

# Nutrition Policies and Guidance for Adult Day Care Centers in the Child and Adult Care Food Program (CACFP)

## 4

## *Food Safety and Sanitation* ADULT DAY CARE CENTERS

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## ABOUT THIS GUIDE

*Food Safety and Sanitation* is the fifth in a series of five guides that comprise the Connecticut State Department of Education's (CSDE) *Nutrition Policies and Guidance for Adult Centers in the Child and Adult Care Food Program (CACFP)*. These guides assist adult day care centers in meeting CACFP requirements. The complete set of guides is available online at <http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322694> and contains four additional documents:

- Meal Pattern Requirements
- Crediting Foods
- Accommodating Special Dietary Needs
- Planning Healthy Meals

*Food Safety and Sanitation* contains guidance for the Child and Adult Care Food Program based on federal and state laws and U.S. Department of Agriculture (USDA) requirements. For questions regarding this information, please contact the CACFP staff in the CSDE's Bureau of Health/Nutrition, Family Services and Adult Education:

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## ABBREVIATIONS AND ACRONYMS

CACFP	Child and Adult Care Food Program
CCP	critical control point
CDC	Centers for Disease Control and Prevention
CFR	Code of Federal Regulations
CN	Child Nutrition
CNP	Child Nutrition Programs
CSDE	Connecticut State Department of Education
DPH	Department of Public Health
EPA	Environmental Protection Agency
FDA	Food and Drug Administration
FNS	Food and Nutrition Service, U.S. Department of Agriculture
FIFO	first in, first out
HACCP	Hazard Analysis Critical Control Points
NSF	National Sanitation Foundation
PHF	potentially hazardous food
ppm	parts per million
QFO	qualified food operator
UL	Underwriters Laboratories
USDA	United States Department of Agriculture

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# 1 — INTRODUCTION

## KEEPING FOOD SAFE

All adult day care centers participating in the Child and Adult Care Food Program (CACFP) must ensure that all meals and snacks served to participants are safe. Older adults are especially susceptible to foodborne illness, which can cause serious side effects, even death.

CACFP facilities are responsible for ensuring that meals served to participants are properly prepared using healthy foods and safe food-handling practices. Prevention is the key to providing safe food service. All CACFP facilities must ensure that foods are kept at proper temperatures at all times and that all food service personnel follow appropriate food safety and sanitation practices.

Foodborne illness is commonly caused by:

- failure to properly cool foods;
- failure to properly heat or cook food;
- employees who come to work sick;
- employees who practice poor personal hygiene at home and work;
- preparing food a day or more in advance of being served;
- adding raw, contaminated ingredients to food that receives no further cooking;
- allowing foods to stay for too long at temperatures favorable to bacterial growth;
- failure to reheat cooked foods to temperatures that kill bacteria; and
- cross-contamination of cooked food by raw food, improperly cleaned and sanitized equipment or employees who mishandle food.

These factors can be divided into three categories: time and temperature abuse; poor personal hygiene; and cross-contamination. CACFP facilities can minimize the risk of foodborne illness by ensuring that all food service staff and other personnel who handle food understand and avoid these risky behaviors. Keeping food safe for CACFP participants involves the consistent implementation of proper food safety and sanitation practices, including:

- practicing good personal hygiene;
- using proper hand washing;
- only using food from approved sources;
- ensuring safe food handling throughout the entire process, including thawing, preparing, cooking, cooling, storing and reheating food;
- avoiding cross-contamination;
- using food thermometers; and
- cleaning and sanitizing equipment and food-contact surfaces.

This guide will assist adult day care center staff with implementing appropriate food safety practices in the CACFP.

## PROGRAM SELF-ASSESSMENT

The CSDE strongly encourages all CACFP facilities to assess their current food service operations to determine where improvements in food safety procedures are needed. The following resources can assist with these efforts:

- *Hazard Analysis Critical Control Points Manager Self-Inspection Checklist*. U.S. Department of Agriculture, Fall 1999: [http://www.foodsafeschools.org/FSAG\\_CD/Resources/FSIS/Checklist/ManagersChecklist.pdf](http://www.foodsafeschools.org/FSAG_CD/Resources/FSIS/Checklist/ManagersChecklist.pdf)
- *Prevent Foodborne Illness Questionnaire* in Chapter 2 of *Serving It Safe, Third Edition*. National Food Service Management Institute, 2009. [http://teamnutrition.usda.gov/Resources/serving\\_safe.html](http://teamnutrition.usda.gov/Resources/serving_safe.html)
- *The Food-Safe School Needs Assessment and Planning Guide*. Centers for Disease Control and Prevention and National Coalition for Food-Safe Schools, 2005. <http://www.foodsafeschools.org/assessment.php> or [http://www.foodsafeschools.org/PDFsPPT/NeedsAssessment\\_06.pdf](http://www.foodsafeschools.org/PDFsPPT/NeedsAssessment_06.pdf)

A food safety self-assessment process can help CACFP facilities develop and implement a plan to improve any areas identified as needing improvement. Many resources to assist with implementing appropriate food safety practices are available in section 7.



## STATE REQUIREMENTS FOR FOOD SAFETY

The standards contained in this guide are based on the U.S. Department of Agriculture (USDA) requirements, the Connecticut Public Health Code Section 19-13-B42 and the 2009 Food Code of the Food and Drug Administration (FDA).

### *Connecticut Public Health Code*

Connecticut Public Health Code Section 19-13-B42 defines the requirements for food service establishments. It is administered by the Connecticut State Department of Public Health and enforced by local health departments.

All adult day care centers must follow Public Health Code Section 19-13-B42 regulations. Food service operations in adult day care centers must also comply with any local requirements, as directed by the local department of health. The local department of health is responsible for inspecting food service operations to ensure compliance with the Connecticut Public Health Code. CACFP facilities should always consult their local health department for guidance on questions regarding specific sanitation and food safety issues. The resources below provide information on Public Health Code Section 19-13-B42.

- *Food Protection Program*. State of Connecticut Department of Public Health. <http://www.ct.gov/dph/foodprotection>
- *Connecticut Public Health Code Section 19-13-B42: Sanitation of Places Dispensing Foods or Beverages*. [http://www.dir.ct.gov/dph/PHC/docs/19\\_Sanitation\\_of\\_Food\\_Fair.doc](http://www.dir.ct.gov/dph/PHC/docs/19_Sanitation_of_Food_Fair.doc) (scroll down to 19-13-B42)
- *Inspection Report for Food Service Establishments*. State of Connecticut Department of Public Health, June 2001. [http://www.ct.gov/dph/lib/dph/environmental\\_health/food\\_protection/pdf/inspection\\_form.pdf](http://www.ct.gov/dph/lib/dph/environmental_health/food_protection/pdf/inspection_form.pdf)
- *Compliance Guide for Food Service Inspection Form*. State of Connecticut State Department of Public Health, 2001. [http://www.ct.gov/dph/lib/dph/environmental\\_health/food\\_protection/pdf/compliance.pdf](http://www.ct.gov/dph/lib/dph/environmental_health/food_protection/pdf/compliance.pdf)

Some requirements in the Connecticut Public Health Code are not consistent with the FDA Food Code. The Child Nutrition Programs operate under the U.S. Department of Agriculture (USDA), which uses the FDA Food Code for all food safety guidance. However, all USDA Child Nutrition Programs must always follow the stricter of the two guidelines. The FDA Food Code must be used when it is stricter than the Connecticut Public Health Code and the Connecticut Public Health Code must be used when it is stricter than the FDA Food Code. For example, Connecticut Public Health Code Section 19-13-B42 specifies that hot foods must be held at or above 140 degrees Fahrenheit while the Food Code uses 135 degrees Fahrenheit. All Connecticut CACFP facilities must use 140 degrees Fahrenheit, since the state requirement is stricter than the federal. By following the practices outlined in this guide, programs will always be consistent with the stricter requirements.

## QUALIFIED FOOD OPERATOR REQUIREMENT

Connecticut Public Health Code Section 19-13-B42(s)(4) requires at least one qualified food operator (QFO), who is in a supervisory position, and a designated alternate person to be in charge during the brief absence of the QFO, in each food service establishment that prepares and/or serves exposed potentially hazardous foods prepared using hot processes (except for commercially fully precooked and ready-to-eat hot dogs, kielbasa and soup immediately transferred out of the original commercial package and served within four hours). Each local health jurisdiction is responsible for classifying its local food service establishments.

The regulations define four classes of food service establishments, depending on the type of food preparation and/or service. The QFO requirement is mandatory for all class III and IV establishments. Class III is “a food service establishment having on the premises exposed potentially hazardous foods that are prepared by hot processes and consumed by the public within four (4) hours of preparation.” Class IV is “a food service establishment having on the premises exposed potentially hazardous foods that are prepared by hot processes and held for more than four (4) hours prior to consumption by the public.” Food service operations should check with their local health department if they are unsure whether a QFO is needed.

Adult day care centers that meet the criteria for class III and IV food service establishments as defined by state statute must comply with the QFO requirements.

Besides requiring at least one QFO, the Connecticut State Department of Public Health regulations further define the responsibilities of both the food service establishment and the QFO, as indicated below.

### *Responsibilities of the Food Service Establishment*

1. Appoint a QFO who is in a full-time supervisory capacity on site and has demonstrated knowledge in the safe preparation and service of food. A QFO is primarily defined as someone who has passed a test administered by a testing agency approved by the Connecticut State Department of Public Health. A list of approved testing agencies is available at <http://www.ct.gov/dph/cwp/view.asp?a=3140&q=387482>.
2. Appoint an alternate person to be in charge at all times when the QFO is not present. The alternate must be able to demonstrate to the food service establishment owner/operator or to the person in charge all the food safety elements of knowledge described in the *Alternate Person in Charge Demonstrated Knowledge Statement*, but is not required to have passed an approved exam. The responsibilities of the alternate QFO include:
  - being in charge of food safety when the QFO cannot be present;
  - ensuring that employees comply with the requirements of Public Health Code Section 19-13-B42;
  - ensuring that food is safely prepared;
  - handling emergencies;
  - admitting the health inspector; and
  - signing the inspection report.

The food service establishment must provide a signed statement attesting that the alternate QFO has demonstrated knowledge of food safety (see *Alternate Person in Charge Demonstrated Knowledge Statement* in section 7).

3. Notify the local health department in writing when the QFO is no longer employed.

4. Appoint a successor QFO within 60 days and notify local health department. The Connecticut State Department of Education recommends that all USDA Child Nutrition Programs have more than one QFO at each food service site. If there is only one QFO and that person leaves, the site will be left without a QFO. The regulations allow 60 days from the termination date of a QFO for a replacement to be employed. A local health department may grant an additional 60 days from the termination date of a QFO.
5. Maintain on file and provide upon request to the local health department the following:
  - QFO's certificate from an approved testing organization; and
  - training records of food service employees.

The testing certificate is valid for the period of time designated by the approved testing agency.

