

# Food Safety Guide

For Recipe Demonstrations and Food Tastings



**University of California**

Agriculture and Natural Resources

Nutrition Education

**FOOD SAFETY GUIDE  
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**A handbook can be created for Nutrition Educators using pages  
3, 5, 7, 9, 11, 15, 18, 20-22, 28-30  
and Appendix A-Appendix G**

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## **ADMINISTRATIVE GUIDANCE**

### **INTRODUCTION**

This manual provides guidance regarding food safety protocols for preparing foods for demonstrations or food tastings by nutrition education staff. It also provides recommendations for monitoring related to food safety.

**Each Advisor and/or Program Supervisor should review these food safety protocols and decide how each will be implemented in their particular program.** The Administrative Guidance included in this Manual is for use in implementing and/or adapting protocols to the particular needs of a given location.

#### **ServSafe® Certification**

ServSafe® 'Food Protection Manager' Certification, or the equivalent, is required for UCCE nutrition educators who prepare and serve food to the public. This certification provides staff knowledge and skills to ensure that safe food handling practices are followed. Certification also contributes to the credibility of UCCE nutrition education programs, and it enhances the nutrition educator's professional image with class participants, community partners, school administrators, students, parents, and peers.

Advisors/Program Supervisors should determine at what time during the orientation and training process ServSafe® training will be provided.

#### **Sources for Information:**

- FoodSafety.gov
- ServSafe® Manager Book, 6<sup>th</sup> Edition, ©2012 National Restaurant Association Educational Foundation. (The ServSafe® Manager Book is derived from the FDA Model Food Code.)

#### **USDA Guidance vs. FDA Food Code:**

In some cases, USDA guidance regarding temperatures, storage times, and other information differs from FDA Food Code. In these cases, this **USDA guidance takes precedence** and is referenced in this manual.

**Placeholder – information to be distributed later**

## **PROCESS OF FOOD DEMONSTRATION/TASTING**



## **ADMINISTRATIVE GUIDANCE**

### **1: SELECT AND EVALUATE A RECIPE OR PRODUCT**

**Advisor/Program Supervisor guidance is needed in these areas:**

#### 1. Lesson Planning

Depending on facilities and equipment available, and the lesson objectives, an Educator may need guidance in choosing the appropriate option:

- **Demonstrate** a recipe (prepare all or part during class)
- **Tasting** (prepare entire recipe prior to the class or do a product tasting comparison)
- **Purchasing pre-packaged products for tasting or demonstration**

#### 2. Hand Washing

If a class site does not have hand washing facilities, the Advisor and/or Program Supervisor should provide guidance as to how to proceed.

#### **OPTIONS** - IF NO HAND WASHING SINK IS AVAILABLE AT THE SITE:

- A **tasting** for which all food has been prepared and portioned in advance is preferred. (This requires the least amount of food handling at the site).
- Educators may bring supplies needed to wash hands: water, soap, paper towels.

#### 3. POTLUCKS

**Potlucks in classes should be discouraged**, due to the potential risks from food that may be prepared, stored, or transported in such a way that it may become unsafe to consume.

Educators may need guidance in how to incorporate other activities that allow class participants to express their creativity. An example would be creating a recipe collection with stories that accompany the recipes.

# 1: SELECT AND EVALUATE A RECIPE OR PRODUCT

**SELECT A RECIPE OR PRODUCT** – Consider the following:

1. Your lesson plan – Check with your supervisor about appropriate activities.
  - Demonstrate a recipe (prepare all or part during class)
  - Tasting (prepare entire recipe prior to the class or do a product tasting comparison)
  - Purchasing pre-packaged products for tasting or demonstration.
  - Potlucks are discouraged – check with your supervisor.
2. Facilities needed at the site:
  - Electricity for blender, electric skillet, crock pot, etc.
  - Counter/table space
3. Sink for hand washing:  
Remember: you and any class participants assisting with food preparation or serving must always wash your hands.

**IF NO HAND WASHING SINK IS AVAILABLE AT THE SITE:**

- Discuss with your supervisor whether a recipe demonstration or a tasting should be done at this site.
- Bring with you supplies needed to wash your hands: water, soap, paper towels.

4. Time needed prior to and during the class:
  - If you are not able to prepare the area/set up before the class begins, plan for an activity for participants to engage in while you prepare.

## **EVALUATE YOUR RECIPE OR PRODUCT**

1. Identify in your recipe or product:
  - TCS (Time/Temperature Control for Safety) Foods. (See Appendix A-1)
  - Allergens: Appendix A-2 lists common food allergens.
2. Avoid foods not recommended for high-risk groups (See Appendix A-3).
3. Make copies of the recipe (for adults).
4. Plan for the preparation steps needed:
  - Will foods need to be thawed, cooked, or cooled?
  - Will foods need to be kept cold while transporting?
  - Will you need to re-heat any foods at the site?



## **ADMINISTRATIVE GUIDANCE**

### **2: PREPARE YOURSELF TO SAFELY HANDLE FOOD**

**Advisor/Program Supervisor guidance is needed in these areas:**

#### **PERSONAL HEALTH**

- Staff should be required to report the following symptoms to their supervisor, and then be excluded from handling food:
  - a sore throat with a fever
  - vomiting or diarrhea
  - jaundice (yellow eyes or skin)
  - diagnosis of a food-borne illness

#### **HAIR**

- Hair must be pulled back and/or secured away from the face. This includes bangs as well as long hair. (*The purpose is to keep from having to touch hair to keep it in place.*)
- Short, cropped beards do not need any covering. Long beards would require the use of a beard covering/net.

#### **FINGERNAILS**

- The Advisor/Program Supervisor should determine a protocol for fingernails:
  - **Preferred:** Fingernails should be short, clean, and unpolished. Artificial fingernails are discouraged.
- If the protocol allows Educators to maintain long, artificial, or polished fingernails:
  - **Alternate:** Long or artificial fingernails, or polished nails should be cleaned with a nail brush during hand washing. Staff with long or artificial nails, or polished nails should also wear clean disposable gloves at all times during food handling.

#### **JEWELRY**

- Educators may need guidance regarding secure storage of their jewelry that must be removed while they are preparing food.

## 2: PREPARE YOURSELF TO SAFELY HANDLE FOOD

### PERSONAL HEALTH

- Do not prepare or handle food if you have been diagnosed with a food borne illness or if you have:
  - a sore throat with a fever
  - vomiting or diarrhea
  - jaundice (yellow eyes or skin)
- **Report any of the conditions noted above to your supervisor.**
- Any cuts or sores on your hands or forearms must be covered with a clean, waterproof bandage. You must also wear a clean disposable glove over any bandage on your hands.

### HAIR

- Hair must be pulled back and/or secured away from the face. This includes bangs as well as long hair.
- Beards should be close-cropped or covered.

### FINGERNAILS

- Preferred: Fingernails should be short, clean, and unpolished. Artificial fingernails are discouraged.
- **Discuss with your supervisor**: if you have long or artificial fingernails, or polished nails.
  - Use a nail brush to clean under your nails when you wash your hands.
  - Wear disposable gloves when handling any food.

### CLOTHING

- Wear clean, appropriate clothing.
- Roll up long sleeves before you wash your hands and handle food.
- Wear a clean apron over your clothes at all times while preparing food.

### JEWELRY

- Remove all jewelry on hands and forearms before you wash your hands and handle food.
- At class sites, plan ahead for where you will store any jewelry you need to remove.

## **ADMINISTRATIVE GUIDANCE**

### **3: PURCHASE OR OBTAIN FOODS**

**Advisor/Program Supervisor guidance is needed in these areas:**

#### **OBTAIN FOODS FROM APPROVED SOURCES:**

Educators may have questions about these areas:

- Home-produced meat, poultry, eggs, and dairy cannot be used
- Meat, poultry, eggs, and dairy from farmers' markets, farm stands, etc. is not to be used unless it has evidence of inspection.

