

NFSMI Presents:

***Developing a Food Safety Program  
Using the Process Approach***

Satellite Seminar  
October 18, 2006



National Food Service Management Institute  
The University of Mississippi

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This project has been funded at least in part with Federal funds from the U.S. Department of Agriculture, Food and Nutrition Service through an agreement with the National Food Service Management Institute at The University of Mississippi. The contents of this publication do not necessarily reflect the views or policies of the U.S. Department of Agriculture, nor does mention of trade names, commercial products, or organizations imply endorsement by the U.S. government.

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## Pretest

Directions: Circle the correct answer.

1. Standard Operating Procedures
  - a. Are steps you take to reduce food contamination.
  - b. Is the review of your foodservice operation to find areas where food safety problems might occur.
  - c. Are written instructions for foodservice tasks that reduce food safety hazards.
  - d. Are points in food preparation and processing where controlling a step (such as cooking) is essential to assure food safety.
  
2. Menu items can be grouped into which of the following three categories:
  - a. Process #1 No Cook, Process #2 Same Day Service Process, and Process #3 Complex Food Process
  - b. Process #1 Fruits, Process #2 Meats, and Process #3 Dairy
  - c. Process #1 Breakfast Foods, Process #2 Lunch Foods, and Process #3 A La Carte Foods
  - d. Process #1 Preschool Menu Items, Process #2 Elementary School Menu Items, and Process #3 Secondary School Menu Items
  
3. A food safety program
  - a. Is not a requirement of the Child Nutrition Program.
  - b. Should be specific to the foodservice operation.
  - c. Must be complicated to be effective.
  - d. Should be outsourced to the lowest bidder.
  
4. All but one of the following is a part of monitoring a food safety program:
  - a. Making direct observations that the food safety program is being followed
  - b. Identifying the staff person responsible for conducting the monitoring
  - c. Checking staff time sheets
  - d. Making random checks of temperatures on a regular basis
  
5. You should maintain your food safety records for a minimum of
  - a. 3 months.
  - b. 6 months.
  - c. 9 months.
  - d. 12 months.



## Pretest, continued

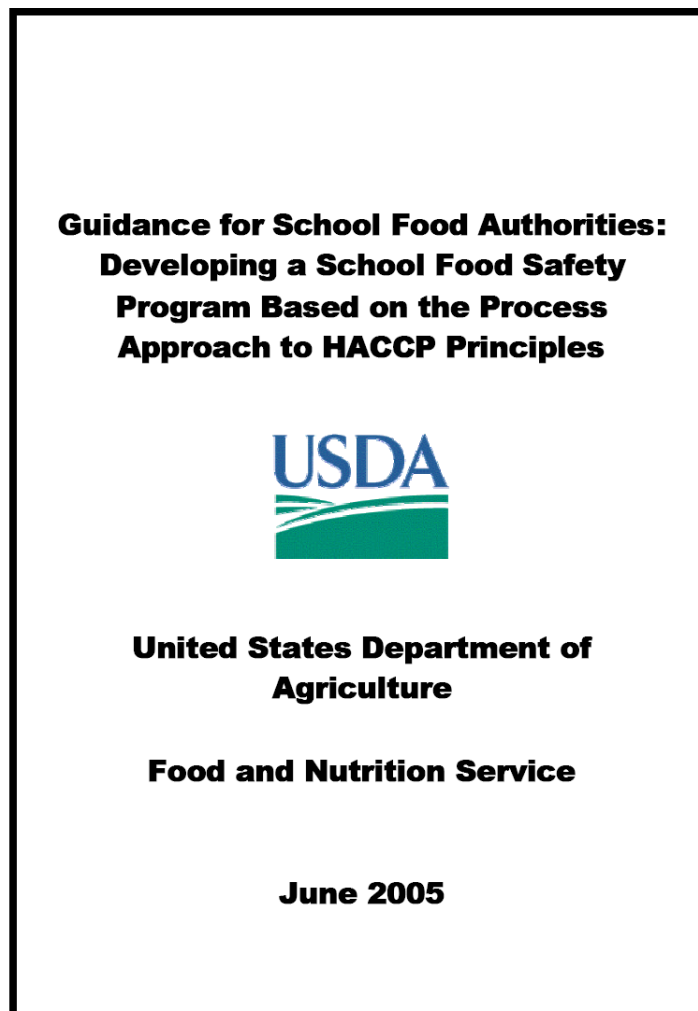
6. Required elements of a written food safety plan include all but one of the following:
  - a. Identifying and controlling hazards, monitoring, and a review method
  - b. Recordkeeping
  - c. Establishing and documenting how problems were addressed
  - d. Menus, time sheets, and employee training
  
