



# Virginia Department of Corrections

## Facility Services and Work

### Food Service Manual Chapter 6

#### *Sanitation and Safety*

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Director of Food Services*Signature Copy on File*

9/18/2022

Signature

Date

### REVIEW

The Director of Food Services will ensure that each Chapter of the Food Service Manual is reviewed annually and revised as necessary.

*The content owner reviewed this operating procedure in October 2023 and necessary changes have been made.*

*The content owner reviewed this operating procedure in October 2024 and determined that no changes are needed.*

### COMPLIANCE

The Food Service Manual is issued with the intent to pull together information from a variety of sources such as directives, operating procedures, regulations, and other mandatory requirements and applies to all food service activities in facilities operated by the Department of Corrections (DOC). Contract Food Service vendors must follow all provisions of the Food Service Manual within the specifications of their contract. This manual will not change requirements contained in any approved directive or operating procedure, but does contain specific operational details not included in other documents. Practices and procedures must comply with applicable State and Federal laws and regulations, American Correctional Association (ACA) standards, and DOC directives and operating procedures.

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## DEFINITIONS

**Adulterated** - The condition of a food:

- If it bears or contains any poisonous or deleterious substance in a quantity which may render it injurious to health.
- If it bears or contains any added poisonous or deleterious substance for which no safe tolerance has been established by regulation, or in excess of such tolerance, if one has been established.
- If it consists in whole or in part of any filthy, putrid, or decomposed substance, or if it is otherwise unfit for human consumption.
- If it has been processed, prepared, packed, or held under unsanitary conditions, whereby it may have been contaminated with filth, or whereby it may have been rendered injurious to health.
- If it is in whole or in part the product of a diseased animal, or an animal which has died otherwise than by slaughter.
- If its container is composed in whole or in part of any poisonous or deleterious substance which may render the contents injurious to health.

**Bread** - Sliced bread, rolls, biscuits, and corn bread.

**Closed** - Fitted together snugly, leaving no openings large enough to permit the entrance of vermin.

**Corrosion-Resistant Materials** - Those materials that maintain their original surface characteristics under prolonged influence of the food to be contacted, the normal use of cleaning compounds and bactericidal solutions, and other conditions-of-use environment.

**Easily Cleanable** - Surfaces are readily accessible and made of such materials and finish and so fabricated that residue may be effectively removed by normal cleaning methods.

**Equipment** - Stoves, ovens, ranges, hoods, slicers, mixers, meat blocks, tables, counters, refrigerators, sinks, dishwashing machines, steam tables, hot cabinets, insulated holding units, and similar items other than utensils used in an institutional food service operation.

**Food** - Any raw, cooked, or processed edible substance, ice, beverage, or ingredient used or intended for use in whole or in part for human consumption.

**Food Processing Establishment** - Any commercial establishment in which food is processed or otherwise prepared and packaged for human consumption.

**Food Production Worksheet** - A document provided with each day's menu that provides direction in preparing each meal and provides space to record the number of meals served, time, and temperature of each food served.

**Food Service Facilities** - Kitchens, kitchen shops, canteens, dining areas, cafeterias, dishwashing rooms, food storage and refrigeration spaces, snack bars, bake shops, or any other facilities that serve or dispense food or drinks and are under the jurisdiction of the facility concerned.

**Food Service Worker** - Any staff member, inmate or CCAP probationer/parolee working in a food service establishment who transports food or food containers, who engages in food preparation or service, or who comes in contact with any food, utensils, or equipment.

**Hermetically Sealed Container** - A container which is designed and intended to be secure against the entry of microorganisms and to maintain the sterility of its contents after processing.

**Hot Water** - Water at a temperature of 100°F or higher unless otherwise stated.

**Kitchenware** - All multi-use utensils other than tableware used in the storage, preparation, conveying, or serving of food.

**Leftover** - Any food that has been prepared and stored either hot or cold and has been put on the serving line for service.

**Packaged** - Bottled, canned, cartoned, boxed, or securely wrapped

**Perishable Products**- Any food item of limited freshness i.e., fresh fruit, produce, raw eggs, or vegetables used in the food service operations.

**Reconstitution** - Recombining dehydrated food products with water or other liquids.

**Safe Temperatures** - As applied to temperature controlled for safety food, means temperatures of 41°F or below and 135°F or above.

**Sanitization** - A process that provides application of cumulative heat or concentration of chemicals for enough time to reduce the bacterial count, including pathogens, to a safe level on utensils and equipment.

**Single-Service Articles** - Cups, containers, lids, closures, plates, knives, forks, spoons, stirrers, paddles, straws, napkins, wrapping materials and similar articles intended for one-time, one-person use and then discarded.

**Tableware** - All multi-use eating and drinking utensils, including flatware.

**Temperature Controlled for Safety Food (TCS)** - A food that requires time/temperature control for safety to limit pathogenic microorganism growth or toxin formations; TCS foods include, but are not limited to, an animal food that is raw or heat treated, cut melons, or cut tomatoes.