### ***Responsibilities of the QFO***

1. Operate the food service establishment in compliance with all the provisions of Public Health Code Section 19-13-B42.
2. Train food service personnel in safe food preparation practices including, but not limited to, proper food temperature control; food protection; personal health and cleanliness; and sanitation of the facility, equipment, supplies and utensils. The QFO is not required to personally *provide* the training, but rather to *ensure* that training is provided.
3. Maintain written documentation of training programs and training records of individual employees. These records must be available to the local health department upon request. Training records must be retained for the term of employment of all current employees. The CSDE has developed sample training record forms for institutions participating in the USDA Child Nutrition Programs:
  - *On-Site Training Record for Sanitation and Food Safety* for documenting training provided by the CACFP facility; and
  - *Food Service Employee Training Record for Sanitation and Food Safety* for maintaining individual records of employee training.



These forms are available in section 7. CACFP facilities may choose, but are not required, to maintain information in this format. Additional forms for documenting food service employee training can be obtained by contacting the local health department or the State Department of Public Health at 860-509-7297.

4. Direct and inspect the performance of food service workers.

Adult day care centers must ensure that current policies and procedures include these responsibilities. CACFP facilities with questions regarding how this information affects their program should contact their local health department.

## MICROORGANISMS

The main cause of foodborne illness is consuming a food or beverage contaminated with harmful microorganisms. Microorganisms are tiny living organisms so small they can be seen only under a microscope. They include pathogens (harmful bacteria and viruses that cause illness) and spoilage microorganisms (bacteria, mold and yeast that spoil food and may cause illness).

### *Viruses*

Viruses multiply only in living cells, not in food. However, food items serve as a method of transportation for viruses to get to people. Most viral foodborne illnesses result from food service personnel infected with the virus who worked with food while ill. Bare-hand contact with ready-to-eat foods is also a major contributing factor of foodborne illness. Examples of common viral foodborne illnesses include hepatitis A and the norovirus.

### *Bacteria*

Bacteria are the greatest threat to food safety because they cause most foodborne illnesses. Bacteria are everywhere — in the air, water and ground; on our food, skin, hair and clothes; inside our bodies; and on common items that are handled regularly, such as money and pens. Some bacteria cause disease by multiplying to high levels while others produce heat-resistant poisons (toxins) as they multiply. Bacteria may be killed by high temperatures, but are resistant to low temperatures and may survive freezing. Some bacteria produce spores that are resistant to some sanitizing solutions and heat and cold; they may survive boiling water for one hour or may survive freezing. Spores are capable of becoming a growing cell again when conditions are favorable for bacterial growth.

### *Mold and Yeast*

Mold and yeast are types of fungi. Unlike bacteria and viruses, once mold and yeast begin to grow they are visible to the naked eye.

Molds spoil food, causing discoloration and an unpleasant smell and taste. They can grow on almost any food in any condition — moist, dry, acidic, non-acidic, salty, sweet, cold and warm. Molds tolerate salt and sugar, so they can be found on foods that will not support bacterial growth very well, such as jams and cured, salty meats. Examples of foods that are susceptible to mold include fruits, vegetables, meats, cheeses and breads.

Keep food covered to prevent exposure to mold spores in air. Empty open cans of perishable food into clean food storage containers with covers and refrigerate promptly.

Food with visible mold must always be discarded, unless the mold is a natural part of the food such as brie, Camembert, Gorgonzola and bleu cheese. Although the cells and spores of molds can be killed by heating foods to 140 degrees Fahrenheit for 10 minutes, the toxins molds produce are heat stable and are not destroyed.

Yeast favors high-sugar foods, such as jellies, honey, syrup and fruit juice. While there is no evidence that yeasts found in food cause illness, they do spoil food, as evidenced by bubbles and an alcoholic smell or taste. Any food that has an unnatural color or smell must be discarded.

### *Parasites*

Parasites are small organisms that live in a host organism such as cattle, swine or fish and can also cause foodborne illness. Proper cooking can kill parasites.

Specific information on the different types of foodborne illness-causing microorganisms, their common food sources and prevention strategies are available in the following resources:

- Chapter 3 of *Serving It Safe, Third Edition*. National Food Service Management Institute, 2009. [http://teammnutrition.usda.gov/Resources/serving\\_safe.html](http://teammnutrition.usda.gov/Resources/serving_safe.html)
- *Foodborne Diseases, Pathogens and Toxins*. Centers for Disease Control and Prevention. <http://www.cdc.gov/foodsafety/all-disease.htm>
- *Foodborne Illness and Disease Fact Sheets*. U.S. Department of Agriculture, Food Safety and Inspection Service. [http://www.fsis.usda.gov/fact\\_sheets/Foodborne\\_Illness\\_&\\_Disease\\_Fact\\_Sheets/index.asp](http://www.fsis.usda.gov/fact_sheets/Foodborne_Illness_&_Disease_Fact_Sheets/index.asp)

For more information, see *Foodborne Diseases* in section 7.

## POTENTIALLY HAZARDOUS FOODS

A potentially hazardous food (PHF) is a food that requires time and temperature controls for safety to limit pathogenic microorganism growth or toxin formation. Potentially hazardous foods have the potential for contamination because of the way they are produced or processed. They have certain characteristics in common that allow harmful microorganisms to grow. Potentially hazardous foods are usually moist, high in protein, and are neutral or slightly acidic. They include:

- **animal foods that are raw or heat-treated.** All animal products are potentially hazardous, e.g., meat, poultry, fish, shellfish, eggs and egg products, milk and milk products.
- **plant foods that are heat-treated.** Vegetables and plant products may be hazardous once they are cooked, such as potatoes, tofu, beans, winter squash, pasta, stuffed pasta and rice. If not washed, raw fruits and vegetables may also be potentially hazardous.
- **raw seed sprouts, such as bean sprouts and alfalfa sprouts.** Due to the high risk of foodborne illness, raw seed sprouts cannot be served in the CACFP.
- **cut melons**, such as cantaloupe, watermelon and honeydew.
- **cut leafy greens**, i.e., fresh leafy greens whose leaves have been cut, shredded, sliced, chopped or torn. The term “leafy greens” includes iceberg lettuce, romaine lettuce, leaf lettuce, butter lettuce, baby leaf lettuce (i.e., immature lettuce or leafy greens), escarole, endive, spring mix, spinach, cabbage, kale, arugula and chard. The term “leafy greens” does not include herbs such as cilantro or parsley.
- **cut tomatoes or mixtures of cut tomatoes** that are not modified in a way so that they are unable to support pathogenic microorganism growth or toxin formation.
- **garlic-in-oil mixtures** that are not modified to prevent the growth of harmful microorganisms or toxin formation. Due to the high risk of foodborne illness, garlic-in-oil mixtures must not be served in the CACFP.
- **shelf-stable foods** once they are removed from their containers, such as canned tuna fish.

Adult day care centers must take special care to ensure the safe handling of potentially hazardous foods throughout the food preparation and serving process.

It is important to remember that most any food can be contaminated with harmful microorganisms and has the potential for causing a foodborne illness. CACFP center staff must use safe food handling practices for all foods, not just the foods defined as potentially hazardous.

## 2 — PERSONAL HYGIENE

Food service personnel and other staff who handle food are the most important part of food safety. If food safety practices are not followed, harmful microorganisms can easily contaminate food. People who prepare or handle food must be well groomed and demonstrate personal cleanliness. Nails must be kept clean and short, without nail polish or artificial nails. Food service personnel must not chew gum or smoke in kitchen or food storage areas. Food preparers must minimize bare-hand contact with food, especially ready-to-eat foods such as salads and sandwiches. Food preparers must wear a hair restraint and must wear disposable gloves if hands have cuts or sores. Hands must be washed after coughing, sneezing, smoking, visiting the restroom, preparing raw foods and after any other activity that could potentially contaminate hands (see *Hand Washing* on the next page).

### PROPER PERSONAL HYGIENE

#### *Clothing*

- Clean and appropriate dress is an important part of personal hygiene. Wear clean clothes or uniform. Do not overdress.
- Wear a clean apron when preparing food and take it off when leaving the food preparation area. Change apron as needed during the day, i.e., when it becomes soiled.
- Do not wipe hands on aprons.
- Do not wear jewelry other than a plain ring such as a wedding band. Jewelry can collect soil and is hard to keep clean. Jewelry can also be a safety hazard, as it can catch on machinery or sharp or hot objects.

#### *Personal Cleanliness*

- Take a daily bath or shower.
- Never appear unkempt or unshaven at work.
- Use deodorant, mouthwash if necessary, and avoid too much perfume.
- Keep nails clean and short. Do not use nail polish or artificial nails.
- Do not chew gum.
- Do not smoke in kitchen or food storage areas.

#### *Hair Restraints*

- Cover hair with a hairnet, cap, scarf or other effective hair restraint.
- Hairspray is not a hair restraint.

#### *Health*

- Do not come to work with a sore throat, cold, diarrhea, vomiting or other communicable diseases.
- Do not come to work with infections, skin diseases, open sores or boils.
- Minor cuts can be bandaged with a water-resistant bandage, covered with water-resistant material and the employee may return to work. When hands are bandaged, single-use gloves must be worn at all times to protect the bandage and keep it from falling into food.
- Severe cuts may require medical treatment and workers cannot handle food or food-contact surfaces.
- See a doctor immediately at signs of illness.

## HAND WASHING

Proper hand washing is the most effective means for preventing the spread of disease-causing bacteria from hands to food. According to the Centers for Disease Control and Prevention (CDC), hand washing is the single most important means of preventing the spread of infection.

Ensuring that all personnel handling food wash their hands frequently and use the proper technique must be a top priority for all CACFP facilities. To clean hands properly:

1. Use warm running water at about 100 degrees Fahrenheit (as hot as you can comfortably stand).
2. Moisten hands and apply a generous amount of liquid soap. Lather hands and arms up to the elbow.
3. Rub hands vigorously together for at least 20 seconds (about the time it takes to sing the “ABC” song). Be sure to rub wrists, palms, back of hands, under nails and between fingers. Use a nailbrush to clean under fingernails.
4. Rinse thoroughly in clean running water.
5. Use a disposable paper towel to dry hands and turn off the water. Do not use a cloth or apron to dry hands.



In commercial facilities, there must be separate hand washing sinks conveniently located in the food preparation, food dispensing, and ware washing areas. Food service personnel must never wash hands in a ware washing or food preparation sink.

Food service personnel must wash hands after any potential contamination. Key times to wash hands include:

- before preparing and eating food;
- after touching raw meat, poultry, fish, eggs or unwashed produce;
- when changing gloves;
- after eating meals and snacks;
- after smoking;
- after touching bare human body parts;
- after touching a cut or open sore;
- after using bathroom facilities;
- after blowing your nose, coughing or sneezing on hands;
- after handling money;
- after handling soiled equipment or utensils;
- after handling garbage or other sources of contamination; and
- after engaging in any other activities that contaminate the hands.

Resources on hand washing are available at <http://healthymeals.nal.usda.gov> (click on “Topics A-Z” then “Food Safety” then Hand Washing”). For additional resources, see *Hand Washing* in section 7.

## USING DISPOSABLE PLASTIC GLOVES

Food safety regulations include the avoidance of bare-hand contact with ready-to-eat food. The proper use of single-use plastic gloves can provide a sanitary barrier between the food service workers and food. However, gloves can also give a false sense of security. Gloves must not be used to avoid hand washing. It is important to remember that gloves are just as susceptible to contamination as bare hands. If gloves are not changed after handling contaminated products, bacteria can be spread to food. After any action that would require hand washing, gloves must be thrown away, hands washed and new gloves put on.

