

## **Catering Activities Operation Plan Worksheet**

### **Introduction:**

Due to the increased food safety challenges associated with catering activities (high food volumes, off-site venues, limited equipment, and temporary staff), establishment conducting catering activities must submit an Operational Plan to the Northern Nevada Public Health (NNPH) for review and approval. Operations cannot commence until the plan is approved by the NNPH.

Catering means an approved food establishment that is capable of serving or preparing food at a location other than its primary location.

Operators conducting catering activities must maintain their own food establishment permit.

### **Note:**

- If the catering activity occurs at intermittent event locations, the event locations will not be required to obtain separate permits, however the catering company must have an Operational Plan in place.
- If catered food is delivered to a permanent regular drop off site such as schools, senior centers, or shelters, a separate satellite food distribution permit is required (Additional construction requirements may be required).

### **Worksheet Instructions:**

The following packet represents the minimum documentation required to ensure that the process of catering in a food establishment will result in a product that is safe for human consumption. A separate Operational/HACCP Plan must be completed for each special process and food product. Please read through and complete the entire worksheet. If a section does not apply to your operation, please write "N/A". You may attach additional documentation to the end of the worksheet, as required.

Click the blue boxes to fill out each section of the worksheet. Any text added to the worksheet will overwrite the example text, if provided. Instructions for filling out specific sections of the worksheet are located in section headings, as necessary. Printed and handwritten worksheets will be accepted.

Before submitting this worksheet, please review the Catering Operational Plan Checklist provided on the following page. Additional documentation that is not included in this worksheet may be required for your establishment, which must be submitted alongside this completed worksheet. **Incomplete plans will not be accepted or reviewed.**

Catering Operational Plan Checklist			
		Required Documentation	Completed
Materials for New Food Facilities	Standard Applications	<a href="#">Application for a Permit to Operate</a>	
		<a href="#">Food Establishment Review Form</a>	
Materials included for Catering Operational Plan Worksheet	Process-Specific Facility Information	<a href="#">Operational Plan Review Application</a>	
		Hand-sink requirements: <ul style="list-style-type: none"> <li>Caterer must provide an ANSI certified self-containing hand washing station <b>OR</b> the venue must have a permanently plumbed hand washing station with hot and cold water service under pressure.</li> <li>Permanently plumbed hand washing stations must be located within 25-feet and within line of site of the food preparation area.</li> <li>A self-contained hand washing station must:               <ul style="list-style-type: none"> <li>Provide pressurized potable water.</li> <li>Include a potable water tank of sufficient capacity to provide water for the duration of the event. Wastewater tank must be large enough to contain wastewater for the duration of the event.</li> </ul> </li> </ul>	
		Provide dispenser-fed soap and paper-towels and have a waste receptacle for paper-towel waste.	
		List of all materials and equipment used in the preparation of the food item and identifies the designated work area (Must be ANSI certified/NSF approved or the equivalent).	
		<input type="checkbox"/> Provide a schedule with days and times of facility use. <input type="checkbox"/> Provide list of menu items. <input type="checkbox"/> Provide list of drop off locations. <input type="checkbox"/> Event Site Plan (if requested by the NNPH)	
		Types of services (Check all that apply) <ul style="list-style-type: none"> <li><input type="checkbox"/> Self Service- Monitored by catering staff employees. Customers serve themselves (i.e., buffet, appetizer and/or dessert tables).</li> <li><input type="checkbox"/> Served Meals- Monitored by catering staff. This includes plated meals, buffet, carving, or cooking stations requiring catering staff to remain as attendants during event.</li> </ul>	
		Setup and cleanup procedures (All equipment and utensils must be transported back to the permitted kitchen for cleaning, unless a permitted support area is provided at the banquet hall or event venue).	
		Transport procedures to ensure food is protected from cross-contamination and temperature abuse, include applicable temperature and equipment logs.	
		Employee Training Program and Standard Operating Procedures	Employee Health & Personal Hygiene SOP
	Cleaning & Sanitizing SOPs for all applicable equipment: <ul style="list-style-type: none"> <li>- Chemical Sanitizing Dishwasher</li> <li>- High Temperature Dishwasher</li> <li>- Three-Compartment Sink</li> </ul>		
	Employee Health and Exclusion Acknowledgement		
	Training procedures to ensure staff are trained on the above items and actions is procedures deviate from policies outlined in the SOP.		
	Logs and SOPs if applicable to operation	Cooling Down Foods – Tracking Chart	
		Using Time Alone as a Public Health Control	
		Cooking & Reheating Foods	
		Holding Hot and Cold Food	

**OPERATIONAL PLAN REVIEW APPLICATION**  
**Northern Nevada Public Health**  
**Regulations of the Washoe County**  
**District Board of Health Governing Food Establishments**

NAME OF ESTABLISHMENT \_\_\_\_\_ PERMIT NUMBER \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

