MENUS AND RECIPES

All sites participating in the School Nutrition Program must have a food safety program based on Process Hazard Analysis Critical Control Point (HACCP) principles. The food safety program must conform to the guidance document issued by the United States Department of Agriculture (USDA). Process HACCP is based on the proper sorting of standardized recipes and procedures, so this is the first step to proper implementation. The information in this section provides important guidance about organizing a complete and thorough recipe book.

## Step 1: List all menu items and collect recipes.

The first step in developing a HACCP Plan is to prepare a list of all menu items, including those for á la carte items, breakfast, lunch, Fresh Fruit and Vegetable Program, and After School Snack Program. All foods prepared and/or served in the school nutrition operation must comply with the HACCP Plan. For each menu item listed, there must be a corresponding standardized recipe or standardized procedure.

* **STANDARDIZED QUANTITY RECIPE** – required for all breakfast, lunch, and After School Snack Program menu items, including á la carte foods. Quantity recipes and standardized recipes are not necessarily the same! Quantity recipes (such as USDA recipes or Food for Fifty recipes, etc.) are recipes written to produce food for large groups while a standardized recipe has been tested and adjusted in your facility and is proven to produce good results. Every quantity recipe should be standardized for your facility;therefore, verify both USDA and local recipes reflect the precise production practices used in your facility. Interview the employees who prepare the recipes and ensure the recipes reflect these actual ingredients and preparation practices. Standardized quantity recipes are required for all items served as part of the reimbursable meal and must include:
	+ Recipe name
	+ Recipe number
	+ HACCP category: 1) TCS-No Cook, 2) TCS-Same Day Service, 3) TCS-Complex, 4) Non-TCS/No HACCP Process
	+ Number of portions the recipe yields
	+ Portion size (cup, scoop size, each, ounces, fluid ounces, etc.); this is the amount of the food item you expect to see on a tray/plate.
	+ Contribution to the meal pattern
	+ All ingredients (include the ingredient form, i.e. dehydrated, fresh, frozen, canned)
	+ Accurate scale weight (pounds and/or ounces) or volume measure (teaspoon, tablespoon, cup, fluid ounce, pint, quart, gallon, etc.) of each ingredient
	+ Preparation procedures (i.e. streamed, boiled, baked or fried; if fried, specify type of fat used; instructions for how to prepare, cook, serve, and reheat the item; equipment and utensils to be used—the cooking and serving equipment to be used in preparing and serving the recipe).
	+ Clearly identified HACCP Critical Control Points (CCP)
* **STANDARDIZED PROCEDURE** – required for all á la carte menu items including only one ingredient when standardized recipes are not developed for these items. Standardized procedures can be used for á la carte menu items such as bottled beverages or commercially packaged non-TCS items such as cookies, crackers, chips, etc. Procedures need to detail how the food is safely handled from the time it is removed from storage until the time it is served. Leftover TCS foods should be discarded.

#### Step 2: Determine if the menu item is time/temperature controlled for safety (TCS) or non-TCS

After collecting all the standardized recipes and procedures, determine if the recipes are time/temperature control for safety (TCS) foods or non-TCS foods and use this information for further recipe classification. TCS foods support the rapid growth of harmful bacteria so they always require time *or* temperature control for safety. TCS foods must be kept hot (135 °F or hotter) or cold (41 °F or colder).

TCS food typically includes raw or cooked animal foods (meat, fish, poultry, dairy, eggs, etc.); heat-treated plant foods (cooked vegetables, baked potatoes, cooked grains, cooked beans, texturized vegetable protein, soy-based meat/meat alternates, etc.); some fresh fruits and vegetables (cut melon, sliced tomatoes, cut leafy greens); garlic-in-oil which has not been acidified; raw bean sprouts; and cream-filled pastries.

Non-TCS foods (no HACCP Process foods) do not support the rapid growth of harmful bacteria so they do not require time or temperature control for safety. **These non-TCS foods may be served hot or cold; however, they are not subject to time or temperature control to be safely consumed.**

Below is helpful information to use when classifying recipes.

