



# Food Safety Management Plan

*The following food safety management plan is designed to document Active Managerial Control steps that can be taken by a food establishment to limit the risk of foodborne illness. The plan is meant to serve as a sample for retail food establishments in Island County. Content is based on basic operations for a casual restaurant in Island County and is not meant to be an all-inclusive ready to use document. The document is meant to be used as a template for development and implementation of a site-specific food safety management program for an establishment. Please contact us directly with questions, suggestions, or for assistance in developing your food safety management program. E-mail us at [foodsafety@islandcountywa.gov](mailto:foodsafety@islandcountywa.gov) for assistance.*

*Prepared based on [ICN HACCP Based standard operating procedures](#).*



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## Employee Training

**PURPOSE:** To provide the appropriate food safety training to allow employees to actively manage foodborne illness risk factors.

**SCOPE:** This procedure applies to all employees.

### INSTRUCTIONS/PROCEDURES:

#### Management Staff

1. At least one staff member will be required to demonstrate knowledge of food safety principles by:
  - a. Becoming a certified food protection manager who has shown proficiency of required information through passing a test that is part of an accredited program (ServSafe, National Registry of Food Safety Professionals, 360 Training, Above Training/State Food Safety, AAA Food Safety, or The Always Food Safe Company)
2. Meet Island County Food Code requirements for maintenance of Certified Food Manager status.
3. Deliver training on HACCP based food safety management program standard operating procedures and records as part of new employee orientation.
4. Conduct targeted training for employees in need of improving food safety practices.

#### Non-Management Staff

1. All non-management staff will be required to complete Washington State Food Worker certification training in advance of employment.
2. Meet Island County Food Code requirements for maintenance of Food Worker status.
3. Complete training on HACCP based food safety management program standard operating procedures and records upon hire.

### MONITORING:

1. The person in charge and/or other management staff will observe employees to determine any employees who need additional training.

### CORRECTIVE ACTION:

1. Coordinate training for any employee who does not meet requirements of their position.
2. Retrain any employee who does not follow proper food safety procedures.

### VERIFICATION AND RECORD KEEPING:

1. Management staff will review records monthly to ensure all training records are current.
2. Copies of food protection manager certificates will be maintained at each location where the food manager works.
3. Food workers cards will be maintained at each location in which an employee works.



## Employee Health

**PURPOSE:** To reduce the risk of foodborne disease transmission through the reporting of symptoms and/or diagnoses associated with foodborne disease.

**SCOPE:** This procedure applies to all employees.

### INSTRUCTIONS/PROCEDURES:

1. As a condition of employment all employees are required to report the following symptoms to their manager in a timely manner:
  - a. Vomiting
  - b. Diarrhea
  - c. Jaundice (yellow skin and eyes)
  - d. Sore throat with fever
  - e. Any exposed lesion, cut, or infected wound that is open or draining
2. As a condition of employment all employees are required to report the following illnesses diagnosed by a health practitioner:
  - a. Norovirus
  - b. Hepatitis A
  - c. *Shigella* spp.
  - d. *Salmonella* Typhi (Typhoid Fever)
  - e. *Salmonella* spp. (*nontyphoidal*)
  - f. *Escherichia Coli* (Shiga Toxin Producing)
3. Management staff will immediately exclude any employee who is known to have the following:
  - a. Diarrhea or Vomiting;
  - b. Jaundice;
  - c. A diagnosed infection (symptomatic or asymptomatic) with *Salmonella* Typhi, *Shigella*, Shiga Toxin-Producing *Escherichia Coli*, Norovirus, or hepatitis A virus;
  - d. A previous infection with *Salmonella* Typhi within the past three months without having antibiotic therapy.
4. Management staff will immediately restrict any employee who is known to have the following:
  - a. A lesion that appears inflamed or contains pus and that is not covered; or
  - b. A sore throat with fever.
5. Management staff will document restriction and exclusion on the Employee Illness log.
6. Management staff will immediately notify Island County Public Health when a food employee is:
  - a. Jaundiced OR
  - b. Has been diagnosed with a reportable illness (see #2).
7. Management staff will ensure the following before re-instating any employee who has been excluded or restricted.
  - a. Diarrhea or vomiting: Remove exclusion when asymptomatic for more than twenty-four hours;
  - b. Sore throat with fever: Remove exclusion when asymptomatic; or
  - c. Uncovered infected wound or pus-filled boil: Remove restriction when skin, wound, or pus-filled boil is properly protected by an impermeable cover and, if on the hand or wrist, with a single-use glove.
8. Management staff will request approval from Island County Public Health before re-instating any employee who has been restricted or excluded based on an order from Island County.



## Employee Health (continued)

### MONITORING:

1. The person in charge and/or other management staff will observe employees for visible signs or reportable illnesses.
2. The person in charge and/or other management staff will ensure all employees complete an illness interview form and a reportable illness agreement upon hire and/or adoption of this prerequisite program.
3. The person in charge and/or other management staff will record all reportable illness events on an employee illness log.

### CORRECTIVE ACTION:

1. Management staff will immediately exclude all employees reporting symptoms of vomiting, diarrhea, and/or jaundice.
2. Management staff will immediately restrict employees with infected cuts or wounds and/or reporting symptoms of sore throat with fever from any duty involving the handling, preparation, and/or service of food and beverages.
3. Management staff will immediately exclude all employees diagnosed Norovirus, Hepatitis A, *Shigella* spp., *Salmonella* typhi, *Salmonella* spp. ( all types), and/or *Escherichia Coli*.
4. Management staff will immediately report the exclusion of employees diagnosed with Norovirus, Hepatitis A, *Shigella* spp., *Salmonella*, *Escherichia Coli*, and/or symptoms of jaundice to Island County Public Health.
5. Management staff will ensure that all employees excluded due to reportable illness obtain medical clearance from a health practitioner and/or the Island County Public Health prior to returning to work.

### VERIFICATION AND RECORD KEEPING:

1. Management staff will review illness logs monthly to ensure reporting and corrective action activities are documented.



## Vomiting and Diarrheal Event Cleanup

**PURPOSE:** To ensure staff properly respond to all incidents requiring cleaning and disinfecting of body fluid spills which includes but is not limited to vomiting and diarrheal events

**SCOPE:** This procedure applies to all employees.

### INSTRUCTIONS/PROCEDURES:

1. Train all employees on vomiting and diarrheal event cleanup policy.
2. Follow Island County Food Code requirements.
3. Contain the affected area
  - Discontinue foodservice operations if spill occurred in food preparation or service areas.
  - Block off the area of the spill until cleanup and disinfection are complete. For incidents involving vomit, contain all areas within 25 feet of the spill.
  - Exclude any sick staff or consumers from the establishment.
4. Retrieve the Body Fluid Cleanup Kit.
5. Put on personal protective equipment (PPE), including:
  - Disposable, non-latex gloves. Gloves should be vinyl or nitrile (rubber), and non-powdered.
    - Consider double gloving (wearing two gloves on each hand). Replace gloves if they tear or become visibly soiled. Keep hands away from face while wearing gloves.
  - A disposable gown or apron, and disposable shoe covers.
  - A face mask with eye protection, or goggles.
6. Remove visible body fluid
  - Pour dry absorbent, or liquid spill absorbent, on body fluid spill.
  - Use a disposable scoop, or equivalent, and disposable paper towels to remove the absorbent and body fluid from the affected surfaces.
  - Dispose of the absorbent, body fluid, disposable scoop, and paper towels in a plastic garbage bag.
  - Remove gloves. Dispose of gloves in a plastic garbage bag.
  - Wash hands.
7. Clean the affected area
  - Put on new disposable gloves. Consider double gloving.
  - Clean the affected area with soap and water, and paper towels and/or a disposable mop head. This includes surfaces that came into direct contact with body fluids, and surfaces that *may* have been contaminated with body fluids. **Before disinfection (Step #6), all surfaces should be thoroughly cleaned (i.e., not visibly soiled).**
  - Dispose of the paper towels and/or disposable mop head in a plastic garbage bag.
  - Remove gloves. Dispose of gloves in a plastic garbage bag.
  - Wash hands.
8. Disinfect the affected area
  - Put on new disposable gloves. Consider double gloving.



