Procedures (SOP's) are written instructions that are specific to the menu, operation and design of each food service establishment. Similar to teaching employees to follow recipes that consistently create great food, SOPs are the recipes that must be taught to consistently create safe food. This template was developed to assist food service operators with creating effective food safety SOP's.

**INSTRUCTIONS:** Provide detailed and complete food safety procedures for the following topics. The procedures must meet the Michigan Public Act 92, Food Law food safety standards. Use additional paper if necessary. If the topic does not apply, then write "Not Applicable" or "NA".

A "Person in Charge" (PIC) is responsible for assuring compliance with the Food Law and must be on site during all hours of operation. Keep a copy of this document in your facility at all times.

# **PURCHASING AND RECEIVING FOOD FROM APPROVED SOURCES**

Who will train employees the requirements for purchasing and receiving food from approved sources?

Position:

Specifically identify food sources and describe the training content and method. Include how and when temperatures will be monitored, the type of thermometer and thermometer storage.

## Approved Food Sources Include:

- Licensed facilities and manufacturers, i.e. food distributors, grocery stores, bakeries, etc...
- USDA inspected meat, poultry, eggs and dairy.

## Unapproved Food Sources Include:

- Home prepared and home-canned food.
- Wild mushrooms unless inspected and approved.
- Uninspected wild game or wild caught fish.

Assign specific staff positions to be responsible for receiving and inspecting food and delivery trucks for signs of contamination. Check temperatures with a calibrated thermometer. The following deliveries must be rejected.

- Reject potentially hazardous food that is not received at 41 °F or below.
- Reject food that has not been protected from contamination during transport.
- Reject packages with tears, leaks, holes, dampness, water stains or signs of pests.
- Reject cans with swollen ends, rust or dents.
- Reject animal food that is discolored, unusual odor, unusual texture, slimy, etc...
- Reject expired use-by/expiration dates.

Who will evaluate the condition of incoming food supplies?

Position:

Who will be responsible to ensure that procedures are followed when purchasing and receiving food?

Position:

Who is responsible for corrective actions if procedures are not followed?

Position:

What will be the corrective actions if procedures are not followed?

What records will be kept and where will they be stored?

Person in Charge (PIC)  Date

## **HANDWASHING**

Who will train employees the requirements of hand washing procedures?

Position:

(Specifically describe the training content and method (i.e. video, demonstration, operation manual)

Employees must adhere to the following hand washing procedures.

Wet hands with water as hot as you can stand, minimum of 110° F, then soap hands and lower forearms and scrub for 20 seconds, then rinse hands and dry with paper towel or approved hand drying device. Employees must wash hands at designated hand sinks only.

Employees must wash hands?

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

Who will assure that handwashing sinks are stocked?

Position:

Who is responsible for corrective actions if procedures are not followed?

Position:

What will be the corrective actions if procedures are not followed?

What records will be kept and where will they be stored?

Person in Charge (PIC)  Date

## **PERSONAL HYGIENE**

Who will train employees on the requirements for personal hygiene?

Position:

(Specifically describe the training content and method (i.e. video, demonstration, operation manual)

Employees must adhere to the following personal hygiene procedures:

- Employees experiencing persistent sneezing, coughing, or a runny nose that causes discharge from the eyes, nose, or mouth may not work with exposed food; clean equipment, utensils, and linens; or unwrapped single-service or single use articles.
- Any employee cuts, burns, boils or skin infections must be completely covered by a water-proof bandage and a single use glove if on hands.
- Food employees wearing fingernail polish or artificial nails must wear intact gloves when working with exposed foods. While preparing food, employees may not wear jewelry on the arms and hands (except for a plain ring such as a wedding band).
- Employees are not allowed to eat or use tobacco in food handling or equipment areas.
- Employees must drink from a container that has a lid and straw in food handling areas and stored in an area not to contaminate food and/or food contact surfaces.
- Employees must wear effective hair restraints such as hats, hair coverings or nets.

Who is responsible for corrective actions if procedures are not followed?

Position:

What will be the corrective actions if procedures are not followed?

What records will be kept and where will they be stored?

Person in Charge (PIC)  Date

## **BARE HAND CONTACT WITH READY-TO-EAT FOODS**

Who will train employees the requirements for handling ready-to-eat foods?

