

Food Safety Plan Update 5-2013 (aka SOP's or HACCP plan)

- Copies of the current Food Safety Plan Standard Operating Procedures (SOP's) can be found on the CANS NSLP website (<http://www.doe.sd.gov/cans/nslp.aspx>)
Under the Documents heading: Forms: Developing Food Safety Program
A Word version is available; please email the CANS office to request the Word version.
- This Food Safety plan contains SOP's and record keeping logs that are modified to reflect current South Dakota food service code. It also contains the newest, required SOP that was developed and released in SY 2011-12 titled "Safe Food Transportation, Storage, and Handling for all Child Nutrition Programs." The new SOP fulfills the 2010 requirement to enhance the school food safety program.
- Updates that all School Food Authorities (SFA's) are required to make to the sample SOP's include:
 - ✓ Record SFA and site name on the booklet or folder that contains the Food Safety Plan or on every SOP.
 - ✓ Update every SOP to reflect current SFA practices. One area commonly missed is the "Verification and Record Keeping" area. The sample SOP's indicate that the Food Safety checklist must be done daily. It is up to each SFA to determine a frequency to complete the checklist that is appropriate for their schools. The frequency may be no less than once per month.
 - ✓ Plans must be reviewed, revised, signed, and dated at implementation and every subsequent school year.
 - ✓ Copies of your SFA Food Safety plan must be on file at all SFA cooking and feeding sites; this is a requirement even for sites that only serve food.
 - ✓ Four required SOP's for all SFA's: Cooking Potentially Hazardous Foods, Personal Hygiene, Washing Hands, and Safe Food Transportation, Storage, & Handling for all CNP
 - ✓ Three required Logs for all SFA's: Freezer/Cooler Log, Cook Temperature Log, and Thermometer Calibration Log
 - Your SFA may remove some SOP's that do not apply to your school food service. For example: if your SFA does not have a satellite kitchen, you may remove the "Transporting Food to Remote Sites (Satellite Kitchens)" SOP.
- Each site within the SFA must retain all food safety logs on file for six months after the month is complete.