Standard Operating Procedures for

Facility _____

Cooling

Why:	Cooling food too slowly can allow bacteria to grow or toxins to be produced, causing foodborne illness. It takes longer to cool large batches of food.
Who:	Food production employees who are responsible for cooling. ☐ _____
When:	Whenever you are cooling Potentially Hazardous Foods (PHFs). ☐ _____
Where:	☐ Ice bath ☐ commercial reach-in ☐ walk-in freezer or cooler ☐ blast chiller ☐_____
How:	For all foods: ○ Make sure there is adequate air circulation around containers. ○ Don't cover until food is cooled, then cover. ○ Stir foods to cool them faster and more evenly. ○ Don't overload the capacity of refrigeration units / freezers. ○ Use a clean and calibrated thermometer to check the temperature at the center of the food. Make sure that it reaches **70°** within 2 hours, and **41°** within an additional 4 hours. ☐ _____

Thin Liquids

☐ Modify recipes to use cold water or ice.
☐ Divide food into smaller batches or portions.
☐ Use cooling wand/ice bath or cold running water and stir frequently.
☐ Put in shallow containers (<2" thick) and refrigerate or freeze.
☐ _____

Thick Liquids

☐ Modify recipes to use cold water or ice.
☐ Divide food into smaller batches or portions.
☐ Put in shallow containers (<2" thick) and refrigerate or freeze.
☐ Use cooling wand/ice bath or cold running water and stir frequently.
☐ _____

Semi-Solids

☐ Divide food into smaller batches or portions.
☐ Put in shallow containers (<2" thick) and refrigerate or freeze.
☐ _____

Cooling (continued)

	Solids ☐ Divide food into smaller batches or portions. ☐ Put in shallow containers (<2" thick) and refrigerate or freeze. ☐ _____
Optional Records:	"Cooling Log" – Record times and temperatures during cooling: ☐ each time ☐ hourly ☐ daily ☐ weekly ☐ other _____ ☐ _____ _____
Correction:	☐ Throw away food if the cooling times and temperatures have not been reached. **OR** ☐ If food has not cooled in the proper time/temp, immediately reheat food and begin the process again (only reheat once to 165°F). ○ Make sure that refrigeration unit is adequate to support food volume and cooling method, and is not overloaded. ○ Check that the refrigeration unit is operating properly. ○ Throw out PHF held at room temperature for more than 4 hours. ○ Throw out food if proper procedure not followed or cooling time/temps were not reached. ☐ _____
PIC Verification:	○ Spot check cooling procedures and temperatures for each item. ○ Thermometers are used and calibrated. ☐ _____ ☐ _____

Prepared or revised by_____Date_____