Central Warehouse - Part 3

Monitoring and Record Keeping

Hazard Analysis Critical Control Point (HACCP) is a system of accounting for and preventing biological, physical, or chemical hazards that could be introduced or increased during any point in the handling of a food product. It is important to maintain good records along with having a scientifically sound and validated HACCP plan. Effective record keeping procedures must be established and implemented as part of your HACCP system.

Monitoring tracks how well managers and employees are implementing the HACCP plan. It also helps determine if the standards outlined in *Part 1: Prerequisite Programs* and *Safe Food Handling Procedures* are met. Monitoring of all daily, weekly, monthly, annual, and as needed tasks are required for any HACCP task performed at the warehouse. Complete only the forms for effectively monitoring the type of tasks executed at your warehouse. For example, if your warehouse does not have a refrigerator, completion of the refrigerator monitoring log would not be required. All needed monitoring forms are required unless the School Food Authority (SFA) submits an alternate form with corresponding instructions and rationale for the alternate form to the School Nutrition Consultant for approval. The School Nutrition Consultant will approve alternate forms on a case-by-case basis. Approval must be received in writing from the School Nutrition Consultant before the alternate forms can be used.

Forms for Part 3:

* Monitoring and Record Keeping Summary
* As Needed Forms Summary
* Daily Warehouse Assessment Form
* Daily Storage Room Assessment
* Daily Freezer Assessment
* Daily Refrigerator Assessment
* Monthly Food Safety Inspection Forms (Week 1-Week 4 and Pest Control Checklist)
* Employee Illness Log\*

\*As needed

# Monitoring and Record Keeping Summary

**Central Warehouse**

The first step is to determine who will be responsible for monitoring and where records will be kept. Record the information in table below.

**Daily, Weekly, Monthly, and Annual Monitoring Forms**

|  |  |  |  |
| --- | --- | --- | --- |
| **MONITORING FORMS** | **RESPONSIBLE PERSON(S) 1** | **STORAGE LOCATION 2** | **HOW LONG TO KEEP 3** |
| Daily – Warehouse Assessment |  |  | Three years plus the current year |
| Daily – Refrigerator Assessment(s) |  |  |
| Daily – Freezer Assessment(s) |  |  |
| Daily – Dry Storage Assessment(s) |  |  |
| Monthly -- Series of four inspection sheets 4 |  |  |
| Monthly -- Pest Control |  |  |
| Annual -- Operation Assessment |  |  |
| Annual - Employee Health Policy Agreements | Manager or Person in Charge (PIC) | File annually in Part 4 or in employee file |
| Annual - Food Safety Checklist for Employees 5 |  | File annually in Part 4 or in employee file |

1 In many warehouse operations, the person responsible for monitoring will be the Food Safety Team Leader; however, it is highly recommended the Food Safety Team Leader delegate monitoring tasks to other employees in the facility.

2Storage location must be the specific place the official records can be found – black filing cabinet second drawer, bottom drawer of manager’s desk, or Monitoring Section of the HACCP Plan, etc.

3 All School Nutrition Program information must be kept for *at least* 3 years plus the current year. If your SFA requires forms are kept longer, follow your local procedure.

4 The monthly inspections include a series of four forms. The School Nutrition Administrator and/or the Food Safety Team Leader should decide when to complete these forms, such as one each week or all at the same time each month.

5 Checklists for substitute employees may be kept at the SFA central office. If so, file a list of approved substitutes and the date the employee checklist was completed in the Continuing Education section. The Food Safety Checklists must be completed annually.

**As Needed Monitoring Forms**

Some standards do not have a scheduled monitoring frequency and so are monitored “As needed.” Even so, it is still necessary to check whether or not the standard is being met. Nearly all the standards which are monitored “As needed” are recorded on other forms currently used in your operation. Here is a list of the other forms on which standards monitored on an “As needed” basis would be recorded. Please complete the following table.

|  |  |  |  |
| --- | --- | --- | --- |
| **MONITORING FORMS** | **RESPONSIBLE PERSON(S) 1** | **STORAGE LOCATION 2** | **HOW LONG TO KEEP 3** |
| Employee Illness Log | Manager or Person in Charge (PIC) |  | Three years plus the current year |
| Reports from the health department for food or conditional employees diagnosed with foodborne illness 4 |  |  |
| Pest Control Reports from PMP 5 |  | With Part 4: Continuing Education |
| Purchasing and Receiving Delivery Invoices/Delivery Tickets 6 |  |  |

1 In many school nutrition operations, the responsible person for monitoring will be the Food Safety Team Leader. However, the Food Safety Team Leader has the option of delegating this task to another employee in the facility.

2Storage location must be the specific place the record can be found – black filing cabinet second drawer, bottom drawer of manager’s desk, or Monitoring Section of the HACCP Plan, etc.