#### **Areas for administrative review are:**

- Foods obtained from School Food Service
  - Food Provided by an Outside Vendor
1. Contact ANR Risk Services before arranging a contract to obtain food from a vendor.
  2. Contracts should:
    - specify responsibility for safe food handling practices
    - outline procedures to be followed if unsafe food is discovered
    - outline procedures to be followed if a food borne illness is reported

### **3: PURCHASE OR OBTAIN FOODS**

#### **OBTAIN FOODS FROM APPROVED SOURCES:**

- Meat, poultry, eggs, and dairy must be **inspected**. Packaging should indicate that the product has passed inspection. (This usually means these foods are purchased from a store.)
- Dairy foods must be made from pasteurized milk. Check labels.
- If you receive a food donation from a food bank, retain the invoice of the items donated and the date.
- Produce may be obtained from
  - farmers' markets, farm stands
  - community or school gardens
  - home gardens
- Produce must be received in good condition with no signs of spoilage:
  - no breaks in the skins
  - not overly bruised
  - no mold
  - no unusual odors or colors

#### **HANDLE FOOD SAFELY:**

- Bring a cooler or insulated bag to transport perishable foods.
- Transport foods only in the interior of the vehicle.
- Do your food shopping last and return to office (or alternate site) immediately. Refrigerate perishable foods as quickly as possible.
- Shop for meat, poultry, fish, eggs, and dairy last – right before checkout.
- Fish – recommend buying frozen or canned fish. Fresh fish is difficult to maintain at a safe temperature during transport and storage.
- Check expiration or “sell-by” dates on all purchases.

## **ADMINISTRATIVE GUIDANCE**

### **4: STORE FOODS**

**Advisor/Program Supervisor guidance is needed in these areas:**

#### **GENERAL STORAGE GUIDELINES**

- Each office will need a sufficient supply of sealable storage containers, masking tape, Sharpies, etc.
- Each office should have a protocol for who is responsible to discard outdated foods.

#### **REFRIGERATOR AND FREEZER STORAGE**

- Refrigerators and freezers must each be equipped with a working thermometer. Thermometers should be placed in the warmest part of the unit (i.e. in the door).
- Refrigerator thermostat should be set to 35-38°F (to allow for opening of door).
- **Preferred**: store foods for food demonstrations or tastings in a separate refrigerator from staff or other food.
- **Alternate**: If this is not possible, alternative procedures to consider:
  - Designate a section of the refrigerator for food demonstration or tasting products.
  - At minimum, foods for demonstrations and tastings should be stored in separate sealed containers from staff foods and other items.

#### ✓ **NOTE: CHEMICAL STORAGE**

- Chemicals must be stored separately away from food.

## 4: STORE FOODS

### GENERAL STORAGE GUIDELINES

- **Any** food that is opened and cannot be completely re-sealed in its original package must be put into a **sealed** container or food storage bag. This includes cereal boxes, etc.
- If the food package can be securely re-sealed, it may not need to be sealed in a container. Examples are bottles of oil, spices, etc.
- If a food is removed from the original package, label the storage container or bag to identify the contents.
- Perishable foods must be **labeled** with the date prepared or opened.
- Dry foods must be dated with their expiration date.
- Masking tape and permanent markers (Sharpies®) work best. Labels become difficult to remove from containers.

### REFRIGERATOR AND FREEZER STORAGE

- Food for demonstrations and tastings must be stored in separate containers from staff foods and other items.
- Raw fish, meats, and poultry must be stored below ready-to-eat foods. (see Appendix B-1 for more details)

### STORAGE TIMES – GENERAL GUIDELINES

- **Prepared foods** (leftovers): discard after **3 days**.
- **Opened packages** of perishable foods (lunch meat, salads) discard after **5 days**.
- See Appendix B-2 for specific storage times.
- Prepared/opened foods may be sealed, labeled, and frozen.

### REFRIGERATOR AND FREEZER TEMPERATURES

- When you put food into **or** take food out of the refrigerator or freezer, check the thermometer inside the unit.
- Refrigerator thermometer should read 40°F or below (35-38°F best).
- Freezer thermometer should read 0°F or below.
- **Report any problems with temperatures to your supervisor.**

### DRY STORAGE

- Store foods 6 inches off the floor and away from walls.
- Do not use or store rusty or dented cans.

## **ADMINISTRATIVE GUIDANCE**

### **5: PREPARE INGREDIENTS OR PRODUCTS**

#### **HAND WASHING FACILITIES**

Warm water is preferred for washing hands, as it helps to remove any grease - (minimum temperature specified by FDA Food Code is 100°F).

\*\* Cold water **can** be used if warm water is not available.

(Reference: <http://www.foodsafety.gov/keep/basics/clean/index.html>)

#### **GLOVES**

Disposable gloves - package should specify that gloves are for food handling.

- Powdered gloves should not be used.
- Latex gloves should not be used (due to potential allergens introduced into food).

#### **HAIR RESTRAINTS**

Advisor/Program Supervisor should specify type of hair restraint to be used during food preparation.

- A clean "baseball" cap is acceptable as a hair restraint (if preferred to a hairnet).

#### **✓ NOTE: FOOD THERMOMETERS**

- Food thermometers should be checked for accuracy at least weekly. Appendix E contains information on how to check and re-calibrate thermometers.

#### **FOOD SAFETY SUPPLIES & EQUIPMENT – UCCE OFFICE**

The pages that follow contain a list of supplies recommended for preparing, storing, and transporting food.

## **ADMINISTRATIVE GUIDANCE**

### **5-A: FOOD SAFETY SUPPLIES/EQUIPMENT – UCCE OFFICE**

#### **HAND WASHING**

Warm water preferred ( $\geq 100^{\circ}\text{F}$ ), Soap, Paper towels

Nail brush – needed for any staff with long or artificial nails

#### **FOOD PREPARATION**

Disposable food-handler gloves (not powdered, non-latex)

Disposable aprons

Hair restraints (nets/hats)

Food (probe) thermometer – (recommend at least one digital thermometer)

#### **FOOD STORAGE**

Refrigerator and freezer thermometers

Sealable storage containers

Food storage bags

Masking tape and Sharpies® (for labeling food)

#### **FOOD TRANSPORT**

Ice chests – with wheels (OR provide portable cart for ice chest)

(\*Optional – thermometers for ice chests)

“Blue” ice – bricks and wrap-around blankets

Thermal (insulated) bags

Large bins with lids

#### **CONDUCT DEMONSTRATIONS**

Utensils, measuring cups, etc. – several sets

Disposable portion cups, spoons, etc.



## **ADMINISTRATIVE GUIDANCE**

### **5-B: CLEANING/SANITIZING SUPPLIES & EQUIPMENT – UCCE OFFICE**

#### **DISH WASHING/CLEANING/SANITIZING**

Large, durable tubs – “bus tub” recommended (or a 3-compartment sink)

Drain/air drying area

Rubber gloves

Clean towels – sponges **not** recommended

Dish washing detergent

Bleach (unscented) – **\*NOTE:** much of the bleach now being sold is concentrated bleach. Please check the label to be sure whether the bleach you purchase is regular-strength or concentrated. Instructions for use are different for concentrated vs. regular-strength bleach.