## Vomiting and Diarrheal Event Cleanup (continued)

### Non-absorbent Surfaces (i.e., tile, stainless steel)

- Prepare a chlorine bleach disinfecting solution.
  - Wear all PPE, including the face mask with eye protection, or goggles. Ensure that area is well ventilated (mix solution outdoors if necessary).
  - Prepare solution immediately before applying it to surfaces using unscented, household bleach (8.25% sodium hypochlorite concentration) and water. Use a new, unopened bottle of bleach.
  - Mix 4 tablespoons of bleach with 1 gallon of water (solution concentration of about 1000 parts per million (ppm)) in a bucket designated for chemical use. It is recommended that 1 cup of bleach per 1 gallon of water be used on surfaces that have had direct contact with body fluids (5,000 ppm).
  - Transfer solution to a labelled spray bottle.
- Using the spray bottle, generously apply the disinfecting solution to affected surfaces, including surfaces that came into direct contact with body fluids, and surfaces that *may* have been contaminated with body fluids.
  - For incidents involving vomit, disinfect all areas and surfaces within 25 feet of the spill.
  - Use in a well-ventilated area.
- Disinfect high touch areas (e.g., door handles, toilets, dispensers, carts, sink faucets, telephones, etc.) using disinfecting solution and paper towels.
- **Leave the disinfecting solution on affected surfaces for a minimum of 5 minutes.** If another EPA-approved disinfectant is used, follow the manufacturer's instructions.
- Rinse surfaces with clean water, and paper towels and/or a disposable mop head.
- Allow surfaces to air dry.
- Dispose of the paper towels and/or disposable mop head in a plastic garbage bag.
- Remove gloves. Dispose of gloves in a plastic garbage bag.
- Wash hands.

### Absorbent Surfaces (i.e., carpet, upholstery, cloth)

- Disinfect with a chemical disinfectant when possible.
- Steam clean for a minimum of 5 minutes at 170°F.
- Launder in a mechanical washing machine on the hottest water setting, and dry in a mechanical dryer on a high heat setting.
- Dispose of disinfecting materials in a plastic garbage bag, as appropriate.
- Remove gloves. Dispose of gloves in a plastic garbage bag.
- Wash hands.

9. Discard potentially contaminated food.

- Put on new disposable gloves. Consider double gloving.
- Dispose of exposed food and food in containers that may have been contaminated by body fluid in a garbage bag.
  - For incidents involving vomit, discard all food within 25 feet of the spill. Food in intact, sealed containers
- Remove gloves. Dispose of gloves in a plastic garbage bag.
- Wash hands.



## Vomiting and Diarrheal Event Cleanup (continued)

10. Dispose of PPE, and cleaning and disinfecting materials.
  - Put on new disposable gloves. Consider double gloving.
  - Securely tie garbage bags containing all materials disposed of in steps 4-7 of this SOP.
  - Place garbage bags in a second garbage bag (double bag).
  - Clean all non-disposable items (bucket, mop handle, etc.) with soap and water; then disinfect. Allow these items to air dry.
  - Remove PPE, including disposable gloves, and place in second garbage bag.
  - Securely tie the second garbage bag.
  - Discard the bag(s) in the disposal area identified by school officials.
  - Remove soiled clothes, if necessary, and place clothes in a separate garbage bag. Securely tie the garbage bag. Keep clothes in the tied garbage bag until they can be adequately laundered.
11. Wash hands, arms and face with soap and water in a restroom sink or hand sink. Put on clean clothing, if necessary. Apply ethanol-based hand sanitizer to hands.
12. Wash, rinse, and sanitize potentially contaminated food contact surfaces. Include food contact surfaces that were disinfected in step 6 of this SOP, and food contact surfaces that contained food discarded in step 7 of this SOP.
13. Restock the contents of the cleanup kit.

### **MONITORING:**

1. The person in charge and/or other management staff will ensure that the cleanup is always maintained stocked.

### **CORRECTIVE ACTION:**

1. Retrain any employee not adhering to procedures.
2. Re-stock cleanup kit as needed.

### **VERIFICATION AND RECORD KEEPING:**

1. Management staff will review employee training annually.
2. Management staff will supervise and document all cleaning activities involving bodily fluids in food preparation and service areas.



## Personal Hygiene

**PURPOSE:** To prevent contamination of food by employees.

**SCOPE:** This procedure applies to all employees who handle, prepare, or serve food and any employee that enters food preparation areas.

### INSTRUCTIONS/PROCEDURES:

1. Train all employees on personal hygiene policy.
2. Follow Island County Food Code requirements.
3. Follow the Employee Health Policy.
4. Report to work in good health, clean, and dressed in clean attire.
5. Change apron when it becomes soiled and remove apron when leaving food preparation areas.
6. Wash hands properly, frequently, and at the appropriate times.
7. Keep fingernails trimmed, filed, and maintained so that the edges are cleanable and not rough.
8. Avoid wearing artificial fingernails and fingernail polish.
9. Wear single-use gloves if artificial fingernails or fingernail polish are worn.
10. Do not wear any jewelry except for a plain ring such as a wedding band.
11. Treat and bandage wounds and sores immediately. When hands are bandaged, single-use gloves must be worn. Approved blue bandages must be utilized.
12. Cover any open cut, wound, or pus containing lesion with a bandage. If the lesion is on a hand or wrist, cover with an impermeable cover such as a finger cot and a single-use glove.
13. Eat, drink, use tobacco, or chew gum only in designated break areas where food or food contact surfaces may not become contaminated. Washington state law requires prohibits smoking within 25 feet of the establishment.
14. 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.
15. Wear suitable and effective hair restraints while in food preparation areas.
16. Immediately report any contamination by bodily fluids including blood and vomit. Any contamination by bodily fluids in a food preparation or service area may require immediate suspension of operations.
17. Clean any contamination with bodily fluids in accordance with vomiting/diarrheal event clean up procedures.

### MONITORING:

1. The person in charge and/or other management staff will periodically observe employees when they report to work and during hours of operation to ensure that each employee is adhering to good personal hygiene practices.



## **Personal Hygiene (continued)**

### **CORRECTIVE ACTION:**

1. Retrain any employee not adhering to personal hygiene practices.
2. Discard any affected food that may have been subject to contamination due to poor personal hygiene.
3. Clean and sanitize all food contact surfaces that may have been subject to contamination due to poor personal hygiene.
4. Disinfect all areas contaminated by bodily fluids.

### **VERIFICATION AND RECORD KEEPING:**

1. Management staff will review employee training annually.
2. Management staff will supervise and document all cleaning activities involving bodily fluids in food preparation and service areas.



## Hand Washing and Glove Use

**PURPOSE:** To prevent the spread of foodborne illness by contaminated hands.

**SCOPE:** This procedure applies all employees who handle, prepare, and serve food.

**INSTRUCTIONS/PROCEDURES:**

1. Train all employees on hand washing and glove use policy.
2. Follow Island County Food Code requirements.
3. Post hand washing signs or posters in a language understood by all foodservice staff near all hand washing sinks, in food preparation areas, and restrooms.
4. Use designated hand washing sinks for hand washing only. Do not use food preparation, utility, and/or dish washing sinks for hand washing.
5. Provide hot and cold running water (mixable to a minimum of 100°F), soap, single use disposable towels, and single use gloves (for use with ready to eat foods). A waste container must be provided at each hand washing sink or near the door in restrooms.
6. Always keep hand washing sinks accessible.
7. Wash hands:
  - Before starting work or when entering a food preparation area
  - Before engaging in food preparation
  - Before putting on or changing gloves
  - When moving from one food preparation area to another
  - Between tasks
  - 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
8. Follow proper hand washing procedures as indicated below:
  - Wet hands and forearms with warm, running water at least 100°F and apply soap.
  - Vigorously scrub hands and exposed portion of arms, under fingernails, and between fingers for at least 10-15 seconds.
  - Rinse thoroughly under warm running water.
  - Dry hands and forearms thoroughly with single-use paper towels.
  - Turn off water using paper towels.
  - Use paper towel to open door when exiting the restroom.
9. Additional measures such as double hand washing, use of sanitary nail brushes, and/or use of a hand antiseptic is recommended before handling ready to eat foods following:
  - Using the restroom
  - Handling raw animal products



## Hand Washing and Glove Use (continued)

10. If hand sanitizers (antiseptics) are in use the following is required:

- Use hand sanitizers only after hands have been properly washed and dried.
- Use only hand sanitizers that comply with the FDA standards. Confirm with the manufacturers that the hand sanitizers used meet these requirements.
- Use hand sanitizers in the manner specified by the manufacturer.

