Transported Meals - Part 5

Menus and Recipes

## All schools 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

The first step in developing a HACCP Plan is to prepare a list of all menu items including à 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.

#### Step 2: Determine if the menu item is time/temperature control 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, plant-based meat/meat alternates, etc.); some fresh fruits and vegetables (cut melon, cut 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.**

Refer to HACCP Plan Part 1 for helpful information to use when classifying recipes.

#### Step 3: Determine if *temperature* or *time* will be used to keep TCS foods safe.

1. Use temperature to keep foods safe. TCS foods must be kept hot (135oF or hotter) or cold (41oF or colder).

**OR**

1. Use Time as a Public Health Control (TPHC) Procedures. TPHC procedures may be implemented for menu items using time without temperature control as the public health control for a ready-to-eat TCS food displayed or held for sale or service. Refer to Part 1 of the HACCP Plan for more details and a form which may be used.

#### Step 4: Determine the Critical Control Points (CCP) for safe food handling and note these on the recipes/procedures.

The critical control points for TCS foods are shown in the table below. These CCP practices must be implemented always.All critical control points must be properly identified on the recipe or procedure.

|  |  |
| --- | --- |
| Critical Control Points for TCS foods | **Hazard** |
| Temperature: Cold holding at 41oF or colder. | Bacteria |
| Temperature: Hot holding at 135oF or hotter. | Bacteria |
| Time: Properly label foods when removed from temperature control and and discard within 4 hours of the labeled time. | Bacteria |
| Date marking commercially prepared ready-to-eat (RTE) food, refrigerating, and using within 72 hours from original preparation from the time opened or received. | Bacteria, specifically  *Listeria monocytogenes* |
| No bare-hand contact of any exposed cooked or ready-to-eat food. | Viruses and bacteria |

The critical control points for non-TCS foods are in the table below.

|  |  |
| --- | --- |
| 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 5: List any foods subject to TPHC Procedures (refer to Part 1 of the HACCP Plan for more information).

TPHC foods are menu items using time without temperature control as the public health control for a working supply of TCS food before cooking, or for ready-to-eat time-temperature controlled for safety food displayed or held for sale or service. All menu items subject to TPHC must be handled in strict accordance with the written food safety procedures for preparation and time limits. The temperature of all TCS food is taken with a properly calibrated, cleaned and sanitized thermometer to ensure it arrives at the serving location at the proper temperature. Foods may be placed on TPHC after the receiving process is completed at the SFA. When prepared, ready to eat (RTE) food is delivered to the receiving site, a representative of the SFA or receiving facility should measure the temperature of each TCS food to ensure delivery within the safe range of 41oF or below for cold foods or 135oF or above for hot foods. This temperature should be taken by using a properly calibrated, clean and sanitized thermometer. Do not accept and serve TCS foods not at a safe temperature when delivered since you have no way of knowing how long they have been in the temperature danger zone. The only exception to this is if the food is procured from an approved SFA complying with a Commercial Kitchen HACCP Plan. If procured from a HACCP compliant SFA, the food may be placed on TPHC at the time of transport. Include copies of all written TPHC procedures at the designated place of the recipe binder. If TPHC procedures are followed as written, temperature 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 procedure. 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 tables.**

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 school. 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. Review the software company’s user guide or contact the software company’s technical support 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 a recipe book, binder, or folder.**

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

Have these documents readily accessible to employees who receive, prepare, serve, and discard the foods at meal service.

If an electronic recipe book is used, it is acceptable to include the Menu Summary and listing of pre-prepared foods and TPHC procedures in the front of this section instead of a separate binder.

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

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

**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.**

**If kept electronically, please check here:**