Timer or clock with second hand (to time sanitizing)

MSDS Information for chlorine bleach – (Appendix H)

Goggles or eye shield

#### **RECOMMEND: See Appendix H**

- Dispenser for bleach (safer and easier measuring) Chlorine test strips – can purchase from restaurant supply or online
- Dishwasher temperature test labels (TempRite®) – can purchase online

## 5: PREPARE INGREDIENTS OR PRODUCTS

### PREPARE WORK AREA

- Clean all work surfaces before you start. (See Section 10-1)
- Gather clean utensils and equipment. (Wash and sanitize them yourself if you are not sure they are clean.)
- Wash or wipe and sanitize can lids.

### WASH HANDS (AND USE GLOVES IF NEEDED)

- Appendix C contains more information on hand washing and glove use.
- Use disposable gloves (AFTER washing hands) if handling ready-to-eat foods.
- Remove gloves, wash hands, and put on clean gloves at ANY TIME gloves become soiled or contaminated. (See Appendix C)

### PREPARE INGREDIENTS OR PRODUCTS

- **Preferred:** Thaw frozen foods ahead of time in the refrigerator.  
**Alternate:** Appendix D-1 discusses alternate thawing methods.
- Wash all fruits and vegetables (See Appendix D-1).
- Remove from the refrigerator only the food you are working with at the time, and return it to the refrigerator as soon as possible.
- Keep raw foods separate from ready-to-eat foods.
- Cook TCS foods to proper end temperatures. (See Appendix D-2)
- Cool safely for storage. (See Appendix D-2)
- Cook and cool meat, poultry, fish, or eggs separately before combining with other ingredients for cold dishes or storage.
- See Appendix E for information on thermometer use and calibration.

### STORE INGREDIENTS OR PRODUCTS (IF NEEDED)

Pack all foods in sealed containers or sealed food storage bags. Label contents and date. (See guidelines under Section 4: "Store Foods")

## **ADMINISTRATIVE GUIDANCE**

### **6: TRANSPORT FOOD AND SUPPLIES TO CLASS SITE**

#### **ICE CHESTS/THERMAL BAGS**

Ice chests or thermal bags should be used to transport perishable food. Advisors/Program Supervisors should consider the following:

- Recommend purchase a sufficient supply of “blue ice” packs.
- Provide wheeled ice chests and/or carts. Consider the weight of items to be lifted in and out of vehicles.
- Ice chests and containers used to transport foods and utensils must be washed and sanitized regularly per cleaning schedule and as needed.
- Appendix H references sources for thermal bags.
- \*Optional – place a refrigerator thermometer in the ice chest.

Recommend: Check food temperatures upon arrival at site, especially if:

- travel time is longer than 30 minutes
- outdoor temperature is 90°F or above

#### **FOOD SAFETY KITS**

- See the next page for a list of supplies to include in a food safety “kit”.
- Recommend each Educator be provided with a food safety kit they can carry with them, and replenish as needed.

## **ADMINISTRATIVE GUIDANCE**

### **6-A: FOOD SAFETY KITS**

Recommend place these items into a container to use as a "kit".

One kit per educator is recommended.

#### **FOOD HANDLING**

Thermal (insulated) bags – one large, one small (See Appendix H)

Food storage bags (for leftovers)

Disposable food-handler gloves

Clean (or disposable) aprons

Food (probe) thermometer

"Probe" wipes/food contact wipes - to clean thermometer (See Appendix H)

#### **SERVING/TASTING**

Clean tablecloth(s)

Hand soap

Hand sanitizer wipes – (for participants who taste – but not prepare - food)

#### **CLEANING/SANITIZING**

✓ **Sanitizer Wipes:** Must be safe for food contact surfaces (unscented).

Check the label – should state food-contact safe.

Spray bottle with cleaning solution – food contact safe

Spray bottle with sanitizing (bleach) solution – food contact safe

Paper towels

Garbage bags

#### **OTHER**

Plastic tarp, vinyl tablecloth, or other covering for vehicle seat or floor

## **6: TRANSPORT FOOD AND SUPPLIES TO CLASS SITE**

### **PERISHABLE FOODS**

- Pack perishable foods into a clean/sanitized ice chest or thermal bag.
- Layer ice packs underneath, around, and on top of foods.
- Pack all empty space with ice packs – full coolers stay colder.

### **NON-PERISHABLE FOODS/ UTENSILS**

- Pack foods into a clean container with a lid.
- Pack a set of utensils into a clean container or bag for each demonstration or tasting to be done.
- Recommend packing an extra set of utensils for emergencies.

### **FOOD SAFETY SUPPLIES AND EQUIPMENT**

- Pack a separate container with supplies for food handling and cleaning.
- Your Advisor/Program Supervisor will be provided a list of recommended supplies to include in a food safety “kit”.

### **PREPARE THE VEHICLE**

- Transport food in the interior of the vehicle only.
- Cover the seat or floor of the vehicle with a clean covering before transporting food. A clean vinyl tablecloth or clean plastic tarp are examples of coverings.

## **ADMINISTRATIVE GUIDANCE**

### **7: PREPARE AT CLASS SITE FOR DEMONSTRATION OR TASTING**

#### **SAFETY EQUIPMENT**

Equipment needed: Cord covers and/or electrical tape - to secure cords from blenders, electric skillets, etc.

### **8: CONDUCT DEMONSTRATION OR TASTING**

#### **UTENSILS AND EQUIPMENT**

Consider when purchasing: Educators will need multiple sets of utensils.

- Those who conduct multiple classes in the same day may not be able to wash and sanitize utensils between classes.
- Educators should take with them an “emergency” set of utensils, in case something is dropped on the floor, for example.

### **9: HANDLE LEFTOVER FOOD\***

Educators may need guidance if they consistently find themselves with leftover food.

#### **\* Leftover food**

- Consider reason(s) for excess. Make adjustments as needed and where possible.
  - Recipe not accurate?
  - Estimates of amount needed not accurate?

## **7: PREPARE AT CLASS SITE FOR DEMONSTRATION OR TASTING**

### **PREPARE THE DEMONSTRATION/TASTING AREA**

#### **Demonstrations:**

- Clean all surfaces to be used. (See Section 10-1).
- Set up any equipment. Secure any cords used with cord covers, electrical tape or other means to avoid tripping.
- Wash your hands.
- Set up utensils, measuring cups, etc. If working around children, make sure knives and/or hot equipment are out of reach.
- Put down a clean tablecloth in serving area.

#### **Tastings:**

- Clean serving area surfaces.
- Wash your hands.
- Put down a clean tablecloth.

### **PREPARE YOURSELF AND ANY PARTICIPANTS HANDLING FOOD**

- Instruct those assisting in food preparation to wash their hands also.
- If handling ready-to-eat food, put on disposable gloves AFTER washing hands.

## **8: CONDUCT DEMONSTRATION OR TASTING**

### **DURING THE DEMONSTRATION OR TASTING**

Practice proper food safety techniques, including (but not limited to):

- Hand washing and glove use – wash hands and change gloves after touching raw meat, etc. or if hands become contaminated in any way.
- Cross-contamination – do not re-use soiled equipment and utensils.
- Tasting during preparation – use a plastic spoon once and discard.
- Monitor the food handling practices of those participants assisting. Give clear instructions on proper food handling methods, but remember to be respectful and sensitive.

### **RE-HEATING**

- **Any food re-heated must reach 165°F.**
- Demonstrate for the class how to check the temperature.
- A crook pot cannot be used to re-heat food (only to hold hot food).

### **SERVING**

- Use a utensil to serve whenever possible.
- Pick up spoons, forks by handles.
- Pick up bowls, cups, plates from the bottom.

### **TASTING**

- For adults –
  - Hand out copies of the recipe.
  - Before tasting, identify any common allergens in the recipe and ask participants if they have any allergies to those ingredients.
- For children –
  - Hand out copies of the recipe to adult(s) present, such as the teacher. Identify common allergens in the ingredients.
  - Ask teacher/adult if the children have any food allergies related to the ingredients.
- Provide all participants the opportunity and encourage them to wash their hands or use hand sanitizer before they taste the food.
- Participants are to be served a small sample tasting portion, per USDA guidelines.



