



NH Department of Health & Human Services
Division for Children, Youth & Families

DCYF Standard Operating Procedure

2383.1 HACCP COMPLIANCE

Policy Directive: **20-17**

Effective Date: **May 2020**

Implements Policy: **2383**

Approved:

Joseph E. Ribsam, Jr., DCYF Director

This SOP defines the Food Services staff procedures to ensure compliance with HACCP and food safety within SYSC.

Procedure

The following information is to support the implementation of the above referenced policy. This document shall not preclude staff from using their professional judgement based on individual circumstances, consistent with the requirements of the policy.

- I. The Process Approach to HACCP involves classifying food preparation for a menu item into one of 3 processing categories based on the number of times the item travels through the danger zone (between 41°F and 135°F).
 - A. No cooking: a menu item does not pass through the danger zone at any time in the preparation.
 1. Menu items that do not pass through the danger zone will be monitored for critical control points.
 2. Any items that remain at room temperature past 4 hours must be discarded.
 - B. Same day service: a menu item passes through the danger zone only once (during cooking) before being served.
 - C. Complex food preparation: a menu item passes through the danger zone 2 or more times prior to being served.
 1. Foods prepared for same day service or through complex preparation must be monitored for cumulative time spent in the danger zone. If the item has reached a total of 4 hours in the danger zone the item must be discarded.
- II. Use of Critical Control Points: All foods will be prepared in accordance with the directions marked on their packaging or noted in the instructions/recipe maintained by the Food Services Department to meet proper temperatures.
 - A. All temperatures must be documented at the time they are taken.
 - B. Thermometers used for internal temperatures must be clean and sanitized after each use.

- III. Cooling: foods may be cooled rapidly by using small batches in individual containers, loosely covered to allow heat to escape quickly.
 - A. During the cooling process, the Cooling Temperature Log (Form 2397) is used to document the decrease in temperature until the desired coolness is reached.
 - B. Pre-chilled ingredients for cold foods will be used to maintain the appropriate cold temperature for the prepared food item.
- IV. Reheating: reheated foods will only be transferred to serving receptacles once the food has reached the appropriate temperature.
 - A. Food may be reheated using a cooking range, steamer, oven, or microwave.
 - B. Unused portions of any foods that have been reheated will be discarded at the end of the meal period.
- V. Holding: Foods prepared for serving are checked for temperature at the beginning of service, middle of service, and end of service.
 - A. Foods are maintained at serving temperature through the use of the steam table, warming box, or refrigeration, as appropriate.
 - B. Staff shall document food temperatures on the Food Temperature Log (Form 2396) at the time the temperature is taken.
 - 1. A new Form 2396 will be completed daily.
 - 2. All completed Forms 2396 are held by the Food Services Manager for 4 years.
- VI. All staff will be trained in food safety within one year of hire. Staff are expected to:
 - A. Know and follow HACCP procedures when handling menu items and ask for assistance if unsure of proper procedures;
 - B. Be vigilant to avoid contamination; and
 - C. Adhere to the process outlined in standardized recipes.
- VII. Surfaces and utensils will be used as appropriate.
 - A. Staff will use the utensils specified on the recipe card for that specific food item.
 - B. All utensils will be sanitized after each use.

| Applicable Forms | |
|-------------------------|-------------------------|
| 2396 | Food Temperature Log |
| 2397 | Cooling Temperature Log |

Glossary and Document Specific Definitions

A - B C - D E - F G - I J - L M - N O - Q R - S T - V W - Z

For the Purpose of this Document:

“Critical Control Points” means the points in food preparation and processing where controlling a step (such as cooking) is essential to assure food safety.

“Danger Zone” means the temperature range (between 41°F and 135°F) that favors the growth of pathogenic microorganisms.

“HACCP” means Hazard Analysis and Critical Control Point, a prevention-based food safety system that identifies and monitors specific food safety hazards that can adversely affect the safety of food products.

“Hazard Analysis” means the review of food service operations to find areas where food safety problems might occur.

Document Change Log

| PD | Modification Made | Approved | Date |
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