

ALASKA CHILD NUTRITION PROGRAMS

HACCP-Based Food Safety Plan

Food Safety Management System

**Ensuring Safe and Nutritious Meals
for Alaska's Children**



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Alaska Child Nutrition Programs HACCP-Based Food Safety Plan

Overview of the Process Approach to HACCP

Developed by the Alaska Child Nutrition Program, this HACCP-Based Food Safety Plan is updated to reflect current regulatory standards and is adapted from resources provided by the Institute of Child Nutrition (ICN) and aligns with the Alaska Food Code.

Introduction

Hazard Analysis and Critical Control Points (HACCP) is a systematic food safety approach designed to identify and mitigate risks associated with foodborne hazards throughout the entire food preparation cycle—from receiving through service. The United States Department of Agriculture (USDA) mandates HACCP compliance under 7 CFR 210.13(c) and recommends the Process Approach for school districts, allowing flexibility to tailor food safety plans to their specific operational needs.

As part of the Alaska Child Nutrition Program’s HACCP framework, foods are categorized by how frequently they pass through the temperature danger zone (41°F–135°F, as defined by the Alaska Food Code). This categorization enables districts to better anticipate and manage food safety risks, applying targeted procedures that support consistent compliance and safer school nutrition environments.

Importance in School Nutrition

Serving safe food is a core responsibility of our school nutrition staff and central to maintaining a healthy school environment. The HACCP-Based Food Safety Plan supports the goals of the Dietary Guidelines for Americans and helps safeguard every meal served to children under our School Nutrition Program.

Process Categories

The Process Approach organizes food preparation into three broad categories:

<u>Process</u>	<u>Description</u>
Process #1 – No Cook	Items kept cold from preparation through service
Process #2 – Same Day Service	Items prepared and served hot on the same day
Process #3 – Complex Prep	Items prepared hot, then cooled, and possibly reheated before service

Each menu item (recipe) is assigned to one of these categories and is held at appropriate temperatures during all stages—storage, preparation, transport, and service.

Key Components of this HACCP-Based Food Safety Plan

The Alaska Child Nutrition Programs HACCP-Based Food Safety Plan focuses on three essential elements:

- Sanitation
Staff ensure all preparation areas, utensils, and hands are clean. Measures are in place to prevent cross-contamination.
- Temperature Control
Foods are cooked, held, and served at proper temperatures, verified with calibrated thermometers (digital, dial, or infrared).
- Documented SOPs
Staff use SOPs to guide food safety practices and ensure proper sanitation, handling, and temperature control are consistently observed.

Key HACCP Terms

- Hazard Analysis – Identify potential food safety risks.
- Control Measures – Steps taken to prevent contamination.
- Critical Control Points (CCPs) – Essential stages where control is necessary to ensure food safety.
- Critical Limits – Time and temperature thresholds that keep food safe.
- Process Approach – Categorizes food by temperature exposure risk.
- Standard Operating Procedure (SOP) – Written task instructions that minimize food safety hazards.

Acronyms and Abbreviations:

- DEED, CNP – Alaska Department of Education and Early Development, Child Nutrition Programs
- SOP – Standard Operating Procedures
- SFA – School Food Authority
- DEC/MOA – Food safety oversight in Alaska is jointly administered by the Alaska Department of Environmental Conservation (DEC), which regulates food establishments statewide, and the Municipality of Anchorage’s (MOA) Food Safety and Sanitation Program, which oversees retail food operations within Anchorage city limits.
- HACCP – Hazard Analysis and Critical Control Points, those points in the flow of food preparation where food is at risk of becoming unsafe.
- Ready-to-Eat (RTE)

Standard Operating Procedures (SOPs)

The SOP templates developed with this HACCP-Based Food Safety Plan are tailored to align with school, state, and local requirements and include:

- Corrective Actions
- Monitoring Procedures
- Verification Procedures
- Record-Keeping Procedures

Each SOP references related procedures and provides links to essential logs and forms that support correct implementation and verification. Each school must maintain a written HACCP plan tailored to its foodservice operations; these forms can be customized as meets individual needs for each school site.

Alaska SOP Masterlist

SOP-01 Assembling a Body Fluid Cleanup Kit
SOP-02 Cleaning & Disinfecting Body Fluid Spills
SOP-03 Cleaning & Sanitizing Food Contact Surfaces
SOP-04 Communicating During a Foodborne Illness Outbreak
SOP-05 Communicating Norovirus Prevention Methods
SOP-06 Controlling Time/Temperature During Preparation
SOP-07 Cooking Time/Temperature Control for TCS Foods
SOP-08 Cooling TCS Foods
SOP-09 Date Marking Ready-to-Eat TCS Foods
SOP-10 Handling a Food Recall
SOP-11 Hot & Cold Holding for TCS Foods
SOP-12 Personal Hygiene
SOP-13 Preventing Contamination at Food Bars
SOP-14 Preventing Cross Contamination During Storage and Prep
SOP-15 Receiving Deliveries
SOP-16 Reheating TCS Foods
SOP-17 Serving Food
SOP-18 Serving Safe Food to Students with Food Allergies
SOP-19 Storing & Using Poisonous or Toxic Chemicals
SOP-20 Transporting Food to Remote Sites
SOP-21 Using & Calibrating Thermometers
SOP-22 Using Suitable Utensils for Ready-to-Eat Foods
SOP-23 Using Time Alone as a Public Health Control
SOP-24 Washing Fruits and Vegetables
SOP-25 Washing Hands
SOP-26 Taking a Physical Inventory
SOP-27 Share Tables
SOP-28 Food Recovery in Child Nutrition Programs
SOP-29 Donated Traditional Foods

Forms and Logs

The SOPs are designed to be accompanied by specific forms and logs developed by the Institute of Child Nutrition and available on their website at <https://theicn.org/icn-resources-a-z/food-safety/>

Food Safety Resources (forms to identify who/what/when)

- Components of a Comprehensive Food Safety Program
- Summary Table of Record Keeping for HACCP-Based SOP
- Summary Table for Corrective Action for HACCP-Based SOP
- Summary Table for Monitoring and Verifying HACCP-Based SOP

Food Safety Logs (logs for tracking)

- Cooking and Reheating Temperature Log
- Cooking Temperature Log
- Damaged or Discarded Product Log

- Employee Food Safety Training Record
- Food Contact Surfaces Cleaning and Sanitation Log
- Food Safety Checklist
- Hot and Cold Holding Temperature Log
- Production Log
- Receiving Log
- Refrigeration Log
- Thermometer Calibration Log

SOP-01: Assembling a Body Fluid Cleanup Kit

Alaska Child Nutrition Programs

Standard Operating Procedures

Adapted from: Institute of Child Nutrition (2018), Food Safety SOPs

Prepared by:

(Sample SOP)

PURPOSE: To prepare for incidents requiring cleaning and disinfecting of body fluids, including vomit, diarrhea, and blood.

SCOPE: This procedure applies to school nutrition employees involved in assembling a body fluid cleanup kit to use for a body fluid cleanup incident.

KEY WORDS: Body Fluid Spill, Cleaning, Disinfecting, Body Fluid Cleanup Kit, Norovirus

REGULATORY AUTHORITY:

18 AAC 31.420 Cleaning and sanitizing: frequency

18 AAC 31.424 Sanitizing

18 AAC 31.570 Poisonous or Toxic Materials

INSTRUCTIONS:

- Purchase, and always keep on hand, sufficient quantities of the following items needed to assemble and immediately re-stock a Body Fluid Cleanup Kit:
 - Ethanol based hand sanitizer (62% Ethanol, FDA compliant)
 - Waterproof container sufficient in size to store personal protective and cleaning equipment
 - Personal protective equipment (PPE):
 - 6-12 pairs of disposable, non-latex gloves. Gloves should be vinyl or nitrile (rubber), and non-powdered. Gloves should be supplied in various sizes.
 - Disposable gown or apron, and shoe covers
 - Face mask with eye protection, or goggles
 - Cleaning supplies:
 - Sand, or liquid spill absorbent material
 - Disposable flat-edge scoop, or equivalent (e.g., dustpan, shovel)
 - Plastic garbage bags and twist-ties
 - Liquid soap
 - Disposable paper towels
 - Disposable mop head
 - Disinfecting supplies:
 1. Bucket designated for chemical use
 2. Spray bottle
 3. Household bleach (5.25% concentration, unscented)
 4. Measuring spoon (tablespoon) and cup (1/2 cup)
 5. Disposable paper towels
 6. Disposable mop head
 7. Plastic garbage bags and twist-ties

- Precautions:
 - 1 . Label all secondary containers (e.g., spray bottles and designated buckets) clearly with chemical names and concentrations.
 - 2 . Ensure bleach and disinfectants are stored separately from food and food-contact surfaces and are never mixed.
- Assemble a Body Fluid Cleanup Kit using the materials purchased in step 1 of this SOP:
 - Place the following supplies into a waterproof container:
 - 1 . Six to twelve (6-12) pairs of disposable, non-latex gloves
 - 2 . One (1) disposable gown or apron
 - 3 . One (1) pair of disposable shoe covers
 - 4 . One (1) face mask with eye protection, or goggles
 - 5 . One (1) package of disposable paper towels
 - 6 . Two (2) disposable mop heads
 - 7 . One (1) disposable flat-edge scoop, or equivalent
 - 8 . Two (2) dry cups of sand, or liquid spill absorbent material
 - 9 . Four (4) Plastic garbage bags and twist-ties
 - 10 . Procedures for use of the Body Fluid Cleanup Kit. For example, the Food Safety SOP Cleaning and Disinfecting Body Fluid Spills
 - Seal the waterproof container with a lid and label with the date.
 - *Pre-assembled commercial kits containing recommended supplies are available through many vendors. Check with your chemical supply company or foodservice distributor.
- Store the Body Fluid Cleanup Kit with an unopened container of household bleach, or the EPA-approved disinfectant; the bucket designated for chemical use; and the spray bottle in an area designated for chemical storage and/or cleaning supplies.
- Train school nutrition employees on how to use PPE and the contents of the Body Fluid Cleanup Kit.

Notes: CDC guidelines on norovirus outbreak management and disease prevention recommend using chlorine bleach solutions on hard surfaces when possible.

EPA-approved disinfectants may be used instead of chlorine bleach solutions.

- For cleaning up vomit and diarrhea, refer to the EPA's hospital-grade disinfectants list: *EPA List G – Disinfectants Effective Against Norovirus*
Available at: <https://www.epa.gov/pesticide-registration/list-g-epa-registered-hospital-disinfectants-effective-against-norovirus>
- For disinfecting areas contaminated with blood, refer to the EPA's HIV disinfectants list: *EPA List D – Products Effective Against Human HIV-1*
Available at: <https://www.epa.gov/pesticide-registration/list-d-epas-registered-antimicrobial-products-effective-against-human-hiv-1>

MONITORING:

The designated food service staff will ensure that:

- The Body Fluid Cleanup Kit is properly assembled at all times. This includes ensuring that supplies and chemicals have not expired.

- Excess materials and supplies are available to immediately restock the Body Fluid Cleanup Kit after use.
- The Body Fluid Cleanup Kit, and associated chemicals and supplies, are stored in accordance with this SOP.
- Train school nutrition employees to properly use:
 - PPE, and
 - The Body Fluid Cleanup Kit

CORRECTIVE ACTION:

The designated school nutrition lead will:

- Properly assemble/restock the Body Fluid Cleanup Kit immediately. Replace expired/out-of-date supplies.
- Provide excess materials and supplies to enable immediate restocking of the Body Fluid Cleanup Kit.
- Retrain school nutrition employees in proper storage of the Body Fluid Cleanup Kit, and associated chemicals and supplies.
- Retrain/educate school nutrition employees in how to properly use PPE and the Body Fluid Cleanup Kit.

VERIFICATION AND RECORD KEEPING:

The designated school nutrition lead will:

- Once per month, check the Body Fluid Cleanup Kit to ensure that it is properly assembled, and create and complete a log to document that the monthly check occurred. Keep the log on file for a minimum of one year.
- Complete a [Damaged or Discarded Product Log](#) when expired/out-of-date supplies are discarded. Keep the log on file for a minimum of one year.
- Document training sessions for school nutrition employees in proper use of PPE and the Body Fluid Cleanup Kit using an [Employee Food Safety Training Record](#).

RELATED SOPS:

SOP-02 Cleaning & Disinfecting Body Fluid Spills

SOP-03 Cleaning & Sanitizing Food Contact Surfaces

SOP-04 Handwashing & Hygienic Practices

SOP-05 Communicating Norovirus Prevention Methods

REVISION HISTORY:

Version	Implementation Date	Reviewed Date	Revised Date	Notes

SOURCE ATTRIBUTION:

This SOP was adapted from the Institute of Child Nutrition's Food Safety Operating Procedures, SOPs (2018), available at <https://theicn.org/icn-resources-a-z/food-safety-standard-operating-procedures/>. Content has been revised to align with the Alaska Food Code and program specific requirements.

SOP-02: Cleaning & Disinfecting Body Fluid Spills

Alaska Child Nutrition Programs

Standard Operating Procedures

Adapted from: Institute of Child Nutrition (2018), Food Safety SOPs

Prepared by:

(Sample SOP)

PURPOSE: This standard operating procedure (SOP) should be implemented to safely and properly respond to all incidents requiring cleaning and disinfecting of body fluid spills. Body fluids – including vomit, diarrhea, and blood – are considered potentially infectious. Employees should always wear personal protective equipment when cleaning and disinfecting body fluid spills.

SCOPE: This SOP applies to school nutrition employees that would clean a bodily fluid spill.

KEY WORDS: Body Fluid Spill, Cleaning, Disinfecting, Body Fluid Cleanup Kit, Norovirus.

REGULATORY AUTHORITY:

18 AAC 31.310 Handwashing

18 AAC 31.420 Cleaning and sanitizing: frequency

18 AAC 31.424 Sanitizing

18 AAC 31.570 Poisonous or Toxic Materials

INSTRUCTIONS:

- Contain the affected area
 - Discontinue foodservice operations if spill occurred in food preparation or service areas.
 - Refer to the school district's Alternate Meal Service SOP to safely continue meal service.
 - Block off the area of the spill from staff and students until cleanup and disinfection are complete. For incidents involving vomit, contain all areas within 25 feet of the spill.
 - Send sick staff and/or students to the school clinic/nurse for assistance.
 - Exclude (i.e., send home) school nutrition employees with symptoms of vomiting or diarrhea from foodservice operations. Refer to the school district's Exclusions and Restrictions for Ill or Infected School Nutrition Employees.
 - Allow only school nutrition employees and/or custodial staff designated to clean and disinfect body fluid spills in the affected area. If the spill is in a non-foodservice area, school custodial staff should handle the cleanup.
 - Wash hands immediately if accidental contact with blood or bodily fluids occur.
- Retrieve the Body Fluid Cleanup Kit.
 - Ensure that cleanup kits and materials never come in direct contact with food or food-contact surfaces unless explicitly cleaned, rinsed and sanitized afterward.
- Put on personal protective equipment (PPE), including:
 - Disposable, non-latex gloves. Gloves should be vinyl or nitrile (rubber), and non-powdered.

