

# GRISWOLD PUBLIC SCHOOLS

## MONTHLY SAFETY INSERVICE

MONTH \_\_\_\_\_ DATE \_\_\_\_\_

### *HACCP*

PLEASE REVIEW THE HACCP INSERVICE FOR  
FOOD SAFETY. COMPLETE THE QUIZ AND  
VERIFICATION FORM FOR EMPLOYEE FILE.



# GRISWOLD PUBLIC SCHOOLS

## HACCP Inservice

April 2002

### Program Objectives

1. HACCP overview
2. Food safety - Identify potentially hazardous foods
3. Safe handling of food

### Program Outline:

1. Pre-test
2. Explain what HACCP means.
3. The seven steps of HACCP.
4. Define "flow of foods."
5. Proper hand-washing techniques.
6. Correct use of wearing gloves.
7. Food thermometers:
  - ✓ How to access
  - ✓ How to sanitize
  - ✓ How to calibrate
8. Identify potentially hazardous foods.
9. Understand CCP - Critical Control Points.
10. Learn about the importance of temperature for cooking and cooling.
11. Location of HACCP food temperature logs, refrigerator and freezer temperature logs, and HACCP manual.
12. Post-test



# What Is HACCP?

(pronounced "haa-sip")

It is a FOOD SAFETY and SELF-INSPECTION SYSTEM that looks at the "Flow of Potentially Hazardous Food" through your unit from RECEIVING to SERVING.

## Food Safety

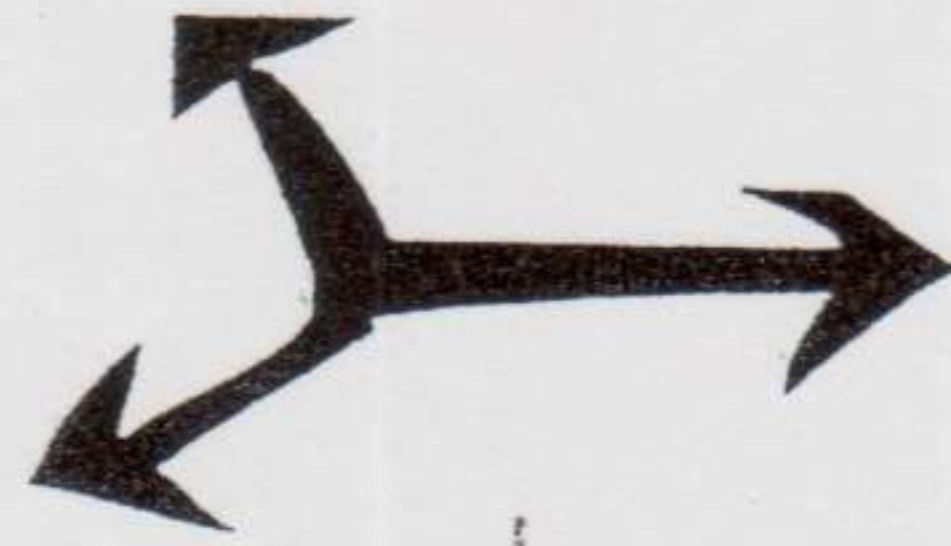
**H**azard

**A**nalysis

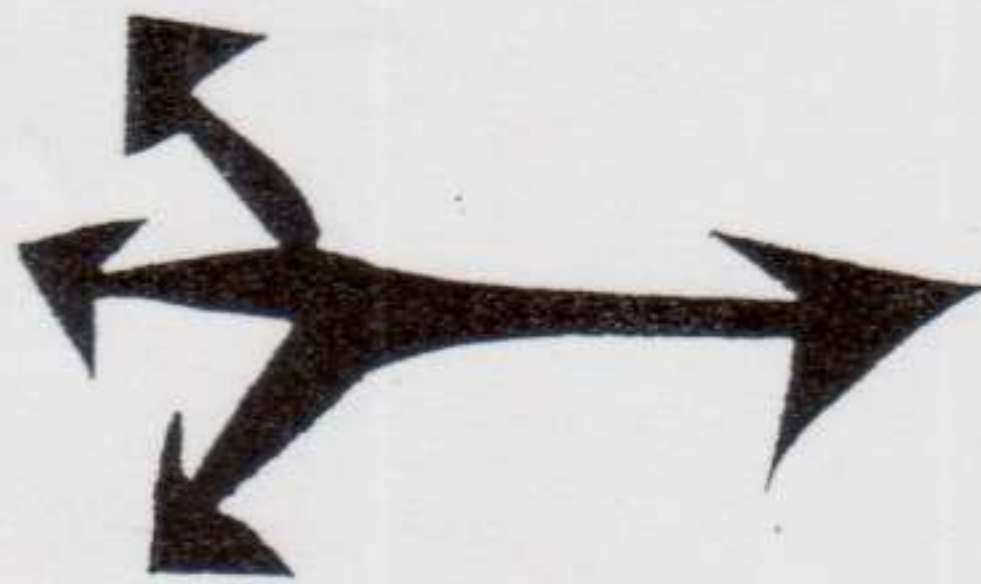
**C**ritical

**C**ontrol

**P**oints



Where are food safety problems most likely to occur?



What steps to take to control food safety problems and where and when to take them.