## 9: HANDLE LEFTOVER FOOD\*

- IF FOOD HAS BEEN SERVED, BUT UNEATEN:
  - You may choose to offer a second tasting portion to participants. This tasting is to eat in class, not to take home.
- **Discard** any food tasting portions that were served but not eaten.
- Hot food – any remaining leftovers must be discarded.
- Cold food:
  - **IF** food temperature has been **and** can continue to be maintained at or below 40°F, food may be transported back for storage or to another class site.
  - Do not mix leftover food with freshly prepared food.
- Non-perishable food:
  - Put into sealed container and return to storage

### \* Leftover food

- Preparing excess food should be avoided.
- Consider reason(s) for excess amounts. Discuss with your supervisor any adjustments that may be needed.

## **ADMINISTRATIVE GUIDANCE**

### **10: CLEAN UP - AT CLASS SITE AND FINAL CLEAN-UP**

#### **MANUAL DISH WASHING – PROCEDURE CHART in APPENDIX F**

Must **wash, rinse, and sanitize**. If no 3-compartment sink, use durable tubs – 3 gallon or greater capacity “bus tub” recommended.

- Water - should be warm - at least **110°F** - **BUT NOT > 120°F**
- **Recommend**: Mark inside tub or sink with line for water level (at least 3 gallons). Mark with permanent marker, or waterproof tape/sticker.
- Post amount of bleach to use – (or mark on tub)

<b>Sanitizing Solution</b>	<b>Bleach</b>	<b>Warm Water</b>
Concentrated bleach (unscented)	❖ 2 tablespoons (1 fluid oz.)	3 gallons
Regular-strength bleach (unscented)	❖ 3 Tablespoons (1.5 fluid oz)	3 gallons
Spray bottles <b>Replace solution daily</b>	❖ 1 teaspoon	1 quart

#### **Recommend**

1. Label tubs/containers with date solution was prepared (or post in kitchen).
2. Provide safety glasses/goggles for measuring bleach.
3. Use chlorine test strip to check solution weekly: Chlorine test strips – can purchase from restaurant supply or online. (See Appendix H)
  - Test strip should indicate **at least 50 ppm** chlorine
  - **Maximum 200 ppm** chlorine

#### ✓ **NOTE: CHEMICAL STORAGE**

- Chemicals must be stored separately away from food.
- Chemicals must be stored in their original containers, or
- Spray bottles containing chemicals must be clearly labeled with their contents AND required safety precautions (OSHA requirement).
- Appendix H contains a sample label for bleach solution spray bottles.
- OSHA required safety information for chemicals is usually listed on commercial packaging. A Material Safety Data Sheet for Clorox™ (chlorine bleach) is available at <https://www.thecloroxcompany.com/downloads/msds/bleach/cloroxregular-bleach12015-06-12.pdf>

## **ADMINISTRATIVE GUIDANCE**

### **10-A: RECOMMENDED CLEANING SCHEDULE**

Work areas, utensils, etc. should be cleaned and sanitized **after each use**. In addition, each office should establish a schedule for other cleaning.

#### **DAILY**

- Clean frequently used equipment such as microwave
- Clean floors (if not cleaned by janitorial service)

#### **WEEKLY**

- Clean refrigerator(s)
- Clean and sanitize ice chests and food transport containers
- Wash towels, pot holders and other linens in hot water, and dry in dryer.

#### **MONTHLY**

- Clean freezer(s)
- Clean dry storage area
- Clean stove and oven

**NOTE** on SPONGES: Sponges are not recommended, but if they are used, they should be sanitized at least 3 times a week.

- **Soak** the sponge in water in a microwave-safe dish. The sponge should be very wet.
- Heat in microwave for 2 minutes.
- CAUTION: Do not handle until the sponge has cooled!!
- CAUTION: Microwave only sponges that do not contain metal.

Source: <http://www.webmd.com>

## **ADMINISTRATIVE GUIDANCE**

### **10-B: RECOMMENDED FOOD SAFETY CHECKLIST**

#### **DAILY**

- Check refrigerator and freezer temperatures. (Log provided – OPTIONAL - See next page.)

#### **WEEKLY**

- Check food thermometers and re-calibrate as needed. (Appendix E).
  - **RECOMMEND:**
- Check chlorine sanitizer with test strip. (See Section 10-A)
- Check dishwasher temperature: Dishwasher temperature test labels (TempRite®) – can purchase online (Appendix H)
  - Place TempRite® strip on a flat area of one item to be washed. These can be purchased online from a food service equipment distributor.
  - After the machine has finished, check the strip.
  - Reading should be at least 165°F. (middle color = 170°F)

#### **MONTHLY**

- Check spray bottles for proper labeling - OSHA required
  - Common name of chemical
  - Safety precautions – can find on original packaging
- Also recommended on spray bottles:
  - Directions for dilution
  - For bleach – reminder to change solution daily



## **ADMINISTRATIVE GUIDANCE**

### **10-D: OPTIONAL: MONITOR FOOD HANDLING**

#### **MONITORING FOOD SAFETY THROUGH ALL STEPS**

- For foods that require Time/Temperature Control for Safety (TCS) - record the following on a copy of the recipe and retain (see below):
- Monitoring this information can be used to verify that your food handling procedures are producing the desired results.

#### **MAKE OR PRINT A COPY OF THE RECIPE – RECORD ON RECIPE**

##### **EVALUATE YOUR RECIPE**

- Highlight in one color the TCS foods.
- Write reminders about final cooking temperature, etc. if needed.
- Highlight in a second color any food allergens.
- Circle foods that need to be thawed, pre-cooked, cooled.

##### **PREPARE INGREDIENTS**

- Record end-cooking temperature for any cooked TCS foods.
- Record starting and ending times and temperatures for cooling cooked TCS foods.

##### **MONITOR TRANSPORT**

- For travel time over 30 minutes/ hot weather: Record temperature of any TCS foods.

##### **RE-HEATING**

- Record final re-heating temperature for any cooked TCS foods.

## **10: CLEAN UP - AT CLASS SITE AND FINAL CLEAN-UP**

### **AT CLASS SITE**

- Unplug any electrical equipment before cleaning.
- If you plan to re-use any equipment (such as blenders, electric skillets) before returning to UCCE office or final clean-up area, you must wash, rinse and sanitize these items.
- Rinse (or wipe with a paper towel) food from utensils, bowls, etc. to prevent food from drying on them and to reduce bacteria build-up. Place them in a container for transport to final clean-up area.
- Keep dirty utensils and equipment in a separate container from clean items.
- Clean all surfaces (tables, counters) that were used.
- If class participants assist with clean-up, give clear instructions and monitor their activities.

### **FINAL CLEAN-UP: AT UCCE OFFICE OR OTHER LOCATION**

- After unloading, remove the cover used for the vehicle seat/floor. Clean or wash and store for next use.
- Properly store any leftover food (see Section 4: "Store Foods").
- **Wash, rinse, sanitize, and air-dry** utensils and equipment. (See Section 10-2).
- Appendix F contains a chart you can refer to for manual dishwashing.
- Clean and sanitize sink(s) and work areas.
- Put towels, pot holders, etc. into laundry or wash.

## 10-1: CLEANING AND SANITIZING

### CHECK WITH YOUR ADVISOR OR PROGRAM SUPERVISOR

#### ABOUT CHEMICALS TO BE USED

#### **WASH**

Food contact surfaces: ex. cutting boards

- Use a dishwashing liquid and warm water.
- Use a clean towel (cloth or microfiber). Sponges are not recommended – check with your supervisor.

