

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Food Service Hazard Analysis Critical Control Point (HACCP) Plan		
Policy Number: 409.04.27	Effective Date: 9/7/17	Page Number: 1 of 10
Authority: Commissioner	Originating Division: Executive Division (Georgia Correctional Industries - Food and Farm Services)	Access Listing: Level I: All Access

I. Introduction and Summary:

It is the policy of the Food and Farm Service's Subdivision to provide instruction on implementation of a Hazard Analysis Critical Control Point (HACCP) Plan for each food service operation at all Georgia Department of Corrections (GDC) State Prisons and Centers which operate kitchens for preparation of the GDC Master Menu. Exceptions may include contracted food service operations.

II. Authority:

ACA Standards: 2-CO-4C-01, 4-4314, and 4-4325.

III. Definitions:

- A. **HACCP (Hazard Analysis Critical Control Point) Plan** - A process that uses a combination of proper food handling procedures, monitoring techniques, and record keeping to ensure food safety.
- B. **Cook's Worksheet** - A listing of the Master Menu for a particular day. If computer-generated, it will contain information on portion sizes, recipe numbers, number of meals to be served, etc., otherwise, it will contain blanks to manually enter this information.
- C. **Food Service Director/Manager** - The highest-ranking food service employee at a facility.
- D. **Potentially Hazardous Foods** - Any perishable food which has an ingredient such as milk, eggs, meat, poultry, fish, shellfish, or other potentially hazardous ingredient that is capable of supporting rapid and progressive development of infectious or disease causing agents.
- E. **Leftovers** - Any food item that remains after meal service.
- F. **Proper Refrigeration** - 41°F or below.
- G. **Poor Quality** - A product that does not meet specifications or displays signs of damage, spoilage, or temperature abuse.
- H. **Specifications** - Detailed description of product to be received or used.

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I. **Perishable Foods** - Any food item that easily spoils, decays, or breaks down quickly.

J. **Time and Temperature Abuse** - Food that remained at a temperature favorable for microorganism growth for an extended period of time. Food should not remain between 41°F and 135°F for more than four (4) hours.

IV. Statement of Policy and Applicable Procedures:

A. Receiving of Food items:

1. Food deliveries should be carefully inspected all for proper labeling, packaging, time and temperature abuse, and appearance to ensure safety and quality of the product.
2. The temperature of all frozen and perishable foods shall be taken at the point of receiving and shall be recorded on Attachment 1, Food Receiving Temperature Log.
 - a. All frozen foods should be below 0°F at receiving. If the product does exceed 0°F, immediate corrective action must be taken to get reduce product temperature to below 0°F. If the product is above 10°F, then the product should be refused. If the product or product's package appears wet or water damaged, contains ice crystals, contains a frozen block of ice surrounding the product, or shows any other signs of thawing and refreezing, the product should be refused.
 - b. All milk shall be received at temperatures above 32°F but below 41°F. If the milk is above 41°F, it should be refused.
 - c. All produce will be received at temperatures above 32°F but below 42°F. If it is not, the produce should be refused except under the following conditions:
 - 1) If the produce or items are received directly from a GDC Farm fresh produce operation and have temperatures above 42°F, their temperature must be reduced to below 42°F within six (6) hours from receipt;

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- 2) Cucumbers, squash and peppers shall be received at temperatures less than 50°F;
 - 3) Bananas and ripe tomatoes shall be received at temperatures less than 60°F; and
 - 4) Watermelons shall be received at temperatures less than 70°F.
3. The physical condition of all food items shall be checked at the point of receipt. Items under the following conditions shall be rejected:
 - a. Items that do not meet specifications;
 - b. Food items of poor quality;
 - c. Items with signs of time and temperature abuse;
 - d. Items with signs of insects or rodents (gnawed boxes, visible droppings, tracking and/or discoloration of packaging); and
 - e. Damaged and/or leaking items.
 4. Each individual case of product must be labeled with the date of receipt.
 5. All food items shall be moved from the loading dock to the proper storage location immediately.
 - a. Perishable foods must immediately be moved to a cooler. If temperatures rise above 41°F during this process, Food Service Staff must ensure the product is immediately returned to a temperature above 32°F but below 41°F.

Corrective Action: Product should be moved into a cooler and stacked to allow for adequate airflow immediately. Three (3) inches to four (4) inches spaces between the product allows for adequate

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airflow. If a facility is unable to reduce the product temperature within two (2) hours, the facility's Food Service Advisor should be contacted.