## Self-Inspection

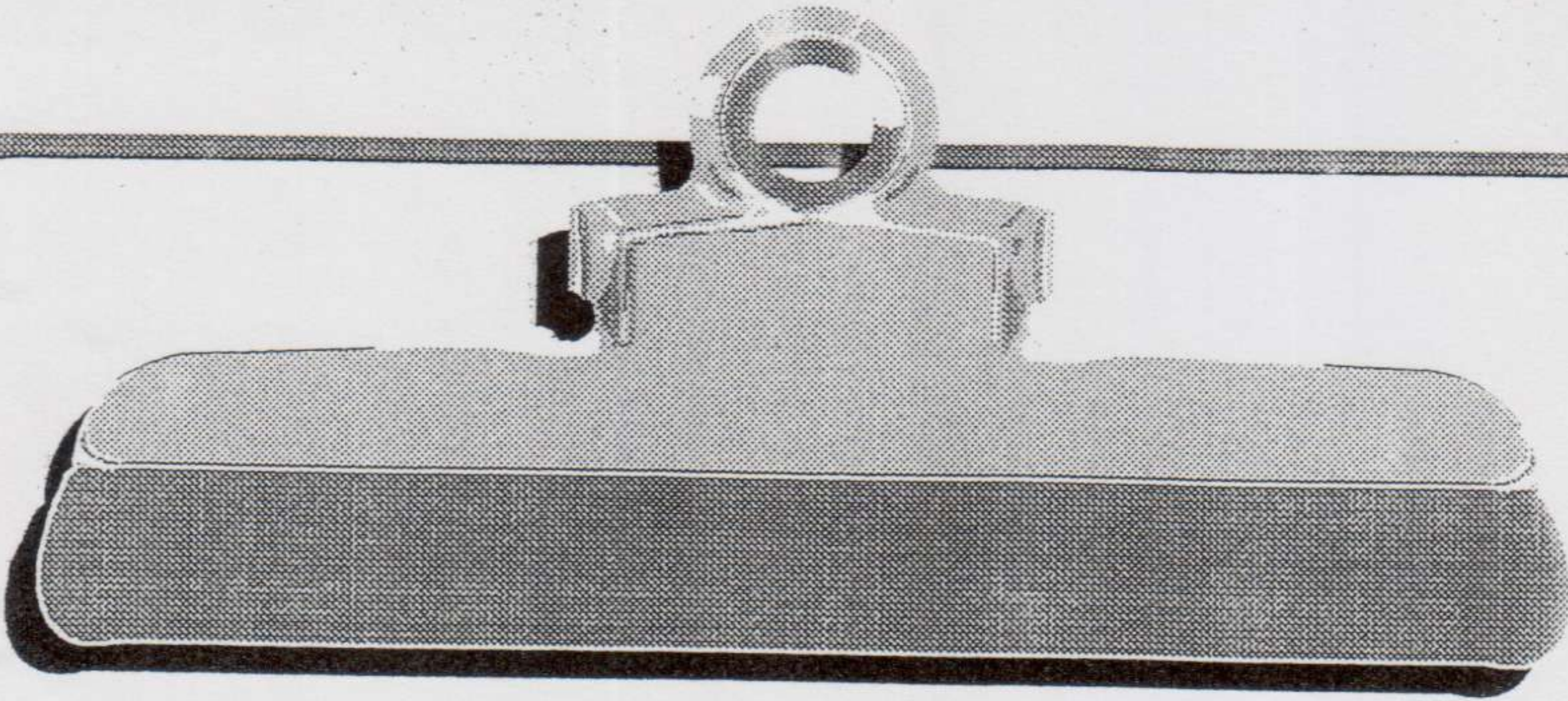
You control the safety of food served in your unit!

Know and follow food safety guidelines during all stages of production.

Take and record product temperatures at all designated times.

Take quick corrective action whenever necessary.





