



*State of North Carolina  
Department of Public Safety  
Prisons*

Chapter: M  
Section: .0900  
Title: Satellite Feeding  
Issue Date: 06/01/2020  
Supersedes: 04/01/2013

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**POLICY AND PROCEDURE**

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**.0900 PURPOSE**

The purpose of this policy is to establish an effective state-wide system for providing safe, nutritionally appropriate and palatable meals to offenders in satellite and restrictive housing areas.

**.0901 POLICY**

It is the policy of the Food and Nutrition Management Section that all facilities providing foods to satellite or restrictive housing areas follow the established menus for this purpose as well as the time and temperature guidelines required to assure food safety. Satellite areas include any location food is transported to for service such as infirmaries, offender cells and outlying units. Satellite feeding procedures shall be followed when serving offenders in cells at any time of restricted movement.

**.0902 MENU**

The menu for feeding satellite and restrictive housing areas will be created with each menu cycle under the title “Satellite” in the Food Management System (FMS). The satellite menu is a temperature consistent modification of the regular menu.

**.0903 PROCEDURES FOR TRAY SERVICE WITH HEATED CARTS**

- (a) The FMS Satellite Feeding Menu shall be followed for all regular trays prepared for service in satellite and restrictive housing areas. Trays prepared for offenders with therapeutic diet orders, as well as trays prepared for offenders with religious menu accommodations, shall be prepared according to the respective FMS menus.
- (b) Hot foods prepared for tray service to satellite or restrictive housing areas shall be properly held at one-hundred thirty-five (135) degrees F or higher. Food Management staff shall document the temperature of foods, as well as the time temperatures are taken, at the time trays are plated. Temperature and time must be documented on the FMS “Satellite Time/Temperature Report”. Food shall be plated for service in satellite or restrictive housing on approved non-insulated trays held in heated carts. The FMS “Satellite Feeding Report” will be utilized to ensure accuracy of tray preparation. Therapeutic and religious menu accommodation trays must be accurately prepared and clearly marked.
- (c) During satellite tray preparation heated carts used to transport food shall remain connected to a power source and monitored by staff to ensure the carts maintain a temperature of one-hundred thirty-five (135) degrees F or higher. Heated carts shall remain connected to the

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power source and monitored to ensure maintenance of one-hundred thirty-five (135) degrees F or higher until staff are ready to transport the cart(s) to satellite or restrictive housing areas.

- (d) Food Management staff must document the time on the FMS “Satellite Time/Temperature Report” that each heated cart is disconnected from the power source in the Food Management Department. In order to ensure food safety, all food trays must be delivered to each offender in the designated satellite or restrictive housing area within two hours of the time the cart was disconnected from the power source in the Food Management Department. Food Management staff will indicate the time food in the cart(s) must be discarded on the FMS “Satellite Time/Temperature Report”. Food Management staff will attach the FMS “Satellite Cart Time Sign” to each cart to indicate to custody staff passing the trays the time food trays must be discarded.
- (e) Heated carts must be connected to a power source and turned on as soon as they arrive at their destination. Cart doors must remain closed until staff is ready to begin passing trays. To ensure the accurate distribution of all trays, to include therapeutic diets, staff must utilize the FMS “Satellite Feeding Report” to distribute trays. If trays remain in the food cart past the time posted on the “Satellite Cart Time Sign” they must be discarded.
- (f) The “Satellite Time/Temperature Report” must remain on file in the Food Management Department for thirty (30) days.

#### **.0904 PROCEDURES FOR TRAY SERVICE WITH INSULATED TRAYS**

- (a) The FMS Satellite Feeding Menu shall be followed for all regular trays prepared for service in satellite and restrictive housing areas. Trays prepared for offenders with therapeutic diet orders, as well as trays prepared for offenders with religious menu accommodations, shall be prepared according to the respective FMS menus.
- (b) Hot foods prepared for tray service to satellite or restrictive housing areas shall be properly held at one-hundred thirty-five (135) degrees F or higher. Food Management staff shall document the temperature of foods, as well as the time temperatures are taken, at the time trays are plated. Temperature and time must be documented on the FMS “Satellite Time/Temperature Report”. Foods shall be plated for service in restrictive housing and satellite feeding areas on approved insulated trays. The FMS “Satellite Feeding Report” will be utilized to ensure accuracy of tray preparation. Therapeutic and menu accommodation trays must be accurately prepared and clearly marked.

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- (c) In order to ensure food safety all food trays must be delivered to each offender in the designated satellite area within two (2) hours of the time the trays are plated. Food Management staff will indicate the time food trays must be discarded on the FMS “Satellite Time/Temperature Report”. Food Management staff will have attached the FMS “Satellite Cart Time Sign” to each cart or carrier transporting the insulated trays which will indicate to custody staff passing the trays the time food trays must be discarded.
  - (d) To ensure the accurate distribution of all trays, to include therapeutic diets, staff must utilize the FMS “Satellite Feeding Report” to distribute trays. If trays remain undistributed past the time posted on the “Satellite Cart Time Sign” they must be discarded.
  - (e) The “Satellite Time/Temperature Report” must remain on file in the Food Management Department for thirty (30) days.

**.0905 PROCEDURES FOR SATELLITE BULK FOOD SERVICE**

- (a) The FMS Regular Menu shall be followed to prepare bulk foods for satellite service.
- (b) Hot foods prepared for serving bulk foods in satellite areas shall be one-hundred thirty-five (135) degrees F or higher. Foods shall be transported in approved insulated containers. Food Management staff shall document the temperature of foods, as well as the time the temperatures are taken, before placing the foods in the transport containers. Temperatures and times must be documented on HACCP temperature record forms.
- (c) Foods shall be removed from the insulated containers and placed in hot holding cabinets or directly onto a heated serving line immediately upon destination arrival. Staff shall document the holding temperatures, as well as the time temperatures are taken, of foods on HACCP temperature record forms. Foods shall be maintained at one-hundred thirty-five (135) degrees F or higher. At no time shall foods be allowed to remain under one-hundred thirty-five (135) degrees F for longer than two (2) hours. Foods that remain under one-hundred thirty-five (135) degrees F for longer than two (2) hours must be discarded.
- (d) Therapeutic and religious accommodation trays will be prepared in the Food Management Department and transported in insulated trays utilizing the procedures outlined in section .0904 of this policy.
- (e) Staff supervising meal preparation in satellite areas must ensure trays are accurately prepared utilizing the FMS “Serving Portion Report”.

**.0906 THERAPEUTIC DIETS/MENU ACCOMODATIONS**

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- (a) To ensure the accuracy of meal service related to therapeutic diet orders and menu accommodation requests, all trays in satellite or restrictive housing areas will be distributed utilizing the FMS "Satellite Feeding Report". At no time shall staff provide offenders a tray or foods not authorized by the report.
  
  - (b) Offenders who refuse their therapeutic meal will not be offered a regular tray. Staff shall complete the Refusal of Individual Meal Form, DC 488 with copies to the facility Food Service Manager and the medical department.
  
  - (c) Offenders in satellite/restrictive housing areas requesting a menu accommodation must complete a DC 883.



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Commissioner of Prisons

June 1, 2020

Date

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