1. Consider double gloving (wearing two gloves on each hand). Replace gloves if they tear or become visibly soiled. Keep hands away from face while wearing gloves.
 2. Wash hands and don new gloves throughout each step in this process.
- A disposable gown or apron, and disposable shoe covers.
 - A face mask with eye protection, or goggles.
 - Remove visible body fluid
 - Pour sand, or liquid spill absorbent material, on body fluid spill.
 - Use a disposable scoop, or equivalent, and disposable paper towels to remove the sand and body fluid from the affected surfaces.
 - Dispose of the sand, body fluid, disposable scoop, and paper towels in a leakproof plastic garbage bag; double bag all body fluid waste materials.
 - Remove gloves. Dispose of gloves in a plastic garbage bag.
 - Wash hands.
 - Clean the affected area
 - Put on new disposable gloves. Consider double gloving.
 - Clean the affected area with soap and water, and paper towels and/or a disposable mop head. This includes surfaces that came into direct contact with body fluids, and surfaces that *may* have been contaminated with body fluids. Before disinfection (Step #6), all surfaces should be thoroughly cleaned (i.e., not visibly soiled).
 - Dispose of the paper towels and/or disposable mop head in a plastic garbage bag.
 - Remove gloves. Dispose of gloves in a plastic garbage bag.
 - Wash hands.
 - Disinfect the affected area
 - Put on new disposable gloves. Consider double gloving.

Non-absorbent Surfaces (i.e., tile, stainless steel)

- Prepare a chlorine bleach disinfecting solution.
 - Wear all PPE, including the face mask with eye protection, or goggles. Ensure that area is well ventilated (mix solution outdoors if necessary).
 - Prepare solution immediately before applying it to surfaces using unscented, household bleach (8.25% sodium hypochlorite concentration) ** and water. Once opened, household bleaches lose their effectiveness after 30 days. Use anew, unopened bottle of bleach every 30 days for preparing solutions.
 - Mix 4 tablespoons of bleach with 1 gallon of water (solution concentration of about 1000 parts per million (ppm)) in a bucket designated for chemical use. It is recommended that 1 cup of bleach per 1 gallon of water be used on surfaces that have had direct contact with body fluids (5,000 ppm).
 - Prepare disinfectants away from food areas and ensure ventilation meets safety standards.
 - Transfer solution to a labeled spray bottle; all containers with chemical names should include concentration and intended use.
- Using the spray bottle, generously apply the disinfecting solution to affected surfaces, including surfaces that came into direct contact with body fluids, and surfaces that *may* have been contaminated with body fluids.
 - For incidents involving vomit, disinfect all areas and surfaces within 25 feet of the spill.

- Use in a well-ventilated area.
- Disinfect high touch areas (e.g., door handles, toilets, dispensers, carts, sink faucets, telephones, etc.) throughout the foodservice area, cafeteria dining areas, break rooms, and restrooms using disinfecting solutions and paper towels.
- Leave the disinfecting solution on affected surfaces for a minimum of 5 minutes. If another EPA-approved disinfectant is used, follow the manufacturer's instructions.
- Rinse surfaces with clean water and paper towels and/or a disposable mop head.
- Allow surfaces to air dry.
- Dispose of the paper towels and/or disposable mop head in a plastic garbage bag.
- Remove gloves. Dispose of gloves in a plastic garbage bag.
- Wash hands.

Notes: CDC guidelines on norovirus outbreak management and disease prevention recommend using chlorine bleach solutions on hard surfaces when possible.

EPA-approved disinfectants may be used instead of chlorine bleach solutions.

- For cleaning up **vomit and diarrhea**, refer to the EPA's hospital-grade disinfectants list: *EPA List G – Disinfectants Effective Against Norovirus*
Available at: <https://www.epa.gov/pesticide-registration/list-g-epa-registered-hospital-disinfectants-effective-against-norovirus>
- For disinfecting areas contaminated with **blood**, refer to the EPA's HIV disinfectants list: *EPA List D – Products Effective Against Human HIV-1*
Available at: <https://www.epa.gov/pesticide-registration/list-d-epas-registered-antimicrobial-products-effective-against-human-hiv-1>

Absorbent Surfaces (i.e., carpet, upholstery, cloth)

- Disinfect with a chemical disinfectant when possible.
- Steam clean for a minimum of 5 minutes at 170 °F.
- Launder in a mechanical washing machine on the hottest water setting, and dry in a mechanical dryer on a high heat setting.
- Dispose of disinfecting materials in a plastic garbage bag, as appropriate.
- Remove gloves. Dispose of gloves in a plastic garbage bag.
- Wash hands.
- Discard potentially contaminated food.
 - Put on new disposable gloves. Consider double gloving.
 - Dispose of exposed food and food in containers that may have been contaminated by body fluid in a garbage bag.
 - For incidents involving vomit, discard all food within 25 feet of the spill. Food in intact, sealed containers.
 - Have a second employee, one who is not directly contacting potentially contaminated food, inventory the discarded food in a *Damaged or Discarded Product Log*.
 - Remove gloves. Dispose of gloves in a plastic garbage bag.
 - Wash hands.
- Dispose of PPE, and cleaning and disinfecting materials.
 - Put on new disposable gloves. Consider double gloving.

- Securely tie garbage bags containing all materials disposed of in steps 4-7 of this SOP.
- Place garbage bags in a second garbage bag (double bag).
- Clean all non-disposable items (bucket, mop handle, etc.) with soap and water; then disinfect. Allow these items to air dry.
- Remove PPE, including disposable gloves, and place in second garbage bag.
- Securely tie the second garbage bag.
- Discard the bag(s) in the disposal area identified by school officials.
- Remove soiled clothes, if necessary, and place clothes in a separate garbage bag. Securely tie the garbage bag. Keep clothes in the tied garbage bag until they can be adequately laundered.
- Wash hands, arms and face with soap and water in a restroom sink or hand sink. Put on clean clothing, if necessary. Apply ethanol based hand sanitizer to hands.
- Wash, rinse, and sanitize potentially contaminated food contact surfaces. Include food contact surfaces that were disinfected and food contact surfaces that contained food discarded.
- Restock the contents of the Body Fluid Cleanup Kit.
- Complete an incident report.

MONITORING:

The designated food service staff will:

- Ensure that the Body Fluid Cleanup Kit is properly assembled at all times.
- Ensure that at least one school nutrition employee per shift is:
 - Designated and trained to implement this SOP,
 - Using chlorine test strips to confirm bleach concentration between 1,000-5,000ppm per chemical safety standards, and
 - Trained in the use of the Body Fluid Cleanup Kit.
- Ensure that school nutrition employees are:
 - Educated on illnesses and symptoms that must be reported to managers.
 - Monitored for signs and symptoms of illness.

CORRECTIVE ACTION:

The designated school nutrition lead will:

1. Restock the Body Fluid Cleanup Kit immediately. Replace expired/out-of-date supplies.
2. Retrain designated school nutrition employees in application of this SOP, and use of the Body Fluid Cleanup Kit.
3. Retrain/educate school nutrition employees in the school district's *Exclusions and Restrictions for Ill or Infected School Nutrition Employees*. Restrict or exclude ill school nutrition employees in accordance with SOPs.

VERIFICATION AND RECORD KEEPING:

The designated school nutrition lead will:

1. Verify that an incident report was completed. Keep incident report on file for a minimum of one year.
2. Verify that *Damaged or Discarded Product Log* was completed. Keep log on file for a minimum of one year.
3. Document training sessions for school nutrition employees on applicable SOPs using an *Employee Food Safety Training Record*.

RELATED SOPS:

SOP-01 Assembling a Body Fluid Cleanup Kit
SOP-03 Cleaning & Sanitizing Food Contact Surfaces
SOP-04 Handwashing & Hygienic Practices
SOP-05 Communicating Norovirus Prevention Methods

REVISION HISTORY:

Version	Implementation Date	Reviewed Date	Revised Date	Notes

SOURCE ATTRIBUTION:

This SOP was adapted from the Institute of Child Nutrition's Food Safety Operating Procedures, SOPs (2018), available at <https://theicn.org/icn-resources-a-z/food-safety-standard-operating-procedures/>. Content has been revised to align with the Alaska Food Code and program specific requirements.

SOP-03: Cleaning & Sanitizing Food Contact Surfaces

Alaska Child Nutrition Programs

Standard Operating Procedures

Adapted from: Institute of Child Nutrition (2018), Food Safety SOPs

Prepared by:

(Sample SOP)

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

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

KEY WORDS: Food Contact Surface, Cleaning, Sanitizing

REGULATORY AUTHORITY:

- 18 AAC 31.420 Cleaning and sanitizing: frequency
- 18 AAC 31.421 Dry cleaning and clean-in-place methods
- 18 AAC 31.422 Precleaning
- 18 AAC 31.423 Washing and rinsing
- 18 AAC 31.424 Sanitizing
- 18 AAC 31.570 Poisonous or toxic materials

INSTRUCTIONS:

- Train school nutrition employees on using the procedures in this SOP.
- Follow DEC/MOA requirements.
- Follow manufacturers' instructions regarding the use and maintenance of equipment and use of chemicals for cleaning and sanitizing food contact surfaces.
- Follow the *Alaska Food Code* requirements by washing, rinsing, and sanitizing food contact surfaces of sinks, tables, equipment, utensils, thermometers, carts, and equipment, at a minimum:
 - 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.
- 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.
 1. Spray bottles and sanitizer buckets should be clearly labeled with name, use, and dilution ratio.

2 . Follow the recommended contact time for sanitizing solution used.

- Place wet items in a manner to allow air drying.
- If a 3-compartment sink is used, set up and use the 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 or by immersing in hot water at or above 170 °F for 30 seconds. Test the chemical sanitizer concentration by using an appropriate test kit.
- If a dishmachine is used:
 - Check with the dishmachine 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 160 °F or above if using hot water to sanitize.

MONITORING:

School nutrition employees will:

- During all hours of operation, visually and physically inspect food contact surfaces of equipment and utensils to ensure that the surfaces are clean.
- In a 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.
 - If using chemicals to sanitize, test the sanitizer concentration by using the appropriate test kit for the chemical.
- If using hot water to sanitize, use a calibrated thermometer to measure the water temperature. It should be at or above 170 °F. In a dishmachine, 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.
 - For hot water sanitizing dishmachine, ensure that food contact surfaces are reaching the appropriate temperature at or above 160 °F by placing a piece of heat sensitive tape on a smallware item or an irreversible registering temperature indicator on a rack and running the item or rack through the dishmachine.
 - For chemical sanitizing dishmachine, check the sanitizer concentration on a recently washed food-contact surface using an appropriate test kit.

CORRECTIVE ACTION:

- Retrain any school nutrition employee found not following the procedures in this SOP.

- 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.
- In a 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.
- In a dishmachine:
 - 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 temperature indicated on the data plate.
 - For a hot water sanitizing dishmachine, 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 if a 3-compartment sink is not available.
 - For a chemical sanitizing dishmachine, 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 the machine. Retest. If the proper sanitizer concentration level is not achieved, stop using the machine and contact the appropriate individual(s) to have it repaired. Use a 3-compartment sink to wash, rinse, and sanitize until the machine is repaired.

VERIFICATION AND RECORD KEEPING:

- School nutrition employees will record monitoring activities and any corrective action taken on the *Food Contact Surfaces Cleaning and Sanitizing Log*.
- The designated school nutrition lead will:
 - Verify that school nutrition employees have taken the required temperatures and tested the sanitizer concentration by visually monitoring school nutrition employees during the shift and reviewing, initialing, and dating the *Food Contact Surfaces Cleaning and Sanitizing Log*.
 - Complete the *Food Safety Checklist* daily.
- The *Food Contact Surfaces Cleaning and Sanitizing Log* and *Food Safety Checklist* is to be kept on file for a minimum of 1 year.

RELATED SOPS:

SOP-19 Storing & Using Poisonous or Toxic Chemicals

SOP-21 Using & Calibrating Thermometers

REVISION HISTORY:

Version	Implementation Date	Reviewed Date	Revised Date	Notes

SOURCE ATTRIBUTION:

This SOP was adapted from the Institute of Child Nutrition's Food Safety Operating Procedures, SOPs (2018), available at <https://theicn.org/icn-resources-a-z/food-safety-standard-operating-procedures/>. Content has been revised to align with the Alaska Food Code and program specific requirements.

SOP-04: Communicating During a Foodborne Illness Outbreak

Alaska Child Nutrition Programs

Standard Operating Procedures

Adapted from: Institute of Child Nutrition (2018), Food Safety SOPs

Prepared by:

(Sample SOP)

PURPOSE: To rapidly communicate foodborne illness outbreak alerts and prevention strategies to child nutrition staff, students, and parents.

SCOPE: This procedure applies to school nutrition employees involved in training staff in norovirus prevention.

KEY WORDS: Norovirus, Communication, Training

REGULATORY AUTHORITY:

18 AAC 31.320 Supervision and management: responsibilities

18 AAC 31.907 Foodborne illness investigation and control.

INSTRUCTIONS:

- When a suspected foodborne illness outbreak within the school is reported, the designated food service lead will
 - Work in cooperation with the DEC/MOA to identify the cause of the outbreak and the source of transmission.
 - Stop all foodservice operations including preparation, display and serving of food if the suspected source of the outbreak is related to food. Isolate suspected foods.
 - Comply with all policies for reporting notifiable illnesses to the DEC/MOA and for recovering from a foodborne illness outbreak.
 - Provide and document training on foodborne illness identification and prevention for all school nutrition employees to reinforce
 - Foodborne illness symptoms and transmission
 - Required reporting of symptoms and illnesses
 - Employee exclusion and restriction policies
 - Handwashing and personal hygiene procedures
 - No bare hand contact policies
 - Why and how to use the Body Fluid Cleanup Kit
- The designated school nutrition lead will work in cooperation with school administration and the DEC/MOA to develop a crisis communication plan and foodborne illness outbreak response.
 - Student communication plans will cover
 - Foodborne illness symptoms
 - How foodborne illness is spread
 - Handwashing for prevention
 - Staying home when sick
 - Responding when the student or classmate becomes sick

- Parent and media communication plans will cover
 - Foodborne illness symptoms
 - How foodborne illness is spread
 - Handwashing for prevention
 - Caring for an ill family member
 - When ill students should be kept out of school and when recovering students can return to school
- All school nutrition employees will adhere to school and media communication policies.