3 All School Nutrition Program information must be kept for *at least* 3 years plus the current year. If your SFA requires forms are kept longer, follow your local procedure.

4 Information shared by the health department about employees’ health must not be shared with any employees as this would be a violation of one’s right for privacy. Site managers and/or the PIC are only allowed to share this information with their immediate supervisor, such as the Area Supervisor or School Nutrition Director.

5 In some locations, the School Nutrition Administrator or Maintenance Supervisor will keep these records, if so note the responsible person and cite the location of the office.

6 In some locations, invoices/delivery tickets are returned to the SFA central office so there is no record at the warehouse; the record is stored at the SFA central office. If this is the case, note this on the table above.

# Daily Assessment Instructions to Complete

Daily Assessment Monitoring Forms must be completed each day the facility operates. It is recommended to complete monitoring forms in the morning before any deliveries or movement of product. Also, more than one of the unit type (freezer, refrigerator, etc.) might be in the operation; therefore, multiple copies of the form should be reproduced, and the “location” or specific description of the unit noted on the top of the form. Refer to General Food Storage Information in the HACCP Plan, Frequently Asked Questions (FAQs), and *Part 1: Safe Food Handling* for additional information about food storage.

General Instructions:

Date – The dates on the form are pre-filled. On days when monitoring does not occur, draw a line through the remaining cells. It is very important all information is accurately recorded.

Observer Initials – The person who completes the monitoring form must record their initials. Typically, one employee will be assigned this task; however, if another employee completes the monitoring form on a given day, then that person should record their initials.

Temperature (oF) – Temperatures must be recorded every day school is open 1. USDA recommends temperatures are recorded every day; however, they must be recorded at least 5 out of 7 days if school is closed. If food is stored in the refrigerator or freezer when school is closed for extended periods of time – summer and breaks -- the temperature must continue to be monitored daily or at minimum, 5 out of 7 days. The monitoring must be done by a person who has been properly trained on monitoring procedures and corrective actions to take in case of unit malfunction or failure.

The required temperatures for each type of unit are shown in the table below.

|  |  |
| --- | --- |
| Unit Type | Required Temperature |
| Refrigerator | 39oF or colder |
| Freezer | 0oF or colder (ambient temperature) |

* *Refrigerators and Freezers:* Each morning before food preparation begins, the temperature must be checked using an ambient air probe for a thermocouple or a thermometer placed on the top shelf just inside the door. If using a thermometer with a probe, the probe should not touch the shelf which may be colder than the air temperature. Write the actual temperature observed in the cell.

1 Some schools utilize electronic alarm systems for monitoring refrigerator and/or freezer storage. Schools will continue manual recording for refrigerator and freezer temperatures on the monitoring logs when school is open. During vacations, weekends and holidays, it is acceptable to rely on the Alarm System if the electronic alarm system has a battery back-up to remain active during power outages. USDA recommends, as best practice, schools check regularly (maybe weekly) to ensure the electronic system is working properly. The manager/PIC or designee must print the electronic log demonstrating temperatures have been monitored by the Alarm System and attach to the corresponding monitoring log before filing.

If your SFA requires both AM and PM monitoring, you may adjust the log for the unit to include additional columns to accommodate the additional monitoring on the same form; the addition of these additional monitoring columns do not require approval from the Nutrition Specialist if the remaining information is unchanged.

Cross-contamination – Cold and dry storage areas must be monitored for signs of cross-contamination.

* *Refrigerators:* The inside of each refrigerator must be inspected to be sure all ready-to-eat/ cooked foods are stored above raw foods. Improperly stored raw foods could contaminate ready-to-eat/cooked foods. All foods should be stored at least 6 inches off the floor. Mark “No” to indicate improper storage which could contribute to cross-contamination was not observed. Mark “Yes” if improper storage or the potential for cross-contamination was observed. If “Yes”, take immediate corrective action to correct the problem and note it on the form.
* *Dry storage:* Check for signs of damage or pests, such as packages or containers with leaks or spills, water marks, or signs of rodent or insect contamination. Make sure all items are stored at least 6 inches off the floor to discourage pets. If signs of cross-contamination are observed, take immediate corrective action to correct the problem and note it on the form.

**Corrective Actions Taken** – For any item observed not meeting the required standard, corrective action must occur. Note the corrective action taken on the form in the column on the right side of page. Refer to *Part 1: Corrective Actions* for additional information.

Products Dated/FIFO – Check refrigerators and freezers, and dry storage to be sure products have current “use by” date (if applicable) and the oldest and earliest-received products are used first.

Daily Warehouse Assessment:

It is recommended the sections of the form related to sanitizing be completed in the morning; the sections for cleanup should be completed at the end of the day.

**Hand Sinks**

* All hand sinks with the potential for being included in the environmental health inspection report must be monitored.
* Hand sinks in any designated school nutrition employee restrooms must be monitored along with those located directly in the warehouse area.
* If there are more than five sinks associated with the warehouse, additional copies of this form must be copied and completed.