# The Seven Steps of HACCP

1. Identify **hazards** at each step in the flow of food and determine their severity and risks.

**\*\*DEFINITION: Flow of food:** path that foods travel in your operation.

2. Identify the **Critical Control Points**.

3. Set up procedures and standards for Critical Control Points.

4. Monitor Critical Control Points.

5. Take corrective action on results that do not meet standards.

6. Develop record-keeping systems for the HACCP program.

7. Verify that the HACCP program is working.

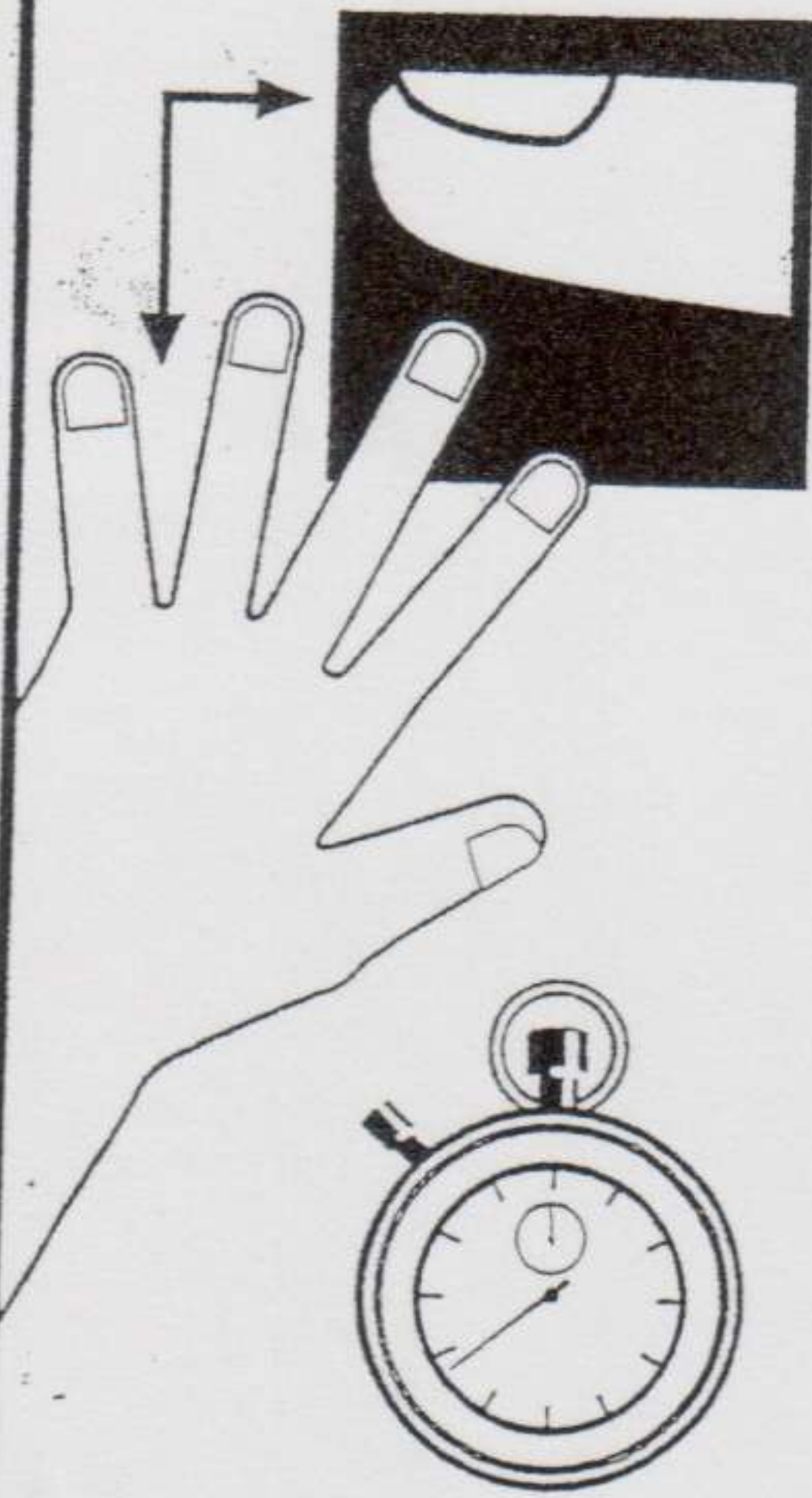




# WASH YOUR HANDS

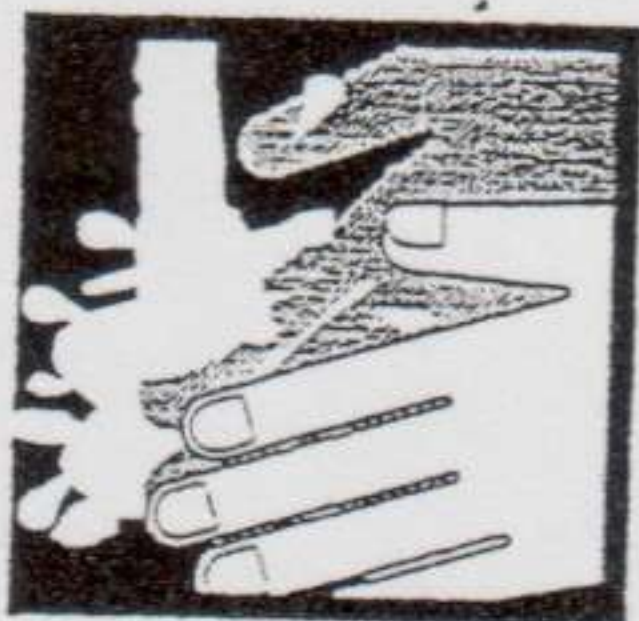


Lather hands  
with soap.



Clean thoroughly  
underneath fingernails  
and between fingers.

Wash hands and wrists  
for at least 20 seconds.



Rinse thoroughly with clean,  
hot water. Turn off faucet  
with paper towel—not with  
clean hands.



Dry hands with  
disposable towels  
or under an air  
dryer—NEVER use  
your apron or  
kitchen towel.



# HOW TO WEAR

## DISPOSABLE GLOVES



Always wash hands **BEFORE** putting on gloves.

Wear them whenever you handle ready-to-eat foods.



Always change them before you start another job.

Always change them when they are torn.



Always take them off when you go to the restroom, go on break or leave your work area.

Always change them when they are dirty or contaminated.



Never wash your gloves and then reuse them.





## GRISWOLD PUBLIC SCHOOLS

# Handwashing & Personal Cleanliness Policy

Policy Requires That All Employees Wash Hands:

- after using toilet facilities and **again in production or service areas**, before returning to work;
- after handling **raw** meat, poultry, seafood and produce;
- before starting to work and when returning from breaks;
- before working with ready-to-eat food;
- between handling different types of food;
- after scratching heads, touching hair, coughing, sneezing, blowing nose, or other acts of a personal nature;
- after eating, drinking and smoking;
- after handling trash or other contaminated objects.

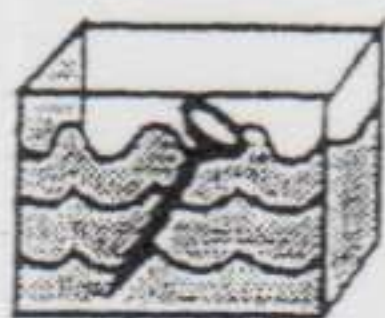
- 1) Wash hands thoroughly  
Pay particular attention to the areas underneath fingernails and between fingers. Wash hands and exposed parts of arms for at least 20 seconds. Rinse thoroughly with clean water. Turn off faucet with a paper towel, NOT with your just washed hands. Dry hands with disposable towels or use an air dryer.
- 2) Keep fingernails neatly trimmed (no longer than end of finger) to make it easier to scrub them clean. Do not use fingernail polish because it may flake off into a customer's food. Do not wear artificial fingernails. Do not wear jewelry (including watches) on the hands or wrist (except smooth surface wedding bands) because it will harbor bacteria. Pieces of jewelry may come loose and get into the customer's food.
- 3) Be sure all cuts, abrasions or burns are free of infection. Keep them properly bandaged with a waterproof, leakproof protector. Also keep injured hands covered with tight fitting disposable examination gloves. Keep cuts, abrasions or burns on exposed arms properly bandaged so they don't become a source of contamination.
- 4) Never contaminate food by washing your hands in sinks used to clean food or food equipment, or by using wiping cloths to remove perspiration.