**Utensil** - Any tableware and kitchenware used in the storage, preparation, conveying, or serving of food.

**Wholesome** - In sound condition, free from adulteration, and otherwise suitable for human consumption.

## PURPOSE

This Chapter of the Food Service Manual provides protocols to establish uniform sanitary and safety standards for Department of Corrections (DOC) food service operations and to provide guidance for staff in the principles of food service sanitation, food safety, and compliance with health and safety regulations per Department of Health, Chapter 421, *Food Regulations*.

## PROCEDURE

- I. Food Supplies
  - A. Food in the food service facilities must be from an approved source that is in compliance with applicable federal state and local laws and regulations and will be inspected for wholesomeness, as appropriate under an official regulatory program. Food from such sources will have been protected from contamination and spoilage during subsequent handling, packaging, and storage, and while in transit.
  - B. All food in food service facilities will be wholesome and free from spoilage, adulteration, and mishandling. Temperature controlled for safety (TCS) dairy items such as cottage cheese, sour cream, and milk must be used by the expiration date, best by date, or use by date.
  - C. All fluid milk and fluid milk products for drinking purposes must be purchased and served in the original, individual containers in which they are packaged at the milk plant, or must be served from an approved bulk milk dispenser.
    1. Cream, whipped cream or half and half, which is to be consumed on the premises, may be served from the original container of not more than one-half gallon capacity or from an approved dispenser.
    2. Fluid milk may only be placed into an alternate container for lockdown or equipment failures.
    3. Fluid milk that is transferred to an alternate container must be labeled with the expiration date.
  - D. The transportation of all fluid milk and fluid milk products must be at 45°F or colder.
  - E. All bakery products will be prepared in the food service facility or in a food-processing establishment. All cream-filled and custard-filled pastries will be prepared and handled in accordance with the *Food Preparation* Section of this operating procedure.
  - F. All non-acid and low-acid hermetically sealed food will be processed in food-processing establishments.
- II. Food Protection
  - A. The kitchen, dining, and food storage areas are properly ventilated, properly furnished, and clean. (4-ACRS-4A-06)
  - B. All food while being stored prepared, displayed, served, or sold in food service establishments, or transported between such establishments will be protected against contamination from dust, flies, rodents, and other vermin; unclean utensils and work surfaces, unnecessary handling; coughs and sneezes; flooding, drainage, and overhead leakage; and any other source.
  - C. Conveniently located refrigeration equipment, hot food storage and display equipment, and effective insulated equipment, will be provided as needed to assure the maintenance of all food at required temperatures during storage, preparation, display, and service.
  - D. All perishable food must be stored at such temperatures as will protect against spoilage.
  - E. All TCS food must be kept at 41°F or below or 135°F or above except during preparation and cooling. Temperatures are checked and recorded daily. (5-ACI-5C-14)
  - F. All TCS food, when placed or displayed for service, must be kept hot or cold as required hereafter:
    1. If served hot, the temperature of such food must be kept at 135°F or above.

2. If served cold, such food must be kept at 41°F or below.

G. Frozen food must be kept at 10°F or below to remain frozen except when being thawed for preparation or use. TCS food must be thawed under refrigeration that maintains temperatures of 41°F, or below, quick thawed as part of the cooking process, or completely submerged under running water at 70°F or below.

### III. Food Preparation

A. Convenient and suitable utensils such as forks, knives, tongs, spoons or scoops, must be provided and used to minimize handling of food at all points where food is prepared and issued in accordance with Food Service Manual Chapter 9, *Control of Food Service Utensils, Equipment, Supplies, and Food*.

B. All raw fruits (excluding bananas) and vegetables will be washed thoroughly before being cooked or served.

C. Stuffing, poultry, and stuffed meats and poultry must be heated throughout to a minimum temperature of 165°F with no interruption of the initial cooking process.

D. Pork and pork products which have been specially treated to destroy *Trichinae* must be thoroughly cooked to heat all parts of the meat to at least 155°F or higher.

E. Fruits and vegetables that are cooked for hot holding must be cooked to a temperature of 135°F.

F. Meat salads, poultry salads, potato salads, egg salads, cream-filled pastries, and other TCS food will be prepared from chilled products. There will be minimal manual contact and all food-contact surfaces must be cleaned and sanitized prior to preparation.

G. When combining food (milk) ingredients with different use-by or expiration dates, the discard date of the product will be based on the earliest date. The finished combined product must not exceed a seven day consume by date.

H. Custards, cream filling, or similar products which are prepared by hot or cold processes, and which are used as puddings or pastry fillings, will be kept at safe temperatures, except during necessary periods of preparation and service, and must meet the following requirements as applicable:

1. Pastry fillings must be placed in shells, crusts or other baked goods either while hot (not less than 135°F, or immediately following preparation if a cold process is used); or
2. Such fillings and puddings must be refrigerated at 41°F or below and placed in shallow pans to a depth of not more than two inches immediately after cooking or preparation, and held there until combined into pastries, or served. The pans will be covered with lids or wax paper.
3. All completed custard-filled and cream-filled pastries must, unless served immediately following filling, be refrigerated at 41°F or below promptly after preparation and held at 41°F or below pending service.

