



*State of North Carolina  
Department of Public Safety  
Prisons*

Chapter: M  
Section: .2000  
Title: Food Safety and Sanitation  
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**POLICY AND PROCEDURE**

**.2001 PURPOSE**

Each facility food management department shall be kept clean, sanitary, and follow established standards to ensure food safety. Standards are those established by the US Public Health Service in the Food and Drug Administration's Food Code.

**.2002 HYGIENE PRACTICES**

Food protection and sanitation in the facility food management department are the responsibility of the facility Food Service Manager/Supervisor and his/her staff.

- (a) **Hand washing:** All food handlers must wash their hands before beginning work, after each visit to the toilet, after handkerchief or tissue use, after touching unclean surfaces, after handling soiled equipment or utensils, after handling raw food and after touching their face or hair. Proper hand washing procedures are as follows:
- (1) Use running warm water
  - (2) Moisten hands and apply soap and lather to the elbow
  - (3) Scrub hands and arms vigorously for 20 seconds cleaning under fingernails and between fingers
  - (4) Rinse hands and arms thoroughly under running warm water
  - (5) Dry hands using single service towels
  - (6) Turn off tap/faucet with paper towel.
- (b) **Plastic Glove:** Shall be used by offenders serving food. Proper hand washing techniques must be followed before gloves are donned. When gloves are soiled they must be discarded and hands must be washed before new gloves are donned.
- (c) **Hair Coverings and Uniforms:** Hair coverings (to include hair nets and beard guards) and uniforms must be worn at all times in the facility food management department by offenders and staff involved in the preparation, production and serving of food.
- (d) **Chewing Gum:** The use of chewing gum shall be prohibited in the facility food management department during the preparation, production and serving of food.
- (e) **Personal Health:** The facility food management staff, shall monitor offender and other persons working in the food management department daily. The Daily Shift Screening for Offender Workers form shall be completed by food management staff prior to the beginning of each work shift. Any person having a physical condition such as skin lesions or infected wound on hand or arm, sore throat with fever, vomiting, diarrhea, jaundice, or has been diagnosed with a foodborne illness shall be prohibited from working in the food management operation.

- (f) **Personal Hygiene:** Staff and offenders working in the food management department must demonstrate appropriate habits of personal hygiene such as daily baths, deodorant use, clean hair and proper hand washing.

### **.2003 CLEANING SCHEDULE**

The facility Food Service Manager/Supervisor at each facility shall have written cleaning schedules which are posted and address specific areas of the operation, pieces of equipment, and time frames for cleaning.

The schedule may be on a daily, weekly or monthly basis. Staff members shall be responsible for monitoring adherence to the schedule. The facility Food Service Manager/Supervisor must periodically review the cleaning schedule with consultation from staff and revise as needed.

### **.2004 DISHWASHING PROCEDURES**

(a) **Manual Ware washing**

A three (3) compartment sink must be used for manual washing, rinsing and sanitizing of utensils and equipment. Sink wells must be large enough to accommodate the facility's largest pans. Hot and cold water should be provided for each compartment. Drain boards or easily movable dish tables of adequate size must be available for proper handling of soiled and clean utensils. Pots, pans, trays and utensils must be pre-scraped and/or pre-rinsed before washing. Wash and rinse water should be one-hundred ten (110) degrees F. Sanitation in the third (3<sup>rd</sup>) sink shall be achieved by completely immersing the pots, pans, trays and utensils in one-hundred seventy-one (171) degree F water for a minimum of 30 seconds. In the event that the water cannot reach one-hundred seventy-one (171) degree F, approved chemical sanitizing agent will be used. It should be mixed at the proper ratio per manufacture instructions when tested by an appropriate test strip. Contact time for immersion is a minimum of 30 seconds with the chemical sanitizer. A thermometer shall be available in the sanitation sink for temperature monitoring. To prevent burns offenders should be instructed to use baskets or be given long gloves to immerse items in the sanitation sink.

All pots, pans, trays and utensils must be allowed to air dry before storing.

The facility Food Service Manager is responsible for maintaining a temperature log which documents the temperature or concentration of chemical sanitizer of the sanitation sink a minimum of three (3) times per day.

