



Food Safety Plan Elements

Purpose

Licensed food establishments must have food safety plans to ensure conformance with critical elements of the Food Code in order to be in compliance with Rhode Island rules and regulations. The purpose of this document is to provide guidance to food service operators regarding the required elements of food safety plans for most facilities. Food safety plans must address the specific hazards associated with each unique facility. Some operations may have to control hazards that do not exist in other facilities. Therefore, there may be some elements listed in this document that are not applicable to all facility types. There may also be some hazards that are not addressed in this guidance document that require managerial control. Operators may develop food safety programs that meet the individual needs of their facility. In providing industry guidance, HEALTH does not intend to dictate how individual food safety plans must look or function.

Background

The Rules and Regulations Pertaining to Certification of Managers in Food Safety (R21-27-CFS, §5.0-f) state that it is the responsibility of the certified food safety manager to develop a plan for assessing, monitoring, and controlling foodborne disease hazards in the food establishment.

The Rhode Island Food Code (R21-27 Food) requires the submission of plans for all new, remodeled, or converted food establishments (§8-201.12). Plans must include written standard operating procedures that ensure compliance with the Code and adequately address the following:

- The transmission of foodborne disease is prevented by managing ill food employees (§2-201.11)
- Food is received from approved sources (§3-201.11)
- Food is managed to ensure integrity from receipt to sale or service
- Potentially hazardous food is maintained in accordance with time and temperature requirements during all holding and preparation activities.
- Warewashing is effective and chemical sanitizers are at proper level of concentration.
- Records are maintained for shellstock and water as required in §5-205.13 and §3-203.11.

Plans must also include proposed program of training for the persons in charge and food employees

Once an establishment is licensed, the permit holder is required to comply with the provisions of the Code (§8-304.11). The person in charge of the facility and the certified manager must demonstrate an adequate level of knowledge by identifying critical control points in the operation from purchasing through sale and explaining the steps taken to control those points to ensure compliance with the Code (§2-102.11). The person in charge is also responsible for ensuring that employees are properly trained in accordance with their assigned duties and that operations are conducted in accordance with a food defense plan.

Program Elements

1. Employees

- a. Employee Health Policy (2-2)
 - i. Illness reporting and exclusion and restriction policy* (2-201.11, 2-401.12) {1a}
- b. Personal Cleanliness & Hygienic Practices Policy (2-3, 2-4)
 - i. Handwashing when and where required, facilities are properly maintained and used.
 - ii. No bare hand contact with ready-to-eat foods (3-301.11)
 - iii. Dressing areas, storage of personal care items (6-305.11, 7-209.11)
- c. Training, Knowledge and Supervision
 - i. Certified Food Safety Managers employed and knowledgeable* (2-101.11, 2-102.11).
 - ii. Employees are properly trained in food safety as it relates to their assigned duties.*
 - 1. Basic food safety training for all food employees should include personal hygiene, cross contamination, employee illness, and food temperatures.

2. Food

- a. Source
 - i. Policy stating that foods are purchased only from licensed approved sources.
 - ii. Shellfish labeling and tags* (3-201.15, 3-202.17 & 18, 3-203.11 & 12).
 - iii. Finfish offered for sale raw or undercooked are purchased from suppliers that freeze the fish for parasite destruction or are properly frozen onsite* (3-402.12).
- b. Receiving
 - i. Foods received at proper temperatures and visually checked for signs of mishandling or tampering* (3-202.11, 3-202.15, 3-202.19){2b}.
- c. Cold Holding
 - i. Cold potentially hazardous foods (PHF) must be maintained at or below 41°F (3-501.16). All refrigerators have thermometers and are monitored* {2c}.
 - ii. Stored frozen foods are maintained frozen (3-501.11).
 - iii. Cold PHF is date marked as required (3-501.17).
 - iv. Foods are stored to prevent contamination from other foods or the environment (3-302.11, 3-501.11).
- d. Thawing
 - i. PHF are thawed or slacked using acceptable methods (3-501.12, 3-501.13)
- e. Cooking/Reheating

- i. Consumer Advisory is adequate and printed on current menu*. (3-603.11) {2e}
 - ii. All PHF not prepared in accordance with a consumer advisory are cooked for required time and temperatures (3-401.11).
 - iii. All final cooking temperatures for PHF that are subsequently hot-held are recorded.*
 - f. Hot Holding
 - i. Foods are maintained at or above 135F* (3-501.16) {2f}.
 - g. Cooling
 - i. Written procedures are established to ensure that PHF is cooled from 135F to 70F within two hours and the entire cooling process from 135F to 41F or below does not exceed 6 hours.* (3-501.14, 3-501.15) {2g}.

