



National Food Service
Management Institute
United States Department of
Agriculture



HACCP-Based Standard Operating Procedures (SOPs)

USDA
HACCP
Guidance

NFSMI

USDA FNS

FDA CFSAN

FDA Food
Code

Foodservice SOPs are written practices and procedures and are the basic ingredient to producing safe food. It is essential to train employees and emphasize the importance of following the procedures.

The National Food Service Management Institute (NFSMI) has developed HACCP-based SOPs in conjunction with USDA and FDA. Although the NFSMI SOPs include HACCP-based principles, you should remember that SOPs are only one component of an overall food safety program.



These SOPs are available in both Microsoft Word® format (.doc) and Adobe® Acrobat® Portable Document Format (.pdf) and are listed below. Clicking on an SOP will open it in a new window. The full HACCP-Based Standard Operating Procedures document may also be downloaded in its entirety either as a [Word document](#) or as a [PDF file](#). Please note that the complete document is extremely large and may take several minutes to download depending on your connection speed.



HACCP-Based Standard Operating Procedures (SOPs)

Cleaning and Sanitizing Food Contact Surfaces



































Controlling Time and Temperature During













Preparation  | 



Cooking Potentially Hazardous Foods  | 



Cooling Potentially Hazardous Foods  | 
Date Marking Ready-to-Eat, Potentially

- Hazardous Foods  | 
- Handling a Food Recall  | 
- Holding Hot and Cold Potentially Hazardous Foods  | 
- Personal Hygiene  | 
- Preventing Contamination at Food Bars  | 
- Preventing Cross-Contamination During Storage and Preparation  | 
- Receiving Deliveries  | 
- Reheating Potentially Hazardous Foods  | 
- Serving Food  | 
- Storing and Using Poisonous or Toxic Chemicals  | 
- Transporting Food to Remote Sites (Satellite Kitchens)  | 
- Using and Calibrating Thermometers  | 
- Using Suitable Utensils When Handling Ready-to-Eat Foods  | 
- Using Time Alone as a Public Health Control to Limit Bacteria Growth in Potentially Hazardous Foods  | 
- Washing Fruits and Vegetables  | 
- Washing Hands  | 

**HACCP-Based Standard Operating Procedures
Record Keeping**



- Cooking and Reheating Temperature Log  | 
- Cooling Temperature Log  | 
- Damaged or Discarded Product Log  | 
- Food Contact Surfaces Cleaning and Sanitizing Log  | 
- Production Log  | 
- Receiving Log  | 

Refrigeration Log  | 

Thermometer Calibration Log  | 

Food Safety Checklist  | 

Developing a HACCP-Based Food Safety Program Worksheets

Components of a Comprehensive Food Safety Program  | 

Summary Table of Record Keeping for HACCP-Based SOP  | 

Summary Table for Monitoring and Verifying

HACCP-Based SOP Record  | 

Summary of Corrective Actions for HACCP-Based SOPs  | 

Employee Food Safety Training Record  | 



No-Cook Process  | 

Same Day Service Process  | 

Complex Food Process  | 

Additional Information

Reference List  | 

Resource List  | 

National Food Service Management Institute, 2005

HACCP-Based SOPs

Cooking and Reheating Temperature Log

Instructions: Record product name, time, the two temperatures/times, and any corrective action taken on this form. The foodservice manager will verify that foodservice employees have taken the required cooking temperatures by visually monitoring foodservice employees and preparation procedures during the shift and reviewing, initialing, and dating this log daily. Maintain this log for a minimum of 1 year.

Date and Time	Food Item	Internal Temperature/ Time	Internal Temperature/ Time	Corrective Action Taken	Initials	Verified By/ Date

HACCP-Based SOPs

Controlling Time and Temperature During Preparation (Sample SOP)

PURPOSE: To prevent foodborne illness by limiting the amount of time that potentially hazardous foods are held in the temperature danger zone during preparation.

SCOPE: This procedure applies to foodservice employees who prepare food.

