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STANDARD OPERATING PROCEDURE'S (SOP'S) FOR HAZARDOUS ANALYSIS CRITICAL CONTROL POINT (HACCP) PLANS

RECEIVING:

Standard:

All food must be from approved sources. Foods must be wholesome and not adulterated. No home-prepared foods can be present in a food service facility. Severely dented, rusty, or swollen cans must be rejected. All meats and poultry must be USDA inspected. All eggs must be from USDA registered flocks. All shellfish must be from FDA approved shippers/harvesters and must be provided with shell stock tags. The shell stock tags and egg records must be maintained on site for 90 days.

Monitoring:

Inspect incoming product for package integrity. Measure product temperature to ensure the product has been received at a compliant temperature. Pasteurized crab meat and vacuum packed meats with no preservatives must be refrigerated at 38°F or below. All other refrigerated product must be 41°F or below and frozen product must be fully frozen upon delivery. Inspect shellfish and other seafood products for freshness.

Corrective Action:

Reject delivery or discard product if criteria is not met.

Verification:

Supervisor visually observes that employees are inspecting incoming product for package integrity and that temperature monitoring is being conducted if necessary.

STORAGE (Cold Holding – CCP):

Standard:

Frozen products must be fully frozen. Pasteurized crab meat and vacuum packed meats with no preservatives must be refrigerated at 38°F or below. All other refrigerated products must be stored at 41°F or below. Store raw refrigerated animal food products separate from refrigerated cooked foods. If stored on same set of shelves, raw animal foods must be stored below cooked foods. Foods must be stored only in designated areas. Protected foods must be stored a minimum of 6 inches above the floor; exposed food must be stored at least 18 inches above the floor.

Monitoring:

While the facility is in operation, check temperature of food, refrigeration and freezer units.

Corrective Action:

If a storage freezer is not working properly, move foods to freezer unit capable of maintaining frozen foods. If frozen product has begun to thaw, move to refrigerated unit maintaining 41°F or below and cook within 72 hours.

If a refrigerator is not maintaining 41°F or below, and if the product was out of temperature for a verifiable time of less than 4 hours then move the product to a unit properly maintaining 41°F or below. If the product temperature was above 41°F for an unverifiable time or longer than 4 hours then discard the product.

Verification:

Review temperature logs of storage units if available. If temperature logs are not utilized, the supervisor will visually observe that unit temperatures are monitored by employees and corrective actions are taken when warranted.

THAWING:

Standard:

Food products must be thawed in a refrigerator at 41°F or below, under potable running water that is at or below 70°F, in a microwave oven only if product is being cooked immediately or as part of the conventional cooking process.

Monitoring:

Monitor temperature of refrigerator to ensure unit is maintaining 41°F or below for proper thawing.

Ensure running water is less than 70°F with sufficient force to agitate and float off loose particles if this process is used.

Ensure product is immediately cooked after thawing in the microwave.

Corrective Action:

Any food items that have begun the thawing process must be cooked within 72 hours. If a refrigerator is not maintaining 41°F or below, and if the product was out of temperature for a verifiable time of less than 4 hours then move the product to a unit properly maintaining 41°F or below. If the product temperature was above 41°F for an unverifiable time or longer than 4 hours then discard the product. Foods not cooked immediately after thawing in the microwave are discarded.

Verification:

Supervisor visually observes that employees are thawing foods properly and that corrective actions are taken when needed.

PREPARATION/PROCESSING/ASSEMBLING:

Standard:

Food workers prevent contact of exposed, ready-to-eat food with their bare hands by using gloves or utensils such as tongs or deli paper. Cross contamination is prevented by not allowing contact between ready-to-eat and raw foods. Utensils used in food preparation are clean and sanitized. Fruits and vegetables are free of dirt, etc. prior to processing. The time that potentially hazardous items are removed from temperature control for processes such as portioning, slicing and mixing must be minimized.

Monitoring:

All raw fruits and vegetables are washed thoroughly to remove soil and other contaminants before cutting, cooking, or serving. Managers will ensure employees are properly utilizing gloves or other approved method when handling ready-to-eat foods. Ensure that the time that potentially hazardous foods are out of temperature control for preparation is minimized.

Corrective Action:

Any food items contaminated by bare hands, unclean utensils, etc. are discarded. Discard product if out of temperature control for an extended period of time for preparation.

Verification:

Supervisor visually observes that proper techniques are being utilized during food preparation and ensures that corrective actions are being taken when monitoring procedures are not met.