MONITORING:

- The designated school nutrition lead will document school nutrition employee training on *Employee Food Safety Training Record*.
- The designated school nutrition lead will monitor to ensure that all school nutrition employees are adhering to policies related to this SOP during all hours of operation.

CORRECTIVE ACTION:

Retrain any school nutrition employee found not following procedures related to this SOP.

VERIFICATION AND RECORD KEEPING:

Employee Food Safety Training Record will be kept on file for a minimum of one (1) year.

RELATED SOPS:

SOP-01 Assembling a Body Fluid Cleanup Kit
 SOP-02 Cleaning & Disinfecting Body Fluid Spills
 SOP-05 Communicating Norovirus Prevention Methods

REVISION HISTORY:

Version	Implementation Date	Reviewed Date	Revised Date	Notes

SOURCE ATTRIBUTION:

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SOP-05: Communicating Norovirus Prevention Methods

Alaska Child Nutrition Programs

Standard Operating Procedures

Adapted from: Institute of Child Nutrition (2018), Food Safety SOPs

Prepared by:

(Sample SOP)

PURPOSE: To reinforce methods of preventing norovirus by communicating with staff.

SCOPE: This procedure applies to school nutrition employees involved in training staff in norovirus prevention.

KEY WORDS: Norovirus, Communication, Training

REGULATORY AUTHORITY:

18 AAC 31.320 Supervision and management: responsibilities

18 AAC 31.907 Foodborne illness investigation and control.

INSTRUCTIONS:

- The designated school nutrition lead will develop a schedule and provide training on norovirus prevention for school nutrition employees.
 - School nutrition employee communication will reinforce
 - Norovirus symptoms
 - How norovirus is spread
 - Handwashing and personal hygiene procedures
 - No bare hand contact policies
 - Required reporting of symptoms and illnesses
 - Employee exclusion and restriction policies
 - Why and how to use the Body Fluid Cleanup Kit

MONITORING:

- The designated school nutrition lead will document school nutrition employee training on *Employee Food Safety Training Record*.
- The designated school nutrition lead will monitor to ensure that all school nutrition employees are adhering to policies related to this SOP during all hours of operation.

CORRECTIVE ACTION:

Retrain any school nutrition employee found not following procedures related to this SOP.

VERIFICATION AND RECORD KEEPING:

Employee Food Safety Training Record will be kept on file for a minimum of one (1) year.

RELATED SOPS:

SOP-01 Assembling a Body Fluid Cleanup Kit

SOP-02 Cleaning & Disinfecting Body Fluid Spills
SOP-03 Cleaning & Sanitizing Food Contact Surfaces
SOP-04 Communicating During a Foodborne Illness Outbreak
SOP-12 Personal Hygiene
SOP-25 Washing Hands

REVISION HISTORY:

Version	Implementation Date	Reviewed Date	Revised Date	Notes

SOURCE ATTRIBUTION:

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SOP-06: Controlling Time and Temperature During Preparation

Alaska Child Nutrition Programs

Standard Operating Procedures

Adapted from: Institute of Child Nutrition (2018), Food Safety SOPs

Prepared by:

(Sample SOP)

PURPOSE: To prevent foodborne illness by limiting the amount of time that time/temperature control for safety foods are held in the temperature danger zone during preparation.

SCOPE: This procedure applies to school nutrition employees who prepare food.

KEY WORDS: Cross Contamination, Time and Temperature Control, Food Preparation, Temperature Danger Zone, Time/Temperature Control for Safety (TCS) Foods, TCS Foods

REGULATORY AUTHORITY:

18 AAC 31.222 Food Protection: Food & Ingredients

18 AAC 31.230 Temperature & Time Control: Receiving & Thawing

INSTRUCTIONS:

- Train school nutrition employees on using the procedures in this SOP.
- Follow MOA/DEC requirements.
- Wash hands prior to preparing foods.
- Use clean and sanitized equipment and utensils while preparing food.
- Separate raw foods from ready-to-eat foods by keeping them in separate containers until ready to use and by using separate dispensing utensils.
- Pre-chill ingredients for cold foods, such as sandwiches, salads, and cut melons, to 41 °F or below before combining with other ingredients.
- Prepare foods as close to serving times as the menu will allow.
- Prepare food in small batches.
- Limit the time for preparation of any batches of food so that ingredients are not at room temperature for more than 30 minutes before cooking, serving, or being returned to the refrigerator.
- If time/temperature control for safety foods are not cooked or served immediately after preparation, quickly chill.

MONITORING:

- Use a clean, sanitized, and calibrated probe thermometer, preferably a thermocouple.
- Take at least two internal temperatures from each pan of food at various stages of preparation. Record temperatures.
- Monitor the amount of time that food is in the temperature danger zone. It should not exceed 4 hours.

CORRECTIVE ACTIONS:

- Retrain any school nutrition employee found not following the procedures in this SOP.

- Begin the cooking process immediately after preparation is complete for any foods that will be served hot.
- Rapidly cool ready-to-eat foods or foods that will be cooked at a later time.
- Immediately return ingredients to the refrigerator if the anticipated preparation completion time is expected to exceed 30 minutes.
- Discard food held in the temperature danger zone for more than 4 hours.

VERIFICATION AND RECORD KEEPING:

- School nutrition employees will record the date, product name, start and end times of production, the two temperature measurements taken, any corrective actions taken, and the amount of food prepared on the [Production Log](#).
- The designated school nutrition lead will
 - Verify that school nutrition employees are taking the required temperatures and following the proper preparation procedure by visually monitoring school nutrition employees during the shift and reviewing, initialing, and dating the *Production Log* daily. Maintain the *Production Log* as directed by CNP.
 - Complete the [Food Safety Checklist](#) daily.
- The *Food Safety Checklist* is to be kept on file for a minimum of 1 year.

RELATED SOPS:

SOP-07 Cooking Time/Temperature Control for TCS Foods

SOP-08 Cooling TCS Foods

SOP-11 Hot & Cold Holding for TCS Foods

SOP-14 Preventing Cross Contamination During Storage and Preparation

SOP-21 Using & Calibrating Thermometers

SOP-23 Using Time Alone as a Public Health Control

SOP-25 Washing Hands

REVISION HISTORY:

Version	Implementation Date	Reviewed Date	Revised Date	Notes

SOURCE ATTRIBUTION:

This SOP was adapted from the Institute of Child Nutrition's Food Safety Operating Procedures, SOPs (2018), available at <https://theicn.org/icn-resources-a-z/food-safety-standard-operating-procedures/>. Content has been revised to align with the Alaska Food Code and program specific requirements.

SOP-07: Cooking Time/Temperature Control for Safety Foods

Alaska Child Nutrition Programs

Standard Operating Procedures

Adapted from: Institute of Child Nutrition (2018), Food Safety SOPs

Prepared by:

(Sample SOP)

PURPOSE: To prevent foodborne illness by ensuring that all foods are cooked to the appropriate internal temperature.

SCOPE: This procedure applies to school nutrition employees who prepare or serve food.

KEY WORDS: Cross Contamination, Time and Temperature Control, Food Preparation, Temperature Danger Zone, Time/Temperature Control for Safety (TCS) Foods, TCS Foods

REGULATORY AUTHORITY:

18 AAC 31.232 Temperature & Time Control: Cooking

INSTRUCTIONS:

- Train school nutrition employees on using the procedures in this SOP.
- Follow DEC/MOA requirements.
- If a recipe contains a combination of meat products, cook the product to the highest required temperature.
- Cook products to the following temperatures based on the *Alaska Food Code*:
 - 135 °F for 15 seconds
 - Fresh, frozen, or canned fruits and vegetables that are going to be held on a steam table or in a hot box
 - 145 °F for 15 seconds
 - Seafood, beef roast, and pork roast
 - Eggs cooked to order that are placed onto a plate and immediately served
 - 155 °F for 15 seconds
 - Ground products containing beef, pork, or fish
 - Fish nuggets or sticks
 - Eggs held on a steam table
 - Cubed or Salisbury steaks
 - 165 °F for 15 seconds
 - Poultry
 - Stuffed fish, pork, or beef
 - Pasta stuffed with eggs, fish, pork, or beef (such as lasagna or manicotti)

MONITORING:

- Use a clean, sanitized, and calibrated probe thermometer, preferably a thermocouple.
- Avoid inserting the thermometer into pockets of fat or near bones when taking internal cooking temperatures.

- Take at least two internal temperatures from each batch of food by inserting the thermometer into the thickest part of the product which usually is in the center.
- Take at least two internal temperatures of each large food item, such as a turkey, to ensure that all parts of the product reach the required cooking temperature.

CORRECTIVE ACTION:

- Retrain any school nutrition employee found not following the procedures in this SOP.
- Continue cooking food until the internal temperature reaches the required temperature.

VERIFICATION AND RECORD KEEPING:

- School nutrition employees will record product name, time, the two temperatures/times, and any corrective action taken on the [Cooking and Reheating Temperature Log](#).
- Designated school nutrition lead will verify that school nutrition employees have taken the required cooking temperatures by visually monitoring school nutrition employee and preparation procedures during the shift and reviewing, initialing, and dating the temperature log at the close of each day.
- *The Cooking and Reheating Temperature Log* is to be kept on file for a minimum of 1 year.

RELATED SOPS:

SOP-06 Controlling Time/Temperature During Preparation

SOP-08 Cooling TCS Foods

SOP-16 Reheating TCS Foods

SOP-21 Using & Calibrating Thermometers

SOP-23 Using Time Alone as a Public Health Control

REVISION HISTORY:

Version	Implementation Date	Reviewed Date	Revised Date	Notes

SOURCE ATTRIBUTION:

This SOP was adapted from the Institute of Child Nutrition's Food Safety Operating Procedures, SOPs (2018), available at <https://theicn.org/icn-resources-a-z/food-safety-standard-operating-procedures/>. Content has been revised to align with the Alaska Food Code and program specific requirements.

SOP-08: Cooling Time/Temperature Control for Safety Foods

Alaska Child Nutrition Programs

Standard Operating Procedures

Adapted from: Institute of Child Nutrition (2018), Food Safety SOPs

Prepared by:

(Sample SOP)

PURPOSE: To prevent foodborne illness by ensuring that all time/temperature control for safety (TCS) foods are cooled properly, limiting bacterial growth during the cooling process.

SCOPE: This SOP applies to school nutrition employees responsible for preparing, cooling, and storing cooked or prepared TCS foods.

KEY WORDS: Cross Contamination, Time and Temperature Control, Food (TCS) Preparation, Temperature Danger Zone, Time/Temperature Control for Safety Foods, TCS Foods

REGULATORY AUTHORITY:

18 AAC 31.234 Time & Temperature Control: Hot- and Cold-Holding, Cooling, and Reheating for Hot-Holding

INSTRUCTIONS:

- Train school nutrition employees on using the procedures in this SOP.
- Follow DEC/MOA requirements.
- Modify menus, production schedules, and staff work hours to allow for implementation of proper cooling procedures.
- Prepare and cool food in small batches.
- Chill food rapidly using an appropriate cooling method:
 - Place food in shallow containers no more than 2 inches deep and uncovered on the top shelf in the back of the walk-in or reach-in cooler.
 - Use a quick-chill unit such as 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.
 - Pre-chill ingredients and containers used for making bulk items such as salads.
- Chill cooked, hot food to the following temperatures based on the *Alaska Food Code* from:
 - 135 °F to 70 °F within 2 hours. Take corrective action immediately if food is not chilled from 135 °F to 70 °F within 2 hours.
 - 70 °F to 41 °F or below in the remaining time. The total cooling process from 135 °F to 41 °F may not exceed 6 hours. Take corrective action immediately if food is not chilled from 135 °F to 41 °F within the 6-hour cooling process.
- Chill prepared ready-to-eat foods such as tuna salad and cut melons from 70 °F to 41 °F or below within 4 hours. Take corrective action immediately if ready-to-eat food is not chilled from 70 °F to 41 °F within 4 hours.

MONITORING:

- Use a clean, sanitized, and calibrated probe thermometer to measure the internal temperature of the food during the cooling process.
- Monitor temperatures of products every hour throughout the cooling process by inserting a probe thermometer into the center of the food and at various locations in the product.

CORRECTIVE ACTION:

- Retrain any school nutrition employee found not following the procedures in this SOP.
- Reheat cooked, hot food to 165 °F for 15 seconds and start the cooling process again using a different cooling method when the food is:
 - Above 70 °F and 2 hours or less into the cooling process; and
 - Above 41 °F and 6 hours or less into the cooling process.
- Discard cooked, hot food immediately when the food is:
 - Above 70 °F and more than 2 hours into the cooling process; or
 - Above 41 °F and more than 6 hours into the cooling process.
- Use a different cooling method for prepared ready-to-eat foods when the food is above 41 °F and less than 4 hours into the cooling process.
- Discard prepared ready-to-eat foods when the food is above 41 °F and more than 4 hours into the cooling process.

VERIFICATION AND RECORD KEEPING:

- School nutrition employees must:
 - Record food temperatures and any corrective actions taken on the *Cooling Temperature Log*.
 - Indicate “No Foods Cooled” on the log if no cooling procedures occur on a given working day.
- The designated school nutrition lead will:
 - Visually monitor employees during food cooling procedures.
 - Review, initial, and date the *Cooling Temperature Log* daily to verify compliance.
- *Cooling Temperature Logs* must be retained on file for at least 1 year for audit and inspection readiness.

RELATED SOPS:

SOP-06 Controlling Time/Temperature During Preparation

SOP-07 Cooking Time/Temperature Control for Safety Foods

SOP-16 Reheating TCS Foods

SOP-21 Using & Calibrating Thermometers

SOP-23 Using Time Alone as a Public Health Control

REVISION HISTORY:

Version	Implementation Date	Reviewed Date	Revised Date	Notes

SOURCE ATTRIBUTION:

This SOP was adapted from the Institute of Child Nutrition's Food Safety Operating Procedures, SOPs (2018), available at <https://theicn.org/icn-resources-a-z/food-safety-standard-operating-procedures/>. Content has been revised to align with the Alaska Food Code and program specific requirements.

SOP-09: Date Marking Ready-to-Eat, Time/Temperature Control for Safety Foods

Alaska Child Nutrition Programs

Standard Operating Procedures

Adapted from: Institute of Child Nutrition (2018), Food Safety SOPs

Prepared by:

(Sample SOP)

PURPOSE: To ensure proper rotation and safe consumption of Ready-to-Eat (RTE) Time/Temperature Control for Safety (TCS) foods to prevent the growth of *Listeria monocytogenes* and other pathogens.