Non-food contact surfaces: Counters, cabinets, floors – use any effective household cleaner

**RINSE** - Rinse with clean water.

#### **SANITIZE**

- Use separate towels for cleaning and sanitizing.
- Keep sanitizing towel in sanitizing solution if using more than once.
- You must clean and rinse with water before using sanitizer. Sanitizers are less effective when dirt or detergent is left on a surface.

<b>SANITIZING SURFACES</b>		
<b>Sanitizing Solution</b>	<b>Bleach</b>	<b>Warm Water</b>
Concentrated bleach (unscented)	❖ 2 teaspoons	1 gallon
Regular-strength bleach (unscented)	❖ 1 Tablespoon	1 gallon
Spray bottles <b>Replace solution daily</b>	❖ 1 teaspoon	1 quart

❖ **DO NOT USE MORE BLEACH**

#### **Spray bottles:**

- Label bottles clearly with contents and hazard label (check with your Advisor or Program Supervisor)

#### **Sanitizer Wipes:**

Must be safe for food contact surfaces (unscented). Check the label – should state food-contact safe.



## 10-2: WASHING DISHES, UTENSILS, AND EQUIPMENT (WAREWASHING)

### GENERAL PROCEDURES

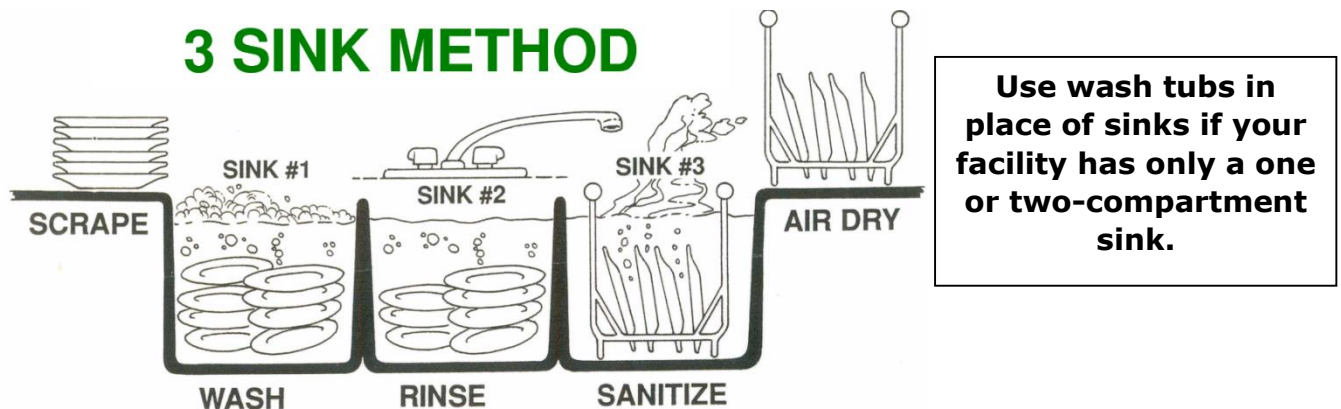
- Unplug and disassemble blenders, food processors, etc. Wash, rinse and sanitize parts, air dry, then reassemble.
- Wash your hands **between** handling dirty items and clean items.

### AUTOMATIC DISHWASHER PROCEDURES

- Place items in dishwasher such that the spray reaches all surfaces.
- Allow items to air dry before using or storing.

### MANUAL WASHING PROCEDURES

- Clean and sanitize sinks (or wash tubs) and drain board.




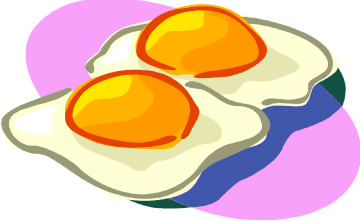
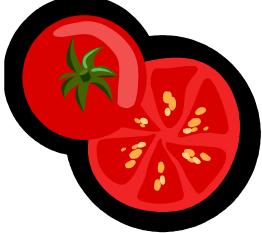
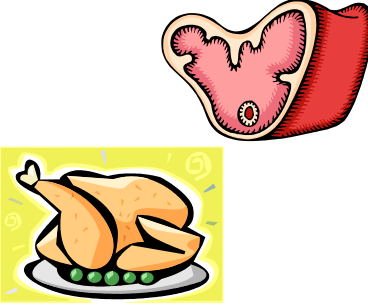


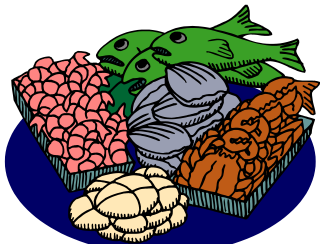





**Use warm (not hot) water**

- Submerge items in sanitizing solution at least 1 minute.
- Do not rinse after.







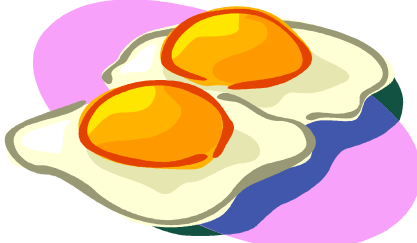

MANUAL DISHWASHING		
Sanitizing Solution	Bleach	Warm Water
Concentrated bleach (unscented)	❖ 2 Tablespoons (1 fluid oz.)	❖ 3 gallons
Regular-strength bleach (unscented)	❖ 3 Tablespoons (1.5 fluid oz.)	❖ 3 gallons

**❖ DO NOT USE MORE BLEACH**

# APPENDIX A-1: FOODS THAT NEED TIME/TEMPERATURE CONTROL

<p><b>Milk and Dairy</b></p> 	<p><b>Shell Eggs</b></p> 	<p><b>Cut Tomatoes (Salsa)</b></p> 
<p><b>Meat and Poultry</b></p> 	<p><b>Cooked Rice and Beans</b></p> 	<p><b>Cut Leafy Greens</b></p> 
<p><b>Fish, Shellfish and Crustaceans</b></p> 	<p><b>Baked Potatoes</b></p> 	<p><b>Sprouts</b> <b>(Do not use raw!)</b></p> 
<p><b>Tofu and Soy Foods</b></p> 	<p><b>Cut Melons</b></p> 	<p><b>Garlic &amp; Oil Mixed</b></p> 

# APPENDIX A-2: COMMON FOOD ALLERGENS - THE "BIG 8"

<p><b>Milk and Dairy</b></p> 	<p><b>Soy Products</b></p> 
<p><b>Fish</b></p> 	<p><b>Wheat</b></p> 
<p><b>Shellfish</b></p> 	<p><b>Peanuts</b></p> 
<p><b>Eggs</b></p> 	<p><b>Tree Nuts</b></p> 