11. Bare hand contact with ready to eat food is prohibited except when:

- Washing fresh fruits and vegetables
- When all parts of the ready to eat food will be cooked to minimum required temperatures

12. Approved single use gloves must be always worn when handling ready to eat foods

13. Glove stations will be located at hand wash stations only to facilitate proper hand washing prior to wearing single use gloves.

14. Employees with open cuts and wounds covered by a tight-fitting impermeable bandage are required to always wear gloves.

15. Employees with false fingernails and/or nail polish are required to always wear gloves while handling food.

### MONITORING:

1. The person in charge or other management staff will observe the hand washing practices of employees during all hours of operation.
2. The person in charge or other management staff will ensure that hand washing sinks are properly supplied during all hours of operation.

### CORRECTIVE ACTION:

1. Retrain any employee who does not follow proper hand washing procedures.
2. Ask employees that are observed not washing their hands at the appropriate times or using the proper procedure to wash their hands immediately.
3. Discard any ready to eat food that has been handled with bare hands.

### VERIFICATION AND RECORD KEEPING:

1. Management staff will audit compliance monthly.



## Produce Washing

**PURPOSE:** To reduce the risk of foodborne illness from contaminated fruits and vegetables.

**SCOPE:** This procedure applies all employees who handle, prepare, and serve food.

### **INSTRUCTIONS/PROCEDURES:**

1. Train all employees on produce washing policy.
2. Follow Island County Food Code requirements.
3. 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.
4. Wash fresh produce vigorously under cold running water 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.
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.
  - Discard any whole melons with cuts or significant damage to rind.
7. Date mark and store cut leafy greens, cut tomatoes, and cut melons at 41°F or lower.
8. Wash hands and put on gloves prior to handling any ready to eat washed produce.

**NOTE:** Do not wash packaged produce labeled as washed (i.e. ready to eat, triple washed, etc.)

### **MONITORING:**

1. The person in charge and/or other management staff will visually monitor that fruits and vegetables are being properly washed, labeled, and dated during all hours of operation.

### **CORRECTIVE ACTION:**

1. Retrain any employee who does not follow proper produce washing procedures.
2. Discard any ready to eat food produce that has been handled with bare hands and/or been in contact with contaminated surfaces/equipment.
3. Remove unwashed fruits and vegetables from service and re-wash prior to being served.

### **VERIFICATION AND RECORD KEEPING:**

1. Management staff will audit compliance monthly.



## Date Marking

**PURPOSE:** To ensure appropriate rotation of ready-to-eat food to reduce risk of foodborne illness from *Listeria monocytogenes*.

**SCOPE:** This procedure applies all employees who handle, prepare, and serve food.

### **INSTRUCTIONS/PROCEDURES:**

1. Train all employees on date marking policy.
2. Follow Island County Food Code requirements.
3. At a minimum the date mark labeling must include the product name and date prepared or opened.
4. Date mark labeling is required for:
  - Ready-to-eat, TCS (Time-Temperature Control for Safety Foods) that are prepared on-site and held for more than 24 hours.
  - Processed, ready-to-eat, TCS foods when opened, if they are to be held for more than 24 hours.
5. Refrigerate all ready-to-eat, TCS foods at 41°F or below.
6. Serve or discard refrigerated, ready-to-eat, TCS foods within 6 days of the date of preparation.
7. Date marked TCS foods moved to frozen storage shall be labeled to indicate date moved to frozen storage and be date marked to indicate remaining days allowed in refrigerated storage.
  - *For example: A date marked food in storage for its second day when moved to frozen storage will have 5 days remaining when removed.*
8. Date marked foods which are combined in any manner must be relabeled to retain the date mark of the oldest product in the new combined food.

### **MONITORING:**

1. The person in charge and/or other management staff will check refrigerators daily to verify that foods are date marked and that foods exceeding 7 days are not being used or stored.

### **CORRECTIVE ACTION:**

1. Retrain any employee who does not follow proper date marking procedures.
2. Discard any food that has not been properly date marked or that has exceeded more than 7 days since preparation/opening.

### **VERIFICATION AND RECORD KEEPING:**

1. Management staff will audit compliance monthly.



## Cleaning and Sanitizing

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

**SCOPE:** This procedure applies to all employees involved in cleaning and sanitizing food contact surfaces.

### INSTRUCTIONS/PROCEDURES:

1. Train all employees on cleaning and sanitizing policy.
2. Follow Island County Food Code requirements.
3. Wash, rinse, and sanitize food contact surfaces such as sinks, tables, equipment, utensils, thermometers, carts, and equipment:
  - Before each use
  - Between uses when preparing different types of raw animal foods, such as eggs, fish, meat, and poultry
  - Between uses when preparing ready-to-eat foods and raw animal foods, such as eggs, fish, meat, and poultry
  - Any time contamination occurs or is suspected
4. Wash, rinse, and sanitize food contact surfaces of sinks, tables, equipment, utensils, thermometers, carts, and equipment using the following procedure:
  - Rinse, scrape, soak, and/or wipe surface to remove excess soil and/or debris from the area to be cleaned
  - Wash surface with soap (detergent solution) and warm water at about 110°F .
  - Rinse surface with clean water.
  - Sanitize surface using a sanitizing solution mixed at a concentration and time specified on the manufacturer's label.
  - Allow all items to air dry prior to use.
5. If a 3-compartment sink is used, setup and use the sink in the following manner:
  - Rinse, scrape, soak, and/or wipe surface to remove excess soil and/or debris from the area to be cleaned
  - In the first compartment, wash with soap and water 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 and time specified on the manufacturer's label.
  - Allow all items to air dry prior to use.
6. If a dish machine is used:
  - Check with the dish machine manufacturer to verify that the information on the data plate is correct.
  - Refer to the information on the data plate for determining wash, rinse, and sanitizing (final) rinse temperatures and water pressures, if applicable.
  - Follow manufacturer's instructions for use.
  - For a high temperature dish machine, ensure that food contact surfaces reach a surface temperature of 160°F or above.
  - For a low temperature (chemical) dish machine, ensure that the chemical sanitizing solution is applied at the concentration recommended by the manufacturer.



## Cleaning and Sanitizing (continued)

7. A master cleaning schedule should be maintained for cleaning of non-food contact surfaces/areas in the food establishment. At a minimum, the master cleaning schedule should include the following:
  - What should be cleaned,
  - When cleaning is required,
  - How to properly clean (specialized processes may be needed for clean in place equipment), and
  - Who is responsible for cleaning?

### *Wiping Cloth Use*

1. Wiping cloths used for spills must be clean, dry, and used for no other purpose. Disposable towels are acceptable.
2. Wiping cloth used for surfaces and equipment during continuous use must:
  - Be held in a clean and unsoldied sanitizer solution at the proper concentration.
  - Be replaced as needed with clean properly laundered cloths.
  - Cloths used to wipe surfaces in contact with raw animal products may not be used for any other purpose or area.
  - Stored in a manner to prevent contamination.

### *Sanitizer*

1. Chemical Sanitizers must be:
  - Approved for use in food establishments.
  - Must be used at a concentration recommended by the manufacturer.
  - Equipment/surfaces must be immersed or in contact with the sanitizer solution for the time recommended by the manufacturer.
  - Utilize an approved test kit to verify concentration of the sanitizer.
2. In the absence of an approved chemical sanitizer, heat may be used to sanitize by:
  - Heating and maintaining water at a temperature of 171°F or higher.
  - Utilizing a rack to effectively immerse equipment for a minimum of 30 seconds.
  - Utilize a calibrated thermometer to verify temperature during immersion.