# Sanitizing Food Product Thermometers

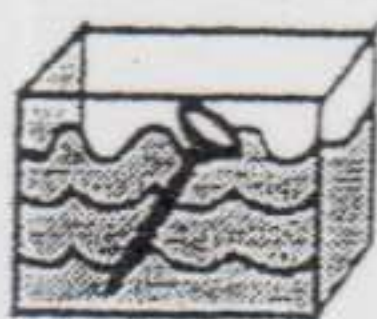
## How

1) Wash



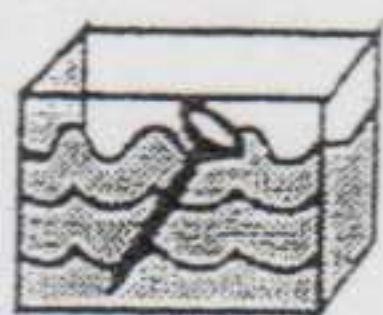
- WASH entire thermometer stem in hot detergent water.

2) Rinse



- RINSE stem in clean water.

3) Sanitize



- SANITIZE by placing in Mikroklene solution (12.5 to 25 ppm) for 1 minute. Let solution drain from stem before placing in next food product.



1 MINUTE

## Don't forget the holder!

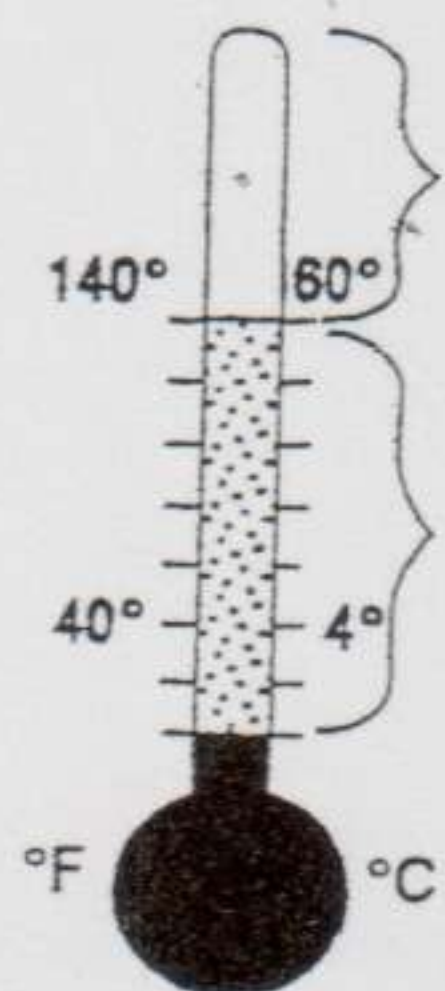
The thermometer holder is hard to keep clean so follow these two rules:

Wash thermometers **before** placing in holder.

Wash, rinse and sanitize thermometers **after** removing from holder and before taking any food product temperature.



## When



If product temperature is 140°F/60°C or higher, it is not necessary to resanitize before checking next food item.

Thermometer must be washed, rinsed and sanitized between each food item if temperature of product is below 140°F/60°C. This includes all cold foods, even if temperatures are below 40°F/4°C.

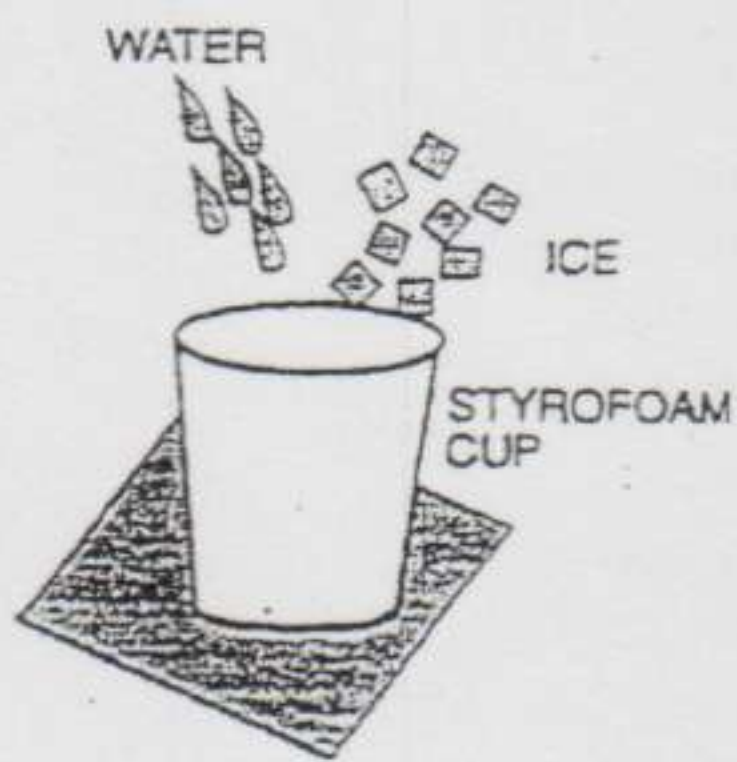


DO NOT USE ALCOHOL SWABS TO SANITIZE THERMOMETERS.



