



Food Service Manual

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Amended 12/18/17	Operating Level Food Service Department
Supersedes Food Service Manual Chapter 6 (10/1/13)	
ACA Standards 4-4159, 4-4161, 4-4314, 4-4321, 4-4324, 4-4325; 4-ACRS-4A-04, 4-ACRS-4A-06, 4-ACRS-4A-07, 4-ACRS-4A-08; 2-CO-2A-01, 2-CO-2A-02, 2-CO-4C-01	
Office of Primary Responsibility Director of Food Services	

Subject
SANITATION AND SAFETY

Incarcerated Offender Access Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Public Access Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Attachments Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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I. PURPOSE

This chapter of the Food Service Manual provides protocols to establish uniform sanitary and safety standards for Department of Corrections Food Service operations and to provide guidance for personnel in the principles of food service sanitation, food safety, and compliance with health and safety regulations. (2-CO-4C-01; 2-CO-2A-01)

II. 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 shall follow all provisions of the Food Service Manual within the specifications of their contract. This manual shall 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 shall comply with applicable State and Federal laws and regulations, ACA standards, Board of Corrections policies, and DOC directives and operating procedures.

III. 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

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.

Employee - Any person 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

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

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, 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

Readily Movable Equipment - Equipment that is mounted on wheels or casters and can be easily moved by one person to permit easy cleaning

Reconstitution - Recombining dehydrated food products with water or other liquids

Safe Temperatures - As applied to potentially hazardous (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.

Sealed - Free of cracks or other openings that permit the entry or passage of moisture

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

Sound Condition - Undamaged, clean, free from adulteration, and otherwise suitable for use as human food

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

Temperature Controlled for Safety Food (Potentially Hazardous 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

IV. PROCEDURE

A. Food Supplies

1. Food in the Food Service facilities should be from an approved source, which is in compliance with applicable federal state and local laws and regulations and should be inspected for wholesomeness, as appropriate under an official regulatory program. Food from such sources should have been protected from contamination and spoilage during subsequent handling, packaging, and storage, and while in transit.
2. All food in Food Service facilities should be wholesome and free from spoilage, adulteration, and mishandling. Temperature Controlled for Safety (Potentially Hazardous Food) dairy items such as cottage cheese, sour cream, and milk should be used by the expiration date, best-by date or use-by date.
3. All fluid milk and fluid milk products for drinking purposes should be purchased and served in the original, individual containers in which they are packaged at the milk plant, or should be served from an approved bulk milk dispenser. 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. Fluid milk may only be placed into an alternate container for lockdown or equipment failures. Fluid milk that is transferred to an alternate container shall be labeled with the expiration date.
4. The transportation of all fluid milk and fluid milk products shall be at 45°F or colder.
5. All bakery products should have been prepared in the Food Service facility or in a food-processing establishment. All cream-filled and custard-filled pastries should have been prepared and handled in accordance with the *Food Preparation* Section of this operating procedure.
6. All non-acid and low-acid hermetically sealed food should have been processed in food-processing establishments.

B. Food Protection

1. The kitchen, dining, and food storage areas are properly ventilated, properly furnished, and clean. (4-ACRS-4A-06)
2. All food while being stored prepared, displayed, served, or sold in Food Service establishments, or transported between such establishments should 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.
3. Conveniently located refrigeration equipment, hot food storage and display equipment, and effective insulated equipment, should be provided as needed to assure the maintenance of all food at required temperatures during storage, preparation, display, and service.
4. All perishable food should be stored at such temperatures as will protect against spoilage.
5. All potentially hazardous (Temperature Controlled for Safety) food should be kept at 41°F or below or 135°F or above except during preparation, service of food, and cooling.
6. All potentially hazardous (Temperature Controlled for Safety) food, when placed or displayed for service, should be kept hot or cold as required hereafter:
 - a. If served hot, the temperature of such food should be kept at 135°F or above.
 - b. If served cold, such food should be kept at 41°F or below.
7. Frozen food should be kept at 10° or below to remain frozen except when being thawed for preparation or use. Temperature Controlled for Safety (Potentially Hazardous Food) food should 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° or below.