CACFP personnel handling and serving food must use the following procedures when wearing gloves:

- wash and dry hands;
- put on clean gloves;
- use the gloves as if they were a serving utensil;
- change gloves if they become torn or soiled or if you begin working with a different food; and
- never wash and reuse gloves.

***Hand washing is the most important part of personal hygiene and is critical to preventing foodborne illness.*** Hand washing must be frequent and thorough. Dirty hands contaminate food products. Washing must follow any activity that might have caused the hands to become contaminated. Wash hands frequently. If wearing gloves, change them as frequently as you would wash bare hands. Keep nails clean and short. Do not use nail polish or artificial nails.

## 3 — PREPARING AND SERVING FOOD

Food service personnel can help ensure the safety of CACFP meals by following proper procedures for thawing, preparing, cooking, cooling and reheating foods. The goal during all stages of food preparation and service is to minimize the amount of time that food spends in the temperature danger zone. This section addresses proper time and temperature requirements for the entire food preparation process.

### TEMPERATURE DANGER ZONE

The temperature danger zone is the internal temperature range of food between **41 to 140 degrees Fahrenheit** where bacteria can grow most rapidly. Whenever food is in the temperature danger zone too long it can become unsafe.

### THAWING FOOD

Food must *never* be left out to thaw at room temperature because bacteria can grow rapidly. There are four safe methods of thawing frozen foods, as summarized below.

- **Refrigeration:** The safest way to thaw frozen foods is in the refrigerator at or below 41 degrees Fahrenheit. Food service personnel must plan ahead to allow a day or more for large items such as turkeys and roasts to thaw. Raw foods must be stored on the lowest shelves to prevent them from dripping or splashing on other foods.
- **Cold Running Water:** Food can be thawed completely submerged in a cold running water bath at 70 degrees Fahrenheit or below, with a sufficient velocity to agitate and float off loose particles in an overflow. Put the package in a watertight plastic bag submerged in cold drinkable running water, for no more than two hours. The cold temperature slows bacterial growth that may occur on the outer thawed portions while the inner areas are still thawing. This method does not work for turkeys and large cuts of meat, as they are too large to thaw in the maximum allowed time. For ready-to-eat foods, this method can be used only for the length of time it takes for the food to reach 41 degrees Fahrenheit.
- **Microwave:** The microwave oven can be used for quick defrosting, if the manufacturer's instructions are followed. Foods that are defrosted in the microwave must be cooked immediately after thawing. This method is not effective for large items.
- **Cooking:** Some foods may be thawed as part of the cooking process, for example, adding frozen vegetables to cooking soup or cooking a frozen hamburger in the oven. This method works well with vegetables, seafood (such as shrimp), hamburger patties, pie shells and similar foods, but not with large items. Allow longer than normal cooking time because the items are frozen.

## PREPARING FOOD

The food preparation process involves both foods that are ready-to-eat (those foods that are edible without washing or that will not receive further cooking) and foods that need to be cooked. Food service personnel must follow proper procedures for food preparation.

- Food service managers shall not allow employees with infected cuts or sores, colds or other communicable diseases to prepare or serve food. If a food worker is ill, CACFP facilities must contact the local health department for food worker restriction requirements. The local health department must also be notified if a person is suspected of contracting a communicable disease or has become a carrier of a communicable disease.
- All food service employees must wash hands thoroughly with soap and water for at least 20 seconds before handling foods or utensils. Hand washing must be repeated after any activity that may contaminate food, such as visiting the rest room, handling dirty dishes or handling raw foods (see *Hand Washing* in section 2).
- Make sure all equipment is clean before and after using it. Disinfect surfaces after contact with raw eggs, fish, meat, poultry and produce (see section 4).
- Thoroughly wash all fresh vegetables and fruits with water before serving, cutting or cooking. Washing removes dirt, chemicals and some bacteria.
- Clean tops of cans before opening them and clean the can opener thoroughly every day.
- Cook foods properly, following standardized procedures and recipe directions. Be sure all foods are cooked thoroughly and use a thermometer to indicate when the appropriate temperature is reached (see *Cooking Food* in this section).
- Taste foods correctly to avoid cross-contamination. When taste-testing a recipe, use a clean serving utensil to remove a small portion of the food to put in a dish for taste-testing. Never reinsert a used tasting spoon into the original container of food. Wash hands after tasting foods.



## CROSS-CONTAMINATION

Cross-contamination is the transfer of harmful bacteria from one food to another. The transfer can be from contaminated hands, cutting boards, utensils or equipment, such as a slicer. Cross-contamination depends on two things: a dangerous level of bacteria on one food product; and a way to transport these bacteria to another food. There are three methods of cross-contamination.

- **Food to Food:** Raw contaminated ingredients may inadvertently be added to foods or fluids from raw foods may drip into foods that receive no further cooking. Examples include raw juices dripped from thawing meat stored above prepared foods; and reusing marinade for another product. Marinade, batter and breading used on potentially hazardous foods must be discarded.
- **Hand to Food:** Improper hand washing can transfer bacteria on food workers' hands to cooked or ready-to-eat food, due to improper hand washing. Touching raw foods first can also transfer bacteria to ready-to-eat foods. Food workers must wash hands regularly (see *Hand Washing* in section 2) and must avoid contact of ready-to-eat food with their bare hands.

- **Equipment to Food:** Improper cleaning and sanitizing can transfer bacteria from equipment to food. Examples include using a cutting board to cut raw chicken and then chop vegetables for salad; reusing plastic wrap from a contaminated food for a ready-to-eat food; and slicing deli meats on a meat slicer then slicing fresh tomatoes.

### *Preventing Cross-Contamination*

The following strategies must be used to prevent cross-contamination of food.

- Use separate color-coded cutting boards for different foods, such as raw meat and seafood, raw poultry and ready-to-eat cooked foods and washed raw fruits and vegetables. Cutting boards must be cleaned and sanitized after each use.
- If possible, prepare raw foods in a separate area from fresh foods that will not be cooked. For example, designate a special work surface for raw meat preparation away from the work surface used for salads and desserts.
- Clean and sanitize all equipment, work surfaces and utensils after preparing each food.
- Use specific containers for various types of food products. Clearly label the containers with contents and date. For example, designate specific containers for thawing raw chicken and for storing meat salad (e.g., ham salad, chicken salad) and grated cheese.
- Cleaning cloths used for wiping spills must not be used for any other purpose. Cleaning cloths must be rinsed after each use and stored in a clean sanitizing solution (see *Chemical Sanitizers* in section 4).
- Wash and sanitize can openers on a regular schedule every day.
- Clean and sanitize food preparation equipment such as the food slicer after each use.
- Never reuse single-use containers, such as mayonnaise jars or single-use plastic containers, e.g., yogurt, cottage cheese.
- Never reuse plastic wrap or aluminum foil; throw it away after one use.
- Touch dishes, trays, flatware, glasses or serving utensils by contacting only the outside surface; never touch the surface where food will be placed or where a person's mouth will touch.
- Use proper hand washing procedures (see *Hand Washing* in section 2).
- Do not store raw foods above cooked foods or ready-to-serve foods in the refrigerator.
- When a new pan of food is served, use a clean, sanitized utensil, not the utensil used in the previous pan.

## COOKING FOOD

Cooking food to the safe internal temperature will destroy any existing bacteria but will not kill toxins or bacterial spores. All foods must be cooked thoroughly, especially meat, poultry, seafood and eggs. Food service staff must always use an appropriate accurate temperature-measuring device such as a food thermometer to be sure that all foods are cooked to the proper internal temperature (see *Using Food Thermometers or Temperature Measuring Devices* in this section). Foods must be cooked without interruption, until the minimum required internal temperature is reached. Leftovers must be quickly reheated to at least 165 degrees Fahrenheit in no more than two hours.

Food service personnel must comply with the following food safety guidelines when cooking food.

- Follow equipment manufacturer's directions and standardized recipes to avoid overloading baking pans.
- Stir foods cooked in deep pots frequently to ensure even heat distribution and thorough cooking.
- Regulate size and thickness of each portion to make cooking time predictable and uniform. Cook like-size portions together.
- Never interrupt the cooking process. Partially cooking poultry or meat, for example, may produce conditions that encourage bacterial growth.
- Use a food thermometer to monitor the accuracy of heating equipment.
- Use a food thermometer to check that food reaches the required safe internal temperature during cooking and maintains a safe internal temperature during service (see *Using Food Thermometers or Temperature Measuring Devices* in this section).
- Check food temperature in several places, especially in the thickest parts, to make sure the food is thoroughly cooked.
- To avoid getting a false reading, be careful not to touch the pan or bone with the food thermometer.
- Always cook food to the required safe internal temperature for the appropriate amount of time.
- Use a serving utensil or single-use glove to avoid cross-contamination.



### MINIMAL INTERNAL COOKING TEMPERATURES FOR FOOD

Based on the Food and Drug Administration (FDA) Model Food Code and the Connecticut Public Health Code Section 19-13-B42

*All temperatures must be reached with no interruption in the cooking process. Use only clean and calibrated thermometers with stainless steel stems to check temperatures.*

#### 165 degrees Fahrenheit held for 15 seconds

- Poultry (chicken, turkey, duck, goose) — whole, parts or ground
- Soups, stews, casseroles, mixed dishes
- Stuffed prepared foods (meats, poultry, fish, pasta) or stuffing that contains fish, meat or poultry
- Convenience products that include a potentially hazardous food requiring cooking (e.g., hamburger patties, burritos, pizza)
- Leftovers (*reheat and let food stand for two minutes after cooking*)
- Food cooked in microwave oven (*rotate or stir the food throughout or midway in the cooking process and cover food to retain surface moisture and allow to stand covered for at least two minutes after cooking*)
- Any other potentially hazardous foods

#### 155 degrees Fahrenheit held for 15 seconds

- Ground or chopped fish and meats (hamburger, ground beef, ground pork and any meat or fish that is ground, chopped, flaked or minced), e.g., meatloaf, fish patties or sticks\*
- Fresh shell eggs — cooked and hot held before serving, e.g., scrambled eggs

#### 145 degrees Fahrenheit held for 15 seconds

- Whole roasts — beef, corned beef, pork, ham (*hold four minutes*)\*
- Beef steaks, veal, lamb, commercially raised game animals (*wild game cannot be served in the USDA Child Nutrition Programs*)
- Fish, shellfish
- Fresh shell eggs — broken, cooked and served immediately, e.g., fried eggs

#### 140 degrees Fahrenheit or above

- Vegetables and fruits to be served hot
- Ready-to-eat food taken from a commercially processed, hermetically sealed container or from an intact package, e.g., chicken nuggets, hot dogs (*heat rapidly to this temperature for hot holding*)
- Holding cooked food before and during service (*never use hot-holding equipment to heat foods*)

\* For alternative times and temperatures, see the FDA Food Code 2009 at <http://www.fda.gov/food/foodsafety/retailfoodprotection/foodcode/default.htm> and the Connecticut Public Health Code at [http://www.dir.ct.gov/dph/PHC/docs/19\\_Sanitation\\_of\\_Food\\_Fair.doc](http://www.dir.ct.gov/dph/PHC/docs/19_Sanitation_of_Food_Fair.doc) (scroll down to 19-13-B42).