**ANIMAL FOODS** -- Raw meat, fish, poultry, and unpasteurized shell eggs must be cooked to proper endpoint cooking temperatures before serving. All commercially processed meat, fish, poultry, egg products, which are often labeled "Fully cooked", need to be cooked to 135oF or hotter before serving. Milk and milk products must be stored at 41oF or colder.

**FRUITS** Most fruits are not TCS foods because of their low pH. Figs and melons only become TCS foods after they are cut or in the case of figs, when they are heated. Cut melons must be held at 41oF or colder for safety. If figs are cooked, they must be cooked to 135oF, held at 135oF. Leftover TCS fruits should be discarded.

Non-TCS fruits do not need to be refrigerated for safety. They are refrigerated to extend their shelf life; however, some fresh fruits *may* have a water activity or acidity level inadequate to assure a product assessment is not needed to show they are safe. As best practice keep all cut fruits at 41oF or colder to increase appeal, shelf life, and safety.

(NOTE: Technically cooked fruits *may* contain adequate sugar and/or acidity to prevent harmful bacteria growth; however, it is difficult to determine the final water activity or pH level when various ingredients are added. It is unlikely the SFA will provide for the laboratory analysis for a product assessment, therefore, we will assume, in the absence of adequate information to prove otherwise, cooked fruits are to be held at a safe temperature or follow a written time as a public health control (TPHC), formerly known as time in lieu of temperature (TILT) procedure, as a precaution.

Commercially canned fruit is generally NOT considered a time/temperature control for safety food because of its low pH and so does not require strict time and temperature control for safety. The only exceptions would be if using low-acid canned fruits such as canned figs, dates, mangoes, papaya, persimmons, etc. Items such as these classified as low-acid foods and so must be maintained at 41 °F or colder for safety.

If low acid fruits are added to commercially canned high-acid fruits, the resulting fruit mixture should be considered a TCS food (i.e. bananas added to canned peaches or fruit cocktail).

It is also important to note because canned fruit has been heat processed, there is a minimal food safety hazard unless contamination takes place after the can is opened. Contamination could result if bare hands contact the exposed fruit, if somebody sneezes or coughs in it, or if dirty holding containers and utensils are used to display and dispense this product; therefore, below are the procedures to follow to minimize contamination and maintain quality. Most facilities strive to keep canned fruits cold for quality.

* The unopened cans are put in the refrigerator the day before use.
* The can lid is wiped off before opening.
* The fruit is placed in a chilled pan which has been properly cleaned and sanitized.
* Pans of fruit are placed on the salad bar or serving line no more than one hour before service. If panned out before then, the product needs to be covered and refrigerated until it is placed on the serving line.
* Long-handled utensils which have been properly cleaned and sanitized are in each container of fruit.
* Leftover non-TCS fruit on a self-service bar or serving line must be discarded.
* Leftover non-TCS fruit on an employee-monitored serving line can be saved as a leftover non-TCS foods must be labeled, properly stored, and used within 72 hours.
* If TCS fruits are held using TPHC procedures, follow the written procedures exactly and discard at the end of service.

**VEGETABLES/PLANT FOODS**

Most vegetables are not TCS foods until they are heated and then hot-held (exceptions include but are not limited to cut tomatoes, lettuce, spinach, cabbage, salad greens, and sprouts which must be held at a safe temperature). In our schools, all cooked vegetables are TCS foods because they are heated and then placed in a hot holding cabinet or on a hot serving line. All cooked vegetables must be heated to 135oF or hotter and held at 135oF or hotter. Leftover TCS plant foods, including cooked vegetables, should be discarded.

Some cut fresh vegetables *may* have a pH and water activity level inadequate to ensure food safety. It is unlikely SFAs will conduct product assessments to determine this information; therefore, as best practice, it is *recommended* to hold all cut fresh vegetables at 41oF or colder or follow an approved TPHC procedure.

