



## Module 6—Food Safety Programs

### Target Audience

- Child nutrition director/executive director
- Managers and supervisory staff
- Food production staff

**Estimated Time Required:** 30 minutes

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### Learning Objectives

- Understand the three food categories in the process approach for developing a food safety program
- Identify temperature controlled for safety foods
- Create standard operating procedures for the food service department
- Identify critical control points in a standardized recipe
- Develop monitoring and documentation procedures for the food service department
- Describe measures necessary to maintain salad bar food safety
- State food safety inspection requirements

# 1. Introduction to Food Safety Programs

The USDA requires **all** agencies who participate in the Food and Nutrition Service (FNS) child nutrition programs (CNP) to implement a Food Safety Program based on Hazard Analysis and Critical Control Point (HACCP) principles.

FNS CNPs include: National School Lunch Program (NSLP); School Breakfast Program (SBP); Fresh Fruit and Vegetable Program; NSLP Afterschool Snack Program; Special Milk Program; Summer Food Service Program; Child and Adult Care Food Program.

## What is the Process Approach?

The process approach incorporates all of the principles of a HACCP plan and the measures to control or prevent food safety hazards. The process approach for developing a food safety program groups food preparation processes into three broad categories based on how many times a menu item moves through the temperature danger zone, which is between 41° F and 135° F.

Temperature controlled for safety (TCS) foods (formerly referred to as Potentially Hazardous Foods) means a food that requires time and temperature control for safety to limit microorganism growth. Only TCS foods require grouping into one of three preparation process groups. Three main points are essential to developing a food safety program: sanitation, temperature control, and standard operating procedures (SOP).

There must be a written food safety plan for each school site—**this includes residential child care institutions (RCCI).**

The food safety plan must include the cafeteria and all locations outside of the cafeteria where child nutrition meals are stored, prepared, or served. This includes classrooms, school buses, school hallways, school courtyards, kiosks, vending machines used to dispense reimbursable meals, or field trip sites. Warehouses that store foods for FNS CNPs are also included.

## 2. Steps in Developing a Food Safety Program Based on the Process Approach

Follow the steps outlined below to develop your food safety program:

1. Create a food safety program team. Include members from different areas of your food services, i.e., kitchen, warehouse, school site, supervisor, or manager
2. Conduct a hazard analysis of the food service operation to find potential food safety problems
3. Identify TCS foods

**RCCIs:** Conduct a hazard analysis of each group home or facility to find potential food safety problems and identify TCS foods.

4. Develop SOPs based on the hazard analysis review
5. Develop standardized recipes
6. Review menu items (TCS foods only) and place each item into one of three categories based on the preparation process for each item. It is important to ensure that the food served is safe to consume and that the food is handled in a manner that prevents the possibility of a food borne illness. Understanding what is a TCS food and how to control time and temperature will ensure the safety of food served. For more on TCS foods, see the CDE Management Bulletin (MB) NSD-SFSP-01-2008—Temperature Controls of Potentially Hazardous Food Web page at <http://www.cde.ca.gov/ls/nu/sf/mbnsdsfsp012008.asp>
7. Identify CCPs in standardized recipes
8. Develop appropriate recordkeeping and documentation procedures for CCPs and other steps in the food safety process
9. Write a food safety plan for each site in your operation and keep at each site

**RCCIs:** Write a food safety plan for each group home or facility.

10. Train employees and document
11. Continue to monitor and modify plans as changes are made to recipes, menus, procedures, and/or equipment

When developing a Food Safety Program, take one-step at a time.

Review the current California Retail Food Code—CalCode (formerly California Uniform Retail Food Facilities Law-CURFFL) for areas critical to food safety programs located on the California Department of Public Health Web document at <http://www.cdph.ca.gov/services/Documents/fdbRFC.pdf>.

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### 3. Standard Operating Procedures

A SOP is a written instruction for a food service task that reduces a food safety hazard. SOP topics relate to any area of an operation in which a compromise in food safety could take place (i.e., personal hygiene). Each SOP should include instructions on monitoring, documentation, corrective actions, and periodic review of the procedures they cover.