### **MONITORING:**

1. During all hours of operation, employees will visually and physically inspect food contact surfaces of equipment and utensils to ensure that the surfaces are clean.
2. In a 3-compartment sink, employees will:
  - 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 and record the concentration on the sanitizer concentration log OR if using hot water to sanitize, use a calibrated thermometer to measure the water temperature and record the temperature on the sanitizer temperature log.



## **Cleaning and Sanitizing (continued)**

3. In a dish machine, employees will:
  - 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 piece of heat sensitive tape on a small ware item or a maximum registering thermometer on a rack and running the item or rack through the dish machine and recording the check on the dish machine temperature log OR for a chemical sanitizing dish machine, check the sanitizer concentration on a recently washed food-contact surface using an appropriate test kit and recording on the dish machine concentration log.
4. The person in charge and/or other management staff will check sanitizer concentration logs and/or sanitizer temperature logs for completion daily.
5. The person in charge and/or other management staff will verify adherence to the master cleaning schedule daily.

### **CORRECTIVE ACTION:**

1. Retrain any employee who does not follow proper cleaning and sanitizing procedures.
2. Wash, rinse, and sanitize and food contact surface that does not appear clean to sight and touch or that may have been subject to contamination.
3. Discard any food that has contacted food contact surfaces that have not been washed, rinsed, and sanitized properly.
4. Re-clean any non-food contact surface/area that has not been properly cleaned in accordance with the master cleaning schedule.

### **VERIFICATION AND RECORD KEEPING:**

1. Management staff will audit compliance monthly.



## Chemical Safety

**PURPOSE:** To prevent foodborne illness and employee injury due to chemical use.

**SCOPE:** This procedure applies to all employees.

### **INSTRUCTIONS/PROCEDURES:**

1. Train all employees on chemical safety annually.
2. Follow Island County Food Code requirements.
3. Designate a location for Safety Data Sheets (SDS) that is accessible to all employees.
4. Follow manufacturer's directions for specific mixing, storing, and first aid instructions on the chemical containers in the SDS.
5. Label all chemicals not stored in their original containers with the common name of the substance.
6. Store all chemicals in a designated secured area away from food and food contact surfaces using spacing or partitioning.
7. If possible, limit access to chemicals by use of locks, seals, or key cards.
8. Maintain a master chemical log of all approved chemicals.
9. Store only chemicals that are necessary to the operation and maintenance of the kitchen.
10. Mix, test, and use sanitizing solutions as recommended by the manufacturer.
11. Use the appropriate chemical test kit to measure the concentration of sanitizer each time a new batch of sanitizer is mixed.
12. Do not use chemical containers for storing food or water.
13. Use only hand sanitizers that comply with *FDA regulations*. Confirm with the manufacturer that the hand sanitizers used meet the requirements of *FDA regulations*.
14. Label and store first aid supplies in an area that is located away from food or food contact surfaces.
15. Label and store medicines and other personal care products for employee use in a designated area and away from food contact surfaces. Do not store medicines in food storage areas.
16. Store refrigerated medicines in a covered, leak proof container where they are not accessible to children and cannot contaminate food.

### **MONITORING:**

1. All employees will visually observe that chemicals are being stored, labeled, and used properly during all hours of operation.

### **CORRECTIVE ACTION:**

1. Retrain any employee who does not follow proper chemical safety procedures.
2. Discard any food contaminated by chemicals.
3. Label and properly store any unlabeled or misplaced chemicals.

### **VERIFICATION AND RECORD KEEPING:**

1. Management staff will audit compliance monthly.



## Integrated Pest Management

**Purpose:** To reduce the risk of contamination associated with pests by using an integrated pest management approach.

**Scope:** This procedure applies to all employees and licensed pest control operators contracted for services.

### INSTRUCTIONS/PROCEDURES:

1. Train all employees on the integrated pest management program annually.
2. Follow Island County Food Code requirements.

#### *Deny Pests Access*

1. Use approved reputable suppliers for all deliveries.
2. Inspect all deliveries before entrance into establishment for signs of pest infestation including gnaw marks, droppings, urine, etc.
3. Keep all exterior openings closed tightly.
4. Inspect facility for openings, cracks, screens, door sweeps, fans, broken seals, etc. that may provide an opportunity for pest infestation
5. Maintain a pest sighting log to report any pest sightings or facility issues that can allow entrance or harborage of pests

#### *Deny Pests Food, Water, and Shelter*

1. Dispose of garbage quickly and correctly. Keep garbage containers clean, in good condition, and tightly covered in all areas (indoor and outdoor).
2. Clean up spills around garbage containers immediately. Clean containers regularly.
3. Store recyclables in clean, pest-proof containers away from the building.
4. Properly store food and supplies after delivery.
  - Keep all food and supplies at least six inches off the floor and away (no direct contact) from walls.
  - Place opened packages of cereals and grains in proper storage containers with tight fitting lids.
  - Maintain all other foods tightly covered or sealed.
  - Use FIFO (First in First Out) inventory rotation, so pests do not have time to settle into products and breed.
5. Maintain a suitable master cleaning schedule to prevent dust, dirt, and food debris from accumulating

#### *Utilization of a Licensed Pest Control Operator*

1. Utilize a licensed pest control operator to assist with pest control monitoring activities.
2. Only a licensed pest control operator may decide if a treatment or application of an approved pesticide is required. The treatment must be safe for application in food facilities.
3. No pesticides may be stored in the establishment. No household pesticides may be introduced and or utilized in the food establishment.
4. Maintain records of any treatments that have completed by the pest control operator, including material safety data sheets for chemicals applied.



## Integrated Pest Management (continued)

### MONITORING:

1. All employees will observe and document any pest sightings and/or any facility issues on the pest sighting log.
2. The person in charge and/or other management staff will ensure cleaning activities are completed daily.

### CORRECTIVE ACTION:

1. Reject any shipment with evidence of pest contamination.
2. Discard any food contaminated by pests.
3. The person in charge and/or other management staff will help coordinate and monitor activities of the licensed pest control operator based on activity documented in the pest control log.
4. The person in charge and/or other management staff will coordinate and monitor repair activities to the facility based on issues documented in the pest sighting log.

### VERIFICATION AND RECORD KEEPING:

1. Management staff will audit compliance monthly.



## Preventive Maintenance

**Purpose:** To reduce the risk of contamination resulting from improper use/repair of equipment and/or the facility.

**Scope:** This procedure applies to all employees and contractors involved in the repair/maintenance of equipment and the facility.

### INSTRUCTIONS/PROCEDURES:

1. Train all employees on the preventive maintenance program annually.
2. Follow Island County Food Code requirements.
3. Follow all manufacturer recommendations for use of equipment.
4. All repair/maintenance activities must be completed in a manner to prevent contamination (biological, physical, or chemical)
  - Remove any open foods in or near equipment/area that is subject to repair/maintenance.
  - Remove any food contact equipment/areas that are subject to contamination from the repair/maintenance.
  - Monitor temperatures of TCS foods in cold holding equipment that is subject to repair/maintenance. If possible, move TCS foods to an alternate cold storage area until repair/maintenance is completed.
  - Ensure that only food grade lubricants are used on equipment that may result in incidental contact with foods.
  - Wash, rinse, and sanitize all food contact equipment/areas that are unable to be removed or that may have been subject to contamination from the repair/maintenance.
5. Maintain a preventive maintenance log to document maintenance/repair requests and all repair/maintenance activities.
6. Temporary repairs are prohibited (i.e. super glue, duct tape, screw taps, etc.)
7. Utilize properly licensed contractors with the appropriate training or knowledge base to adequately complete repair/maintenance. Ensure the following:

#### *Plumbing/Water Supply*

1. Follow all current plumbing code regulations.
2. Follow all local jurisdictional requirements for plumbing and facility design.
3. Ensure backflow prevention devices are tested annually.
4. Ensure potable water is tested a minimum of twice annually if utilizing a non-municipal water supply.
5. Ensure mixable hot and cold water mixable to 100°F is available at all sinks.