SCOPE: This SOP applies to school nutrition employees responsible for preparing, storing, or serving RTE TCS foods held cold for more than 24 hours.

KEY WORDS: Ready-to-Eat Food, Time/Temperature Control for Safety (TCS) Foods, Date Marking, Cross Contamination, TCS Foods

REGULATORY AUTHORITY:

18 AAC 31.234. Time and Temperature Control: Hot- & Cold-Holding, Cooling, & Reheating for Hot-Holding.

INSTRUCTIONS:

- Train school nutrition employees on using the procedures in this SOP.
- The best practice for a date marking system would be to include a label with the product name, the day or date, and time it is prepared or opened. Examples of how to indicate when the food is prepared or opened include:
 - Labeling food with a calendar date, such as “cut cantaloupe, 2/20/17, 8:00 a.m.,”
 - Identifying the day of the week, such as “cut cantaloupe, Monday, 8:00 a.m.,” or
 - Using color-coded marks or tags, such as cut cantaloupe, blue dot, 8:00 a.m. means “cut on Monday at 8:00 a.m.”
- Follow DEC/MOA requirements.
- Label ready-to-eat, time/temperature control for safety foods that are prepared on-site and held for more than 24 hours.
- Label any processed, ready-to-eat, time/temperature control for safety foods when opened, if they are to be held for more than 24 hours.
- Refrigerate all ready-to-eat, time/temperature control for safety foods at 41 °F or below.
- Serve or discard refrigerated, ready-to-eat, time/temperature control for safety foods within 7 days.
- Indicate with a separate label the date prepared, the date frozen, and the date thawed of any refrigerated, ready-to-eat, time/temperature control for safety foods.
- Calculate the 7-day time period by counting only the days that the food is under refrigeration. For example:
 - On Monday, 2/27/17, lasagna is cooked, properly cooled, and refrigerated with a label that reads, “Lasagna, Cooked, 2/27/17.”

- On Tuesday, 2/28/17, the lasagna is frozen with a second label that reads, “Frozen, 2/28/17.” Two labels now appear on the lasagna. Since the lasagna was held under refrigeration from Monday, 2/27/17 – Tuesday, 2/28/17, only 1 day is counted towards the 7-day time period.
- On Tuesday 3/7/17, the lasagna is pulled out of the freezer. A third label is placed on the lasagna that reads, “Thawed, 3/7/17.” All three labels now appear on the lasagna. The lasagna must be served or discarded within 6 days.

MONITORING:

The designated food service staff will check refrigerators daily to verify that foods are date marked and that foods exceeding the 7-day time period are not being used or stored.

CORRECTIVE ACTION:

- Retrain any school nutrition employee found not following the procedures in this SOP.
- Foods that are not date marked or that exceed the 7-day time period will be discarded.

VERIFICATION AND RECORD KEEPING:

- The designated school nutrition lead will complete the *Food Safety Checklist* daily.
- The *Food Safety Checklist* is to be kept on file for a minimum of 1 year.

RELATED SOPS:

SOP-07 Cooking Time/Temperature Control for TCS Foods

SOP-08 Cooling TCS Foods

SOP-11 Hot & Cold Holding for TCS Foods

SOP-16 Reheating TCS Foods

REVISION HISTORY:

Version	Implementation Date	Reviewed Date	Revised Date	Notes

SOURCE ATTRIBUTION:

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SOP-10: Handling a Food Recall

Alaska Child Nutrition Programs

Standard Operating Procedures

Adapted from: Institute of Child Nutrition (2018), Food Safety SOPs

Prepared by:

(Sample SOP)

PURPOSE: To prevent foodborne illness in the event of a product recall.

SCOPE: This procedure applies to school nutrition employees who prepare or serve food.

KEY WORDS: Food Recalls

REGULATORY AUTHORITY:

18 AAC 31.222(a)(2)(C) Food Protection: Food & Ingredients

7 CFR 250.14 Storage & Inventory Management at the Distributing Agency Level

7 CFR 250.15 Out-of-Condition Donated Foods, Food Recalls, & Complaints.

INSTRUCTIONS:

- Train school nutrition employees on using the procedures in this SOP.
- Follow DEC/MOA requirements.
- Review the food recall notice and specific instructions that have been identified in the notice.
- Communicate the food recall notice to feeding sites.
- Hold the recalled product using the following steps:
 - Physically segregate the product, including any open containers, leftover product, and food items in current production that contain the recalled product.
 - If an item is suspected to contain the recalled product, but label information is not available, follow the district's procedure for disposal.
- Mark recalled product "Do Not Use" and "Do Not Discard." Inform the entire staff not to use the product.
- Do not destroy any USDA Foods without official written notification from the USDA Food Program Coordinator at Alaska Child Nutrition Programs, USDA Food Safety Inspection Services (FSIS), or DEC/MOA.
- Inform the school district's public relations coordinator of the recalled product.
- Identify and record whether any of the product was received in the district, locate the food recall product by feeding site, and verify that the food items bear the product identification code(s) and production date(s) listed in the recall notice.
- Obtain accurate inventory counts of the recalled products from every feeding site, including the amount in inventory and amount used.
- Account for all recalled product by verifying inventory counts against records of food received at the feeding site.

MONITORING:

School nutrition employees and designated school nutrition lead will visually observe that school sites have segregated and secured all recalled products.

CORRECTIVE ACTION:

- Retrain any school nutrition employee found not following the procedures in this SOP.
- Determine if the recalled product is to be returned and to whom, or destroyed and by whom.
- Notify feeding site staff of procedures, dates, and other specific directions to be followed for the collection or destruction of the recalled product.
- Consolidate the recall product as quickly as possible, but no later than 30 days after the recall notification.
- Conform to the recall notice using the following steps:
 - Report quantity and site where product is located to manufacturer, distributor, or State agency for collection. The quantity and location of the affected USDA Foods must be submitted to Alaska Child Nutrition Programs within 10 calendar days of the recall.
 - Obtain the necessary documents from the USDA Foods Program Coordinator at Alaska Child Nutrition Programs. Submit necessary documentation for reimbursement of food costs.
 - Complete and maintain all required documentation related to the recall including:
 - Recall notice
 - Records of how food product was returned or destroyed
 - Reimbursable costs
 - Public notice and media communications
 - Correspondence to and from the DEC/MOA and Alaska Child Nutrition Programs

VERIFICATION AND RECORD KEEPING

- School nutrition employees must record the following information on the *Damaged or Discarded Product Log*:
 - Name of the contaminated or discarded food
 - Date of discard
 - Time of discard
 - Reason for discard
- The designated school nutrition lead will:
 - Review the *Damaged or Discarded Product Log* daily
 - Initial and date each entry to verify accuracy and compliance
 - Confirm that appropriate corrective actions have been taken
- Maintain all completed *Damaged or Discarded Product Logs* on file for a minimum of 1 year to support audit readiness and traceability.

REVISION HISTORY:

Version	Implementation Date	Reviewed Date	Revised Date	Notes

SOURCE ATTRIBUTION:

This SOP was adapted from the Institute of Child Nutrition's Food Safety Operating Procedures, SOPs (2018), available at <https://theicn.org/icn-resources-a-z/food-safety-standard-operating-procedures/>. Content has been revised to align with the Alaska Food Code and program specific requirements.

SOP-11: Hot & Cold Holding for Time/Temperature Control for Safety Foods

Alaska Child Nutrition Programs

Standard Operating Procedures

Adapted from: Institute of Child Nutrition (2018), Food Safety SOPs

Prepared by:

(Sample SOP)

PURPOSE: To prevent foodborne illness by ensuring that all time/temperature control for safety foods are held under the proper temperature.

SCOPE: This procedure applies to school nutrition employees who prepare or serve food.

KEY WORDS: Cross Contamination, Temperatures, Holding, Hot Holding, Cold Holding, Storage, Time/Temperature Control for Safety (TCS) Foods, TCS Foods

REGULATORY AUTHORITY:

18 AAC 31.234 Time & Temperature Control: Hot- and Cold-Holding, Cooling, and Reheating for Hot-Holding

INSTRUCTIONS:

- Train school nutrition employees on using the procedures in this SOP. Refer to the Using and Calibrating Thermometers SOP.
- Follow DEC/MOA
- Food holding is based on the *Alaska Food Code*:
 - Hold hot foods at 135 °F or above
 - Hold cold foods at 41 °F or below
- Preheat steam tables and hot boxes.

MONITORING:

- Use a clean, sanitized, and calibrated probe thermometer to measure the temperature of the food.
- Take temperatures of foods by inserting the thermometer near the surface of the product, at the thickest part, and at other various locations.
- 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.
- 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 time/temperature control for safety foods should be 135 °F or above before placing the food out for display or service.
 - 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.
- 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 SOP-08 Cooling Time/Temperature Control for Safety Foods.
- All cold time/temperature control for safety foods should be 41 °F or below before placing the food out for display or service.
- 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.
- 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 SOP-08 Cooling Time/Temperature Control for Safety Foods 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:

- Retrain any school nutrition employee found not following the procedures in this SOP.
- 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 measurement was 135 °F or higher and taken within the last 2 hours. 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.
- 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 2 inches deep) and uncovered on the top shelf in the back of the walk-in or reach-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:

1. School nutrition employees must:
 - Record the temperatures of all hot and cold held food items on the [*Hot and Cold Holding Temperature Log*](#)
 - Document any corrective actions taken if temperatures fall outside of safe ranges
2. The designated school nutrition lead must:
 - Record the air temperatures of coolers and cold holding units daily on the [*Refrigeration Logs*](#)
 - Visually monitor employees during the food service shift to ensure temperature checks are being conducted properly

- Review the temperature logs at the end of each working day, initial, and date to confirm completeness and accuracy
3. *Hot and Cold Holding Temperature Logs* and *Refrigeration Logs* should be maintained on file for a minimum of 1 year to support inspection and audit readiness

RELATED SOPS:

SOP-06 Controlling Time/Temperature During Preparation
 SOP-07 Cooking Time/Temperature Control for TCS Foods
 SOP-08 Cooling TCS Foods
 SOP-16 Reheating TCS Foods
 SOP-17 Serving Food
 SOP-23 Using Time Alone as a Public Health Control

REVISION HISTORY:

Version	Implementation Date	Reviewed Date	Revised Date	Notes

SOURCE ATTRIBUTION:

This SOP was adapted from the Institute of Child Nutrition's Food Safety Operating Procedures, SOPs (2018), available at <https://theicn.org/icn-resources-a-z/food-safety-standard-operating-procedures/>. Content has been revised to align with the Alaska Food Code and program specific requirements.

SOP-12: Personal Hygiene

Alaska Child Nutrition Programs

Standard Operating Procedures

Adapted from: Institute of Child Nutrition (2018), Food Safety SOPs

Prepared by:

(Sample SOP)

PURPOSE: To prevent contamination of food by school nutrition employees.

SCOPE: This procedure applies to school nutrition employees who handle, prepare, or serve food.

KEY WORDS: Personal Hygiene, Cross Contamination, Contamination

REGULATORY AUTHORITY:

18 AAC 31.300 Employee Health

18 AAC 31.315 Employee Practices

INSTRUCTIONS:

- Train school nutrition employees on using the procedures in this SOP.
- Follow DEC/MOA requirements.
- Follow the Employee Health Policy.
- Report to work in good health, clean, and dressed in clean attire. Report any illnesses to your manager.
- Change apron when it becomes soiled.
- Wash hands properly, frequently, and at the appropriate times.
- Keep fingernails trimmed, filed, and maintained.
- Do not wear artificial fingernails and fingernail polish.
- Wear single-use gloves if artificial fingernails or fingernail polish are worn.
- Do not wear any jewelry except for a plain ring such as a wedding band.
- Treat and bandage wounds and sores immediately. When hands are bandaged, single-use gloves must be worn.
- Cover a lesion containing pus with a bandage. If the lesion is on a hand or wrist, cover with an impermeable cover such as a finger cot or stall and a single-use glove. Show a supervisor any lesion before working.
- Eat, drink, or chew gum only in designated break areas where food or food contact surfaces may not become contaminated.
- Taste food the correct way:
 - Place a small amount of food into a separate container.
 - Step away from exposed food and food contact surfaces.
 - Use a teaspoon to taste the food. Remove the used teaspoon and container to the dish room. Never reuse a spoon that has already been used for tasting.
 - Wash hands immediately.
- Wear suitable and effective hair restraints while in the kitchen.

MONITORING:

- The designated school nutrition lead will inspect employees when they report to work to be sure that each school nutrition employee is following this SOP.
- The designated school nutrition lead will monitor that all school nutrition employees are adhering to the personal hygiene policy during all hours of operation.

CORRECTIVE ACTION:

- Retrain any school nutrition employee found not following the procedures in this SOP.
- Discard affected food.

VERIFICATION AND RECORD KEEPING:

- School nutrition employees will record all discarded food items on the *Damaged or Discarded Product Log*, including relevant details such as food type, date, time, and reason for discard.
- The designated school nutrition lead must:
 - Visually observe school nutrition employees during all hours of operation to verify compliance with this SOP.
 - Complete the *Food Safety Checklist* each working day.
- The *Food Safety Checklist* and *Damaged or Discarded Product Logs* must be retained on file for a minimum of one year to support audit readiness and regulatory compliance.

RELATED SOPS:

SOP-25 Washing Hands

REVISION HISTORY:

Version	Implementation Date	Reviewed Date	Revised Date	Notes

SOURCE ATTRIBUTION:

This SOP was adapted from the Institute of Child Nutrition's Food Safety Operating Procedures, SOPs (2018), available at <https://theicn.org/icn-resources-a-z/food-safety-standard-operating-procedures/>. Content has been revised to align with the Alaska Food Code and program specific requirements.

SOP-13: Preventing Contamination at Food Bars

Alaska Child Nutrition Programs

Standard Operating Procedures

Adapted from: Institute of Child Nutrition (2018), Food Safety SOPs

Prepared by:

(Sample SOP)

PURPOSE: To prevent foodborne illness by ensuring that all items held on food bars are protected from contamination.

SCOPE: This procedure applies to anyone who is responsible for maintaining and monitoring the self-service food bars.

KEY WORDS: Contamination, Self-Service, Salad Bars, Food Bars

REGULATORY AUTHORITY:

18 AAC 31.226 Food Protection: Consumers

18 AAC 31.234 Time & Temperature Control: Hot- and Cold-Holding, Cooling, and Reheating for Hot-Holding.

18 AAC 31.420(d) Cleaning & Sanitizing: Frequency

INSTRUCTIONS:

- Train school nutrition employees on using the procedures in this SOP.
- Follow DEC/MOA requirements.
 - Follow manufacturer's instructions for pre-heating and pre-chilling food bar equipment before use.
- Place all exposed food under sneeze guards.
- Provide an appropriate clean and sanitized utensil for each container on the food bar.
 - Replace existing containers of food with new containers when replenishing the food bar.
- Assist customers who are unable to properly use utensils.
- Ensure that customers use a clean dish when returning to the food bar.
 - Store eating utensils with the handles up or in a manner to prevent customers from touching the food contact surfaces.
- Avoid using spray chemicals to clean food bars when in use.