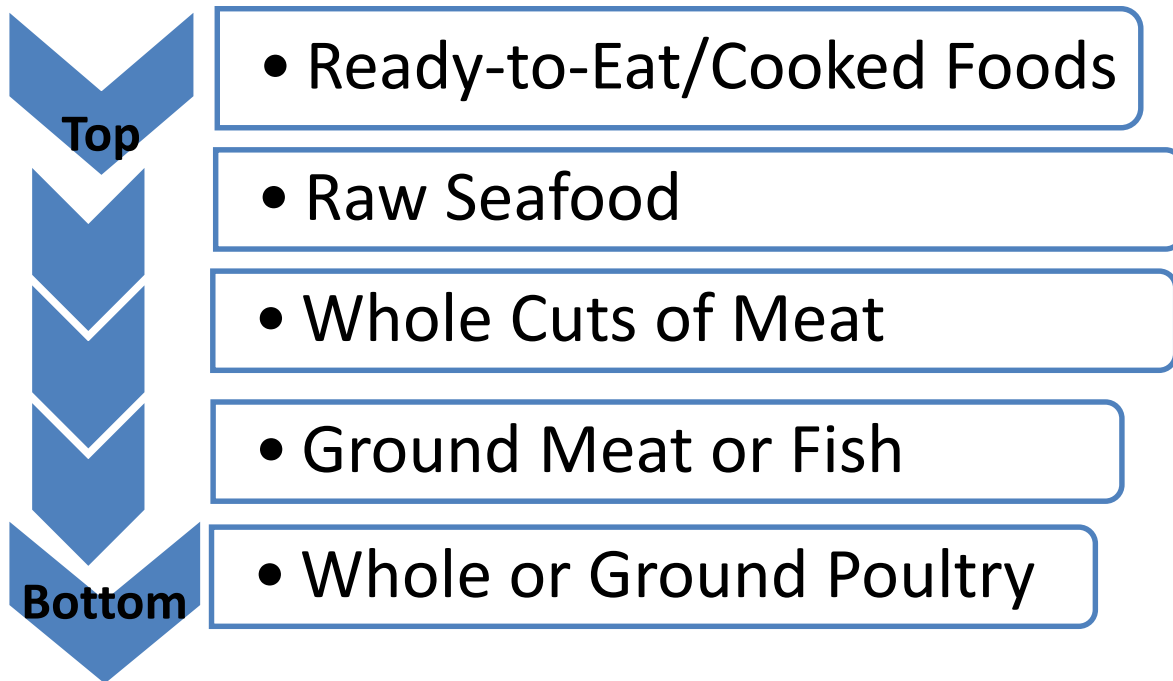
**APPENDIX A-3: FOOD PRECAUTIONS  
FOR HIGH-RISK GROUPS**

**FOLLOW THESE GUIDELINES  
FOR DEMONSTRATIONS OR TASTINGS**

- **Soft cheeses: (MUST BE MADE FROM PASTEURIZED MILK)**
  - Blue-cheese – also Gorgonzola or Roquefort
  - Queso fresco
  - Feta
  - Brie
  - Camembert
  
- **Hot dogs: MUST HEAT TO 165°F**
  
- **Deli meats/Luncheon meats: MUST HEAT TO 165°F**
  
- **DO NOT USE RAW SPROUTS**

## APPENDIX B-1: REFRIGERATOR STORAGE

- Do not overload refrigerators or freezers.
- Do not line shelves.
- Store food in refrigerator in the following order: (see chart)



- **NOTE: Refrigerators with "drawers" at bottom:**  
If produce is stored in drawers with meat stored above – all meats need to be stored in containers to prevent any dripping of liquid from meat onto produce.

## B-2: Storage Times for the Refrigerator and Freezer

Category	Food	Refrigerator (≤ 40 °F)	Freezer (≤ 0 °F)
Salads	Egg, chicken, ham, tuna & macaroni salads	3 to 5 days	Do not freeze
Bacon & Sausage	Bacon	7 days	1 month
	Sausage, raw — from chicken, turkey, pork, beef	1 to 2 days	1- 2 months
Hamburger & Other Ground Meats	Hamburger, ground beef, turkey, veal, pork, lamb, & mixtures of them	1 to 2 days	3- 4 months
Fresh Beef, Veal, Lamb & Pork	Steaks, Chops	3 to 5 days	4-6 months
Fresh Poultry	Chicken or turkey	1 to 2 days	9 months
Soups & Stews	Vegetable or meat added	3 to 4 days	2- 3 months
Leftovers	Cooked meat or poultry	3 to 4 days	2- 6 months
	Chicken nuggets or patties	3 to 4 days	1- 3 months
	Pizza	3 to 4 days	1- 2 months

<http://www.foodsafety.gov/keep/charts/storagetimes.html>

## APPENDIX C-1: HAND WASHING AND GLOVE USE

### HAND WASHING

- Hand washing is required before handling any food.
- Use of hand sanitizer and/or disposable gloves **cannot** replace hand washing.
- Take note of anything you do that requires you to stop and wash your hands, such as (but not limited to):
  - Touching your hair or face
  - Sneezing, using a tissue, or coughing
  - Handling dirty equipment or garbage
  - Handling raw meat, poultry or seafood
  - Class/office activities: answering the phone, handling paperwork, shaking hands

### HAND WASHING PROCEDURE – SEE NEXT PAGE

- Wash your hands in a sink not used for food preparation.

### GLOVE USE

- **No bare-hand contact with ready-to-eat foods.** Disposable gloves must be used when handling ready-to-eat foods.
- Gloves are to be put on AFTER proper hand washing.
- Any situation that requires hand washing also requires gloves to be changed.

### HAND SANITIZER

- Hand sanitizer is not effective when hands are dirty. If no sink is available to wash hands, use the best available method to clean hands **before** using sanitizer.
  - Bring with you supplies needed to wash your hands: water, soap, paper towels.
  - If you did not bring supplies to wash hands: Use sanitizer or wipes once to clean your hands. RINSE, then sanitize again.

## APPENDIX C-2

# HAND WASHING PROCEDURE

- WET HANDS AND FOREARMS
- USE WARM WATER - (may use cold water if necessary)
- USE ENOUGH SOAP TO BUILD UP A GOOD LATHER
- RUB HANDS AND FOREARMS VIGOROUSLY FOR 20 SECONDS
  - HUM "HAPPY BIRTHDAY" TWICE
- SCRUB BACKS OF HANDS, BETWEEN FINGERS, AND UNDER NAILS.
- RINSE THOROUGHLY
- DRY THOROUGHLY WITH A PAPER TOWEL
- USE PAPER TOWEL TO TURN OFF FAUCET



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## **APPENDIX D-1: PREPARING FOOD**

### **THAW FOOD SAFELY**

#### **Preferred:**

- Thaw food in the refrigerator at 40°F or below.

#### **Alternate Thawing Procedures:**

- Submerge wrapped food under running cold water in a clean/sanitized sink.
- Thaw in the microwave **if** the food will be immediately cooked after thawing.
- Thaw food as part of the cooking process.

### **WASH PRODUCE**

All produce must be washed before use. Wash produce thoroughly under cool running water.

Leafy greens: such as lettuce, spinach

- Pull leaves completely apart and wash thoroughly.
- Shake off excess water (or put into salad spinner). Blot with a clean paper towel and place into a food storage bag.

Fragile produce: such as berries

- Wash just before using.
- Place into a colander and wash under running water.
- Drain in a clean colander or on clean paper towels.

Produce with thick skin or rind: such as melons and potatoes

- Scrub with a clean produce brush under running water.