C. Food Preparation

1. Convenient and suitable utensils such as forks, knives, tongs, spoons or scoops, should be provided and used to minimize handling of food at all points where food is prepared and issued in accordance with Chapter 9, *Control of Food Service Utensils and Equipment*.
2. All raw fruits and vegetables should be washed thoroughly before being cooked or served.
3. Stuffing, poultry, and stuffed meats and poultry should be heated throughout to a minimum temperature of 165°F with no interruption of the initial cooking process.
4. Pork and pork products which have been specially treated to destroy *Trichinae* should be thoroughly cooked to heat all parts of the meat to at least 155°F or higher.
5. Meat salads, poultry salads, potato salads, egg salads, cream-filled pastries, and other potentially hazardous (Temperature Controlled for Safety) prepared food should be prepared (preferably from chilled products) with a minimum of manual contact and on surfaces and with utensils which are clean and which, prior to use, have been sanitized.
6. When combining food (milk) ingredients with different use-by or expiration dates, the discard date of the product shall be based on the earliest date. The finished combined product shall not exceed a 7 day consume by date.
7. Custards, cream filling, or similar products which are prepared by hot or cold processes, and which are used as puddings or pastry fillings, should be kept at safe temperatures, except during necessary periods of preparation and service, and should meet the following requirements as applicable:
 - a. Pastry fillings should 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
 - b. Such fillings and puddings should 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.
 - c. All completed custard-filled and cream-filled pastries should, unless served immediately following filling, be refrigerated at 41°F or below promptly after preparation and held at 41°F or below pending service.
8. All foods to be cooled for refrigeration shall be:
 - a. Placed in shallow pans to a depth of not more than 2 inches
 - b. Placed uncovered in a blast chiller or covered loosely in an ice bath stirring frequently, or a combination of both
 - c. Pan must be labeled with:
 - i. Product name
 - ii. Date, time, and temperature when cooling process starts and use by date. The use by date is not to exceed 7 days including the preparation day.
 - iii. Items should be checked regularly to ensure cooling from 135° to 70° in no more than 2 hours and from 70° to 41° or below within an additional 4 hours. Temperatures must be included on label and times are cumulative.
9. Dehydrated foods should be cooked or refrigerated immediately following reconstitution. Examples include beans and soy.
10. Reheating of Potentially Hazardous Foods (Temperature Controlled for Safety Foods) that are cooked and then refrigerated, if reheated, shall be reheated rapidly to 165°F or higher throughout before being served or before being placed in hot food storage equipment.
 - a. Steam tables, warmers, and similar hot holding equipment are prohibited for the heating of Potentially Hazardous (Temperature Controlled for Safety) foods.
 - b. Purchased pre-cooked items should be classified and sustained in accordance with the Reheating of Potentially Hazardous (Temperature Controlled for Safety) Foods guidelines. Note: Pre-cooked items are not considered leftovers until they have been prepared by the institution and

should be maintained in accordance with reheating guidelines.

- c. Multiple reheating of leftovers may occur during the seven day time frame. Multiple reheats shall not exceed two occurrences. Proper cooling temperatures shall be documented for each occurrence. Labels from each cooling process shall remain with the product until used or discarded.

D. Carry-Out Meals

1. Master Menus for carry-out meals are provided by the DOC Dietitian.
 - a. These menus are planned to coincide as much as possible with the regular menus in order to maintain similarity of foods served to the population at the institution and those served to offenders performing various work details.
 - b. These menus are designed to help fulfill the daily nutritional requirements considering the other two meals.
 - c. It is required that facilities maintain records of foods actually served on the Food Production Worksheet for carry-out meals.
2. 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.
 - a. Lunch is based on the Road Master Menu or Transportation Bag Menu.
 - b. All meals intended for consumption outside the secure perimeter shall be transportation road bags or road meals. Transporting hot food items outside the secure perimeter shall be prohibited.
 - c. Work with clean hands and equipment.
 - d. Use safe wholesome ingredients
 - e. Fillings for sandwiches prepared for transportation bag meals/road meals, which do not have to be refrigerated up to serving time, are limited to jams or jellies, honey, and peanut butter.
 - f. Prepare sandwiches from chilled ingredients.
 - g. Fresh fruits and vegetables for transportation bag meals/road meals shall be washed in warm running water to remove soil.
 - h. Chill finished sandwiches rapidly. Keep chilled until served. Discard any sandwiches not used within a twenty-four hour.
 - i. Wrap and bag sandwiches for transportation bag meals individually using sandwich bags and pack into paper bags with other lunch items.
 - i. The fruit should be packed in the bottom of bag with sandwiches and napkin on top.
 - ii. Road meals for work gangs shall be placed in road trays or paper bags.
 - iii. Trays or paper bags shall be placed in insulated coolers with ice packs.
 - j. Sandwiches that contain Temperature Controlled for Safety (Potentially Hazardous Food) ingredients, i.e. (lunch meats) shall 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.