I. All foods to be cooled for refrigeration will be:

1. Placed in shallow pans to a depth of not more than two inches
2. Placed uncovered in a blast chiller or covered loosely in an ice bath stirring frequently, or a combination of both
3. Pan must be labeled with:
  - a. Product name
  - b. Date, time, and temperature when cooling process starts and use by date. The use by date is not to exceed seven days including the preparation day.
  - c. Items will be checked regularly to ensure cooling from 135°F to 70°F in no more than two hours and from 70°F to 41°F or below within an additional four hours. Temperatures must be included on label and times are cumulative.

- J. Dehydrated foods will be cooked to 135°F or refrigerated immediately following reconstitution with boiling water. Examples include beans and soy.
- K. Reheating of TCS foods that are cooked, cooled, and then refrigerated, if reheated, must be reheated rapidly to 165°F or higher throughout within two hours. Food can then be served or placed in hot food storage equipment.
  - 1. Steam tables, warmers, and similar hot holding equipment are prohibited for the heating of TCS foods.
  - 2. Pre-cooked items are not considered leftovers until they have been prepared by the institution and must be maintained in accordance with reheating guidelines.
  - 3. Multiple reheating of leftovers must not exceed two occurrences and:
    - a. Must occur during the seven-day time frame.
    - b. Proper cooling temperatures will be documented for each occurrence.
    - c. Labels from each cooling process will remain with the product until used or discarded.

#### IV. Carry-Out Meals

- A. Master menus for carry-out meals are provided by the DOC Dietitian.
  - 1. These menus are planned to coincide as much as possible with the regular menus to maintain similarity of foods served to the population at the facility and those served to inmates and Community Corrections Alternative Program (CCAP) probationers/parolees performing various work details.
  - 2. These menus are designed to help fulfill the daily nutritional requirements considering the other two meals.
  - 3. It is required that facilities maintain records of foods actually served on the *Food Production Worksheet* for carry-out meals.
- B. Sandwiches and other protein foods often present problems in preparation and handling, especially those that must be made in advance. The following guidelines have been established for preparing and handling transportation bag meals/road meals.
  - 1. Lunch is based on the Road Master Menu or Transportation Bag Menu.
  - 2. All meals intended for consumption outside the secure perimeter will be transportation road bags or road meals. Transporting hot food items outside the secure perimeter will be prohibited.
  - 3. Work with clean hands and equipment.
  - 4. Use safe, wholesome ingredients.
  - 5. Fillings for sandwiches prepared for transportation bag meals/road meals that do not have to be refrigerated up to serving time are limited to jams or jellies, and peanut butter.
  - 6. Prepare sandwiches from chilled ingredients.
  - 7. Fresh fruits and vegetables for transportation bag meals/road meals will be washed in warm running water to remove soil.
  - 8. Chill finished sandwiches rapidly.
    - a. Keep chilled until served.
    - b. Discard any sandwiches not used within a 24-hour period.
    - c. Road meals for work gangs will be placed in road trays.
    - d. Trays will be placed in insulated coolers with ice packs.
  - 9. Sandwiches that contain TCS food ingredients (i.e., lunch meats) must have an initial temperature of 41°F or less when removed from temperature control and the food temperature may not exceed 70°F within a maximum time period of six hours.
  - 10. For any hot meals that are served outside the secure perimeter, refer to Attachment 1, *Hot Meal*

*Service Requirements - Outside Secure Perimeter.*

## V. Food Storage

- A. There are sanitary, temperature-controlled facilities for the storage of all foods. (5-ACI-2E-06; 4-ACRS-4A-07)
- B. Only food items purchased through and approved by the DOC suppliers will be stored in food storage spaces. Personal food items will be stored in designated staff food storage areas.
- C. Decayed items will be sorted out and removed from fresh fruits and vegetables.
- D. Food items such as eggs and margarine, which absorb foreign odors, will not be stored with fruits and vegetables, if space allows.
- E. Food items must be stored away from steam or other heated pipes. Stacking will be in a manner to allow air circulation.
- F. Refrigerators and freezer spaces will be defrosted and cleaned at regular intervals.
- G. All food storage areas will have thermometers and temperature charts.
  - 1. Thermometers will be located internally at the front of cold-holding units.
  - 2. Temperatures will be checked and recorded on *Storage Area Temperature Record* FSM\_F13, at least three times daily, as follows:
    - a. Opening of Food Service operation
    - b. Mid-day or 1:00 PM
    - c. Prior to closing of food service operation
- H. Food storage areas must be maintained as follows:
  - 1. Storage areas for non-perishable shelf goods, e.g., canned goods, etc., will be maintained properly and safely.
  - 2. Dry storage areas for items with shorter shelf life or subject to infestation by insects or to spoilage, such as flours, grain meals, peanut butter, cooking oils, etc. must be maintained at 45°F to 80°F. (5-ACI-5C-14)
  - 3. Refrigerated areas must be maintained at 41°F or below. All items are marked with the date placed in storage and a “use by” date. (5-ACI-5C-02, 5-ACI-5C-14)
  - 4. Frozen food areas must be maintained frozen (10°F or below). (5-ACI-5C-14)
- I. Containers of food must be stored above the floor, on clean racks, dollies, pallets, or other clean surfaces, in such a manner as to be protected from splash and other contamination and at least six inches above the floor.
- J. Food not subject to further washing or cooking before serving will be stored in such manner as to be protected against contamination from food requiring washing or cooking.
- K. Packaged food must not be stored in a wet condition.
- L. Items will be stored in a neat and orderly manner.
  - 1. Items must be rotated, the newer items being stored behind the older ones, so the older items will be used first (first in - first out).
  - 2. All food items need to be marked with delivery dates.
  - 3. Storage buildings and spaces will be maintained in a sanitary condition.
  - 4. Storage buildings and spaces will be protected against insect and rodent invasion.
- M. Cleaning and sanitizing agents must be stored in a separate locker or room in such a manner that they



