



POLICY AND PROCEDURE

.2100 PURPOSE

The purpose of this policy is to establish guidelines for the state-wide utilization of the Hazard Analysis Critical Control Point (HACCP) program developed to promote food safety and minimize the risk of food borne illness.

.2101 POLICY

It is the policy of the Food and Nutrition Management Section that all facilities produce and serve safe food. In order to minimize the risk of food borne illness, established HACCP guidelines must be followed to ensure foods are handled safely from receipt to service. All preparation, holding, cooling and reheating temperatures must be monitored and documented on HACCP temperature tracking forms. All HACCP tracking forms will be maintained on file for thirty (30) days.

.2102 PROCEDURES

- (a) **Storage:** Foods must be stored at appropriate temperatures to ensure food safety, prolong shelf life and maintain product quality.
- (1) The temperature of dry storage areas shall remain between sixty (60) degrees F and eighty (80) degrees F. Temperatures of dry storage areas must be documented on daily logs.
 - (2) The temperature of all refrigerated units shall remain between thirty-five (35) degrees F and forty-one (41) degrees F. Temperatures of all refrigerated units must be documented on daily logs.
 - (3) The temperature of all freezer units shall be zero (0) degrees F or below. Temperatures of all freezer units must be documented on daily logs.
 - (4) If at any point temperatures of storage areas are found out of acceptable range, food management staff shall immediately request assistance from facility or region maintenance.
- (b) **Preparation:** Foods must be cooked to appropriate temperatures to ensure food safety. The temperature established on the FMS (Food Management System) recipes for the cooking critical control point (CCP) must be reached. Cooking temperatures of foods must be monitored and documented on HACCP temperature tracking forms. When cooking in batches, the temperatures of all food batches must be monitored and documented on HACCP temperature tracking forms.
- (c) **Holding:** Foods must be held at an appropriate temperature to ensure food safety. Hot foods must be held at one-hundred thirty-five (135) degrees F or higher. Cold foods must be held at forty-one (41) degrees F or below. The temperature of foods being held for service must be monitored and documented on HACCP temperature tracking forms.

- (d) **Cooling:** Foods must be cooled properly to ensure food safety. Food shall be cooled rapidly from one-hundred thirty-five (135) degrees F to seventy (70) degrees F within two (2) hours or less and from seventy (70) degrees F down to forty-one (41) degrees F within four (4) hours or less. When cooling foods, temperatures must be monitored and documented on HACCP temperature tracking cooling food forms. Shallow pans must be used to cool foods. Product depth shall be no greater than two (2) inches. Properly cooled foods shall be stored no longer than three days from the day of preparation. Due to the complexity and high risk of food borne illness associated with cooling foods, preparation of foods prior to the day of service, as well as saving foods (leftovers), for future use is strongly discouraged.

- (e) **Reheating:** Foods must be reheated to an internal temperature of one-hundred sixty-five (165) degrees F or higher for fifteen (15) seconds to ensure food safety. When reheating foods, temperatures must be monitored and documented on HACCP temperatures tracking forms. Foods may be reheated only once.



Commissioner of Prisons
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