Dr. Christine Bruhn from UC Davis has produced a video about washing produce. It is available at: <http://ucfoodsafety.ucdavis.edu>

Or <http://www.monkeysee.com/play/7763-how-to-properly-wash-your-produce>

## APPENDIX D-2: PREPARING FOOD

### MINIMUM END COOKING TEMPERATURES (USDA)

Food	Minimum Temp (°F)
Poultry: chicken, turkey – whole or ground	165
Re-heated food, leftovers, casseroles, stuffing	165
Ground beef, pork, veal, lamb	160
Egg dishes: ex. quiche	160
Steaks, chops, roasts: beef, pork, veal, lamb	145 (+ let rest 3 minutes before serving)
Fish	145
Ham (pre-cooked)	140

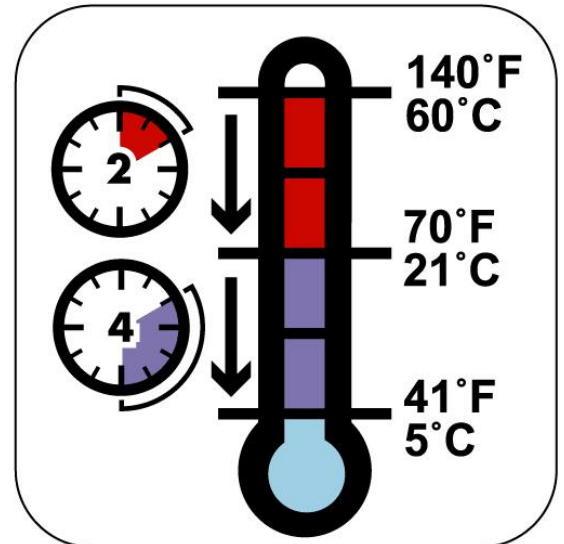
Source: <http://www.foodsafety.gov/keep/charts/mintemp.html>

### **COOL COOKED TCS FOOD SAFELY**

- FROM 140°F TO 70°F WITHIN 2 HOURS
- FROM 70°F TO 40°F WITHIN 4 MORE HOURS

### **COOLING METHODS**

- Put food into shallow pans
- Stir frequently
- Cut/divide food into smaller amounts
- Use an ice-water bath
- Use ice as an ingredient
- Cover loosely until cooled



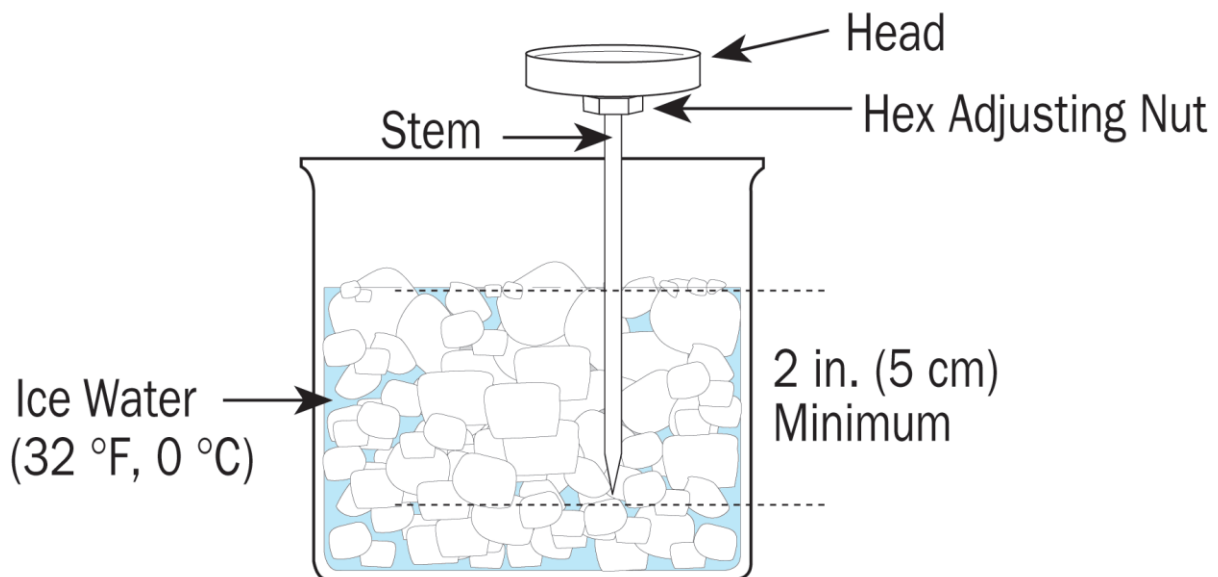
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## APPENDIX E

### HOW TO CHECK AND CALIBRATE A FOOD THERMOMETER

#### Ice Water Method

1. Fill a 2-quart measure with crushed ice.
2. Add water to within 1 inch of top of container.
3. Stir mixture well.
4. Let sit for one minute.
5. Place thermometer in container so that the sensing area of stem or probe is completely submerged over the dimple.
6. Keep the thermometer from touching sides or bottom of container.
7. Let thermometer stay in ice water for 30 seconds or until the dial stops moving.
8. Place the calibration tool on the hex adjusting nut and rotate until the dial reads 32°F, while in ice water.
9. Some digital stemmed thermometers have a reset button that should be pushed.
10. Repeat process with each thermometer.

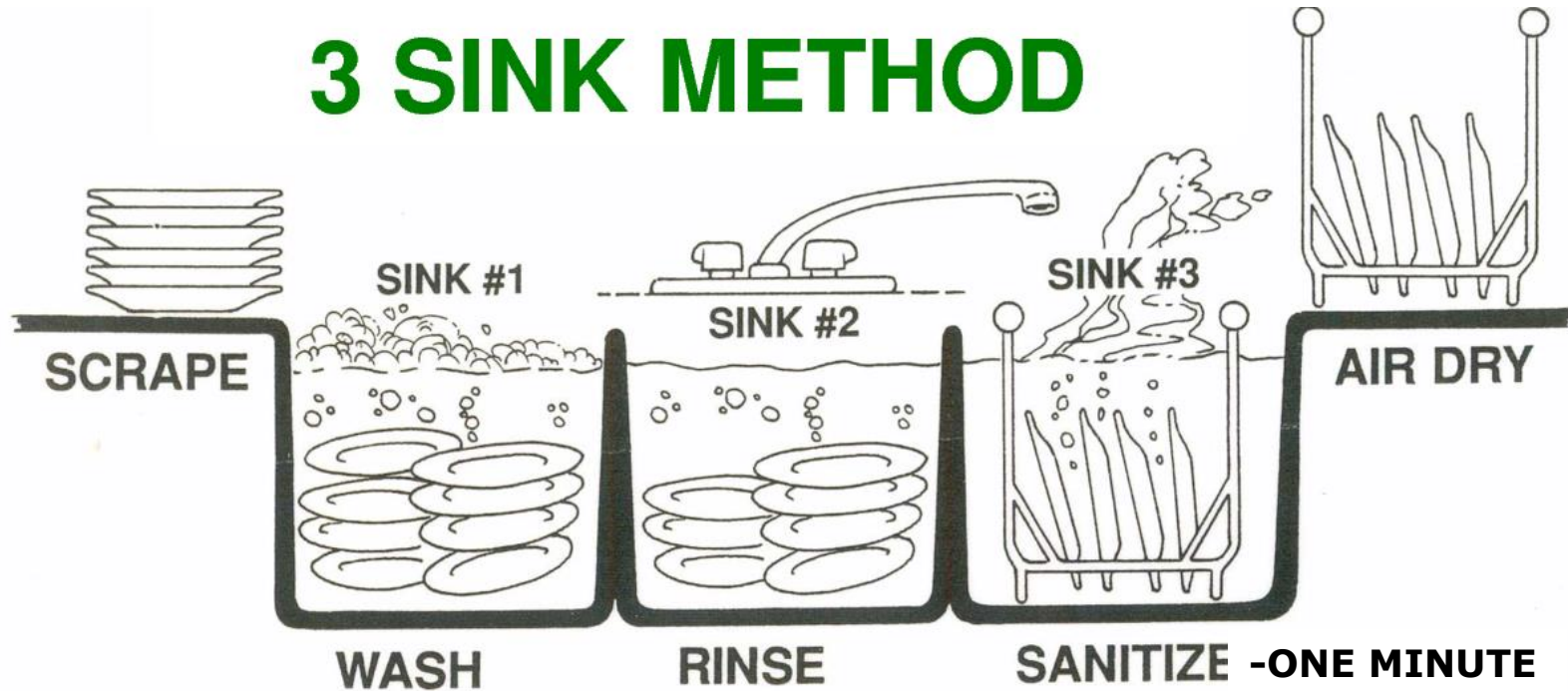


Source: U.S. Department of Agriculture, Food and Nutrition Service, & National Food Service Management Institute. (2005). *Thermometer information resource*. University, MS: Author.