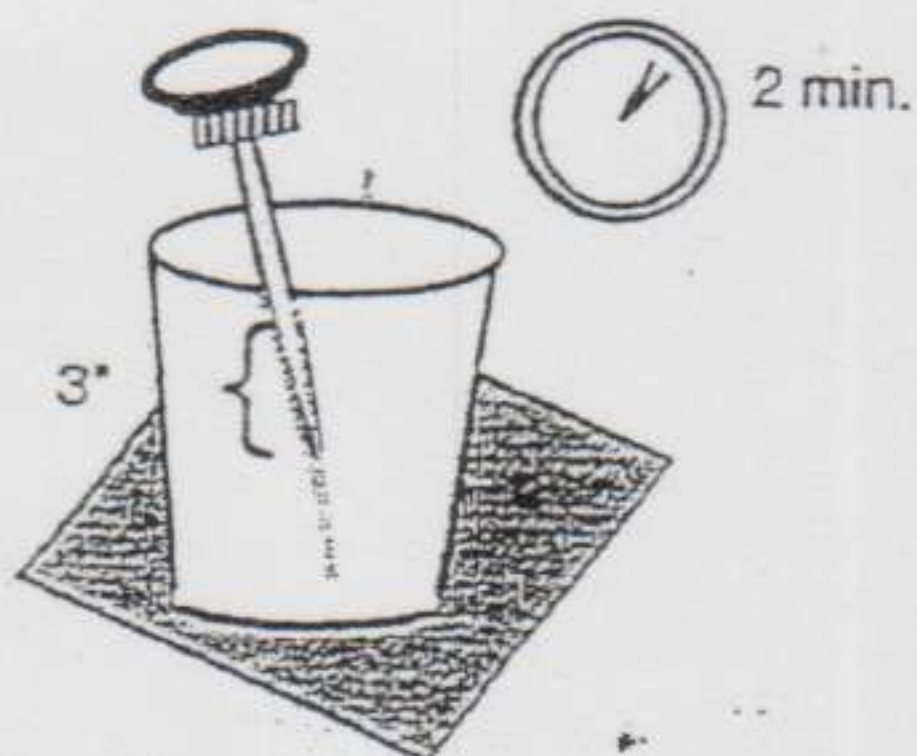
# How To Calibrate A Food Thermometer

1)



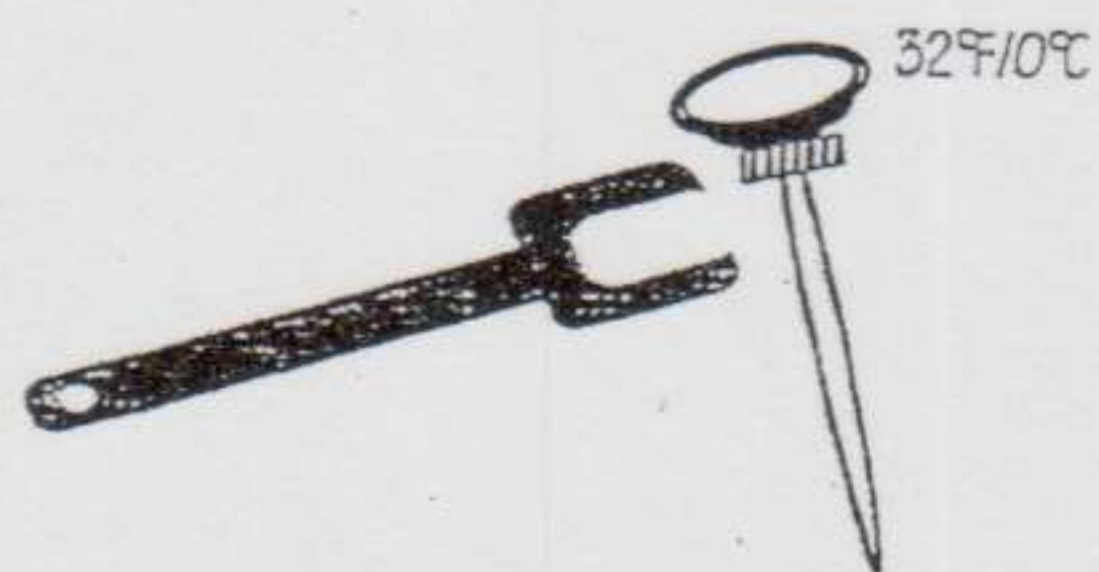
- Pack styrofoam cup with ice (crushed or flakes is best).
- Add just enough water to cover the ice.

2)



- Place thermometer stem at least three inches in the ice water.
- Wait two minutes.
- Thermometer should read 32°F/0°C.

3)



- If thermometer does not read 32°F/0°C, adjust it as follows:
  - Grip the nut under the thermometer head with an opened wrench or pair of pliers.
  - Turn face of thermometer until pointer lines up with the correct temperature.

NOTE: You must have a thermometer that can be calibrated. Some do not have the type of nut that allows the dial housing to be moved.

YES



NO



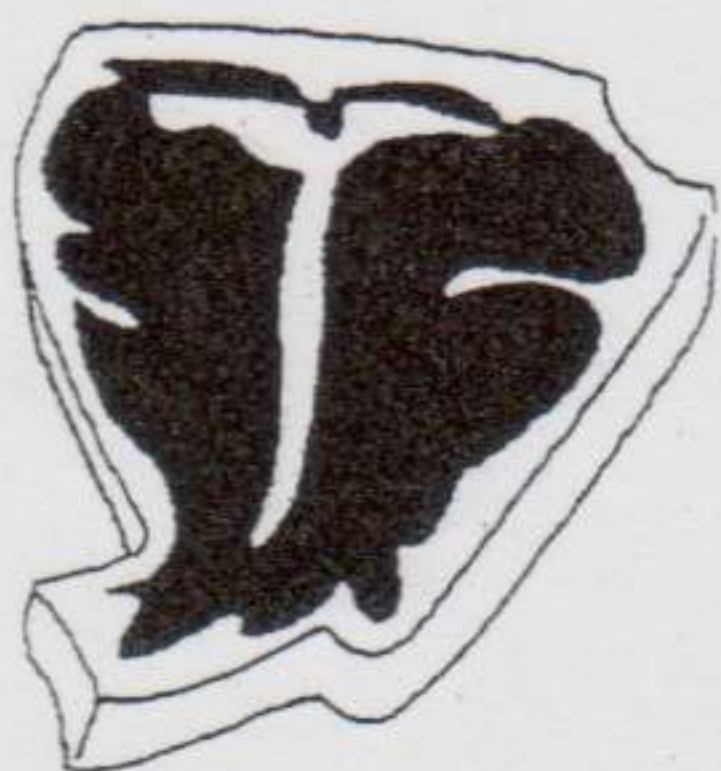


# Potentially Hazardous Foods

These foods or products containing these foods are considered potentially hazardous.