## USING FOOD THERMOMETERS OR TEMPERATURE MEASURING DEVICES

The length of time a food has been cooked or the color or appearance of a food are not good indicators of safety and doneness. Accurate temperature measuring devices (thermometers and thermocouples) are the only tools that can be used to ensure that foods are fully cooked and have reached the proper minimum internal temperature for food safety. These devices must also be used to check the safe internal temperature of food when it is received (e.g., milk, produce, frozen food), held in hot- or cold-holding equipment, cooled and reheated.

Several types of devices are available. Thermocouples are a device for measuring temperatures, consisting of two wires of different metals that are electrically joined at one end and connected to a voltage-measuring instrument at the other end. They are the most accurate. Bi-metallic stemmed thermometers are most commonly used but have a slower response time and are not appropriate for thin foods such as hamburger patties.

Thermometers can be purchased through food service equipment vendors and at retail kitchen stores. Choose only equipment that meets industry and regulatory standards. Look for “NSF International” (National Sanitation Foundation International) and “UL” (Underwriters Laboratories) seals to verify that equipment standards are met.

Thermometers can be effective tools in combating foodborne illness if used properly and some simple rules are followed.

- Wash, rinse, sanitize and air-dry thermometers before and after each use to eliminate any contamination. A sanitizing solution appropriate to other food-contact surfaces may be used, e.g., a chlorine sanitizing solution of  $\frac{3}{4}$  teaspoon bleach mixed with 1 gallon water (see *Using Bleach* in section 4). Alcohol swabs also work well.
- Store in a clean and sanitized case. The clean case must be sanitized by immersing in a sanitizing solution.
- Do not let the sensing area touch the bottom or sides of food containers.
- Take the temperature in the center (thickest part) of the food, avoiding contact with bone, fat, gristle or the sides of the container. Allow 15 seconds after the indicator stops moving and record the reading.
- Insert the thermometer in a different part of the food for a second and third reading to confirm the correct internal temperature is reached.
- Check the temperature of refrigerated foods during the receiving process. These foods must be at or below 41 degrees Fahrenheit. For packaged foods, insert the thermometer in between the two packages without puncturing the packages. For milk, open a carton and insert the thermometer at least two inches into the milk. If the milk meets temperature requirements, it can be used for cooking if kept at proper temperatures, or it may be discarded.
- To check the temperature of frozen foods, insert the stem of the thermometer in between frozen packages. Frozen foods must be delivered frozen solid.
- Use the thermometer to measure frozen, refrigerated, tepid, and hot food and liquids. Never leave the thermometer in food that is being cooked in an oven, microwave or stove.



- Check the device’s calibration regularly and recalibrate (adjust) the accuracy of the thermometer if needed, especially after an extreme temperature change or if the thermometer has been dropped. Teach employees how to calibrate a food thermometer and establish a routine of having each thermometer calibrated at the beginning of the workday. There are two methods for recalibrating thermometers. (Note: Some devices can be adjusted only at the factory.)

**Ice Method:** Fill a small container with crushed ice and just enough cold water to force the air out. Place the thermometer in the center, making sure not to let it touch the bottom or sides. Stir the ice water to ensure even temperature distribution throughout. Let thermometer sit for three to five minutes to stabilize. Adjust the calibration nut so the thermometer reads 32 degrees Fahrenheit (0 degrees Celsius). If using a digital thermometer with a reset button, adjust the thermometer to read 32 degrees Fahrenheit while the metal probe is in the ice water or replace the battery.

**Boiling Method:** Slip the thermometer through the loop (holding clip) at end of plastic protective case. Immerse the sensing area of thermometer into boiling water, not touching the bottom or sides, and wait until the indicator stabilizes. Adjust the calibration nut so thermometer reads 212 degrees Fahrenheit (100 degrees Celsius). If using a digital thermometer with a reset button, adjust the thermometer to read 212 degrees Fahrenheit while the metal probe is in the boiling water or replace the battery. (Note: The boiling point lowers about 1 degrees Fahrenheit (0.6 degrees Celsius) for each 550 feet above sea level, so the thermometer must be adjusted accordingly, but this is not necessary in Connecticut.)

- Food thermometers hanging or sitting in refrigerators or freezers can become damaged and give false readings. Use proper freezer/refrigerator hanging thermometers.

The following resources can assist CACFP facilities with the proper use of food thermometers.

- *Kitchen Thermometers*. U.S. Department of Agriculture, Food Safety and Inspection Service, Revised June 2008. [http://www.fsis.usda.gov/PDF/Kitchen\\_Thermometers.pdf](http://www.fsis.usda.gov/PDF/Kitchen_Thermometers.pdf)
- *Thermometer Information Resource Training Kit*. National Food Service Management Institute, 2005. [http://www.olemiss.edu/depts/nfsmi/Information/thermometer\\_resource.html](http://www.olemiss.edu/depts/nfsmi/Information/thermometer_resource.html)
- *Use a Food Thermometer*. U.S. Department of Agriculture, Food Safety and Inspection Service, Revised December 2006. [http://www.fsis.usda.gov/PDF/Use\\_a\\_Food\\_Thermometer.pdf](http://www.fsis.usda.gov/PDF/Use_a_Food_Thermometer.pdf)

For more information on using thermometers, see *Food Thermometers* in Section 7.

## HOLDING FOOD

After cooking to the proper temperature, hot food must be held and served at 140 degrees Fahrenheit or above, using hot-holding equipment such as hot-holding cabinets, steam tables, warmers and bain-maries. Cold foods must be kept at 41 degrees Fahrenheit or below by storing in the refrigerator or surrounding by ice. If food is held using hot-holding equipment or on the service line more than 30 minutes, it is best practice to check and document the internal temperature every 30 minutes to be sure it is at the safe level.

Some food service operations record the internal temperatures of food in holding cabinets or on the service lines on a temperature form that includes the name of food, time and internal temperature. A sample daily temperature form is available in Appendix 3 of the USDA's *Serving It Safe* at [http://teammnutrition.usda.gov/Resources/serving\\_safe.html](http://teammnutrition.usda.gov/Resources/serving_safe.html).

CACFP facilities must follow the guidelines below for holding and serving food.

- Use hot-holding equipment, such as steam tables and hot food carts during service but never for reheating. Hot foods must be cooked to the required temperature and placed in holding cabinets or on a steam table to be held at or above 140 degrees Fahrenheit.
- Keep cold foods at or below 41 degrees Fahrenheit in a refrigeration unit or surrounded by ice.
- Stir foods at reasonable intervals to ensure even heating or cooling.
- Check internal food temperatures with a food thermometer every 30 minutes. Sanitize the food thermometer after each use (see *Using Food Thermometers or Temperature Measuring Devices* in this section).
- During any point in the food production process when food could be in the temperature danger zone, the internal temperature must be documented. Follow the recommendations in this guide to control time and temperature at each stage of food production.
- Cover food held in hot-holding equipment to retain heat and to guard against contamination.
- Monitor the temperature of hot-holding equipment with each use.
- Avoid cross-contamination that can occur when an undercooked food is added to another food that is not cooked further, for example, adding freshly made scrambled eggs to an existing pan of scrambled eggs on a steam table.

## COOLING FOOD

Improper cooling is a major contributor to foodborne illness. To reduce the risk of bacterial growth, food must be cooled as quickly as possible to 41 degrees Fahrenheit, but in no more than six hours. Foods must be cooled from 140 to 70 degrees Fahrenheit within the first two hours and then from 70 to 41 degrees Fahrenheit within four hours or less. Perishable foods prepared from ingredients that are at room temperature (e.g., canned tuna) must be cooled to 41 degrees Fahrenheit within four hours.

- To avoid contamination, food that is being chilled in the refrigerator must be loosely covered.
- To speed the cooling process, large food masses must be broken up into smaller parts, using several smaller containers. Cut large pieces of meat into smaller pieces.
- In commercial kitchens, hot foods must be placed into shallow pre-chilled pans (no deeper than four inches) with a product depth no deeper than two inches. Place food in the refrigerator for 30 to 60 minutes uncovered, to allow heat to escape before covering. Stir food as often as possible, with dry, clean and sanitized utensils. Other methods that are effective for rapid cooling include using an ice water bath to cool containers of food and adding ice to soups and gravies as an ingredient.
- Use stainless steel containers when possible; they transfer heat better and cool faster than plastic.
- Never cool food at room temperature.
- Put leftovers in appropriate containers, date and refrigerate or freeze immediately.



## REHEATING FOOD

Reheating refers to foods that have been previously cooked, refrigerated and reheated before being served. It can be used for a commercially prepared food or leftovers. Failure to reheat a previously cooked food to the required temperature within the appropriate time limit can result in a foodborne outbreak.

The following procedures must be used for reheating food.

- Take the food through the temperature danger zone as quickly as possible.
- All previously cooked foods must be rapidly reheated to an internal temperature of 165 degrees Fahrenheit within no more than two hours, with one hour being recommended. Reheating food rapidly to 165 degrees Fahrenheit will destroy enough potentially hazardous bacteria to ensure a safe product. The food must be held at 165 degrees Fahrenheit for 15 seconds.
- Ready-to-eat food taken from a commercially processed, hermetically sealed container or from an intact package must be heated to a temperature of at least 140 degrees Fahrenheit if it will be hot held.
- If a pre-cooked food is added to a recipe as an ingredient, the whole mixture must be reheated to 165 degrees Fahrenheit for 15 seconds, for example, adding pre-cooked ground beef to canned spaghetti sauce.
- Heat sauces, soups and gravies to a minimum of 165 degrees Fahrenheit within two hours after taking the food out of the refrigerator.
- Never reheat food in hot-holding equipment.
- Never mix a leftover batch of food with a fresh batch of food.

### *Use of Proper Equipment for Reheating*

Steam tables, warmers, bain-maries and other similar hot-holding equipment cannot be used to reheat foods. None of this equipment reheats food fast enough to high enough temperatures. They are meant to keep hot food hot, not get it hot in the first place.

Proper equipment for reheating food allows rapid reheating to a minimal internal temperature of 165 degrees Fahrenheit. Appropriate equipment includes standard ovens, steam cookers and steam kettles. Potentially hazardous food reheated in a microwave oven for hot holding must be reheated so that all parts of the food reach at least 165 degrees Fahrenheit. The food must be rotated or stirred, covered and allowed to stand covered for two minutes after reheating.

Leftovers (reheated foods) must not be mixed with fresh foods. Foods that have been reheated have traveled through the temperature danger zone numerous times. Mixing reheated foods with freshly prepared foods increases the risk of foodborne illness.



## SERVING FOOD

Food service employees must keep hot food hot (140 degrees Fahrenheit or above) and cold food cold (41 degrees Fahrenheit or below) until served. Always check the temperature of foods using a food thermometer. Foods that have been held at room temperature for more than two hours during serving must be discarded. CACFP facilities must use the following guidelines for serving food.

