

Safe Food Transportation, Storage, and Handling for all Child Nutrition Programs School Name

PURPOSE: To prevent foodborne illness by ensuring that proper food temperatures are maintained, cross-contamination is prevented during transportation, and proper food handling and storage conditions are followed for all Child Nutrition Programs (including the Special Milk Program, Fresh Fruit and Vegetable Program, After School Snack and supper meal).

SCOPE: This procedure applies to facilities or part of a facility where food is stored, prepared, or served such as on school buses, in hallways, school courtyards, kiosks, classrooms, or other locations outside of a dedicated cafeteria and kitchen area. This procedure includes individuals who transport food from a kitchen (i.e. sack lunches) and store or serve food outside of a dedicated cafeteria and kitchen area. This requirement applies to all Child Nutrition Programs—school breakfast, lunch, after school snack, and supper meals, Special Milk Program, the Fresh Fruit and Vegetable Program.

INSTRUCTIONS:

1. Train individuals involved in any or all of the Child Nutrition Programs on using the procedures in this Standard Operating Procedure (SOP).
2. Follow **South Dakota Health Department Food Code** requirements.
 - Maintain the temperature of refrigerated, potentially hazardous foods at 41 °F or below and maintain the temperature of hot, potentially hazardous foods at 140 °F or above.
3. Wash hands thoroughly before beginning procedure, when changing tasks, before putting on gloves, and before distributing any food.
4. Sanitize surfaces where food will be prepared, distributed and consumed using an approved sanitizer and a clean rag or single use paper towel.
5. Refer to Cooking Potentially Hazardous Foods SOP for proper cooking methods and temperatures.
 - Maintain proper dry storage temperatures/condition requirements.
6. Use food carriers for transporting foods that have been approved by the South Dakota Health Department. To find the South Dakota Department of Health Foodservice Code, use the following link:
<http://legis.state.sd.us/rules/DisplayRule.aspx?Rule=44%3A02%3A07&Type=All>
7. Prepare the food carrier before use:
 - Ensure that all surfaces of the food carrier are clean and in good condition.
 - Wash, rinse, and sanitize the interior surfaces.
 - Ensure that the food carrier is designed to maintain cold food temperatures at 41°F or below and hot food temperatures at 140°F or above.
 - Place a calibrated stem thermometer in the warmest part of the carrier if used for transporting cold food, or the coolest part of the carrier if used for transporting hot food. Refer to the Using and Calibrating Thermometers SOP.

- Pre-heat or pre-chill the food carrier according to the manufacturer's recommendations.
8. Store food in containers suitable for transportation. Containers should be:
 - Rigid and sectioned so that foods do not mix
 - Tightly closed to retain the proper food temperature
 - Nonporous to avoid leakage
 - Easy-to-clean or disposable
 - Approved to hold food
 9. Place food containers in food carriers and transport the food in clean trucks, if applicable.
 10. Protect food from contamination by covering when delivering food to service station. Deliver food as quickly as possible.
 11. Discard potentially hazardous foods held in the danger zone for greater than 4 hours.
 12. Service station must be set up to protect from contamination during service.
 13. Refer to Serving Food SOP for proper procedures to serve food.

MONITORING:

1. Check the air temperature of the food carrier to ensure that the temperature suggested by the manufacturer is reached prior to placing food into it. Refer to the Using and Calibrating Thermometers SOP.
2. Check the internal temperatures of food using a calibrated thermometer before placing it into the food carrier. Refer to the Holding Hot and Cold Potentially Hazardous Foods SOP for the proper procedures to follow when taking holding temperatures.
3. Check and record air temperature of food store rooms and equipment daily.
4. Designated individual will monitor food distribution to ensure procedures are followed. A designated back-up should be selected in case the originally designated individual is out of the office to perform the necessary monitoring duties.
5. If refrigerated or heated foods are being served, designated individual will monitor temperature logs to ensure form is being consistently and accurately completed. Individual will also monitor correcting problems form for appropriate action and follow through.

CORRECTIVE ACTION:

1. Record any corrective action on the "correcting problems" form.
2. Retrain any individual found not following the procedures in this SOP.
3. Continue heating or chilling food carrier if the proper air temperature is not reached.
4. Reheat potentially hazardous foods to correct hot holding temperature if less than 140 °F. Cool food to 41 °F or below using a proper cooling procedure if the internal temperature of cold food is greater than 41 °F. Refer to the Cooling Potentially Hazardous Foods SOP and Holding Hot and Cold Potentially Hazardous Foods SOP for the proper procedures to follow when reheating and cooling food.
5. Discard foods held in the danger zone for greater than 4 hours.

VERIFICATION AND RECORD KEEPING:

Before transporting food, individuals will record refrigerator temperature, food carrier temperature, food product name, time, internal temperatures, and any corrective action taken on the Hot and Cold Holding Temperature Log. Upon service of food, school employees will record receiving temperatures and corrective action taken on the Receiving Log or Correcting Problems form. A designated individual will record air temperatures of all food storage areas, coolers, and cold holding units on the Food Storage Log. The foodservice manager will verify that employees are receiving foods at the proper temperature, following the proper receiving procedures, and taking the required storage temperatures by visually observing and monitoring receiving practices where possible or checking temperature logs. All logs are kept on file for a minimum of 6 months.

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____