**NOTE:** The establishment may not operate without a potable water supply and/or in the event of a sewage/wastewater leak in food preparation or service areas. These are considered imminent health hazards and require immediate closure.

#### *Fire Protection*

1. Follow all current fire code regulations.
2. Follow all local jurisdictional requirements for fire suppression/control and facility design.
3. Ensure fire suppression/control devices are tested annually.



## Preventive Maintenance (continued)

### *Electrical*

1. Follow all current electrical code regulations.
2. Follow all local jurisdictional requirements for electrical wiring and facility design.

### *Lighting*

1. Ensure all lighting in foodservice areas is properly shielded.
2. Maintain the following intensity of lighting:
  - 10 foot candles – in storage areas and during cleaning activities
  - 20 foot candles – in food service areas
  - 50 foot candles – in food preparation areas

### *Ventilation*

1. Follow all fire code, electrical code, and manufacturer regulations.
2. Clean all ventilation systems according to manufacturer recommendations or at a frequency to prevent accumulation of dust, debris, or food residues.
3. Clean vent hoods annually at a minimum.

### *Equipment*

1. Utilize NSF approved commercial grade equipment.
2. Follow all manufacturer recommendations for repair/maintenance.

### *Thermometer Calibration*

1. Follow all manufacturer recommendations for repair/maintenance and calibration.
2. Unless otherwise specified, calibrate thermometers using the ice point method:
  - Place ice in a small container and fill with water to cover ice.
  - Immerse the sensing area of thermometer in the ice water without touching the sides or bottom of the container.
  - Adjust the thermometer setting so that it reads 32°F +/- 2°F
  - Calibrate as often as necessary and record on the calibration log.
3. Calibrate thermometers at a minimum of:
  - Daily – for bimetallic stem thermometers
  - Weekly – for thermistors and thermocouples
  - Annually for NIST certified reference thermometers

**NOTE: Significant facility design changes require submission on new plans and approval by Island County.**

### **MONITORING:**

1. All employees will observe and document any maintenance/repair request and/or any facility issues on the preventive maintenance log.
2. Thermometer calibrations will be document on the thermometer calibration log.
3. The person in charge and/or other management staff will ensure maintenance/repair activities are completed in accordance with applicable guidelines.



## Preventive Maintenance (continued)

### **CORRECTIVE ACTION:**

1. Discard any food contaminated because of maintenance/repair activities.
2. Clean and sanitize any food contact surface contaminated because of maintenance/repair activities.
3. The person in charge and/or other management staff will help coordinate and monitor activities of the contractor based on requests documented in the preventive maintenance log.

### **VERIFICATION AND RECORD KEEPING:**

1. Management staff will audit compliance monthly.



## Purchasing

**Purpose:** To reduce the risk of foodborne hazards by purchasing foods from approved reputable suppliers.

**Scope:** This procedure applies to all employees involved with purchasing.

### INSTRUCTIONS/PROCEDURES:

1. Train applicable employees on purchasing procedures annually.
2. Follow Island County Food Code requirements.
3. Foods may only be purchased from approved reputable suppliers holding current permits/registration from a federal, state, or local regulatory authority.
4. Suppliers will be pre-approved based on the following:
  - Suppliers must supply current regulatory permit and/or registration information.
  - Suppliers must supply emergency contact information and recall notification plan (means, product identification, disposition, etc.).
  - Suppliers for shellfish and raw fish must be capable of providing shellstock identification tags, parasite destruction records, farm raised fish designation, and/or any other HACCP documentation to demonstrate safety/controls for products supplied.
  - If requested, suppliers must be capable of providing additional documentation regarding their food safety program (HACCP, GAP, SOP's, lab testing, etc.), regulatory inspections, third party inspections, and/or provide access to applicable facilities for purpose of site inspection.
5. All invoices/orders must be maintained for a minimum of one year.
6. In the event of a recall the following must be completed:
  - Review invoices/orders to identify amount of product purchased/received.
  - Determine difference between product purchased/received and product remaining in inventory (including prepared foods).
  - Segregate and label all remaining product on site with date, time, and quantity while maintaining appropriate storage.
  - Document final disposition (destroyed or returned) of the segregated product on the invoice/order.
  - If necessary, notify Island County Public Health of recalled products that were served to consumer prior to recall notification.

### MONITORING:

1. Management staff will help coordinate approval for new suppliers.
2. The person in charge and/or other management staff will help coordinate recall procedures.

### CORRECTIVE ACTION:

1. Management staff will request additional food safety documentation for any supplier involved in a recall or not meeting requirements of this procedure.
2. Dispose or return any recalled product in accordance with manufacturer recall notification requirements.

### VERIFICATION AND RECORD KEEPING:

1. Management staff will audit compliance monthly.



## Receiving

**Purpose:** To reduce the risk of foodborne hazards associated with improper supplier storage, handling, and transport.

**Scope:** This procedure applies to all employees who handle, prepare, or serve food.

### INSTRUCTIONS/PROCEDURES:

1. Train employees on receiving procedures annually.
2. Follow Island County Food Code requirements.
3. Schedule deliveries to arrive at designated times during operational hours.
4. Post the delivery schedule, days/times of deliveries, and supplier information.
5. Organize freezer, refrigerator, and dry storage space before deliveries.
6. Gather order, temperature logs, calibrated thermometers, pens, flashlights, and clean loading carts before deliveries.
7. Compare delivery invoice against products ordered and products delivered.
8. Visually inspect delivery vehicle and all products for evidence of biological, chemical, and/or physical contamination.
9. Products should be rejected for the following:
  - Evidence of contamination.
  - Evidence of time/temperature abuse and/or TCS foods delivered in a vehicle without adequate temperature controls.
  - Expired, improperly labeled, or incorrect product(s).
  - Refrigerated TCS foods not received at 41°F or below.
  - Frozen TCS foods not received at 0°F or below.
  - Insufficient documentation (shellstock tags, parasite destruction records, etc.)
10. All products that are rejected will be documented on the on invoice/order or receiving log.
11. After receipt and prior to storage, date all cases/packages for first in first out rotation.
12. Transfer TCS foods to their appropriate cold storage locations immediately.

**NOTE:** Shell eggs and shellfish may be received at an air temperature of 45°F or below. Milk may be received at 45°F or below.

### MONITORING:

1. The person in charge and/or other management staff will help coordinate/supervise receiving timeframes and activities.
2. Discard or return any products that were improperly received.

### CORRECTIVE ACTION:

1. Reject any product that does not meet established standards.
2. Retrain any employee not following proper receiving procedures.

### VERIFICATION AND RECORD KEEPING:

1. Management staff will audit compliance monthly.



## Storage

**Purpose:** To reduce the risk of foodborne hazards associated with improper storage.

**Scope:** This procedure applies to all employees who handle, prepare, or serve food.

### INSTRUCTIONS/PROCEDURES:

1. Train employees on storage procedures annually.
2. Follow Island County Food Code requirements.
3. Foods may only be stored in designated areas and in or on equipment designed for food storage (smooth, easily cleanable, in good repair, etc.).
4. Foods must be stored a minimum of six inches off the floor and in a manner that avoids contact with the wall.
5. Store all foods covered and in their original container or in a labeled container approved for use with food.
6. Rotate product based on the first in first out date labeled on the case. Individually packaged items removed from cases should be labeled with the receiving date when removed from the original case/package.
7. Adhere to the following storage guidelines:

#### Dry Storage

1. When possible, maintain dry goods in a low humidity environment at a temperature between 50°F and 70°F.

#### Refrigerated Storage

1. Always maintain refrigerated units below 41°F.
2. Store raw animal products separate from ready to eat foods OR store in a manner to prevent cross contamination. From top to bottom store based on the following (cooking temperature):
  - Ready to eat foods, fruits, vegetables
  - Whole seafood (fish, shellfish, crustaceans)
  - Whole meats (beef, pork) and commercially raised game
  - Ground meat and seafood, ratites, wild game, eggs
  - Poultry
3. Ensure all prepared/opened TCS foods are properly date marked (name, date, time)
4. Document cold storage temperatures at a minimum of twice daily and record corrective actions taken for any deviation from acceptable ranges.