Position:

(Specifically describe the training content and method (i.e. video, demonstration, operation manual)

Ready-to-Eat Food (Definition): Ready-to-eat food is: any hot or cold food that is in a form that is ready to serve to the customer. Except when washing fruits and vegetables food employees can't touch exposed, ready-to-eat food with their bare hands and must use suitable barriers such as a deli tissue, spatulas, tongs, single-use gloves, or dispensing equipment.

List the ready-to-eat foods you will be serving in your facility and the method(s) you will use to avoid bare hand contact.

Utensils: (list foods)

Deli tissue: (list foods)

Spatula: (list foods)

Tongs: (list foods)

Single-use gloves: (list foods)

Dispensing equipment: (list foods)

Who is responsible for corrective actions if procedures are not followed?

Position:

What will be the corrective actions if procedures are not followed?

What records will be kept and where will they be stored?

Person in Charge (PIC)  Date

# EMPLOYEE HEALTH

Who will train employees the requirements for employee health?

Position:

(Specifically describe the training content and method (i.e. video, demonstration, operation manual)

The Person in Charge (PIC) is required to:

Recognize symptoms of diseases that are transmitted by foods. Common symptoms of illnesses that can be easily spread by food include:

- Diarrhea
- Vomiting
- Fever
- Jaundice
- Sore throat with fever
- Discharge from eyes, nose, and mouth
- Wounds and boils on skin

The Person in Charge (PIC) is required to:

Notify employees of their legal responsibility to report to the PIC when:

- They experience any of the common symptoms that can be easily spread by food.
- They are diagnosed as being ill as a result of a “Big Five” pathogen. The “Big Five” are Salmonella typhi, Enterohemorrhagic or Shiga toxin-producing E. coli, Shigella, Hepatitis A, and Norovirus.
- They are exposed to or are suspected of causing a confirmed foodborne illness outbreak of any of the “Big Five”.
- They live with a household member who has any of the “Big Five” pathogens, or if a household member works in or attends a setting where any of the “Big Five” have caused a confirmed outbreak.

The Person in Charge (PIC) is required to:

Exclude food employees from the establishment with the following conditions:

- Diagnosed as having an illness associated with a “Big Five” pathogen.
- Demonstrate signs of jaundice, “yellowing of skin and/or eyes” and onset occurred less than 7 calendar days.
- Symptoms of vomiting and/or diarrhea.

The Person in Charge (PIC) is required to:

Restrict food employees with the following conditions from working with exposed food; clean equipment; utensils and linens; unwrapped single service and single-use articles; etc...

- Sore throat with fever

- Discharges from the eye, nose, and mouth
- Jaundice
- Has cuts, wounds, boils or lesions on the hands or wrists, unless an impermeable cover, such as a finger cot and a single-use glove is worn over the impermeable cover
- Has cuts, wounds, boils or lesions on the exposed portions of the arms, unless the lesion is protected by impermeable cover
- Has cuts, wounds, boils or lesions on other parts of the body, unless the lesion is covered by a dry, durable, tight-fitting bandage
- Is not experiencing a symptom of acute gastroenteritis, but has a stool that yields a specimen culture that is positive for Salmonella typhi, Enterohemorrhagic or Shigella toxin-producing E. Coli, Shigella spp, or Norovirus. Such a person is considered a “shedder” of “Big Five” pathogens.
- Demonstrate signs of jaundice, “yellowing of skin and/or eyes” and onset occurred more than 7 calendar days, are not suspected of causing food borne illness, not diagnosed with Hepatitis A, and the facility *does not serve a highly susceptible population*.

Highly Susceptible Population (definition)

A group of persons who are more likely to experience foodborne illness because they are immune compromised and are in a facility that provides health care or assisted living services, such as a day care center, hospital, nursing home, kidney dialysis center, etc. Immune compromised populations include, preschool age children, elderly people, people who are already experiencing illness, people taking certain medications, pregnant women, etc.

