

## Canning TCS Foods HACCP Plan Worksheet

### Introduction:

Canning is a method of food processing used to extend the shelf life and/or enhance the flavor of food items. Canning is primarily used for high-acid (pH<4.6) food items, but it can also be used for low-acid (pH>4.6) food items if the proper method is used. Canning requires a HACCP Plan to ensure that, during the canning process, the proper safety practices are observed to prevent the growth of harmful toxin-producing bacteria such as *C. botulinum* and the formation of hazardous mycotoxins from the proliferation of certain yeasts and molds. To ensure a safe product, the method of canning must be appropriate for the type of food being preserved; specifically, some combination of heat and pH must be used to prevent the growth of harmful microorganisms.

There are three primary methods for canning time/temperature control for safety food items:

1. **Boiling Water Bath:** When using this method of canning, the food product is placed in a sterilized jar with the lid partially screwed on and then placed into a bath of boiling water with a temperature of approximately 212°F. As the food product inside the jar heats, it expands and forces air out of the jar, creating a pressure differential between the ambient atmosphere and the atmosphere within the jar. As the food cools and contracts, the pressure inside the jar forces the lid to be pulled down, forming a vacuum-type seal. The boiling water bath method of canning cannot be used with low-acid foods and must be used with high-acid foods such as pickled vegetables and fruit preserves. Some fruits with a natural pH that is close to 4.6, like tomatoes, must be artificially acidified to safely use the boiling water bath method of canning.
2. **Atmospheric Steam Canning Method:** When using this method of canning, the food product is placed in a sterilized jar with the lid partially screwed on and then placed into an atmospheric steam canner. The steam that is produced in the equipment as the shallow layer of water boils, seals the jar (as described in the boiling water bath method). The jars are subjected to approximately 212°F due to the steam contained within the canning equipment. The temperature of the product is not hot enough to ensure the safety of low-acid foods and must be used exclusively with high-acid foods (pickled vegetables, fruit preserves, artificially acidified fruits/vegetables).
3. **Pressure Canning Method:** When using this method of canning, the food product is placed into a sterilized jar with the lid partially screwed on and then placed into a pressure canner with a shallow layer of water on the bottom. The steam that is produced in the equipment seals the jar (as described in the boiling water bath method); however, due to the added pressure within the pressure canner, the steam reaches a temperature at or above 240°F. Due to the high temperatures achieved using a pressure canner, this method is the only approved method for canning low-acid foods, such as meat, starchy vegetables, and legumes.

When canning TCS foods, the recipe and process may require validation by a processing authority before approval of the HACCP Plan is granted. However, established recipes and canning methods (like those found in the Ball® Blue Book™, USDA Complete Guide to Home Canning, and/or National Center for Home Food Preservation) can be submitted in place of a process authority validation if the processor is adhering exactly to the methods found in these resources.

Furthermore, your establishment must apply for a waiver (application is attached). A waiver is a written agreement that your establishment may utilize food safety controls not explicitly described in regulations, so long as they prevent a health hazard and are supported by third-party documentation. The definition of a waiver can be found in in [Section 010.885 of the Regulations of the Washoe County District Board of Health Governing Food Establishments](#).

**Worksheet Instructions:**

The following packet represents the minimum documentation required to ensure that the process of fermentation in a food establishment will result in a product that is safe for human consumption. A separate HACCP Plan must be completed for each special process and food product. Please read through and complete the entire worksheet. If a section does not apply to your operation, please write "N/A". You may attach additional documentation to the end of the worksheet, as required. Additional materials and examples can be found on the [HACCP Plan Resources website](#).

Click the blue boxes to fill out each section of the worksheet. Any text added to the worksheet will overwrite the example text, if provided. Instructions for filling out specific sections of the worksheet are located in section headings, as necessary. Printed and handwritten worksheets will be accepted.

Before submitting this worksheet, please review the Canning TCS Foods HACCP Checklist provided on the following page. Additional documentation that is not included in this worksheet may be required for your establishment, which must be submitted alongside this completed worksheet. **Incomplete plans will not be accepted or reviewed.**