#### Frozen Storage

1. Always maintain freezers at or below 0°F OR 10°F or below for specialty items (ice cream freezers).
2. Document cold storage temperatures at a minimum of twice daily and record corrective actions taken for any deviation from acceptable ranges.

**NOTE:** All TCS foods must be maintained at a temperature of 41°F or below. A lack of adequate cold holding equipment or an inability to maintain temperatures of TCS foods at 41°F or below is considered an imminent health hazard and requires immediate corrective action and/or closure.



## Storage (continued)

### MONITORING:

1. The person in charge or other management staff will monitor storage practices during all hours of operation.
2. The person in charge or other management staff will review cold storage logs daily.

### CORRECTIVE ACTION:

1. Retrain any employee who does not follow proper storage procedures.
2. Immediately repair any cold holding equipment that is not maintaining temperatures at or below 41°F.
3. Immediately move any TCS foods in non-functioning equipment to adequate storage or utilize other suitable means (ice blankets, dry ice, etc.) to maintain temperatures at or below 41°F.
4. Rapidly cool or cook any food that is being monitored and that is above 41°F for less than two hours.
5. Discard any TCS food that is above 41°F and unmonitored for more than two hours.

### VERIFICATION AND RECORD KEEPING:

1. Management staff will audit compliance monthly.



## Thawing

**Purpose:** To reduce the risk of foodborne illness associated with time temperature abuse during thawing of TCS foods.

**Scope:** This procedure applies to all employees who handle, prepare, or serve food.

### INSTRUCTIONS/PROCEDURES:

1. Train employees on thawing procedures annually.
2. Follow Island County Food Code requirements.
3. TCS foods may be thawed utilizing one of the following methods:
  - Thaw foods in refrigerated storage maintained at or below 41°F.
  - Thaw foods as part of the cooking process.
  - Thaw foods in a microwave immediately before cooking using conventional cooking methods
  - Thaw foods submerged and under cool running water that is 70°F or below in less than four hours before cooking using conventional cooking methods.

### MONITORING:

1. The person in charge or other management staff will monitor thawing practices during all hours of operation.

### CORRECTIVE ACTION:

1. Retrain any employee who does not follow proper thawing procedures.
2. Discard any food that has utilized improper thawing methods.

### VERIFICATION AND RECORD KEEPING:

1. Management staff will audit compliance monthly.



## Preparation

**Purpose:** To reduce the risk of foodborne hazards associated with improper food preparation.

**Scope:** This procedure applies to all employees who handle, prepare, or serve food.

### INSTRUCTIONS/PROCEDURES:

1. Train employees on food preparation procedures annually.
2. Follow Island County Food Code requirements.
3. Employees must wash hands when entering food prep areas and prior to working with foods.
4. Bare hand contact is prohibited with ready to eat foods.
5. Utilize only clean and sanitized utensils, equipment, and work areas when preparing foods.
6. Utilize the following color coding for cutting boards and knives:
  - Yellow – Poultry
  - Red – Meats (beef, pork, veal)
  - Blue – Seafood
  - Green – Fruits and Vegetables
  - White – All other ready to eat foods
7. Prepare raw animal products and ready to eat foods in separate designated areas.
8. Utilize the following batch preparation methods to reduce the amount of time that TCS foods spend in the temperature danger zone during preparation.
  - Remove small amounts of TCS foods from cold storage when ready for preparation.
  - Bulk TCS foods should be placed on ice or in smaller containers during preparation.
  - When possible, continuously monitor temperature of TCS food or at least a minimum of every hour during preparation.
  - Cover, date mark, and return all TCS foods to cold storage immediately following preparation (if applicable).
9. Employees must wash hands and change gloves (if necessary) between tasks and/or between handling ready to eat foods.
10. Utensils must be cleaned and sanitized (or replaced) following use or at a minimum of every four hours during continuous (uninterrupted) preparation activities.

### *Wiping Cloth Use*

1. Wiping cloths used for spill must be clean, dry, and used for no other purpose. Disposable towels are acceptable.
2. Wiping cloth used for surfaces and equipment during continuous use must:
  - Be held in a clean and unsoiled sanitizer solution at the proper concentration.
  - Be replaced as needed with clean properly laundered cloths.
  - Cloths used to wipe surfaces in contact with raw animal products may not be used for any other purpose or area.
  - Stored in a manner to prevent contamination.

### MONITORING:

1. The person in charge or other management staff will monitor all preparation practices (including color coding) during all hours of operation.



## Preparation (continued)

### **CORRECTIVE ACTION:**

1. Retrain any employee who does not follow proper preparation procedures.
2. Discard any ready to eat food contaminated during the preparation process.
3. Discard or reheat any raw animal product contaminated during the preparation process.
4. Rapidly cool any TCS food not prepared in accordance with batch preparation methods and that is above 41°F for less than two hours.
5. Discard any TCS food not prepared in accordance with batch preparation methods and that is above 41°F for more than two hours.

### **VERIFICATION AND RECORD KEEPING:**

1. Management staff will audit compliance monthly.

SAMPLE



## Cooking and Reheating

**Purpose:** To reduce the risk of foodborne hazards by cooking and reheating foods to adequate internal temperatures.

**Scope:** This procedure applies to all employees who handle, prepare, or serve food.

### INSTRUCTIONS/PROCEDURES:

1. Train employees on cooking and reheating procedures annually.
2. Follow Island County Food Code requirements.
3. For specialized cooking processes refer to the production specifications for specified critical limits in approved HACCP plan and/or Variance approval letter.
4. At a minimum, TCS foods must be conventionally cooked to the following temperatures:
  - a) Critical Limit - 165°F for <1 second
    - Poultry (chicken, turkey, duck)
    - Stuffed foods
    - Foods that have been previously cooked (reheating, partially cooked foods)
  - b) Critical Limit - 158°F for <1 second OR under an approved plan to 145°F for 3 minutes, 150°F for 1 minute, 155°F for 17 seconds
    - Ground or comminuted meats (beef, pork, lamb)
    - Ground or comminuted fish
    - Eggs for self service
    - Ratites and wild game
  - c) Critical Limit - 145°F for 15 seconds
    - Seafood (fish, shellfish, crustaceans)
    - Meats (beef, pork, lamb)
    - Commercially raised game
    - Eggs for immediate service)
  - d) Critical Limit - 135°F (for hot holding)
    - Plant foods (vegetables, grains, legumes)
    - Previously cooked commercially processed and packaged ready to eat foods
  - e) OR at a minimum, whole meat roasts may be cooked to the following time/temperature parameters:
    - Critical Limit - 157°F for 14 seconds
    - Critical Limit - 155°F for 22 seconds
    - Critical Limit - 153°F for 34 seconds
    - Critical Limit - 151°F for 54 seconds
    - Critical Limit - 149°F for 85 seconds
    - Critical Limit - 147°F for 134 seconds
    - Critical Limit - 145°F for 4 minutes
    - Critical Limit - 144°F for 5 minutes
    - Critical Limit - 142°F for 8 minutes
    - Critical Limit - 140°F for 12 minutes
    - Critical Limit - 138°F for 18 minutes
    - Critical Limit - 136°F for 28 minutes
    - Critical Limit - 135°F for 36 minutes



## Cooking and Reheating (continued)

- Critical Limit - 133°F for 56 minutes
- Critical Limit - 131°F for 89 minutes
- Critical Limit - 130°F for 112 minutes

5. At a minimum, TCS foods reheated for hot holding must be rapidly reheated using approved cooking equipment to the following temperature:
  - a) Critical Limit - 165°F within 2 hours
6. A clean, sanitized, and calibrated stem/penetration probe thermometer must be utilized to check internal temperatures for cooking and reheating TCS foods
7. Internal temperatures should be taken at the thickest part of the food and in multiple places when possible.
8. Internal temperatures must be taken prior to serving any TCS food. Document cooking and reheating temperatures at a minimum of twice daily and record corrective actions taken for any deviation from acceptable ranges.