KEY WORDS: Cross-Contamination, Time and Temperature Control, Food Preparation, Temperature Danger Zone

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP. Refer to the Using and Calibrating Thermometers SOP.
2. Follow State or local health department requirements.
3. Wash hands prior to preparing foods. Refer to the Washing Hands SOP.
4. Use clean and sanitized equipment and utensils while preparing food.
5. Separate raw foods from ready-to-eat foods by keeping them in separate containers until ready to use and by using separate dispensing utensils. Refer to the Preventing Cross-Contamination During Storage and Preparation SOP.
6. Pre-chill ingredients for cold foods, such as sandwiches, salads, and cut melons, to 41 °F or below before combining with other ingredients.
7. Prepare foods as close to serving times as the menu will allow.
8. Prepare food in small batches.
9. Limit the time for preparation of any batches of food so that ingredients are not at room temperature for more than 30 minutes before cooking, serving, or being returned to the refrigerator.
10. If potentially hazardous foods are not cooked or served immediately after preparation, quickly chill. Refer to the Cooling Potentially Hazardous Foods SOP.

MONITORING:

1. Use a clean, sanitized, and calibrated probe thermometer, preferably a thermocouple.
2. Take at least two internal temperatures from each pan of food at various stages of preparation.
3. Monitor the amount of time that food is in the temperature danger zone. It should not exceed 4 hours.



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Controlling Time and Temperature During Preparation, continued (Sample SOP)

CORRECTIVE ACTIONS:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Begin the cooking process immediately after preparation is complete for any foods that will be served hot.
3. Rapidly cool ready-to-eat foods or foods that will be cooked at a later time.
4. Immediately return ingredients to the refrigerator if the anticipated preparation completion time is expected to exceed 30 minutes.
5. Discard food held in the temperature danger zone for more than 4 hours.

VERIFICATION AND RECORD KEEPING:

Foodservice employees will record the date, product name, start and end times of production, the two temperature measurements taken, any corrective actions taken, and the amount of food prepared on the Production Log. The foodservice manager will verify that foodservice employees are taking the required temperatures and following the proper preparation procedure by visually monitoring foodservice employees during the shift and reviewing, initialing, and dating the Production Log daily. Maintain the Production Log as directed by your State agency. The foodservice manager will complete the Food Safety Checklist daily. The Food Safety Checklist is to be kept on file for a minimum of 1 year.

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____



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FOOD SAFETY CHECKLIST

Date _____ Observer _____

Directions: Use this checklist daily. Determine areas in your operations requiring corrective action. Record corrective action taken and keep completed records in a notebook for future reference.

PERSONAL HYGIENE

	Yes	No	Corrective Action
• Employees wear clean and proper uniform including shoes.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Effective hair restraints are properly worn.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Fingernails are short, unpolished, and clean (no artificial nails).	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Jewelry is limited to a plain ring, such as wedding band and a watch and no bracelets.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Hands are washed properly, frequently, and at appropriate times.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Burns, wounds, sores or scabs, or splints and water-proof bandages on hands are bandaged and completely covered with a foodservice glove while handling food.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Eating, drinking, chewing gum, smoking, or using tobacco are allowed only in designated areas away from preparation, service, storage, and ware washing areas.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Employees use disposable tissues when coughing or sneezing and then immediately wash hands.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Employees appear in good health.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Hand sinks are unobstructed, operational, and clean.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Hand sinks are stocked with soap, disposable towels, and warm water.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• A handwashing reminder sign is posted.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Employee restrooms are operational and clean.	<input type="checkbox"/>	<input type="checkbox"/>	_____

FOOD PREPARATION

	Yes	No	Corrective Action
• All food stored or prepared in facility is from approved sources.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Food equipment utensils, and food contact surfaces are properly washed, rinsed, and sanitized before every use.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Frozen food is thawed under refrigeration, cooked to proper temperature from frozen state, or in cold running water.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Thawed food is not refrozen.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Preparation is planned so ingredients are kept out of the temperature danger zone to the extent possible.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Food is tasted using the proper procedure.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Procedures are in place to prevent cross-contamination.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Food is handled with suitable utensils, such as single use gloves or tongs.	<input type="checkbox"/>	<input type="checkbox"/>	_____