MONITORING:

- Monitor and record temperatures of food.
- Continually monitor food containers to ensure that utensils are stored on a clean and sanitized surface or in the containers with the handles out of the food.
- Continually monitor customers' use of the food bar to ensure that customers are not:
 - Touching food with their bare hands
 - Coughing, spitting, or sneezing on the food
 - Placing foreign objects in the food
 - Using the same plate for subsequent trips

CORRECTIVE ACTION:

- Retrain any school nutrition employee found not following the procedures in this SOP.
- Remove and discard contaminated food.
- Demonstrate to customers how to properly use utensils.
- Discard the food if it cannot be determined how long the food temperature was above 41 °F or below 135 °F.

VERIFICATION AND RECORD KEEPING:

- School nutrition employees
 - Record temperatures of food items on the *Hot and Cold Holding Temperature Log*
 - Document any corrective actions taken in response to improper holding temperatures
 - Record discarded food items—including reason and details—on the *Damaged or Discarded Product Log*
 - Maintain assigned food bars during all hours of operation
- 2. Designated school nutrition lead
 - Verify food bar coverage by employees throughout service hours
 - Complete the *Food Safety Checklist* daily
 - Review, initial, and date entries on the *Damaged or Discarded Product Log* to confirm appropriate corrective actions
 - Oversee overall adherence to food safety procedures
- 3. Maintain the *Food Safety Checklist*, *Hot and Cold Holding Temperature Log*, and *Damaged or Discarded Product Log* on file for a minimum of 1 year to ensure compliance and audit readiness

RELATED SOPS:

SOP-11 Hot & Cold Holding for TCS Foods

SOP-12 Personal Hygiene

SOP-25 Washing Hands

REVISION HISTORY:

Version	Implementation Date	Reviewed Date	Revised Date	Notes

SOURCE ATTRIBUTION:

This SOP was adapted from the Institute of Child Nutrition's Food Safety Operating Procedures, SOPs (2018), available at <https://theicn.org/icn-resources-a-z/food-safety-standard-operating-procedures/>. Content has been revised to align with the Alaska Food Code and program specific requirements.

SOP-14: Preventing Cross Contamination During Storage & Preparation
Alaska Child Nutrition Programs
Standard Operating Procedures
Adapted from: Institute of Child Nutrition (2018), Food Safety SOPs
Prepared by:

(Sample SOP)

PURPOSE: To reduce foodborne illness by preventing unintentional contamination of food.

SCOPE: This procedure applies to anyone who is responsible for receiving, storing, preparing, and serving food.

KEY WORDS: Cross Contamination, Preparation, Contamination, Storage, Receiving

REGULATORY AUTHORITY:

18 AAC 31.222 Food Protection: Food & Ingredients.

18 AAC 31.224 Food Protection: Equipment, Utensils, Linens

INSTRUCTIONS:

- Train school nutrition employees on using the procedures in this SOP.
- Follow DEC/MOA requirements.
- Wash hands properly.
- Avoid touching ready-to-eat food with bare hands.
- Separate raw animal foods, such as eggs, fish, meat, and poultry, from ready-to-eat foods, such as lettuce, cut melons, and lunch meats during receiving, storage, and preparation.
- Separate different types of raw animal foods, such as eggs, fish, meat, and poultry, from each other, except when combined in recipes.
- Store raw animal foods in refrigerators or walk-in coolers by placing the raw animal foods on shelves in order of cooking temperatures with the raw animal food requiring the highest cooking temperature, such as chicken, on the lowest shelf.
- Separate unwashed fruits and vegetables from washed fruits and vegetables and other ready-to-eat foods.
- Use only dry, cleaned, and sanitized equipment and utensils.
- Touch only those surfaces of equipment and utensils that will not come in direct contact with food.
- Place food in covered containers or packages, except during cooling, and store in the refrigerator or walk-in cooler.
- Designate an upper shelf of a refrigerator or walk-in cooler as the “cooling” shelf. Uncover containers of food during the initial quick cool-down phase to facilitate cooling.
- Clean the exterior surfaces of food containers, such as cans and jars, of visible soil before opening.
- Store damaged goods in a separate location.

MONITORING:

The designated school nutrition lead will continually monitor food storage and preparation to ensure that food is not cross-contaminated.

CORRECTIVE ACTION:

- Retrain any school nutrition employee found not following the procedures in this SOP.
- Separate foods found improperly stored.
- Discard ready-to-eat foods that are contaminated by raw eggs, raw fish, raw meat, or raw poultry.

VERIFICATION AND RECORD KEEPING:

1. School nutrition employees
 - Document discarded food, including reason and details, on the *Damaged and Discarded Product Log*
2. Designated school nutrition lead
 - Visually observe employees during all hours of operation to ensure procedures are followed and corrective actions are taken
 - Periodically check food storage throughout service hours
 - Complete the *Food Safety Checklist* daily
 - Review, initial, and date entries on the *Damaged and Discarded Product Log* to verify corrective actions
3. Retaining Documentation
 - Keep the *Food Safety Checklist* and the *Damaged and Discarded Product Log* on file for a minimum of 1 year to support compliance and audit readiness

RELATED SOPS:

SOP-03 Cleaning & Sanitizing Food Contact Surfaces

SOP-22 Using Suitable Utensils for Ready-to-Eat Foods

SOP-25 Washing Hands

REVISION HISTORY:

Version	Implementation Date	Reviewed Date	Revised Date	Notes

SOURCE ATTRIBUTION:

This SOP was adapted from the Institute of Child Nutrition's Food Safety Operating Procedures, SOPs (2018), available at <https://theicn.org/icn-resources-a-z/food-safety-standard-operating-procedures/>. Content has been revised to align with the Alaska Food Code and program specific requirements.

SOP-15: Receiving Deliveries

Alaska Child Nutrition Programs

Standard Operating Procedures

Adapted from: Institute of Child Nutrition (2018), Food Safety SOPs

Prepared by:

(Sample SOP)

PURPOSE: To ensure that all food is received fresh and safe when it enters the school nutrition facility and to transfer food to proper storage as quickly as possible.

SCOPE: This procedure applies to school nutrition employees who handle, prepare, or serve food.

KEY WORDS: Cross Contamination, Temperatures, Receiving, Holding, Frozen Goods, Delivery

REGULATORY AUTHORITY:

18 AAC 31.222 Food Protection: Food & Ingredients

18 AAC 31.230 Temperature & Time Control: Receiving & Thawing

INSTRUCTIONS:

- Train school nutrition employees on using the procedures in this SOP.
- Follow DEC/MOA requirements.
- Schedule deliveries to arrive at designated times during operational hours.
- Post the delivery schedule, including the names of vendors, days and times of deliveries, and drivers' names.
- Establish a rejection policy to ensure accurate, timely, consistent, and effective refusal and return of rejected goods.
- Organize freezer and refrigeration space, loading docks, and store rooms before deliveries.
- Gather product specification lists and purchase orders, temperature logs, calibrated thermometers, pens, flashlights, and clean loading carts before deliveries.
- Keep the receiving area clean and well lit.
- Do not touch ready-to-eat foods with bare hands.
- Determine whether foods will be marked with the date arrival or the "use by" date and mark accordingly upon receipt.
- Compare delivery invoices against products ordered and products delivered.
- Transfer foods to their appropriate locations as quickly as possible.
- Verify that Key Drop Deliveries are from approved supplier, stored properly, protected from contamination, and presented authentically.

MONITORING:

- Inspect the delivery truck when it arrives to ensure that it is clean, free of putrid odors, and organized to prevent cross contamination. Be sure refrigerated foods are delivered on a refrigerated truck.
- Check the interior temperature of refrigerated trucks.

- Confirm vendor name, day, and time of delivery, as well as driver's identification before accepting delivery. If the driver's name is different from what is indicated on the delivery schedule, contact the vendor immediately.
- Check frozen foods to ensure that they are all frozen solid and show no signs of thawing and refreezing, such as the presence of large ice crystals or liquids on the bottom of cartons.
- Check the temperature of refrigerated foods.
 - For fresh meat, fish, and poultry products, insert a clean and sanitized thermometer into the center of the product to ensure a temperature of 41 °F or below. The temperature of milk should be 45 °F or below. Milk may be received at 45 °F, but must be stored at 41 °F.
 - For packaged products, insert a food thermometer between two packages being careful not to puncture the wrapper. If the temperature exceeds 41 °F, it may be necessary to take the internal temperature before accepting the product.
 - For eggs, the interior temperature of the truck should be 45 °F or below.
- Check expiration dates of milk, eggs, and other perishable goods to ensure safety and quality.
- Check the integrity of food packaging.
- Check the cleanliness of crates and other shipping containers before accepting products. Reject foods that are shipped in dirty crates.

CORRECTIVE ACTION:

- Retrain any school nutrition employee found not following the procedures in this SOP.
- Reject the following:
 - Frozen foods with signs of previous thawing.
 - Cans that have signs of deterioration, such as swollen sides or ends, flawed seals or seams, dents, or rust.
 - Punctured packages.
 - Foods with outdated expiration dates.
 - Foods that are out of safe temperature zone or deemed unacceptable by the established rejection policy.

VERIFICATION AND RECORD KEEPING:

- Record the temperature and the corrective action on the delivery invoice or on the *Receiving Log*.
- The designated school nutrition lead will verify that school nutrition employees are receiving products using the proper procedure by visually monitoring receiving practices during the shift and reviewing the *Receiving Log* at the close of each day.
- *Receiving Logs* are kept on file for a minimum of 1 year.

RELATED SOPS:

SOP-21 Using & Calibrating Thermometers

REVISION HISTORY:

Version	Implementation Date	Reviewed Date	Revised Date	Notes

SOURCE ATTRIBUTION:

This SOP was adapted from the Institute of Child Nutrition's Food Safety Operating Procedures, SOPs (2018), available at <https://theicn.org/icn-resources-a-z/food-safety-standard-operating-procedures/>. Content has been revised to align with the Alaska Food Code and program specific requirements.

SOP-16: Reheating Time/Temperature Control for Safety Foods
Alaska Child Nutrition Programs
Standard Operating Procedures
Adapted from: Institute of Child Nutrition (2018), Food Safety SOPs
Prepared by:

(Sample SOP)

PURPOSE: To prevent foodborne illness by ensuring that all foods are reheated to the appropriate internal temperature.

SCOPE: This procedure applies to school nutrition employees who prepare or serve food.

KEY WORDS: Cross Contamination, Temperatures, Reheating, Holding, Hot Holding, Time/Temperature Control for Safety (TCS) Foods, TCS Foods

REGULATORY AUTHORITY:

18 AAC 31.234 Time & Temperature Control: Hot- and Cold-Holding, Cooling, and Reheating for Hot-Holding

INSTRUCTIONS:

- Train school nutrition employees on using the procedures in this SOP.
- Follow *the Alaska Food Code* reheating requirements.
- Heat processed, ready-to-eat foods from a package or can, such as canned green beans or prepackaged breakfast burritos, to an internal temperature of at least 135 °F for 15 seconds for hot holding.
- Reheat the following products to 165 °F for 15 seconds:
 - Any food that is cooked, cooled, and reheated for hot holding
 - Leftovers reheated for hot holding
 - Products made from leftovers, such as soup
 - Precooked, processed foods that have been previously cooled
- Reheat food for hot holding in the following manner if using a microwave oven:
 - Heat processed, ready-to-eat foods from a package or can to at least 135 °F for 15 seconds
 - Heat leftovers to 165 °F for 15 seconds
 - Rotate (or stir) and cover foods while heating
 - Allow to sit for 2 minutes after heating
- Reheat all food rapidly. The total time the temperature of the food is between 41 °F and 165 °F may not exceed 2 hours.
- Serve reheated food immediately or transfer to an appropriate hot holding unit.

MONITORING:

- Use a clean, sanitized, and calibrated probe thermometer.
- Take at least two internal temperatures from each pan of food.

CORRECTIVE ACTION:

- Retrain any school nutrition employee found not following the procedures in this SOP.

- Continue reheating and heating food if the internal temperature does not reach the required temperature.

VERIFICATION AND RECORD KEEPING:

- School nutrition employees will record product name, time, the two temperatures/times, and any corrective action taken on the [Cooking and Reheating Temperature Log](#).
- Designated school nutrition lead will verify that school nutrition employees have taken the required reheating temperatures by visually monitoring school nutrition employees during the shift and reviewing, initialing, and dating the *Cooking and Reheating Temperature Log* at the close of each day.
- The temperature logs are kept on file for a minimum of 1 year.

RELATED SOPS:

SOP-06 Controlling Time/Temperature During Preparation

SOP-07 Cooking Time/Temperature Control for Safety Foods

SOP-08 Cooling Time/Temperature Control for Safety Foods

SOP-21 Using & Calibrating Thermometers

SOP-23 Using Time Alone as a Public Health Control

REVISION HISTORY:

Version	Implementation Date	Reviewed Date	Revised Date	Notes

SOURCE ATTRIBUTION:

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SOP-17: Serving Food

Alaska Child Nutrition Programs

Standard Operating Procedures

Adapted from: Institute of Child Nutrition (2018), Food Safety SOPs

Prepared by:

(Sample SOP)

PURPOSE: To prevent foodborne illness by ensuring that all foods are served in a sanitary manner.

SCOPE: This procedure applies to school nutrition employees who serve food.

KEY WORDS: Cross Contamination, Service, Serving Food

REGULATORY AUTHORITY:

18 AAC 31.222 Food Protection: Food & Ingredients

18 AAC 31.224 Food Protection: Equipment, Utensils, Linens

18 AAC 31.234 Time & Temperature Control: Hot- and Cold-Holding, Cooling, & Reheating for Hot-Holding

18 AAC 31.236 Time as Public Health Control

INSTRUCTIONS:

- Train school nutrition employees on using the procedures in this SOP.
- Follow DEC/MOA requirements.
- Follow the employee health policy
- Wash hands before putting on gloves, each time the gloves are changed, when changing tasks, and before serving food with utensils. Avoid touching ready-to-eat foods with bare hands.
- Handle plates by the edge or bottom; cups by the handle or bottom; and utensils by the handles.
- Store utensils with the handles up or by other means to prevent contamination.
- Hold time/temperature control for safety food at the proper temperature.
- Serve food with clean and sanitized utensils.
- Store in-use utensils properly.
- Date mark and cool time/temperature control for safety foods or discard leftovers.

