

FOOD SAFETY

THE IMPORTANCE OF FOOD SAFETY

How Food Becomes Unsafe

A foodborne illness is a disease that is transmitted to people through food. Many hazards can make food unsafe and cause a food borne illness.

Types of Hazards

1. Environmental

- Biological (bacteria, viruses)
- Chemical (cleaners, sanitizers, machine lubricants)
- Physical (glass, bones, fruit pits, metal shavings, staples, dirt, bandages, jewelry)

2. People Practices

- Poor personal hygiene
- Time-temperature abuse... letting food stay too long at temperatures that are good for pathogen growth
- Cross contamination (storing food improperly)
- Poor cleaning and sanitizing

What is my role in keeping food safe?

- Practice good personal hygiene
- Control the time and temperature of food
- Do not let food stay too long at temperatures that will grow pathogens
- Prevent cross- contamination
- Clean and sanitize surfaces the right way



Good Personal Hygiene

Your hands can transfer pathogens to food. In order to keep food safe you must follow the practice of good hand washing. Hand washing should only take about 20 seconds and is critical in maintaining good personal hygiene.

After washing your hands use a paper towel to turn off faucet and open the restroom door. Food employees shall keep their hands and exposed portions of their arms clean. You are required to have visible signage that notifies employees to wash their hands to be posted at all hand washing sinks used by food employees.

When to Wash: Food employees shall clean their hands and exposed portions of their arms:

- Immediately before food prep, working with clean equipment and utensils and unwrapped single-service and single use articles;
- after using the toilet room;
- after coughing, sneezing or using a tissue;
- after eating, drinking or using tobacco;
- when switching between working with raw food and RTE food;
- before putting on gloves to engage in food prep;
- after handling soiled equipment or utensils;
- after caring for or handling service or aquatic animals;
- as often as necessary to remove soil and contamination to prevent cross contamination when changing tasks;
- or after engaging in other activities that contaminate the hands and arms.



Employee Cleanliness:

- Food employees may not wear fingernail polish or artificial nails when working with exposed food unless wearing intact gloves in good repair.
- Food employees may not wear jewelry on their arms and hands except for a plain ring such as a wedding band, while preparing food.
- Food employees shall only eat, drink or use any form of tobacco in designated areas where the contamination of exposed food; clean equipment, utensils and linens; unwrapped single-service and single-use articles; or other items needing protection cannot occur.

Bare Hand Contact with Ready-to-Eat (RTE) Foods

Employees are PROHIBITED from touching RTE foods with bare hands (except when washing fruits and vegetables) to prevent food contamination.

Bare hand contact can be avoided by using utensils (such as deli tissue, spatulas, tongs, or dispensing equipment) or food handler's single-use gloves. Foods not in RTE form (such as raw meats prior to cooking) shall have minimized contact with food employees' bare hands and arms.

Note: The new code does provide some exceptions under strict requirements; contact them for more info at www.louisvilleky.gov/health/environmental/foodhygiene.

Use Gloves the Right Way

Gloves can help prevent the spread of pathogens if they are used the right way by:

- Use the correct glove (NEVER WASH, RINSE OR REUSE GLOVES)
- Only use single use gloves when handling food
- Make sure gloves fit and secure
- Wash your hands before putting on gloves and when changing to a new pair
- Change gloves when necessary:
 - As they become dirty
 - Before beginning a new task
 - After handling raw meat, seafood or poultry and before handling ready to eat food

FOOD STORAGE

A dedicated storage space with adequate capacity should be maintained by each agency. All food storage areas must provide protection from elements such as weather, fire, theft and pests. Doors, windows and roofs should be sealed to prevent pests from entering your facility and to protect from water damage. Chemicals or clothing must be stored away from food and food must be stored in a locked and secured area. Food should never be stored in any area that is not specifically designated as a food storage area.

Keep Food at Least 6 inches from the Floor

Adequate shelving must exist to keep all food off the floor (by 6 inches). If shelving is not available, Dare to Care Food Bank will provide you with pallets that may be used for off the floor food storage.