## Possible Standard Operating Procedure Topics

### Facility-wide SOPs:

- Personal hygiene
- Hand washing
- Receiving deliveries
- Date marking ready-to-eat TCS foods
- Using suitable utensils when handling ready-to-eat foods
- Washing fruits and vegetables
- Storing and using potentially hazardous or toxic chemicals

### SOPs Specific to the Food Preparation Process:

- Cooking TCS foods
- Cooling TCS foods
- Holding hot and cold TCS foods
- Holding TCS foods without temperature control
- Reheating TCS foods
- Preventing cross-contamination during storage and preparation
- Transporting foods to remote sites (satellite kitchens)

Simplify SOP development by modifying the SOPs developed by the Institute of Child Nutrition (ICN) in conjunction with the USDA and the Food and Drug Administration.

ICN SOPs and recordkeeping forms are located on the ICN Web page at <http://sop.NFSMI.org/HACCPBasedSOPs.php>. This site includes SOPs and worksheets in Microsoft Word® format or PDF format.

# Sample Standard Operating Procedure

## Receiving Deliveries

**Purpose:** To ensure that all food is received fresh and safe when it enters the food service operation and to transfer food to proper storage as quickly as possible.

**Scope:** This procedure applies to food service employees who handle, prepare, or serve food.

**Key Words:** Cross-contamination, temperatures, receiving, holding, frozen goods, and delivery

### Instructions:

1. Train food service employees on using the procedures in this SOP
2. Follow state or local health department requirements
3. Schedule deliveries to arrive at designated times during operational hours
4. Post the delivery schedule, including the names of vendors, days, and times of deliveries, and drivers' names
5. Establish a rejection policy to ensure accurate, timely, consistent, and effective refusal and return of rejected goods
6. Organize freezer and refrigeration space, loading docks, and storerooms before deliveries
7. Gather product specification lists and purchase orders, temperature logs, calibrated thermometers, pens, flashlights, and clean loading carts before deliveries. Refer to the Using and Calibrating Thermometers SOP
8. Keep receiving area clean and well lighted
9. Do not touch ready-to-eat foods with bare hands
10. Determine whether foods will be marked with the date arrival or the **use by** date and mark accordingly upon receipt
11. Compare delivery invoice against products ordered and products delivered
12. Transfer foods to their appropriate locations as quickly as possible

### Monitoring:

1. Inspect the delivery truck when it arrives to ensure that it is clean, free of putrid odors, and organized to prevent cross-contamination. Be sure refrigerated foods are delivered on a refrigerated truck
2. Check the interior temperature of refrigerated trucks
3. Confirm vendor name, day and time of delivery, as well as driver's identification before accepting delivery. If driver's name is different from what is indicated on the delivery schedule, contact the vendor immediately

4. Check frozen foods to ensure that they are all frozen solid and show no signs of thawing and refreezing, such as the presence of large ice crystals or liquids on the bottom of cartons
5. Check the temperature of refrigerated foods for:
  - Fresh meat, fish, and poultry products, insert a clean and sanitized thermometer into the center of the product to ensure a temperature of 41°F or below. The temperature of milk should be 45°F or below
  - Packaged products, insert a food thermometer between two packages being careful not to puncture the wrapper. If the temperature exceeds 41°F, it may be necessary to take the internal temperature before accepting the product
  - Eggs, the interior temperature of the truck should be 45°F or below
6. Check dates of milk, eggs, and other perishable goods to ensure safety and quality
7. Check the integrity of food packaging
8. Check the cleanliness of crates and other shipping containers before accepting products. Reject foods that are shipped in dirty crates

**Corrective Action:**

1. Retrain any food service employee found not following the procedures in this SOP
2. Reject the following:
  - Frozen foods with signs of previous thawing
  - Cans that have signs of deterioration, such as swollen sides or ends, flawed seals or seams, dents, or rust
  - Punctured packages
  - Foods with outdated expiration dates
  - Foods that are out of safe temperature zone or deemed unacceptable by the established rejection policy

**Verification and Recordkeeping:**

Record the temperature and the corrective action on the delivery invoice or on the receiving log. The food service manager will verify that food service employees are receiving products using the proper procedure by visually monitoring receiving practices during the shift and reviewing the receiving log at the close of each day. Keep receiving logs on file for a minimum of one year.