PERSON TO CONTACT \_\_\_\_\_ DAYTIME PHONE \_\_\_\_\_

**I am submitting an Operational Plan for** (select all that apply):

- ☐ Barbeque
- ☐ Portable Unit for Service of Food, Operation of Pool Decks
- ☐ Outdoor Food Establishments
- ☐ Food Establishments with Catering to include those providing meals to School Kitchens
- ☐ Satellite Food Distribution Facilities with more than one drop off location

**Will process be used at more than one location?** ☐ Yes ☐ No

If yes, list name(s) and permit number(s) \_\_\_\_\_

**Will product be served at more than one location?** ☐ Yes ☐ No

If yes, list name(s) and permit number(s) \_\_\_\_\_

**How will the product be sold?** (Select all that apply): ☐ Retail ☐ Wholesale

**\*Note:** [The Operational Plan - Initial Review Fee](#) must be paid in full and an Operational plan containing all of the required documentation as outlined in the NNPH *Checklist for General Operational Plan Requirements* and the applicable process specific checklist must accompany this application. Failure to submit required documentation may result in the rejection of the proposed Operational plan.

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

# Standard Operating Procedure – Employee Health & Personal Hygiene

Establishment Name

## **PURPOSE & SCOPE**

This Standard Operating Procedure (SOP) describes the policy to which staff will adhere in order to ensure all foodservice employees will maintain good personal hygiene and follow proper Employee Health practices to ensure food safety.

## **PROCEDURES**

1. Follow all Washoe County Health District Regulations Governing Food Establishments

## **POLICIES**

1. Grooming:
  - a. Arrive at in a clean condition – clean hair and clean outer clothing.
  - b. Fingernails should be trimmed, clean, polish-free, and maintained so edges and surfaces are cleanable and not rough. No artificial nails are permitted in the food production area.
  - c. Wash hands (including under fingernails) and up to forearms vigorously and thoroughly with soap and warm water for a period of 20 seconds:
    - i. When entering the facility before work begins.
    - ii. Immediately before preparing food or handling equipment.
    - iii. As often as necessary during food preparation when contamination occurs.
    - iv. In the restroom after toilet use and when you return to your workstation.
    - v. When switching between working with raw foods and working with ready-to-eat or cooked foods.
    - vi. After touching face, nose, hair, or any other body part, and after sneezing or coughing.
    - vii. After performing any cleaning duties.
    - viii. Between each task performed and before wearing disposable gloves.
    - ix. After smoking, eating, or drinking.
    - x. Any other time an unsanitary task has been performed (i.e. taking out garbage, handling cleaning chemicals, wiping tables, picking up a dropped food item, etc.)
  - d. Wash hands only in hand sinks designated for that purpose.
  - e. Dry hands with single use towels. Turn off faucets using a paper towel to prevent recontamination of clean hands.
2. Proper Attire:
  - a. Wear appropriate clothing- clean uniform with sleeves and clean non-skid close-toes work shoes that are comfortable for standing and working on floors that can be slippery.

- b. Aprons used by employees are to be hung in a designated area when not in use. They are not to be worn in the toilet area, eating areas or locker rooms.
  - c. Use disposable gloves, or dispensing equipment such as tongs, spatulas or tissue paper when handling ready-to-eat foods that will not be heat-treated.
  - d. Change disposable gloves as often as handwashing is required. Wash hands before donning and after discarding gloves.
- 3. Hair restraints and jewelry:
  - a. Effective hair restraints must be worn in food preparation and service areas.
  - b. Keep beard and mustaches neat and trimmed. Beard restraints are required in any food production area.
  - c. No jewelry (except a wedding band or other plain ring or medical identification bracelet) is allowed during handling of food.
- 4. Illness:
  - a. Food employees shall report to Person in Charge when they have a symptom caused by illness, infection, or other source that is:
    - i. Associated with, diarrhea, vomiting or other acute gastrointestinal illness
    - ii. Jaundice
    - iii. Sore throat with fever
    - iv. A boil, infected wound or other lesion containing pus that is open or draining. If located on the hands or wrists, a finger cot that protects the lesion and a single use glove must be worn. Lesions on exposed portions of the arms must be protected by an impermeable cover.
  - b. Employees with gastrointestinal symptoms (vomiting and/or diarrhea) will be excluded for a minimum of 48 Hours after symptoms have stopped.
  - c. Employees with jaundice will be excluded until laboratory results indicate the individual is not currently infected with Hepatitis A.
  - d. Employees with acute respiratory infection or sore throat with fever will be excluded until symptom free. Employees could be re-assigned to activities so that there is no risk of transmitting a disease through food.
- 5. Cuts, Abrasions and Burns:
  - a. Bandage any cut, sores, rash, lesion, abrasion or burn that has broken the skin.
  - b. Wear disposable gloves to cover bandages on hands. Change as appropriate.
  - c. Inform Person in Charge of all wounds.
- 6. Smoking, eating and gum chewing:
  - a. Eating and drinking is prohibited in areas where contamination of exposed food, clean equipment, utensils, unwrapped single-service and single use articles could occur.
  - b. Smoke only in designated areas. No smoking or chewing tobacco shall occur inside food preparation and service areas.