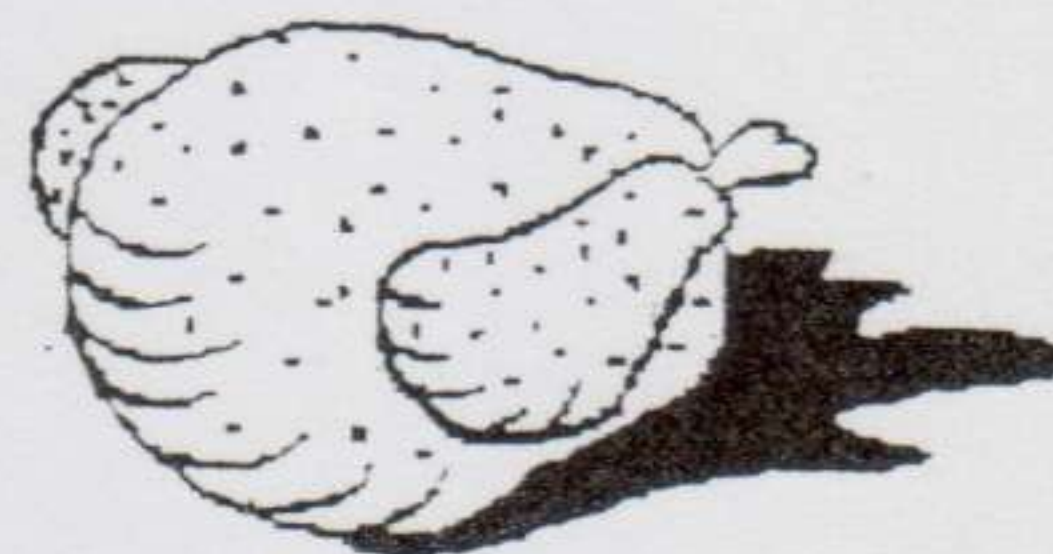
## Meats

(Beef, Pork, Lamb, Veal and other)

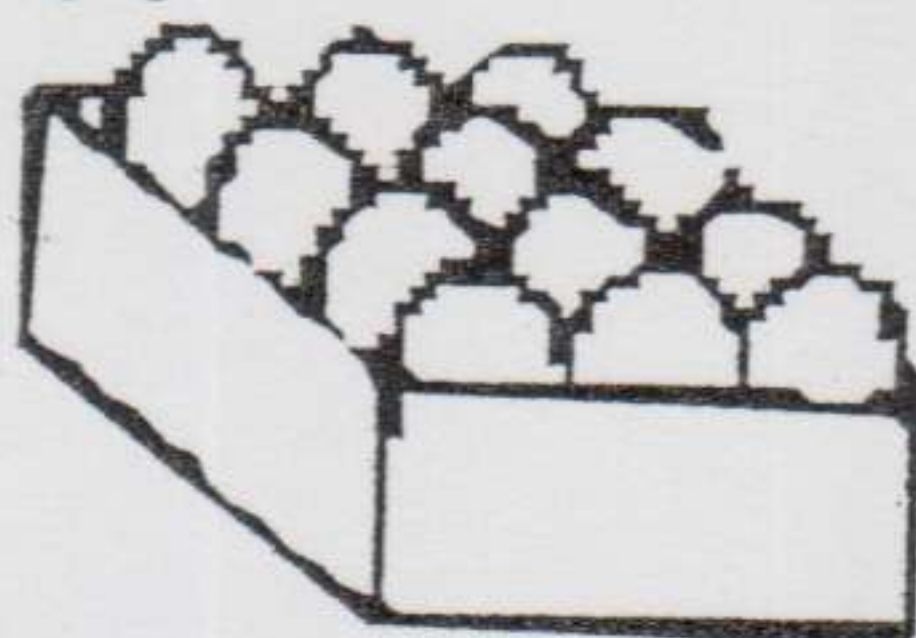


## Poultry

(Chicken, Turkey, Cornish Hens, Duck and other)