7. The steps you take to fix problems
  - a. Sometimes are called corrective actions.
  - b. Should be hidden so no one can trace them.
  - c. Should be different every time the problem occurs.
  - d. Should be assigned to only one person.
  
8. When developing your food safety program
  - a. Select the food safety program that appears first on the list of Web-based search.
  - b. Follow your State or local health department requirements.
  - c. Call your vendor.
  - d. Complain to your supervisor.

## USDA Reauthorization Act

Section 111 of the Child Nutrition and WIC Reauthorization Act of 2004 (Public Law 108-265) amended section 9(h) of the Richard B. Russell National School Lunch Act by requiring school food authorities (SFAs) to implement a food safety program for the preparation and service of school meals served to children. This mandate requires all food preparation and service sites participating in the NSLP to have an individual food safety plan. The requirement was effective in the school year beginning July 1, 2005. The food safety program must be based on all the food safety principles as outlined in the guidance.

For information specific to the implementation of the USDA guidance in your state, contact your State Agency.

<http://www.fns.usda.gov/cnd/lunch/Downloadable/HACCPGuidance.pdf>



## Developing a Food Safety Program

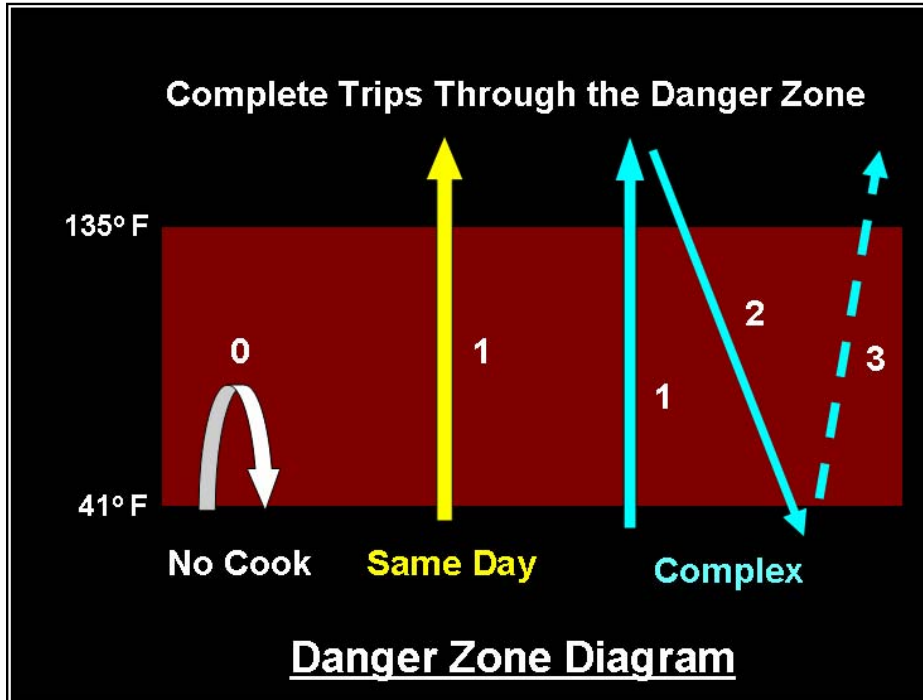
- Develop a written plan.
- Implement in each individual school.
- Base on principles outlined in the guidance.