* **Tomatoes.** Cut fresh tomatoes will support the growth of *Salmonella* as demonstrated by foodborne illness outbreaks. Whole fresh tomatoes do not need to be received or stored at refrigeration temperatures; however, after cutting they must be kept at 41oF or colder. Cooked tomatoes are TCS foods and so must be heated and held to 135oF or above. If canned tomatoes are cooked for hot holding, they must also be cooked and held to 135oF or hotter. Canned tomatoes which are not cooked and mixed with other non-TCS foods are not considered TCS.
* **Lettuce, Spinach, Cut Salad Greens, Leafy Greens.** Lettuce and all other cut salad greens such as spinach, leafy greens, etc. are considered TCS foods; therefore, all fresh cut salad greens must be kept at 41oF or colder. (Note: cutting includes a cut stem.) As per the 2017 Food Code, 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. Previous outbreaks were due to the presence of *E. coli* O157:H7 on the outside of the spinach due to environmental contamination. If the bag of packaged salad greens states the produce is washed and ready to use, no further washing is required. Cooked leafy greens (such as cabbage, collards, kale, spinach, etc.) must be heated and held at 135oF or hotter; therefore, this recipe would be categorized as #2 Same Day Service.
* **Other Plant Foods** -- Any heat-treated plant food not having been proven to be non-TCS must be classified as a TCS food. Examples include baked potatoes, sweet potatoes, cooked rice, cooked pasta, cooked pinto beans, other cooked beans, tofu or soy-based meat/meat alternate, and texturized soy/vegetable protein. These foods must be cooked to 135oF or hotter and held at 135oF or hotter. Leftover TCS plant foods should be discarded.
* **Peanut Butter.** Peanut butter is not a time/temperature control for safety food because of its low water activity; therefore, peanut butter and jelly sandwiches do not need to be refrigerated for safety.
* **Garlic-in-oil.**  Most schools are not using garlic-in-oil as an ingredient; however, if you use pre-made garlic-in-oil, purchase a commercially processed product listing acid as an ingredient. If made in-house, it must be refrigerated.
* **Raw bean sprouts.**  Only purchase bean sprouts from an approved supplier. When received, store at 41oF or colder. Keep foods containing raw bean sprouts, such as sandwiches and salads, at 41 °F or colder or follow TPHC procedures.

#### Step 3: Assign the recipe/procedure to a HACCP process category.

After deciding if a menu item is TCS or non-TCS, determine the HACCP process category for each recipe Each of the four TCS food process categories is described below. After determining the HACCP process category for each recipe, indicate the name of category on the recipe. Since the recipe includes this process category information, you may organize the recipes in a manner best suiting the SFA.

**Process Category 1: TCS-No Cook Process --** All menu items in this process category lack a cooking step thus the item does not go through the temperature danger zone (41oF to 135oF). Foods in this category include potentially hazardous or TCS foods received cold and served cold or TCS foods received hot and served hot. Include appropriate Critical Control Points (CCP) on the recipe.

#### Sample Flow Chart

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| Receive → Store → Prepare → Hold → Serve |

#### Examples of Food Items

* Macaroni salad (commercially prepared)
* Milk
* Pumpkin pie (commercially prepared)
* Tuna salad prepared in-house
* Lasagna delivered hot from another kitchen
* Sliced tomatoes
* Tossed salads and chef’s salads

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| Critical Control Points for No Cook  | **Hazard** |
| Cooked and/or ready-to-eat foods stored above raw foods in the refrigerator. Foods are stored in this order:* Prepared or ready-to-eat food (top shelf)
* Fish, seafood items, eggs
* Whole cuts of raw beef and pork
* Ground or processed meats
* Raw and ground poultry (bottom shelf)
 | Bacteria |
| Cold holding at 41oF or colder or using time alone (less than four hours).  | Bacteria  |
| Date marking ready-to-eat food prepared in the operation, refrigerating, and using within 72 hours from the time of preparation.  | Bacteria, specifically*Listeria monocytogenes* |
| Cooling time-temperature controlled for safety foods from room temperature to 41oF or colder within four hours. | Spore-forming and toxin-forming bacteria |
| No bare-hand contact of any exposed cooked or ready-to-eat food. | Viruses and bacteria |

**Process Category 2: TCS-Same Day Service Process --** All menu items in this process category typically pass through the temperature danger zone (41oF to 135oF) only once before serving. Foods in this category include TCS foods cooked and held until served or cooked and served immediately.