cannot be accidentally introduced into edibles during preparation.

- N. Food items that could be utilized as primary ingredients for intoxicants, such as sugar, coffee, and nutmeg, must be stored in a restricted manner and used under supervision.
1. Yeast will be stored in a locked container and used only by food service staff.
  2. These items must be inventoried, stored, and issued in compliance with Food Service Manual Chapter 9, *Control of Food Service Utensils, Equipment, Supplies, and Food*.

## VI. Food Display and Service

- A. Where unwrapped food is placed on display in all types of food service operations, including staff dining, will be protected against contamination from inmates and CCAP probationers/parolees and other sources by effective, easily cleanable, counter protector devices, cabinets, display cases, containers, or other similar type of protective equipment.
- B. Self-service openings in counter guards will be so designed and arranged to protect food from manual contact by inmates and CCAP probationers/parolees.
- C. Tongs, spoons, spatulas, scoops, and other suitable utensils will be provided and will be used by food service workers to reduce manual contact with food to a minimum.
1. For self-service by inmate, CCAP probationer/parolee, and staff, similar implements will be provided.
  2. Only a gloved hand may be used in place of a utensil for service of bread, pouched beverages, cookies, and fresh fruit that has been washed.
  3. Culinary arts programs may use gloved hands for other food preparation practices.
- D. Dispensing scoops, spoons, and dippers used in serving frozen desserts will be stored between uses either in an approved running water dipper well or in a manner otherwise approved.
- E. Sugar will only be stored in closed dispensers and dispensed according to facility established procedures.
- F. Unopened and fully sealed wrapped foods may be re-served, e.g. packaged cookies, packaged condiments. Individual water, juice, and milk bags are excluded and must not be re-served.
- G. Careful attention will be given to arrangement of salad bar items to eliminate the necessity of reaching over one container of food to another.
- H. Self-service items
1. Food items permitted in self-service areas are bread, margarine, crackers, relishes, condiments, beverages, and certain types of desserts.
  2. Desserts which may be self-service are:
    - a. Desserts proportioned in individual dishes.
    - b. Individually wrapped portions of ice cream.
    - c. Fruits that are ready-to-eat will be provided with an acceptable utensil, wrapped, or served in an individual serving container to prevent bare-hand contact.
    - d. Canned, stewed, and frozen fruits proportioned in individual dishes.
    - e. Fruit flavored gelatin proportioned in individual dishes.
- I. Salad bars - Salad bars may be set up on a self-service basis
1. All salad bars must be equipped with a sneeze guard.
  2. TCS food must have an initial temperature of 41 °F or less when removed from temperature control.
  3. TCS foods on the salad bar will be monitored and recorded on the *Temperature Control Sheet* FSM\_F1. If TCS foods cannot be maintained at 41 °F or less, time must be used as a public health record. The use of time or temperature as a public health control must be determined carefully, as

control measures will not be alternated once a decision is made. When time is used:

- a. Food temperatures may not exceed 70 °F within a maximum time period of six hours.
- b. All temperatures and times must be recorded on the *Temperature Control Sheet* FSM\_F1 and maintained for review in the food service area.
- b. The food will be monitored to ensure the warmest portion of the food does not exceed 70°F during the six-hour period, unless an ambient air temperature is maintained that ensures the food does not exceed 70°F during the six-hour holding period.
- c. The food will be marked or otherwise identified to indicate:
  - i. The time when the food is removed from 41°F or less cold-holding temperature control, and
  - ii. The time that is six hours past the point in time when the food is removed from 41°F or less cold-holding temperature control.
- d. Food will be discarded if the temperature of the foods exceeds 70°F, or
- e. Cooked and served, served at any temperature if ready-to-eat, or discarded within a maximum of six hours from the point in time when the food is removed from 41°F or less cold-holding temperature control.
- f. Food items in unmarked containers or packages, or marked with a time that exceeds the six-hour limit, or left on the salad bar at the end of the shift are to be discarded.