### What is the process approach?

*A method of grouping menu items into one of three processes depending on the number of times the food goes through the temperature danger zone, which is between 41 °F and 135 °F (2005 Food Code).*

### Food Process Categories

- No Cook Preparation (Process #1)
- Same Day Service Preparation (Process #2)
- Complex Food Preparation (Process #3)



To assign menu items to one of the three process categories, consider the procedures used to prepare the food in each of your facilities.

Review your menu items and decide which items are meant to be:

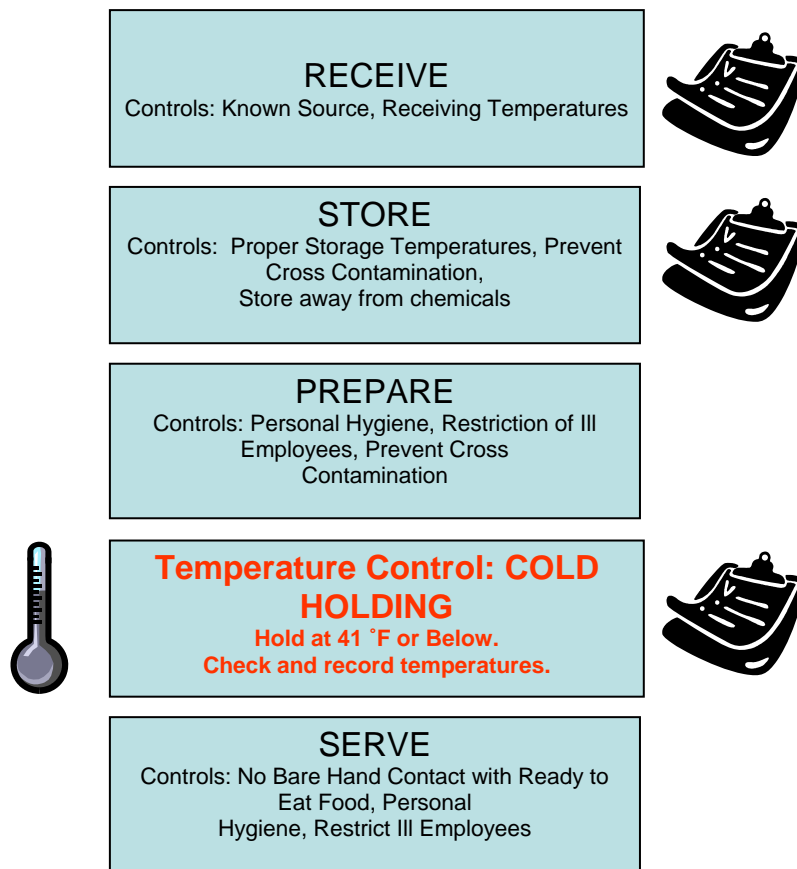
1. kept cold from preparation through service;
2. prepared hot and served the same day hot; and
3. prepared hot, cooled, and possibly reheated.

## Using the Process Approach to Sort Menu Items

### Process #1 – No Cook Preparation

Process #1 – No Cook Preparation food items are meant to be kept cold from preparation through service. Potentially hazardous foods that require no cooking and do not make a complete trip through the temperature danger zone would fall into the No Cook Preparation Process category.

### NO COOK Example: Fruit Salad



Thermometer icon means that controlling temperature is a critical step in the process to minimize or eliminate hazards. Other controls in the process may involve taking temperatures as well. The clipboards appear where recording data is necessary.

## Using the Process Approach to Sort Menu Items

### Process #1 – No Cook

Keep food at or below 41 °F Degrees.