- c. A closed beverage container may be used in the kitchen if the container is handled to prevent contamination.
  - d. Refrain from chewing gum or eating candy while working in food preparation areas.
- 7. No Bare Hand Contact with Ready To Eat (RTE) Foods
  - a. Food handlers may use single service gloves, tongs, spatulas, serving spoons, deli paper and/or toothpicks to prevent contact with ready to eat food items with bare hands during food preparation and/or service.

#### MONITORING

- 1. Person in Charge will:
  - a. Visually inspect employees when they report to work to ensure all employees are adhering to the health and hygiene policies.
  - b. Visually monitor employee handwashing during all hours of operation.
  - c. Visually monitor employees during all hours of operation to ensure proper procedures are followed to avoid bare-hand contact with ready-to-eat foods.
  - d. Visually observe handwashing sinks to ensure all handwashing sinks are properly supplied during all hours of operation.

#### CORRECTIVE ACTION

- 1) Retrain any employee found not following the procedures in this SOP.
- 2) Ensure employees that are observed not washing their hands at the appropriate times are required to immediately wash their hands using the proper procedures
- 3) Ensure employees that are observed contacting ready-to-eat food with bare hands are retrained to ensure proper procedures to avoid bare hand contact with ready-to-eat foods and proper handwashing procedures.
- 4) Ensure employees exhibiting signs of illness are excluded for the period outlined in this SOP.

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

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

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

## Cleaning and Sanitizing Food Contact Surfaces

(Chemical Sanitizing Dishwasher)

☐ Check here if not applicable

**PURPOSE:** To prevent foodborne illness by ensuring that all food contact surfaces are properly cleaned and sanitized.

**SCOPE:** This procedure applies to foodservice employees involved in cleaning and sanitizing food contact surfaces.

### INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.
2. Follow the Northern Nevada Public Health's requirements.
3. Follow manufacturer's instructions regarding the use and maintenance of equipment and use of chemicals for cleaning and sanitizing food contact surfaces.
4. Wash, rinse, and sanitize food contact surfaces of sinks, tables, equipment, utensils, thermometers, carts, and equipment:
  - Before each use
  - Between uses when preparing different types of raw animal foods, such as eggs, fish, meat, and poultry
  - Between uses when preparing ready-to-eat foods and raw animal foods, such as eggs, fish, meat, and poultry
  - Any time contamination occurs or is suspected
5. Wash, rinse, and sanitize food contact surfaces of sinks, tables, equipment, utensils, thermometers, carts, and equipment using the following procedure:
  - Wash surface with detergent solution.
  - Rinse surface with clean water.
  - Sanitize surface using a sanitizing solution mixed at a concentration specified on the manufacturer's label.
  - Place wet items in a manner to allow air drying.
6. For the dish machine:
  - Check with the dish machine manufacturer to verify that the information on the data plate is correct.
  - Refer to the information on the data plate for determining wash, rinse, and sanitization rinse temperatures; sanitizing solution concentrations; and water pressures, if applicable.
  - Follow manufacturer's instructions for use.

**MONITORING:**

Foodservice employees will:

1. During all hours of operation, visually and physically inspect food contact surfaces of equipment and utensils to ensure that the surfaces are clean.
2. For the dish machine, daily:
  - Visually monitor that the water and the interior parts of the machine are clean and free of debris.
  - Continually monitor the temperature and pressure gauges, if applicable, to ensure that the machine is operating according to the data plate.
  - Check the sanitizer concentration on a recently washed food-contact surface by using a chlorine test kit. The chlorine concentration of the rinse should be 50 to 100 parts per million. Use the reference colors on the test kit to determine if the proper concentration has been reached.

**CORRECTIVE ACTION:**

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Wash, rinse, and sanitize dirty food contact surfaces. Sanitize food contact surfaces if it is discovered that the surfaces were not properly sanitized. Discard food that comes in contact with food contact surfaces that have not been sanitized properly.
3. For the dish machine:
  - Drain and refill the machine periodically and as needed to keep the water clean.
  - Contact the appropriate individual(s) to have the machine repaired if the machine is not reaching the proper wash or rinse temperature indicated on the data plate.
  - For a chemical sanitizing dish machine, check the level of sanitizer remaining in bulk container. Fill, if needed. "Prime" the machine according to the manufacturer's instructions to ensure that the sanitizer is being pumped through
  - If the dish machine is not dispensing the approve concentration of sanitizer, rinse, and sanitize in the 3-compartment sink until the machine is repaired or use disposable single service/single-use items. The dish machine may not be used if it is not dispensing the required concentration of sanitizer.