- b. Milk must be moved to a cooler immediately. If temperatures rise above 41°F, during this process, Food Service Staff must ensure the product is returned to a temperature above 32°F but below 41°F, immediately.

Corrective Action: Product should be moved into a cooler and stacked to allow for adequate airflow immediately. Three (3) to four (4) inches spaces between the product allows for adequate airflow. If a facility is unable to reduce the product temperature within two (2) hours, the facility's Food Service Advisor should be contacted.

- B. Storage Area Temperatures: The temperature of freezers, refrigerators, and coolers shall be checked three (3) times in a 24-hour period and then recorded each time on Attachment 3, Food Storage Temperature Log.
 1. Cooler temperatures should be maintained at or below 41°F.
 2. Freezer temperatures should be maintained between 0°F and -10°F.
 3. Warehouse temperatures should be maintained above 45°F, but below 85°F.
 4. If cooler and freezer temperatures rise above the designated temperatures, the facility's Maintenance Department shall be notified immediately to initiate repair. The facility's Maintenance Advisor and Food Service Advisor shall also be notified immediately. Foods should be moved to other coolers and freezers to preserve the product. If additional cooler and freezer space is not available, Food and Farm Services Central Office shall be contacted to request a refrigerated trailer.
- C. Food Preparation: Foods must be handled in a way to prevent the growth of harmful bacteria during all phases of the food preparation.
 1. All fresh produce must be inspected and washed with fresh water prior to being incorporated into a recipe or being served.

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2. All frozen foods will be thawed under proper refrigeration or submerged under cold running water. Water temperature should be at or below 70°F and water flow should be strong enough to wash food particles into overflow drain.

3. All frozen and perishable foods must be maintained below 41°F until time of preparation or beginning of meal service. If at any point the food temperature rises to 41°F or above, immediate corrective action must be taken to reduce the food temperature to below 41°F or the cooking process must begin immediately. All times that a particular food item remains in the food temperature danger zone during storage, preparation, serving, and cooling shall not exceed four (4) hours cumulatively.

4. All foods should be prepared in small batches. Foods that require refrigeration should be held at or below 41°F until needed for preparation. After an item has been used for preparation, it should be returned to the refrigeration unit or cooked according to the recipe immediately. Items that are normally stored in dry storage should also be prepared in small batches then returned to their proper location or cooked according to the recipe.

5. Food must be cooked to proper temperatures. Final cooking temperature shall be recorded on Attachment 2, Food Temperature Log.
 - a. Potentially hazardous foods shall be cooked to an internal temperature of 135°F or above.
 - b. Poultry products should be cooked to 165°F.
 - c. Ground beef should be cooked to a minimum internal temperature of 155°F for fifteen (15) seconds. (Farm Beef is an exception to this as it contains chicken and should be cooked to 165°F).
 - d. Cold foods should be kept at 41°F or below.

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- e. All leftover foods must be reheated to 165°F for fifteen (15) seconds. Leftover foods can only be reheated once.
 - f. Accumulated times in the danger zone (41°F to 135°F) shall not exceed four (4) hours at any time in the life of the food items.
 - g. Food Service Directors, Managers and Food Service Supervisors shall use thermometers to ensure the attainment and maintenance of proper internal cooking, holding, and refrigeration temperature of all foods.
6. Food items must be properly handled during holding and meal service.
- a. Cooked (hot) food items shall be moved to food warmers or insulated food holders immediately and held above 135°F.
 - b. Cold food items shall be stored under refrigeration, in coolers or insulated food holders and held below 41°F.
 - c. Cold foods shall be maintained below 41°F and hot foods will be maintained above 135°F during transportation of bulk food to alternate feeding locations.
7. Food Temperatures shall be recorded for all food items.
- a. Temperatures of food items shall be taken at the following times and shall be recorded on Attachment 2, Food Temperature Log:
 - 1) At the completion of the cooking process;
 - 2) Halfway between placement of food in holding container and beginning of meal service;
 - 3) At the beginning of meal service;
 - 4) Halfway between beginning and end of meal service; and

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- 5) At the end of meal service.

8. Food Service Directors, Managers and Supervisors shall adjust cooking times to ensure that food items are not prepared or placed on the serving line more than one (1) hour prior to serving.

9. If at any time food temperatures rise or fall into the temperature danger zone during the food holding or serving process, corrective action must be taken immediately.