E. Food Storage

1. There are sanitary, temperature-controlled facilities for the storage of all foods. (4-4159, 4-ACRS-4A-07)
2. Only food items purchased through and approved by the DOC suppliers shall be stored in food storage spaces. Personal food items shall be stored in designated staff food storage areas.
3. Decayed items should be sorted out and removed from fresh fruits and vegetables.
4. Food items such as eggs and margarine, which absorb foreign odors, should not be stored with fruits and vegetables, if space allows.

5. Food items should be stored away from steam or other heated pipes. Stacking should be in a manner to allow air circulation.
 6. Refrigerators and freezer spaces should be defrosted and cleaned at regular intervals.
 7. All food storage areas will have thermometers and temperature charts. Thermometers shall be located internally at the front of cold-holding units. Temperatures will be checked and recorded on temperature charts (see [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
 8. Food storage areas should be maintained as follows:
 - a. Storage areas for non-perishable shelf goods (e.g. canned goods, etc.) should be maintained properly and safely.
 - b. 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. should be maintained at 50°F to 70°F. (4-4325)
 - c. Refrigerated areas should be maintained at 41°F or below. All items are marked with the date placed in storage and a “use by” date. (4-4314, 4-4325)
 - d. Frozen food areas should be maintained frozen (10°F or below). (4-4325)
 9. Containers of food should 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 6” above the floor.
 10. Food not subject to further washing or cooking before serving should be stored in such manner as to be protected against contamination from food requiring washing or cooking.
 11. Packaged food shall not be stored in a wet condition.
 12. Items should be stored in a neat and orderly manner. Items should also be rotated - the newer items being stored behind the older ones - so the older items will be used first (first in - first out). All food items need to be marked with delivery dates. Storage buildings and spaces should be maintained in a strict sanitary condition. Storage buildings and spaces should be protected against insect and rodent invasion.
 13. Cleaning and sanitizing agents should be stored in a separate locker or room in such a manner that they cannot be accidentally introduced into edibles during preparation.
 14. Food items, which could be utilized as primary ingredients for intoxicants, such as sugar, and coffee and nutmeg, should be stored in a restricted manner and used under supervision. Yeast will be stored in a locked container and used only by Food Service Staff. These items should be inventoried, stored, and issued in compliance with Chapter 9 *Control of Food Service Utensils and Equipment*.
- F. Food Display and Service
1. Where unwrapped food is placed on display in all types of Food Service operations, including Staff Dining, it should be protected against contamination from offenders and other sources by effective, easily cleanable, counter protector devices, cabinets, display cases, containers, or other similar type of protective equipment. Self-service openings in counter guards should be so designed and arranged to protect food from manual contact by offenders.
 2. Tongs, spoons, spatulas, scoops, and other suitable utensils should be provided and shall be used by employees to reduce manual contact with food to a minimum.
 - a. For self-service by offender and staff, similar implements should be provided.
 - b. Only a gloved hand may be used in place of a utensil for service of bread, pouched beverages,

and fresh fruit that has been washed.

- c. Culinary arts programs may use gloved hands for other food preparation practices.
3. Dispensing scoops, spoons, and dippers used in serving frozen desserts should be stored between uses either in an approved running-water dipper well or in a manner otherwise approved.
4. Sugar should be stored only in closed dispensers and dispensed according to the facility's established procedures
5. Unopened and fully sealed wrapped foods may be reserved. (Examples: packaged cookies, packaged condiments). Individual water, juice, and milk bags are excluded and shall not be reserved.
6. Careful attention should be given to arrangement of salad bar items to eliminate the necessity of reaching over one container of food to another.
7. Self-service items - Food items permitted in self-service areas are bread, margarine, crackers, relishes, and condiments, beverages, and certain types of desserts. 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 shall 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
8. Salad Bars - Salad bars may be set up on a self-service basis
 - a. All salad bars must be equipped with a sneeze guard.
 - b. The food shall 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
 - c. The food shall 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
 - d. The food shall 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
 - e. The food shall be:
 - i. Discarded if the temperature of the foods exceeds 70°F, or
 - ii. 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. All 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.
9. Outside food intended for staff functions shall be stored in designated areas within the food service area.