Specific Storage Guidelines:

- Store dry food away from walls and at least 6 inches off the floor
- Keep storerooms cool and dry. The storeroom should be between 50-70°F
- Make sure storerooms are well ventilated
- Keep dry food out of direct sunlight

Controlling & Monitoring Time and Temperature:

Any type of food can be contaminated. Some foods can be considered more hazardous for pathogen growth. The best way to control pathogen growth is to control TIME and TEMPERATURE for SAFETY of TCS FOOD.

Most Common Types of TCS foods:

- Milk and dairy products
- Meat (beef, pork, lamb)
- Poultry
- Eggs
- Shellfish
- Fish
- Baked Potatoes
- Others: tofu, sprouts, seeds, cooked rice, beans, vegetables, sliced melons, cut tomatoes, untreated garlic/oil mixture



All refrigerated food needs to be kept between 32-40 degrees Fahrenheit and all frozen product should be kept between -10-0 degrees Fahrenheit. Temperature must be monitored by temperature charts (for each cooler, freezer and dry storage area), in which temperatures are recorded weekly*.

If equipment does not meet temperature guidelines please seek advice from maintenance and or call manufacturer.

*See sample Temperature Chart in the appendix of this handbook

How to Measure the temperature of food:

- Use the right thermometer-bimetallic stemmed (can be used for measuring the temperature of everything from incoming shipments to the internal temperatures of hot-holding food)
- Make sure it is ready and calibrated
- Check temperatures right away
- Clean and sanitize the thermometer

Holding and Storing TCS Food:

When you hold or store food the wrong way, pathogens will grow. Follow the guidelines below to keep food safe:

- Keep food out of the danger zone (135-41°)
- Hold food safe
 - Hot food above 135°
 - Cold food below 41°
 - Keep frozen food frozen
 - Check the food's temp at least every 4 hours
 - Inform manager and discard food
- Storing TCS food safely - remember the common types
- Must be stored right away
- Do not overload coolers or freezers
- Plan ahead so coolers are not open more often than necessary

HOT AND COLD HOLDING

Hot holding temperature for PHF has been lowered from 140°F to 135° F or above.

Cold holding units are required to maintain a temperature of 41° F or below. Eggs may still be held at 45° F or below. Limited exceptions are made for 5 years for existing equipment that can maintain 45° F but not 41° F.

DATE MARKING & LABELING FOOD FOR STORAGE:

All ready-to-eat (RTE), potentially hazardous foods (PHF) that are prepared on-site and are held in refrigeration for more than 24 hours must be marked with the date of preparation or with the date by which the food shall be consumed, sold, or discarded.

Note: Day #1 shall be counted as the day of preparation, removal from container or day & time at which frozen food was thawed. Freezing food stops time.

IF	THEN
On site preparation of food to be refrigerated more than 24 hrs	Hold at 41° F or less and consume or discard in 7 days -OR- Hold between 41°F-45°F and consume or discard by day 4
Food from a commercial container	Must be consumed, sold or discarded by the manufactures date
Food was removed from freezer	Hold at 41°F or less, discard/consume by Day 7 -OR- Hold between 41oF - 45

Avoid Food Expiration

When storing food:

- Check the expiration date
 - Many food products are safe to eat beyond the sell-by date printed on the packaging, but manufacturers' dictate that these foods be removed from retail outlets. The Food Bank is still able to distribute many of those items.
 - Dare to Care works hard to ensure the quality of donated product, but



- agencies should ALWAYS inspect items as they come to your facility.
- Please refer to the Food Handlers Guide provide during training for more information on sell-by, use-by and best-by stipulations.
- Store food using the FIFO method (First in, First out)
- Use the food in front firt as it will expire first

Maintain Thermometers & Temperature Charts for Storage:

- Refrigerator
- Freezer
- Dry

Preventing Cross-Contamination of Food: Cross contamination is how bacteria can be spread.

These are specific requirements for the procedures that must be followed for cleaning and sanitizing of food contact surfaces and utensils in the establishment.

