Daily Person in Charge (PIC) Checklist

Employee Health and Hygiene:

1. Are all employees in good health with no sign of diarrhea, vomiting, jaundice, sore throat w/fever, or infected cuts or wounds on hands/arms? Y/N
2. Are all food handlers wearing effective hair restraints & clean clothing? Y/N
3. Are hands and arms of all food handlers free from watches/jewelry? Y/N
4. Are all hands sinks equipped with warm water, soap, paper towel, & a trash can? Y/N
5. Have all food handlers been observed washing hands before beginning work? Y/N

**Please monitor throughout the day as well

Food Sources:

1. Were all foods delivered today from approved sources? Y/N
2. Were all deliveries received today inspected upon receipt? Y/N

**Confirmation of packaging integrity, free from temperature abuse and pest presence)

3. Were all potentially hazardous foods received frozen or below 41F? Y/N

Food Temperatures:

1. Have food probe thermometers been calibrated and are they being cleaned and sanitized between uses? Y/N
2. Have you confirmed the ambient air temperatures and internal food temperatures in all cold-holding units? Y/N
3. Have you confirmed the ambient air temperatures and internal food temperatures in all hot-holding units? Y/N

Date Marking:

1. Are all potentially hazardous, ready to eat foods checked daily for proper date marking? Y/N
2. Have all necessary foods been date marked within 24 hours of opening/production? Y/N
3. Have all outdated foods been discarded? Y/N

Raw Potentially Hazardous Food Cooking:

1. Are all cuts of poultry being cooked to an internal temp of 165F? Y/N
2. Are all other ground meats and pooled eggs being cooked to an internal temp of 155F? Y/N
3. Are all intact cuts of beef being cooked to an internal temp of 145F? Y/N
4. Are all cuts of pork, fish, seafood, and eggs being cooked to an internal temp of 145F? Y/N

**If any foods are available raw or undercooked, a consumer advisory must appear on the menu

Cooling of Potentially Hazardous Foods:

Approved methods for cooling include: ice baths, shallow & uncovered metal pans, frozen cooling wands, or smaller portions

1. Are all foods being cooled from 135F to 70F within 2 hours max? Y/N
2. Are these foods all being cooled from 70F to 41F within 4 additional hours max? Y/N

**Foods that are not cooled from 135-70F within 2 hours must be reheated immediately to 165F and cooled appropriately or discarded. At greater than 2 hours in the danger zone (135-70F), foods must be discarded and not reheated.

Over for Additional Items

Reheating of Potentially Hazardous Foods:

1. Are all cooled foods reheated to 165F rapidly (within 2 hours)? Y/N
2. Are all reheated foods held at 135F or above? Y/N

**In order to use Time as a Public Health Control anywhere in your operation, you must have an approved "Time as a Public Health Control" form on file with the Porter County Health Department

Cross-contamination Prevention:

1. Are raw proteins stored below and separate from ready to eat and cooked foods? Y/N
2. Are raw proteins stored in order of minimum internal cooking temp? Y/N
3. Is raw produce thoroughly washed prior to peeling, slicing, or preparation? Y/N
4. Is clean and/or prepared raw produce stored above unwashed raw produce? Y/N
5. Are the proper barriers used to prevent bare hand contact with ready to eat food? Y/N
6. Are employees changing gloves frequently and washing hands between glove changes? Y/N

Warewashing:

1. Are all food contact surfaces of equipment, countertops, cutting boards, and in-use utensils washed with detergent, rinsed with clean water, and sanitized at least every 4 hours of continuous use? Y/N
2. Are all non-food contact surfaces of equipment washed with detergent, rinsed with clean water, and sanitized at least every 24 hours or at the end of business each day? Y/N
3. Is the 3-bay sink set up correctly for wash, rinse, then sanitize? Y/N
4. Are appropriate sanitizer test strips on hand? Y/N
5. Has the sanitizer concentration at the 3-bay sink, in sanitizer buckets/spray bottles, and/or in the low-temperature dish machine been confirmed? Y/N

**50-100PPM Chlorine, 200-400 PPM Quaternary Ammonium, 12.5-25PPM Iodine

6. Has the final rinse temperature of the high-heat dish machine been confirmed? Y/N

**180F at the manifold and 160F on the surface of the dish as measured by heat sensitive strips, a waterproof, highest temp thermometer, or a highest temp disc.

Wet Wiping Cloths:

1. Is the sanitizer solution clean? Y/N
2. Has the appropriate sanitizer concentration been confirmed? Y/N
3. Are cloths being stored in sanitizer solution between uses? Y/N

KEEP FOOD SAFE

HYGIENE

STAY HOME
Do not handle food if you are experiencing:

- VOMITING
- SORE THROAT WITH A FEVER
- DIARRHEA
- YELLOWING OF SKIN OR EYES

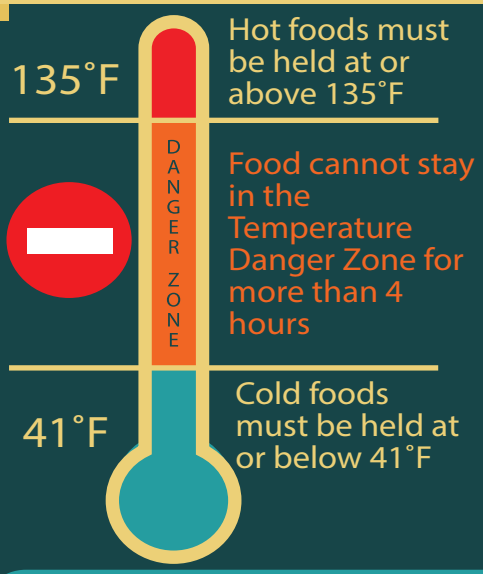
GLOVES
Wear gloves to avoid bare hand contact

- Wash hands before putting on gloves
- Single-use gloves can be worn up to 4 hours on a single task
- Gloves must be changed between tasks

HANDWASHING
Follow these steps to wash hands correctly:

1. Wet hands with warm running water
2. Apply soap
3. Scrub hands & lower arms for 15 seconds
4. Rinse
5. Dry with disposable paper towel

TIME/TEMPERATURE CONTROL



Hot foods must be held at or above 135˚F

Food cannot stay in the Temperature Danger Zone for more than 4 hours

Cold foods must be held at or below 41˚F

REHEATING FOR HOT HOLDING
165˚
Within 2 hours

WHEN REHEATING FOOD ONLY USE

OVEN MICROWAVE STOVE

TWO-STAGE COOLING
135˚-70˚
In 2 hours or less

70˚-41˚
In 4 hours or less

Maximum cooling time 6 hours

All food must be labeled to prevent foodborne illness:

- Label food with the earliest use-by date of any of its ingredients.
- Food must be sold, eaten, or discarded within 7 days from when it was first prepared.
- Follow FIFO (First In, First Out) when using food that has been thawed, opened, or prepared.

