

Required HACCP Record Keeping

- Take and record temperatures of potentially hazardous foods at receiving.
- Take and record the temperatures of potentially hazardous **hot** foods.
- Take and record the temperatures of potentially hazardous **cold** foods.
- Complete the Monthly Food Safety Checklist through visual observation.
- Monitor and record the temperatures of all cold holding units on a daily basis.
- Update staff's food safety training in KN-CLAIM under the "Forms" tab.
- Calibrate thermometers every 14 days and record results on a log sheet.
- Review and revise the site's HACCP Food Safety Plan at least annually.

Time & Temperature Control for Safety (TCS) Foods

Products, such as tomato sauces, salsas, and salad dressings, made or altered on-site, are considered time and temperature control for safety (TCS) foods. TCS foods must be held cold at 41°F or below or held hot at 135°F or above.

Food Safety for Volunteers & Students

Volunteers, students, and temporary staff need food safety training too! The Food Safety for Volunteers & Students resource is available at www.kn-eat.org, Food Safety. This training tool covers...

- personal hygiene
- preparing and serving foods safely
- cleaning and sanitizing
- food allergy management

Labeling Requirement

In order to provide full disclosure on packaged items, the Kansas Food Code requires labeling of a packaged or bundled product if it is presented to the customer in a self-serve style.

The term "package" refers to products of two or more ingredients or items that have been put into a bottle, can, carton, bag, or secure wrapper, by a food establishment before they are offered for self-service to the customer.

Packaged could also refer to a single ingredient item offered for self-service to the customer, if the packaging prevents the item from being easily identified.

Packaging can include bundled sack lunches, grab n' go meals, Summer Food Service Program meals, and/or afterschool snacks.

Labeling protects the safety of individuals who must avoid certain food ingredients. Sites can choose to make the labeling information available for products packaged on site; choose to physically hand the packaged item to the customer without labeling; or choose not to package the food item at all.

The Kansas Department of Agriculture has allowed several labeling options for products packaged on site and offered for self-service.

- Put an ingredient label on the product or by the product.
- Display the recipe for the product.
- Display the manufacturer's product ingredient label from a bulk shipped box.
- Post a sign indicating the following: "Ingredient information for the packaged product is available upon request."

Did You Know...?

Harmful disease-causing microorganisms can survive on electronic devices, such as cell phones and tablets. To reduce the potential for cross-contamination of harmful microorganisms while handling foods, wash hands before and after touching electronic devices.

Time as a Public Health Control

The term “time as a public health control” means that time, rather than temperature, is the primary way of controlling growth of harmful bacteria. When time controls are used, a potentially hazardous food may **not** be left in the temperature danger zone of 41°F to 135°F for more than 4 hours.

Time starts when the potentially hazardous food is taken out of temperature control. The food must either be identified on a log sheet or marked in some way to indicate the time that is 4 hours from when the food was removed from temperature control. The food must be served or discarded within the 4 hours. Foods that have had time controls applied may not be saved and served again.

Time controls can be used for both cold and hot potentially hazardous foods. The site must have a predetermined written list of potentially hazardous foods that will have time controls applied to them.

To use “Time as a Public Health Control”, there must be an established and written Standard Operating Procedure detailing the methods for applying time controls at that site. Guidance is provided in the Kansas HACCP Food Safety Plan, SOP #14 - “Using Time as a Public Health Control to Limit Bacteria Growth in Potentially Hazardous Foods”.

Reduce Food Waste

- Forecast properly and keep good records to reduce the amount of leftovers.
- Cool and store leftovers following date-marking protocol. Use or freeze within the “use by” dates.
- Offer safely handled leftovers at another meal.
- Repurpose safely held leftovers in another recipe.
- Donate properly handled leftovers to a charitable organization, such as a food bank.

Review and Revise HACCP Plan

Review and revise the HACCP Food Safety Plan at least annually or as changes occur. The beginning of a school year is a good time to evaluate food safe practices and to ensure the written HACCP plan reflects what is being done in the kitchens.

The “Worksheet to Review and Revise the HACCP Food Safety Plan” is an effective tool to use and is available on the Child Nutrition & Wellness website.

No Bare-Hand Contact Rule

Ready-to-eat foods must be handled to prevent contamination. Ready-to-eat foods are those foods that are already rinsed, prepared and/or cooked, such as deli meats, raw fresh vegetables, breads, fresh fruits or cooked chicken nuggets.

Utensils, dispensing equipment, deli tissue paper, or food grade gloves are all acceptable ways to handle ready-to-eat foods. When gloves are used, they must be worn over washed hands. This practice creates multiple safety barriers between bare hands and ready-to-eat foods.

Food Safety Training Record

The Food Safety Training Record in KN-CLAIM (Forms tab) should be updated each time a staff member takes an approved food safety class. Accurate record keeping better ensures all staff have completed their required food safety training.

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HACCP Help 16

Online Food Safety Training

To access online food safety training, go to [KSDE Training Portal, https://learning.ksde.org](https://learning.ksde.org). Create an account on the KSDE Training Portal with a Username and Password. Select the Child Nutrition & Wellness option and click on the class you would like to take online. Online classes can be taken at any time and place convenient to you. They can be completed in one session or over the course of multiple days.