G. Health and Disease Control

1. All procedures regarding medical examinations and certification and personal hygiene of personnel as set forth in Chapter 2, *Food Service Personnel*, should be observed.
2. No birds or animals, with the exception of authorized drug detection dogs, should 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, employee 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.

H. Cleanliness of Equipment and Utensils

1. After each usage, all tableware should be thoroughly washed, rinsed, and sanitized. A spoon or other utensil, once used for tasting food, should not be reused until it has been cleaned and sanitized.
2. 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, should be thoroughly cleaned and sanitized. The cooking surfaces of grills, griddles, and similar cooking devices should be cleaned after each use.
3. 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, should be cleaned at such frequency as is necessary to be free of accumulation of dust, dirt, food particles, and other debris.
4. All kitchenware and food-contact surfaces of equipment used in the preparation, service, display, or storage of potentially hazardous (Temperature Controlled for Safety) food should be sanitized prior to such use, and following any interruption of operation during which contamination of the contact surfaces is likely to have occurred.
5. Where equipment and utensils are used for preparation of potentially hazardous (Temperature Controlled for Safety) food on a continuous or production line basis, the food-contact surfaces of such equipment and utensils should be cleaned and sanitized at intervals throughout the day.
6. Grease filters in hoods should 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.
7. Detergents and abrasives should be rinsed off food-contact surfaces.
8. Cloths used by Food Service personnel should 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 should be washed and dried. NOTE: Sponges are not allowed in the Food Service operation.
9. Prior to washing, all equipment and utensils should be pre-flushed or pre-scraped and, when necessary, presoaked to remove gross food particles and soil.
10. Effective concentration of a suitable detergent should be used in both manual and mechanical dishwashing.
11. When manual dishwashing is employed, equipment and utensils should be thoroughly washed in a detergent solution, which is kept reasonably clean, and then should be rinsed free of such solution.
12. All eating and drinking utensils and, when required, the food-contact surfaces of all other equipment and utensils should be sanitized by one of the following methods:
 - a. Immersion for at least one-half minute in clean, hot water at a temperature not less than 170°F, or
 - i. 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
 - ii. 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
 - iii. Immersion for at least 30 seconds in a clean solution containing 200 ppm of Quaternary Ammonium as indicated on the manufacturer's label.
 - b. A three-compartment sink should 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.
 - c. Sinks used for manual washing and sanitizing operations should be of adequate length, width, and depth to permit the complete immersion of the equipment and utensils, and each compartment of such sink should be supplied with hot and cold running water.
 - d. When hot water is used as the sanitizing agent in manual operations, thermometers, accurate to

+/-3°F, should be provided convenient to the sink to permit frequent checks of the water temperature.

- e. 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 should be provided and should be so located or constructed as not to interfere with the proper use of dishwashing facilities, provided that drain boards should not be required for cooks' or bakers' rinse sinks.
- f. Sinks, dish tables, and drain boards should be constructed of such thickness and design as to restrict denting and buckling, and sloped so as to be self-draining.
- g. Dishwashing machines should be of such materials and so designed and constructed as to be easily cleanable, and should be capable, when operated properly, of rendering all surfaces of equipment and utensils clean to sight and touch and sanitized.
- h. When spray-type dish washing machines are used, the following additional requirements should be met:
 - i. Wash water should be kept reasonably clean, and rinse water tanks should be so protected by distance, baffles, or other effective means as to minimize the entry of wash water into the rinse water.
 - ii. 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, shall 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.
 - iii. The wash water temperature should be at least 160°F and hot water final rinse should be a temperature of at least 180°F or as otherwise specified on the manufacturer's data plate.
- i. A suitable gauge cock should be provided immediately upstream from the final rinse sprays to permit checking the flow pressure of the final rinse water.
- j. There needs to be a readable data plate on all dishwashers. If they are worn, the facility will need to obtain a new one. A manufacturer's spec sheet on file in the Food Service office will be acceptable if a data plate is not available.
 - i. The wash water temperature should be at least 140°F and in single-tank conveyer machines should be at least 160°F. When hot water is relied upon for sanitation, the final or fresh rinse water should be a temperature of at least 180°F at the entrance of the manifold.
 - ii. Conveyers in dishwashing machines should be accurately timed to assure proper exposure times in wash and rinse cycles.
 - iii. An easily readable thermometer should 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 should be provided which will indicate the temperature of the final rinse water as it enters the manifold.
 - iv. Water temperatures are checked daily by administrative, medical, or dietary personnel and recorded on the Dishwasher Temperature Log (see [Dishwasher Temperature Record FSM_F14](#)). (ACA 4-4324, 4-ACRS-4A-07)
 - v. Jets, nozzles, and all other parts of each machine should be maintained free of chemical deposits, debris, and other soil. Automatic detergent dispensers, if used, should be kept in proper operating condition.