**VERIFICATION AND RECORD KEEPING:**

The foodservice manager will verify that foodservice employees have taken the required temperatures and tested the sanitizer concentration by visually monitoring foodservice employees during the shift and confirming their results.

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

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

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



# Cleaning and Sanitizing Food Contact Surfaces SOP

(High Temperature Dishwasher)

☐ Check here if not applicable

Establishment Name
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**PURPOSE:** To prevent foodborne illness by ensuring that all food contact surfaces are properly cleaned and sanitized.

**SCOPE:** This procedure applies to foodservice employees involved in washing, rinsing, and sanitizing food contact surfaces.

## INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.
2. Follow Northern Nevada Public Health's requirements.
3. Follow manufacturer's instructions regarding the use and maintenance of equipment and use of chemicals for cleaning and sanitizing food contact surfaces.
4. Wash, rinse, and sanitize food contact surfaces of sinks, tables, equipment, utensils, thermometers, carts, and equipment:
  - Before each use
  - Between uses when preparing different types of raw animal foods, such as eggs, fish, meat, and poultry
  - Between uses when preparing ready-to-eat foods and raw animal foods, such as eggs, fish, meat, and poultry
  - Any time contamination occurs or is suspected
5. For the high temperature dish machine:
  - Check with the dish machine manufacturer to verify that the information on the data plate is correct.
  - Refer to the information on the data plate for determining wash, rinse, and sanitization (final) rinse temperatures; sanitizing solution concentrations; and water pressures, if applicable.
  - Follow manufacturer's instructions for use.
  - Ensure that food contact surfaces reach a surface temperature of **160F** or above when using hot water to sanitize.

## MONITORING

1. During all hours of operation, visually and physically inspect food contact surfaces of equipment and utensils to ensure that the surfaces are clean.
2. For the dish machine, on a daily basis:
  - Visually monitor that the water and the interior parts of the machine are clean and free of debris.
  - Continually monitor the temperature and pressure gauges, if applicable, to ensure that the machine is operating according to the data plate.
3. A minimum dishwashing temperature of 160F will be verified by:  
Choose One Option

**CORRECTIVE ACTION:**

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Wash, rinse, and sanitize dirty food contact surfaces. Sanitize food contact surfaces if it is discovered that the surfaces were not properly sanitized. Discard food that comes in contact with food contact surfaces that have not been sanitized properly.
3. For the dish machine:
  - Drain and refill the machine periodically and as needed to keep the water clean.
  - Contact the appropriate individual(s) to have the machine repaired if the machine is not reaching the proper wash or rinse temperature indicated on the data plate.
  - For the dish machine, retest by running the machine again. If the appropriate surface temperature is still not achieved on the second run, contact the appropriate individual(s) to have the machine repaired. Wash, rinse, and sanitize in the 3-compartment sink until the machine is repaired or use disposable single service/single-use items. The dish machine may not be used if it is not reaching the approved temperature that is indicated on the data plate.

**VERIFICATION AND RECORD KEEPING:**

The foodservice manager will verify that foodservice employees have taken the required temperatures by visually monitoring foodservice employees during the shift and confirming their results.

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

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

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

## **Cleaning and Sanitizing Food Contact Surfaces SOP**

(Three Compartment Sink)

*Check here if not applicable*

**PURPOSE:** To prevent foodborne illness by ensuring that all food contact surfaces are properly cleaned and sanitized.

**SCOPE:** This procedure applies to foodservice employees involved in cleaning and sanitizing food contact surfaces.

### **INSTRUCTIONS:**

1. Train foodservice employees on using the procedures in this SOP.
2. Follow the Northern Nevada Public Health's requirements.
3. Follow manufacturer's instructions regarding the use and maintenance of equipment and use of chemicals for cleaning and sanitizing food contact surfaces.
4. Wash, rinse, and sanitize food contact surfaces of sinks, tables, equipment, utensils, thermometers, carts, and equipment:
  - Before each use
  - Between uses when preparing different types of raw animal foods, such as eggs, fish, meat, and poultry
  - Between uses when preparing ready-to-eat foods and raw animal foods, such as eggs, fish, meat, and poultry
  - Any time contamination occurs or is suspected
5. Wash, rinse, and sanitize food contact surfaces of sinks, tables, equipment, utensils, thermometers, carts, and equipment using the following procedure:
  - Wash surface with detergent solution.
  - Rinse surface with clean water.
  - Sanitize surface using a sanitizing solution mixed at a concentration specified on the manufacturer's label.
  - Place wet items in a manner to allow air drying.
6. Setup and use the 3-compartment sink in the following manner:
  - In the first compartment, wash with a clean detergent solution at or above 110 °F or at the temperature specified by the detergent manufacturer.
  - In the second compartment, rinse with clean water.
  - In the third compartment, sanitize with a sanitizing solution mixed at a concentration specified on the manufacturer's label. Test the chemical sanitizer concentration by using an appropriate test kit.