J. Outside food intended for staff functions will be stored in designated areas within the food service area.

## VII. Health and Disease Control

- A. Food Service Manual Chapter 2, *Food Service Personnel*, provides the requirements for medical examinations and certification and personal hygiene of food service workers.
- B. No birds or animals, except for authorized drug detection dogs, will be allowed in any area used for the storage, preparation, or serving of food, or for the cleaning or storage of utensils, or in toilet rooms, food service worker dressing rooms or areas, in vehicles used for transporting food, or in any other area or facility used in the conduct of food service operations.

## VIII. Cleanliness of Equipment and Utensils

- A. After each usage, all tableware must be thoroughly washed, rinsed, and sanitized. A spoon or other utensil, once used for tasting food, will not be reused until it has been cleaned and sanitized.
- B. After each usage, all kitchenware and food-contact surfaces of equipment, exclusive of cooking surfaces, used in the preparation, serving, display, or storage of food, must be thoroughly cleaned and sanitized.
- C. The cooking surfaces of grills, griddles, and similar cooking devices will be cleaned after each use.
- D. Nonfood-contact surfaces of all equipment used in the operation of a food service facility, including tables, counters, shelves, mixers, grinders, slicers, hoods, and fans, will be cleaned at such frequency as is necessary to be free of accumulation of dust, dirt, food particles, and other debris.
- E. All kitchenware and food-contact surfaces of equipment used in the preparation, service, display, or storage of TCS food must be sanitized prior to such use, and following any interruption of operation during which contamination of the contact surfaces is likely to have occurred.
- F. Where equipment and utensils are used for preparation of TCS food on a continuous or production line basis, the food-contact surfaces of such equipment and utensils will be cleaned and sanitized at intervals throughout the day.
- G. Grease filters in hoods will be washed and changed as often as necessary, at least weekly, to avoid the danger of fire and to prevent grease from dripping on cooking surfaces and into food.
- H. Detergents and abrasives will be rinsed off food-contact surfaces.

- I. Cloths used by food service workers will be cleaned, and any such cloths used for wiping food-contact surfaces should be used for no other purpose and kept in a sanitizer between uses. Cloths or other similar material will be washed and dried. Note: Sponges are not allowed in the food service operation.
- J. Prior to washing, all equipment and utensils will be pre-flushed or pre-scraped and when necessary, presoaked to remove gross food particles and soil.
- K. Effective concentration of a suitable detergent will be used in both manual and mechanical dishwashing.
- L. When manual dishwashing is employed, equipment and utensils will be thoroughly washed in a detergent solution, which is kept reasonably clean, and then will be rinsed free of such solution.
- M. All eating and drinking utensils and, when required, the food-contact surfaces of all other equipment and utensils must be sanitized by one of the following methods:
  1. Immersion for at least one-half minute in clean, hot water at a temperature not less than 170°F, or
    - a. Immersion for at least one minute in a clean solution containing at least 50 ppm of available chlorine at a temperature not less than 75°F, or
    - b. Immersion for at least one minute in a clean solution containing at least 12.5 ppm of available iodine in a solution having a pH not higher than 5.0 and a temperature of not less than 75°F, or
    - c. Immersion for at least 30 seconds in a clean solution containing 200 ppm of Quaternary Ammonium as indicated on the manufacturer's label.
  2. A three-compartment sink will be provided and used whenever washing and sanitizing of equipment or utensils are conducted manually. Single compartment utility sinks, such as cooks' and bakers' sinks, may be used for the rinsing of utensils.
  3. Sinks used for manual washing and sanitizing operations will be of adequate length, width, and depth to permit the complete immersion of the equipment and utensils, and each compartment of such sink must be supplied with hot and cold running water.
  4. When hot water is used as the sanitizing agent in manual operations, thermometers, accurate to +/-3°F, will be provided convenient to the sink to permit frequent checks of the water temperature.
  5. Dish tables and drain boards of adequate size for proper handling of soiled utensils prior to washing and for cleansed utensils following rinsing or sanitation will be provided and located or constructed as not to interfere with the proper use of dishwashing facilities, provided that drain boards will not be required for cooks' or bakers' rinse sinks.
  6. Sinks, dish tables, and drain boards will be constructed of such thickness and design as to restrict denting and buckling, and sloped so as to be self-draining.
  7. Dishwashing machines will be of such materials and so designed and constructed as to be easily cleanable, and will be capable, when operated properly, of rendering all surfaces of equipment and utensils clean to sight and touch and sanitized.
  8. When spray-type dish washing machines are used, the following additional requirements must be met:
    - a. Wash water will be kept reasonably clean, and rinse water tanks will be so protected by distance, baffles, or other effective means as to minimize the entry of wash water into the rinse water.
    - b. The flow pressure of the fresh hot water sanitizing rinse, as measured in the water line immediately downstream or upstream from the fresh hot water sanitizing rinse control valve, will be within the range specified on the machine manufacturer's data plate and may not be less than five pounds per square inch or more than 30 pounds per square inch.
      - i. A suitable gauge cock will be provided immediately upstream from the final rinse sprays to permit checking the flow pressure of the final rinse water.
      - ii. There must be a readable data plate on each dishwasher. If they are worn, the facility must obtain a new one. A manufacturer's specification sheet on file in the food service office will be acceptable if a data plate is not available.