- Follow rules for good personal hygiene (see section 2).
- Always wash hands and arms up to the elbow with soap and warm water (about 100 degrees Fahrenheit) for at least 20 seconds before serving food (see *Hand Washing* in section 2).
- Use appropriate serving utensils for all foods. Use cleaned and sanitized long-handled ladles and spoons so bare hands do not touch food.
- Serve cooked products on clean plates with clean utensils. Avoid touching the parts of plates, food trays or flatware that will come into contact with food or the participants' mouths. Plates must be held from bottom or edge, cups by handles or bottoms and silverware by handles.
- Discard single-service or disposable items (e.g., plastic silverware and paper, plastic or foam plates) after use. Some plastic silverware and plates are made to be reused, if sanitized properly. Check product information carefully and do not reuse any products that are not intended for reuse. Reusable plastic silverware or plates must be cleaned and sanitized following the procedures indicated in *Cleaning and Sanitizing Smallware* (see section 4).
- Wear single-use gloves when serving food by hand. Follow guidelines for single-use gloves (see *Using Disposable Plastic Gloves* in section 2).
- Do not use bare hands to contact ready-to-eat foods. Use utensils, tongs or wear single-use gloves.
- Clean and sanitize equipment and utensils thoroughly after each use.
- Always wash hands between food preparation tasks.
- Always clean and sanitize food preparation areas and equipment between food preparation tasks. For example, do not reuse a serving pan used to hold raw chicken to serve the same chicken after it has been cooked unless the pan has been thoroughly cleaned and sanitized.
- Clean spills with paper towels or sanitary cloths. Wet cloths must be used to wipe food spills from food-contact and nonfood-contact surfaces of equipment. In commercial kitchens, wet cloths must be stored in an acceptable chemical sanitizing solution, e.g., ½ tablespoon "germicidal" bleach per gallon of water (see *Chemical Sanitizers* in section 4 for specific information on acceptable sanitizers). Cloths that are used for wiping food spills must not be used for any other purpose. Sponges can harbor bacteria and cannot be used on cleaned and sanitized food-contact surfaces or on food contact surfaces that are in use.

### WHEN IN DOUBT, THROW IT OUT

A key principle of food safety is "when in doubt, throw it out." Never taste or serve a food that looks or smells strange, or has been stored too long. The cost of discarding a suspect food is small compared with the risk of foodborne illness in an adult day care center.

## ENCOURAGING SAFE FAMILY-STYLE MEAL SERVICE

Family style is a type of meal service that allows participants to serve themselves from common platters of food with assistance from supervising adults, if needed. CACFP personnel must follow several procedures to ensure food safety during self-service with participants. Adult day care center staff members must monitor closely to ensure that participants use serving utensils and that they do not:

- touch food with their hands;
- sneeze or cough into food;
- pick up foods, such as rolls or carrots sticks, with their fingers;
- dip their fingers into a container of food to taste it;
- return food item to serving containers after they have taken it; or
- touch food on other participants' plates.

CACFP personnel must remove any mishandled food from the table. Once placed on the serving table, food may not be re-served unless it is a non-potentially hazardous food in an intact package. For More information on family-style meal service, see *Family-Style Meal Service in Nutrition Policies and Guidance for Adult Day Care Centers: Meal Pattern Requirements*.

## TRANSPORTING FOOD

Potentially hazardous food that is prepared and transported from one facility to another must be carefully handled to prevent the risk of foodborne illness. Cold foods must be maintained at 41 degrees Fahrenheit or below and hot foods must be maintained at 140 degrees Fahrenheit or above at all times during transport, holding and service. Equipment used to transport food must be sanitary and appropriate for the type of food being transported. All transported food must be covered and well insulated. CACFP facilities transporting food must follow these guidelines.

1. Transport food using proper food carriers.
  - Use only food carriers approved by the National Sanitation Foundation International (NSF International) for transporting food.
  - Sanitize food carriers daily.
  - Make sure the insulating properties in carriers are adequate to maintain safe food temperature.
  - Equip trucks with equipment designed to keep hot foods hot (at or above 140 degrees Fahrenheit) and cold foods cold (at or below 41 degrees Fahrenheit).
  - Clean and sanitize the interior of delivery trucks on a routine basis.
2. Use proper food containers.
  - Food containers must be rigid and sectioned so foods do not mix, tightly closed to retain heat or cold, nonporous to avoid leakage, easy to clean or disposable, and approved to hold food.
3. Monitor temperatures.
  - Transport an extra sample of hot and cold foods to measure the internal temperature of the sample foods on arrival at the remote site. Hot food must be delivered at or above 140 degrees Fahrenheit and cold food must be delivered at or below 41 degrees Fahrenheit.
  - Store food immediately upon arrival to maintain safe internal temperatures.

## 4 — FACILITIES AND EQUIPMENT

### CLEANING AND SANITIZING FACILITIES AND EQUIPMENT

Bacteria can easily move from one surface to another. Maintaining a clean and sanitary kitchen is critical to reducing the risk of foodborne illness. To clean means to remove all visible food particles and soil. To sanitize means to use either a chemical or heat to reduce the number of microorganisms or other contaminants to a level that is not harmful. Equipment must first be cleaned before it can be sanitized.

Sanitizing can occur by heat or chemicals. Heat sanitizing involves exposing equipment to high heat for an adequate length of time. This may be done manually by immersing equipment into water maintained at a temperature of 171 to 195 degrees Fahrenheit for at least 30 seconds. For dishwashing machines, the wash cycle must be at 150 degrees Fahrenheit and the rinse cycle at 180 degrees Fahrenheit.

Chemical sanitizing involves immersing an object in or wiping it down with a sanitizing solution for food-contact surfaces, and allowing the solution to remain in contact with the surface for a specified amount of time.

### CHEMICAL SANITIZERS

Any chemical sanitizer used on food-contact surfaces must be nontoxic and effective. It must also be one for which there is a suitable test kit. Test kits are available from food service vendors.

The only way to tell if the proper dilution is made is to test the sanitizing solution with a test strip. There are specific test strips for specific sanitizing agents, such as bleach and iodine.

Acceptable sanitizers must also be approved by the local health department and prepared according to the label's directions for use on food-contact surfaces. There are a variety of acceptable chemical sanitizers available, with chlorine (bleach), iodine and quaternary ammonium compounds being the most common. Products available in local supermarkets may or may not be acceptable for use on food-contact surfaces. CACFP facilities must contact their local health department to ensure that they are using an approved chemical sanitizer for food-contact surfaces.

Approved chemical sanitizers are registered by the Environmental Protection Agency (EPA). The EPA registration number on the product's label indicates that manufacturers have outlined the proper use for their product on food-contact surfaces, including what concentrations to use, data on minimum effectiveness and warnings regarding health hazards.



## USING BLEACH

“Bleach” is a generic term used to describe a variety of chemical disinfectants and whitening agents, including laundry bleach. Not all bleach is approved for food-contact surfaces. Some commercially available household chlorine bleaches contain fragrances (e.g., lemon or pine), thickeners or other additives not approved for food use. These products are not suitable for making sanitizing solutions for food-contact surfaces. Only “germicidal” or institutional bleach is acceptable. It is important to read product labels to determine if the bleach is acceptable for use on food-contact surfaces.

Sodium hypochlorite is the active ingredient in bleach. Bleaches are typically 5.25 percent sodium hypochlorite, but can vary in concentration. A sanitizing solution made with bleach must be equal to at least 50 parts per million (ppm) chlorine. Solutions must be made to a strength of 100 ppm to allow for evaporation and destabilization over time. This is generally equivalent to ½ tablespoon of bleach per gallon of water; however, the concentration will vary with different brands depending on the actual percent of sodium hypochlorite. Always follow the manufacturer’s label directions. The label on EPA-registered products will indicate the proper amount of bleach to use.

The maximum bleach solution allowed for food-contact surfaces is 100 ppm. Hot water can deactivate bleach so it is important to keep the temperature of the sanitizing solution between 75 and 115 degrees Fahrenheit.

## ENSURING EFFECTIVENESS OF SANITIZING SOLUTIONS

Sanitizing cannot occur until the equipment or utensils have first been cleaned and rinsed. Temperature is important to the effectiveness of a sanitizer. The solution must be warm enough (at least 75 degrees Fahrenheit) for chemical reactions to take place. Chemical sanitizers are most effective in the 75 to 115 degrees Fahrenheit range. Read the manufacturer’s instructions to ensure that the sanitizing solution is prepared properly.

A test strip designed for a specific sanitizer must be used to test for proper dilution before sanitizing begins. The test strip is inserted into the prepared sanitizing solution and the color change is compared to the color chart on the box. It is important for food service employees to test the sanitizing solution before it is used and then periodically throughout the process, as the sanitizer is depleted in the process of killing bacteria.

Several other things can occur to render the sanitizing solution ineffective. The sanitizing solution can be diluted to insufficient strength by the rinse water sloshing over. Leftover food particles and detergents may not be rinsed off adequately, and then will work to decrease the effectiveness of the sanitizer. Using a test strip throughout the process ensures that the sanitizer solution is always at the proper dilution.

### GUIDELINES FOR CHORINE SANITIZING SOLUTION\*

**50 ppm solution:** 1 tablespoon (½ fluid ounce) 5 percent chlorine germicidal bleach mixed with four gallons of water or ¾ teaspoon mixed with 1 gallon water.

**100 ppm solution:** 1 tablespoon (½ fluid ounce) 5 percent chlorine commercial bleach mixed with two gallons of water or ½ tablespoon mixed with 1 gallon water.

\* *The ppm concentration varies depending on the percentage of sodium hypochlorite in the bleach. Follow manufacturer's label directions for specific information on mixing the sanitizing solution and use a test kit to determine the strength of the sanitizing solution.*

## SANITIZING FOOD-CONTACT SURFACES

All food-contact surfaces must be cleaned and sanitized regularly, including pots and pans; cooking and serving utensils; stationary equipment used for food preparation (e.g., slicers, food cutters, mixers); and equipment used to clean other food-contact surfaces. Equipment food-contact surfaces and utensils must be cleaned and sanitized at the following times:

1. Prior to and after each use.
  - Before each use with a different type of raw animal food such as beef, fish, lamb or poultry.
  - Each time there is a change working with raw foods to working with ready-to-eat foods.
  - Between uses with raw fruits and vegetables and with potentially hazardous foods.
  - Before using or storing a food thermometer.
2. After any interruption of service during which utensils might have become contaminated.
3. At regularly scheduled intervals but at least every four hours if equipment/utensils are in constant use.

## GENERAL GUIDELINES FOR CLEANING AND SANITIZING EQUIPMENT

Stationary equipment, such as slicers and mixers, must be kept free of harmful levels of bacteria or other contaminants. All surfaces that will come into contact with food must be cleaned and sanitized. CACFP personnel must always read and follow the manufacturer's directions for disassembly, cleaning and sanitizing of equipment. The general steps for cleaning and sanitizing equipment are summarized below.

1. Unplug if electric.
2. Remove any parts that can be removed. Remove loose food particles and scraps.
3. Wash, rinse and sanitize any removable parts in three-compartment sink, using the same procedure described in *Washing, Rinsing and Sanitizing by Manual Immersion* (see page 28).
4. Wash, rinse and sanitize remaining food-contact surfaces by swabbing or spraying. Use a chemical sanitizing solution mixed according to the manufacturer's directions.
5. Wash the nonfood-contact surfaces using a clean wiping cloth.
6. Air-dry and reassemble.
7. Resanitize any food-contact surfaces contaminated during reassembly.

