



Food Safety Plan Reference Chart

In your Food Safety Plan, information in the following chart shown in *Italics* must be replaced by information or directions specific to your operation.

Typical Critical Control Point	Typical Critical Limits	Typical Monitoring Procedures	Typical Corrective Actions
RECEIVING: Potentially hazardous, ready to eat foods Hazard: Bacterial growth	Colder than 4°C (40°F)	Check temperature of food upon delivery	If temperature is greater than 4°C (40°F) then do not accept the food. Return food to the supplier.
REFRIGERATED STORAGE: Hazard: Bacterial growth	Colder than 4°C (40°F)	Check temperature of cooler and/or food (<i>every 2 hours, twice a day, twice per shift?</i>)	If food is warmer than 4°C (40°F) for longer than 2 hours, or for an unknown time, discard food If food is warmer than 4°C (40°F) for less than 2 hours, transfer food to another cooler which is less than 4°C (40°F)
THAWING: Hazard: Bacterial growth CHOOSE THE MOST APPROPRIATE METHOD: In Cooler -OR- Under cold running water -OR- In microwave oven	Food must remain in cooler Food must remain under cold running water Follow microwave manufacturer's instructions for type and amount of food being thawed (see manual for instructions)	Observe whether or not food is in cooler Observe whether or not food is under cold running water Observe that manufacturer's instructions are being followed	If food is not in cooler and if food is still frozen, or if surface temperature is still less than 4°C (40°F), place food in cooler. If food is not in cooler and surface temperature is > 4°C (40°F), discard food. If food is not under cold running water and if food is still frozen or if surface temperature is still less than 4°C (40°F), place food under cold running water. If food is not under cold running water and if surface temperature is > 4°C (40°F), discard food. If manufacturer's instructions are not being followed and food is still frozen or if surface temperature is still less than 4°C (40°F), follow manufactures instructions. If manufacturer's instructions are not being followed and food is > 4°C (40°F), discard food.
PREPARATION: Hazard: Cross-contamination Washing hands thoroughly before handling food or after handling raw food or () Use only clean and sanitized dishes, utensils and surfaces	Wash hands with soap and warm running water and dry with single use towel <i>(Describe method used to clean and sanitize dishes, utensils and surfaces)</i>	Observe that hands have been washed <i>(Observe that correct method is being used, measure amount of sanitizer, check dishwasher temperatures)</i>	If hands have not been washed but there is no possibility that food was contaminated, wash hands and continue working. If hands have not been washed and food was likely to be contaminated, discard food and wash hands. If dishes, utensils and surfaces have not been properly cleaned and sanitized, discard contaminated food and clean and sanitize dishes, utensils and surfaces.
PREPARATION: Hazard: Bacterial growth	Potentially hazardous foods must not be between 4°C (40°F) and 60°C (140°F) (i.e. the Danger Zone) for more than 2 hours	Note time food was removed from temperature control	If food is in the Danger Zone for more than 2 hours, discard. If food is in the Danger Zone for less than 2 hours, <i>(return food to temperature control, or cook immediately if that is more appropriate)</i> .

Typical Critical Control Point	Typical Critical Limits	Typical Monitoring Procedures	Typical Corrective Actions
COOKING: Hazard: Survival of pathogens	<i>(Choose most appropriate temperature/time for type of food being cooked – see reference material)</i> <i>(Describe temperature settings for cooking equipment and time food must cook for)</i> <i>(Describe what the food looks like when it is finished cooking)</i>	Check temperature of food at end of cooking time Check temperature settings of cooking equipment prior to cooking and note time food started and finished cooking Observe appearance of food	If food has not reached <i>(the required temperature)</i> , continue cooking until <i>(the required temperature)</i> is reached. If temperature settings are incorrect reset temperature settings and recook food. If food has not cooked for correct amount of time, continue cooking until correct time has passed. If food does not have correct appearance, continue cooking until it does.
HOT HOLDING: Hazard: Bacterial growth	Cover foods and hold hotter than 60°C (140°F)	Check temperature of food every 2 hours	If food is less than 60°C (140°F) for less than 2 hours, reheat food to 74°C (165°F) and increase equipment temperature control until a temperature of greater than 60°C (140°F) is maintained. Reheat food only once. If food is less than 60°C (140°F) for more than 2 hours, discard food.
COOLING: Hazard: Bacterial growth	<i>(Describe the method to be used to cool the food. The method must be specific for the food being cooled and it must cool the food from 60°C (140°F) to 20°C (71°F) within 2 hours and from 20°C (71°F) to 4°C (40°F) within 4 hours.)</i>	Observe that the correct method is being used. Check times and temperatures if appropriate.	If the correct method is not being used and the food has not cooled to the correct temperatures within the correct times, discard the food. If the correct method is not being used but the time limits have not been exceeded, then use other methods <i>(describe method*)</i> to speed the cooling to accomplish the cooling within the specified time and temperature limits, checking the time and temperatures during the cooling process. <i>*Other methods may include shallower pan, smaller containers, placing pans on ice, using fans, etc.</i>
COLD HOLDING: Hazard: Bacterial growth	Cover foods and hold colder than 4°C (40°F)	Check cooler or food temperature <i>(every 2 hours, or twice a day, or once per shift?)</i>	If food is greater than 4°C (40°F) for longer than 2 hours, or for an unknown time, discard the food. If food is greater than 4°C (40°F) for less than 2 hours, transfer food to a cooler that is less than 4°C (40°F).
TRANSPORTATION: Hazard: Bacterial growth	Hot foods must maintain greater than 60°C (140°F). Cold foods must maintain less than 4°C (40°F).	Check and record food temperature and time when food leaves commissary and when it arrives at service site.	If food is between 4°C (40°F) and 60°C (140°F) for more than 2 hours, discard food. If food is between 4°C (40°F) and 60°C (140°F) for less than 2 hours: Hot Foods – reheat rapidly to at least 74°C (165°F) and maintain at hotter than 60°C (140°F) Cold Foods – transfer to a cooler and maintain at less than 4°C (40°F)
TRANSPORTATION: Hazard: Contamination of food	Cover or wrap all foods	Observe that foods are covered or wrapped	If foods are uncovered and there is a possibility they may have become contaminated, discard. If foods are uncovered and it is unlikely that they have been contaminated, cover foods.
REHEATING: Hazard: Bacterial growth	Reheat foods to hotter than 74°C (165°F) within 2 hours	Check temperature and time as food reheats	If food has been reheating for less than 2 hours and it is not yet 74°C (165°F), turn up heat and continue heating to 74°C (165°F). If the food has been reheating for more than 2 hours and it is not yet 74°C (165°F), discard the food.
SELF SERVICE: Hazard: Bacterial growth	See hot and cold holding	See hot and cold holding	See hot and cold holding
SELF SERVICE: Hazard: Contamination of food	Food must be wrapped, covered or held behind a sneeze guard	Observe that food is wrapped, covered or behind a sneeze guard	If food is unprotected and likely to have been contaminated, discard food. If food is unprotected but not likely to have been contaminated, wrap or cover food, or place behind a sneeze guard.