Menu Item	Recipe Number	Controlling Hazards for Process #1
		<p><b>Temperature controls:</b></p> <ul style="list-style-type: none"> <li>• Cold holding</li> </ul> <p><b>SOPs:</b></p> <ul style="list-style-type: none"> <li>• Personal hygiene</li> <li>• Washing fresh fruits and vegetables</li> <li>• Limiting time in the temperature danger zone</li> <li>• Verifying receiving temperatures of food</li> <li>• Date marking of ready-to-eat food</li> </ul>



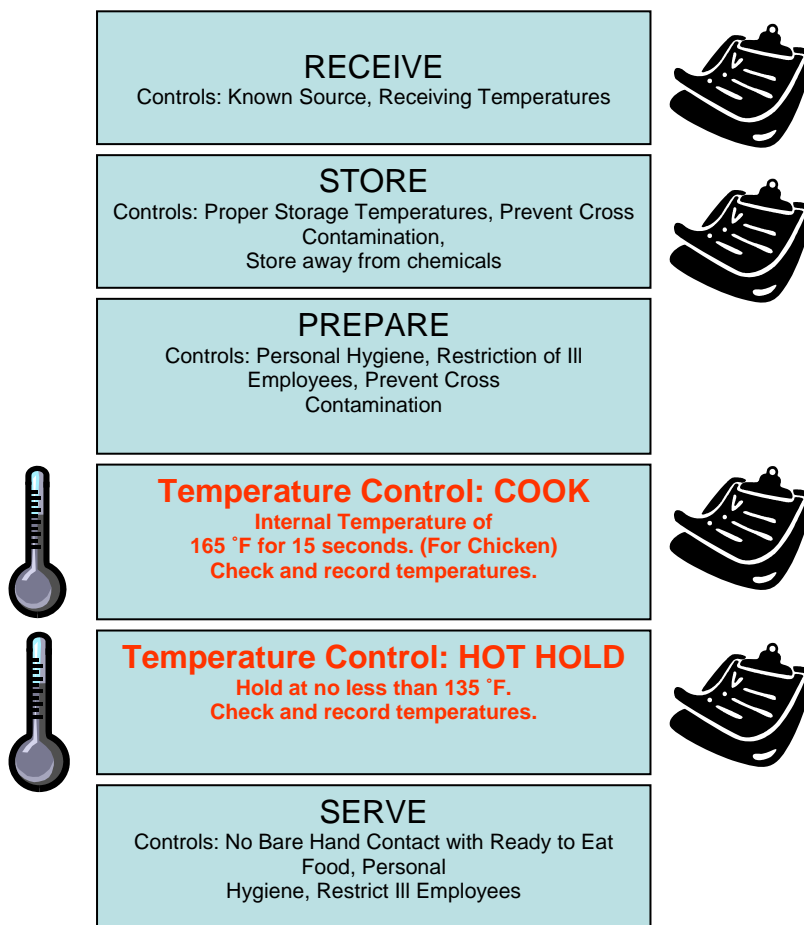
## Using the Process Approach to Sort Menu Items

### Process #2 – Same Day Service Preparation

Process #2 – Same Day Service Preparation food items are meant to be prepared hot and served hot the same day. Potentially hazardous foods that are cooked and served in the same day would fall into the Same Day Service Preparation Process category. The food will pass through the temperature danger zone only once before it is served, thus minimizing the opportunity for bacterial growth.

## SAME DAY SERVICE

### Example: Baked Chicken



Thermometer icon means that controlling temperature is a critical step in the process to minimize or eliminate hazards. Other controls in the process may involve taking temperatures as well. The clipboards appear where recording data is necessary.

## Using the Process Approach to Sort Menu Items

### Process #2 – Same Day Service

Cook to correct temperature. Hold and serve at 135 °F or above.