Date Implemented: \_\_\_\_\_ By: \_\_\_\_\_  
 Date Reviewed: \_\_\_\_\_ By: \_\_\_\_\_  
 Date Revised: \_\_\_\_\_ By: \_\_\_\_\_

## 4. Reviewing Menu Items

Place each menu item into one of these three categories based on the number of times it goes through the temperature danger zone. The three process approaches are listed below. Document the process approach for each menu item by writing the process approach on the standardized recipe or developing a list of menu items for each process approach.

**Process 1:** No cook—food is kept cold from preparation through service

- Examples might include carrots, milk, or fresh fruit
- Items in this process have one CCP: cold-holding at 41° or lower

**Process 2:** Same day—food is prepared hot and served the same day

- Examples might include oatmeal, grilled cheese sandwich
- Items in this process have two CCPs: the original cooking temperature and hot-holding at 135° or higher

**Process 3:** Complex—food is prepared hot and served, cooled, or possibly reheated

- Examples might include chili, lasagna, and casseroles
- Items in this process may have up to four CCPs: (1) the original cooking temperature, (2) hot-holding at 135° or higher, (3) cooling process, and (4) possibly reheating to 165° for 15 seconds

Use the menu item name or recipe name to sort menu items by process.

## Sample Process Approach for Process 2: Same Day Service

Example: Baked Chicken

### Receive\*

Controls: Known source, receiving temperatures

### Store\*

Controls: Proper storage temperatures, prevent cross-contamination, store away from chemicals

### Prepare

Controls: Personal hygiene, restriction of ill employees, prevent cross-contamination

### Temperature Control: Cook\*\*

Internal temperature of 165°F for 15 seconds (for chicken) check and record temperatures.

### Temperature Control: Hot-hold\*\*

Hold at no less than 135° check and record temperatures.

### Serve

Controls: Personal hygiene, restrict ill employees

\*Recording data is necessary

\*\*Taking temperature and recording data is necessary

(Other controls in the process may also involve taking temperatures)

Guidance for School Food Authorities: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles is located on the USDA Web document at [http://www.fns.usda.gov/sites/default/files/Food\\_Safety\\_HACCPGuidance.pdf](http://www.fns.usda.gov/sites/default/files/Food_Safety_HACCPGuidance.pdf)

## 5. Identify Critical Control Points in Standardized Recipes

A standardized recipe, when prepared, consistently produces the same product in quality and quantity. The standardized recipe instructions identify the CCPs in the preparation process.

CCPs are points in food preparation and processing where a control step, such as cooking, is essential to ensure food safety. CCPs are based on time and temperature controls.

Examples of CCPs:

- Receiving temperature
- Final cooking time and temperature
- Holding temperature
- Cooling time and temperature
- Reheating time and temperature

Remember, you must be able to measure, monitor, and document a CCP.

For SOPs, along with food safety tools, worksheets, and templates, visit the ICN Web page at <http://sop.NFSMI.org/HACCPBasedSOPs.php>.

## 6. Sample Standardized Recipe with Critical Control Points

See Module 4, Menu Planning, for more information on standardized recipes.

### STANDARDIZED RECIPE FORM

RECIPE NUMBER: D-35

RECIPE TITLE: Spaghetti with Meat Sauce

Process Approach: #2: Same Day Service

PAN SIZE: 10" x 12" x 4" half steam table pan YIELD: 6 pans (#Pans/Gallons/Loaves/Etc.)