State Food Safety

MANTENGA LOS ALIMENTOS SEGUROS

HIGIENE

QUÉDESE EN CASA
No manipule alimentos si experimenta:


VÓMITOS


DOLOR DE GARGANTA CON FIEBRE


DIARREA


COLORACIÓN AMARILLENTA DE LA PIEL O LOS OJOS

USE GUANTES
Evite el contacto con las manos desnudas

- Lávese las manos antes de ponerse guantes
- Guantes de un solo uso se pueden usar hasta 4 horas en la misma tarea
- Los guantes deben cambiarse entre tareas

LAVADO DE MANOS
Siga estos pasos para lavarse las manos correctamente:


Mójese las manos con agua tibia

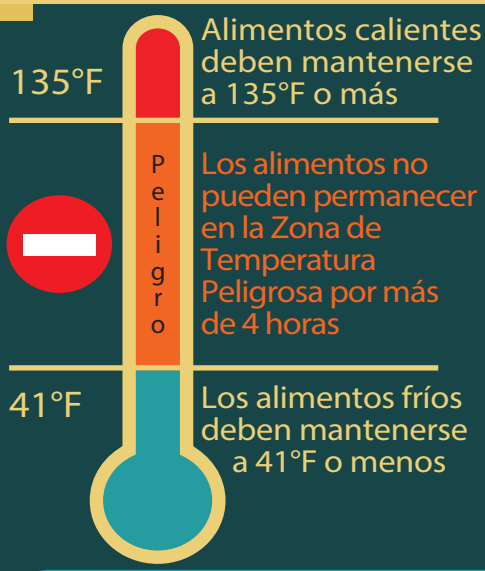

Aplique jabón


Frote las manos durante 15 segundos


Enjuague


Séquese con una toalla de papel desechable

CONTROL DE TIEMPO Y TEMPERATURA



RECALENTANDO ALIMENTOS PARA MANTENERLOS CALIENTES

165°
DENTRO DE 2 HORAS

PARA CALENTAR LOS ALIMENTOS SOLO USE


HORNO MICROONDAS ESTUFA

ENFRIAMIENTO EN DOS ETAPAS

135°-70°
EN 2 HORAS O MENOS

70°-41°
EN 4 HORAS O MENOS

TIEMPO MÁXIMO DE ENFRIAMIENTO 6 HORAS

TODOS LOS ALIMENTOS DEBEN ESTAR ETIQUETADOS:

- Etiquete los alimentos con la fecha de caducidad más temprana de cualquiera de sus ingredientes
- Los alimentos deben ser vendidos, comidos o desechados dentro de 7 días desde el momento en que se preparó el primer ingrediente
- Siga FIFO (Primero en entrar, Primero en Salir) al utilizar alimentos que hayan sido descongelados, abiertos o preparados.

State Food Safety

SAMPLE WRITTEN FOOD EMPLOYEE HEALTH POLICY

PURPOSE

The purpose of the Food Employee Illness Reporting Policy is to ensure that all food employees notify the Owner/General Manager, or other "person-in-charge" (PIC) when you experience any of the conditions listed so that appropriate steps are taken to preclude transmission of foodborne illness or communicable diseases.

POLICY

The _____is committed to ensuring the health, safety and well being of our employees and customers and complying with all health department regulations. All food employees shall report if they are experiencing any of the following symptoms to their PIC:

- Diarrhea
- Fever
- Vomiting
- Jaundice
- Sore throat with fever
- Lesions (such as boils and infected wounds, regardless of size) containing pus on the fingers, hand or any exposed body part

Food employees should also notify their PIC whenever diagnosed by a healthcare provider as being ill with any of the following diseases that can be transmitted through food or person-to-person by casual contact such as:

- Salmonellosis
- Shigellosis
- Escherichia coli
- Hepatitis A virus, or
- Norovirus

In addition to the above conditions, food employees shall notify their PIC if they have been exposed to the following high-risk conditions:

- Exposure to or suspicion of causing any confirmed outbreak involving the above illnesses
- A member of their household is diagnosed with any of the above illnesses
- A member of their household is attending or working in a setting that is experiencing a confirmed outbreak of the above illnesses

FOOD EMPLOYEE RESPONSIBILITY

All food employees shall follow the reporting requirements specified above involving symptoms, diagnosis and high risk conditions specified. All food employees subject to the required work restrictions or exclusions that are imposed upon them as specified in Indiana law, the regulatory authority or PIC, shall comply with these requirements as well as follow good hygienic practices at all times.

PIC RESPONSIBILITY

The PIC shall take appropriate action as specified in Indiana State Department of Health Rule 410 IAC 7-24 to exclude, restrict and/or monitor food employees who have reported any of the aforementioned conditions. The PIC shall ensure these actions are followed and only release the ill food employee once evidence, as specified in the food code, is presented demonstrating the person is free of the disease causing agent or the condition has otherwise resolved.

The PIC shall cooperate with the regulatory authority during all aspects of an outbreak investigation and adhere to all recommendations provided to stop the outbreak from continuing. The PIC will ensure that all food employees who have been conditionally employed, or who are employed, complete the food employee health questionnaire and sign the form acknowledging their awareness of this policy. The PIC will continue to promote and reinforce awareness of this policy to all food employees on a regular basis to ensure it is being followed.

Report 5 and Prevent 5

Report These:
The 5 Symptoms

1. Vomiting
2. Diarrhea
3. Sore throat with fever
4. Jaundice
5. Open Wound
   (cannot be covered)

Prevent These:
The Big 5 Foodborne Illnesses

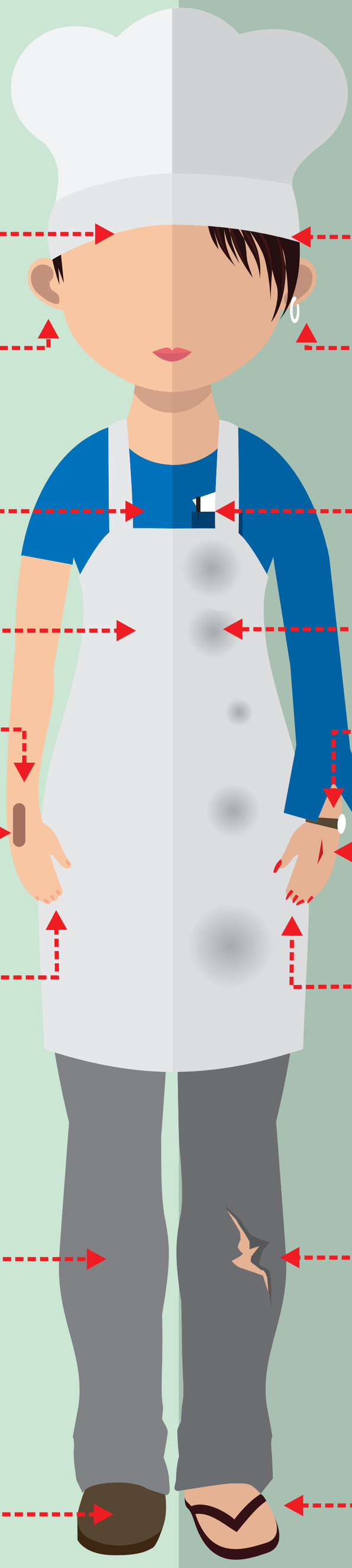
1. Salmonella
2. Shigella
3. E. Coli
4. Hepatitis A
5. Norovirus

Send Sick Employees Home Now!