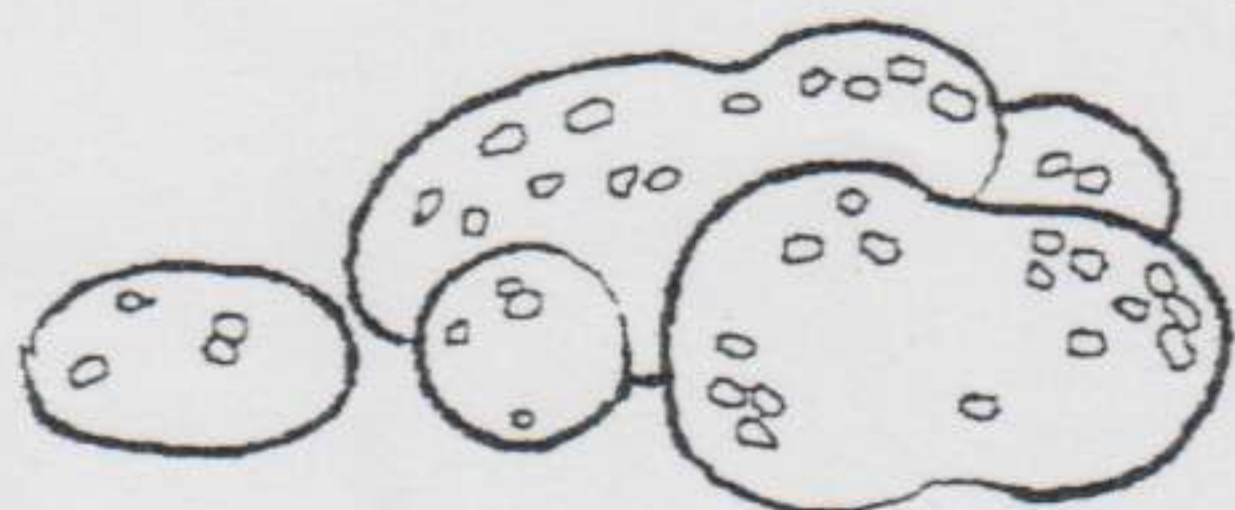
## Eggs and Egg Products



## Seafood



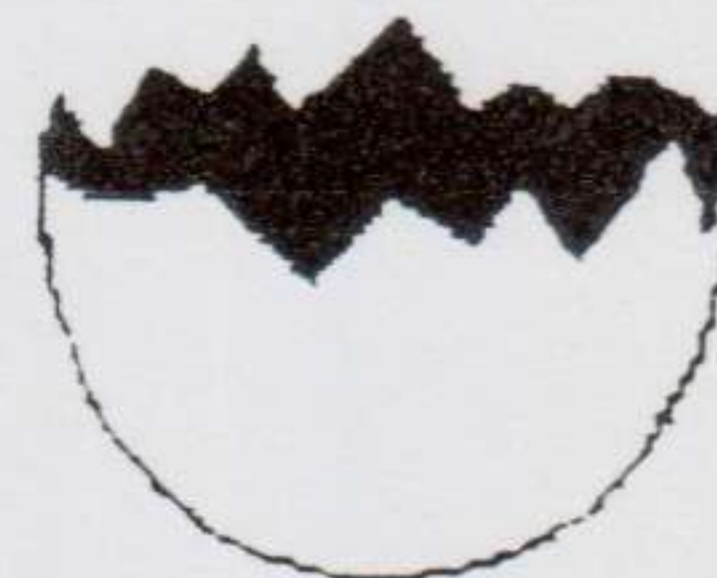
## Baked Potatoes



## Milk and Milk Products



## Cut Melon



also

- Tofu and other soy products
- Garlic in oil mixture
- Raw seed sprouts (bean sprouts, alfalfa sprouts and other)



# HACCP Critical Control Points ●

- Cook raw foods to correct minimum temperature.
- Hold hot foods at 140°F/60°C.
- Cool leftover hot foods to 70°F/21°C within 2 hours and then to 40°F/4°C or below within an additional 2 hours.
- Reheat leftovers to 165°F/74°C within 2 hours.
- Maintain cold foods at 40°F/4°C.
- Maintain refrigeration at 38°F/3°C or below.
- Wash hands properly and use disposable gloves or clean, sanitized utensils to prevent contamination of ready-to-eat food from hands.



●  
Calibrate thermometers  
daily to 32°F/0°C



# HACCP Minimum Temperature Guidelines

## ● For Cooking RAW Foods ●



● Poultry (Solid & Ground)  
165°F/74°C

● Pork, Game  
155°F/68°C

● Roast Beef  
135°F/57°C (hold for 45 min.)