**MONITORING:**

Foodservice employees will:

1. During all hours of operation, visually and physically inspect food contact surfaces of equipment and utensils to ensure that the surfaces are clean.
2. For the 3-compartment sink, daily:
  - Visually monitor that the water in each compartment is clean.
  - Take the water temperature in the first compartment of the sink by using a calibrated thermometer.
  - Test sanitizer concentrations using:

**CORRECTIVE ACTION:**

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Wash, rinse, and sanitize dirty food contact surfaces. Sanitize food contact surfaces if it is discovered that the surfaces were not properly sanitized. Discard food that comes in contact with food contact surfaces that have not been sanitized properly.
3. For the 3-compartment sink:
  - Drain and refill compartments periodically and as needed to keep the water clean.
  - Adjust the water temperature by adding hot water until the desired temperature is reached.
  - Add more sanitizer or water, as appropriate, until the proper concentration is achieved.

**VERIFICATION AND RECORD KEEPING:**

The foodservice manager will verify that foodservice employees have taken the required sanitizer concentration by visually monitoring foodservice employees during the shift and confirming their results.

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

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

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

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## **Employee Health Policy**

Establishment Name: \_\_\_\_\_

Establishment Address: \_\_\_\_\_

The purpose of this agreement is to inform conditional employees and current employees of this food establishment of the responsibility to notify the person in charge (PIC) when they experience any of the conditions listed so the PIC can take appropriate steps to prevent the transmission of foodborne illness.

I agree to report these symptoms whether they occur at work **or** outside of work:

- 1) Diarrhea;
- 2) Vomiting;
- 3) Jaundice;
- 4) Sore throat with a fever; and/or,
- 5) Infected cuts, wounds, or lesions containing pus on exposed parts of the body (e.g. hands, wrists, etc.)

I understand that if I am experiencing diarrhea and vomiting, I will not be able to return to work for at least **24hrs after the symptoms have stopped.**

I agree to report if I am diagnosed as being ill with Norovirus, Salmonella typhii (typhoid fever), any Shigella species, E. coli 0157:H7, other Enterohemorrhagic or Chiga toxin-producing E. coli, Hepatitis A virus any other communicable disease that is considered reportable as required in the Nevada Revised Statutes (NRS) 441A.

I agree to follow all employee health, restrictions, exclusions and reporting requirements as required in section 030.020 of the Regulations of the Washoe County District Board of Health Governing Food Establishments.

Current/Conditional Food Employee Initial Name: \_\_\_\_\_

Current/Conditional Food Employee Initial Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Food Establishment Representative Name: \_\_\_\_\_

Food Establishment Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Food Safety Training Log

Trainee Name	Food Safety Training: Type Completed	Date Completed	Trainee Initials	Supervisor Initials

## Cooling Down Foods – Tracking Chart

### Cooling Food

- Cooling time starts at 135°F. Food may be left at room temperature until it drops to 135°F.
- Cool from 135°F to 70°F in 2 hours, then from 70°F to 41°F in 4 hours.
- If the temperature is more than 70°F in 2 hours, **reheat to 165°F and start over.**
- Reheating can only be done **one** time.
- Once at 70°F, cool down to 41°F in 4 hours.
- Once at 41°F, it's ready to be covered, labeled, dated, and stored in the refrigerator.
- Total cooling time cannot exceed 6 hours or **food must be discarded.**

### Tips for Speeding up the Cooling Process

- Use the ice bath method by placing a smaller pan of food inside a larger pan filled with half ice and half water, stirring frequently.
- Use ice paddle with frequent stirring.
- Add ice as part of the ingredient.
- Place pan in coolest part of the refrigerator loosely covered or uncovered.
- Divide large food quantities into smaller portions
- Spread thick foods into thin layers and place in refrigerator.
- Use of metal pans is preferred, as they cool food faster than plastic.

Date	Food	Start Time & Temp	After 1 Hour	After 2 Hours	135°F to 70°F in 2 hours?	After 3 Hours	After 4 Hours	After 5 Hours	After 6 Hours	70°F to 41°F in 4 hours?	Corrective Actions?	Employee	Verified By Manager
<b>Example:</b> 1/1/10	Beef Stew	8 am 135°F	9am 100°F	10am 70°F	If Yes, continue If No, Reheat	11am 60°F	12pm 50°F	1pm 45°F	2pm 38°F	<b>Yes</b> Cover, Label, Date	No	AB	CD

## 4 Hour Time as a Public Health Control (TPHC) Written Procedures

1. \_\_\_\_\_ prepares and holds \_\_\_\_\_ using TPHC.  
Facility Name Applicable Food Items

2a. The time starts when the item is removed from: (check one)

Refrigeration (41°F or below)

Cooking

Hot-holding (135°F or above)

Each food item will be held for a maximum of 4 hours.

OR

2b. If the food item is ready-to-eat, the time starts when the food item is rendered a Time/Temperature Control for Safety food by: (check one)

opening the hermetically sealed package

cutting/slicing the applicable fruit or vegetable

The food item may start at 70°F and each applicable food item will be held for a maximum of 4 hours. If the food temperature exceeds 70°F, the food item will be discarded regardless of the time it has been held.

