

## SUMMERS COUNTY BOARD OF EDUCATION POLICY

Adopted: 5/23/06

Code: V-E-5

Reference: USDA HACCP-Based Standard Operating Procedures

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### **Summers County Schools Hazard Analysis and Critical Control Point (HACCP) Policy**

Hazard Analysis and Critical Control Point (HACCP) program is a systematic approach to construct a food safety program designed to reduce the risk of food borne hazards by focusing on each step of the food preparation process—from receiving to service. HACCP programs build on the prerequisites: facilities; supplier control; specifications; production equipment; cleaning and sanitation; personal hygiene; training; chemical control; receiving, storage, and shipping; traceability and recall; and pest control. Quality assurance procedures, Standard Operating Procedures (SOPs), and standardized recipes also are important prerequisites for food safety.

Section 111 of the Child Nutrition and WIC Reauthorization Act of 2004 (Public Law 108-265) amended section 9(h) of the Richard B. Russell National School Lunch Act by requiring school food authorities (SFAs) to implement a food safety program for the preparation and service of school meals served to children. This program must be based on HACCP principles and conform to guidance issued by the Department of Agriculture (USDA).

Summers County schools overall food safety program will include a written plan at each individual school (HACCP notebook) and this plan will be based on the HACCP principles, as outlined by the National Food Service Management Institute USDA HACCP-Based Standard Operating Procedures(SOPs) 2005, state and local health department requirements.

The following HACCP-Based Standard Operating Procedures will be included in each plan:

- Cleaning and Sanitizing Food Contact Surfaces
- Controlling Time and Temperature During Preparation
- Cooking Potentially Hazardous Foods
- Cooling Potentially Hazardous Foods
- Date Marking and Ready-to-Eat, Potentially Hazardous Food
- Handling a Food Recall
- Holding Hot and Cold Potentially Hazardous Foods
- Personal Hygiene
- Preventing Contamination at Food Bars
- Preventing Cross-Contamination During Storage and Preparation
- Receiving Deliveries
- Reheating Potentially Hazardous Foods
- Serving Food
- Storing and Using Poisonous or Toxic Chemicals
- Transporting Food to Remote Sites (Satellite Kitchens)
- Using and Calibrating Thermometers
- Using Suitable Utensils When Handling Ready-to-Eat Foods
- Using Time Alone as a Public Health Control to Limit Bacteria Growth in Potentially Hazardous Foods
- Washing Fruits and Vegetables
- Washing Hands

Serving safe food is a critical responsibility for school food service and a key aspect of a healthy school environment. The success of a food safety program is dependent upon facilities, equipment and people. Each employee needs to understand that he/she is responsible for the safety and quality of food.

Summers County schools child nutrition employees will be provided:

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~ On-going food safety training.

The following will also be implemented:

- ~ Develop and update SOPs as needed to remain current with food products, equipment, and staffing;
- ~ Conduct hazard analysis;
- ~ Determine critical control points (CCPs) and ensure that CCPs are monitored;
- ~ Establish critical limits;
- ~ Establish monitoring procedures;
- ~ Establish corrective actions;
- ~ Establish verification procedures;
- ~ Food safety principles, including SOP guidelines, will be reviewed for all child nutrition employees on an annual basis;
- ~ New employees, including substitutes and volunteers, must complete initial food safety training before handling food and
- ~ Training and attendance records will be kept for 3 years plus current year.