HACCP-Based SOPs

Transporting Food to Remote Sites (Satellite Kitchens)
(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

INSTRUCTIONS:
1. Train school nutrition employees on using the procedures in this SOP.
2. Follow state or local health department requirements.
3. If state or local health department requirements are based on the FDA Food Code:
   • Keep frozen foods frozen during transportation.
   • Maintain the temperature of refrigerated, time/temperature control for safety foods at 41 ºF or below and cooked foods that are transported hot at 135 ºF or above.
4. 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.
5. 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 ºF and hot food temperatures at 135 ºF 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. Refer to the Using and Calibrating Thermometers SOP.
   • Pre-heat or pre-chill the food carrier according to the manufacturer’s recommendations.
6. 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
HACCP-Based SOPs

Transporting Food to Remote Sites (Satellite Kitchens), continued
(Sample SOP)

INSTRUCTIONS, continued:
7. Place food containers in food carriers and transport the food in clean trucks, if applicable, to remote sites as quickly as possible.
8. Follow Receiving Deliveries SOP when food arrives at remote site.

MONITORING:
1. 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.
2. Check the internal temperatures of food using a calibrated thermometer before placing it into the food carrier. Refer to the Hot and Cold Holding for Time/Temperature Control for Safety Foods SOP for the proper procedures to follow when taking holding temperatures.

CORRECTIVE ACTION:
1. Retrain any school nutrition employee found not following the procedures in this SOP.
2. Continue heating or chilling food carrier if the proper air temperature is not reached.
3. Reheat food to 165 ºF for 15 seconds if the internal temperature of hot food is less than 135 ºF. Refer to the Reheating Time/Temperature Control for Safety Foods SOP.
4. Cool food to 41 ºF or below using a proper cooling procedure if the internal temperature of cold food is greater than 41 ºF. Refer to the Cooling Time/Temperature Control for Safety Foods SOP for the proper procedures to follow when cooling food.
5. Discard foods held in the danger zone for greater than 4 hours.

VERIFICATION AND RECORD KEEPING:
Before transporting food to remote sites, school nutrition employees 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 school nutrition manager at central kitchens will verify that school nutrition employees are following this SOP by visually observing employees and reviewing and initializing the Hot and Cold Holding Temperature Log daily. The school nutrition manager 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 initializing the Receiving Log daily. All logs are kept on file for a minimum of 1 year. The school nutrition manager will complete the Food Safety Checklist daily. The Food Safety Checklist is to be kept on file for a minimum of 1 year.
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Transporting Food to Remote Sites (Satellite Kitchens), continued
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DATE IMPLEMENTED: ____________________ BY: ____________________

DATE REVIEWED: ____________________ BY: ____________________

DATE REVISED: ____________________ BY: ____________________