## Canning TCS Foods HACCP Plan Checklist

		Required Documentation	Completed
Materials for New Food Establishments	Standard Applications	<a href="#">Application for a Permit to Operate</a>	
		<a href="#">Food Establishment Review Form</a>	
Materials included in this HACCP Worksheet	Process-Specific Facility Information	<a href="#">Request for Waiver and HACCP or Operational Plan Review Application</a>	
		List of facilities that will be processing and/or storing food items produced using the special process	
		List of menu items produced, and any relevant ingredients used in the special process <b>Please note: Each menu item must have separate third-party documentation; all third-party documentation must be submitted with this packet.</b>	
		List of equipment and materials used in the special process	
		Description of methods used in this process  <ul style="list-style-type: none"> <li>- Canning Method</li> <li>- Container Sterilization Method(s)</li> <li>- Fruit and Vegetable (or other food item) Preparation Method(s)</li> </ul>	
		Detailed Process Flow Diagram, including labeled Critical Control Points (CCPs), for each food item prepared using the special process	
		Hazard Analysis Chart, including each step listed in the Process Flow Diagram, for each food item prepared using the special process	
	HACCP Chart, including all CCPs listed in the Process Flow Diagram, for each food item prepared using the special process		
	Employee Training Program and Standard Operating Procedures (SOPs)	Employee Health & Personal Hygiene SOP	
		Cleaning & Sanitizing SOPs for all applicable equipment: <ul style="list-style-type: none"> <li>- Chemical Sanitizing Dishwasher</li> <li>- High Temperature Dishwasher</li> <li>- Three-Compartment Sink</li> </ul>	
		Employee Health and Exclusion Acknowledgement	
	Required Records & Documentation	Sample Product Labels for Individually Packaged Products	
		Third-party documentation or preapproved process for ensuring food safety when using this special process.	
		Process Logs  <ul style="list-style-type: none"> <li>- pH Log</li> <li>- Thermal Processing Log</li> <li>- Batch Log</li> <li>- All logs required by a Process Authority (not included in this packet)</li> </ul>	
		Sample Training Log for HACCP Plan and SOPs	
		Food Safety Checklist	

**REQUEST FOR WAIVER and HACCP or OPERATIONAL PLAN REVIEW APPLICATION**  
**Washoe County Health District**  
**Regulations of the Washoe County**  
**District Board of Health Governing Food Establishments**

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THE FEE FOR AN INITIAL HACCP or OPERATIONAL PLAN REVIEW IS \$ \_\_\_\_\_ DATE \_\_\_\_\_  
NAME OF ESTABLISHMENT \_\_\_\_\_ PERMIT NUMBER \_\_\_\_\_  
ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_  
PERSON TO CONTACT \_\_\_\_\_ DAYTIME PHONE \_\_\_\_\_

**I am submitting an Operational Plan and requesting a waiver for (select one):**

Dogs on Outdoor Patio

**I am submitting a HACCP Plan and requesting a waiver for (select all that apply):**

- Smoking Food
  - Operating Live Molluscan Shellfish Tank
  - Curing Food
  - Custom Processing of Animals
  - Reduced Oxygen Packaging (with one barrier - refrigeration)
  - Use of Food Additives (sushi rice)
  - Sprouting Seeds or Beans
  - Other Food Preparation Method
- 

**Will process be used at more than one location?**  Yes  No

If yes, list name(s) and permit number(s) \_\_\_\_\_

**Will product be served at more than one location?**  Yes  No

If yes, list name(s) and permit number(s) \_\_\_\_\_

**How will the product be sold?** (Select all that apply):  Retail  Wholesale

**\*Note:** For each of the above processes selected, a HACCP plan or Operational Plan containing all of the required documentation as outlined in the WCHD *Checklist for General HACCP/Operational Plan Requirements* and the process specific checklist if applicable must accompany this application. Failure to submit required documentation may result in the rejection of the Waiver and associated HACCP/Operational plan.

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

Business Name: \_\_\_\_\_ 4

Address: \_\_\_\_\_

WCHD Health Permit Number: \_\_\_\_\_

Will this process be used at more than one location?  Yes  No

If yes, list the names and permit numbers of each location: \_\_\_\_\_

List all ingredients utilized for each food item prepared using this special process:

List all equipment that will be utilized for each food item prepared using this special process:

*Please note: This equipment list must identify all pH meters and temperature measurement devices.*

**Description of Canning Method:**

*Please note: This description must include information regarding required sterilization temperatures, the length of time the product must be at temperature, and the method by which temperatures shall be maintained and monitored. This description must align with the requirements set forth in any accompanying third-party documentation.*