## APPENDIX F: MANUAL DISHWASHING

**USE DURABLE TUBS IN PLACE OF SINKS IF NEEDED**

# 3 SINK METHOD



**WARM WATER – NOT HOT**

<b>Sanitizing Solution</b>	<b>Bleach</b>	<b>Warm Water</b>
Concentrated Bleach (unscented)	❖ 2 Tablespoons (1 fluid oz.)	❖ 3 gallons
Regular-strength bleach (unscented)	❖ 3 Tablespoons (1.5 fluid oz.)	❖ 3 gallons

❖ **DO NOT USE MORE BLEACH**

## G-1: FDA FOOD CODE (SERVSAFE®) vs USDA GUIDANCE

	FDA Food Code	USDA
<b>At-Risk Groups</b>	<ul style="list-style-type: none"> <li>Elderly</li> <li>Preschool-age children</li> <li>Compromised immune systems</li> </ul>	<ul style="list-style-type: none"> <li>Elderly, young children, compromised immune system</li> <li>+ pregnant women</li> <li>+ infants</li> </ul>
<b>Temperature Danger Zone</b>	41°F to 135°F	40°F to 140°F
<b>Maximum Time in Temperature Danger Zone</b>	4 hours	2 hours
<b>Storage Times</b> <ul style="list-style-type: none"> <li>Ready-to-eat TCS Food</li> </ul>	7 days	Varies: mostly 3-5 days
<b>Cooking Temperatures</b>		
<ul style="list-style-type: none"> <li>Poultry</li> <li>Stuffing/stuffed food</li> <li>Mixed dishes w/ previously-cooked TCS ingredients</li> </ul>	165°F	same
<ul style="list-style-type: none"> <li>Reheating (leftovers, partially cooked food)</li> </ul>	165°F	same
<ul style="list-style-type: none"> <li>Microwave cooking – Meat, seafood, poultry, eggs</li> </ul>	165°F	<i>Same temperatures as conventional cooking</i>
<ul style="list-style-type: none"> <li>Ground beef, pork, and other meats</li> </ul>	155°F	160°F
<ul style="list-style-type: none"> <li>Egg dishes - for holding</li> </ul>	155°F	160°F
<ul style="list-style-type: none"> <li>Eggs – immediate service</li> </ul>	145°F	<i>"until yolk &amp; white are firm"</i>
<ul style="list-style-type: none"> <li>Seafood</li> </ul>	145°F	same
<ul style="list-style-type: none"> <li>Beef, pork, veal, lamb</li> </ul>	145°F	<i>(same – with 3 minute rest time)</i>
<ul style="list-style-type: none"> <li>Cooked beans, grains, vegetables (holding)</li> </ul>	135°F	140°F

## **APPENDIX G-2: FOOD SAFETY RESOURCES**

- ❖ ANR Environmental Health and Safety - Food Safety Education  
Make it Safe, Keep it Safe (MISKIS)  
[http://safety.ucanr.org/Programs/Food\\_Safety\\_Education/](http://safety.ucanr.org/Programs/Food_Safety_Education/)
- ❖ UC Food Safety  
<http://ucfoodsafety.ucdavis.edu/>  
  
[http://ucfoodsafety.ucdavis.edu/Food\\_Safety\\_Links/](http://ucfoodsafety.ucdavis.edu/Food_Safety_Links/)
- ❖ Food Safety.gov  
<http://www.foodsafety.gov/>
- ❖ USDA Food Safety and Inspection Service (FSIS)  
<http://www.fsis.usda.gov/home/index.asp>
- ❖ Partnership for Food Safety Education (FightBac)  
<http://www.fightbac.org/>
- ❖ National Food Service Management Institute – University of Mississippi  
<http://www.nfsmi.org/>
- ❖ ServSafe® – National Restaurant Association  
<https://www.servsafe.com/home>

## ADMINISTRATIVE GUIDANCE

### APPENDIX H - PRODUCT INFORMATION

**Big Cool Bag** 20" x 20" 50 bags per case

Source: <http://www.americanbagcompany.com/>

- Can buy smaller amounts from Amazon.com.
- Some grocery stores also carry these.



### Collapsible Rolling Cooler

Insulated main compartment which holds 50 twelve-oz. cans and has a zippered front pocket for extra storage. With a telescoping handle, inline wheels for easy rolling and side carry handles for easy lifting.

<http://www.keepyourcooler.com/>



### Food-Contact Surface Sanitizing Wipes

Source: <http://www.webstaurantstore.com>



### Hubert® Sanitizer Test Strips (can purchase from other sources also)

**Strips and color chart are packaged in waterproof vials.**

- Chemically-treated paper strips change color to indicate sanitizer levels.
- Chlorine Paper Strips color chart reads 10, 50, 100, and 200 ppm.

Source: <http://www.hubert.com>

### 7-inch Deep Polyethylene Bus Box

Source: <http://www.wasserstrom.com/>



## ADMINISTRATIVE GUIDANCE

### APPENDIX H - PRODUCT INFORMATION

#### 8769 TempRite® Adhesive 160/170/180°F Dishwasher Test Labels



- Strips can be applied to a dry item, such as a plate, and placed in a dishwasher.
- Thermochromatic color-change band verifies that proper sanitizing temperature was reached during dish washing operation.

Source: <http://www.hubert.com> (can purchase from other sources also)

<http://www.webstaurantstore.com>

**Scratch Resistant Safety Glasses / Eye Protection - Clear with Clear Lens - 1 Pair**  
**ITEM #: 444EHF10S**



<http://www.webstaurantstore.com>

**Carlisle 40021 Hand & Nail Brush w/Cord**  
**ITEM #: 27140021**



\$0.99   \$0.98   \$0.88

**Waterproof Stickers for Dishwashing Sinks or Tubs**

Source: <http://www.webstaurantstore.com/>





## **ADMINISTRATIVE GUIDANCE**

### **APPENDIX H - MEASURING BOTTLE and LABELS – BLEACH**

#### **Twin Neck Bettix Bottles -**

Source: <http://www.usplastic.com>

#### **Useful for measuring bleach and other chemicals.**

Measure just the right amount of liquid without spillage or loss of product. To use these dispensing bottles, simply loosen cap from dispensing chamber.

Gently squeeze the bottle to fill measuring chamber with required amount of liquid.

Remove cap from dispensing chamber and easily pour measured fluid from the chamber.



**Copy, laminate, attach label to bottle with package tape.**

## **Chlorine Bleach (concentrated)**

To sanitize dishes:

Fill tub to “water level” line (3 gal).

Mix 1 ounce bleach with water.

(2 tsp. per gallon of water)

**TIP BOTTLE ONLY SLIGHTLY  
CHANGE SOLUTION DAILY**

**DANGER: CORROSIVE.** May cause severe irritation or damage to eyes and skin. Vapor or mist may irritate. Harmful if swallowed. Keep out of reach of children.

#### **PERSONAL PROTECTIVE EQUIPMENT:**

Wear safety goggles. Use rubber or nitrile gloves if in contact with liquid, especially for prolonged periods.

#### **FIRST AID:**

**Eye Contact:** Hold eye open and rinse with water for 15-20 minutes. Remove contact lenses, after first 5 minutes. Continue rinsing eye. Call a physician.

**Skin Contact:** Wash skin with water for 15-20 minutes. If irritation develops, call a physician.

**Ingestion:** Do not induce vomiting. Drink a glassful of water. If irritation develops, call a physician. Do not give anything by mouth to an unconscious person.

**Inhalation:** Remove to fresh air. If breathing is affected, call a physician.