3. Sanitation

- a. Cleaning schedule for all surfaces of the facility and equipment that details the cleaning procedure, frequency, chemicals used, and the person responsible* {3a}.
 - i. Food contact surfaces of equipment and utensils must be washed, rinsed and sanitized using proper methods at required frequencies (4-601.11, 4-602.11, 4-602.12, 4-603.12-16, 4-7).
 - ii. Physical facilities and nonfood contact surfaces must be cleaned as often as necessary to keep them clean (4-602.13, 6-501.12).
- b. Sanitizer solution is maintained clean and verified to be at the proper concentrations for 3-compartment sink, warewashing machine, in-use wiping cloth containers, and spray bottles using appropriate test kits* (3-304.14, 4-302.14, 4-501.116) {3b}
- c. Warewashing machines are operating at the proper temperature and pressure as indicated on an affixed manufacturers data plate* (4-204.113) {3c}

4. Chemicals & Pesticides

- a. Chemicals properly labeled and stored (7-1, 7-201.11)
- b. Pesticides applied by certified applicator only* (7-202.12, 7-206.12, 7-206.13).
- c. Medicines and first aid supplies properly stored (7-207.11, 7-207.12, 7-208.11)

5. Food Defense

- a. Operations conducted in accordance with a food defense plan* (2-102.11) {5a}

6. Internal Audit

- a. Management conducts routine audits to verify that all records are current and accurate* {6a}.

Sample SOPs

1. Employees

a. Employee Health Policy:

Food employees are required to report to the certified food manager on duty any known illnesses or symptoms as specified in the Employee Illness Reporting Agreement. The requirements of this agreement are explained to each employee at the time of hire and each potential employee is required to sign and date the policy before commencing employment {2a}. The reportable conditions in the agreement are posted in the employee restroom and are reviewed at scheduled training at least annually.

b. Personal Cleanliness & Hygienic Practices:

All new employees will receive training in proper hand washing techniques, when to wash hands, and where to wash hands when hired, before beginning work. The person in charge of each shift will ensure that an adequate supply of soap and paper towels is available at all employee hand sinks and that the sinks are accessible and functioning properly for employee use.

Employees will be allowed to eat only in an area designated by management. Beverages for consumption by food employees will be stored in a container with a lid and straw and placed in an area where no exposed food or clean equipment may be contaminated. Smoking is not allowed in this establishment. Employees are required to wash hands when returning from a meal or smoking break or anytime hands may become contaminated.

Fingernails must be kept trimmed, filed, and maintained so the edges and surfaces are cleanable and not rough. Food employees are not allowed to wear fingernail polish or artificial fingernails when contacting exposed food unless wearing intact gloves.

Food employees are prohibited from wearing jewelry of any kind on the hands or arms with the exception of a plain ring such as a smooth wedding band.

All employees must report to work wearing clean clothing. Effective hair restraints must be worn at all times by food employees working with exposed food and clean equipment.

The kitchen manager on duty will restrict any employee experiencing any excessive sneezing, coughing, or runny nose that causes discharge from the eyes, nose, or mouth from working with exposed food or clean equipment.

c. Training, Knowledge and Supervision

i. Food Managers:

This facility employs the required number of Rhode Island Department of Health Certified Food Safety Managers. Certified

Food Safety Managers will obtain recertification by taking a Health Department approved recertification course or passing an approved exam every 3 years. The kitchen manager on duty is adequately trained and is responsible for ensuring that the facility is operating in accordance with this plan and other food related regulatory requirements. Copies of each Food Safety Manager's certification will be kept on file and posted in a conspicuous location with the license to operate a food business as required by law.

ii. **Food Employees:**

All employees hired to work with exposed food and food equipment will receive basic food safety training before beginning work at this facility. The training will include personal hygiene, cross-contamination, bare hand contact with ready-to-eat food prohibition/glove use, employee illness reporting, and food temperatures. Records of training dates and attendees will be maintained on file for inspection.