**Does this establishment serve a highly susceptible population?**  YES  NO

The Person in Charge (PIC) is required to:

Exclude food employees from the establishment with the following conditions if the facility serves a highly susceptible population:

- Symptomatic of acute gastro intestinal illness and they are exposed to or are suspected of causing a confirmed food borne illness outbreak of any of the “Big Five
- Live with household member who has any of the “Big Five” pathogens, or if a household member attends a setting where any of the “Big Five” have caused a confirmed outbreak.
- Past illness from Salmonella typhi within the last 3 months.
- Past illness from Shigella, or Enterohemorrhagic or Shiga toxin-producing E. coli within the last month.
- Diagnosed with Norovirus and are asymptomatic.
- Demonstrate signs of jaundice, “yellowing of skin and/or eyes”.

The Person in Charge (PIC) is required to:

Notify the Local Health Department when an employee is diagnosed with a “Big Five” pathogen. The “Big Five” pathogens are Salmonella typhi, Enterohemorrhagic or Shiga toxin-producing E. coli, Shigella, Hepatitis A and Norovirus.

The Person in Charge (PIC) is required to:

Reinstate affected food workers who are restricted or excluded. Reinstatement will be performed in the following manner:

- Any excluded employees will be reinstated per written medical documentation from a physician and approval from the Health Department.
- Any restricted employee exhibiting symptoms such as diarrhea; sore throat with fever; vomiting; and fever; will be reinstated via the PIC when symptoms cease and no food borne illness occurs.
- A restricted food employee who is jaundiced and the onset occurred more than 7 calendar days before, are not suspected of causing food borne illness, not diagnosed with Hepatitis A, and the facility *does not serve a highly susceptible population* will be reinstated via the PIC based on physician documentation that the person is free of Hepatitis A.
- A restricted food employee who is without symptoms for at least 24 hours, except for those with a positive stool for Salmonella typhi, Shigella, or E. coli will be reinstated by the PIC based on physician documentation.
- If a restricted food employee exhibits symptoms such as diarrhea; sore throat with fever; vomiting; fever; and jaundice that result from chronic noninfectious condition, they will be reinstated by the person in charge, based on written documentation.
- A restricted food employee who exhibits persistent sneezing, coughing, or runny nose will be reinstated by the PIC once the symptoms cease.
- If the establishment serves a highly susceptible population, the PIC will seek guidance from the Health Department on how to reinstate excluded or restricted employees.

The Person in Charge (PIC) is required to:

Assure that the following procedures are met:

- Require all employees to review this procedure.
- Monitor employees for visible or obvious symptoms.
- Assure that all employees notify the PIC when required.
- Assure that all food employees comply with exclusions or restrictions.
- Document reporting agreements using Form 1-B (attached).
- Maintain documents and record of exclusions and restrictions.
- Contact the Health Department if there are any questions.

Who is responsible for corrective actions if employee health procedures are not followed?

Position:

What will be the corrective actions if procedures are not followed?

What records will be kept and where will they be stored?

Person in Charge (PIC)  Date



## **FORM 1-B**

This agreement is to assure that employees are aware of the legal requirements to notify the "Person in Charge" (PIC) when they experience the following health conditions, so that the PIC can take appropriate interventions to prevent foodborne illness.

### **I AGREE TO REPORT THE FOLLOWING CONDITIONS TO THE PERSON IN CHARGE OF THE FOOD ESTABLISHMENT.**

1. Diarrhea
2. Vomiting
3. Jaundice
4. Sore throat with fever
5. Wounds or lesions
6. Diagnosed with Norovirus, Typhoid fever (*Salmonella typhi*), Shigellosis (*Shigella* spp. infection), *Escherichia coli* O157:H7 or other EHEC/STEC infection or Hepatitis A.
7. Exposure to or suspicion of causing any confirmed disease outbreak or to Norovirus, Typhoid fever (*Salmonella Typhi*), Shigellosis (*Shigella* spp. infection), *Escherichia coli* O157:H7 or other EHEC/STEC infection or Hepatitis A.
8. A household member diagnosed with Norovirus, Typhoid fever (*Salmonella Typhi*), Shigellosis (*Shigella* spp. infection), *Escherichia coli* O157:H7 or other EHEC/STEC infection or Hepatitis A.
9. A household member in a setting experiencing a confirmed disease outbreak of Norovirus, Typhoid fever (*Salmonella Typhi*), Shigellosis (*Shigella* spp. infection), *Escherichia coli* O157:H7 or other EHEC/STEC infection or Hepatitis A.