County of Porter
Porter County Health Department
Foods Division

FOOD SAFETY

Personal Hygiene



Hair should be properly tucked inside the cap

Hair coming outside the cap

No earring or necklace/chains

Earring and necklace/chains

No outer pockets

Outer pocket and contents

Wear neat and clean clothes

Dirty clothes

No wrist watch/rings

Wrist watch/rings

Cover all wounds

Open and bleeding wounds

Nails should be short and clean

Long and painted nails

Torn clothes should be repaired or replaced

Torn clothes

Wear clogs and safety shoes

Bare foot/slippers

SafetyPosterShop.com

SAFE FOOD MAKES HAPPY CUSTOMERS

Handwashing SOP

Recommendation:

Post handwashing signs or posters, in a language(s) that is easily understood by all employees, next to or above handwashing sinks throughout the establishment.

Requirements:

1. Handwashing sinks may be used for handwashing only and service sinks, prep sinks, and ware washing sinks may not be used for handwashing.
2. Handwashing sinks must be equipped with warm running water, soap, paper towel, and a waste container.
3. Handwashing sinks must be accessible at all times for employee use.
4. Employees must wash hands:
    a. Before starting work
    b. When moving from one prep area to another
    c. Before putting on or changing gloves
    d. After using the toilet
    e. After sneezing, coughing, or using a tissue
    f. After touching hair, face, or body
    g. After smoking, eating, or chewing gum or using tobacco
    h. After handling raw proteins (meats, poultry, fish, or eggs)
    i. After handling trash or money
    j. After touching dirty equipment, dishes, or utensils
    k. After any cleaning activity (sweeping, mopping, or wiping surfaces)
    l. Following any activity during which hands could have become contaminated
5. Proper handwashing procedures:
    a. Wet hands and forearms in the handwashing sink under warm, running water (at least 100F).
    b. Apply soap and scrub hands and forearms, under fingernails, and between fingers for at least 10-15 seconds.
    c. Rinse completely under the warm, running water for 5-10 seconds.
    d. Dry hands and forearms completely with a single-use paper towel or dry with an air dryer for at least 30 seconds.
    e. Use paper towel to turn off the faucet.
    **If washing hands in the restroom, hands must be washed again upon returning to the food prep areas.
    f. Hand sanitizers may be used, if desired, but only after properly washing and drying hands.

Supervision and Monitoring:

1. Person in Charge (PIC) should observe employees washing hands before beginning work as a part of the PIC checklist.
2. During the work day, PIC and employees should work together to ensure that all employees wash hands at the appropriate times listed above and that all handwashing sinks remain equipped with the appropriate supplies.
3. If an employee is observed not washing their hands and the appropriate time, they should be directed to do so by the PIC immediately.

**** A note about gloves:**

Gloves are not magical. Gloves can become contaminated just as hands can. If employees do not wash their hands before putting on gloves or do not put them on correctly they can become contaminated with pathogens.

WEARING GLOVES FOR FOOD SAFETY

1 Stop Transmitting Bacteria

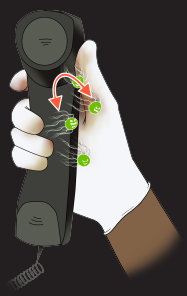
When worn correctly, gloves can be an effective barrier between the bacteria on your hands and the food you touch.

2 Change Your Gloves Often

To keep gloves from becoming contaminated, change them in all the following situations:

If they become damaged

At least every four hours



If they become contaminated

When switching tasks

3 Wash Your Hands

You should always wash your hands before putting on a new pair of gloves.

StateFoodSafety

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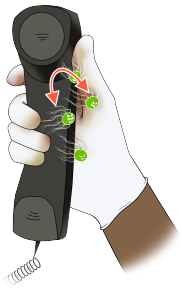

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StateFoodSafety

Utensil Cleaning Frequency and Between Use Storage

Utensils Include: spoons, knives, forks, tongs, whisks, scoops, measuring cups, other serving utensils, saucing bowls, fryer baskets, etc…

Utensil Storage Between Uses:

- Utensils may be stored in food with the handle above and out of the food product
- Utensils may be stored in water maintained at 135F or greater
- Utensils may be stored in a dipper well with water running rapidly enough to flush food particles to the drain
- Utensils may be stored on a clean, dry surface-protected from contamination

NO-NO's of between use storage:

- Do not store utensils in standing water less than 135F
- Do not store utensils in sanitizer water
- Do not store utensils hanging from equipment handles
- Do not store utensils between the wall and equipment or between two pieces of equipment

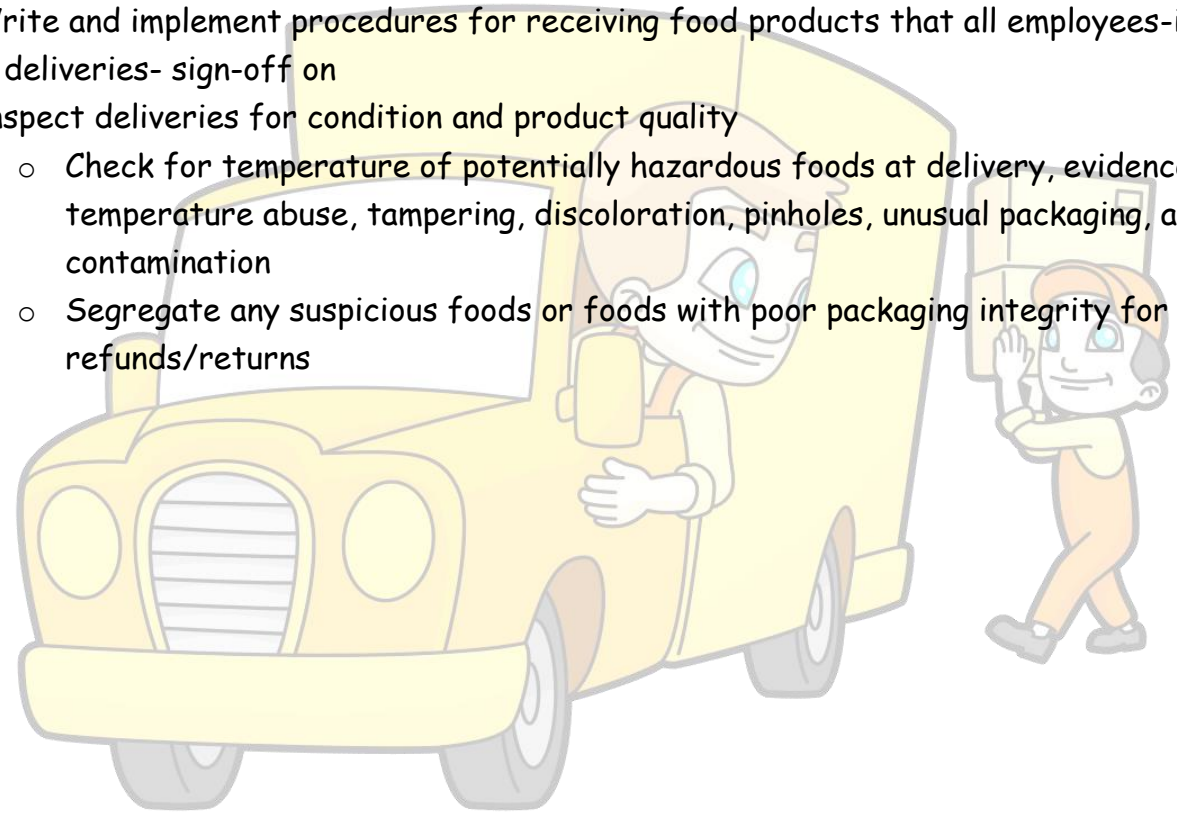
Utensil Cleaning Frequency:

- Always clean utensils between working with different types of raw protein
- Always clean utensils between working with raw and ready to eat foods
- Always clean food probe thermometers before use and again before storage
- Always clean utensils anytime contamination may have occurred
- Utensils stored in food product stored at 41F or below should be cleaned every 24 hours
    - Or when the container becomes empty
- Utensils stored in food product stored at 135F or above should be cleaned every 24 hours
    - Or when the container becomes empty
- Utensils stored in water maintained at 135F or greater should be cleaned every 24 hours
    - Or as often as necessary to prevent soil accumulation
- Utensils stored on a clean, dry surface and used in contact with potentially hazardous foods should be cleaned every 4 hours
- Utensils stored in a non-potentially hazardous food product at room temperature should be cleaned every 24 hours
- Utensils stored on a clean, dry surface and used in contact with non-potentially hazardous foods should be cleaned every 24 hours
- Fryer baskets which contact potentially hazardous foods but contact hot fryer oil repeatedly throughout the day should be cleaned every 24 hours

Recommendations for Receiving Deliveries

Using the following guidelines will help to ensure that food that you receive is safe and from an approved source:

- Confirm that your suppliers have a food safety and security plan in place themselves
- Use approved sources only
- Always check in your deliveries, unattended or "drop" deliveries are not recommended
- Keep a record of where food products are purchased, along with keeping records of invoices and bills of lading for tracking purchases
- Write and implement procedures for receiving food products that all employees-involved in deliveries- sign-off on
- Inspect deliveries for condition and product quality
    - Check for temperature of potentially hazardous foods at delivery, evidence of temperature abuse, tampering, discoloration, pinholes, unusual packaging, and other contamination
    - Segregate any suspicious foods or foods with poor packaging integrity for refunds/returns



A Guide to Evaluating Dented Cans

Cans that are leaking, bulging, or have holes in them have Critical (Class I) defects and are easy to identify as unsafe. The difference between Major (Class II) and Minor (Class III) defects in cans is more difficult to evaluate.

Some dented cans are harmless, but others can cause serious illness if the food inside is eaten. This guide is designed to help you decide which dented cans are safe (Minor defects) and which dented cans are unsafe (Critical or Major defect).

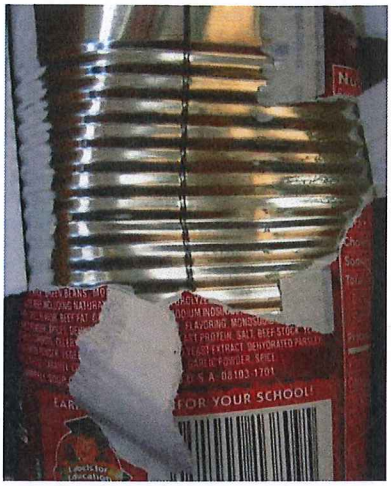
There are two types of seams on a can: side seams and end seams. Side seams are on the side of the can and are usually covered by the label. End seams are on the top and bottom of the can. If there is a dent over any of these seams, the can has at least a Major defect, meaning it is unsafe.

If a dent has sharp or pointed edges, it is also considered to have an unsafe, Major defect.

On the following pages, there are many pictures of safe, Minor defect cans and pictures of unsafe, Critical or Major defect cans. The Critical and Major defect cans are labeled with red arrows and the Minor defect cans are labeled with green arrows.

After reading this document, you should have a good idea of what cans have only Minor defects and are safe and which cans have Critical and Major defects making them unsafe. If you find yourself with a dented can you are unsure of, don't take a chance. ***When in doubt, throw it out!***

Dents on the Side of the Can

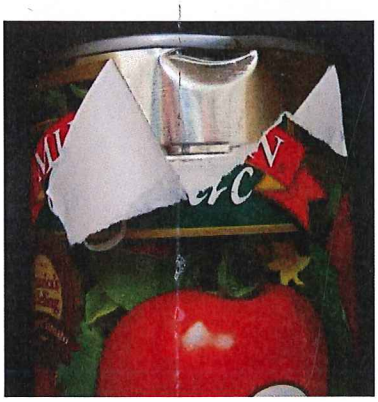


Major (Class II) - Dents over a side seam:
When inspecting cans for dents, pay close attention to where the side seam is located. In the picture to the left, there is a large dent over the side seam. Notice that there are no sharp edges or creases around the dent in the can on the left. This dent would be a Minor (Class III) defect if it were not located over the side seam.

Minor (Class III) side dent:
Note that the can in the picture on the right has a dent that covers a large surface of the can. This dent, although large, is only a Minor defect as it does not have sharp edges or creases. The dent also does not involve the top, bottom or side seams.

Major (Class II) defect:
The dent in the can on the left has pointed/sharp edges making it a Major defect even thought it is not over a seam.

Major (Class II) - Two Dents Meet at a Point:
The can in the picture to the right was impacted in two places and these two dents form a point. This causes a crease which is unsafe.



Major (Class II) - Side Dent Involving End Seam:
The dent in this can would be Minor if it was more toward the middle of the can. Because it is near the top of the can, it affects the integrity the end seam, making it unsafe.

Minor (Class III) end seam dents:
Sometimes the dent on the end of the can does not affect the end seam. For instance, the can on the left has a small notch on the rim. This notch does not affect the integrity of the seam and so it is only a Minor defect.