#### Sample Flow Chart

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| Receive → Store → Prepare → Cook → Hold → Serve |

#### Examples of Food Items

* Baked beans
* Bean burrito (prepared with commercially precooked ground beef or raw ground beef and served the same day)
* Chicken noodle bake (made with commercially precooked chicken or raw chicken prepared and served the same day)
* Orange glazed carrots
* Green beans
* Rice
* Pizza
* Toasted cheese sandwich

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| Critical Control Points for Same Day Service  | **Hazard** |
| Cooking to recommended temperatures. | Bacteria and parasites |
| Hot holding at 135oF or hotter or using time as a public health control (TPHC) | Spore-forming bacteria |
| No bare-hand contact of any exposed cooked or ready-to-eat food. | Viruses and bacteria |

**Process Category 3: TCS-Complex Food Preparation Process --** Menu items cooked in advance for next day service or items cooked, cooled, and served the same day are defined as a complex food preparation process. These TCS foods pass through the temperature danger zone (41oF to 135oF) more than one time. Include appropriate CCPs on each recipe.

#### Sample Flow Charts

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| Receive → Store → Prepare → Cook → Cool → Hold → Serve |

Receive → Store → Prepare → Cook → Cool → Reheat → Hold → Serve

#### Examples of Food Items

* Turkey Roasts (cooked and cooled the day before service, then reheated for service)
* Bean burrito (made with ground beef cooked, cooled, and re-heated in the operation)
* Beef stew (made in advance, cooled, and then reheated)
* Egg salad sandwich (prepared fresh from raw eggs)
* Macaroni salad or potato salad (prepared fresh)

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| Critical Control Points for Complex Food Preparation | **Hazard** |
| Cooking to safe temperatures. | Bacteria and parasites |
| Cooling to 41oF within four to six hours. | Spore-forming and toxin-forming bacteria |
| Hot holding at 135oF or hotter, cold holding at 41oF or colder, or using time alone (less than four hours). | Bacteria and their toxins |
| Date marking ready-to-eat food time-temperature controlled for safety food prepared in the operation, refrigerating, and using within 72 hours from the time of preparation.  | Bacteria, specifically*Listeria monocytogenes* |
| No bare hand contact of any exposed cooked or ready-to-eat food. | Viruses and bacteria |

**Process Category 4: Non-TCS/No HACCP Process –** Menu items not meeting the definition of a TCS food and so do not require *time or temperature control for safe consumption* are placed in this category.

**Note:** Non-TCS may be served hot or cold; however, they are not subject to time or temperature control for safe consumption.

#### Sample Flow Chart

Receive → Store → Prepare → Hold → Serve

**Examples:**

* Cookies
* Brownies
* Canned, frozen, and whole fresh fruits (note exceptions above in Step 2-Fruits)
* Plain Biscuits, bagels, toast, English muffins
* Muffins
* Plain bread, rolls, and buns
* Peanut butter and jelly sandwich
* Commercially packaged snack foods (crackers, chips, cookies, etc.)

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| Critical Control Point for Non-TCS Foods | **Hazard** |
| No bare-hand contact of any exposed cooked or ready-to-eat food. | Viruses and bacteria |

#### Step 4: Note the critical control points (CCP) on the recipe.

After assigning the standardized recipe/procedure to one of the four process categories, indicate the name of category to which it was assigned on the recipe and note the critical control point at the appropriate preparation step in the recipe. All critical control points must be properly identified on the recipe or procedure.

For example, if cooking ground beef for lasagna, write ***“CCP: Cook to 155oF or higher for 17 seconds”*** so it stands out as a critical control point on the recipe/procedure. All critical control point(s) listed on a recipe must be italicized, boldfaced, highlighted, or underlined to call attention to this important food safety step.

**NOTE:** All current USDA standardized recipes have critical control points included in the preparation steps; however, many facilities modify these recipes. If the recipe is modified in any way during preparation, holding or service, the modifications must be included on the recipe.