Menu Item	Recipe Number	Temperature	Controlling Hazards for Process #2
		Cooking	
			<b>Temperature controls:</b> <ul style="list-style-type: none"> <li>• Cooking</li> <li>• Hot holding</li> </ul> <b>SOPs:</b> <ul style="list-style-type: none"> <li>• Personal hygiene</li> <li>• Limiting time in the temperature danger zone</li> <li>• Verifying receiving temperatures of food</li> <li>• Proper storage of food</li> </ul>



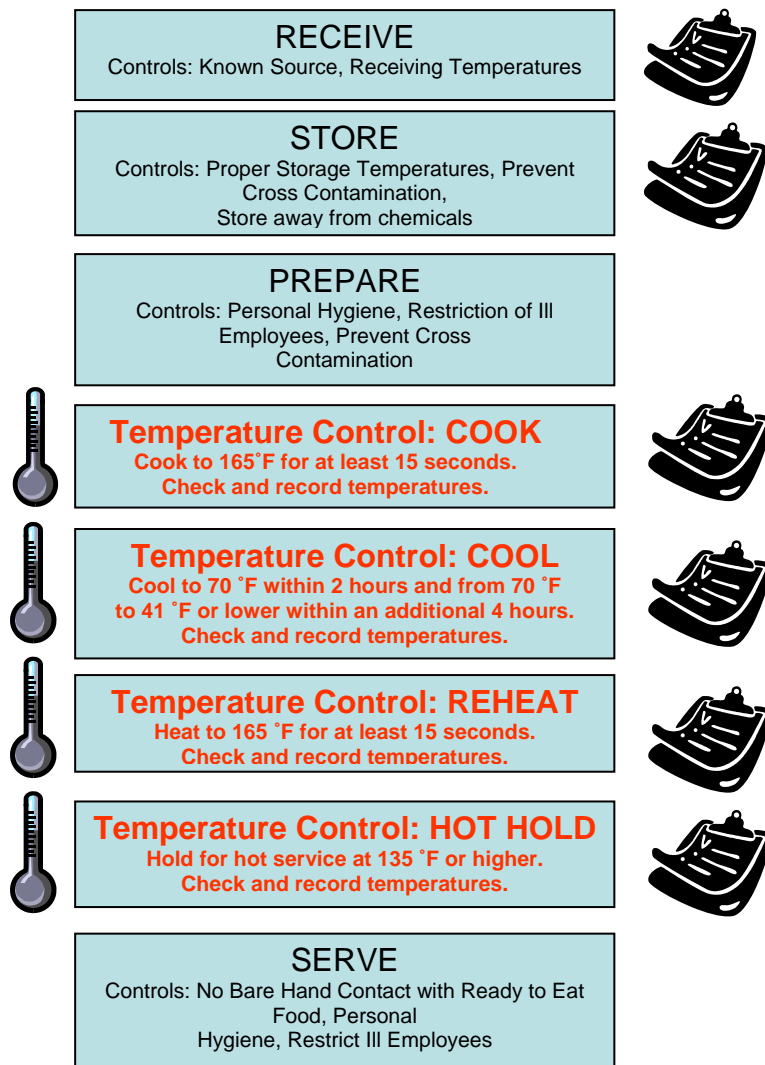
## Using the Process Approach to Sort Menu Items

### Process #3 – Complex Food Preparation

Process #3 – Complex Food Preparation food items are meant to be prepared hot and served cooled or possibly reheated. In the Complex Food Preparation Process, a potentially hazardous food passes through the temperature danger zone more than one time.

The Complex Food Preparation Process includes cooling or reheating as part of the food preparation process.

### Complex Food Preparation Example: Beef and Bean Tamale Pie



Thermometer icon means that controlling temperature is a critical step in the process to minimize or eliminate hazards. Other controls in the process may involve taking temperatures as well. The clipboards appear where recording data is necessary.