(b) **Dish machines**

Trays and utensils must be pre-scraped and/or pre-rinsed before entering the dish machine. Manual presoaking of pots, pans, trays and utensils with water in excess of one-hundred ten (110)

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degrees F is prohibited. Trays and utensils must be placed in appropriate racks, trays, baskets or on conveyers in such a way that the food contact surfaces are exposed to an unobstructed application of wash detergent, clean rinse waters and free draining is allowed. Temperatures for dish machines should be one-hundred forty (140) degrees F during the pre-wash cycle, one-hundred sixty (160) degrees F during the rinse cycle and one-hundred eighty (180) degrees F at the nozzle during the sanitizing cycle which will facilitate a one-hundred sixty (160) degrees F plate surface temperature which is required.

All trays and utensils must be allowed to air dry before storing.

The facility Food Service Manager/Supervisor is responsible for maintaining a temperature log which documents the temperature of the dish machine sanitation cycle a minimum of three (3) times per day. Temperatures should be checked using a maximum read thermometer registering at least one-hundred sixty (160) degrees F, at each meal. If dish machine temperatures are found to be below one-hundred (160) degrees F at plate surface, use of the dish machine must be stopped and disposables put in use until the machine is able to achieve the required sanitizing temperature.

#### **.2005 PHYSICAL ENVIRONMENT**

All work and storage areas must be clean, well lit and orderly. All walls, floors, and ceilings in the food management department must be cleaned routinely. Surfaces that do not come into contact with food should be cleaned as often as necessary to keep the equipment free from the accumulation of dust, dirt, food particles and other soil. A ready supply of hot water must be available for cleaning purposes. Adequate lighting should be provided on all food preparation surfaces and at equipment or utensil washing stations. Protective light shields to prevent broken glass from falling into food must be provided for all lighting fixtures located in the food preparation, storage and display areas as well as areas where equipment or utensils are washed and stored. Overhead pipes should be covered by a false ceiling. Exposed pipes collect dust and may leak causing them to be a hazard to food safety. Ventilation hoods and filters must be routinely cleaned. Food contact surfaces of equipment must be cleaned and sanitized after each use. Manufacturer instructions should be followed for cleaning all equipment.

#### **.2006 PEST CONTROL**

Each facility Food Management Department shall be free of any evidence of vermin and insects.

#### **.2007 THERMOMETERS**

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Facility Food Management staff will utilize appropriate digital thermometers for measuring food temperatures. All Food Management staff must properly and frequently calibrate thermometers in order to receive accurate temperature readings.

**.2008 DRY STORAGE PROCEDURES**

- (a) Foods must be stored at appropriate temperatures to ensure food safety, prolong shelf life and maintain product quality.
- (b) Packaged food shall be labeled in permanent black marker with date (mm/dd/yy format) received in a conspicuous location on the package.
- (c) The first in, first out (FIFO) method must be used to manage all dry goods.
- (d) Food in dry storage areas must be stored on clean shelving that is a minimum of six (6) inches off the floor.
- (e) The temperature of the dry storage area shall remain between sixty (60) degrees F and eighty (80) degrees F.
- (f) Temperatures of dry storage areas must be documented on daily logs.
- (g) Cleaning supplies and other chemicals must be stored completely separate from all food, trays, utensils, linens and single-use items.
- (h) Food and non-food supplies should be stored in the original containers. If not in the original container, the item must be clearly labeled on the side of the holding container with the name of the contents. Lids should not be labeled as they are interchangeable.
- (i) Dry storage areas shall remain locked with limited access to offenders.

**.2009 COLD STORAGE PROCEDURES**

- (a) Food stored in refrigerated units shall be positioned to allow for good air circulation. Shelving shall not be lined with foil or other materials.
- (b) Food in cold storage must be stored on clean shelving that is a minimum of six (6) inches off the floor. Shelving shall not be lined with foil, cardboard or other materials.
- (c) All food not stored in the original packaging, must be covered and labeled with the food name, date of storage and date of discard. Proper food covering is a food-grade lid, plastic wrap or aluminum foil.
- (d) A thermometer shall be placed near the warmest part of the unit.