3. \_\_\_\_\_ will place a label on the food container stating the time that the food item will be discarded to ensure that it is not held longer than 4 hours.  
Facility Name

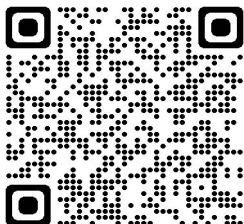
4. If the food item is not marked or if the label shows that it has exceeded the 4-hour time limit, then the food items will be discarded. Any food remaining after the 4-hour time limit will be discarded and will NOT be added/mixed into the next batch.

### Important Reminders:

- Every food item that will be held using TPHC must be listed on the written procedures and written procedures must be updated if/when food items change.
- Written procedures must be always available on-site.
- Time begins once the product has been removed from the applicable temperature control. The 4-hour time limit cannot be “paused” or stopped by placing the food items back into temperature control.

For more guidance on TPHC, visit:

[“Time as a Public Health Control FAQ”](#)



Food safety information can be found at WCHD’s

[Food Safety Resource Library.](#)



### ENVIRONMENTAL HEALTH SERVICES

1001 East Ninth Street Bldg. B | Reno, Nevada 89512

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Reviewed By:

# Reheating Temperature Log

Month 20[illegible]

### Reheating Temperatures:

- Food that is cooked and cooled on-site must be reheated within 2 hours to 165F or above for 15 seconds before hot-holding.
- There is no reheating temperature requirement for food items reheated for immediate service.

Reviewed By:\_\_\_\_\_

# **STANDARD OPERATING PROCEDURE (SOP) FOR HOLDING HOT AND COLD POTENTIALLY HAZARDOUS FOODS (PHFs)**

(Sample SOP)

**PURPOSE:** To prevent foodborne illness by ensuring that all potentially hazardous foods are held under the proper temperature.

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

**KEY WORDS:** Cross-Contamination, Temperature, Hot Holding, Cold Holding,

1. CROSS-CONTAMINATION means the passing of bacteria, microorganisms, or other harmful substances indirectly from one surface to another through improper or unsanitary EQUIPMENT, procedures, or products.
2. TEMPERATURE means the amount of heat or cold measured on a thermometer. This SOP measures temperature in degrees Fahrenheit (°F).
3. COLD HOLDING means storing a food product in equipment designed to keep it cold.
4. HOT HOLDING means storing a food product in equipment designed to keep it hot.

## **INSTRUCTIONS:**

1. Train foodservice employees on using the procedures in this SOP. Refer to the Using and Calibrating Thermometers SOP.
2. Follow Northern Nevada Public Health regulations.
3. Hold hot foods at 135 °F or above.
  - a. Preheat steam tables and hot boxes.
4. Hold cold foods at 41 °F or below.

## **MONITORING:**

1. Use a clean, sanitized, and calibrated probe thermometer to measure the temperature of the food.
2. If using a dial thermometer, make sure the thermometer is inserted into the product past the mark on the probe. If unable to do so due to product size, use a digital thermometer or thermocouple.
3. Take temperatures of foods by inserting the thermometer near the surface of the product, at the thickest part, and at other various locations.
4. Take temperatures of holding units by placing a calibrated thermometer in the coolest part of a hot holding unit or warmest part of a cold holding unit.
5. For hot foods held for service:
  - Verify that the air/water temperature of any unit is at 135 °F or above before use.
  - Reheat foods in accordance with the Reheating for Hot Holding SOP.
  - All hot potentially hazardous foods should be at 135 °F or above before placing in holding units.

## **SOP for Holding Hot and Cold Potentially Hazardous Foods, continued**

### **(Sample SOP)**

- Take the internal temperature of food before placing it on a steam table or in a hot holding unit and at least every 2 hours thereafter.
6. For cold foods held for service:
- Verify that the air/water temperature of any unit is at 41 °F or below before use.
  - Chill foods, if applicable, in accordance with the Cooling Potentially Hazardous Foods SOP.
  - All cold potentially hazardous foods should be 41 °F or below before placing the food in holding units.
  - Take the internal temperature of the food before placing it onto any salad bar, display cooler, or cold serving line and at least every 2 hours thereafter.
7. For cold foods in storage:
- Take the internal temperature of the food before placing it into any walk-in cooler or reach-in cold holding unit.
  - Chill food in accordance with the Cooling Potentially Hazardous Foods SOP if the food is not 41 °F or below.
  - Verify that the air temperature of any cold holding unit is at 41 °F or below before use and at least every 4 hours thereafter during all hours of operation.