**Water oF (W)**

Water at all hand sinks must be warm (100oF or hotter). Occasionally use a metal-stem thermometer to measure the temperature of the water so you know what warm water feels like. Afterwards, you can simply feel if the water is warm rather than measuring an actual temperature. If warm water is available, mark “Y”, if no, mark “N.”

**Soap (S)**

* All hand sinks must have liquid, powder, or bar soap.
* Check the soap dispensers at all hand sinks. If soap is available, mark “Y”, if no, “mark “N.”

**Towels and Tissue (T)**

* All hand sinks must have single-use paper towels, a working air dryer, or a continuous towel system supplying the user with a clean towel.
* Restrooms must also be stocked with toilet tissue.
* Check the availability of single-use towels or a working hand dryer and toilet tissue. If available, mark “Y”, if no, mark “N.”

**Wipe/Spray on Sanitizer (ppm) -** Bottles or buckets of chemical sanitizer should be prepared as needed and the concentration must be checked daily using appropriate test strips. If the concentration is in the correct range, then record the ppm in this cell. If not, adjust the amount of sanitizer or water in the container for the correct concentration and note this in the corrective actions column. If the containers are refilled during the day, the sanitizer concentration must be checked but not recorded.

**Personnel** – These five items support your HACCP Plan and must be monitored daily. Each should be checked if in place. Note any corrective action taken if you were unable to check all were in place.

* Healthy – Are all employees healthy? If an individual is sick, he/she should not be handling exposed food, single-use articles, cleaned and sanitized dishware and equipment, and clean linens. Refer to the HACCP Plan Part 1: Prerequisite Programs, Appendix A for more information about employee health and when to exclude or restrict employees from food handling duties.
* Clean appearance – Are employees properly dressed according to the food safety standards outlined in 2-4: Prerequisite Programs?
* Washing hands – Are workers properly washing their hands with warm water, soap, and drying?
* No bare hand contact – Are employees handling ready to eat food with no bare hand contact? Employees should not be handling cooked or ready-to-eat foods with bare hands; They should use tongs, utensils, deli tissue, or single-use gloves.

**Thermometers checked and calibrated if needed –** Are all thermometers checked for accuracy daily and calibrated if needed? Calibration is the process of verifying the accuracy of a thermometer. Thermocouples do not require calibration and so if using one, make a notation of N/A. Refer to the HACCP plan Part 5: Safe Food Handling Requirements or the HACCP training materials on the CN website for complete instructions about properly calibrating thermometers.

**General Cleaning** – these items serve as a reminder of general sanitation practices which should be completed before leaving the facility. Mark each items with a Yes or No to indicate satisfactory completion of the task. If you answer “No” to any of the items, you must take corrective action. Record the corrective actions taken in the space beside each observation.

* **Trash** – at the end of the day, all trash must be removed from the facility and clean liners provided.
* **Floors** – at the end of the day, all floors must be thoroughly cleaned.
* **Surfaces** – at the end of the day, all non-food-contact surfaces must be cleaned and all food-contact surfaces, cleaned and sanitized, if used during the day.

Corrective Actions – Note any corrective actions taken. Examples of corrective actions are in Part 1: Corrective Actions.

# Monthly Food Safety Inspection Forms

The monthly Food Safety Inspection is a series of four weekly forms and a pest control monitoring form. It is recommended one form is completed each week with the pest control form being completed at any time during the month.

Directions: Complete these checklists as part of your monthly food safety inspection cycle. Refer to *Part 1: Prerequisite Programs* and *Safe Food Handling* for specific information about the standards which must be met to answer “Yes”. If you answer “No” to any of the items, you must take corrective action. Record the corrective actions taken in the space beside each observation.

You are not required to complete checklists for items not applying to your facility.

If there are only certain items on a form which do not apply, mark only those items as not applicable (N/A). For example, if you do not store and distribute refrigerated items, you would not complete the form or questions related to refrigerated storage.

**Employee Illness Monitoring Log:**

When employees report an illness, complete the information on the attached Employee illness monitoring log. You do not have to use a different page for each day or for each employee. **Keep the log stored in the location indicated on the** *Section: Monitoring and Record Keeping Summary***.** Continue to use the page for the entire school year or until it is filled.

**Employee Name –** Write the name of the employee reporting the illness.

**Nature of Illness** – Check the type of illness reported by the employee.

**Date and Time of Report** – Note the date (i.e. 3/14/12) and time (i.e. 6:15 AM) the employee reports the illness.

**Action Taken** - Use the illness Guide in Section: Prerequisite Programs, Appendix A to determine the appropriate action about allowing the employee to work. Check the type of action taken.

**Date and Time of Return** - Note the date (i.e. 3/16/12) and time (i.e. 7:40 AM) the employee returns to work.