2. Food

a. **Source:**

This restaurant purchases foods from licensed, approved sources only. No home canned or prepared foods, mushrooms harvested in the wild, or wild game animals are allowed on the premises.

Molluscan shellfish are obtained from licensed dealers only, and are not received without required tags. Recreationally harvested shellfish are prohibited from this establishment. Shellstock tags containing the dealer's ID#, the harvest date, the harvest location, the type and quantity of shellfish are kept on file in the establishment for a minimum of 90 days. Shucked shellfish are labeled with the name, address, and certification number of the shucker-packer or repacker and the "sell by" date or date shucked.

Fish, other than molluscan shellfish, offered for sale raw or undercooked, are obtained from suppliers that freeze the fish for parasite destruction when required. A certification from the distributor stating that the fish is properly frozen is maintained on file.

Only pasteurized juices are purchased and sold at this establishment.

b. **Receiving:**

The kitchen manager on duty is responsible for receiving all food deliveries. Frozen foods will be checked visually for evidence temperature abuse and poor quality. Refrigerated potentially hazardous foods (PHF) must be received at or below 41°F. When refrigerated foods are delivered,

at least one refrigerated PHF temperature must be taken recorded on the receiving log {2b}. If any refrigerated PHF is found to be above 41°F, temperatures of all remaining products must be checked. Dry goods must be visually checked for damaged packaging and signs of tampering. Shellfish must be alive and accompanied by appropriate tags. Finfish that are intended for sale raw or undercooked must be consistent with the certification maintained on file.

Any products found to be lacking in quality or safety should not be accepted. These products must be recorded in the receiving log along with the corrective action taken at that time. The manager will review receiving logs on a weekly basis.

c. Cold Holding:

Each piece of refrigeration equipment used to hold PHF will be provided with a thermometer to record the ambient temperature at the warmest portion of the equipment. A temperature-monitoring log will be placed on the exterior door of each piece of refrigeration equipment every Monday. The manager responsible for opening the kitchen will check the thermometer in each piece of refrigeration equipment at start of the workday and record the temperature on the log. The manager responsible for closing the establishment is responsible for recording the ambient temperature of each refrigeration unit before leaving for the evening. Managers are responsible for checking to ensure that proper separation exists between different species of raw animal foods and ready-to-eat foods stored in refrigeration units when checking temperatures. The closing manager will verify that PHF are properly date-marked as required.

Ambient temperatures above 40°F require corrective action. The internal temperature of all PHF in a malfunctioning unit must be checked. Foods must be removed from the equipment and the equipment repaired before use. All PHF found to be out of refrigeration control for 4 hours or more must be discarded. Refrigeration-monitoring logs will be kept on file for a minimum of 90 days.

d. Thawing:

Thawing of PHF must be done under refrigeration, under cold running water, or as part of the cooking process. The preferred methods for thawing are under refrigeration or as part of the cooking process. Raw animal product thawed under refrigeration must be located in designated areas of the walk-in cooler where it can't contaminate ready to eat foods. In instances where foods must be thawed quickly, they may be thawed completely submerged in cold running water provided that no part of the thawed product exceeds 41°F unless the food product will be cooked or cooled within 4 hours.

e. Cooking/Reheating:

This Restaurant will undercook potentially hazardous foods upon an individual consumer's request. Some menu items consist of, or contain, raw or undercooked ingredients. In order to make the consumer aware of the risks associated with consuming undercooked potentially hazardous foods, an advisory is printed on every menu. The advisory consists of two parts, a disclosure and a reminder. The disclosure identifies raw or undercooked potentially hazardous foods by inserting an asterisk after the menu item. An asterisk precedes the following statement on the bottom of the menu: "These items are raw or undercooked, or may contain raw or under cooked ingredients." The following reminder immediately follows the disclosure: "Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness."

Undercooked items containing ground beef are not offered for sale to children 12 years of age and younger. No PHF items ordered from the child's menu are offered for sale undercooked.

Only PHF products identified on the menu as items offered for sale raw or undercooked in accordance with a consumer advisory are available to consumers as such. Initial cooking temperatures must be taken for all fully cooked PHF prepared in advance of hot holding or cooling. The cook preparing the item will record the initial temperature in the cooking log when the required temperature is obtained. The kitchen manager must review and initial the logs daily.