**Description of Container Sterilization Method:**

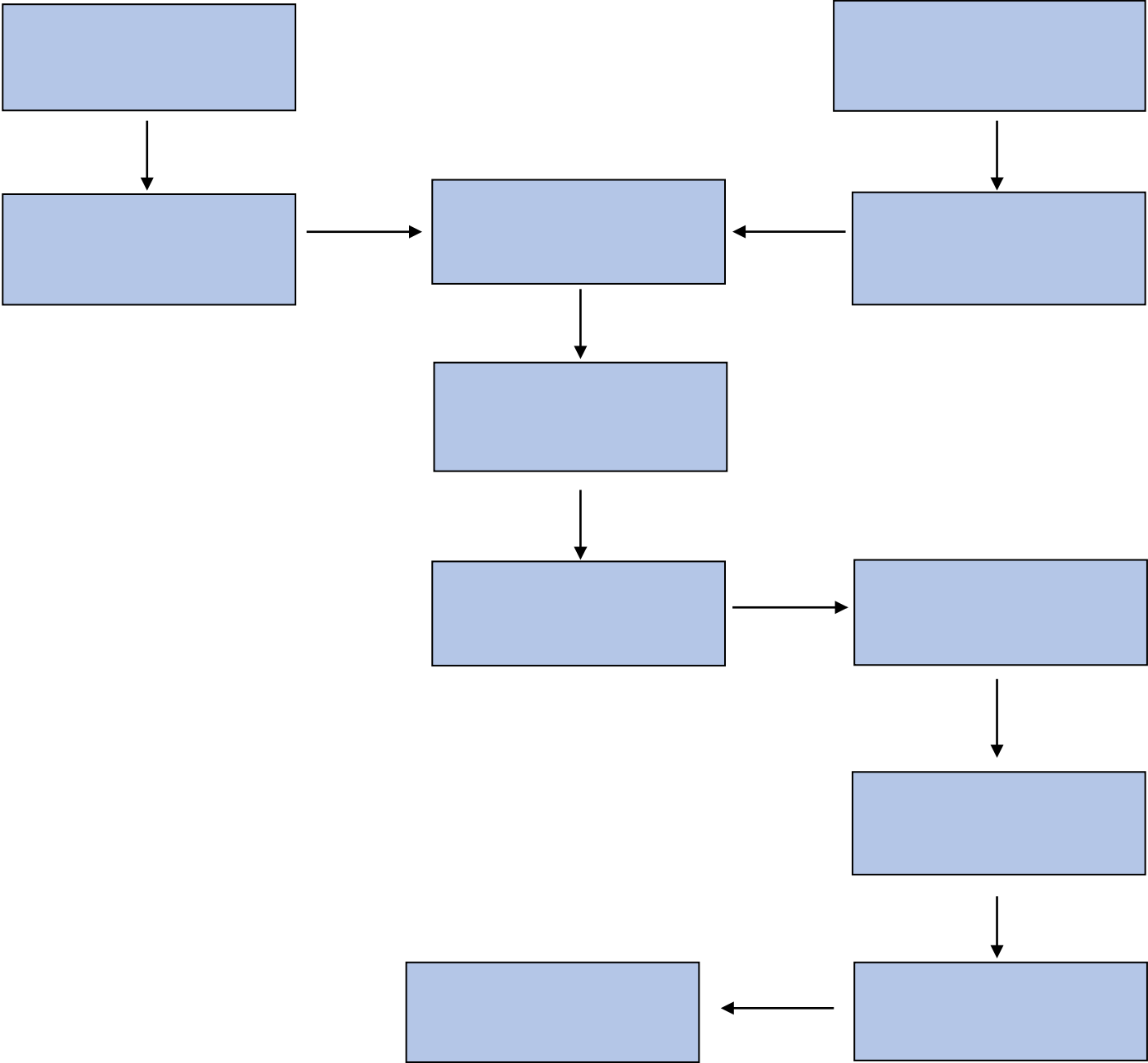
**Description of Fruit and Vegetable (or other food item) Preparation Method(s):**



# Process Flow Diagram

Create a Process Flow Diagram for each food item prepared using the special process. Process Flow Diagrams should depict each step of the special process from receiving of food products to service. Please indicate which steps represent Critical Control Points (CCPs) in the process. If you are unsure what qualifies as a CCP, utilize this [CCP Decision Tree](#). If the provided Process Flow Diagram is not appropriate for your facility, please attach a different one better suited to your operation. All [additional Process Flow Diagrams](#) must be attached, as needed.

Menu Item:	Restaurant Name & Permit Number:
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Check this box if additional Process Flow Diagrams are attached.



# HACCP Plan Chart

*Complete a separate HACCP Plan Chart for each food item prepared using the special process. Please leave unused boxes blank.*

*[Additional HACCP Plan Charts](#) must be attached, as needed. Examples of HACCP Plan Charts can be found on the [HACCP Plan Resources website](#).*

Menu Item:		Restaurant Name & Permit Number:							
Hazards	Critical Control Points	Critical Limits	Monitoring				Corrective Actions	Verification	Records
			What	How	Frequency	Who			

*Check this box if additional HACCP Plan Charts are attached.*

## **Cleaning and Sanitizing Food Contact Surfaces** (Chemical Sanitizing Dishwasher)

**PURPOSE:** To prevent foodborne illness by ensuring that all food contact surfaces are properly cleaned and sanitized.

**SCOPE:** This procedure applies to foodservice employees involved in cleaning and sanitizing food contact surfaces.

### **INSTRUCTIONS:**

1. Train foodservice employees on using the procedures in this SOP.
2. Follow the Washoe County Health District's requirements.
3. Follow manufacturer's instructions regarding the use and maintenance of equipment and use of chemicals for cleaning and sanitizing food contact surfaces.
4. Wash, rinse, and sanitize food contact surfaces of sinks, tables, equipment, utensils, thermometers, carts, and equipment:
  - Before each use
  - Between uses when preparing different types of raw animal foods, such as eggs, fish, meat, and poultry
  - Between uses when preparing ready-to-eat foods and raw animal foods, such as eggs, fish, meat, and poultry
  - Any time contamination occurs or is suspected
5. Wash, rinse, and sanitize food contact surfaces of sinks, tables, equipment, utensils, thermometers, carts, and equipment using the following procedure:
  - Wash surface with detergent solution.
  - Rinse surface with clean water.
  - Sanitize surface using a sanitizing solution mixed at a concentration specified on the manufacturer's label.
  - Place wet items in a manner to allow air drying.
6. For the dish machine:
  - Check with the dish machine manufacturer to verify that the information on the data plate is correct.
  - Refer to the information on the data plate for determining wash, rinse, and sanitization rinse temperatures; sanitizing solution concentrations; and water pressures, if applicable.
  - Follow manufacturer's instructions for use.