I. Storage and Handling of Cleaned Equipment and Utensils

1. Food-contact surfaces of cleaned and sanitized equipment and utensils should be handled in such a manner so as to be protected from contamination. Cleaned spoons, knives, and forks should be picked up and touched only by their handles. Clean cups, glasses, and bowls should be handled so that fingers and thumbs do not contact inside surfaces or lip-contact surfaces.
2. Cleaned and sanitized, portable equipment and utensils should be stored above the floor in a clean, dry location; and suitable space and facilities should be provided for such storage so that food-contact surfaces are protected from splash, dust, and other contamination.

3. The food-contact surfaces of fixed equipment should also be protected from splash, dust, and other contamination.
4. Utensils should be air dried before being stored, or should be stored in a self-draining position on suitably located hooks or racks constructed of corrosion-resistant material.
5. Wherever practicable, stored containers and utensils should be covered or inverted.
6. Facilities for the storage of flatware (silverware) should be provided and should be designed and maintained to present the handles to the employee or customer.

J. Single-Service Articles

1. Single-service articles should be stored in closed cartons or containers, which protect them from contamination.
2. Such articles should be handled and dispensed in such a manner as to prevent contamination of surfaces, which may come into contact with food or with the mouth of the user.
3. Single-service items should be used only once.
4. All Food Service operations, which do not have adequate and effective facilities for cleaning and sanitizing utensils, should use single-service articles.

K. Ice

1. Ice may be made in an ice making machine or obtained from an approved source.
2. Ice making machines should be located, installed, operated, and maintained in a sanitary manner to prevent contamination of the ice and ice bin.
 - a. The machine should be cleaned and inspected periodically to insure proper operation.
 - b. The ice bins should not be used to store containers for chilling, etc.
3. All ice shall be placed in a clean and sanitized approved container for transport outside of the Food Service area. Ice shall only be dispensed from the Food Service area by a kitchen worker or kitchen staff.
4. If ice crushers are used, they should be maintained in a clean condition and should be covered when not in use.
5. Ice buckets, other containers, and scoops, unless they are of the single-serving type, should be of a smooth, impervious material, and designed to facilitate cleaning. They should be kept clean, and should be stored and handled in a sanitary manner.

L. Toilet Facilities

1. Toilet and wash basin facilities are available to food service personnel and offenders in the vicinity of the food preparation area. (4-4161, 4-ACRS-4A-08)
2. Toilet facilities should be installed in accordance with applicable State and local laws, ordinances, and regulations, or in the absence thereof, as approved by the health authority.
3. Toilets and urinals should be of a sanitary design.
4. Toilet rooms should be completely enclosed, and should have tight-fitting, self-closing doors.
 - a. Such doors should not be left open except during cleaning or maintenance.
 - b. If vestibules are provided, they should be kept in a clean condition and in good repair.
5. Toilet facilities, including the toilet room and fixtures, should be kept clean and in good repair, and free of objectionable odors.
6. A supply of toilet tissue should be provided at each toilet at all times.
7. Easily cleanable receptacles should be provided for waste materials, and such receptacles in toilet rooms should be covered. Such receptacles should be emptied at least once a day, and more