## USING CLEANING CLOTHS

Cloths that are used for wiping food spills cannot be used for any other purpose. Dry cloths must be used to wipe food spills from tableware. Dry cloths must be free of food debris and visible soil. They must be laundered as necessary to prevent contamination of food and clean serving utensils.

Wet cloths must be used to wipe food spills from food-contact and nonfood-contact surfaces of equipment. Wet cloths must be stored in a chemical sanitizing solution (about  $\frac{1}{2}$  tablespoon “germicidal” bleach per gallon of water). They must be free of food debris and visible soil, and laundered daily.



Dry or wet cloths used with raw animal foods must be kept separate from cloths used for other purposes. Sponges cannot be used on cleaned and sanitized food-contact surfaces or on food-contact surfaces that are in use. Sponges can harbor bacteria.

## CUTTING BOARDS

Cutting boards must be made of nonporous food-grade materials, such as plastic or hard, close-grained wood, e.g., hard rock maple not oak. Do not use cutting boards with cracks or crevices where bacteria can collect. Whether they are wood or plastic, bacteria can survive and grow in the cuts and scratches on cutting boards. When cutting boards are badly scarred, grooved or cracked, they must be thrown out and replaced. If wooden cutting boards are used, they must be seamless.

Food service personnel must follow proper procedures for cleaning and sanitizing cutting boards. Cutting boards may be sanitized in the dish machine or by using the three-compartment sink procedure (see *Washing, Rinsing and Sanitizing by Manual Immersion* in this section). Immersion in water may increase splitting, so wooden cutting boards must be checked regularly.

Food-contact surfaces must be cleaned and sanitized after every use. CACFP facilities must use following procedure to clean and sanitize cutting boards.

1. Scrub with a nontoxic detergent solution and stiff nylon brush.
2. Rinse with clean water.
3. Use a sanitizing solution, e.g.,  $\frac{1}{2}$  tablespoon germicidal bleach per gallon of water.
4. Flood the surface with the bleach solution and allow it to stand for several minutes before rinsing.
5. Air-dry.

## CLEANING AND SANITIZING SMALLWARE

CACFP food service personnel must follow proper procedures for cleaning and sanitizing smallware, such as dishes, flatware, utensils and pots and pans. Dishes, utensils and other equipment with food-contact surfaces must be clean and sanitized by either:

- a dishwasher that sanitizes using heat or chemicals; or
- a three-compartment sink where dishes can be washed, rinsed and sanitized.

A two-compartment sink can be used when approved by the director of health and the utensils that need to be washed, rinsed, and sanitized are limited to tongs, spatulas and similar utensils and when the only equipment required to be sanitized is stationary and does not require disassembly for cleaning. For additional information, CACFP facilities should contact their local health department.

The procedure for washing, rinsing and sanitizing smallware by hand is summarized in *Washing, Rinsing and Sanitizing by Manual Immersion* below.

<b>WASHING, RINSING AND SANITIZING BY MANUAL IMMERSION</b>
<ol style="list-style-type: none"> <li>1. Clean and sanitize sinks that will be used for washing and sanitizing smallware.</li> <li>2. Scrape (to remove all food) and pre-soak items, such as flatware, as necessary.</li> <li>3. <i>First Compartment or Sink:</i> Wash thoroughly in hot, soapy water (110 degrees Fahrenheit or the temperature specified by the manufacturer on product label). Use a brush or a cloth to loosen and remove any remaining visible food particles. Change wash water when suds are gone.</li> <li>4. <i>Second Compartment or Dish Pan 1:</i> Rinse in clean, hot water (110 degrees Fahrenheit) to remove any food and detergent residues.</li> <li>5. <i>Third Compartment or Dish Pan 2:</i> Sanitize by immersing for one minute in either: <ul style="list-style-type: none"> <li>• an approved sanitizing solution (e.g., ½ tablespoon "germicidal" bleach per gallon of water) at a minimum temperature of 75 degrees Fahrenheit; or</li> <li>• 171 degrees Fahrenheit hot water.</li> </ul> </li> <li>6. Drain and air-dry. Towels may be unsanitary and may spread bacteria.</li> </ol>
<ul style="list-style-type: none"> <li>▶ Excessively high temperatures can reduce effectiveness of chemical sanitizers. Sanitizers are most effective in the 75 to 115 degrees Fahrenheit range.</li> <li>▶ The sanitizing solution can be diluted to insufficient strength by the rinse water sloshing over. Leftover food particles and detergents may not be rinsed off adequately and then will work to decrease the effectiveness of the sanitizer.</li> <li>▶ Be sure to empty and refill any compartment if the water temperature cools or water becomes dirty and cloudy.</li> </ul>

### DISH MACHINES

CACFP facilities with commercial machines must be sure to follow the manufacturer's instructions for sanitizing. Sanitizing temperatures must meet the Connecticut Public Health Code of 180 degrees Fahrenheit (at the manifold) for all machines that sanitize by heat. Sanitizing temperatures for machines that sanitize by chemicals are a minimum of 75 degrees Fahrenheit or as directed by the manufacturer.

### CLEANING AND SANITIZING TABLES, CHAIRS AND FLOORS

Tables must be cleaned and sanitized in the same manner as any other food-contact surfaces, if food is placed directly on the table surface. A solution of 100 ppm must be used and the surface must be allowed to air-dry (see *Using Bleach* in this section).

Stronger bleach solutions (e.g., ¼ cup bleach per gallon of water) can be used to sanitize nonfood-contact surfaces, such as tables, chairs and floors. Surfaces must always be allowed to air-dry after being sanitized.

### APPROPRIATE DISPOSAL OF MOP WATER

Mop water cannot be emptied in any of the food preparation sinks. Mop water may be disposed only in toilets, floor drains or slop sinks.



## 5 — PURCHASING, RECEIVING AND STORING FOOD

### PURCHASING FOOD

The goal of purchasing is to obtain wholesome, safe foods to meet CACFP menu requirements. Proper purchasing, receiving and storage are important to food quality. Proper purchasing reduces loss or waste from pilferage, deterioration or infestation. To serve safe food, it must be wholesome and free from spoilage and harmful bacteria when purchased.

CACFP facilities must only purchase foods from approved sources and suppliers. Due to a high food safety risk, some products are not acceptable for use in the CACFP. Purchasers for CACFP facilities shall not buy or use:

- unpasteurized juices or apple cider;
- raw milk or unpasteurized milk products;
- products containing raw eggs;
- home-canned, home-grown or home-prepared foods, including vacuum-packed foods;
- raw seed sprouts, such as bean sprouts and alfalfa sprouts;
- garlic-in-oil mixtures that are not modified to prevent the growth of harmful microorganisms or toxin formation; or
- recreationally caught fish or shellfish. Only use meat and poultry from USDA inspected sources. Only use seafood and other foods from commercial sources.



### CHOICE OF VENDORS IS IMPORTANT

Suppliers must meet federal and state health standards, use Hazard Analysis Critical Control Points (HACCP) in their operations and train their employees in sanitation. (For more information, see section 6.) Delivery trucks must have adequate refrigeration and freezer units, and food must be packaged in protective, leak-proof, durable packaging. To select reputable suppliers:

- visit the suppliers' processing/storage facility to inspect sanitation procedures;
- check suppliers' trucks for cleanliness, adequate refrigeration and adequate freezing;
- check for product quality and consistency; and
- check packaging.

CACFP facilities purchasing from vendors should make their expectations clear by putting food safety standards in the purchase specification agreement. Ask to see recent board of health sanitation reports. Let vendors know you will inspect trucks on a quarterly basis. Good vendors will cooperate with your inspections. Define expected delivery schedules, so food does not sit out for hours during busy meal periods. Good vendors should adjust their delivery schedules to avoid your busy periods so that incoming foods can be received and inspected properly.

## RECEIVING FOOD

To ensure that only wholesome products are received, food service staff must be trained how to inspect deliveries and identify unacceptable products. The following procedures must be conducted for each delivery received.

- Check the expiration date on all packaged foods and reject any items that are past date.
- Inspect all food containers and reject any food in damaged wrappers, dented cans or broken packages.
- Make sure that frozen foods are frozen solid before buying them and that the outside of the package is not discolored.
- Check that foods are bought or delivered at proper temperatures (refrigerated foods at 41 degrees Fahrenheit or below, frozen foods at 0 degrees Fahrenheit or below).
- Put refrigerated or frozen foods away immediately. Do not let them sit out at room temperature.

### FOOD PRODUCT DATING

For information on expiration dates, "best if used by" dates, "use-by" dates and "sell by" dates) see "Food Product Dating" at [http://www.fsis.usda.gov/Fact\\_Sheets/Food\\_Product\\_Dating/index.asp](http://www.fsis.usda.gov/Fact_Sheets/Food_Product_Dating/index.asp).

When receiving food deliveries from vendors, CACFP facilities must follow established procedures for determining whether a food is safe to accept. If a CACFP facility purchases food from local supermarkets, the same principles for evaluating food safety apply. The following resources can assist center personnel, day care home providers and emergency shelter staff with determining the safety and quality of foods.

- Chapter 5 "A Process for Preventing Foodborne Illness" in *Serving It Safe, Third Edition*. National Food Service Management Institute, 2009. [http://teammnutrition.usda.gov/Resources/serving\\_safe.html](http://teammnutrition.usda.gov/Resources/serving_safe.html)
- Chapter 13 "Receiving and Storage" in *First Choice, A Purchasing Manual for School Food Service, Second Edition*. National Food Service Management Institute, 2002. <http://nfsmi-web01.nfsmi.olemiss.edu/DocumentDownload.aspx?id=321>
- *Receiving Log*. National Food Service Management Institute. <http://sop.nfsmi.org/Records/ReceivingLog.pdf>



## STORING FOOD

The purpose of proper storage is to prevent contamination of foods and to prevent the growth of bacteria that may already be in foods. Food products rarely improve in quality while in storage. Product spoilage and contamination will be minimal if proper procedures are followed in the food storage areas. Food preparers must use the principle of “first in, first out” (FIFO) for all foods in storage; older foods must be used before the newer incoming supplies. CACFP facilities must follow the principles of safe food storage.

- Store all foods in areas designated for food storage.
- Toxic materials (such as cleaning supplies, bleach and soap) must not be stored near food items. They must be clearly labeled and stored in a locked cabinet if possible, or in an equipment or paper storage area.
- Food removed from the original container or packaging must be labeled, dated and stored in a covered container.
- Store perishable foods (such as meat, poultry, fish, eggs and milk) in the refrigerator or freezer immediately. Allow sufficient air circulation for storage of foods in freezer and refrigerator.
- Only store food in plastic bags, wraps and containers that are meant to be used for food. Never use plastic trash or garbage bags to store food, as a chemical reaction between the bags and the food can result in a chemical foodborne illness.
- Never reuse plastic bags, whether food grade or from another product, e.g., bread bags. Used plastic bags cannot be properly sanitized and bacterial contamination of the stored food can result.