Minor vs. Major End Seam Dents: The dent indicated by the black arrow is a Major defect as it is larger and involves the seam. The other dent indicated by the pink arrow is a Minor defect as it only affects the rim and not the seam.

Another example of a Major (Class II) dent affecting the end seam.

Swollen Cans (Critical – Class I Defect)

The following pictures are a demonstration of a can with a seal that has been affected and is now swollen. See how the lid gives under pressure.

Major (Class II) - Crushed Cans:
The dent in this can result from the can being crushed. Any cans with defects like this are unsafe.

Dents on the bottom of the can (without a seam):
There are two main types of cans: cans with seams at both ends (top and bottom) and cans with seams only on the top. On the right is an intact can with no seam on the bottom. Because the bottoms of these cans do not have a seam, they can have significant dents and still only have Minor defects. For instance, the can below left has only Minor defects because the dent has no sharp points or sharp edges. The can below is a side view of a can that also has only a Minor defect for the same reasons. If there were a seam on the bottom of these cans, the defects would be Major because they would affect the integrity of the seam.

Cleaning in Place

1

Turn off and unplug equipment (use locks and tags, if applicable)

2

Remove food and dirt from under and around equipment

Remove any small parts that come off and clean and sanitize them following standard procedure

3

4

Wash and rinse all surfaces that can't be removed

Wipe or spray with sanitizing solution (make sure it is at the right concentration)

5

6

Air dry all parts

Put the equipment back together and re-sanitize surfaces you touched

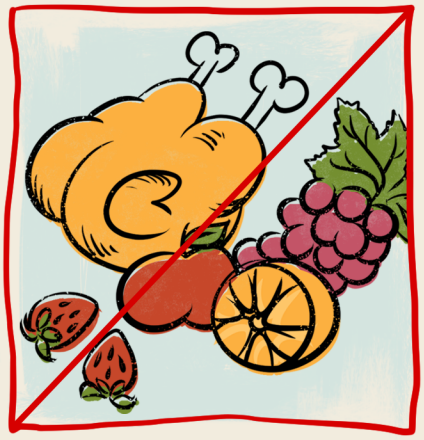
7

StateFoodSafety
Food Safety Training & Certification

KEEP 'EM SEPARATED: AVOID CROSS CONTAMINATION

Food Storage

Don't store food with chemicals



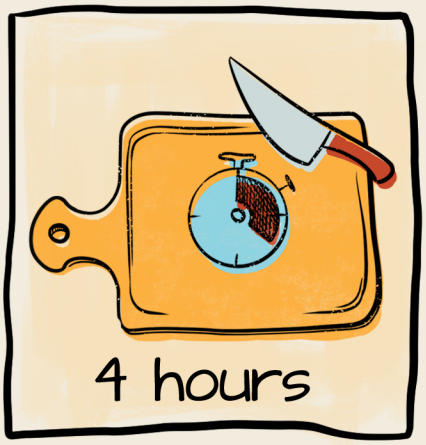
Store ready-to-eat food away from raw food

Cover food

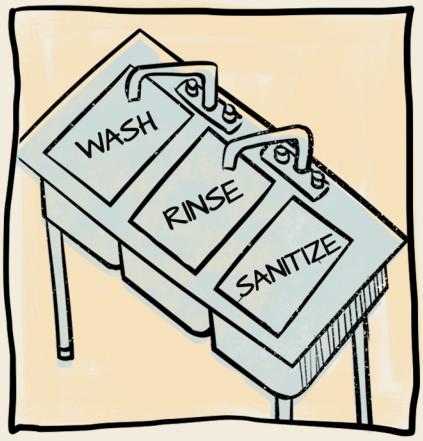
Store food at least 6 inches off the floor