### *Raw and/or Undercooked Foods*

1. Any animal derived TCS food that is served raw or undercooked must include a consumer advisory that includes a **disclosure** and **reminder** that are prominently documented.
2. The disclosure must include a written description of the “raw” animal derived food or an “asterisk with footnote” identifying the animal derived ingredient that may be served raw or undercooked.
3. The reminder must include a written description stating that, “Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness; OR Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness, especially if you have certain medical conditions. The reminder may be prominently displayed and/or provide a clear statement that written disclosure is available upon request.

### **MONITORING:**

1. The person in charge or other management staff will monitor cooking and reheating procedures during all hours of operation.
2. The person in charge or other management staff will review cooking and reheating logs daily.

### **CORRECTIVE ACTION:**

1. Retrain any employee who does not follow proper cooking and reheating procedures.
2. Continue cooking any TCS food that has not reached minimum internal cooking or reheating temperature.
3. Discard any food that does not meet minimum internal cooking temperature and is not addressed in a consumer advisory.

### **VERIFICATION AND RECORD KEEPING:**

1. Management staff will audit compliance monthly.



## **Hot Holding**

**Purpose:** To reduce the risk of foodborne hazards associated with improper hot holding

**Scope:** This procedure applies to all employees who handle, prepare, or serve food.

### **INSTRUCTIONS/PROCEDURES:**

1. Train employees on transport procedures annually.
2. Follow Island County Food Code requirements.
3. Hot holding equipment must be commercial grade and approved for storage.
4. At a minimum, TCS foods must be held at or above 135°F (Critical Limit).
5. A clean, sanitized, and calibrated stem/penetration probe thermometer must be utilized to check internal temperatures for hot held TCS foods
6. Internal temperatures should be taken at the thickest part of the food and in multiple places when possible.
7. Internal temperatures must be taken prior to serving any TCS food.
8. Document hot holding temperatures at a minimum of twice daily and record corrective actions taken for any deviation from acceptable ranges.

### **MONITORING:**

1. The person in charge or other management staff will monitor hot holding practices during all hours of operation.
2. The person in charge or other management staff will review hot holding logs daily.

### **CORRECTIVE ACTION:**

1. Retrain any employee who does not follow proper storage procedures.
2. Immediately repair any hot holding equipment that is not maintaining temperatures at or above 135°F.
3. Immediately move any TCS foods in non-functioning equipment to adequate holding to maintain temperatures at or below 135°F.
4. Rapidly reheat any food that is being monitored and that is below 135°F for less than two hours.
5. Discard any TCS food that is below 135°F and unmonitored for more than two hours.

### **VERIFICATION AND RECORD KEEPING:**

1. Management staff will audit compliance monthly.



## Cooling

**Purpose:** To reduce the risk of foodborne hazards associated with improper cooling.

**Scope:** This procedure applies to all employees who handle, prepare, or serve food.

### INSTRUCTIONS/PROCEDURES:

1. Train employees on cooling procedures annually.
2. Follow Island County Food Code requirements.
3. Utilize the following cooling methods to reduce the amount of time that TCS foods spend in the temperature danger zone during cooling.
  - Place foods into small shallow pans.
  - Cut large portions into small portions.
  - Stir the food to eliminate heat.
  - Place food in an ice water bath or utilize an ice paddle.
  - Add consumable ice as an ingredient.
  - Keep foods uncovered during the cooling process.
4. Cool TCS food using the following two stage process:
  - Cool TCS food from 135°F to 70°F (Critical Limit) in no more than two hours (Critical Limit).
  - Cool from 70°F to 41°F (Critical Limit) in the remaining four hours (Critical Limit). The total cooling process may not exceed more than 6 hours total.
5. A clean, sanitized, and calibrated stem/penetration probe thermometer must be utilized to check internal temperatures for TCS foods during cooling.
6. Internal temperatures should be taken at the thickest part of the food and in multiple places when possible.
7. Document cooling times and temperatures for all cooled foods and record corrective actions taken for any deviation from acceptable ranges.

### MONITORING:

1. The person in charge or other management staff will monitor cooling methods during all hours of operation.
2. The person in charge or other management staff will review cooling logs daily.

### CORRECTIVE ACTION:

1. Retrain any employee who does not follow proper cooling procedures.
2. Discard any TCS food not cooled utilizing an approved cooling method.
3. Rapidly reheat any food that is being cooled and that is still above 70°F during the first two hours of cooling.
4. Discard any TCS food that exceeds 70°F for more than two hours in the first stage of cooling or more than six hours total during the second stage of cooling.

### VERIFICATION AND RECORD KEEPING:

1. Management staff will audit compliance monthly.



## Time Alone as a Control

**PURPOSE:** To reduce the risk of foodborne hazards in foods held using time as a control.

**SCOPE:** This procedure applies to all employees who handle, prepare, or serve food.

### INSTRUCTIONS:

1. Train all employees on Time Alone as a Control procedures annually.
2. Follow Island County Food Code requirements.
3. All foods using time without temperature as a control will be pre-determined, may not be held for more than four hours, and will be recorded on the Time as a Control log.
4. Written procedures will be posted for quick reference.
5. Hot and cold foods subject to Time Alone as a Control will have an internal temperature taken to verify, they have been held, cooked, or reheated to an approved temperature.
  - o Hot Food: TCS Food that has been verified to have a temperature of 135°F or higher when removed from hot holding.
  - o Cold Food: TCS Food that has been verified to have a temperature of 41°F or lower when removed from cold holding.
6. A food may have an internal temperature between 41°F - 70°F if:
  - o It is a ready to eat fruit or vegetable that upon cutting is rendered a TCS food; or
  - o It is a ready to eat hermetically sealed food that upon opening is rendered a TCS food;
  - o The food temperature does not exceed 70°F within a maximum time of four hours from the time it was rendered a TCS food; and
  - o The food is marked or otherwise identified to indicate the time that is four hours past the point in time when the food is rendered a TCS food.
7. Foods subject to Time Alone as a Control may not be cooled, reheated, and/or combined with other foods for future use. All foods must be sold, served, or discarded within four hours.

### MONITORING:

1. The person in charge or other management staff will monitor Time Alone as a Control monitoring method and procedures during all hours of operation to ensure compliance.

### CORRECTIVE ACTION:

1. Retrain any employee not adhering to Time Alone as a Control procedure.
2. Discard any affected food designated for Time Alone as a Control and without the appropriate documentation according to procedures.
3. Discard any food that exceeds the specified time range.

### VERIFICATION AND RECORD KEEPING:

1. Management staff will audit compliance monthly.



## Service

**Purpose:** To reduce the risk of foodborne hazards associated with service.

**Scope:** This procedure applies to all employees who handle, prepare, or serve food.

### INSTRUCTIONS/PROCEDURES:

1. Train employees on service procedures annually.
2. Follow Island County Food Code requirements.
3. Utilize only clean and sanitized utensils, equipment, and areas when serving foods.
4. In use utensils may be stored:
  - In the food with the handle extended above the rim.
  - On a clean and sanitized surface, if the utensil is cleaned and sanitized (or replaced) at least every four hours.
5. Open tableware must be cleaned and sanitized following service. Tableware (open or wrapped) removed at time of service and properly stored may still be used.

### Self-Service

1. All equipment used for self-service must be commercial grade and approved for food service.
2. Suitable utensils must be provided for each food item offered.
3. Clean tableware must be available for use with second portions and refills in self-service.
4. Raw animal products must be maintained separately from ready to eat foods to reduce risk of cross contamination during transport.
5. First in first out procedures must be utilized for replacement of foods offered for self-service.
6. All open foods must be protected from contamination by the use of lids, sneeze guards, and/or other suitable means.
7. At a minimum, cold TCS foods must be held at or above 41°F or below during service.
8. At a minimum, hot TCS foods must be held at or above 135°F or above during service.
9. A clean, sanitized, and calibrated stem/penetration probe thermometer must be utilized to check internal temperatures for TCS foods upon arrival.
10. Document cold and hot holding temperatures at a minimum of twice daily and record corrective actions taken for any deviation from acceptable ranges.