COOKING (CCP):

Standard:

All potentially hazardous foods must be cooked to the following proper minimum internal temperature for 15 seconds unless otherwise noted:

- Pork; Ham 145°F
- Comminuted fish/meats 155°F
- Ground Beef 155°F
- Roast Beef 130°F for 112 minutes for immediate service
- Poultry; Stuffing; Stuffed Meat 165°F
- Shelled Eggs 155°F
- Shelled Eggs 145°F for immediate service
- Ready to eat commercially processed foods 135°F
- All others not specified 145°F

Certain foods may be cooked to order for immediate service upon customer request, provided that a consumer advisory is provided and process is approved in the HACCP plan.

Monitoring:

Internal product temperatures will be checked using a calibrated stem thermometer. A consumer advisory is provided on the menu or in another approved form when an animal food, such as beef, eggs, fish, lamb, pork, poultry, or shellfish, is served raw or undercooked. The HACCP plan must specify that raw or undercooked items are offered and must include method of customer notification. Advisory must state "consuming raw or undercooked animal foods may increase your risk of contracting a foodborne illness, especially if you have certain medical conditions".

Corrective Action:

Product will continue to cook until proper temperatures are reached.

Verification:

Review cooking temperature logs. If cooking logs are not utilized, the supervisor must visually observe that temperatures are taken at the proper times and if unsatisfactory, food is returned to the cooking equipment until the required time and temperature standards are met. Supervisors must also verify that thermometers are properly calibrated.

HOT HOLDING (CCP):

Standard:

All food items are hot held at a temperature of 135°F or above.

Monitoring:

Internal product temperatures will be checked using a calibrated stem thermometer at regular intervals as specified in HACCP plan.

Corrective Action:

Food item is rapidly reheated to a minimum temperature of 165°F if the food was below 135°F for a verifiable period not exceeding 4 hours. Product is discarded if the food was below 135°F for more than 4 hours or the time the food had been out of temperature is not verifiable.

Verification:

Monitor temperature logs, and/or observe temperature monitoring and calibration practices.

REHEATING (CCP):

Standard:

Potentially hazardous foods that have been cooked, cooled, and refrigerated are reheated to an internal temperature of 165°F or above within 2 hours. Ready to eat foods taken from a commercially processed, hermetically sealed container or from an intact package from a food processing plant that is inspected by a food regulatory authority is reheated to a minimum of 135°F.

Monitoring:

Internal product temperature will be checked using a calibrated stem thermometer at regular intervals as specified in HACCP plan.

Corrective Action:

Product will be discarded if it fails to reach 165°F within 2 hours.

Verification:

Monitor temperature logs, and/or observe temperature monitoring and calibration practices.

COOLING (CCP):

Standard:

Potentially hazardous cooked food's internal temperature will be cooled from 135°F to 70°F within 2 hours and from 70°F to 41°F or less within an additional 4 hours.

Ready to eat, potentially hazardous foods for cold service such as reconstituted foods, salads and canned meat will be cooled to 41°F within 4 hours.

Cooling is accomplished by refrigerating in shallow pans no more than than 3 inch food depth with vented cover, reducing food mass by separating foods into smaller portions, use of ice water baths combined with frequent stirring or use of other effective method acceptable to the approving authority. Cooling method of foods must be documented in the approved HACCP plan for facility.

Monitoring:

Internal product temperature will be checked using a calibrated stem thermometer at regular intervals as specified in HACCP plan, at a minimum of every two hours.

Corrective Action:

If internal product temperature does not reach 70°F within 2 hours, rapidly reheat product to 165°F and begin cooling process again. If internal product temperature does not reach 41°F within the additional 4 hour time period, product will be discarded.

Verification:

Review cooling logs, and/or observe temperature monitoring procedures.

HAND WASHING:

Standard:

Hand washing **must** be performed prior to the start of handling foods and after eating, drinking, smoking, sneezing, coughing, using the restroom, handling soiled equipment or utensils, and handling raw animal products. Hands must be washed for a minimum of twenty seconds while utilizing soap and warm water. Hands must be dried with paper towels, hand dryer or other approved method. Hands must also be washed between tasks and changing gloves.

DISHWASHING:

Standard:

Dishes, utensils and equipment must be flushed of all debris prior to washing. If using a three compartment sink, they must be washed with hot soapy water in the first compartment, rinsed in hot clear water in the second compartment, and sanitized in the third compartment. The time and strength will be dependant on the type of sanitizer utilized. Chemical test strips must be provided to ensure the proper sanitizer strength is utilized in a three compartment sink or mechanical dishwasher. Accurate gauges must be provided for high temperature sanitizing (180°F) Dishes, utensils and equipment must air dry prior to stacking and putting away.

WIPING CLOTHS:

Standard:

Wiping cloths must be stored in a container of sanitizer solution between uses. Sanitizer solution must be maintained at proper concentration.