- (e) The temperature of all refrigerated units shall remain between thirty-five (35) degrees F and forty-one (41) degrees F.
- (f) Temperatures of all refrigerated units must be documented on daily logs.
- (g) Cooked and ready-to-eat foods must be stored above raw foods in the refrigerator.
- (h) Foods shall be stored in the unit in the following order:
  - (1) Prepared or ready-to-eat food (top shelf)
  - (2) Fish, seafood items, eggs
  - (3) Whole cuts of raw beef and pork
  - (4) Ground or processed meats
  - (5) Raw and ground poultry (bottom shelf)
- (i) Potentially hazardous foods that are prepared in the operation shall be stored at forty-one (41) degrees F no longer than three days from the day of preparation.
- (j) Open containers of potentially hazardous food products shall be stored at forty-one (41) degrees F no longer than three days after opening.
- (k) Refrigerated units shall remain locked with limited access to offenders.

#### **.2010 FROZEN STORAGE PROCEDURES**

- (a) Food stored in freezer units shall be positioned to allow for good air circulation.
- (b) Food in frozen storage must be stored on clean shelving that is a minimum of six (6) inches off the floor. Shelving shall not be lined with foil, cardboard or other materials.
- (c) A thermometer shall be placed near the warmest part of the unit.
- (d) The temperature of all freezer units shall be zero (0) degrees F or below.
- (e) Temperatures of all freezer units must be documented on daily logs.
- (f) Freezer units shall remain locked with limited access to offenders.

#### **.2011 THAWING PROCEDURES**

The following are accepted procedures for thawing potentially hazardous foods:

- (a) In a refrigerator that is forty-one (41) degrees F or below. Raw meats, poultry and fish shall be thawed on the bottom shelf.

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- (b) Under safe running water that is seventy (70) degrees F or below. If using this method, food must be prepared within four (4) hours of thawing.
  - (c) During the cooking process.
  - (d) In conventional food service equipment (i.e. ovens, steamers, etc.).

**.2012 FOOD PREPARATION PROCEDURES**

- (a) When preparing cold salads all ingredients, including those that are not potentially hazardous, shall be properly cooled to forty-one (41) degrees F or below prior to preparation.
- (b) Pasteurized liquid eggs must be used to make scrambled eggs, egg mixtures and egg based batters. Shell eggs may only be used for the boiled egg recipe. Shell eggs may not be used to prepare scrambled eggs. Pooling of shell eggs is prohibited.
- (c) Fruits and vegetables are washed thoroughly under safe running water before cutting, cooking or combining with other ingredients. Soap and/or sanitizing solution shall not be used to wash the surface of fruits and vegetables.
- (d) Safe drinking water shall be used to make ice. Ice used to chill food or beverages shall not be used as a food ingredient. A clean and sanitized container and ice scoop shall be used to dispense ice, unless an automatic ice dispenser is available.

**.2013 CHEMICAL SANITIZERS AND CLEANING AGENTS**

Ready to use "Kitchen Sanitizer" shall be purchased from Correction Enterprise to use in facility production areas. A test kit that measures concentration of the solution used for sanitizing must be kept on hand and used to monitor the concentration of the solution. Results should be logged weekly. Chemicals must be stored separately from food. Safety Data Sheets (SDS) for all chemicals used in the food management department must be available to all staff and offenders at all times. Personal protective equipment shall be available as indicate by SDS sheets.

**.2014 HOT WATER SAFETY**

Hot water is only authorized for cooking or sanitizing of pots, pans, and service ware. Hot water must not be held in trash cans for any purpose. Holding hot water in tilt skillets or kettles for cleaning purposes is prohibited.

**.2015 WEEKLY INSPECTIONS**

The facility Food Service Manager/Supervisor is responsible for conducting weekly inspections of the food management department including the dining area. Food Service Manager/Supervisor shall use

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the Food Management Weekly Inspection Form. Food Service Manager/Supervisor shall document corrective action for criteria marked as “Unacceptable” or “Needs Improvement”.



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Commissioner of Prisons

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June 1, 2020

Date