## **CORRECTIVE ACTION:**

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. For hot foods:
  - Reheat the food to 165 °F for 15 seconds if the temperature is found to be below 135 °F and the last temperature was taken within the last 2 hours and was 135 °F or higher.
  - Repair or reset holding equipment before returning the food to the unit, if applicable.
  - Discard the food if it cannot be determined how long the food temperature was below 135 °F.
3. For cold foods:
  - Rapidly chill the food using an appropriate cooling method if the temperature is found to be above 41 °F and the last temperature measurement was 41 °F or below and taken within the last 2 hours:
    - Place food in shallow containers (no more than 4 inches deep) and uncovered on the top shelf in the back of the walk-in cooler.
    - Use a quick-chill unit like a blast chiller.
    - Stir the food in a container placed in an ice water bath.
    - Add ice as an ingredient.
    - Separate food into smaller or thinner portions.
  - Repair or reset holding equipment before returning the food to the unit, if applicable.
  - Discard the food if it cannot be determined how long the food temperature was above 41 °F.

## **VERIFICATION AND RECORD KEEPING:**

Foodservice employees will record temperatures of food items and document corrective actions taken on the Hot and Cold Holding Temperature Log. A designated foodservice employee will

## **SOP for Holding Hot and Cold Potentially Hazardous Foods, continued**

(Sample SOP)

record air temperatures of coolers and cold holding units on the Refrigeration Logs. The foodservice manager will verify that foodservice employees have taken the required holding temperatures by visually monitoring foodservice employees during the shift and reviewing the temperature logs at the close of each day. The temperature logs are to be kept on file for a minimum of 6 months.

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

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

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

# FOOD SAFETY CHECKLIST

The Food Safety Checklist should be used by the person in charge (PIC) to determine compliance with food safety practices that prevent foodborne illness in their facility. This checklist:

- is not comprehensive. Your facility will be evaluated on other items of compliance during an inspection.
- only includes items that, if found out of compliance, *must* be immediately corrected on site during an inspection and directly impacts the facility's inspection score.
- may be used with the [NNPH Food Establishment Field Inspection Guide](#) to determine how items would be marked and corrected during a routine inspection.

	In	Out	#	Description
Supervision; Employee Health & Hygiene	<input type="checkbox"/>	<input type="checkbox"/>	1.	PIC is present; PIC is a Certified Food Protection Manager (Risk Category 2s & 3s); PIC demonstrates active managerial control over employees and food safety risks at facility.
	<input type="checkbox"/>	<input type="checkbox"/>	2.	Facility has written procedures for the cleanup of vomit/diarrhea; employees are aware of exclusion policy.
	<input type="checkbox"/>	<input type="checkbox"/>	3.	Food handlers cover sores/cuts on hands with bandage and gloves; PIC restricts or excludes sick employees.
	<input type="checkbox"/>	<input type="checkbox"/>	4.	Employee drinks have fitted lid and straw; employees eat, taste, and drink in a way that avoids cross contamination.
	<input type="checkbox"/>	<input type="checkbox"/>	5.	Employees with runny nose, sneezing, coughing, and watery eyes are restricted from food/equipment.
Preventing Contamination by Hands	<input type="checkbox"/>	<input type="checkbox"/>	6.	Employees wash hands for at least 20 seconds as often as needed.
	<input type="checkbox"/>	<input type="checkbox"/>	7.	Employees use utensils or gloved hands to prevent bare hand contact with ready to eat (RTE) food.
	<input type="checkbox"/>	<input type="checkbox"/>	8a.	Handwashing sinks are clear and accessible; sinks are used for handwashing only.
	<input type="checkbox"/>	<input type="checkbox"/>	8b.	All handwashing sinks are stocked with soap and paper towels; handwashing signs are posted at each sink.
Approved Sources	<input type="checkbox"/>	<input type="checkbox"/>	9a.	All food comes from an approved source.
	<input type="checkbox"/>	<input type="checkbox"/>	9b.	All molluscan shellfish come from sources listed on the Interstate Certified Shellfish Shippers List (ICSSL).
	<input type="checkbox"/>	<input type="checkbox"/>	9c.	All game animals and wild mushrooms come from an approved source.
	<input type="checkbox"/>	<input type="checkbox"/>	10.	All time/temperature control for safety (TCS) food is received at $\leq 41^{\circ}\text{F}$ ; eggs and milk are received at $\leq 45^{\circ}\text{F}$ .
	<input type="checkbox"/>	<input type="checkbox"/>	11.	Food is honestly presented and free from mold; packages and cans of food are in good condition.
	<input type="checkbox"/>	<input type="checkbox"/>	12a.	Facility maintains annual parasite destruction letters for fish served raw or undercooked.
	<input type="checkbox"/>	<input type="checkbox"/>	12b.	Shellstock tags are stored with the shellstock until last shellfish is sold; tags are marked with the last date of sale; tags for past 90 days are stored chronologically on site.
Food Protected from Contamination	<input type="checkbox"/>	<input type="checkbox"/>	13a.	All raw animal foods are stored away from or underneath RTE foods in all equipment.
	<input type="checkbox"/>	<input type="checkbox"/>	13b.	All raw animal foods are stored away from each other, or in order of minimum cook temperature from top to bottom: fish/seafood/whole muscle meat/raw shell eggs/pork, then ground meats, then poultry and stuffed foods.
	<input type="checkbox"/>	<input type="checkbox"/>	13c.	All food is stored or handled in a way that protects it from environmental contamination.
	<input type="checkbox"/>	<input type="checkbox"/>	14.	All in-use food prep surfaces such as cutting boards and utensils that contact TCS food are washed, rinsed, and sanitized every 4 hours minimum; equipment/utensils not in use are clean to sight and touch.
	<input type="checkbox"/>	<input type="checkbox"/>	15a.	Food is not re-served after being sold or served to a consumer.
	<input type="checkbox"/>	<input type="checkbox"/>	15b.	Food that has been contaminated or obtained from an unapproved source is discarded.