Cleaning & Sanitizing

Don't clean while preparing

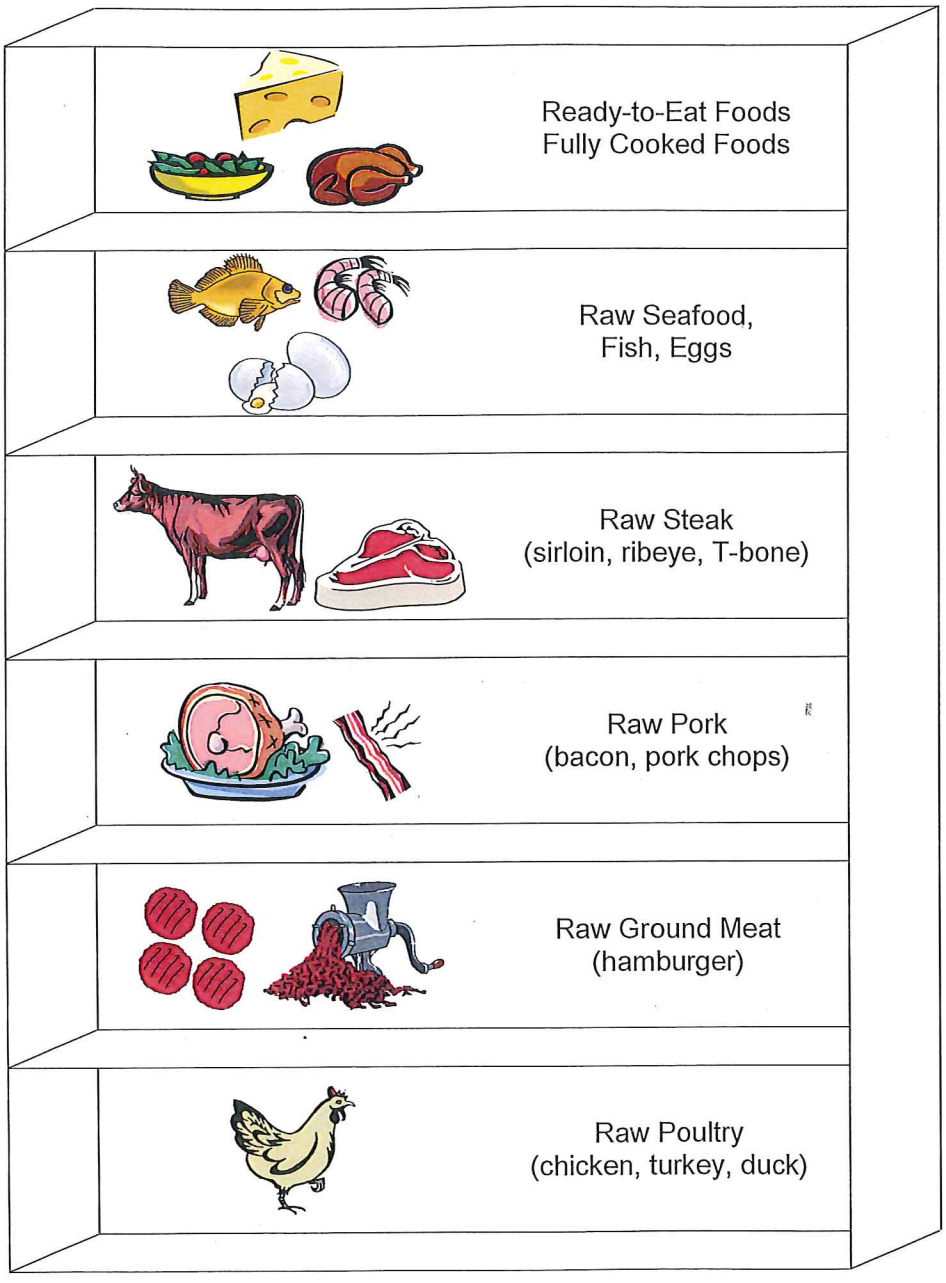


Food contact surfaces



Utensils

Safe Refrigerator Storage

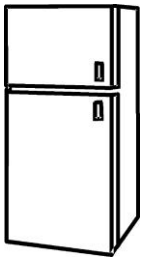


To prevent dangerous cross-contamination, stack foods top to bottom as shown.

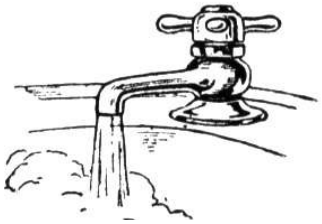
THAWING

NEVER THAW POTENTIALLY HAZARDOUS FOODS AT ROOM TEMPERATURE

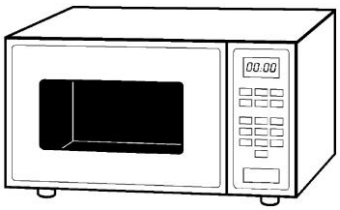
Thaw potentially hazardous foods in one of the following ways:



Under refrigeration that maintains internal food product temperatures of 41°F or less*.



Under cold, running, potable water with a temperature of 70°F or below. There must be sufficient water velocity to agitate and float off loose particles in an overflow. Food products shall not be left out of refrigeration for any period of time that allows thawed foods to rise above 41°F*.



In a microwave – if cooked immediately following the thawing with no interruption in the process.

As part of the normal cooking process.

Indiana State Department of Health

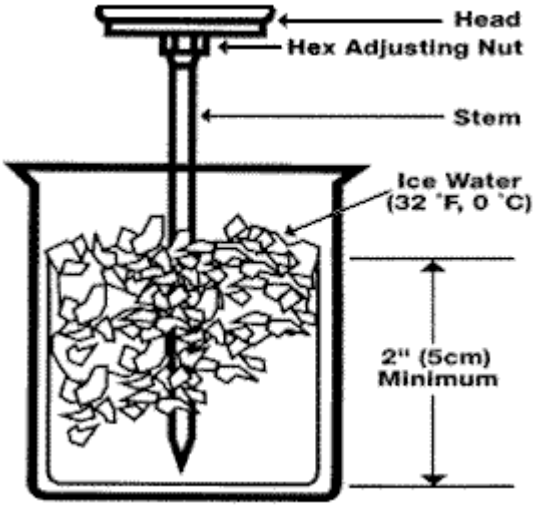
Food Protection Program
2 North Meridian Street
Indianapolis, IN 46204
www.in.gov/isdh/regsvcs/foodprot/index.htm

Thermometer Calibration

Ice Point Method

Fill an insulated container, such as a wide mouth "thermos" bottle with a mixture of potable crushed ice and water.

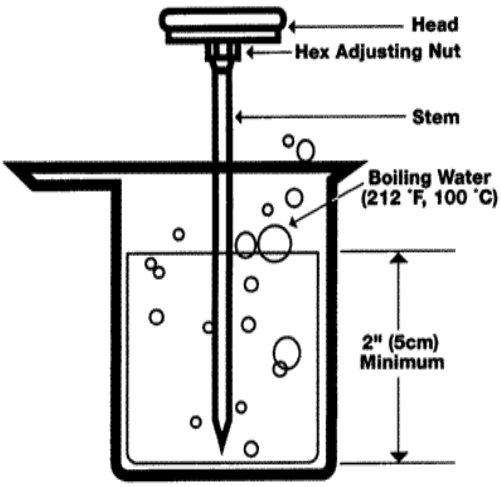
- The container must have crushed ice throughout to provide an environment of 32°F, so you may have to pack more ice into the container during the process.
- When the mixture of the water has stabilized after four or five minutes, insert the thermometer to be calibrated to the appropriate immersion depth. (note: from tip of thermometer to the dimple on stem is the sensing portion)
- Be sure to hold the stem of the instrument away from the bottom and sides of the container (preferably one inch) to avoid error. Wait until the thermometer stabilizes before adjusting the thermometer.



- If your thermometer is not accurate within +/- 2°F of 32°F., adjust the thermometer accordingly. The ice point method permits calibration to within 0.1°F.

Boiling Point Method

- After the water in the container has reached a complete "rolling" boil, insert the instrument to the appropriate immersion depth. The boiling point in Indiana is 212°F.
- Be sure there is at least a two-inch clearance between the stem or sensing element and the bottom and sides of the container.
- If your thermometer is not accurate within +/- 2°F of 212°F., adjust thermometer accordingly. The boiling point method permits calibration to within 1.0°F.



Remember:

Sanitize thermometers before use and in between uses, and…
…calibrate thermometers frequently!

Cooler/Freezer Temperature Log

Location:__________________

Employee Name	Date	Time	Ambient Air Temperature	Internal Food Temperature	Corrective Action (if needed)

Dish Machine Temperature Log

Location:__________________

Employee Name	Date	Wash Temp Read (gauge)	Rinse Temp Read (gauge)	Rinse Temp Confirmed (Thermometer or Strip)	Corrective Action, Final Rinse °F, or Thermostrip

COOKING

165°F for 15 seconds	Poultry and Foods Containing Poultry; Stuffed Fish, Meat or Pasta; Stuffing containing Fish or Meat; Game Animals and food containing Game Animals
165°F for 2 minutes	Microwave Cooking for Raw Animal Foods (covered, rotated, or stirred throughout or midway through the cooking process and held for 2 minutes covered)
158°F for 1 second **155°F for 15 seconds** **150°F for 1 minute or** **145°F for 3 minutes**	Injected Meats; Ground Meats (hamburger or sausage) or Fish; Raw Shell Eggs that are NOT prepared for immediate service (pooled or hot-held)
145°F for 15 seconds	Raw Shell Eggs prepared for immediate service; Meat and Fish not otherwise specified in this chart
145°F for 3 minutes **144°F for 5 minutes** **142°F for 8 minutes** **140°F for 12 minutes** **136°F for 32 minutes** **134°F for 47 minutes** **132°F for 77 minutes** **130°F for 121 minutes**	Roasts of Beef, Corned Beef, Pork, and Cured Pork
135°F	Potentially hazardous food cooked for hot-holding: fruits, vegetables, and potentially hazardous foods not otherwise listed that will be hot-held.