**MONITORING:**

Foodservice employees will:

1. During all hours of operation, visually and physically inspect food contact surfaces of equipment and utensils to ensure that the surfaces are clean.
2. For the dish machine, daily:
  - Visually monitor that the water and the interior parts of the machine are clean and free of debris.
  - Continually monitor the temperature and pressure gauges, if applicable, to ensure that the machine is operating according to the data plate.
  - Check the sanitizer concentration on a recently washed food-contact surface by using a chlorine test kit. The chlorine concentration of the rinse should be 50 to 100 parts per million. Use the reference colors on the test kit to determine if the proper concentration has been reached.

**CORRECTIVE ACTION:**

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Wash, rinse, and sanitize dirty food contact surfaces. Sanitize food contact surfaces if it is discovered that the surfaces were not properly sanitized. Discard food that comes in contact with food contact surfaces that have not been sanitized properly.
3. For the dish machine:
  - Drain and refill the machine periodically and as needed to keep the water clean.
  - Contact the appropriate individual(s) to have the machine repaired if the machine is not reaching the proper wash or rinse temperature indicated on the data plate.
  - For a chemical sanitizing dish machine, check the level of sanitizer remaining in bulk container. Fill, if needed. “Prime” the machine according to the manufacturer’s instructions to ensure that the sanitizer is being pumped through
  - If the dish machine is not dispensing the approve concentration of sanitizer, rinse, and sanitize in the 3-compartment sink until the machine is repaired or use disposable single service/single-use items. The dish machine may not be used if it is not dispensing the required concentration of sanitizer.

**VERIFICATION AND RECORD KEEPING:**

The foodservice manager will verify that foodservice employees have taken the required temperatures and tested the sanitizer concentration by visually monitoring foodservice employees during the shift and confirming their results.

**DATE IMPLEMENTED:** \_\_\_\_\_ **BY:** \_\_\_\_\_

**DATE REVIEWED:** \_\_\_\_\_ **BY:** \_\_\_\_\_

**DATE REVISED:** \_\_\_\_\_ **BY:** \_\_\_\_\_

## **Cleaning and Sanitizing Food Contact Surfaces SOP**

(High Temperature Dishwasher)

**PURPOSE:** To prevent foodborne illness by ensuring that all food contact surfaces are properly cleaned and sanitized.

**SCOPE:** This procedure applies to foodservice employees involved in washing, rinsing, and sanitizing food contact surfaces.

### **INSTRUCTIONS:**

1. Train foodservice employees on using the procedures in this SOP.
2. Follow Washoe County Health District's requirements.
3. Follow manufacturer's instructions regarding the use and maintenance of equipment and use of chemicals for cleaning and sanitizing food contact surfaces.
4. Wash, rinse, and sanitize food contact surfaces of sinks, tables, equipment, utensils, thermometers, carts, and equipment:
  - Before each use
  - Between uses when preparing different types of raw animal foods, such as eggs, fish, meat, and poultry
  - Between uses when preparing ready-to-eat foods and raw animal foods, such as eggs, fish, meat, and poultry
  - Any time contamination occurs or is suspected
5. For the high temperature dish machine:
  - Check with the dish machine manufacturer to verify that the information on the data plate is correct.
  - Refer to the information on the data plate for determining wash, rinse, and sanitization (final) rinse temperatures; sanitizing solution concentrations; and water pressures, if applicable.
  - Follow manufacturer's instructions for use.
  - Ensure that food contact surfaces reach a surface temperature of **160F** or above when using hot water to sanitize.

### **MONITORING**

1. During all hours of operation, visually and physically inspect food contact surfaces of equipment and utensils to ensure that the surfaces are clean.
2. For the dish machine, on a daily basis:
  - Visually monitor that the water and the interior parts of the machine are clean and free of debris.
  - Continually monitor the temperature and pressure gauges, if applicable, to ensure that the machine is operating according to the data plate.
3. A minimum dishwashing temperature of 160F will be verified by:

**CORRECTIVE ACTION:**

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Wash, rinse, and sanitize dirty food contact surfaces. Sanitize food contact surfaces if it is discovered that the surfaces were not properly sanitized. Discard food that comes in contact with food contact surfaces that have not been sanitized properly.
3. For the dish machine:
  - Drain and refill the machine periodically and as needed to keep the water clean.
  - Contact the appropriate individual(s) to have the machine repaired if the machine is not reaching the proper wash or rinse temperature indicated on the data plate.
  - For the dish machine, retest by running the machine again. If the appropriate surface temperature is still not achieved on the second run, contact the appropriate individual(s) to have the machine repaired. Wash, rinse, and sanitize in the 3-compartment sink until the machine is repaired or use disposable single service/single-use items. The dish machine may not be used if it is not reaching the approved temperature that is indicated on the data plate.

**VERIFICATION AND RECORD KEEPING:**

The foodservice manager will verify that foodservice employees have taken the required temperatures by visually monitoring foodservice employees during the shift and confirming their results.