The minimum internal cooking temperature for fully cooked ready-to-eat PHF is as follows:

Item	Internal Temperature/15sec.	Notes
Vegetables, fruits, and commercially prepared food re-heated for hot holding.	135°F	
Eggs for individual consumer's immediate consumption, and fish and meats not listed below.	145°F	Whole meat roasts will be prepared according to the table in 3-401.11 of the RI Food Code
Ratites, injected meats, eggs not prepared as above, and comminuted (ground) fish and meat.	155°F	
Poultry, stuffed meat, stuffed pasta, stuffed poultry, stuffed ratites, or stuffing containing fish, meat, poultry, or ratites. Foods prepared onsite and reheated for hot holding.	165°F	

f. Hot Holding:

PHF held hot shall be at or above 135°F. Temperatures will be taken and recorded on the hot holding log every 2 hours {2f}. Foods found to be less than 135°F for less than 4 hours shall be reheated to 165°F or discarded. Foods found to be less than 135°F for 4 hours or more shall be discarded. A corrective action shall be recorded for any foods found to be less than 135°F. Hot holding records will be reviewed, signed, and filed by the closing manager each day.

g. Cooling:

Cooling procedures will be established for all PHF prepared a day or more in advance of service. Internal product temperatures will be checked and recorded in a cooling chart every 30 minutes to establish these procedures. All foods shall be cooled according to the written established procedures and the procedures will be maintained in this section of this manual.

3. Sanitation

a. Sanitation Schedule:

A sanitation plan is maintained for each piece of kitchen equipment and section of the kitchen area {3a}. The plan includes the following information: the person responsible for cleaning and maintaining the equipment; the chemicals used to clean and sanitize; personal protective equipment required; instructions detailing how and when to clean and sanitize the equipment; and instructions for routine maintenance. The plan will be reviewed every six months and adjusted, if necessary, by the General Manager. Material Safety Data Sheets will be kept on file in the kitchen for all chemicals identified in the cleaning schedule.

b. Sanitizer Solution:

Test kits are provided to measure the concentration of chlorine sanitizer used in the 3-compartment sink and wet wiping cloth containers (and automatic warewasher if applicable). The dishwasher on duty will record the concentration of the sanitizer solution in the sanitizer solution log each time the sink is filled and the records will be reviewed daily by the kitchen manager on duty {3b}. The completed records will be maintained in this section of the sanitation manual for 90 days.

c. Automatic Warewashing Machine:

This facility uses a hot temperature automatic warewashing machine to clean and sanitize tableware, small utensils, and equipment. The dishwasher will record the final rinse temperature of the warewashing machine twice daily, once during the first hour of use and once during the

final hour of use {3c}. The kitchen manager will review the log daily and the record will be maintained in this folder for 90 days.

4. Chemicals & Pest Control

a. Chemical Storage:

Chemicals will be stored in a separate, designated storage area away from any food products, single service or single use articles, and clean equipment and utensils. Working containers of chemicals taken from bulk supplies shall be marked with the common name of the material. First aid supplies are maintained in a first aid kit affixed to the kitchen wall.

b. Pest Control:

This facility contracts with a licensed pest control agency, which is responsible for the application of all necessary preventive pest and rodent control materials on a monthly basis. No pesticides or rodenticides are stored in this facility or administered by employees of this company.

5. Food Defense

a. Food Defense Plan:

This facility will operate in accordance with a food defense plan recommended by the Rhode Island Department of Health for retail food establishments {5a}. A food defense assessment will be conducted annually to ensure compliance with the food defense plan. Emergency contact information for management and multiple agencies including police, fire, health, and poison control will be posted near telephones in the kitchen office.

b. Food Defense Training:

Managers will receive web-based ALERT training designed by FDA to raise the level of awareness regarding food defense issues (<http://www.cfsan.fda.gov/~dms/alert.html>).

6. Internal Audit/Verification

- a.** Management will conduct monthly internal audits to ensure compliance with this safety plan and record the findings in the Monthly Audit Log {6a}. In addition, management will review the entire plan every six months to make certain that the plan adequately addresses all the food safety needs of this facility.