- c. The wash water temperature must be at least 150°F and hot water final rinse must be a temperature of at least 180°F or as otherwise specified on the manufacturer's data plate.
- d. The utensil surface temperature must be 160°F, as measured by an irreversible registering temperature indicator.
- e. Conveyers in dishwashing machines will be accurately timed to assure proper exposure times in wash and rinse cycles.
- f. An easily readable thermometer must be provided in each tank of the dishwashing machine, which will indicate to an accuracy of +/-2°F, the temperature of the water or solution therein. In addition, a thermometer of equal accuracy will be provided which will indicate the temperature of the final rinse water as it enters the manifold.
- g. Water temperatures are checked daily by administrative, medical, or dietary personnel and recorded on the *Dishwasher Temperature Record* FSM\_F14. (5-ACI-5C-13; 4-ACRS-4A-07)
- h. Jets, nozzles, and all other parts of each machine will be maintained free of chemical deposits, debris, and other soil. Automatic detergent dispensers, if used, will be kept in proper operating condition.

#### IX. Storage and Handling of Cleaned Equipment and Utensils

- A. Food contact surfaces of cleaned and sanitized equipment and utensils will be handled in such a manner to be protected from contamination.
  - 1. Cleaned spoons, knives, and forks will be picked up and touched only by their handles.
  - 2. Clean cups, glasses, and bowls will be handled so that fingers and thumbs do not contact inside surfaces or lip-contact surfaces.
- B. Cleaned and sanitized, portable equipment and utensils will be stored above the floor in a clean, dry location and suitable space and facilities will be provided for such storage so that food-contact surfaces are protected from splash, dust, and other contamination.
- C. The food contact surfaces of fixed equipment will be protected from splash, dust, and other contamination.
- D. Utensils will be air dried before being stored or stored in a self-draining position on suitably located hooks or racks constructed of corrosion resistant material.
- E. Wherever practicable, stored containers and utensils will be covered or inverted.
- F. Facilities for the storage of flatware (silverware) will be provided, designed, and maintained to present the handles to the food service worker or customer.

#### X. Single-Service Articles

- A. Single-service articles must be stored in closed cartons or containers that protect them from contamination.
- B. Such articles will be handled and dispensed in such a manner as to prevent contamination of surfaces that may come into contact with food or with the mouth of the user.
- C. Single-service items must be used only once.
- D. All food service operations that do not have adequate and effective facilities for cleaning and sanitizing utensils must use single-service articles.

#### XI. Ice

- A. Ice may be made in an ice making machine or obtained from an approved source.
- B. Ice making machines must be located, installed, operated, and maintained in a sanitary manner to prevent contamination of the ice and ice bin.

1. The machine will be cleaned and inspected periodically to insure proper operation.
  2. The ice bins will not be used to store containers for chilling, etc.
- C. All ice will be placed in a clean and sanitized approved container for transport outside of the food service area. Ice must only be dispensed from the food service area by a kitchen worker or kitchen staff.
- D. If ice crushers are used, they will be maintained in a clean condition and covered when not in use.
- E. Ice buckets, other containers, and scoops, unless they are of the single-serving type, will be of a smooth, impervious material and designed to facilitate cleaning. When in use, they must be cleaned and sanitized at least every four hours and stored and handled in a sanitary manner.

## XII. Toilet Facilities

- A. Toilet and wash basin facilities must be available to food service staff, inmates, and CCAP probationers/parolees in the vicinity of the food preparation area. (5-ACI-2E-07; 4-ACRS-4A-08)
- B. Toilet facilities must be installed in accordance with applicable State and local laws, ordinances, and regulations, or in the absence thereof, as approved by the health authority.
- C. Toilets and urinals will be of a sanitary design.
- D. Toilet rooms must be completely enclosed, and will have tight-fitting, self-closing doors.
1. Such doors will not be left open except during cleaning or maintenance.
  2. If vestibules are provided, they will be kept in a clean condition and in good repair.
- E. Toilet facilities, including the toilet room and fixtures, will be kept clean and in good repair, and free of objectionable odors.
- F. A supply of toilet tissue will be provided at each toilet at all times.
- G. Easily cleanable receptacles will be provided for waste materials. Receptacles in a female toilet room must be covered. Such receptacles will be emptied at least once a day, and more frequently when necessary to prevent excessive accumulation of waste material.
- H. Hand washing signs will be conspicuously posted in all toilet facility areas.
- I. Hand washing sinks must be located within or immediately adjacent to all toilet rooms or vestibules.
1. In all new facilities and facilities which are extensively altered, hand washing sinks must also be located within the area where food is prepared.
  2. Each hand washing sink must be provided with hot and cold or tempered water.
    - a. Where tempered water is used, a temperature at least 100°F is required.
    - b. Where hot and cold running water is provided, a mixing valve or combination faucet is recommended and should be required in new installations.
    - c. Steam mixing valves are prohibited.
  3. An adequate supply of hand-cleansing soap or detergent will be available at each hand washing sink.
  4. An adequate supply of sanitary towels or an approved hand-drying device will be available and conveniently located near the hand washing sink.
    - a. Common towels are prohibited.
    - b. Where disposable towels are used, waste receptacles will be located conveniently near the hand washing facilities.
  5. Hand washing sinks, soap dispensers, hand-drying devices, and all other components of the hand washing facilities will be kept clean and in good repair.