PORTION SIZE: 1 Cup PORTIONS PER RECIPE: 100

Wash hands at appropriate times during the process per SOP

INGREDIENTS	Weight	Measure	DIRECTIONS
Raw ground beef	17 pounds (lb.)		<p>1. Brown ground beef. Drain. Continue immediately. Add onions. Cook for five minutes.</p> <p>2. Add granulated garlic, pepper, tomato puree, water, salt, parsley, basil, oregano, marjoram, and thyme. Simmer about one hour.</p> <p><b>CCP: Heat to 155° F or higher for at least 15 seconds</b></p> <p>3. Heat water to a rolling boil. Add salt.</p> <p>4. Slowly add spaghetti. Stir constantly, until water boils again. Cook 10-12 minutes or until tender, stir occasionally. <b>DO NOT OVERCOOK.</b> Drain well. Run cold water over spaghetti to cool slightly.</p> <p>5. Stir into meat sauce.</p> <p>6. Divide mixture equally into medium half-steam table pans (10" x 12" x 4"), which have been lightly coated with pan-release spray. For 100 servings, use six pans.</p> <p><b>CCP: Hold for hot service at 135° F or higher</b></p> <p>7. Portion with 8 oz. ladle (1 cup) or #4 scoop per serving.</p> <p>CCP require monitoring and documentation.</p>
Fresh onions, Chopped	1 lb.	2½ cups	
OR	<b>or</b>	<b>or</b>	
Dehydrated onions	3 oz.	1½ cups	
Granulated garlic		3 Tablespoons (Tbsp.)	
Ground black or white pepper		1 Tbsp.	
Canned tomato puree	10 lb.	1 gallon (gal) 2 cups  (1½ number [#] 10 cans)	
Water		1 gal	
Salt		2 Tbsps.	
Dried parsley		½ cup	
Dried basil		¼ cup	
Dried oregano		¼ cup	
Dried marjoram		2 Tbsp.	
Dried thyme		1 Tbsp.	
Water		12 gal	
Salt		¼ cup	
Whole grain-rich spaghetti, broken into thirds	9 lbs. 8 oz.	1 gal ¾ quart (qt.)	

**Sample Recipe for RCCIs:**

**STANDARDIZED RECIPE FORM**

RECIPE NUMBER: B26r

RECIPE TITLE: Oodles of Noodles

Process Approach: Process #2: Same day Service

YIELD: 50 servings PORTION SIZE: 8 fl. oz. ladle (1cup) or #4 Scoop (1 cup)

MEAL COMPONENTS: Red/Orange Vegetable-Dark Green Vegetable-Grains

Wash hands at appropriate times during the process per the SOP.

INGREDIENTS	Weight	Measure	DIRECTIONS
Water		4 gal	1. Heat water to a rolling boil. 2. Slowly add pasta. Stir constantly until water boils again. Cook about eight minutes or until al dente. Stir occasionally. DO NOT OVERCOOK. Drain well. 3. For 50 servings, use 1 roasting pan/square head pan (20 <sup>7</sup> / <sub>8</sub> " x 17 <sup>3</sup> / <sub>8</sub> " x 7") on top of stove. Heat oil. Sauté half of tomatoes over medium heat for two minutes until skins soften. DO NOT OVERCOOK. Tomatoes should maintain their shape. Reserve remaining tomatoes for step 6. 4. Add basil, salt, pepper, and garlic. 5. Sprinkle flour over tomatoes. Sauté over medium heat for an additional one to two minutes. When mixture begins to thicken, add broth. Bring to a boil uncovered. Reduce heat to low. 6. Add Swiss chard and the remaining tomatoes. Simmer over low heat, uncovered, for two minutes or until Swiss chard is wilted. <b>CCP: Heat to 140F or higher for at least 15 seconds.</b> 7. Pour over pasta, mix, and serve. <b>CCP: Hold for hot service at 135F or higher</b> 8. Portion with 8 fl. oz. ladle (1 cup) or #4 scoop (1 cup)
Penne pasta, whole wheat, dry	5 lb. 8 oz.	1 gal 3 qt.	
Extra virgin olive oil		<sup>2</sup> / <sub>3</sub> cup	
Fresh grape tomatoes, halved	6 lb.	1 gal	
Dried basil		<sup>1</sup> / <sub>4</sub> cup	
Sea salt		2 Tbsp.	
Ground black pepper		1 Tbsp.	
Fresh garlic, minced	4 oz.	<sup>1</sup> / <sub>2</sub> cup	
Whole wheat flour	7 oz.	1 <sup>1</sup> / <sub>2</sub> cups	
Low-sodium vegetable broth		1 gal <sup>1</sup> / <sub>2</sub> cup	
Fresh Swiss chard, stems removed, chopped	2 lb. 8 oz.	3 qt 1 cup	