Food shall be protected from cross-contamination by:

1. Separating raw animal foods (except when being combined as ingredients) during storage, preparation, holding and display from raw RTE foods (such as fruits, vegetables and fish for sushi)
2. Separating different types of raw animal foods from each other (such as beef, fish, lamb, pork and poultry) during storage, preparation, holding and display by: using separate equipment for each type, or preparing each type of food at different times or in separate areas
3. Proper cleaning and sanitizing of food contact surfaces, equipment and utensils should take place each time there is a change from working with raw foods to working with RTE foods
4. Storing food in packages, covered containers or wrappings and cleaning visibly soiled containers before opening
5. Separating fruits and vegetables before they are washed from RTE foods

It is the responsibility of each agency to supply their site a thermometer. All temperature charts are to be stored for 3 years and the current year. There is a sample temperature chart in the appendix of this handbook.

What to do if cross-contamination occurs:

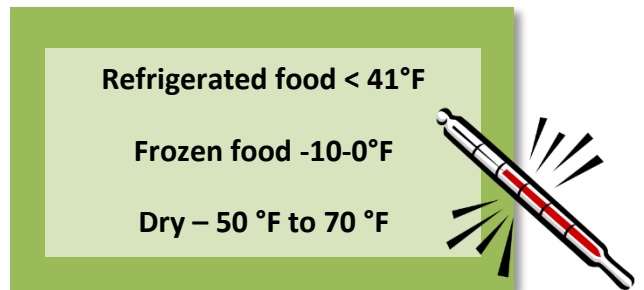
- Do your best to fix the problem
- Set aside the contaminated item so no one can use it
- Ask your supervisor for directions
- Supervisor to call Dare to Care Agency Team
- Discard item (labeled and dated)

Transporting Food Product:

Specific guidelines for transporting food products from Dare to Care Food Bank warehouse to all associated agencies must be followed to ensure safe handling practices.

- Carriers (cars, vans, trucks etc) must be clean and free of pests, dirt, debris, liquid spills and odors before food product will be loaded.
- Temperatures of foods must remain in the safety zone at all times.

All perishable and prepared food to include meat (fresh and frozen) must be delivered to the agency site and placed into proper storage within 1.5 hours of leaving the Dare to Care Food Bank warehouse.



IMPORTANT REMINDER

This guideline is to protect all parties involved with the transportation of food products to ensure that clients receive optimal quality product. To ensure that food products remain at the appropriate temperature please bring coolers and/or cambros for food storage transportation. Refrain from using garbage bags as this does not keep food at safe temperatures.

****Minimize extra stops on the return back to the agency to prevent food spoilage.**

Put all perishable (fresh, refrigerated, frozen) products away immediately upon arrival at agency.

CLEANING AND SANITIZING

Cleaning removes food and other dirt from a surface. Although pantries do not cook and serve foods it is important that all areas are clean and free of dirt, insects and rodents.



All areas of distribution from receiving to delivering products must be clean and organized to ensure safe handling of food.

- Daily and periodic cleaning duties should be assigned and inspected by management.
- Cleaning products **MUST BE LABELED** properly and stored away from ALL FOOD. Always wear protective equipment as needed when using chemicals, for example, gloves.
- Remove all garbage as quickly as possible to eliminate odors and pests.
- Do not clean garbage containers near food storage areas.
- Close all lids on outdoor containers.
- To combat any issues related to rodent and insect infestation, pest prevention measures should be taken regularly. It is the policy of the Food Bank that all partner agencies use a licensed pest control firm to treat and eliminate pest infestation in a timely manner.

Manager/Operator Food Safety Knowledge

The person in charge (PIC) of the establishment must demonstrate to the health department that they are knowledgeable about the prevention of food borne disease and food code requirements.

This knowledge can be demonstrated by:

- Having no critical violations during the current inspection,
- Being a certified Food Protection Manager who has shown proficiency of required information passing a test that is part of an accredited program or local health department training or
- Responding correctly to the inspector's questions and providing satisfactory explanations for each as they relate to the specific food operation.

Note: Per ordinance #11 series 1989 Louisville Metro requires a certified food service manager to be present at all times of operation.

Employees/Volunteers with Illness

Food employees (both permanent and temporary) shall report to the manager or owner information about their health and activities related to diseases that are transmissible through food.