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- Food is prepared in small batches to limit the time it is in the temperature danger zone. _____
- Clean reusable towels are used only for sanitizing equipment and surfaces and not for drying hands, utensils, or floor. _____
- Food is cooked to the required safe internal temperature for the appropriate time. The temperature is tested with a calibrated food thermometer. _____
- The internal temperature of food being cooked is monitored and documented. _____

HOT HOLDING

- | | Yes | No | Corrective Action |
|---|--------------------------|--------------------------|-------------------|
| • Hot holding unit is clean. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Food is heated to the required safe internal temperature before placing in hot holding. Hot holding units are not used to reheat potentially hazardous foods. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Hot holding unit is pre-heated before hot food is placed in unit. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Temperature of hot food being held is at or above 135 °F. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Food is protected from contamination. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

COLD HOLDING

- | | Yes | No | Corrective Action |
|---|--------------------------|--------------------------|-------------------|
| • Refrigerators are kept clean and organized. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Temperature of cold food being held is at or below 41 °F. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Food is protected from contamination. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

REFRIGERATOR, FREEZER, AND MILK COOLER

- | | Yes | No | Corrective Action |
|---|--------------------------|--------------------------|-------------------|
| • Thermometers are available and accurate. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Temperature is appropriate for pieces of equipment. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Food is stored 6 inches off floor or in walk-in cooling equipment. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Refrigerator and freezer units are clean and neat. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Proper chilling procedures are used. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • All food is properly wrapped, labeled, and dated. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • The FIFO (First In, First Out) method of inventory management is used. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Ambient air temperature of all refrigerators and freezers is monitored and documented at the beginning and end of each shift. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

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FOOD STORAGE AND DRY STORAGE

	Yes	No	Corrective Action
● Temperatures of dry storage area is between 50 °F and 70 °F or State public health department requirement.	<input type="checkbox"/>	<input type="checkbox"/>	_____
● All food and paper supplies are stored 6 to 8 inches off the floor.	<input type="checkbox"/>	<input type="checkbox"/>	_____
● All food is labeled with name and received date.	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Open bags of food are stored in containers with tight fitting lids and labeled with common name.	<input type="checkbox"/>	<input type="checkbox"/>	_____
● The FIFO (First In, First Out) method of inventory management is used.	<input type="checkbox"/>	<input type="checkbox"/>	_____
● There are no bulging or leaking canned goods.	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Food is protected from contamination.	<input type="checkbox"/>	<input type="checkbox"/>	_____
● All food surfaces are clean.	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Chemicals are clearly labeled and stored away from food and food-related supplies.	<input type="checkbox"/>	<input type="checkbox"/>	_____
● There is a regular cleaning schedule for all food surfaces.	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Food is stored in original container or a food grade container.	<input type="checkbox"/>	<input type="checkbox"/>	_____

CLEANING AND SANITIZING

	Yes	No	Corrective Action
● Three-compartment sink is properly set up for ware washing.	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Dishmachine is working properly (such as gauges and chemicals are at recommended levels).	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Water is clean and free of grease and food particles.	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Water temperatures are correct for wash and rinse.	<input type="checkbox"/>	<input type="checkbox"/>	_____
● If heat sanitizing, the utensils are allowed to remain immersed in 171 °F water for 30 seconds.	<input type="checkbox"/>	<input type="checkbox"/>	_____
● If using a chemical sanitizer, it is mixed correctly and a sanitizer strip is used to test chemical concentration.	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Smallware and utensils are allowed to air dry.	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Wiping cloths are stored in sanitizing solution while in use.	<input type="checkbox"/>	<input type="checkbox"/>	_____

UTENSILS AND EQUIPMENT

	Yes	No	Corrective Action
● All small equipment and utensils, including cutting boards and knives, are cleaned and sanitized between uses.	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Small equipment and utensils are washed, sanitized, and air-dried.	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Work surfaces and utensils are clean.	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Work surfaces are cleaned and sanitized between uses.	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Thermometers are cleaned and sanitized after each use.	<input type="checkbox"/>	<input type="checkbox"/>	_____