USDA Recipes with CCPs are located on the ICN Web page at <http://www.NFSMI.org/Templates/TemplateDefault.aspx?qs=cEIEPTewMiZpc01ncj10cnVI>

USDA Recipes for Child Care (for smaller yields) are located on the ICN Web page at <http://www.NFSMI.org/Templates/TemplateDefault.aspx?qs=cEIEPTYzJmlzTWdyPXRydWU=>

## 7. Recordkeeping and Documentation Procedures

Recordkeeping shows the whole picture in the process of food preparation. Keep food safety records on file for one year. The food safety program documentation provides:

- Verification that the food safety program is working
- A basis for periodic reviews of the overall food safety program
- Proof that reasonable care was exercised in the operation of your facility
- Major protection in possible litigation
- Employee monitoring and evaluation

### Sample Recordkeeping Form

Refrigeration Log						
Instructions: A designated food service employee will record the location or description of holding unit, date, time, air temperature, corrective action, and initials on this log. The food service manager will verify that food service employees have taken the required temperatures by visually monitoring food service employees during the shift and reviewing, initialing, and dating this log each working day. Maintain this log for a minimum of one year. Temperature needs to be 41 degrees or lower.						
Location/ Unit Description	Date	Time	Temperature	Corrective Action	Food Worker Initials	Manager Initials/ Date

Notes:

- **Air temperature** refers to the temperature indicated by a thermometer placed **inside** the unit monitored
- **Corrective Action** refers to a change implemented to address an identified problem with a temperature. Included in the food safety program, there should be a predetermined plan for dealing with and correcting common problems. Employees must know what these corrective actions are and be trained in making the right decisions

Use existing forms by adding a column(s) rather than creating new forms.

## 8. Food Safety Training and USDA Professional Standards

The USDA has established minimum professional standard requirements for all school nutrition professionals. The standards, a provision of the HHFKA, institute minimum education standards for school nutrition directors as well as annual training standards for all school nutrition professionals. See Module 1 for more information about professional standards on hiring requirements for new directors and food safety training.

The training standards under this new legislation identify an annual minimum number of training hours for all school nutrition staff. In addition, all training must fit into one of four identified key areas—nutrition, operations, administration, and communications/marketing.

Food safety and HACCP training is one of the key topics under operations. The learning objective and specific training topics for food safety and HACCP training are listed below:

- Employee will be able to effectively use all food safety program guidelines and health department regulations to ensure optimal food safety
- Practice a HACCP-based program
- Practice general food safety procedures
- Practice federal, state, and local food safety regulations and guidance
- Promote a culture of food safety behaviors in the school community

Here are the policies regarding food safety training:

- USDA Final Rule: All **new directors** must complete eight (8) hours of food safety training within five years prior to the starting date or within 30 days of the start date. This prior training requirement under hiring standards is in addition to the 12 required hours of training per year (existing directors are grandfathered).
- CDE Policy: **Acting directors for more than 12 months** must also comply with the above requirement.
- CDE Policy: **All directors, regardless of their starting date**, must complete eight hours of food safety training every five years.

The California *Health and Safety Code*, Section 113947.1, remains in effect: At least one employee at each food facility or site must be food safety certified. The individual who is certified is at the discretion of the SFA. More information is located on the CDE MB SNP-12-2016 Web page at <http://www.cde.ca.gov/ls/nu/sn/mbsnp122016.asp>

The eight (8) hours of training in food safety can be in one eight (8) hour-long training or several trainings that add up to eight (8) hours over the five year period. Ongoing food safety training counts toward the required 12 hours of annual training. However, the food safety prior training requirement for hiring standards is in addition to the annual training requirement of 12 hours.

Document all training that is completed. An optional Web-based tracking tool is available on the USDA Professional Standards Web site at <http://professionalstandards.nal.usda.gov>. This Web site also provides comprehensive information and a database of training options.

### **Training Resource**

University of California, Davis (UC Davis) California Professional Nutrition and Education Training (Cal-Pro-NET) Food Safety for CNPs curriculum is available to teach food safety concepts and regulations to child nutrition staff. The program includes online courses, instructor and participant manuals, activities, and power point slides. See UC Davis Center for Nutrition in Schools Web page at <http://cns.ucdavis.edu/training/fs.html>.