OVEN COOKING of ROASTS

Oven Type	Roast Weight Less than 10 lbs.	Roast Weight More than 10 lbs.
Still Dry	Oven Temperature ≥ 350°F	Oven Temperature ≥ 250°F
Convection	Oven Temperature ≥ 325°F	Oven Temperature ≥ 250°F
High Humidity	Oven Temperature ≤ 250°F	Oven Temperature ≤ 250°F

COOLING

Cooked potentially hazardous foods shall be cooled:

(1) within two hours, from 135°F to 70°F; and
(2) within four hours, from 70°F to 41°F or less*

Food prepared from ingredients at ambient temperature (such as reconstituted foods and canned tuna) shall be cooled:

Within 4 hours to 41°F or less*

SUGGESTED COOLING METHODS

- Place food in shallow pans
- Separate foods into smaller portions
- Use rapid cooling equipment
- Stir food in a container placed in an ice water bath
- Use containers that facilitate heat transfer
- Add ice as an ingredient

REHEATING

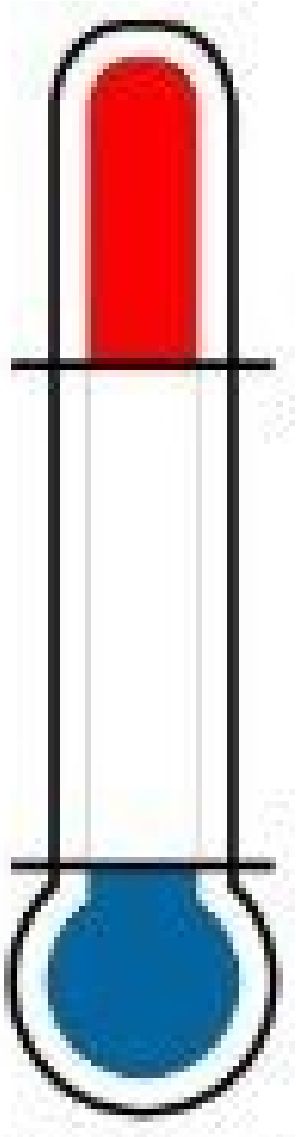
Potentially hazardous food that is cooked, cooled, and reheated for hot-holding shall be reheated so that all parts of the food reach a temperature of at least 165°F for 15 seconds. (If food is reheated in a microwave, all parts of the food must reach a temperature of at least 165°F and be allowed to stand covered for two minutes after reheating.)

Food Temperature Log

Location:___________________

Employee Name	Date	Time	Type of Food	Temperature	Corrective Action (if needed)

Proper Holding Temperatures



Keep Hot Foods Hot

(135F or Greater)

Keep Cold Food Cold

(41F or Less)

To Use Time as a Public Health Control, contact the Porter County Health Department.

Porter County HEALTH DEPARTMENT

Valparaiso Office
155 Indiana Ave., Suite 104
Valparaiso, IN 46383
Portage Office
3590 Willowcreek Rd., Suite C
Portage, IN 46368

porterhealth@porterco.org 219-465-3525 (Valparaiso) 219-759-8239 (Portage)

WRITTEN PROCEDURES FOR TIME AS A PUBLIC HEALTH CONTROL

Please fill out and submit this form for approval. Upon approval, leave the form on file at the establishment for employee guidance of procedures for using time-only as a control to hold time/temperature control for safety (potentially hazardous) foods.

Establishment Name:	Date:
Owner:	
Street Address of Establishment:	City, State:
Type of Establishment: ____Annual Permit Holder ____Partial Year Permit Holder ____Temporary Permit Holder ____Limited Permit Holder	

IMPORTANT: Improper time/temperature control is one of two leading causes of foodborne illness in the United States. The Centers for Disease Control (CDC) estimate that 48 million people get sick with 128,000 being hospitalized and 3,000 dying due to foodborne illness annually. Time/temperature control of potentially hazardous foods (PHFs) is an important factor in preventing foodborne illness.

Please review and initial the following regulations regarding Time as a Public Health Control in order to ensure that your procedures meet the regulations:

_____ I understand that PHFs held using time-only as a public health control are limited to 4 hours of hold time before they must be discarded.

____I understand that PHFs held using time-only as a public health control must be marked, either with the time that they leave temperature control (understanding that they will be consumed or discarded within 4 hours) or with the time at which the temperature control expires.

____I understand that the procedure for marking PHFs held using time-only as a public health control must be documented and followed in the same way on each occasion and that this documentation must be kept at the food establishment for review upon request.

____I understand that PHFs must be prepared and cooled or prepared and cooked according to section 189 in the Indiana Food Code before time is used as a public health control.

____I understand that the temperature of the PHFs held using time-only as a public health control will be taken and recorded at the time that the food leaves temperature control and that this record will be kept at the establishment for review upon request.

_____I understand that in an establishment where a susceptible population is served, time-only may not be used as a public health control for raw eggs.

Please review the following locations and select the area(s) where Time-Only will be used as a Public Health Control for Potentially Hazardous Foods (PHFs). In these locations, identify the PHFs that will be held and specify either the maximum time of 4 hours for holding or a lesser time, per your establishment's procedures. Additional information may be attached, if necessary.

Location	PHF(s)	Time Option
Cold Buffet		Other_____ 4 hours_____
Hot Buffet		Other_____ 4 hours_____
Make Line Cooler		Other_____ 4 hours_____
Pizza Make Table		Other_____ 4 hours_____
Expo/Server Line		Other_____ 4 hours_____
Sushi Bar/Area		Other_____ 4 hours_____
Condiment Counter		Other_____ 4 hours_____
Other_____		Other_____ 4 hours_____
Other_____		Other_____ 4 hours_____
Other_____		Other_____ 4 hours_____
Other_____		Other_____ 4 hours_____

Please indicate the manner in which the time will be marked for each food item or group of food items identified above.

____Time marked on the food container itself.

____Time marked on a chart on a clip-board or in a binder.

____Time frames used each day (For Example: 10am-2pm, 2pm-6pm, 6pm-10pm)

*Please list the time frame(s) that will be used here:

____Other

*If you are submitting an alternative method to time marking or tracking for approval, please attach the proposed method to this form.

FORM COMPLETED BY:

I understand that by filling out, signing, and submitting this form, I am agreeing to operate using these procedures each day that my establishment is open.

Name (print):	Title (print):
Signature:	Date:

Par-Cooking of Raw Animal Foods

Par (Partial) Cooking means the cooking of food in a food establishment using a process in which the heating of the food is intentionally halted so that it may be cooled and held for complete cooking at a later time prior to sale or service.

Par-Cooking does not include cooking procedures that only involve temporarily interrupting or slowing an otherwise continuous cooking process.