MONITORING:

The designated school nutrition lead will visually observe that food is being served in a manner that prevents contamination during all hours of service.

CORRECTIVE ACTION:

- Retrain any school nutrition employee found not following the procedures in this SOP.
 - Replace improperly handled plates, cups, or utensils.
 - Discard ready-to-eat food that has been touched with bare hands.
- Follow the corrective actions identified in related SOPs (below).

VERIFICATION AND RECORD KEEPING:

- The designated school nutrition lead will periodically check the storage and use of utensils during service. In addition, the designated school nutrition lead will complete the [*Food Safety Checklist*](#) daily.
- The *Food Safety Checklist* is to be kept on file for a minimum of 1 year.

RELATED SOPS:

SOP-08 Cooling TCS Foods

SOP-09 Date Marking Ready-to-Eat TCS Foods

SOP-11 Hot & Cold Holding for TCS Foods

SOP-21 Using & Calibrating Thermometers

SOP-22 Using Suitable Utensils for Ready-to-Eat Foods

SOP-25 Washing Hands

REVISION HISTORY:

Version	Implementation Date	Reviewed Date	Revised Date	Notes

SOURCE ATTRIBUTION:

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SOP-18: Serving Safe Food to Students with Food Allergies

Alaska Child Nutrition Programs

Standard Operating Procedures

Adapted from: Institute of Child Nutrition (2018), Food Safety SOPs

Prepared by:

(Sample SOP)

PURPOSE: To serve safe and nutritious meals to students with food allergies.

SCOPE: This procedure applies to child nutrition employees involved in preparing and serving food to students with food allergies.

KEY WORDS: Allergies, Cleaning, Cross Contact, Handwashing

REGULATORY AUTHORITY:

18 AAC 31.222. Food Protection: Food & Ingredients

7 CFR 210.10(m) Modifications & Variations in Reimbursable Meals & Afterschool Snacks

INSTRUCTIONS:

- Follow policies and procedures of your child nutrition operation and school district.
- Use your receiving procedures.
 - Check all ingredient labels each time a food is purchased.
 - Date each food item when received.
- Store food items that contain allergens in a separate location from the non-allergenic items.
- Keep ingredient labels for a minimum of 24 hours after serving the product.
- Prevent cross contact during food preparation.
 - Wash hands before preparing foods.
 - Wear single-use gloves.
 - Use a clean apron when preparing allergen-free food.
 - Wash, rinse, and sanitize all cookware before and after each use.
 - Wash, rinse, and sanitize food contact surfaces.
 - Designate an allergy-free zone in the kitchen. When working with multiple food allergies, set up procedures to prevent cross contact within the allergy-free zone.
 - Prepare food items that do not contain allergens first. Label and store the allergen-free items separately.
 - Use a clean, sanitized cutting board when preparing food.
 - Use clean potholders and oven mitts for allergen-free foods to prevent cross contact.
- Prevent cross contact during meal service.
 - Set aside food for students with food allergies from self-service food areas, such as salad bars, before the food is set out.
 - Use dedicated serving utensils and gloves for allergen-free foods.
 - Label items on the serving line correctly and clearly so that items containing food allergens are easily recognizable.
 - Ensure that tables and chairs are cleaned and sanitized before and after each meal and when needed.

- Follow your school's procedures for identifying students with food allergies.

MONITORING:

The designated school nutrition lead will continually monitor receiving, preparation, and serving areas to assess whether food allergy procedures are being followed.

CORRECTIVE ACTION:

- Retrain any child nutrition employee found not following the procedures in this SOP.
- Refrain from serving any food to a student with a food allergy if there is any question as to whether an allergen might be present in that food item.
- Activate the emergency action plan immediately if a student with the potential for anaphylaxis consumes a food allergen.

VERIFICATION AND RECORD KEEPING:

The designated child nutrition lead will observe child nutrition staff to make sure they are following these procedures and are taking all necessary corrective actions. Keep a list of corrective actions taken.

RELATED SOPS:

SOP-03 Cleaning & Sanitizing Food Contact Surfaces

SOP-14 Preventing Cross Contamination During Storage and Prep

SOP-25 Washing Hands

REVISION HISTORY:

Version	Implementation Date	Reviewed Date	Revised Date	Notes

SOURCE ATTRIBUTION:

This SOP was adapted from the Institute of Child Nutrition's Food Safety Operating Procedures, SOPs (2018), available at <https://theicn.org/icn-resources-a-z/food-safety-standard-operating-procedures/>. Content has been revised to align with the Alaska Food Code and program specific requirements.

SOP-19: Storing & Using Poisonous or Toxic Chemicals

Alaska Child Nutrition Programs

Standard Operating Procedures

Adapted from: Institute of Child Nutrition (2018), Food Safety SOPs

Prepared by:

(Sample SOP)

PURPOSE: To prevent foodborne illness by chemical contamination.

SCOPE: This procedure applies to school nutrition employees who use chemicals in the kitchen.

KEY WORDS: Chemicals, Contamination, Safety Data Sheet

REGULATORY AUTHORITY:

18 AAC 31.570 Poisonous or Toxic Materials

INSTRUCTIONS:

- Train school nutrition employees on using the procedures in this SOP.
- Follow DEC/MOA requirements.
- Designate a location for storing the Safety Data Sheets (SDS).
- Follow the manufacturer's directions for specific mixing, storing, and first aid instructions on the chemical containers in the SDS.
- Label and date all poisonous or toxic chemicals with the common name of the substance.
- Store all chemicals in a designated secured area away from food and food contact surfaces using spacing or partitioning.
- Limit access to chemicals by using locks, seals, or key cards.
- Maintain an inventory of chemicals.
- Store only chemicals that are necessary for the operation and maintenance of the kitchen.
- Mix, test, and use sanitizing solutions as recommended by the manufacturer and the DEC/MOA.
- Use the appropriate chemical test kit to measure the concentration of sanitizer each time a new batch of sanitizer is mixed.
- Do not use chemical containers for storing food or water.
- Use only hand sanitizers that comply with the *Alaska Food Code*.
- Label and store first aid supplies in a container that is located away from food or food contact surfaces.
- Label and store medicines for employee use in a designated area and away from food contact surfaces. Do not store medicines in food storage areas.
- Store refrigerated medicines in a covered, leak proof container where they are not accessible to children and cannot contaminate food.

MONITORING:

School nutrition employees and designated school nutrition lead will visually observe that chemicals are being stored, labeled, and used properly during all hours of operation.

CORRECTIVE ACTION:

- Retrain any school nutrition employee found not following the procedures in this SOP.
- Discard any food contaminated by chemicals.
- Label and properly store any unlabeled or misplaced chemicals.

VERIFICATION AND RECORD KEEPING:

- School nutrition employees will record the name of the contaminated food, date, time, and the reason the food was discarded on the *Damaged and Discarded Product Log*.
- The designated school nutrition lead will complete the *Food Safety Checklist* daily to indicate that monitoring is completed. The designated school nutrition lead will verify that appropriate corrective actions are being taken by reviewing, initialing, and dating the *Damaged and Discarded Product Log* each day.
- The *Food Safety Checklist* and *Damaged and Discarded Product Logs* are kept on file for a minimum of 1 year.

REVISION HISTORY:

Version	Implementation Date	Reviewed Date	Revised Date	Notes

SOURCE ATTRIBUTION:

This SOP was adapted from the Institute of Child Nutrition's Food Safety Operating Procedures, SOPs (2018), available at <https://theicn.org/icn-resources-a-z/food-safety-standard-operating-procedures/>. Content has been revised to align with the Alaska Food Code and program specific requirements.

SOP-20: Transporting Food to Remote Sites (Satellite Kitchens)

Alaska Child Nutrition Programs

Standard Operating Procedures

Adapted from: Institute of Child Nutrition (2018), Food Safety SOPs

Prepared by:

(Sample SOP)

PURPOSE: To prevent foodborne illness by ensuring that food temperatures are maintained during transportation and contamination is prevented.

SCOPE: This procedure applies to school nutrition employees who transport food from a central kitchen to remote sites (satellite kitchens).

KEY WORDS: Hot Holding, Cold Holding, Reheating, Cooling, Transporting Food

REGULATORY AUTHORITY:

18 AAC 31.234 Time & Temperature Control: Hot- & Cold-Holding, Cooling, & Reheating for Hot-Holding

18 AAC 31.236 Time as Public Health Control

INSTRUCTIONS:

- Train school nutrition employees on using the procedures in this SOP.
- Follow DEC/MOA requirements.
- Follow the *Alaska Food Code* requirements:
 - Keep frozen foods frozen during transportation.
 - Maintain the temperature of refrigerated, time/temperature control for safety foods at 41 °F or below and cooked foods that are transported hot at 135 °F or above.
- Use only food carriers for transporting food approved by the National Sanitation Foundation International or that have otherwise been approved by the state or local health department.
- Prepare the food carrier before use:
 - Ensure that all surfaces of the food carrier are clean.
 - Wash, rinse, and sanitize the interior surfaces.
 - Ensure that the food carrier is designed to maintain cold food temperatures at 41 °F and hot food temperatures at 135 °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.
 - Pre-heat or pre-chill the food carrier according to the manufacturer's recommendations.
- 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
- Place food containers in food carriers and transport the food in clean trucks, if applicable, to remote sites as quickly as possible.

- Follow SOP-15 Receiving Deliveries when food arrives at remote site.

MONITORING:

- 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.
- Check the internal temperatures of food using a calibrated thermometer before placing it into the food carrier.

CORRECTIVE ACTION:

- Retrain any school nutrition employee found not following the procedures in this SOP.
- Continue heating or chilling food carrier if the proper air temperature is not reached.
- Reheat food to 165 °F for 15 seconds if the internal temperature of hot food is less than 135 °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.
- Discard foods held in the danger zone for greater than 4 hours.

VERIFICATION AND RECORD KEEPING:

- School nutrition employees:
 - Before transporting food to remote sites will record food carrier temperature, food product name, time, internal temperatures, and any corrective action taken on the *Hot and Cold Holding Temperature Log*.
 - Upon receipt of food at remote sites, school nutrition employees will record receiving temperatures and corrective action taken on the *Receiving Log*.
- The designated school nutrition lead
 - At central kitchens: will verify that school nutrition employees are following this SOP by visually observing employees and reviewing and initialing the *Hot and Cold Holding Temperature Log* daily.
 - At the remote site(s) will verify that school nutrition employees are receiving foods at the proper temperature and following the proper receiving procedures by visually observing receiving practices during the shift and reviewing and initialing the *Receiving Log* daily.
 - The designated school nutrition lead will complete the *Food Safety Checklist* daily.
- The *Hot and Cold Holding Temperature Log*, *Receiving Log* and the *Food Safety Checklist* is to be kept on file for a minimum of 1 year.

RELATED SOPS:

SOP-11 Hot & Cold Holding for TCS Foods

SOP-15 Receiving Deliveries

SOP-16 Reheating TCS Foods

REVISION HISTORY:

Version	Implementation Date	Reviewed Date	Revised Date	Notes

SOURCE ATTRIBUTION:

This SOP was adapted from the Institute of Child Nutrition's Food Safety Operating Procedures, SOPs (2018), available at <https://theicn.org/icn-resources-a-z/food-safety-standard-operating-procedures/>. Content has been revised to align with the Alaska Food Code and program specific requirements.

SOP-21: Using & Calibrating Thermometers

Alaska Child Nutrition Programs

Standard Operating Procedures

Adapted from: Institute of Child Nutrition (2018), Food Safety SOPs

Prepared by:

(Sample SOP)

PURPOSE: To prevent foodborne illness by ensuring that the appropriate type of thermometer is used to measure internal product temperatures and that thermometers used are correctly calibrated for accuracy.

SCOPE: This procedure applies to school nutrition employees who prepare, cook, and cool food.

KEY WORDS: Thermometers, Calibration

REGULATORY AUTHORITY:

18 AAC 31.414(2) Maintenance, Proper Adjustment, & Calibration.

INSTRUCTIONS:

- Train school nutrition employees on using the procedures in this SOP.
- Follow DEC/MOA requirements.
- Follow the food thermometer manufacturer's instructions for use. Use a food thermometer that measures temperatures from 0 °F (-18 °C) to 220 °F (104 °C) and is appropriate for the temperature being taken. For example:
 - Temperatures of thin products, such as hamburgers, chicken breasts, pizza, filets, nuggets, hot dogs, and sausage patties, must be taken using a thermistor or thermocouple with a thin probe.
 - Bimetallic, dial-faced stem thermometers are accurate only when measuring temperatures of thick foods. They may not be used to measure temperatures of thin foods. A dimple mark located on the stem of the thermometer indicates the maximum food thickness that can be accurately measured.
 - Use only oven-safe, bimetallic thermometers when measuring temperatures of food while cooking in an oven.
- Have food thermometers easily accessible to school nutrition employees during all hours of operation.
- Clean and sanitize food thermometers before each use.
- Store food thermometers in an area that is clean and where they are not subject to contamination.

MONITORING:

- School nutrition employees will use either the ice-point method or boiling-point method to verify the accuracy of food thermometers. This is known as calibration of the thermometer.
- To use ice-point method:
 - Insert the thermometer probe into a cup of crushed ice.

- Add enough cold water to remove any air pockets that might remain. Allow to sit for 1 minute.
- Allow the temperature reading to stabilize before reading temperature.
- Temperature measurement should be 32 °F (± 2 °F) [or 0 °C (± 1 °C)]. If not, adjust according to the manufacturer's instructions.
- To use boiling-point method:
 - Immerse at least the first two inches of the probe into boiling water.
 - Allow the temperature reading to stabilize before reading temperature.
 - Reading should be 212 °F (± 2 °F) [or 100 °C (± 1 °C)]. This reading may vary at higher altitudes. If adjustment is required, follow the manufacturer's instructions.
- 4. School nutrition employees will check the accuracy of the food thermometers:
 - At regular intervals (at least once per week, ideally daily)
 - If dropped
 - If used to measure extreme temperatures, such as in an oven
 - Whenever accuracy is in question

CORRECTIVE ACTION:

- Retrain any school nutrition employee found not following the procedures in this SOP.
- For an inaccurate, bimetallic, dial-faced thermometer, adjust the temperature by turning the dial while securing the calibration nut (located just under or below the dial) with pliers or a wrench.
- For an inaccurate, digital thermometer with a reset button, adjust the thermometer according to manufacturer's instructions.
- If an inaccurate thermometer cannot be adjusted on-site, discontinue using it, and follow manufacturer's instructions for having the thermometer calibrated.
- Retrain employees who are using or calibrating food thermometers improperly.