10. All food items shall be properly handled on the serving line. All hot foods must be inserted into a working hot well on the serving line. All cold foods must be inserted into a working cold well on the serving line or in an iced container or holding area. No more than one (1) pan of any item should be on the serving line at one (1) time; all additional pans should be held in food warmers, refrigerators, or insulated food carriers until the item is needed.

11. Proper food temperatures shall be maintained. This includes plating hot foods at 135°F above and plating cold foods below 41°F.

12. Tray Preparation for Isolation Meal Service:
 - a. Proper food temperatures must be maintained. This includes plating hot foods at above 135°F and plating cold foods below 41°F.

 - b. Food may not be plated on isolation trays more than fifteen (15) minutes prior to departure of trays from the kitchen to the feeding location.

 - c. The temperature of food at completion of isolation tray plating shall be taken by Food Service staff and recorded on Attachment 2, Food Temperature Log. The person receiving the isolation trays shall also record the temperature at the point of tray receipt.

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- d. All isolation trays shall be replaced as needed. Food Service staff shall continually check for broken seams, water inside of trays, burns, cuts, etc.
 - e. The same care must be taken for all medical trays prepared including diet snacks.
13. Food items being retained as a leftover must be handled as outlined in recipe instructions and in Attachment 4, List of Food Items That Cannot Be Used as Leftovers:
- a. All foods shall be placed in shallow pans and placed under refrigeration immediately;
 - b. Leftovers shall be covered tightly and labeled with the product description and date of preparation. All leftovers must be used within 72-hours of preparation;
 - c. All food items retained as a leftover must be below 70°F within two (2) hours and below 41°F within six (6) hours from the time in which temperature was recorded at the end of meal service.
 - 1) Temperature of food two (2) hours after meal service must be recorded on Attachment 2, Food Temperature Log.
 - 2) If the temperature of food is not below 70°F with two (2) hours after meal service, food must be reheated and the process must begin again or the food must be discarded.
 - d. Staff has an additional four (4) hours to reduce temperature of food to below 41°F from the time when food temperature was recorded two (2) hours after meal service.
 - 1) Temperatures of food six (6) hours from meal service must be recorded on Attachment 2, Food Temperature Log.

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- 2) If temperature of food is not below 41°F six (6) hours from meal service, food must be discarded.
 - 3) The total amount of time a food item remains in the temperature danger zone should not exceed four (4) hours.
 - 4) Potentially hazardous foods should not be retained for leftovers if the food was transferred to an alternate feeding location, or the temperature fell into the temperature danger zone (between 41°F and 135°F) for more than four (4) hours.
- e. If Food Service Staff is not on duty to record the temperature of leftovers at the two (2) or six (6) hour interval after the evening meal, Food Service Staff must record the temperature of leftovers as their last duty of the day. If food is not projected to be at 70°F in two (2) hours or below 41°F in six (6) hours, corrective action must be taken prior to leaving for the day.
 - f. The Food Service Director or designee shall indicate on the cook's worksheet when and how leftover items are to be used on the day in which leftovers are to be served or incorporated into a recipe
 - g. All HACCP guidelines specified on food service recipes must be followed for leftovers.
 - h. All leftovers must be reheated to 165°F for fifteen (15) seconds. Leftovers may only be reheated once, therefore if leftover food items are to be incorporated into a new food product then the entire product cannot be used as a leftover and must be discarded after service. However, it is not a recommended practice to incorporate leftover food items into newly prepared items.
 - i. If proper product quantities are being used, there should be minimal leftovers. Progressive cooking is required.

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14. All Food Service Staff and offenders must ensure that the utmost care is taken to maintain clean and sanitary facilities. See SOP 409.04.10 Sanitation for Food Service sanitation procedures and all other sanitation processes listed throughout Food and Farm SOPS.

15. Each facility must keep a certified Food Safety Manager on staff at all times. If the certified Food Safety Manager must be away from the facility, the Director must appoint someone to ensure the HAACP Plan is followed and all aspects of the food safety program are met.

V. Attachments:

- Attachment 1: Food Receiving Temperature Log;
- Attachment 2: Food Temperature Log;
- Attachment 3: Daily Food Storage Temperature Log; and
- Attachment 4: List of Food Items That Cannot Be Used as Leftovers.

VI. Record Retention of Forms Relevant to this Policy:

Upon completion, Attachments 1, 2, and 3 shall be kept in a local food service filing area for six (6) years, one (1) year active and five (5) years inactive, then destroyed. Attachment 4 shall be maintained locally until obsolete or replaced, then destroyed.