Raw animal foods that are cooked using a Par- Cooking process shall be:

1. Subject to an initial heating process that is no longer than sixty minutes in duration;
2. Immediately after initial heating, cooled from 135°F to ≤ 70°F within 2 hours and from 135°F to ≤ 41°F within a total of 6 hours;
3. After cooling, held frozen or cold at ≤ 41°F;
4. Prior to sale or service, cooked using a process that heats all parts of the food to a temperature of at least 165°F for 15 seconds;
5. Cooled from 135°F to ≤ 70°F within 2 hours and from 135°F to ≤ 41°F within a total of 6 hours if not either hot held at ≥ 135°F, served immediately, or held using time as a public health control **after complete cooking**; and

Prepared and stored according to written procedures that:

1. Have obtained prior approval from the Health Department;

2. Are maintained in the food establishment and are available to the Health Department upon request;

3. Describe how the requirements specified above are to be monitored and documented by the permit holder and the corrective actions to be taken if the requirements are not met;

4. Describe how the foods, after initial heating, but prior to complete cooking, are to be marked or otherwise identified as foods that must be cooked to at least 165°F for 15 seconds prior to being offered for sale or service; and

5. Describe how the foods, after initial heating but prior to cooking to at least 165°F for 15 seconds, are to be separated from ready-to–eat foods to prevent potential cross contamination.

Reference: 2009 FDA Food Code, Section 3-401.14

Prior Approval is Needed for the Following:

SOP filed and approved by Porter County Health Department (PCHD) for:

- Time as a Public Health Control-see page 28 for submission form
- Par-cooking procedures

HACCP plans filed and approved by PCHD or Indiana Department of Health (IDOH) for:

- Reduced oxygen packaging of a non-potentially hazardous food (by PCHD)
- Reduced oxygen packaging of raw meat (by PCHD)
- Freeze Drying (by IDOH)

Variance required by IDOH for:

- Any food handling that takes place in a location open to the outside (including mixing drinks)
- Reduced oxygen packaging of a potentially hazardous food
- Any type of sous vide operations
- Dry Aging-depending on process, could require IDOH variance or PCHD HACCP
- Any other proposed operation outside of the 410 IAC 7-24 (Indiana Food Code)

Please call our office with questions, clarification or guidance, we are here to help.

Grilled to Order Burgers*

*NOTICE-Consuming raw or undercooked meat may increase your risk of foodborne illness.

Purpose of Advisory
The consumer advisory is meant to inform consumers, especially highly susceptible populations (elderly, children, pregnant women, immunocompromised individuals) about the increased risk of foodborne illness from eating raw or undercooked animal foods through use of a disclosure and a reminder.

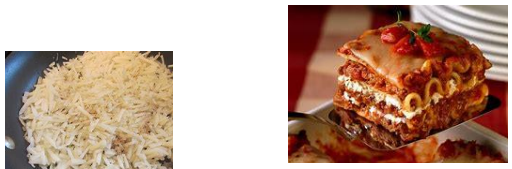
***Disclosure shall include*:**
a. A description of the animal-derived foods, such as "oysters on the half shell (raw oysters)", "raw-egg Caesar salad dressing", and "hamburgers (can be cooked to order)"; or
b. Identification of the animal-derived foods in a menu or other listing by asterisking them to a footnote that states that the items are served raw or undercooked or contain (or may contain) raw or undercooked ingredients.

Reminder shall include asterisking the animal-derived foods that require disclosure in a menu or other listing to a footnote that states that:
a. Written information regarding the safety of these items is available upon request;
b. Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk for foodborne illness; or
c. Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk for foodborne illness, especially if you have certain medical conditions.

Date Marking

DETERMINE WHICH FOODS IN YOUR FACILITY NEED TO BE DATE MARKED

Ready-to-Eat, potentially hazardous foods that will be held under refrigeration for more than 24 hours must be date marked for discarding.











Examples of foods that need to be date marked:

- Open gallons of milk, cream, half n half, cottage cheese
- Tuna salad, potato salad, others made in your facility
- Sliced deli meats (commercially processed or sliced in your facility)
- Cooked vegetables, meats, pastas and potatoes
- Prepared soup (commercially processed or prepared in your facility)
- Food you have altered-- e.g., adding relish to commercially processed tartar sauce
- Cut melons

Date marking is done to prevent too much bacterial growth that can happen during long term refrigeration in potentially hazardous foods.

Date marking is separate from the "sell by" date that comes stamped on packaged foods.

DETERMINE TYPE OF LABEL

- The Food Code allows no more than 7 days refrigeration including the date it was opened or prepared. You may set a policy for fewer than 7 days refrigeration.

•••CONSISTENCY IS THE KEY! If you decide you will use prep date and discard date, then all foods must be dated with prep date and discard date.

DETERMINE HOW FOODS WILL BE DATE MARKED AND KEEP ITEMS HANDY

• Markers, stickers, day dots, pens, calendars, labels, etc.

•Ensure the food container is clearly labeled.

DETERMINE WHO WILL BE RESPONSIBLE FOR MONITORING THE SYSTEM

• Ensure employees know if they will be responsible for date marking foods.

• Ensure employees are fully trained in your date marking system.

  - Freezing pauses date marking. Once an item is removed from the freezer, it must be immediately re-marked to indicate the days before freezing and the restart date indicating the number of days left.

• Managers or employees must ensure that all required foods are properly dated.

• Managers or employees must ensure that food past the discard date is promptly discarded.

Protection of Utensils on Display

Pre-set tableware must be:

Wrapped,

Covered, or

Inverted to protect from contamination

If left exposed, unused tableware must be removed when customers are seated at the table

Single-use, single-service utensils and utensils that have been sanitized must be handled, displayed, and dispensed so that food-contact and lip-contact surfaces are not contaminated

Items that are not pre-wrapped must be presented to employees or consumers-if self-serve- with the handles out/up

Utensils stored in containers where the entire utensil is available for picking should be arranged with all handles facing in the same direction so that lip-contact and food-contact surfaces of one utensil are not contaminated when selecting another utensil

Sources:

General Food Safety Poster-Graphic by StateFoodSafety at https://www.statefoodsafety.com/Resources/Posters/food-safety-for-volunteer-food-facilities-poster

Wearing Gloves Poster-Graphic by StateFoodSafety at https://www.statefoodsafety.com/Resources/Resources/training-tip-wearing-gloves-for-food-safety

Cleaning and Sanitation of Food Contact (CIP)-Graphic by StateFoodSafety at https://www.statefoodsafety.com/Resources/Posters/cleaning-in-place-poster

Preventing Cross-contamination During Handling Poster-Graphic by StateFoodSafety at https://www.statefoodsafety.com/Resources/Posters/keep-em-separated-poster

Personal Hygiene Poster-Graphic by Safetypostershop.com. PCHD purchased rights to publish for educational purposes.