- frequently when necessary to prevent excessive accumulation of waste material.
8. "Wash Hands Before Leaving" signs should be conspicuously posted in all toilet facility areas.
 9. Hand washing sinks should be located within or immediately adjacent to all toilet rooms or vestibules.
 - a. In all new facilities and facilities which are extensively altered, hand washing sinks should also be located within the area where food is prepared.
 - b. Each hand washing sink should be provided with hot and cold or tempered water.
 - i. Where tempered water is used, a temperature of 100°F to 115°F is recommended.
 - ii. Where hot and cold running water is provided, a mixing valve or combination faucet is recommended and should be required in new installations.
 - iii. Steam mixing valves are prohibited.
 - c. An adequate supply of hand-cleansing soap or detergent should be available at each hand washing sink.
 - d. An adequate supply of sanitary towels or an approved hand-drying device should be available and conveniently located near the hand washing sink.
 - i. Common towels are prohibited.
 - ii. Where disposable towels are used, waste receptacles should be located conveniently near the hand-washing facilities.
 - e. Hand washing sinks, soap dispensers, hand-drying devices, and all other components of the hand-washing facilities should be kept clean and in good repair.

M. Dressing Rooms and Lockers

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

N. Cleaning Schedule for Food Service Facilities

1. After Each Meal
 - a. Dining room tables and chairs - Wash in hot soapy water, rinse in warm water and sanitize. Change both the wash and rinse water frequently.
 - b. Dining room and kitchen floors - Mop with approved cleaner
 - c. All other work-area floors - Mop with approved cleaner. All movable equipment moved and cleaned around and under.
 - d. All eating and drinking utensils and pots and pans used in food preparation and tables used in food preparation should be washed, rinsed, and sanitized.
 - e. Remove and dispose of in an approved container all garbage and trash generated during meal.
 - f. Serving lines should be adequately washed, rinsed, and sanitized
 - g. Disassemble and thoroughly clean and sanitize all meat saws, slicers, potato peelers, mixers, and other equipment
2. After Each Use

- a. Can openers
 - b. Meat-slicers
 - c. Bread-slicers
3. Daily
- a. Clean all toilet facilities.
 - b. Clean broilers, ranges, ovens, steamers, coffee urns, roll warmers, proofing cabinets, reach-in refrigerators, toasters, scales, can openers, and drink dispensers.
 - c. Clean dish machines, refuse receptacles, pails, mops, and refuse compactors.
 - d. Clean drinking fountains.
4. Weekly
- a. Clean all walk-in refrigerators.
 - b. De-scale dishwashing machine and coffee urn.
 - c. Remove all hood filters, degrease, thoroughly clean and replace filters.
 - d. De-stain plastic and china dishes, cups, and glasses.
 - e. Clean ice holding compartment of ice machine and ice cream storage cabinets.
 - f. Clean all storerooms, including shelving.
 - g. Wash all windows.
 - h. Clean rotary ovens, fry kettles, deck ovens, fat filters, and portable ingredient bins. Designated mops shall be used to clean rotary ovens. These mops shall be clearly marked to indicate they are for "oven use only".
 - i. Clean finger marks from painted surfaces.
 - j. Dust and clean all light fixtures, tops of hoods, ventilators and exhaust fans.
 - k. Wiping cloths used on non-food contact surfaces of equipment such as counters, dining table tops and shelves should be cleaned and rinsed and should be identified so they will be used for no other purpose. These cloths should be stored in sanitizing solution between uses.
5. Monthly
- a. Strip floor wax, paying special attention to baseboards and legs of equipment.
 - b. Clean window drapes and blinds.
 - c. Defrost and clean freezers.
6. Every Six Months - Degrease and thoroughly clean all exhaust ductwork and outside grillwork.
7. Only Food Service approved chemicals shall be used to clean within Food Service areas.
- O. Solid Waste Storage and Disposal
1. Containers
 - a. All garbage and rubbish containing food waste should be kept in containers constructed of durable metal or other approved types of material, which do not leak and do not absorb liquids.
 - b. All containers should be provided with tight-fitting lids or covers and should be kept covered when stored or not in continuous use.
 - c. After being emptied, each container should be thoroughly cleansed on the inside and outside in a manner so as not to contaminate food, equipment, utensils, or food preparation areas. Can-washing machines, steam-cleaning devices, or similar equipment should be used where the operation is large enough to warrant this type of equipment. Wastewater from such cleaning operations should be disposed of as sewage.
 - d. There should be a sufficient number of containers to hold all of the garbage and rubbish containing food waste, which accumulates between periods of removal from the premises.