## **9. Salad Bar Food Safety**

Salad bars can pose a food safety risk because they are often self-serve and contain ready-to-eat foods, such as fresh fruits and vegetables. It is critical to ensure food safety of a salad bar by:

- Proper handling of fresh produce
- Supplying clean utensils and dispensers or prewrapped food
- Ensuring proper hot- and cold-holding of food
- Using food guards or shields
- Teaching students about salad bar etiquette
- Training monitors

Check with your local environmental health department to determine if there are specific guidelines in your jurisdiction for the installation and use of salad bars.

For further food safety information on produce:

- The USDA Best Practices—Handling Fresh Produce in Schools Web document at [http://www.fns.usda.gov/sites/default/files/foodsafety\\_bestpractices.pdf](http://www.fns.usda.gov/sites/default/files/foodsafety_bestpractices.pdf)
- The USDA Handling Fresh Produce in Salad Bars Web document at [http://www.fns.usda.gov/sites/default/files/foodsafety\\_saladbars.pdf](http://www.fns.usda.gov/sites/default/files/foodsafety_saladbars.pdf)

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## **10. Monitoring Your Food Safety Program**

Monitoring your food safety program involves making direct observations or taking measurements to see that the food safety program is being followed. It is wise to assign the responsibility of monitoring and updating your food safety program to a designated staff.

Ask yourself the following questions. For each of the questions with a **no** response, complete

further evaluation and establish procedures to ensure the preparing, holding, and serving of safe food.

- Do you have a food safety program based on the process approach?
- Does the food safety program include all of the FNS CNPs operated in your school?
- Does the food safety program include the cafeteria as well as all locations outside the cafeteria where FNS CNP food is stored, prepared, or served?
- Is the food safety program updated annually?
- Does the food safety program include SOPs?
- How are the SOPs being monitored, controlled, and documented?
- Does the food safety program include Standardized Recipes with CCPs?
- How are the CCPs being monitored, controlled, and documented?
- Does each site have a staff person certified in food safety?
- Do employees at each site participate in a training program?
- Has each site received the mandatory two food safety inspections by the local environmental health department? This includes service-only sites (e.g., sites that receive meals from a central kitchen or receive prepackaged meals from a vendor and do not prepare or cook meals at the site)
- If not, how has the district or agency tried to comply with this law?
- What procedures are you using to monitor sanitation and food safety?
- Does each school in your district post the most recent food safety inspection report in a publicly visible location and provide a copy of the report to the public upon request?
- Are SOPs developed and written for food preparation, transport, serving methods (such as food bars, salad bars), and sharing tables (just to mention a few)?

In an effort to reduce food waste and encourage the consumption of food served, many school food service operations have established **sharing tables** where children can place unconsumed nonperishable food and beverage items (prepackaged, unopened wrapped food and beverages, or food items with a peel) that they chose not to eat/drink. Other children may use these items for additional helpings at no cost to them. However, this practice is only acceptable when in compliance with applicable state and local health codes. Therefore, contact your local health department prior to establishing a sharing table for guidance on acceptable practices. Potentially hazardous foods placed on the **share tables**, cannot be reused or recycled, or distributed by the foodservice operation for human consumption.

For further details, see MB CNP-04-2016—The Use of Share Tables located on the California Department of Education (CDE) Web page at <http://www.cde.ca.gov/ls/nu/cc/mbcnp042016.asp>.

See Enhancing the School Food Safety Program USDA-SNP-15-2011 on the CDE Web page at <http://www.cde.ca.gov/ls/nu/sn/mbusdasnp152011.asp>.

For further information see the USDA Policy Memo SP 37-2013: Enhancing the School Food Safety Program: Frequently Asked Questions on the USDA Web page at <http://www.fns.usda.gov/enhancing-school-food-safety-program-faqs>.

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## 11. Food Safety Inspection Requirements

### Food Safety Inspections from the Local Environmental Health Department

The USDA requires that all sponsors participating in the NSLP and SBP obtain two food safety inspections per site from their local environmental health department (LEHD) annually.