**DATE IMPLEMENTED:** \_\_\_\_\_ **BY:** \_\_\_\_\_

**DATE REVIEWED:** \_\_\_\_\_ **BY:** \_\_\_\_\_

**DATE REVISED:** \_\_\_\_\_ **BY:** \_\_\_\_\_

## **Cleaning and Sanitizing Food Contact Surfaces SOP**

(Three Compartment Sink)

**PURPOSE:** To prevent foodborne illness by ensuring that all food contact surfaces are properly cleaned and sanitized.

**SCOPE:** This procedure applies to foodservice employees involved in cleaning and sanitizing food contact surfaces.

### **INSTRUCTIONS:**

1. Train foodservice employees on using the procedures in this SOP.
2. Follow the Washoe County Health District's requirements.
3. Follow manufacturer's instructions regarding the use and maintenance of equipment and use of chemicals for cleaning and sanitizing food contact surfaces.
4. Wash, rinse, and sanitize food contact surfaces of sinks, tables, equipment, utensils, thermometers, carts, and equipment:
  - Before each use
  - Between uses when preparing different types of raw animal foods, such as eggs, fish, meat, and poultry
  - Between uses when preparing ready-to-eat foods and raw animal foods, such as eggs, fish, meat, and poultry
  - Any time contamination occurs or is suspected
5. Wash, rinse, and sanitize food contact surfaces of sinks, tables, equipment, utensils, thermometers, carts, and equipment using the following procedure:
  - Wash surface with detergent solution.
  - Rinse surface with clean water.
  - Sanitize surface using a sanitizing solution mixed at a concentration specified on the manufacturer's label.
  - Place wet items in a manner to allow air drying.
6. Setup and use the 3-compartment sink in the following manner:
  - In the first compartment, wash with a clean detergent solution at or above 110 °F or at the temperature specified by the detergent manufacturer.
  - In the second compartment, rinse with clean water.
  - In the third compartment, sanitize with sanitizing solution mixed at a concentration of  
Test the chemical sanitizer concentration by using an appropriate test kit.



**MONITORING:**

Foodservice employees will:

1. During all hours of operation, visually and physically inspect food contact surfaces of equipment and utensils to ensure that the surfaces are clean.
2. For the 3-compartment sink, daily:
  - Visually monitor that the water in each compartment is clean.
  - Take the water temperature in the first compartment of the sink by using a calibrated thermometer.
  - Test sanitizer concentrations using:

**CORRECTIVE ACTION:**

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Wash, rinse, and sanitize dirty food contact surfaces. Sanitize food contact surfaces if it is discovered that the surfaces were not properly sanitized. Discard food that comes in contact with food contact surfaces that have not been sanitized properly.
3. For the 3-compartment sink:
  - Drain and refill compartments periodically and as needed to keep the water clean.
  - Adjust the water temperature by adding hot water until the desired temperature is reached.
  - Add more sanitizer or water, as appropriate, until the proper concentration is achieved.

**VERIFICATION AND RECORD KEEPING:**

The foodservice manager will verify that foodservice employees have taken the required sanitizer concentration by visually monitoring foodservice employees during the shift and confirming their results.

**DATE IMPLEMENTED:** \_\_\_\_\_ **BY:** \_\_\_\_\_

**DATE REVIEWED:** \_\_\_\_\_ **BY:** \_\_\_\_\_

**DATE REVISED:** \_\_\_\_\_ **BY:** \_\_\_\_\_

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## Employee Health Policy

Establishment Name: \_\_\_\_\_

Establishment Address: \_\_\_\_\_

The purpose of this agreement is to inform conditional employees and current employees of this food establishment of the responsibility to notify the person in charge (PIC) when they experience any of the conditions listed so the PIC can take appropriate steps to prevent the transmission of foodborne illness.

I agree to report these symptoms whether they occur at work **or** outside of work:

- 1) Diarrhea;
- 2) Vomiting;
- 3) Jaundice;
- 4) Sore throat with a fever; and/or,
- 5) Infected cuts, wounds, or lesions containing pus on exposed parts of the body (e.g. hands, wrists, etc.)

I understand that if I am experiencing diarrhea and vomiting, I will not be able to return to work for at least **24hrs after the symptoms have stopped.**

I agree to report if I am diagnosed as being ill with Norovirus, Salmonella typhii (typhoid fever), any Shigella species, E. coli 0157:H7, other Enterohemorrhagic or Chiga toxin-producing E. coli, Hepatitis A virus any other communicable disease that is considered reportable as required in the Nevada Revised Statutes (NRS) 441A.

I agree to follow all employee health, restrictions, exclusions and reporting requirements as required in section 030.020 of the Regulations of the Washoe County District Board of Health Governing Food Establishments.

Current/Conditional Food Employee Initial Name: \_\_\_\_\_

Current/Conditional Food Employee Initial Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Food Establishment Representative Name: \_\_\_\_\_

Food Establishment Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Standard Operating Procedure – Employee Health & Personal Hygiene**

### **PURPOSE & SCOPE**

This Standard Operating Procedure (SOP) describes the policy to which staff will adhere in order to ensure all foodservice employees will maintain good personal hygiene and follow proper Employee Health practices to ensure food safety.