VERIFICATION AND RECORD KEEPING:

- School nutrition employees will record the calibration temperature and any corrective action taken, if applicable, on the [*Thermometer Calibration Log*](#) each time a thermometer is calibrated.
- The designated school nutrition lead will:
 - Verify that school nutrition employees are using and calibrating thermometers properly by making visual observations of the employees during the calibration process and all operating hours.
 - Review and initial the *Thermometer Calibration Log* daily.
 - Complete the [*Food Safety Checklist*](#) daily.
- The *Thermometer Calibration Log* and *Food Safety Checklist* will be kept on file for a minimum of 1 year.

RELATED SOPS:

SOP-03 Cleaning & Sanitizing Food Contact Surfaces

REVISION HISTORY:

Version	Implementation Date	Reviewed Date	Revised Date	Notes

SOURCE ATTRIBUTION:

This SOP was adapted from the Institute of Child Nutrition's Food Safety Operating Procedures, SOPs (2018), available at <https://theicn.org/icn-resources-a-z/food-safety-standard-operating-procedures/>. Content has been revised to align with the Alaska Food Code and program specific requirements.

SOP-22: Using Suitable Utensils When Handling Ready-to-Eat Foods
Alaska Child Nutrition Programs
Standard Operating Procedures
Adapted from: Institute of Child Nutrition (2018), Food Safety SOPs
Prepared by:

(Sample SOP)

PURPOSE: To prevent foodborne illness due to hand-to-food cross contamination.

SCOPE: This procedure applies to school nutrition employees who prepare, handle, or serve food.

KEY WORDS: Ready-to-Eat Food, Cross Contamination

REGULATOR AUTHORITY

18 AAC 31.224 Food Protection: Equipment, Utensils, & Linens.

INSTRUCTIONS:

- Train school nutrition employees on using the procedures in this SOP.
- Follow DEC/MOA requirements.
- Use proper handwashing procedures to wash hands and exposed arms prior to preparing or handling food or at any time when the hands may have become contaminated.
- Do not use bare hands to handle ready-to-eat foods at any time unless washing fruits and vegetables.
- Use suitable utensils when working with ready-to-eat food. Suitable utensils may include:
 - Single-use gloves
 - Deli tissue
 - Foil wrap
 - Tongs, spoodles, spoons, and spatulas
- Wash hands and change gloves:
 - Before beginning food preparation
 - Before beginning a new task
 - After touching equipment such as refrigerator doors or utensils that have not been cleaned and sanitized
 - After contacting chemicals
 - When interruptions in food preparation occur, such as when answering the telephone or checking in a delivery
 - When handling money
 - Anytime a glove is torn, damaged, or soiled
 - Anytime contamination of a glove might have occurred
 - Between handling raw meat and ready-to-eat foods

MONITORING:

A designated school nutrition employee will visually observe that gloves or suitable utensils are used and changed at the appropriate times during all hours of operation.

CORRECTIVE ACTION:

- Retrain any school nutrition employee found not following the procedures in this SOP.
- Discard ready-to-eat food touched with bare hands.

VERIFICATION AND RECORD KEEPING:

- The designated school nutrition lead will:
 - Verify that school nutrition workers are using suitable utensils by visually monitoring school nutrition employees during all hours of operation.
 - Complete the *Food Safety Checklist* daily
 - Record any discarded food on the *Damaged and Discarded Product Log*.
- The *Food Safety Checklist* and *Damaged and Discarded Food Log* are kept on file for a minimum of 1 year.

RELATED SOPS:

SOP-25 Washing Hands

REVISION HISTORY:

Version	Implementation Date	Reviewed Date	Revised Date	Notes

SOURCE ATTRIBUTION:

This SOP was adapted from the Institute of Child Nutrition's Food Safety Operating Procedures, SOPs (2018), available at <https://theicn.org/icn-resources-a-z/food-safety-standard-operating-procedures/>. Content has been revised to align with the Alaska Food Code and program specific requirements.

SOP-23: Using Time Alone as a Public Health Control to Limit Bacteria Growth in Time/Temperature Control (TCS) for Safety Foods

Alaska Child Nutrition Programs

Standard Operating Procedures

Adapted from: Institute of Child Nutrition (2018), Food Safety SOPs

Prepared by:

(Sample SOP)

PURPOSE: To prevent foodborne illness by ensuring that time/temperature control for safety foods are not held in the temperature danger zone for more than 4 hours before being cooked or served.

SCOPE: This procedure applies to school nutrition employees that handle, prepare, cook, and serve food.

KEY WORDS: Temperatures, Holding, Time as a Public Health Control, TCS Foods, Time/Temperature Control for Safety Foods,

REGULATORY AUTHORITY:

18 AAC 31.236 Time as a Public Health Control.

INSTRUCTIONS:

- Train school nutrition employees on using the procedures in this SOP.
- Follow DEC/MOA requirements.
- Following the *Alaska Food Code*, establish written procedures that clearly identify the:
 - Specific foods for which time rather than temperature will be used to limit bacteria growth.
 - Corrective procedures that are followed to ensure that foods are cooled properly.
 - Marking procedures used to indicate the time that is 4 hours past the point when the food is removed from temperature control, such as an oven or refrigerator.
 - Procedures that are followed when food is in the danger zone for greater than 4 hours.
- Cook raw time/temperature control for safety food within 4 hours past the point when the food is removed from temperature control.
- Serve or discard cooked or ready-to-eat food within 4 hours past the time when the food is removed from temperature control.
- Avoid mixing different batches of food together in the same container. If different batches of food are mixed in the same container, use the time associated with the first batch of food as the time by which to cook, serve, or discard all the food in the container.

MONITORING:

- School nutrition employees will continually monitor that foods are properly marked or identified with the time that is 4 hours past the point when the food is removed from temperature control.
- School nutrition employees will continually monitor that foods are cooked, served, or discarded by the indicated time.

CORRECTIVE ACTION:

1. Retrain any school nutrition employee found not following the procedures in this SOP.
2. Discard unmarked or unidentified food or food that is noted to exceed the 4-hour limit.

VERIFICATION AND RECORD KEEPING:

- School nutrition employees will mark or otherwise identify food as specified in this SOP.
- The designated school nutrition lead will:
 - Verify that school nutrition employees are following this procedure by visually monitoring school nutrition employees and food handling during the shift.
 - Complete the *Food Safety Checklist* daily.
- The *Food Safety Checklist* is to be kept on file for a minimum of 1 year.

RELATED SOPS:

SOP-07 Cooking Time/Temperature Control for TCS Foods

SOP-08 Cooling TCS Foods

REVISION HISTORY:

Version	Implementation Date	Reviewed Date	Revised Date	Notes

SOURCE ATTRIBUTION:

This SOP was adapted from the Institute of Child Nutrition's Food Safety Operating Procedures, SOPs (2018), available at <https://theicn.org/icn-resources-a-z/food-safety-standard-operating-procedures/>. Content has been revised to align with the Alaska Food Code and program specific requirements.

SOP-24: Washing Fruits & Vegetables

Alaska Child Nutrition Programs

Standard Operating Procedures

Adapted from: Institute of Child Nutrition (2018), Food Safety SOPs

Prepared by:

(Sample SOP)

PURPOSE: To prevent or reduce risk of foodborne illness or injury by contaminated fruits and vegetables.

SCOPE: This procedure applies to school nutrition employees who prepare or serve food.

KEY WORDS: Fruits, Vegetables, Cross Contamination, Washing

REGULATORY AUTHORITY:

18 AAC 31.220 Food Protection: Hands

18 AAC 31.222. Food Protection: Food & Ingredients.

INSTRUCTIONS:

- Train school nutrition employees on using the procedures in this SOP.
- Follow DEC/MOA requirements.
- Wash hands using the proper procedure.
- Wash, rinse, sanitize, and air-dry all food-contact surfaces, equipment, and utensils that will be in contact with produce, such as cutting boards, knives, and sinks.
- Follow manufacturers' instructions for proper use of chemicals.
- Wash all raw fruits and vegetables thoroughly before combining them with other ingredients, including:
 - Unpeeled fresh fruit and vegetables that are served whole or cut into pieces.
 - Fruits and vegetables that are peeled and cut to use in cooking or served ready-to-eat.
- Wash fresh produce vigorously under cold running water or by using chemicals that comply with the *Alaska Food Code*. Packaged fruits and vegetables labeled as being previously washed and ready-to-eat are not required to be washed.
- Scrub the surface of firm fruits or vegetables such as apples or potatoes using a clean and sanitized brush designated for this purpose.
- Remove any damaged or bruised areas.
- Label, date, and refrigerate fresh-cut items.
- Serve cut melons within 7 days if held at 41 °F or below. Refer to the Date Marking Ready-to-Eat, Time/Temperature Control for Safety Food SOP.
- Do not serve raw seed sprouts to highly susceptible populations such as preschool-age children.

MONITORING:

- The designated school nutrition lead will visually monitor that fruits and vegetables are being properly washed, labeled, and dated during all hours of operation.
- School nutrition employees will check daily the quality of fruits and vegetables in cold storage.

CORRECTIVE ACTION:

- Retrain any school nutrition employee found not following the procedures in this SOP.
- Remove unwashed fruits and vegetables service and wash immediately before being served.
- Label and date fresh cut fruits and vegetables.
- Discard cut melons held after 7 days.

VERIFICATION AND RECORD KEEPING:

- The designated school nutrition lead will complete the *Food Safety Checklist* daily to indicate that monitoring is being conducted as specified in this SOP.
- The *Food Safety Checklist* is to be kept on file for a minimum of 1 year.

RELATED SOPS:

SOP-03 Cleaning & Sanitizing Food Contact Surfaces

SOP-09 Date Marking Ready-to-Eat TCS Foods

SOP-25 Washing Hands

REVISION HISTORY:

Version	Implementation Date	Reviewed Date	Revised Date	Notes

SOURCE ATTRIBUTION:

This SOP was adapted from the Institute of Child Nutrition's Food Safety Operating Procedures, SOPs (2018), available at <https://theicn.org/icn-resources-a-z/food-safety-standard-operating-procedures/>. Content has been revised to align with the Alaska Food Code and program specific requirements.

SOP-25: Washing Hands

Alaska Child Nutrition Programs

Standard Operating Procedures

Adapted from: Institute of Child Nutrition (2018), Food Safety SOPs

Prepared by:

(Sample SOP)

PURPOSE: To prevent foodborne illness by contaminated hands.

SCOPE: This procedure applies to anyone who handles, prepares, and serves food.

KEY WORDS: Handwashing, Cross Contamination

REGULATORY AUTHORITY:

18 AAC 31.310 Handwashing & Hygiene Requirements

INSTRUCTIONS:

- Train school nutrition employees on using the procedures in this SOP.
- Follow state or local health department requirements.
- Post handwashing signs or posters in a language understood by all school nutrition employees near all handwashing sinks, in food preparation areas, and restrooms.
- Use designated handwashing sinks for handwashing only. Do not use food preparation, utility, and dishwashing sinks for handwashing.
- Provide warm running water, soap, and a means to dry hands. Provide a waste container at each handwashing sink or near the door in restrooms.
- Keep handwashing sinks accessible anytime employees are present.
- Wash hands:
 - Before starting work
 - During food preparation
 - When moving from one food preparation area to another
 - Before putting on or changing gloves
 - After using the toilet
 - After sneezing, coughing, or using a handkerchief or tissue
 - After touching hair, face, or body
 - Eating, drinking, or chewing gum
 - After handling raw meats, poultry, or fish
 - After any clean up activity such as sweeping, mopping, or wiping counters
 - After touching dirty dishes, equipment, or utensils
 - After handling trash
 - After handling money
 - After any time the hands may become contaminated
- Follow proper handwashing procedures as indicated below:
 - Wet hands and forearms with warm, running water at least 100 °F and apply soap.
 - Scrub lathered hands and forearms, under fingernails, and between fingers for at least 10-15 seconds. Rinse thoroughly under warm running water for 5-10 seconds.

- Dry hands and forearms thoroughly with single-use paper towels.
- Dry hands using a warm air hand dryer.
- Turn off water using paper towels.
- Use a paper towel to open door when exiting the restroom.
- Follow FDA recommendations when using hand sanitizers. These recommendations are as follows:
 - Use hand antiseptics, also called hand sanitizers, only after hands have been properly washed and dried.
 - Use only hand sanitizers that comply with the *FDA Food Code*. Confirm with the manufacturers that the hand sanitizers used meet these requirements.
 - Use hand sanitizers in the manner specified by the manufacturer.

MONITORING:

- The designated school nutrition lead will visually observe the handwashing practices of the school nutrition employees during all hours of operation.
- The designated school nutrition lead will visually observe that handwashing sinks are properly supplied during all hours of operation.

CORRECTIVE ACTION:

- Retrain any school nutrition employee found not following the procedures in this SOP.
- Ask employees that are observed not washing their hands at the appropriate times or using the proper procedure to wash their hands immediately.
- Retrain employee to ensure proper handwashing procedure.

VERIFICATION AND RECORD KEEPING:

- The designated school nutrition lead will complete the *Food Safety Checklist* daily to indicate that monitoring is being conducted as specified.
- The *Food Safety Checklist* is to be kept on file for a minimum of 1 year.

RELATED SOPS:

SOP-12 Personal Hygiene

REVISION HISTORY:

Version	Implementation Date	Reviewed Date	Revised Date	Notes

SOURCE ATTRIBUTION:

This SOP was adapted from the Institute of Child Nutrition's Food Safety Operating Procedures, SOPs (2018), available at <https://theicn.org/icn-resources-a-z/food-safety-standard-operating->

[procedures/](#). Content has been revised to align with the Alaska Food Code and program specific requirements.

SOP-26: Taking a Physical Inventory

Alaska Child Nutrition Programs

Standard Operating Procedures

Adapted from: Institute of Child Nutrition (2018), Inventory Management and Tracking

Prepared by:

(Sample SOP)

PURPOSE: To ensure proper handling, storage, rotation, and documentation of food and supply inventory

SCOPE: This procedure applies to child nutrition staff responsible for inventory control

KEY WORDS: Cross Contamination, Inventory Control, Contamination, Storage, Receiving

REGULATORY AUTHORITY:

18 AAC 31.222 Food Protection: Food & Ingredients.

18 AAC 31.230 Temperature & Time Control: Receiving & Thawing

INSTRUCTIONS:

- Train school nutrition employees on using the procedures in this SOP.
- Follow DEC/MOA requirements.
- Take inventory after all products have been received or issued for the day.
- Count each product accurately.
- Assign two staff members to take a physical count of food and supplies in storage on the last serving day of the month or at the end of the accounting period.
- Count all items in storage or received and invoiced during the month (or at the end of the accounting period.)
- Instruct one staff member to say the product name and quantity. Include Global Trade Item Number (GTIN) or product code and unit of measure.
- Instruct the second staff member to record the quantity of each item counted on an inventory sheet. Include a pre-printed worksheet with the product names, GTIN, and unit of measure.
- Turn cases or cans so that the product name and date received or used-by date is visible, and the oldest date product is in front.
- Count the inventory in the top left-hand side of the storage area, moving to the bottom right-hand side.
- Note if a product is placed in the wrong location or in a position that compromises food safety, e.g., chemical over food products. Do not move items to a different location until after the inventory is completed.
- Count all full cases and unopened sub-units such as cans and packages. Estimate the amount in open sub-units such as sugar, flour, or spices in 1/4, 1/2, or 3/4 unit.
- Inventory products ordered by weight by the same weight units as ordered.
- Count and write-in leftovers noting the use-by date on the inventory sheets.