## Using the Process Approach to Sort Menu Items

### Process #3 – Complex Food Preparation

Limit time in the Danger Zone (41 °F – 135 °F)

Menu Item	Recipe Number	Temperature			Controlling Hazards for Process #3
		Cooking	Cooling	Reheating	
					<b>Temperature controls:</b> <ul style="list-style-type: none"> <li>• Cooking</li> <li>• Cooling</li> <li>• Hot holding</li> <li>• Reheating, if applicable</li> <li>• Cold holding</li> </ul> <b>SOPs:</b> <ul style="list-style-type: none"> <li>• Personal hygiene</li> <li>• Limiting time in the temperature danger zone</li> <li>• Verifying receiving temperatures of food</li> <li>• Proper storage of food</li> </ul>



## **Review Standard Operating Procedures**

Standard Operating Procedures (SOPs) provide support for the Process Approach and your food safety program and are a good foundation for overall food safety.

Foodservice SOPs are written practices and procedures and are the basic ingredient to producing safe food. It is essential to train employees and emphasize the importance of following the procedures. <http://sop.nfsmi.org/HACCPBasedSOPs.php>

## **Monitoring**

Monitor to make sure food safety practices are being done properly.

- Who will monitor
- When
- How

## **Correcting Problems**

- Recognize when there is a problem
- Have a plan for corrections
- Train employees

## **Record Keeping**

Keep daily written record of

- Food temperatures
- Equipment temperatures
- Procedures
- Actions taken to correct problems

## **Review and Revise Your School Food Safety Program**

- Ensures food safety program is operating according to plan
- Review annually

## **Controlling Time and Temperature During Preparation** (Sample SOP)

**PURPOSE:** To prevent foodborne illness by limiting the amount of time that potentially hazardous foods are held in the temperature danger zone during preparation.

**SCOPE:** This procedure applies to foodservice employees who prepare food.

**KEY WORDS:** Cross-Contamination, Time and Temperature Control, Food Preparation, Temperature Danger Zone

### **INSTRUCTIONS:**

1. Train foodservice employees on using the procedures in this SOP. Refer to the Using and Calibrating Thermometers SOP.
2. Follow State or local health department requirements.
3. Wash hands prior to preparing foods. Refer to the Washing Hands SOP.
4. Use clean and sanitized equipment and utensils while preparing food.
5. Separate raw foods from ready-to-eat foods by keeping them in separate containers until ready to use and by using separate dispensing utensils. Refer to the Preventing Cross-Contamination During Storage and Preparation SOP.
6. Pre-chill ingredients for cold foods, such as sandwiches, salads, and cut melons, to 41 °F or below before combining with other ingredients.
7. Prepare foods as close to serving times as the menu will allow.
8. Prepare food in small batches.
9. Limit the time for preparation of any batches of food so that ingredients are not at room temperature for more than 30 minutes before cooking, serving, or being returned to the refrigerator.
10. If potentially hazardous foods are not cooked or served immediately after preparation, quickly chill. Refer to the Cooling Potentially Hazardous Foods SOP.

### **MONITORING:**

1. Use a clean, sanitized, and calibrated probe thermometer, preferably a thermocouple.
2. Take at least two internal temperatures from each pan of food at various stages of preparation.
3. Monitor the amount of time that food is in the temperature danger zone. It should not exceed 4 hours.

## Controlling Time and Temperature During Preparation, continued (Sample SOP)

### **CORRECTIVE ACTIONS:**

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Begin the cooking process immediately after preparation is complete for any foods that will be served hot.
3. Rapidly cool ready-to-eat foods or foods that will be cooked at a later time.
4. Immediately return ingredients to the refrigerator if the anticipated preparation completion time is expected to exceed 30 minutes.
5. Discard food held in the temperature danger zone for more than 4 hours.

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

Foodservice employees will record the date, product name, start and end times of production, the two temperature measurements taken, any corrective actions taken, and the amount of food prepared on the Production Log. The foodservice manager will verify that foodservice employees are taking the required temperatures and following the proper preparation procedure by visually monitoring foodservice employees during the shift and reviewing, initialing, and dating the Production Log daily. Maintain the Production Log as directed by your State agency. The foodservice manager will complete the Food Safety Checklist daily. The Food Safety Checklist is to be kept on file for a minimum of 1 year.