#### Step 5: List foods subject to TPHC procedures.

TPHC foods are menu items using time without temperature as the public health control for a working supply of TCS food before cooking, or for ready-to-eat TCS food displayed or held for sale or service. All menu items subject to TPHC must be handled in strict accordance to the written TPHC food safety procedures for preparation and time limits. Include copies of all written TPHC procedures at the designated place in the recipe binder. If TPHC procedures are followed as written, temperatures of the foods at the end of service do not have to be recorded on the production record. Foods subject to TPHC must be discarded by the end of the time specified in the written TPHC procedures. The TPHC procedures should be included in the recipe instructions so employees will fully understand the preparation and serving procedures to follow while keeping the food safe.

**Step 6: Summarize the sorted menu items using the menu summary table.**

Complete the **Menu Summary** table found at the end of this section. This table must be reviewed before the beginning of each school year to be certain it is current. Include only recipes in use by your facility. Any menu changes made from the previous year must be included. After it is complete, file in the recipe binder.

**NOTE:** Your nutrient analysis software *may* generate the HACCP menu summary; this listing is acceptable to replace the menu summary tables on pages 12-15. Contact your zone Nutrition Specialist or refer to the software user’s guide for additional information.

If all menu items (including those used for à la carte, breakfast, lunch, Fresh Fruit and Vegetable Program, and After School Snack Program) have standardized recipes/procedures specifying the HACCP process category, the *Menu Summary* is optional. If all menu items do not have standardized recipes or processes including the HACCP category, you must list those menu items on the menu summary.

**Step 7: Organize the menu summaries, listings, and recipes in the Recipe Book.**

Organize the recipe book as follows:

1. Copies of menus for all meals served
2. Menu Summaries, as needed, for each of the HACCP processes – no cook, same day service, complex, and non-TCS/no HACCP process.
3. Copies of TPHC procedures, if applicable.
4. Copies of all recipes/procedures

The School Nutrition Administrator should decide on the facility’s method of organization for the Recipe Books. It is recommended, but not required, for all sites within the same facility to organize binders in the same way so employees (regular and substitute) will readily know how to locate the recipes. This practice will also allow school nutrition administrators, supervisors, training managers, consultants, specialists, and others to easily locate information at each site; however, the School Nutrition Administrator should determine an organization style best for the sites in the SFA.

If all standardized recipes and procedures are available electronically at all sites within the SFA, then the School Nutrition Administrator does not have to provide hard copies of all recipes to each site; however, the site manager must print the recipes to be used so a hard copy is available to food employees in the production area daily. If an electronic version of the recipes/procedures is only available in the Central Office or at select sites, then a hard copy of the recipes must be printed and provided to each site not having access to the electronic copies.

If an electronic recipe book is used, it is acceptable to include the Menu Summary and TPHC procedures in the front of the *Part 2 HACCP Plan Assessments* instead of a separate binder.

**NOTE: If all menu items (including those used for à la carte, breakfast, lunch, Fresh Fruit and Vegetable Program, and After School Snack Program) have standardized recipes/procedures specifying the HACCP process category, the Menu Summary is optional. If all menu items do not have standardized recipes or processes including the HACCP category, you must list those menu items on the menu summary.**

**Place a copy of the menu(s) served in the facility behind this page.**

**Include breakfast, lunch, à la carte, After School Snack, and supper as applicable for reimbursable meals.**

**MENU SUMMARY**

**(Remember: Your nutrient analysis software *may* generate the HACCP menu summary; this listing is acceptable to replace the following menu summary tables as needed.)**

1. **TCS-No Cook Process** – All time/temperature control for safety foods (TCS) in this process category lack a cooking step thus there are no complete trips through the temperature danger zone (41oF to 135oF).

(NOTE: If needed, this table can be extended by placing the curser in the last cell of the table and pressing the “tab” key.)

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| **Recipe Number** | **Recipe/Procedure Name** |
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**MENU SUMMARY**

1. **TCS-Same Day Service Process** -- All time/temperature control for safety foods (TCS) in this process category pass through the temperature danger zone (41oF to 135oF) only once before serving. Food is usually cooked and held until serving but can also be cooked and served immediately.

