HACCP-Based SOPs

Hot and Cold Holding for Time/Temperature Control for Safety Foods
(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 Foods, TCS Foods

INSTRUCTIONS:
1. Train school nutrition employees on using the procedures in this SOP. Refer to the Using and Calibrating Thermometers SOP.
2. Follow state or local health department requirements.
3. If state or local health department requirements are based on the FDA Food Code:
   • Hold hot foods at 135 ºF or above
   • Hold cold foods at 41 ºF or below
4. Preheat steam tables and hot boxes.

MONITORING:
1. Use a clean, sanitized, and calibrated probe thermometer to measure the temperature of the food.
2. Take temperatures of foods by inserting the thermometer near the surface of the product, at the thickest part, and at other various locations.
3. 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.
4. For hot foods held for service:
   • Verify that the air/water temperature of any unit is at 135 ºF 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 ºF 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.
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Hot and Cold Holding for Time/Temperature Control for Safety Foods, continued
(Sample SOP)

MONITORING, continued:
5. For cold foods held for service:
   • Verify that the air/water temperature of any unit is at 41 ºF or below before use.
   • Chill foods, if applicable, in accordance with the Cooling Time/Temperature Control for Safety Foods SOP.
   • All cold time/temperature control for safety foods should be 41 ºF 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.
6. 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 the Cooling Time/Temperature Control for Safety Foods SOP if the food is not 41 ºF or below.
   • Verify that the air temperature of any cold holding unit is at 41 ºF or below before use and at least every 4 hours thereafter during all hours of operation.

CORRECTIVE ACTION:
1. Retrain any school nutrition employee found not following the procedures in this SOP.
2. For hot foods:
   • Reheat the food to 165 ºF for 15 seconds if the temperature is found to be below 135 ºF and the last temperature measurement was 135 ºF 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 ºF.
3. For cold foods:
   • Rapidly chill the food using an appropriate cooling method if the temperature is found to be above 41 ºF and the last temperature measurement was 41 ºF or below and taken within the last 2 hours:
     o 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.
     o Use a quick-chill unit like a blast chiller.
     o Stir the food in a container placed in an ice water bath.
     o Add ice as an ingredient.
     o Separate food into smaller or thinner portions.
CORRECTIVE ACTION, continued:
4. Repair or reset holding equipment before returning the food to the unit, if applicable.
5. Discard the food if it cannot be determined how long the food temperature was above 41 °F.

VERIFICATION AND RECORD KEEPING:
School nutrition employees will record temperatures of food items and document corrective actions taken on the Hot and Cold Holding Temperature Log. A designated school nutrition employee will record air temperatures of coolers and cold holding units on the Refrigeration Logs. The school nutrition manager will verify that school nutrition employees have taken the required holding temperatures by visually monitoring school nutrition employees during the shift and reviewing the temperature logs at the close of each day. The temperature logs are to be kept on file for a minimum of 1 year.

DATE IMPLEMENTED: ____________________ BY: ____________________

DATE REVIEWED: ____________________ BY: ____________________

DATE REVISED: ____________________ BY: ____________________