- Sites where they do not cook food are considered service-only sites and the requirement for two food safety inspections also applies to them. Examples of service-only sites include but are not limited to:
  - Sites that receive meals from a central kitchen, where staff only serve the meals
  - Sites that receive prepackaged meals from a vendor and staff do not prepare or cook meals at the site
- It is the responsibility of the sponsor to request two food safety inspections from their LEHD and maintain written documentation of their efforts to obtain the inspections. Sponsors that fail to obtain two inspections must provide the CDE documentation that shows they made every effort to comply with the federal requirements. See Mandatory Food Safety Inspections-Reminder MB SNP-09-2014 located on the CDE Web page at <http://www.cde.ca.gov/ls/nu/sn/mbsnp092014.asp>
- Group homes do not fall under the jurisdiction of the LEHD; therefore, they will not be able to obtain inspections from their LEHD. However, RCCIs need to attempt to obtain inspection by submitting a request letter to their LEHD. All other RCCI institutions (e.g.

juvenile halls, RCCIs with day students) must meet the requirement to obtain two food safety inspections.

## Mandatory Food Safety Inspection Survey

All sponsors (including RCCI's and group homes) are required to complete the Mandatory Food Safety Inspection Survey annually. The survey is located on the CNIPS Web site at <https://www.cnips.ca.gov/>. The NSD sends out additional information on how to complete this survey at the beginning of each school year. Complete the Mandatory Food Safety Inspection Survey by October of each year.

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## 12. Resources

For food safety tools, worksheets, and templates visit the ICN Web pages at <http://sop.NFSMI.org/HACCPBasedSOPs.php> and <http://www.nfsmi.org/ResourceOverview.aspx?ID=573>.  
<http://www.nfsmi.org/Templates/TemplateDivision.aspx?qs=cEIEPTU=>.

The USDA Web page at [http://www.fns.usda.gov/fns/food\\_safety.htm](http://www.fns.usda.gov/fns/food_safety.htm)

Training database under the USDA Professional Standards Web site at <http://professionalstandards.nal.usda.gov/>

The School Nutrition Association Web page at <http://www.schoolnutrition.org/Resources>

The Healthy Kids Resource Center Web page at [http://www.californiahealthykids.org/food\\_foodsvs](http://www.californiahealthykids.org/food_foodsvs).

The Food Safety Quick Reference Guide developed by the San Jose State Cal-Pro-NET is available at [http://www.calpronet-sj.org/pdf\\_snp/QR\\_Civil\\_Rights.pdf](http://www.calpronet-sj.org/pdf_snp/QR_Civil_Rights.pdf)

The professional standards emphasize job-related food safety training for all school nutrition personnel. Below are resources to support food safety training:  
[The USDA Food and Nutrition Service Office of Food Safety](#) 

Connect to food safety education and online training resources.

[Food Safety Resources by Topic](#)   
[Foodsafety.gov](#)   
[Produce Safety](#)   
[Report a Food Safety Complaint](#) 

Find free and downloadable materials on food safety:

### [Food Safety Posters](#)

Posters available in English and Spanish from the Center of Excellence for Food Safety Research in CNPs.

### [The Stomach Bug Book](#)

A booklet available in English and Spanish created by the National Education Association Healthy Futures and the USDA to inform and educate school personnel on norovirus and provide helpful resources for the school community.

### [Food-Safe Schools Action Guide](#)

A USDA guide for school nutrition staff working to create an environment of best practices in food safety.

### [ICN Food Safety Resources](#)

Access numerous food safety materials and trainings from the ICN.

### [CDE Food Safety Web Page](#)

Information and links about food safety during food preparation and transfer, and California Uniform Retail Food Facility Law requirements.

## **Contact Information**

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For the name and phone number of your local child nutrition consultant or your School Nutrition Program specialist call 800-952-5609, Option 2.

For Food Safety Training, Certification Information, and Food Safety Inspections contact your LEHD.

**This module provides the following Professional Standards:**

**Key Area:** Operations

**Learning Objective:** Food Safety and HACCP Training (2600)

**Instructional Minutes:** 30