**Daily Cooling Log for Hot Time/Temperature Control for Safety (TCS) Foods**

*Remember to use ice bath and/or shallow pans to decrease cooling time.*

1. Chill cooked hot food using one of these methods:
2. One-Stage: Directly from 135ºF to 41ºF or below within a total of 4 hours. The total cooling process from 135ºF to 41ºF or below may not exceed 4 hours. Take corrective action immediately if food is not chilled from 135ºF to 41ºF or below within the 4-hour cooling process.
3. Two-Stage: From 135ºF to 70ºF or below within 2 hours [first step] AND 70ºF to 41ºF or below in an additional 4 hours [second step]. The total cooling process from 135ºF to 41ºF or below may not exceed 6 hours. Take corrective action immediately if the first OR second steps are not completed, or if food is not chilled from 135ºF to 41ºF within the 6-hour cooling process.

| Date | Product | Start/End Time and Temperature | | | | Corrective Action Taken | | |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Start Time  Start Temp | Observer Initials | End Time  End Temp | Observer Initials | A | B | C | Manager/PIC Initials |
| *Example:*  *5/27/25* | *Rice* | *1:30 pm* | *KP* | *2:30 pm* | *KP* | *N/A* | *Discarded* | *N/A* | *RF* |
| *164 F* | *97 F* |
| *Example:*  *5/28/25* | *Diced chicken* | *12:45 pm* | *KP* | *2:45 pm* | *KP* | *N/A* | *N/A* | *N/A* | *RF* |
| *140 F* | *65 F* |
| *Example:*  *5/29/25* | *No foods cooled* |  |  |  |  |  |  |  | *RF* |
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Start/End Time and Temperature: Note the time and temperature when the cooling process begins. Note the time and temperature when the Manager/last person leaves the facility for the day. If the temperature cannot be monitored for a full 2 hours, any food that has not reached 70°F by the time staff leave, discard the food and record A or B in corrective action. If no foods cooled, still record the date, indicate “no foods cooled,” and record manager/PIC initial.

Corrective Action: A = [One-Stage] Product did not cool directly from 135ºF to 41ºF or below within a total of 4 hours; product was discarded. B = [Two-Stage – first step] Product did not cool from 135ºF to 70ºF or below within 2 hours; product was discarded. C = [Two-Stage – second step] Product did not cool from 70ºF to 41ºF or below within another 4 hours; product was discarded. Record “none” or “N/A” in A, B, and/or C if no corrective action for either or both types of corrective actions.