I understand my legal responsibilities under Michigan Public Act 92, Food Law and agree to comply with the terms of this agreement. Failure to comply with the terms of this agreement could jeopardize employment and involve legal action.

Employee name (please print):

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Owner name or authorized representative (please print):

Signature of owner or authorized representative: \_\_\_\_\_ Date: \_\_\_\_\_

Food employee being referred: (Name, please print)

The Food Code specifies, under *Part 2-2 Employee Health Subpart 2-201 Disease or Medical Condition*, that Conditional Employees and Food Employees obtain medical clearance from a health practitioner licensed to practice medicine, unless the Food Employees have complied with the provisions specified as an alternative to providing medical documentation, whenever the individual is chronically suffering from a symptom such as diarrhea; or

- 1. Has a current illness involving Norovirus, Typhoid fever (*Salmonella typhi*), Shigellosis (*Shigella* spp.), *E. coli* O157:H7 infection (or other EHEC/STEC), or Hepatitis A Virus
- 2. Reports *past illness* involving typhoid fever (*S. typhi* within the past 3 months (while Salmonellosis is common in the United States, typhoid fever is rare).
- 3. Is the employee assigned to a food establishment that serves a population that meets the Food Code definition of a highly susceptible population such as a day care center with preschool-age children, a hospital kitchen with immuno-compromised persons, or an assisted living facility or nursing home with older adults?       **Yes**       **No**

Reason for Medical Referral: The reason for this referral is checked below:

- 1. Is chronically suffering from vomiting or diarrhea; or (specify)
- 2. Diagnosed or suspected Norovirus, Typhoid fever (*Salmonella typhi*), Shigellosis, *E. coli* O157:H7 infection (or other EHEC/STEC) or Hepatitis A Virus (Specify)
- 3. Reported past illness from Typhoid fever within the past 3 months.  
(Date of illness)
- 4. Other medical condition of concern per the following description:

Health Practitioner's Conclusion: (Circle the appropriate one)

Food employee is free of involving Norovirus, Typhoid fever (*Salmonella typhi*), Shigellosis (*Shigella* spp.), *E. coli* O157:H7 infection (or other EHEC/STEC), or Hepatitis A Virus and may work as a food employee without restrictions.

Food employee is an asymptomatic shedder of Norovirus, Typhoid fever (*Salmonella typhi*), Shigellosis, *E. coli* O157:H7 infection (or other EHEC/STEC), or Hepatitis A Virus and is restricted from working with exposed food; clean equipment, utensils, and linens; and unwrapped single-service and single-use articles in food establishments and facilities that serve highly susceptible populations such as those who are preschool age, immuno-compromised, or older adults and in a facility that provides preschool custodial care, health care, or assisted living.

(In accordance with Title I of the Americans with Disabilities Act (ADA) and to provide only the information necessary to assist the food establishment operator in preventing foodborne disease transmission, please confine comments to explaining your conclusion and estimating when the employee may be reinstated.)

Signature of Health Practitioner \_\_\_\_\_ Date \_\_\_\_\_

**Comments:**

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## CROSS CONTAMINATION PREVENTION

Who will train employees the requirements for cross contamination prevention?

Position:

(Specifically describe the training content and method (i.e. video, demonstration, operation manual)

Food must be stored and prepared to prevent contamination. How will you handle items/processes to prevent contamination of food?

- Food in storage:
- Food on display:
- In-use utensils:
- Cutting boards
- When tasting food:
- Opening canned foods:
- Washed fruits and unwashed fruits, including melons:
- Buffet plates and utensils:
- While preparing food:

All foods must be stored to prevent contamination, covered and six inches off the floor.

Always keep cutting boards, slicers, utensils and other food contact equipment cleaned and sanitized.

Store wiping cloths in containers of proper EPA registered sanitizers at concentrations that meet the manufacturers' recommendations.

Rinse all fruit and vegetables thoroughly, they can contain bacteria and must be stored, handled and prepared appropriately.

Who is responsible for corrective actions if procedures are not followed?

Position:

What will be the corrective actions if procedures are not followed?

What records will be kept and where will they be stored?

Person in Charge (PIC)  Date

## **DATE MARKING READY-TO-EAT, POTENTIALLY HAZARDOUS FOOD**

Who will train employees the requirements for date marking ready-to-eat, potentially hazardous food?