MONITORING:

The designated school nutrition lead will continually monitor food storage and preparation to ensure that food is not cross-contaminated.

CORRECTIVE ACTION:

- Retrain any school nutrition employee found not following the procedures in this SOP.
- Separate foods found improperly stored.
- Discard ready-to-eat foods that are contaminated by raw eggs, raw fish, raw meat, or raw poultry.

VERIFICATION AND RECORD KEEPING:

1. School nutrition staff will record the name and quantity count of the food items on the Physical Inventory Worksheet.
2. The designated school nutrition lead will verify that appropriate corrective actions are being taken by reviewing, initialing, and dating the inventory control section of the Site Inventory Control checklist.
3. Update a perpetual inventory record with physical inventory count.

RELATED SOPS:

SOP-15 Receiving Deliveries

SOP-21 Using & Calibrating Thermometers

REVISION HISTORY:

Version	Implementation Date	Reviewed Date	Revised Date	Notes

SOURCE ATTRIBUTION:

This SOP was adapted from the Institute of Child Nutrition's Inventory Management and Tracking Training (2025), available at <https://theicn.org/icn-resources-a-z/inventory-management-and-tracking/> Content has been revised to align with the Alaska Food Code and program specific requirements.

SOP-27: Share Tables

Alaska Child Nutrition Programs

Standard Operating Procedures

Adapted from: Share Tables for Child Nutrition Programs in Alaska Fact Sheet

Prepared by:

(Sample SOP)

PURPOSE: To safely implement and monitor share tables in child nutrition programs, reducing food waste while ensuring compliance with Alaska Food Code and USDA regulations.

SCOPE: This procedure applies to all food service staff involved in meal service, monitoring, and food recovery activities in school-aged child nutrition programs.

KEY WORDS: Contamination, Self-Service, Food Donation

REGULATORY AUTHORITY:

18 AAC 31.226 Food Protection: Consumers

18 AAC 31.234 Time & Temperature Control: Hot- and Cold-Holding, Cooling, and Reheating for Hot-Holding.

INSTRUCTIONS:

- Train school nutrition employees on using the procedures in this SOP.
- Follow DEC/MOA requirements; consult prior to implementation.
- Review production records to forecast food needs and minimize overproduction.
- Designate a strategic location for the share table near exit points of the service line.
- Allow students to place unconsumed food or beverages on the share table.
- Items may only be placed if they are unopened, in sound packaging, and uncontaminated.
- Students may donate non-home-sourced items only.
- Time as a Public Health Control
 - Temperature controlled items may be donated only if immediately returned to proper temperature control and consumed within the same lunch period.
 - If implemented, adhere to a strict 4-hour window for redistribution or resale.
 - Temperature controlled items (e.g., milk, cheese sticks) may be resold only within this timeframe.
 - These items must not be donated if time control is applied.
 - Non-temperature controlled, pre-packaged items may be donated.
- Collected items must be stored in clearly marked containers labeled “Recovered Food – For Donation” and not commingled with unsold inventory.
- Acceptable Items
 - Non-TCS (Time/Temperature Control for Safety) Foods:
 - Pre-packaged items (bars, crackers, cereal packs)
 - Wrapped produce or fruit with inedible skin (bananas, oranges)
 - TCS Foods:
 - Unopened milk, cheese sticks, etc., only if:

- Placed immediately in cooler, fridge, or ice bath
- Consumed or recovered within 4 hours of service

MONITORING:

- Assign a trained monitor (not the cashier) to supervise the share table during service.
- Monitor must inspect items before redistribution or disposal.

CORRECTIVE ACTION:

- Retrain any school nutrition employee found not following the procedures in this SOP.
- Remove and discard food that is not eligible for donation or exceeds time and temperature thresholds.

VERIFICATION AND RECORD KEEPING:

1. Designated school nutrition lead

- Verify food bar coverage by employees throughout service hours
- Complete the *Food Safety Checklist* daily
- Review, initial, and date entries on the *Damaged or Discarded Product Log* to confirm appropriate corrective actions
- Oversee overall adherence to food safety procedures

3. Maintain the *Food Safety Checklist* on file for a minimum of 1 year to ensure compliance and audit readiness

RELATED SOPS:

SOP-11 Hot & Cold Holding for TCS Foods

SOP-13 Preventing Contamination at Food Bars

SOP-27 Food Recovery Programs

REVISION HISTORY:

Version	Implementation Date	Reviewed Date	Revised Date	Notes

SOURCE ATTRIBUTION:

This SOP was adapted from the Share Tables for Child Nutrition Programs Fact Sheet, available at <https://dec.alaska.gov/eh/fss/resources/cnp-share-tables/> developed by Alaska Child Nutrition Programs and Alaska Department of Environmental Conservation, Food Safety and Sanitation Program.

SOP-28: Food Recovery

Alaska Child Nutrition Programs

Standard Operating Procedures

Adapted from: Food Recovery for Child Nutrition Programs in Alaska Fact Sheet

Prepared by:

(Sample SOP)

PURPOSE: To establish procedures for the safe recovery and donation of eligible foods from Alaska child nutrition programs to authorized non-profit charitable organizations, while ensuring regulatory compliance and food safety.

SCOPE: Applies to meal service operations at schools, outside school hour programs, and summer feeding programs participating in USDA Child Nutrition Program

KEY WORDS: Contamination, Food Donation

REGULATORY AUTHORITY:

NSLP Policy Guidance SP11-2012 Guidance on the Food Donation Program in Child Nutrition Programs

18 AAC 31.200. Food Condition and Source

18 AAC 31.226 Food Protection: Consumers

INSTRUCTIONS:

- Train school nutrition employees on using the procedures in this SOP.
- Follow DEC/MOA requirements; consult prior to implementation.
- Identify and partner with local non-profit charitable organizations such as food banks, shelters, or pantries.
- Designate a Food Recovery Coordinator to oversee logistics, compliance, and staff training.
- Review production records to forecast food needs and minimize overproduction.
- Donation Criteria and Food Eligibility
 - Only food that meets the following conditions may be donated:
 - It was not served to students.
 - It is unopened, in its original packaging, and maintained in sound condition.
 - Meets food safety standards per HACCP and Alaska Food Code guidelines.
 - Allowable food items include:
 - Pre-packaged items (e.g., granola bars, crackers, drinks).
 - Wrapped produce or fruit with protective skins (e.g., bananas, oranges).
 - Temperature-controlled dairy items (e.g., cheese, milk) stored properly in refrigeration or ice baths.
 - Prohibited items include:
 - Foods exposed to contamination from the hands, bodily fluids, or improper handling.
 - Any item showing signs of spoilage, deterioration, or compromised packaging.

- Collected items must be stored in clearly marked containers labeled “Recovered Food – For Donation” and not commingled with unsold inventory.
- Freeze or refrigerate eligible items immediately according to standard temperature controls.
- Store donated food separately from food intended for student service.
- Coordinate donation schedule with receiving organizations:
 - Determine preferred pickup days and delivery times with cafeteria staff.
 - Identify whether volunteer pickup or in-house delivery will be used
- Use a tracking log to monitor how much food is recovered from each site.

MONITORING:

- Assign a trained monitor (not the cashier) to supervise the share table during service.
- Monitor must inspect items before redistribution or disposal.

CORRECTIVE ACTION:

- Remove and discard food that is not eligible for donation or exceeds time and temperature thresholds.
- If donated food arrives in a prohibited form or poses a risk:
 1. Immediately remove and discard.
 2. Retrain any school nutrition employee found not following the procedures in this SOP.

VERIFICATION AND RECORD KEEPING:

- School nutrition staff must be:
 - a. Trained on identification of eligible foods, proper handling and labeling, and recordkeeping protocols.
 - b. Track foods donated.
 - Designated school nutrition lead will:
 - a. Complete the *Food Safety Checklist* daily
 - b. Oversee overall adherence to food safety procedures
3. Maintain the *Food Safety Checklist* on file for a minimum of 1 year to ensure compliance and audit readiness

RELATED SOPS:

SOP-08 Cooling TCS Foods

SOP-11 Hot & Cold Holding for TCS Foods

SOP-27 Share Tables

REVISION HISTORY:

Version	Implementation Date	Reviewed Date	Revised Date	Notes

SOURCE ATTRIBUTION:

This SOP was adapted from the Food Recovery for Child Nutrition Programs in Alaska Fact Sheet, available at <https://dec.alaska.gov/eh/fss/resources/cnp-food-recovery/> developed by Alaska Child Nutrition Programs and Alaska Department of Environmental Conservation, Food Safety and Sanitation Program.

SOP-29: Donated Traditional Foods

Alaska Child Nutrition Programs

Standard Operating Procedures

Adapted from: Institute of Child Nutrition (2018), Food Safety SOPs

Prepared by:

(Sample SOP)

PURPOSE: To provide a clear, regulatory-compliant framework for receiving, assessing, processing, and storing traditional donated foods in institutional and nonprofit food service programs across Alaska.

SCOPE: Applies to all staff involved in the receipt, inspection, labeling, storage, processing, and service of donated wild foods and plants; the Alaska Food Code allows the donation of traditional wild game meat, seafood, plants, and other food to a food service of an institution or a nonprofit program with the exception of certain foods that are prohibited because of significant health hazards.

KEY WORDS: Traditional Food, Food Donations

REGULATORY AUTHORITY:

18 AAC 31.205. Traditional wild game meat, seafood, plants, and other food donated to an institution or a nonprofit program

18 AAC 31.210. Prohibited food

INSTRUCTIONS:

- Train school nutrition employees on using the procedures in this SOP.
- Follow DEC/MOA requirements.
- Receive and inspect donated foods:
 - Ensure that the food is received whole, gutted, gilled, as quarters, or as roasts, without further processing.
 - Donated Foods allowed:
 - Meats: whole, quartered, or roasts
 - Fish: gutted and gilled, with or without heads
 - Plants: whole, fresh, or frozen
 - Make a reasonable determination that
 - the animal was not diseased;
 - the food was butchered, dressed, transported, and stored to prevent contamination, undesirable microbial growth, or deterioration; and
 - the food will not cause a significant health hazard or potential for human illness;
- Process traditional foods in a separate space and time from general food prep
- Sanitize all food-contact surfaces and utensils immediately after processing
- Clearly label all donated items with species and the designation "Donated Traditional Food"
- Store in dedicated compartments or separate freezers/refrigerators to avoid contamination
- Maintain temperature logs and inventory tracking for donated items

MONITORING:

The designated school nutrition lead will visually observe that donated food is appropriately received, processed, stored, and served in a manner that prevents contamination during all hours of service. Inventory tracking will verify foods received.

CORRECTIVE ACTION:

- Retrain any school nutrition employee found not following the procedures in this SOP.
 - Discard donated foods that do not meet the Alaska Food Code standards.
- Follow the corrective actions identified in related SOPs (below).

VERIFICATION AND RECORD KEEPING:

- School nutrition staff will track donated foods.
- The designated school nutrition lead will complete the [Food Safety Checklist](#) daily.
- The *Food Safety Checklist* is to be kept on file for a minimum of 1 year.

RELATED SOPS:

SOP-03 Cleaning & Sanitizing Food Contact Surfaces

SOP-21 Using & Calibrating Thermometers

SOP-25 Washing Hands

REVISION HISTORY:

Version	Implementation Date	Reviewed Date	Revised Date	Notes

SOURCE ATTRIBUTION:

This SOP was adapted from the Alaska Food Code and Alaska Child Nutrition Programs fact sheet on [Use of Donated Food in Alaska Child Nutrition Programs](#) (2023).

Refrigerator & Freezer Temperature Log

Record temperatures at least twice daily. Refrigerators should be $\leq 41^{\circ}\text{F}$. Freezers should be 0°F or below. Document any corrective actions taken.

(MONTH)

TYPE/LOCATION (FRIDGE/FREEZER)

Day	Time	Temperature	Corrective Action	Initials
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				

Serving Line Temperature Log

Record food temperatures at the start of service and at regular intervals to ensure food safety compliance.

Date	Time	Food Item	Required Temp (°F)	Actual Temp (°F)	Corrective Action (if needed)	Initials

Reference List

Food Safety SOP Resources

Institute of Child Nutrition. (2016). *HACCP-Based Standard Operating Procedures*. University, MS: Author. Retrieved from <https://theicn.org/icn-resources-a-z/food-safety/#bd0cbef133426aef2>

Institute of Child Nutrition. (2022). *Writing, Updating, and Revising a HACCP-Based Food Safety Plan for Schools Workshop: Instructor's Manual and Participant's Workbook*. University, MS: Author. Retrieved from <https://theicn.org/icn-resources-a-z/writing-a-hacp-based-food-safety-plan-for-schools/>

Institute of Child Nutrition. (2025). *Inventory Management and Tracking*. University, MS: Author. <https://theicn.org/icn-resources-a-z/inventory-management-and-tracking/>

Alaska Department of Health. (2022). *Alaska Food Code (18 AAC 31)*. Retrieved from <https://health.alaska.gov/media/kifho3bg/alaska-food-code-18-aac-31.pdf>

Food and Nutrition Service, U.S. Department of Agriculture. (2025). *Title 7, Subtitle B, Chapter II, Subchapter A – Child Nutrition Programs*. Electronic Code of Federal Regulations. <https://www.ecfr.gov/current/title-7/subtitle-B/chapter-II/subchapter-A>

Food Safety Web Sites

The Institute of Child Nutrition, Food Safety Resources, available at <https://theicn.org/icn-resources-a-z/food-safety/>

Gateway to Government Food Safety Information, available at www.FoodSafety.gov

USDA Food Safety Resources, available at <https://www.fns.usda.gov/fs/food-safety-resources>

USDA Food Safety Schools: Creating a Culture of Food Safety, available at <https://www.fns.usda.gov/fs/foodsafeschools>

Alaska Department of Education & Early Development, *Developing a School Food Safety Program* eLearning, available at <https://education.alaska.gov/elearning/foodsafety>