**XIII. Dressing Rooms and Lockers**

- A. Adequate facilities will be provided for the orderly storage of food service worker clothing and personal belongings.
  - 1. Dressing rooms or designated areas will be provided when, as a routine procedure, food service workers change clothing within the facility.
  - 2. Such designated areas must be located outside of food preparation, storage, and serving areas and utensil washing and storage areas.
  - 3. Such an area may be approved in a storage room where only completely packaged food is stored.
- B. Adequate lockers within dressing rooms will be provided and used for the storage of food service worker coats, clothing, and personal belongings.
- C. Dressing rooms or areas and lockers will be kept in a clean condition.

**XIV. Cleaning Schedule for Food Service Facilities****A. After Each Meal**

- 1. Clean dining room tables and chairs
  - a. Wash in hot soapy water, rinse in warm water, and sanitize
  - b. Change both the wash and rinse water frequently
- 2. Clean dining room and kitchen floors - Mop with approved cleaner
- 3. Clean all other work-area floors
  - a. Mop with approved cleaner
  - b. All movable equipment moved and cleaned around and under
- 4. Clean all eating and drinking utensils and pots and pans used in food preparation and tables used in food preparation will be washed, rinsed, and sanitized.
- 5. Remove all garbage and trash generated during meal and dispose in an approved container
- 6. Serving lines will be adequately washed, rinsed, and sanitized.
- 7. Disassemble and thoroughly clean and sanitize all meat saws, slicers, potato peelers, mixers, and other equipment

**B. After Each Use**

- 1. Clean can openers
- 2. Clean meat-slicers
- 3. Clean bread-slicers

**C. Daily**

- 1. Clean all toilet facilities
- 2. Clean broilers, ranges, ovens, steamers, coffee urns, roll warmers, proofing cabinets, reach-in refrigerators, toasters, scales, can openers, and drink dispensers
- 3. Clean dish machines, refuse receptacles, pails, mops, and refuse compactors
- 4. Clean drinking fountains

**D. Weekly**

- 1. Clean all walk-in refrigerators
- 2. De-scale dishwashing machine and coffee urn
- 3. Remove all hood filters, degrease, thoroughly clean and replace filters

4. De-stain plastic and china dishes, cups, and glasses
5. Clean ice holding compartment of ice machine and ice storage cabinets
6. Clean all storerooms, including shelving
7. Wash all windows
8. Clean rotary ovens, using only designated mops clearly marked to indicate they are for “oven use only”
9. Clean fry kettles, deck ovens, fat filters, and portable ingredient bins
10. Clean finger marks from painted surfaces
11. Dust and clean all light fixtures, tops of hoods, ventilators, and exhaust fans

E. Monthly

1. Strip floor wax; paying special attention to baseboards and legs of equipment
2. Clean window drapes and blinds
3. Defrost and clean freezers

F. Every six months - Degrease and thoroughly clean all exhaust ductwork and outside grillwork.

G. Only food service approved chemicals are allowed to be used to clean within food service areas.

H. Wiping cloths used on non-food contact surfaces of equipment such as counters, dining table tops and shelves will be cleaned and rinsed. These cloths will be stored in sanitizing solution between uses.

I. Clean up of bodily fluid

1. The affected area will be secured immediately.
2. In the event of a bodily fluid occurrence, standard procedures will be followed to minimize the risk of disease transmission and prevent the contamination of food, food contact surfaces, food preparation areas, utensils, equipment, and single use service items.
3. Clean up of bodily fluid (i.e., vomit or fecal matter) will be completed in accordance with local operating procedures and Operating Procedure 740.1, *Infectious Disease Control*.

XV. Solid Waste Storage and Disposal

A. Containers

1. All garbage and rubbish containing food waste will be kept in durable containers that do not leak and do not absorb liquids.
2. All containers will be provided with tight-fitting lids or covers and kept covered when stored or not in continuous use.
3. After being emptied, each container will be thoroughly cleansed on the inside and outside in a manner so as not to contaminate food, equipment, utensils, or food preparation areas.
  - a. Can-washing machines, steam-cleaning devices, or similar equipment will be used where the operation is large enough to warrant this type of equipment.
  - b. Wastewater from such cleaning operations will be disposed of as sewage.
4. There must be a sufficient number of containers to hold all of the garbage and rubbish containing food waste that accumulates between periods of removal from the premises.