**DATE IMPLEMENTED:** \_\_\_\_\_ **BY:** \_\_\_\_\_

**DATE REVIEWED:** \_\_\_\_\_ **BY:** \_\_\_\_\_

**DATE REVISED:** \_\_\_\_\_ **BY:** \_\_\_\_\_

## **National Food Service Management Institute Resources reviewed in this program**

*Responding to a Food Recall*

<http://www.nfsmi.org/Information/RespondingFoodRecall.html>

*Serving It Safe*

<http://www.nfsmi.org/Information/sisindex.html>

*Thermometer Resource*

[http://www.nfsmi.org/Information/thermometer\\_resource.html](http://www.nfsmi.org/Information/thermometer_resource.html)

*Wash Your Hands*

<http://www.nfsmi.org/Information/handsindex.html>



## Posttest

Directions: Circle the correct answer.

1. Required elements of a written food safety plan include all but one of the following:
  - a. Identifying and controlling hazards, monitoring, and a review method
  - b. Recordkeeping
  - c. Establishing and documenting how problems were addressed
  - d. Menus, time sheets, and employee training
  
2. All but one of the following is a part of monitoring a food safety program:
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## Posttest, continued

6. You should maintain your food safety records for a minimum of
  - a. 3 months.
  - b. 6 months.
  - c. 9 months.
  - d. 12 months.
  
7. Menu items can be grouped into which of the following three categories:
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8. When developing your food safety program
  - a. Select the food safety program that appears first on the list of Web-based search.
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  - c. Call your vendor.
  - d. Complain to your supervisor.

## Food Safety Web Sites

Gateway to Government Food Safety Information

[www.FoodSafety.gov](http://www.FoodSafety.gov)

Healthy Meals Resource System

<http://schoolmeals.nal.usda.gov/>

National Food Service Management Institute

*Developing a School Food Safety Program*

[http://www.nfsmi.org/Information/school\\_fs\\_program.html](http://www.nfsmi.org/Information/school_fs_program.html)

National Food Service Management Institute

*HACCP-based Standard Operating Procedures*

<http://sop.nfsmi.org/HACCPBasedSOPs.php>

U.S. Food and Drug Administration Center for food Safety and Applied Nutrition

<http://www.cfsan.fda.gov/~lrd/haccp.html>

United States Department of Agriculture Food and Nutrition Service

Food Safety

[http://www.fns.usda.gov/fns/food\\_safety.htm](http://www.fns.usda.gov/fns/food_safety.htm)

United States Department of Agriculture Food Safety and Inspection Service

*Is It Done Yet?*

<http://www.isitdoneyet.gov>

United States Department of Agriculture Food Safety and Inspection Service

“Thermy™”

[http://www.fsis.usda.gov/Food\\_Safety\\_Education/Thermy](http://www.fsis.usda.gov/Food_Safety_Education/Thermy)

## Answer Keys

Pretest:

1. d

2. a

3. b

4. c

5. d

6. d

7. a

8. b

Posttest:

1. d

2. c

3. b

4. a

5. d

6. d

7. a

8. b



## SNA Continuing Education Credit Form

### *Developing a Food Safety Program Using the Process Approach*

National Food Service Management Institute  
The University of Mississippi

October 18, 2006 • Satellite Seminar

Date \_\_\_\_\_ Site \_\_\_\_\_

Facilitator \_\_\_\_\_

Name \_\_\_\_\_

SNA Membership Number \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_

Number Hours Credit Earned \_\_\_\_\_

*Please complete form and hold until re-certification is due. Submit this form along with re-certification application and other documentation to your state School Nutrition Association processor or to the SNA Certification Department at the address below:*

**Certification Department  
School Nutrition Association  
700 South Washington Street, Suite 300  
Alexandria, VA 22314-4287**