● Veal, Lamb, other Red Meats  
145°F/63°C

● Ground Meats (except Poultry)  
155°F/68°C

● Seafood  
145°F/63°C

● Stuffed Foods (Meats, Poultry, Seafood, Pasta)  
165°F/74°C

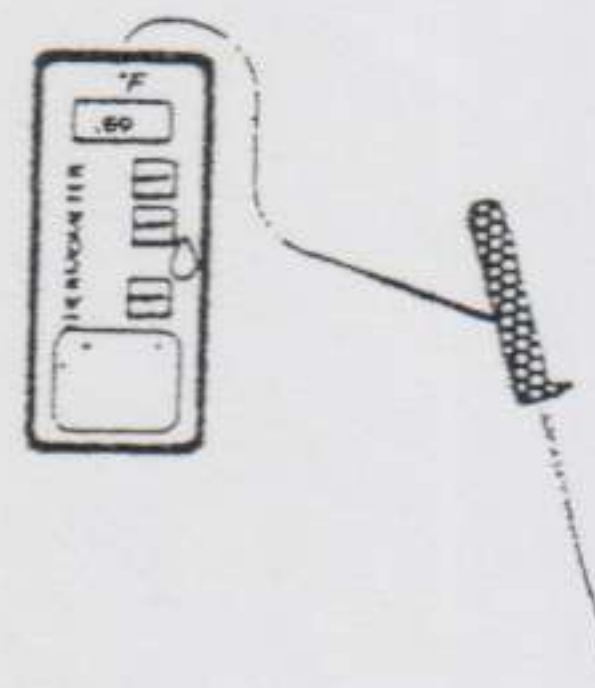
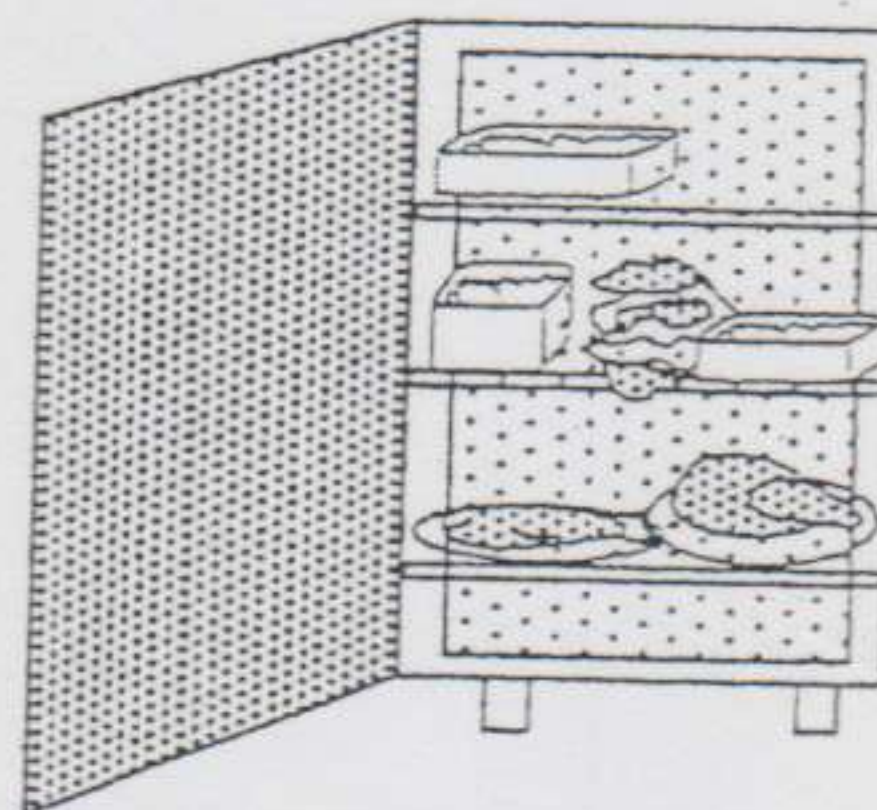
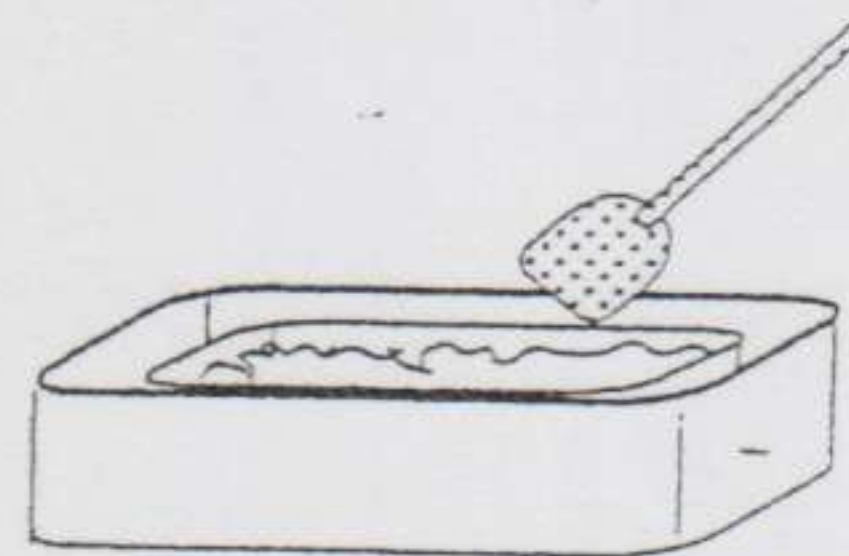
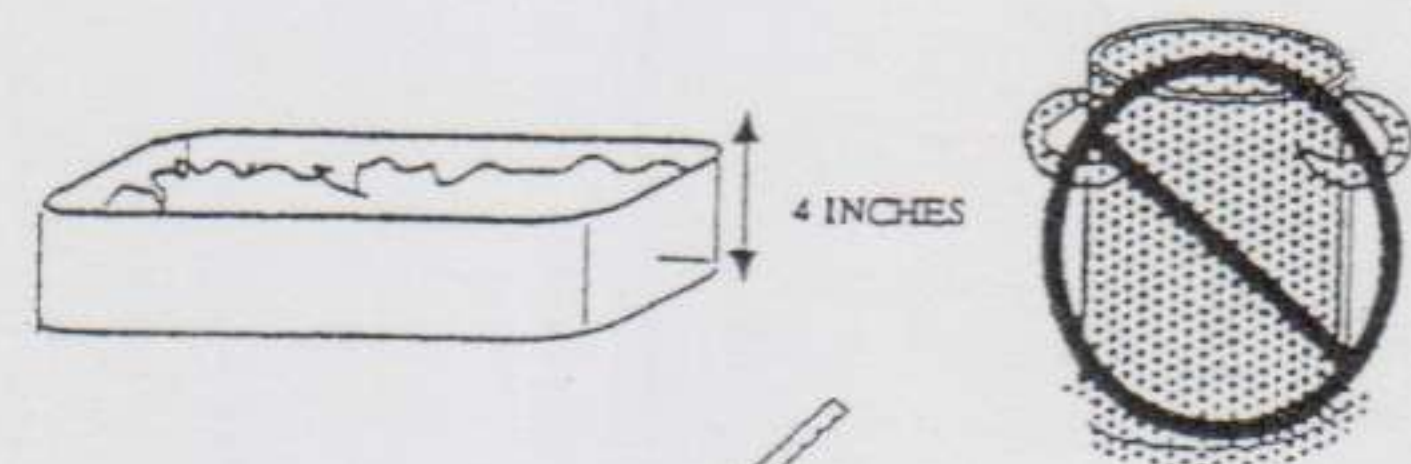
● Fresh Eggs & Pasteurized Egg Dishes  
145°F/63°C



# HACCP Cooling Procedures for Hot Food

Hot food must be cooled to 70°F/21°C within 2 hours and then to 40°F/4°C or below within an additional 2 hours—total cooling time 4 hours.

- Place food in pre-chilled stainless steel, shallow pans—no more than 2"-3" (5cm - 7.5cm) of food in pans.
- Set pans in large containers filled with ice. Stir food several times with proper utensil.
- After 30-45 minutes, place food in refrigerator on upper shelves and away from doors. **DO NOT COVER** pans while food is hot.
- After 2 hours, check temperature of food with accurate calibrated thermometer. Record food temperature on HACCP temperature log.
- After an **additional** 2 hours cooling time, record **final** product temperature on HACCP temperature log.



**NOW COVER ALL PANS, LABEL PANS WITH DATE AND NAME OF PRODUCT**

(See back of this page for temperature procedures where operation is closed before the cooling period has been completed.)