(NOTE: If needed, this table can be extended by placing the curser in the last cell of the table and pressing the “tab” key.)

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**MENU SUMMARY**

1. **TCS-Complex Food Process** -- Foods prepared in advance for next day service or foods cooked, cooled, and served the same day are defined as a complex food preparation process. All time-temperature control for safety foods (TCS in this process category pass through the temperature danger zone (41oF to 135oF) more than one time.

(NOTE: If needed, this table can be extended by placing the curser in the last cell of the table and pressing the “tab” key.)

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**MENU SUMMARY**

1. **Non-TCS Foods/No HACCP Process** – These foods do not require time-temperature control for safety (TCS) and may be served at any temperature suitable to enhance appeal of the menu item.

(NOTE: If needed, this table can be extended by placing the curser in the last cell of the table and pressing the “tab” key.)

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**Time as a Public Health Control (TPHC) Foods**

TPHC foods are menu items using time without temperature control as the public health control for a working supply of time/temperature control for safety (TCS) food before cooking, or for ready-to-eat TCS food displayed or held for sale or service.

TPCH procedures are especially effective for foods served in innovative or alternative service areas such as classroom, hallways, buses, or field trips. When using TPHC, the food shall be cooked and served, served at any temperature if ready-to-eat, or discarded, within 4 hours from the point in time when the food is removed from temperature control.

All menu items subject to TPHC must be handled in accordance with a written procedure complying with safe food handling requirements in the Food Code. Establishments using TPHC rather than temperature must meet the standards set forth in Section 3-501.19 of the NC Food Code Manual. The establishment shall prepare written procedures in advance and shall follow them. TPHC procedures do not have to be pre-approved by the Registered Environmental Health Specialist. No Food Code violation exists if the establishment has written procedures for menu items addressing all criteria in Section 3-501.19 and the procedures are being followed.

TPHC applies only to the food product(s) and procedures described in the written procedure. Changes from the written procedures void the safety measures afforded by using time as a public health control.

A recommended TPHC form is included on the next page. Use of this form is voluntary; however, all required information listed in Section 3-501.19 of the NC Food Code must be included on any written TPHC procedure used in the SFA.

**Time as a Public Health Control Procedure (TPHC)**

*TPHC applies only to the food product(s) and procedures described. Changes from the written procedures void the safety measures afforded by using time as a public health control and an Environmental Health violation exists if the procedure is not followed.*

|  |  |
| --- | --- |
| Food or Menu Item: |  |
| Size of Batch/Quantity to prepare: |  |
| Ingredients: |  |

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| --- | --- |
| Procedures for preparation, service, and discard: | 1. |
| 2. |
| 3. |
| 4. |
| 5. |
| 6. |

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| **Time Control**Time control begins at the completion of the cooking process, when the food is removed from hot holding or cold holding, or the start of assembly when using room temperature ingredients. Check the appropriate box representing the beginning of time control. | [ ]  Cooking Completion - time begins at the completion of the cooking process: i.e. cooked pizza removed from the oven. |
| [ ]  Removal from hot or cold holding – time begins when the food is removed from temperature control: i.e. meats or vegetables are removed from hot holding unit, sub sandwiches or milks are removed from refrigeration. |
| [ ]  Assembly – time begins when preparing the menu item; i.e. sandwiches, salads, cut melons. Note: For cold items, the ingredients must be removed cold storage at 41° F. before assembly begins. If hot foods are being assembled, all foods must be cooked to the proper temperature and held at least 135° F. |

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| **Holding Time**Maximum holding time for food is 4 hours. |  |
| Specify food location during holding: |  |
| Describe labeling method: |  |
| Labeling Method includes: | [ ]  when time control begins[ ]  discard time |
| **Disposal Method:** |  |

**Insert copies of all written TPHC procedures behind this page.**

**Organize standardized recipes/procedures for all menu items behind this page.**

**Include breakfast, lunch, snack, supper, and à la carte as applicable for reimbursable meals.**