B. Storage

1. Storage facilities will be adequate for the proper storage of all garbage and rubbish.
2. Storage areas will be kept clean and not constitute a nuisance.
3. Storage rooms or enclosures will be constructed of easily cleanable, washable materials, and vermin-

proofed. The floors and the walls, up to at least the level reached by splash or spray, will be of relatively non-absorbent materials.

4. Garbage and rubbish containing food waste will be stored so as to be inaccessible to vermin.
  - a. Garbage containers outside the establishment will be stored either on a concrete slab, or on a rack that is at least 12 inches above the ground for a single bank of containers, or 18 inches above the ground for a multiple bank of containers.
  - b. Surface will slope to drain.
- C. Food waste grinders - Food waste grinders will be constructed and installed as to comply with applicable State and local plumbing laws, ordinances, and regulations.

#### D. Disposal

1. All garbage and rubbish must be disposed of daily or at such other frequencies and in such a manner as to prevent a nuisance.
2. All facilities that operate solid waste disposal sites for their own use must comply with the above-mentioned rules and regulations.
3. Before any solid waste may be disposed of on State-owned property by any other entity, a written agreement must be consummated between the entity and the DOC Director, setting forth all operational details.
  - a. After a written agreement is signed by the parties, the rules and regulations of the Health Department will apply.
  - b. The disposal of solid waste will not begin until a permit is received from the local Health Department.

#### XVI. Vector/Pest Control - Screening

- A. All openings to the outer air will be effectively protected against flies and other flying insects by self-closing doors, closed windows, screening, controlled air currents, or other effective means.
- B. Screening material will be not less than 16-mesh to the inch or equivalent.
- C. Screen doors to the outer air, and screens for windows, doors, skylights, transoms, and other openings to the outer air will be tight fitting and free of holes and breaks.

#### XVII. Equipment Instructions

- A. Operating and cleaning instructions for equipment must be on file in the food service office.
- B. Instructions for maintaining equipment must be available in the food service area.
- C. Food Operation Directors/Managers are responsible for ensuring that instructions for routine maintenance are followed.

#### XVIII. Inspections

- A. The following areas and equipment will be visually inspected daily:
  1. Food preparation and dining area
  2. Food preparation equipment
  3. Food storage temperature charts
  4. Dishwasher and three compartment sinks will be checked for proper operating temperatures
  5. Toilets, hand washing sinks - clean, operational, and supplied
- B. Weekly inspection of all food service areas, including dining and food preparation areas and equipment, will be conducted by administrative, medical, or dietary staff. These may include the person supervising



food service operations or their designee. (5-ACI-5C-13; 4-ACRS-4A-07)

- C. The DOC Environmental Health Specialist will conduct variable frequency inspections of all areas of the food service operation to ensure food service facilities and equipment meet established governmental health and safety codes. Corrective action is taken on deficiencies, if any are noted. (5-ACI-5C-09; 4-ACRS-4A-04; 2-CO-2A-01, 2-CO-2A-02, 2-CO-4C-01)
1. Inspections with 0 Priority and 0 Priority Foundation and Core violations are considered passing and will be inspected on a variable frequency of every four months.
  2. Inspections with 1 Priority and/or 1-5 Priority Foundation and Core violations are considered passing and will be inspected every three months.
  3. Inspections with 2 Priority and/or 6-10 Priority Foundation and Core violations are considered failing and will be inspected every two months.
  4. Inspections with >2 Priority and/or >10 Priority Foundation and Core violations are considered failing and will be inspected every month.
  5. Repeat Critical violations will be considered failing and will be inspected every month.
  6. Timeframes for inspections may be shortened by management or because of specifically identified issue(s).

#### XIX. Plan Review

- A. The Food Service Director must submit a *Kitchen Plan Review Application* FSM\_F26 and floor plans or drawing for review and approval to an Environmental Health Specialist Senior in the Compliance, Certification, and Accreditation Unit before:
1. Construction of kitchens
  2. Conversion or remodel of existing kitchens (culinary arts area)
  3. Renovation of kitchens (fires, floods, damages)
  4. Relocation or removal of sinks, walls, or plumbing
- B. Plan review does not apply to replacement of equipment
- C. Compliance, Certification, and Accreditation Unit staff will be notified upon completion of project and a final inspection must be conducted prior to use of kitchen under *Plan Review*.

### REFERENCES

Department of Health Chapter 421, *Food Regulations*

Food Service Manual Chapter 2, *Food Service Personnel*

Food Service Manual Chapter 9, *Control of Food Service Utensils, Equipment, Supplies, and Food*

Operating Procedure 740.1, *Infectious Disease Control*

### ATTACHMENTS

Attachment 1, *Hot Meal Service Requirements- Outside Secure Perimeter*

### FORM CITATIONS

*Temperature Control Sheet* FSM\_F1

*Storage Area Temperature Record* FSM\_F13

*Dishwasher Temperature Record* FSM\_F14

*Kitchen Plan Review Application* FSM\_F26