Position:

(Specifically describe the training content and method (i.e. video, demonstration, operation manual)

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

### Foods that required date marking:

Ready-to-eat, potentially hazardous food that will be held under refrigeration for more than 24 hours before sale or service. The date shall indicate a consume by or discard date of no more than 7 days (date of preparation or opening plus 6 days).

### Foods that do not require date marking:

- Foods that are not ready-to-eat (example: raw chicken).
- Foods that are not potentially hazardous (example: whole wheat bread).
- Whole, unsliced portions of cured and processed lunchmeat in the original packaging.
- For other exemptions, see 2005 food code section 3-501.17(F).

List all ready-to-eat, potentially hazardous food that you will be date marking.

Describe the type of marking system. (calendar dates, days of the week, color coded marks, etc.)

Who is responsible for corrective actions if procedures are not followed?

Position:

What will be the corrective actions if procedures are not followed?

What records will be kept and where will they be stored?

Person in Charge (PIC)  Date

## THAWING POTENTIALLY HAZARDOUS FOOD

Who will train employees the requirements for thawing potentially hazardous food?

Position:

(Specifically describe the training content and method (i.e. video, demonstration, operation manual)

The following methods are approved for thawing potentially hazardous foods. List the foods you will be thawing under the method you will use for that particular food.

- Thawed in a refrigerator at 41 °F or below

- Submerged under running water at 70 °F, or below, with sufficient flow to remove food particles.

- In a microwave as part of the continuous cooking process, food must be immediately placed in conventional cooking equipment.

- Placed in conventional cooking equipment while in a frozen state.

Who is responsible for corrective actions if procedures are not followed?

Position:

What will be the corrective actions if procedures are not followed?

What records will be kept and where will they be stored?

Person in Charge (PIC)  Date

## COOKING POTENTIALLY HAZARDOUS FOOD

Who will train employees the requirements for cooking potentially hazardous food?

Position:

Specifically describe the training content and method. Include how and when temperatures will be monitored, the type of thermometer and thermometer storage.

### REFERENCE CHART:

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

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

On the following lines list all foods that will be cooked in your facility to these minimum internal temperatures.

165 °F

155 °F

145 °F

135 °F

Who is responsible for corrective actions if procedures are not followed?

Position:

What will be the corrective actions if procedures are not followed?

What records will be kept and where will they be stored?

Person in Charge (PIC)  Date

## COOLING POTENTIALLY HAZARDOUS FOOD

Who will train employees the requirements for cooling potentially hazardous food?

Position:

Specifically describe the training content and method. Include how and when temperatures will be monitored, the type of thermometer and thermometer storage

Cooling potentially hazardous food must be cooled with following two steps or quicker: From 135°F to 70°F; within 2 hours, then from 70°F to 41°F or less within 4 more hours.

Cooling methods include:

1. Placing food in shallow pans.
2. Cover food loosely or leave uncovered to help cool faster.
3. Separating food into smaller or thinner portions.
4. Using rapid cooling equipment (ice paddle).
5. Stirring food in a container placed in an ice bath.
6. Adding ice as an ingredient to the recipe.
7. Using metal containers instead of plastic.

List the foods you will be rapidly cooling and methods

How will cooling times and temperatures be monitored? (temperature logs, etc.)

Who is responsible for corrective actions if procedures are not followed?

Position:

What will be the corrective actions if procedures are not followed?

What records will be kept and where will they be stored?

Person in Charge (PIC)  Date

## REHEATING POTENTIALLY HAZARDOUS FOOD

Who will train employees the requirements for reheating potentially hazardous food?

Position:

Specifically describe the training content and method. Include how and when temperatures will be monitored, the type of thermometer and thermometer storage.

(Reference: Food Code 3-403.11)

- Reheat previously cooked food to 165°F for 15 seconds within 2 hours.
- Discard food that has not been reheated to 165°F within 2 hours.
- Do not use equipment that is not capable of reheating the food to 165°F within 2 hours.
- Commercially packaged foods can be heated to a temperature of 135°F for hot holding.
- If reheating in a microwave oven the food shall be reheated so that all parts reach an internal temperature of a least 165°F and the food is rotated or stirred, covered, and allowed to stand covered for 2 minutes after reheating.