### MONITORING:

1. The person in charge or other management staff will monitor service practices during all hours of operation.
2. The person in charge or other management staff will review hot and cold holding logs daily.

### CORRECTIVE ACTION:

1. Retrain any employee who does not follow proper service procedures.
2. Discard any food that has been contaminated because of consumer self-service.
3. Discard any cold TCS food that is above 41°F and unmonitored for more than two hours.
4. Rapidly cool any food that is being monitored and that is above 41°F for less than two hours.
5. Discard any hot TCS food that is below 135°F and unmonitored for more than two hours.
6. Rapidly reheat any food that is being monitored and that is below 135°F for less than two hours.

### VERIFICATION AND RECORD KEEPING:

1. Management staff will audit compliance monthly.



## Food Transport

**Purpose:** To reduce the risk of foodborne hazards associated with improper transport of food.

**Scope:** This procedure applies to all employees who handle, prepare, or serve food.

### INSTRUCTIONS/PROCEDURES:

1. Train employees on food transport procedures annually.
2. Follow Island County Food Code requirements.
3. Transport vehicles must be approved for transport and always maintained in a sanitary manner.
4. Transport equipment must be commercial grade and approved for transport of foods.
5. Raw animal products must be transported separately from ready to eat foods to reduce risk of cross contamination during transport.
6. At a minimum, cold TCS foods must be held at or above 41°F or below during transport.
7. At a minimum, hot TCS foods must be held at or above 135°F or above during transport.
8. A clean, sanitized, and calibrated stem/penetration probe thermometer must be utilized to check internal temperatures for TCS foods upon arrival.
9. Upon arrival, document cold and hot holding temperatures for all transported TCS foods and record corrective actions taken for any deviation from acceptable ranges.

### MONITORING:

1. The person in charge or other management staff will monitor transport practices during all hours of operation.
2. The person in charge or other management staff will review transport logs daily.

### CORRECTIVE ACTION:

1. Retrain any employee who does not follow proper transport procedures.
2. Discard any cold TCS food that is above 41°F and unmonitored for more than two hours.
3. Rapidly cool any food that is being monitored and that is above 41°F for less than two hours.
4. Discard any hot TCS food that is below 135°F and unmonitored for more than two hours.
5. Rapidly reheat any food that is being monitored and that is below 135°F for less than two hours.

### VERIFICATION AND RECORD KEEPING:

1. Management staff will audit compliance during the monthly food safety self-inspection.



# Refrigerator Temperature Log

Maintain food at 41°F or colder.

If the temperature is above 41°F, notify the person in charge (PIC) immediately.

Document what corrective action was taken if the food is found above 41°F.



# Cooking Temperature Log



## Hot Holding Food Temperature Log

Minimum hot holding temperature is 135 °F.

If the food temperature is less than 135 °F, notify the person in charge (PIC) immediately.

Document what corrective action was taken if the food is found less than 135°F.



# Food Transport Temperature Log

Hot TCS foods must be received at a temperature of 135 °F or higher.

Cold TCS foods must be received at a temperature of 41° F or lower.

Document what corrective action was taken if hot food is less than 135 °F and cold food is above 41 °F.



## Time Alone as a Control Log

Check the food is at proper temperature (below 41°F or above 135°F).

Fill in the details of each food item removed from temperature control.

Check the food is served, cooked, and served, or discarded at 4-hour time.



# Sanitizer Concentration Log

Chlorine Sanitizer: 50 PPM – 100 PPM

## Quaternary Ammonium Sanitizer: Per Manufacturer Recommendations



# High Temperature Dish Machine Log

See Data Plate for Manufacturer Recommendations for rinse temperature requirements.  
Minimum 160F surface temperature measured by irreversible thermometer or heat sensitive strip.



# Pest Sighting Log

Document pest sighting on log and notify licensed pest control operator as required.



# Chemical Log

Designated Storage Area(s): *Chemical storage closet*



# Preventive Maintenance Log



## Cooling Log

### Cooling Food

- Cooling time starts when food reaches 135°F. Food may be left at room temperature until it drops to 135°F.
- Cool from 135°F to 70°F in 2 hours or less.
  - Corrective Action: If the food is more than 70°F at 2 hours, **reheat to 165°F and start over OR discard**. Reheating can only be done **one** time. If it has been more than 2 hours, the food **must** be discarded.
- If 70°F or less in 2 hours, continue to cool to 41°F in a total of 6 hours.
  - Corrective Action: If total cooling time exceeds 6 hours the food **must** be discarded.
- Once at 41°F, it's ready to be covered, labeled, dated, and stored in the refrigerator.

### Tips for Speeding up the Cooling Process

- Stir frequently and only loosely cover or keep food uncovered while cooling.
- Use the ice bath method by placing a pan of food inside a larger container or sink filled with a mixture of ice and water, stirring both frequently.
- Use an ice paddle with frequent stirring.
- Add ice as an ingredient.
- Place food on the top shelf or cooling rack in the refrigerator. Separate pans to allow air to flow around the food.
- Divide large food quantities into smaller portions.
- Spread thick foods into thin layers or on a sheet pan.
- Metal pans allow food to cool more quickly and are better than plastic.

Date	Food	Start Time & Temp	1 <sup>st</sup> Hour	2 <sup>nd</sup> Hour	70°F or less in 2 hours?	3 <sup>rd</sup> Hour	4 <sup>th</sup> Hour	5 <sup>th</sup> Hour	6 <sup>th</sup> Hour	41°F or less in 6 hours?	Corrective Actions?	Recorded By	PIC Review
Example: 1/1/19	Beef Stew	8 am 135°F	9am 109°F	10am 67°F	Yes: continue No: reheat	11am 56°F	12pm 50°F	1pm 44°F	2pm 38°F	Yes: label No: discard	Reheat or discard	AB	CD



## Employee Illness Log

Instructions: Use this log to monitor employee absences due to illness. Tracking absences will enable your establishment to better control the spread of foodborne illnesses. Please review and refer to your establishment's Employee Health Policy. If undiagnosed, refer to the **Foodborne Illness Restriction and Exclusion Guideline**.

		Symptoms Reported to Manager by Employee:		Manager/Employee Response:					
Date Reported	Employee Name	Vomiting (V), diarrhea (D), jaundice (J), sore throat with fever (ST), infected wounds (IW)?*	Other Symptoms	Date Excluded or Restricted from Work?*	Date Returned to Normal Work Duties?	Consulted with Doctor? Y/N	Diagnosed?* * Y/N - If yes, name illness.	Contacted Health Department? Y/N	Restricted Duties
		V D J ST IW							
		V D J ST IW							
		V D J ST IW							
		V D J ST IW							
		V D J ST IW							
		V D J ST IW							
		V D J ST IW							
		V D J ST IW							
		V D J ST IW							
		V D J ST IW							

\*If symptoms of vomiting and diarrhea, exclude food employee from work until 24 hours after symptoms end.

\*\* If a food employee is diagnosed with Norovirus, E. coli 0157:H7, Shigella spp., Hepatitis A, Salmonella Typhi, AND/OR if jaundiced, then exclude and contact the Island County Public Health at 360-679-7350.



# Thermometer Calibration Log

### Calibration/Verification Instructions:

- Fill a glass with an ice and water mixture, then stir.
- Immerse the thermometer stem at least 2 inches below the water line until the needle stops moving. Be careful not to touch the stem to the bottom and sides of the container to avoid error.
- For a Bimetallic Stem Thermometer rotate the hex adjusting nut until the pointer reads **32°F** while in the ice water using a mini-wrench or thermometer adjusting hole. Refer to manufacturer instructions for a digital thermometer.
- Verify Calibration weekly and when the thermometer is dropped.
- Sanitize thermometers before use by wiping with an alcohol swab or sanitizer cloth.