## ENVIRONMENTAL HEALTH SERVICES

1001 East Ninth Street, Building B, Reno, Nevada 89512

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	In	Out	#	Description
Control of TCS Foods	<input type="checkbox"/>	<input type="checkbox"/>	16.	All raw animal foods are cooked to a proper final cook temperature; facility is following pre-approved non-continuous cooking process.
	<input type="checkbox"/>	<input type="checkbox"/>	17.	Commercially processed RTE food is rapidly reheated to 135°F within 2 hours; RTE food prepared in-house is rapidly reheated to 165°F within 2 hours.
	<input type="checkbox"/>	<input type="checkbox"/>	18.	TCS food is cooled from 135°F to 70°F within 2 hours and from 70°F to 41°F within an additional 4 hours, verified using a calibrated thermometer; food prepped from ambient temperature is cooled to 41°F within 4 hours.
	<input type="checkbox"/>	<input type="checkbox"/>	19.	All TCS food is hot held at 135°F or above; roasts are hot held at 130°F or above.
	<input type="checkbox"/>	<input type="checkbox"/>	20.	All TCS food is cold held at 41°F or below.
	<input type="checkbox"/>	<input type="checkbox"/>	21a.	All TCS food prepared on site, or opened from a commercial container, and held for more than 24 hours is date marked and discarded after 7 days; date marking system is clear and understood by all employees.
	<input type="checkbox"/>	<input type="checkbox"/>	21b.	When using time as a public health control, written procedures are maintained on site and food is marked to be discarded after 4 hours.
Consumer Advisory	<input type="checkbox"/>	<input type="checkbox"/>	22.	Alcohol advisory is posted behind the bar or in women's restroom; if serving raw or undercooked meat, facility has raw/undercooked advisory on menu and foods are identified by asterisking them to the advisory.
Susceptible Populations	<input type="checkbox"/>	<input type="checkbox"/>	23.	Facilities specifically serving highly susceptible populations do not offer prohibited foods such as undercooked animal products, raw seed sprouts or unpasteurized juice, milk, or shell eggs.
Food Additives; Toxic Substances	<input type="checkbox"/>	<input type="checkbox"/>	24.	Approved food additives are used properly.
	<input type="checkbox"/>	<input type="checkbox"/>	25a.	All chemical bottles are labeled with contents; chemicals, first-aid items, and personal care products are stored underneath or separately from food; sanitizer applied to food contact surfaces is at appropriate concentration (50-100ppm chlorine, 200-400ppm quat).
	<input type="checkbox"/>	<input type="checkbox"/>	25b.	Poisonous or toxic chemicals held for retail sale are stored separately from or beneath food and single-use items.
Approved Procedures	<input type="checkbox"/>	<input type="checkbox"/>	26.	Facility has an approved operational plan or HACCP plan for specialized processes conducted; facility is following plan and keeps records on site; mobile unit is following Servicing Area Agreement.
Equipment and Facilities	<input type="checkbox"/>	<input type="checkbox"/>	27.	Facility is free from pest activity; facility receives regular service from a licensed pest control operator; facility does not allow live animals (other than service animals) inside
	<input type="checkbox"/>	<input type="checkbox"/>	28.	All dishwashing sanitizers used at proper concentration; surfaces of dishes reach 160°F and rinse gauge reaches 180°F in high temperature dishwasher; dishes washed in a 3-compartment sink and clean-in-place equipment are washed in the correct order (wash, rinse, sanitize, and air dry); test strips are available for sanitizer concentration and for high temperature dishwasher.
	<input type="checkbox"/>	<input type="checkbox"/>	29.	Water comes from an approved source and is free from contamination; hot and cold water available at sinks.
	<input type="checkbox"/>	<input type="checkbox"/>	30.	Facility is free from sewage overflows or back-ups; wastewater is properly disposed of.

PIC Signature: \_\_\_\_\_

Date: \_\_\_\_\_



Is your facility struggling to keep any of these items "IN"? We can help!

Find food safety brochures, procedures, posters, logs, and more in our online [Resource Library](#).