### **PROCEDURES**

1. Follow all Washoe County Health District Regulations Governing Food Establishments

### **POLICIES**

1. Grooming:
  - a. Arrive at in a clean condition – clean hair and clean outer clothing.
  - b. Fingernails should be trimmed, clean, polish-free, and maintained so edges and surfaces are cleanable and not rough. No artificial nails are permitted in the food production area.
  - c. Wash hands (including under fingernails) and up to forearms vigorously and thoroughly with soap and warm water for a period of 20 seconds:
    - i. When entering the facility before work begins.
    - ii. Immediately before preparing food or handling equipment.
    - iii. As often as necessary during food preparation when contamination occurs.
    - iv. In the restroom after toilet use and when you return to your workstation.
    - v. When switching between working with raw foods and working with ready-to-eat or cooked foods.
    - vi. After touching face, nose, hair, or any other body part, and after sneezing or coughing.
    - vii. After performing any cleaning duties.
    - viii. Between each task performed and before wearing disposable gloves.
    - ix. After smoking, eating, or drinking.
    - x. Any other time an unsanitary task has been performed (i.e. taking out garbage, handling cleaning chemicals, wiping tables, picking up a dropped food item, etc.)
  - d. Wash hands only in hand sinks designated for that purpose.
  - e. Dry hands with single use towels. Turn off faucets using a paper towel to prevent recontamination of clean hands.
2. Proper Attire:
  - a. Wear appropriate clothing- clean uniform with sleeves and clean non-skid close-toes work shoes that are comfortable for standing and working on floors that can be slippery.

- b. Aprons used by employees are to be hung in a designated area when not in use. They are not to be worn in the toilet area, eating areas or locker rooms.
  - c. Use disposable gloves, or dispensing equipment such as tongs, spatulas or tissue paper when handling ready-to-eat foods that will not be heat-treated.
  - d. Change disposable gloves as often as handwashing is required. Wash hands before donning and after discarding gloves.
3. Hair restraints and jewelry:
- a. Effective hair restraints must be worn in food preparation and service areas.
  - b. Keep beard and mustaches neat and trimmed. Beard restraints are required in any food production area.
  - c. No jewelry (except a wedding band or other plain ring or medical identification bracelet) is allowed during handling of food.
4. Illness:
- a. Food employees shall report to Person in Charge when they have a symptom caused by illness, infection, or other source that is:
    - i. Associated with, diarrhea, vomiting or other acute gastrointestinal illness
    - ii. Jaundice
    - iii. Sore throat with fever
    - iv. A boil, infected wound or other lesion containing pus that is open or draining. If located on the hands or wrists, a finger cot that protects the lesion and a single use glove must be worn. Lesions on exposed portions of the arms must be protected by an impermeable cover.
  - b. Employees with gastrointestinal symptoms (vomiting and/or diarrhea) will be excluded for a minimum of 48 Hours after symptoms have stopped.
  - c. Employees with jaundice will be excluded until laboratory results indicate the individual is not currently infected with Hepatitis A.
  - d. Employees with acute respiratory infection or sore throat with fever will be excluded until symptom free. Employees could be re-assigned to activities so that there is no risk of transmitting a disease through food.
5. Cuts, Abrasions and Burns:
- a. Bandage any cut, sores, rash, lesion, abrasion or burn that has broken the skin.
  - b. Wear disposable gloves to cover bandages on hands. Change as appropriate.
  - c. Inform Person in Charge of all wounds.
6. Smoking, eating and gum chewing:
- a. Eating and drinking is prohibited in areas where contamination of exposed food, clean equipment, utensils, unwrapped single-service and single use articles could occur.
  - b. Smoke only in designated areas. No smoking or chewing tobacco shall occur inside food preparation and service areas.

- c. A closed beverage container may be used in the kitchen if the container is handled to prevent contamination.
  - d. Refrain from chewing gum or eating candy while working in food preparation areas.
7. No Bare Hand Contact with Ready To Eat (RTE) Foods
- a. Food handlers may use single service gloves, tongs, spatulas, serving spoons, deli paper and/or toothpicks to prevent contact with ready to eat food items with bare hands during food preparation and/or service.

#### MONITORING

1. Person in Charge will:
  - a. Visually inspect employees when they report to work to ensure all employees are adhering to the health and hygiene policies.
  - b. Visually monitor employee handwashing during all hours of operation.
  - c. Visually monitor employees during all hours of operation to ensure proper procedures are followed to avoid bare-hand contact with ready-to-eat foods.
  - d. Visually observe handwashing sinks to ensure all handwashing sinks are properly supplied during all hours of operation.

#### CORRECTIVE ACTION

- 1) Retrain any employee found not following the procedures in this SOP.
- 2) Ensure employees that are observed not washing their hands at the appropriate times are required to immediately wash their hands using the proper procedures
- 3) Ensure employees that are observed contacting ready-to-eat food with bare hands are retrained to ensure proper procedures to avoid bare hand contact with ready-to-eat foods and proper handwashing procedures.
- 4) Ensure employees exhibiting signs of illness are excluded for the period outlined in this SOP.