All foods in storage (refrigerated, frozen and dry) must be used within recommended time frames. Information on recommended time frames can be found in the following resources:

- *Cupboard Approximate Storage Times*. Kansas State University, 2006.  
<http://www.ksre.ksu.edu/library/fntr2/L806.PDF>
- *Cold Storage Chart*. U.S. Department of Agriculture, Food Safety and Inspection Service, 2006.  
[http://www.fsis.usda.gov/factsheets/basics\\_for\\_handling\\_food\\_safely/index.asp#9](http://www.fsis.usda.gov/factsheets/basics_for_handling_food_safely/index.asp#9)
- *DMA Practice Standards Food Storage: Refrigerated, Frozen and Dry Foods and Dry Foods*. Dietary Managers Association, 2005.  
<http://www.dmaonline.org/Resources/DMAResources/standard07.shtml#dry>
- *Freezing and Food Safety*. U.S. Department of Agriculture, Food Safety and Inspection Service, October 2010. [http://www.fsis.usda.gov/FactSheets/Focus\\_On\\_Freezing/index.asp](http://www.fsis.usda.gov/FactSheets/Focus_On_Freezing/index.asp)
- *Freezer Storage Chart*. U.S. Department of Agriculture, Food Safety and Inspection Service, October 2005. [http://www.fsis.usda.gov/FactSheets/Focus\\_On\\_Freezing/index.asp#19](http://www.fsis.usda.gov/FactSheets/Focus_On_Freezing/index.asp#19)
- *Recommended Food Storage Times for Cold and Dry Refrigerated and Frozen Foods*. University of Kentucky Cooperative Extension Service, Revised 2007.  
<http://www.ca.uky.edu/hes/fcs/factshts/FN-SSB.085.PDF>

### Refrigerator Storage

Keep a working thermometer in the refrigerator and check each day to make sure the thermometer is between 32 to 41 degrees Fahrenheit. A record of daily temperatures should be kept for documentation. A sample form to record daily temperatures (*Refrigerator and Freezer Temperature Control Record*) is found under *Forms and Handouts* in section 7. Other resources for temperature records include:

- *Storage Temperature Form*, Appendix 4 of *Serving It Safe, Third Edition*. National Food Service Management Institute, 2009.  
[http://teamnnutrition.usda.gov/Resources/serving\\_safe.html](http://teamnnutrition.usda.gov/Resources/serving_safe.html)
- *Refrigeration Temperature Log*. Cooperative Extension, University of Rhode Island.  
<http://www.uri.edu/ce/ceec/food/factsheets/refrigtemplog.html>
- *Refrigerator Log*. National Food Service Management Institute.  
<http://sop.nfsmi.org/Records/RefrigerationLog.pdf>



To reduce moisture loss and keep bacteria out, cover refrigerated foods with foil, plastic wrap, plastic bags or store in airtight containers. Place raw meat, poultry or seafood below ready-to-eat foods in the refrigerator so that juices do not drip onto these foods.

### Freezer Storage

Keep a working thermometer in the freezer and check each day to make sure the thermometer is at 0 degrees Fahrenheit or below. CACFP facilities with commercial kitchens must keep a record of daily temperatures for documentation. A sample form to record daily temperatures (*Refrigerator and Freezer Temperature Control Record*) is found under *Forms and Handouts* in section 7.

A freezer keeps food best when it is nearly full, with foods placed to allow for sufficient air circulation for storage. To decrease moisture loss and freezer burn, wrap food in heavy-duty foil, freezer storage bags, freezer paper or store in plastic containers with tight lids.

Bacteria can survive (and some can grow) at lower temperatures, so refrigerating food is not total protection against bacterial growth. Freezing does not kill bacteria; it only stops their growth until the food is defrosted.

### Dry Storage

Maintain a temperature range of 50 to 70 degrees Fahrenheit in dry storage areas. Canned and packaged goods must be stored on dry, clean shelves, away from any appliances that produce heat. Store food supplies to ensure “first in, first out” use. Store foods such as flours, cereals, cornmeal, sugar, dry beans and dry peas in tightly covered containers to prevent rodent and insect infestation. Food containers must be at least 12 inches off the floor.

## 6 — HAZARD ANALYSIS CRITICAL CONTROL POINTS

Hazard Analysis Critical Control Points (HACCP) is a management system for food safety. The goal of HACCP is to reduce the risk of foodborne illness by identifying and controlling the points from receiving to serving at which food can become contaminated. HACCP focuses on the most common risk factors (hazards) for foodborne illness, including:

- foods from unsafe sources;
- poor personal hygiene;
- inadequate cooking;
- improper holding temperature;
- contaminated equipment; and
- improper cooling of foods.

The HACCP system involves listing the food preparation steps, determining the hazards and critical control points, and deciding the control procedures that can be used to provide safe food. HACCP is accomplished by seven steps.

1. **Identify hazards** at each step in the process from purchasing and receiving through serving and reheating. Review the menu and recipes for potentially hazardous foods. Examine the flow of food, including receiving, storage, preparing, cooking, holding, serving, cooling and reheating.
2. **Identify the critical control points** (CCPs) in the flow of food and in your recipes. Determine what is needed to keep each recipe safe and write these steps into the recipe. Flowcharts can be useful to show the flow of food and CCPs.
3. **Establish critical limits** (control procedures and standards for critical control points). These are measurable standards that usually involve time and temperature, or other requirements that must be met to keep a food item safe. For example, instead of stating that a *“food must be thoroughly cooked,”* the standard should state *“heat rapidly to a required safe internal temperature of 165 degrees Fahrenheit and hold for 15 seconds.”*
4. **Establish monitoring procedures** to see if the specified standards are being met. All food service employees must be involved in this process, understand the CCPs and know the expected standards.
5. **Establish corrective action.** If a standard for a CCP is not being met, correct it immediately. Corrective actions must meet the established critical limits (standards) defined in Step 3. For example, if a food temperature is not high enough after cooking, the corrective action is to continue cooking to the required safe internal temperature for the appropriate time, then test with a food thermometer.

A **hazard** is a risk factor for foodborne illness, such as inadequate cooking or poor personal hygiene.

A **critical control point** is a point or procedure where hazards can be controlled or prevented. Common critical control points include:

- receiving
- storage
- thawing\*
- cooking temperatures\*
- holding temperatures\*
- cooling\*
- reheating\*
- personal hygiene
- sanitizing of food contact surfaces

\*Areas of greatest concern

6. **Establish verification procedures.** Verify that the HACCP process is working. Examples of verification procedures include frequency of correction action, use of sanitizer test strips and results of local health department inspections.
7. **Establish record-keeping procedures** to document the HACCP process and monitor results. Examples of procedures include forms, notebooks, regular monitoring for times and temperatures and written logs. Review regularly and revise as necessary to ensure that the system is working.

CACFP facilities with commercial kitchens are strongly encouraged to become familiar with the HACCP system and work to implement it in their food service operations. For resources on HACCP, see *HACCP* in section 7.



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## 7 — RESOURCES

### RESOURCES

#### Child and Adult Care Food Program (CACFP)

Click on the CSDE's [Nutrition-Related Resources](#), then *Resources for Child Nutrition Programs* then *Child and Adult Care Food Program*.

#### Food Safety Education

Click on the CSDE's [Nutrition-Related Resources](#), then *Food Safety* then *Food Safety Education*.

#### Food Thermometers

Click on the CSDE's [Nutrition-Related Resources](#), then *Food Safety* then *Food Thermometers*.

#### Foodborne Diseases

Click on the CSDE's [Nutrition-Related Resources](#), then *Food Safety* then *Foodborne Diseases*.

#### General Food Safety Resources

Click on the CSDE's [Nutrition-Related Resources](#), then *Food Safety* then *General Food Safety Resources*.

#### HACCP

Click on the CSDE's [Nutrition-Related Resources](#), then *Food Safety* then *HACCP*.

#### Hand Washing

Click on the CSDE's [Nutrition-Related Resources](#), then *Food Safety* then *Hand Washing*.

#### Regulations and Guidelines

Click on the CSDE's [Nutrition-Related Resources](#), then *Food Safety* then *Regulations and Guidelines*.

### WEB SITES

CACFP Operational Memos (Connecticut State Department of Education):

<http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=321576>

CACFP Regulations (U.S. Department of Agriculture):

<http://www.fns.usda.gov/cnd/Care/Regs-Policy/Regulations.htm>

Center for Food Safety and Applied Nutrition: <http://www.foodsafety.gov/>

Child and Adult Care Food Program (U.S. Department of Agriculture):

<http://www.fns.usda.gov/cnd/care/>

Food and Drug Administration: <http://www.fda.gov>

Food Safety Information Center (U.S. Department of Agriculture): <http://www.fsis.usda.gov/>

Meat & Poultry Hotline (U.S. Department of Agriculture, Food Safety and Inspection Service):

[http://www.fsis.usda.gov/Food\\_Safety\\_Education/usda\\_meat\\_&\\_poultry\\_hotline/index.asp](http://www.fsis.usda.gov/Food_Safety_Education/usda_meat_&_poultry_hotline/index.asp)

USDA Policy Memoranda for the CACFP (U.S. Department of Agriculture):

<http://www.fns.usda.gov/cnd/Care/Regs-Policy/PolicyMemoranda.htm>

## HOTLINES

USDA Meat and Poultry Hotline: 1-888-MPHotline (1-888-674-6854)

FDA Food Information Line: 1-888-SAFE-FOOD (1-888-723-3366)

Additional resources on food safety and the CACFP can be found in the CSDE's *Nutrition-Related Resources* at [http://www.sde.ct.gov/sde/lib/sde/PDF/DEPS/Nutrition/nutrition\\_resources.pdf](http://www.sde.ct.gov/sde/lib/sde/PDF/DEPS/Nutrition/nutrition_resources.pdf). The CSDE updates this list regularly.

## FORMS AND HANDOUTS

*Responsibilities of Child Nutrition Programs Regarding Connecticut's Qualified Food Operator (QFO) Requirement*  
[http://www.sde.ct.gov/sde/LIB/sde/pdf/deps/nutrition/QFO\\_Handout.pdf](http://www.sde.ct.gov/sde/LIB/sde/pdf/deps/nutrition/QFO_Handout.pdf)

*Alternate Person in Charge Demonstrated Knowledge Statement*  
[http://www.sde.ct.gov/sde/LIB/sde/pdf/deps/nutrition/Alternate\\_QFO.pdf](http://www.sde.ct.gov/sde/LIB/sde/pdf/deps/nutrition/Alternate_QFO.pdf)

*Food Service Employee Training Record for Sanitation and Food Safety*  
[http://www.sde.ct.gov/sde/LIB/sde/pdf/deps/nutrition/Employee\\_Training.pdf](http://www.sde.ct.gov/sde/LIB/sde/pdf/deps/nutrition/Employee_Training.pdf)  
[http://www.sde.ct.gov/sde/lib/sde/word\\_docs/DEPS/Nutrition/Employee\\_Training.doc](http://www.sde.ct.gov/sde/lib/sde/word_docs/DEPS/Nutrition/Employee_Training.doc)

*On-Site Training Record for Sanitation and Food Safety*  
[http://www.sde.ct.gov/sde/LIB/sde/pdf/deps/nutrition/OnSite\\_Training.pdf](http://www.sde.ct.gov/sde/LIB/sde/pdf/deps/nutrition/OnSite_Training.pdf)  
[http://www.sde.ct.gov/sde/lib/sde/word\\_docs/DEPS/Nutrition/OnSite\\_Training.doc](http://www.sde.ct.gov/sde/lib/sde/word_docs/DEPS/Nutrition/OnSite_Training.doc)

*Refrigerator and Freezer Temperature Control Record*  
[http://www.sde.ct.gov/sde/LIB/sde/pdf/deps/nutrition/Temperature\\_Record.pdf](http://www.sde.ct.gov/sde/LIB/sde/pdf/deps/nutrition/Temperature_Record.pdf)  
[http://www.sde.ct.gov/sde/lib/sde/word\\_docs/DEPS/Nutrition/Temperature\\_Record.doc](http://www.sde.ct.gov/sde/lib/sde/word_docs/DEPS/Nutrition/Temperature_Record.doc)

All forms and handouts for this section can be accessed on the CSDE Web site for *Nutrition Policies and Guidance for Adult Day Care Centers in the Child and Adult Care Food Program* at <http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322694> under "5 Sanitation and Food Safety in the CACFP."