Potentially hazardous food that is held at improper temperatures will allow pathogens to multiply to dangerous numbers. Proper reheating provides some assurance that pathogens will be eliminated.

List all foods that you will be reheating and indicate reheating temperatures.

What equipment will you be using to reheat foods?

How will reheating times and temperatures be monitored?

Who is responsible for corrective actions if procedures are not followed?

Position:

What will be the corrective actions if procedures are not followed?

What records will be kept and where will they be stored?

Person in Charge (PIC)  Date



## COLD HOLDING POTENTIALLY HAZARDOUS FOOD

Who will train employees the requirements for cold holding potentially hazardous food?

Position:

Specifically describe the training content and method. Include how and when temperatures will be monitored, the type of thermometer and thermometer storage.

(Reference: Food Code 3-501.16)

Take food temperatures at least every 2 hours. Foods must be discarded after 4 hours if they have not been held at 41 °F or below.

Potentially hazardous food must be stored at 41 °F or below. Refrigeration equipment that is not capable of maintaining potentially hazardous food at 41 °F or below shall be replaced.

List all potentially hazardous foods that will be held cold.

What equipment will be used for holding cold food and how will air temperatures be monitored?

How will cold holding temperatures be monitored?

Who is responsible for corrective actions if procedures are not followed?

Position:

What will be the corrective actions if procedures are not followed?

What records will be kept and where will they be stored?

Person in Charge (PIC)  Date

## HOT HOLDING POTENTIALLY HAZARDOUS FOOD

Who will train employees the requirements for hot holding potentially hazardous food?

Position:

Specifically describe the training content and method. Include how and when temperatures will be monitored, the type of thermometer and thermometer storage.

(Reference: Food Code 3-501.16) NOTE: These are minimum holding temperatures and can be held at any higher temperature

Take temperatures at least every 2 hours. Foods must be discarded after 4 hours if they have not been held at 135°F.

List all potentially hazardous foods that will be held hot.

What equipment will you be using for holding hot food?

How will hot holding temperatures be monitored?

Who is responsible for corrective actions if procedures are not followed?

Position:

What will be the corrective actions if procedures are not followed?

What records will be kept and where will they be stored?

Person in Charge (PIC)  Date

## **WAREWASHING**

Who will train employees the requirements for warewashing?

Position:

(Specifically describe the training content and method (i.e. video, demonstration, operation manual)

All food contact equipment must be washed, rinsed, sanitized and air-dried after each use.

What methods will be used for warewashing?

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| • Three compartment sink                         | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| • Chemical sanitizing dish machine               | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| • High temperature water sanitizing dish machine | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

What types of sanitizer will be used

- |             |                              |                             |
|-------------|------------------------------|-----------------------------|
| • Chlorine  | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| • Quat-San  | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| • Iodine    | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| • Hot water | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

The following steps are to be utilized for manual three compartment warewashing:

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

Who will be responsible for monitoring the sanitizing concentrations\* (test kits are required)

Position:

What equipment will be "cleaned in place" and explain the procedures. (ex. meat slicer)

Who is responsible for corrective actions if procedures are not followed?

Position:

What will be the corrective actions if procedures are not followed?

What records will be kept and where will they be stored?

## **CLEANING AND SANITIZING FOOD CONTACT SURFACES**

Who will train employees the requirements for cleaning and sanitizing food contact surfaces?

Position:

Specifically describe the training content and method, including labeling and storage.

The 2005 Food Code requires that food contact surfaces be cleaned and sanitized. The Person in charge (PIC) is responsible for knowing the correct method for cleaning and sanitizing and ensuring employees follow effective cleaning and sanitizing steps.

The Person in Charge (PIC) must determine which cleaning agents and procedures will work best in the facility. List the cleaners and sanitizers that will be used in your facility.

**Cleaning** (definition) The removal of food, soil, and other types of debris from a surface. Detergents are cleaning agents that remove grease or fat associated with food residues.

**Sanitizing** (definition) An additional step that can only occur after a surface is already clean. Sanitizing involves the use of heat or chemicals to reduce the number of microorganisms to safe levels.

List the procedures that employees will follow to clean and sanitize food contact surfaces.

Who is responsible for corrective actions if procedures are not followed?

Position:

What will be the corrective actions if procedures are not followed?

What records will be kept and where will they be stored?

Person in Charge (PIC)  Date

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