**DATE IMPLEMENTED:** \_\_\_\_\_ **BY:** \_\_\_\_\_

**DATE REVIEWED:** \_\_\_\_\_ **BY:** \_\_\_\_\_

**DATE REVISED:** \_\_\_\_\_ **BY:** \_\_\_\_\_

# Batch Log: \_\_\_\_\_

Maintain all batch logs on-site for six months.  
Person in charge must review the batch log daily and initial in the last column, as indicated.

Facility Name: \_\_\_\_\_ Facility Address: \_\_\_\_\_

Date Prepared	Type of Product	Batch Number	Notes	Prepared By	Reviewed

### **pH Log:** \_\_\_\_\_

Maintain all pH logs on-site for 6 months.

Check pH using a calibrated pH meter or pH test strips with a margin of error of  $\pm 0.2-0.3$ .

Person in charge must review the pH log daily and initial in the last column, as indicated.

Facility Name: \_\_\_\_\_ Facility Address: \_\_\_\_\_

Date	Type of Product	Batch Number	pH	Corrective Action	Reviewed

# Thermal Processing Log – Canning TCS Foods

Month \_\_\_\_\_ 20\_\_\_\_

Date	Type of Product	Batch Number	Processing Start Time	Processing End Time	Final Processing Temperature	Corrective Action	Employee Initial

Reviewed By: \_\_\_\_\_



# Labeling Template for Packaged Foods: Instructions for Use

**BEFORE USE:** *This Labeling Template for Packaged Foods is intended for use by establishments that are distributing packaged food on-site and are exempt from requirements regarding inclusion of “Nutrition Facts” on the product label.*

This template is intended for use in conjunction with the document “Labeling Guidance for Packaged Foods,” which can be accessed by scanning the QR code or clicking the link below. Please review these guidelines as needed. Additional information can be found in Section 050.343 of the WCHD Food Establishment Regulations. These documents and more food safety resources can be found on the [WCHD Food Safety Services Resource Library](#).

[Labeling Guidance for Packaged Foods](#)

[WCHD Food Establishment Regulations](#)



**Use the label template reference image to complete to the following steps:**

1. In the space corresponding to Box A, write the common name of the food product contained in the package.
2. In the space corresponding to Box B, write the amount of food contained in the package. Product quantity can be denoted by units of weight (ounces, pounds, grams, kilograms, etc.), units of volume (fluid ounces, pints, milliliters, liters, etc.), OR units of content (number of pieces). For units of weight or volume, include both U.S. and metric scales.
3. In the space corresponding to Box C, list all ingredients in descending order (most to least) by weight. List all the ingredients by their common name.
4. In the space corresponding to Box D, write any of the major 8 food allergens that are included in the product. The major 8 food allergens are: milk, peanuts, eggs, tree nuts, fish, shellfish, wheat, and soy. If the product contains tree nuts or shellfish, write the specific type such as “coconut” or “shrimp”.
5. In the space corresponding to Box E, include additional or special information about the product, such as a “Use By” date or “Keep Refrigerated”.
6. In the space corresponding to Box F, write the business name for the manufacturer.
7. In the space corresponding to Box G, write the business address for the manufacturer.
8. In the space corresponding to Box H, write any business contact information, such as a phone number or email address.

A

Net Quantity: B

Ingredients:  
C

Allergen Information: This product contains  
D

E

F

G

H

As you fill out the first label, the entered information will fill automatically on the remaining three labels. This label template corresponds to Avery brand shipping labels #5168 but can be used with any 3.5”x 5” adhesive labels.

**Please note: Information on packaged food labels is provided by food establishments and the permit holder is responsible for ensuring that packaged food labels are accurate and complete. Washoe County Health District (WCHD) does not guarantee accuracy of packed food labels using this template. For help with labeling of packaged foods, call the WCHD Environmental Health Services front desk at 775-328-2434, option #8, or reach out via email by sending questions to [foodsafety@nnph.org](mailto:foodsafety@nnph.org).**

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Net Quantity:

Ingredients:

Allergen Information: This product contains

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Net Quantity:

Ingredients:

Allergen Information: This product contains

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Net Quantity:

Ingredients:

Allergen Information: This product contains

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Net Quantity:

Ingredients:

Allergen Information: This product contains

# Food Safety Training Log

Trainee Name	Food Safety Training: Type Completed	Date Completed	Trainee Initials	Supervisor Initials

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# FOOD SAFETY CHECKLIST

The Food Safety Checklist should be used by the person in charge (PIC) to determine compliance with food safety practices that prevent foodborne illness in their facility. This checklist:

- is not comprehensive. Your facility will be evaluated on other items of compliance during an inspection.
- only includes items that, if found out of compliance, *must* be immediately corrected on site during an inspection and directly impacts the facility's inspection score.
- may be used with the [Food Establishment Field Inspection Guide](#) to determine how items would be marked and corrected during a routine inspection.