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## REFERENCES

- Connecticut General Statutes Section 19a-36a. Regulations concerning food operators.*  
<http://www.cga.ct.gov/2009/pub/chap368a.htm#Sec19a-36a.htm>
- Connecticut Public Health Code 19-13-B42. Sanitation of Places Dispensing Foods or Beverages.*  
[http://www.dir.ct.gov/dph/PHC/docs/19\\_Sanitation\\_of\\_Food\\_Fair.doc](http://www.dir.ct.gov/dph/PHC/docs/19_Sanitation_of_Food_Fair.doc) (scroll down to 19-13-B42)
- Compliance Guide for Food Service Inspection Form.* State of Connecticut State Department of Public Health, 2001. [http://www.ct.gov/dph/lib/dph/environmental\\_health/food\\_protection/pdf/compliance.pdf](http://www.ct.gov/dph/lib/dph/environmental_health/food_protection/pdf/compliance.pdf)
- Food Code.* Food and Drug Administration, 2009. <http://www.foodsafety.gov/~dms/foodcode.html>
- Inspection Report for Food Service Establishments.* State of Connecticut Department of Public Health, June 2001. [http://www.ct.gov/dph/lib/dph/environmental\\_health/food\\_protection/pdf/inspection\\_form.pdf](http://www.ct.gov/dph/lib/dph/environmental_health/food_protection/pdf/inspection_form.pdf)
- Kitchen Thermometers.* U.S. Department of Agriculture, Food Safety and Inspection Service, Revised June 2008. [http://www.fsis.usda.gov/PDF/Kitchen\\_Thermometers.pdf](http://www.fsis.usda.gov/PDF/Kitchen_Thermometers.pdf)
- Qualified Food Operator Responsibilities.* Connecticut Department of Public Health.  
[http://www.ct.gov/dph/lib/dph/environmental\\_health/food\\_protection/pdf/qfo\\_responsibilities.pdf](http://www.ct.gov/dph/lib/dph/environmental_health/food_protection/pdf/qfo_responsibilities.pdf)
- Serving It Safe, Third Edition.* National Food Service Management Institute, 2009.  
[http://teamnutrition.usda.gov/Resources/serving\\_safe.html](http://teamnutrition.usda.gov/Resources/serving_safe.html)

## GLOSSARY

**adult day care center:** Any public or private nonprofit organization or any for-profit center that 1) is licensed or approved by federal, state or local authorities to provide nonresidential adult day care services to functionally impaired adults or persons 60 years of age or older in a group setting outside their homes or a group living arrangement on a less than 24-hour basis; and 2) provides for such care and services directly or under arrangements made by the agency or organization whereby the agency or organization maintains professional management responsibility for all such services. Such centers shall provide a structured, comprehensive program that provides a variety of health, social and related support services to enrolled adult participants through an individual plan of care.

**adult day care facility:** A licensed or approved adult day care center under the auspices of a sponsoring organization.

**adult participant:** A person enrolled in an adult day care center who is functionally impaired or 60 years of age or older. For more information, see “functionally impaired adult” in this section.

**alternate person in charge:** An alternate person who is in charge at all times when the qualified food operator (QFO) is not present. The alternate must be able to demonstrate to the food service establishment owner/operator or to the person in charge all the food safety elements of knowledge described in the *Alternate Person in Charge Demonstrated Knowledge Statement*, but is not required to have passed an approved exam. Connecticut Public Health Code Section 19-13-B42(s)(4) requires an alternate person. For more information, see “qualified food operator” in this section and *Qualified Food Operator Requirement* in section 4.

**bleach:** A generic term used to describe a variety of chemical disinfectants and whitening agents, including laundry bleach. Some commercially available household chlorine bleaches contain fragrances (e.g., lemon or pine), thickeners or other additives not approved for food use. These products are not suitable for making sanitizing solutions for food-contact surfaces. Only “germicidal” or institutional bleach is acceptable for food-contact surfaces.

**Child and Adult Care Food Program (CACFP):** The USDA’s federally assisted meal program providing nutritious meals and snacks to children in child care centers, family day care homes and emergency shelters, and snacks and suppers to children participating in eligible at-risk afterschool care programs. The program also provides meals and snacks to adults who receive care in nonresidential adult day care centers. For more information, <http://www.fns.usda.gov/cnd/care/>.

**Child and Adult Care Food Program (CACFP) facilities:** Child care centers, family day care homes, emergency shelters, at-risk afterschool care centers and adult day care centers that participate in the USDA Child and Adult Care Food Program.

**Child and Adult Care Food Program (CACFP) sponsor:** A public or nonprofit private organization that is entirely responsible for the administration of the CACFP in one or more day care homes, child care centers, emergency shelters or at-risk afterschool care centers. For more information, see *Code of Federal Regulations (CFR) for the Child and Adult Care Food Program (7CFR 226)* at <http://www.fns.usda.gov/cnd/Care/Regs-Policy/policymemo/CFR226-2008.pdf>

**clean:** No visible sign of soil. Clean does not mean sanitary.

**critical control point (CCP):** A point or procedure where risk factors for foodborne illness (hazards) can be controlled or prevented. Common critical control points include receiving, storage, thawing, cooking temperatures, holding temperatures, cooling, reheating, personal hygiene and sanitizing of food contact surfaces.

**cross-contamination:** The transfer of harmful microorganisms from a surface (hand or food-contact) to food or from one food to another food.

**first in, first out (FIFO):** A principle of food safety for all foods in storage that older foods must be used before the newer incoming supplies.

**Food Code:** The Food and Drug Administration (FDA) Food Code is a national model of food safety standards for food service establishments based on current science and is the basis for U.S. Department of Agriculture food safety guidance. It is updated every four years. For more information, see <http://www.foodsafety.gov/~dms/foodcode.html>.

**foodborne outbreak:** An incident in which two or more people experience the same illness symptoms after eating a common food. Foodborne illness can only be confirmed by a laboratory analysis that identifies the source of the illness.

**foodborne illness:** A disease carried to people by food or water. Foodborne illness can be confirmed only by a laboratory analysis that identifies the source of the illness.

**food-contact surface:** A surface of equipment or a utensil with which food normally comes into contact or a surface from which food may drain, drip or splash into a food or onto a surface normally in contact with a food.

**functionally impaired adult:** Chronically impaired disabled persons 18 years of age or older, including victims of Alzheimer's disease and related disorders with neurological and organic brain dysfunction, who are physically or mentally impaired to the extent that their capacity for independence and their ability to carry out activities of daily living is markedly limited. Activities of daily living include, but are not limited to, adaptive activities such as cleaning, shopping, cooking, taking public transportation, maintaining a residence, caring appropriately for one's grooming or hygiene, using telephones and directories, or using a post office. Marked limitations refer to the severity of impairment, and not the number of limited activities, and occur when the degree of limitation is such as to seriously interfere with the ability to function independently.

**hazard:** A risk factor for foodborne illness, such as inadequate cooking or poor personal hygiene.

**Hazard Analysis Critical Control Points (HACCP):** A preventative food safety program to control food safety hazards during all aspects of food service operations. HACCP reduces the risk of foodborne hazards by focusing on each step of the food preparation process from receiving to service.

**hot-holding equipment:** Food service equipment that is specifically designed to hold hot foods at a temperature of 140 degrees Fahrenheit or above, such as steam tables, heated cabinets and bain-maries. Hot-holding equipment must never be used to heat or reheat foods. There are specific units that are specially designed to reheat and hot-hold food.

**ice-water bath:** A cooling method where food is placed in pans, and the pans are placed in ice water in a sink or another pan or pot.

**microorganisms:** Tiny living organisms so small they can be seen only under a microscope, such as bacteria and viruses. Some microorganisms are harmful and can cause foodborne illness. Spoilage microorganisms (bacteria, mold and yeast) spoil food and may cause illness.

**pathogens:** Disease-causing microorganisms, including bacteria and viruses.

**personal hygiene:** Health habits that include clean hair, body and teeth; clean clothes and shoes; proper hand washing at appropriate times; and maintaining good health.

**potentially hazardous food (PHF):** A food that requires time and temperature controls for safety to limit pathogenic microorganism growth or toxin formation. Examples of PHFs include milk and milk products; meat (beef, pork and lamb), poultry; fish; shell eggs; shellfish and crustaceans; tofu or other soy-protein foods; raw seed sprouts; heat-treated plant foods (e.g., baked and boiled potatoes, cooked rice, cooked beans); cut melons; cut leafy greens; and garlic-in-oil mixtures. For more information, see *Potentially Hazardous Foods* in section 1.

**qualified food operator (QFO):** A full-time food service employee in a supervisory capacity on site who has demonstrated knowledge in the safe preparation and service of food by passing a test administered by a testing agency approved by the Connecticut State Department of Public Health (DPH). Connecticut Public Health Code Section 19-13-B42(s)(4) requires a qualified food operator in all food service establishments that meet the criteria defined by DPH regulations. For more information, see <http://www.ct.gov/dph/cwp/view.asp?a=3140&q=387486>.

**ready-to-eat food:** Food that is in an edible form without washing, cooking or additional preparation by food service staff and is generally consumed in that form. Examples include raw, washed, cut fruits and vegetables; deli meats and hot dogs; and cheese.

**reheating:** The process of heating foods that have been previously cooked and refrigerated.

**reimbursable meal:** A meal or snack that meets the requirements of the U.S. Department of Agriculture's meal patterns for the Child and Adult Care Food Program.

**sanitize:** To use either a chemical or heat on a clean surface to reduce the number of microorganisms or other contaminants to a level that is not harmful.

**single-use items:** Items that are designed to be used and then disposed, such as paper towels and napkins, disposable gloves, plastic eating utensils, paper or Styrofoam plates and trays, aluminum foil and plastic wrap.

**smallware:** A collective term used to include dishes, flatware, preparation and serving utensils, measuring devices, cooking pots and pans, and small equipment that can be moved to the three-compartment sink or dishwasher for cleaning and sanitizing.

**temperature danger zone:** The internal temperature range of food between 41 to 140 degrees Fahrenheit where bacteria can grow most rapidly. Food can become unsafe to eat whenever it is in the temperature danger zone too long.

**thermocouple:** A device for measuring food temperatures, consisting of two wires of different metals that are electrically joined at one end and connected to a voltage-measuring instrument at the other end.