2. Storage
 - a. Storage facilities should be adequate for the proper storage of all garbage and rubbish.
 - b. Storage areas should be kept clean and should not constitute a nuisance.
 - c. Storage rooms or enclosures should be constructed of easily cleanable, washable materials and should be vermin-proofed. The floors and the walls, up to at least the level reached by splash or spray, should be of relatively non-absorbent materials.
 - d. Garbage and rubbish containing food waste should be stored so as to be inaccessible to vermin.
 - i. Garbage containers outside the establishment should be stored either on a concrete slab, or on a rack, which 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.
 - ii. Surface should slope to drain.
3. Food Waste Grinders - Food waste grinders should be so constructed and installed as to comply with applicable State and local plumbing laws, ordinances and regulations.
4. Disposal
 - a. All garbage and rubbish should be disposed of daily or at such other frequencies and in such a manner as to prevent a nuisance.
 - b. All facilities, which operate solid waste disposal sites for their own use, should comply with the above-mentioned rules and regulations.
 - c. Before any solid waste may be disposed of on State-owned property by any other entity, a written agreement should be consummated between the entity and the Director, Department of Corrections, setting forth all operational details.
 - i. After a written agreement is signed by the parties, the rules and regulations of the Health Department should apply.
 - ii. The disposal of solid waste should not begin until a permit is received from the Bureau of Solid Waste and Vector Control, State Health Department.

P. Vector/Pest Control - Screening

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

Q. Equipment Instructions

1. Operating and cleaning instructions for equipment should be on file in the Food Service office
2. Instructions for maintaining equipment should be available in the Food Service area.
3. Food Operation Directors/ Managers are responsible for ensuring that instructions for routine maintenance are followed.

R. Inspections

1. The following areas and equipment will be visually inspected daily:
 - a. Food preparation and dining area
 - b. Food preparation equipment
 - c. Food storage temperature charts
 - d. Dishwasher and three compartment sinks will be checked for proper operating temperatures.
 - e. Toilets, hand washing sinks, (clean, operational, supplied)
2. Weekly inspection of all Food Service areas, including dining and food preparation areas and

equipment, will be conducted by administrative, medical, or dietary personnel. These may include the person supervising Food Service operations or their designee. (4-4324, 4-ACRS-4A-07)

3. The DOC Environmental Health Specialist should conduct variable frequency inspections of all areas of the Food Service operation to ensure the Food Service facilities and equipment meet established governmental health and safety codes; corrective action is taken on deficiencies, if any are noted. (4-4321, 4-ACRS-4A-04; 2-CO-2A-02, 2-CO-4C-01)
 - a. Inspections with 0-Priority and 0- Priority Foundation and Core are considered PASSING and will be inspected on a variable frequency of every four months
 - b. Inspections with 1 Priority and/or 1-5 Priority Foundation and Core are considered PASSING and will be inspected every three months
 - c. Inspections with 2 Priority and/or 6-10 Priority Foundation and Core are considered FAILING and will be inspected every two months
 - d. Inspections with >2 Priority and/or >10 Priority Foundation and Core are considered FAILING and will be inspected every month
 - e. REPEAT Critical violations will be FAILING and will be inspected every month
 - f. Timeframes for inspections may be shortened by management or because of specifically identified issue(s).

S. Plan Review

1. Food Service Director shall submit to the Compliance and Accreditation Unit a [Kitchen Plan Review Application](#) FSM_F26 and floor plans or drawing for review and approval before:
 - a. Construction of kitchens
 - b. Conversion or remodel of existing kitchens (culinary arts area)
 - c. Renovation of kitchens (fires, floods, damages)
 - d. Relocation or removal of sinks, walls, or plumbing
2. Plan review does not apply to replacement of equipment
3. Compliance and Accreditation shall be notified upon completion of project and a final inspection shall be conducted prior to use of kitchen under Plan Review.

V. REFERENCES

None

VI. FORM CITATIONS

[Storage Area Temperature Record](#) FSM_F13

[Dishwasher Temperature Record](#) FSM_F14

[Kitchen Plan Review Application](#) FSM_F26

VII. REVIEW DATE

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

The Director of Food Services reviewed this Chapter of the Food Service manual in February 2018 and no changes are needed at this time.

Signature Copy on File

12/15/16

Mark E. Engelke, Director of Food Services