	In	Out	#	Description
Supervision; Employee Health & Hygiene			1.	PIC is present; PIC is a Certified Food Protection Manager (Risk Category 2s & 3s); PIC demonstrates active managerial control over employees and food safety risks at facility.
			2.	Facility has written procedures for the cleanup of vomit/diarrhea; employees are aware of exclusion policy.
			3.	Food handlers cover sores/cuts on hands with bandage and gloves; PIC restricts or excludes sick employees.
			4.	Employee drinks have fitted lid and straw; employees eat, taste, and drink in a way that avoids cross contamination.
			5.	Employees with runny nose, sneezing, coughing, and watery eyes are restricted from food/equipment.
Preventing Contamination by Hands			6.	Employees wash hands for at least 20 seconds as often as needed.
			7.	Employees use utensils or gloved hands to prevent bare hand contact with ready to eat (RTE) food.
			8a.	Handwashing sinks are clear and accessible; sinks are used for handwashing only.
			8b.	All handwashing sinks are stocked with soap and paper towels; handwashing signs are posted at each sink.
Approved Sources			9a.	All food comes from an approved source.
			9b.	All molluscan shellfish come from sources listed on the Interstate Certified Shellfish Shippers List (ICSSL).
			9c.	All game animals and wild mushrooms come from an approved source.
			10.	All time/temperature control for safety (TCS) food is received at ≤ 41°F; eggs and milk are received at ≤ 45°F.
			11.	Food is honestly presented and free from mold; packages and cans of food are in good condition.
			12a.	Facility maintains annual parasite destruction letters for fish served raw or undercooked.
Food Protected from Contamination			12b.	Shellstock tags are stored with the shellstock until last shellfish is sold; tags are marked with the last date of sale; tags for past 90 days are stored chronologically on site.
			13a.	All raw animal foods are stored away from or underneath RTE foods in all equipment.
			13b.	All raw animal foods are stored away from each other, or in order of minimum cook temperature from top to bottom: fish/seafood/whole muscle meat/raw shell eggs/pork, then ground meats, then poultry and stuffed foods.
			13c.	All food is stored or handled in a way that protects it from environmental contamination.
			14.	All in-use food prep surfaces such as cutting boards and utensils that contact TCS food are washed, rinsed, and sanitized every 4 hours minimum; equipment/utensils not in use are clean to sight and touch.
			15a.	Food is not re-served after being sold or served to a consumer.
			15b.	Food that has been contaminated or obtained from an unapproved source is discarded.

	In	Out	#	Description
Control of TCS Foods			16.	All raw animal foods are cooked to a proper final cook temperature; facility is following pre-approved non-continuous cooking process.
			17.	Commercially processed RTE food is rapidly reheated to 135°F within 2 hours; RTE food prepared in-house is rapidly reheated to 165°F within 2 hours.
			18.	TCS food is cooled from 135°F to 70°F within 2 hours and from 70°F to 41°F within an additional 4 hours, verified using a calibrated thermometer; food prepped from ambient temperature is cooled to 41°F within 4 hours.
			19.	All TCS food is hot held at 135°F or above; roasts are hot held at 130°F or above.
			20.	All TCS food is cold held at 41°F or below.
			21a.	All TCS food prepared on site, or opened from a commercial container, and held for more than 24 hours is date marked and discarded after 7 days; date marking system is clear and understood by all employees.
			21b.	When using time as a public health control, written procedures are maintained on site and food is marked to be discarded after 4 hours.
Consumer Advisory			22.	Alcohol advisory is posted behind the bar or in women’s restroom; if serving raw or undercooked meat, facility has raw/undercooked advisory on menu and foods are identified by asterisking them to the advisory.
Susceptible Populations			23.	Facilities specifically serving highly susceptible populations do not offer prohibited foods such as undercooked animal products, raw seed sprouts or unpasteurized juice, milk, or shell eggs.
Food Additives; Toxic Substances			24.	Approved food additives are used properly.
			25a.	All chemical bottles are labeled with contents; chemicals, first-aid items, and personal care products are stored underneath or separately from food; sanitizer applied to food contact surfaces is at appropriate concentration (50-100ppm chlorine, 200-400ppm quat).
			25b.	Poisonous or toxic chemicals held for retail sale are stored separately from or beneath food and single-use items.
Approved Procedures			26.	Facility has an approved operational plan or HACCP plan for specialized processes conducted; facility is following plan and keeps records on site; mobile unit is following Servicing Area Agreement.
Equipment and Facilities			27.	Facility is free from pest activity; facility receives regular service from a licensed pest control operator; facility does not allow live animals (other than service animals) inside
			28.	All dishwashing sanitizers used at proper concentration; surfaces of dishes reach 160°F and rinse gauge reaches 180°F in high temperature dishwasher; dishes washed in a 3-compartment sink and clean-in-place equipment are washed in the correct order (wash, rinse, sanitize, and air dry); test strips are available for sanitizer concentration and for high temperature dishwasher.
			29.	Water comes from an approved source and is free from contamination; hot and cold water available at sinks.
			30.	Facility is free from sewage overflows or back-ups; wastewater is properly disposed of.

PIC Signature: \_\_\_\_\_

Date: \_\_\_\_\_



Is your facility struggling to keep any of these items “IN”? We can help!  
 Find food safety brochures, procedures, posters, logs, and more in our online [Resource Library](#).