Food employees must disclose to the person in charge (PIC) if they are experiencing:

- Vomiting, diarrhea, jaundice, sore throat with fever or a lesion containing pus or infected on the hands or wrists (unless protected by an impermeable cover) or exposed portions of the arm.

Food employees shall report if they have been diagnosed by a health practitioner with an illness due to: Norovirus, Hepatitis A, Shigella, Shiga toxin-producing E coli or Salmonella typhi., has been exposed to, or is the suspected source of a confirmed disease outbreak of: Norovirus within the past 48 hours of expo-sure, Shiga Toxin-Producing E coli within the past 3 days, Salmonella within the past 14 days or Hepatitis A within the past 30 days.

The manager or operator shall ensure that a food employee who exhibits or reports a symptom, or who reports a diagnosed illness or a history of exposure to any of the above diseases shall be excluded or restricted from work as specified under 2-201.12.

If an employee or volunteer is sick, it is best if they do not work in the food pantry until they are well so as not to spread disease or infection to clients.

Time as a Public Health Control

Operators that do not serve highly susceptible populations and under certain circumstances with strict controls may elect to use time (rather than temperature alone) as a method to control the growth of pathogenic bacteria in PHF.

Written procedures and strong knowledge of food safety principles are required for this practice. Please refer to 3-501.19 of the 2005 FDA code for more details and contact the health department if you wish to use this type of practice.

Agency Distribution of Specific Food Products

Frozen Products: All meat, poultry and fish must be provided to client in the frozen state. If product is discolored, discard immediately. Pull small quantities of product at a time and replenish as needed.

Fresh Products: All meat, poultry and fish must remain at 41°F and if product is kept in danger zone (41-135°F) for more than 2 hours DISCARD. Pull small quantities of product at a time and re-plenish as needed.

Chilled Perishable: All pre-packaged foods (orange juice) must remain at 41° or less and if product remains in danger zone of 41°-135° for 2 hours DISCARD.

Required Consumer Advisory: Disclosure and Reminder

If an animal food such as beef, eggs, fish, lamb, milk, pork, poultry, or shellfish is served or sold raw, under-cooked, or without otherwise being processed to eliminate pathogens, the permit holder shall inform consumers of the significantly increased risk of consuming such foods by

way of a disclosure and reminder, using brochures, deli case or menu advisories, label statements, table tents, placards, or other effective written means.

- Disclosure-identification of the foods that are raw must be depicted on the menu with a symbol (*uncooked or undercooked) and
- Reminder– that written information is available upon request and that consuming raw or undercooked foods may increase risk of food borne illness.

RE-PACKING FOODS

Dare to Care Food Bank requires that all food products received must be distributed in the original container with the approved food label attached.

ONLY EXCEPTIONS INCLUDE:

- Potatoes (can be re-packaged into smaller containers)
- Sweet Potatoes
- Carrots
- Apples
- Squash/Zucchini
- All other produce varieties

Please contact an agency team member if you have any further questions and or concerns.

****FYI...Produce is the only type of food that if re-packaged does not require a label.**

FOOD ALLERGY SAFETY GUIDELINES

Remind all clients to read food labels carefully for specific allergens.

Follow cleaning procedures that quickly and safely remove spills while preventing allergen cross contamination.

Inspect area where spillage occurred and remove contaminated product.

Most common allergens:

- Milk, eggs, peanuts, tree nuts (walnuts, almonds, pecans, hazelnuts, pistachios, cashews, coconuts, pine nuts, macadamia nuts and brazil nuts), fish, shellfish, crab, crawfish, lobster, shrimp, oysters, wheat, soybeans and sesame seeds. Any derivative of these allergens (ex. milk products casein or whey).

High Susceptible Population Regulations

Highly Susceptible Population - persons who are more likely than other people in the general population to experience food borne diseases because they are:

- Immunocompromised, children age 9 and younger, or an older adult
- Obtaining food at a facility that provides services such as custodial care, assisted living such as child or adult day care centers, kidney dialysis centers, hospital, nursing homes or nutritional or socialization services such as a senior center

Prohibited Practices:

1. Bare hand contact with ready to eat foods is not allowed
2. Time, by itself, is not to be used as a public health control measure, proper temperature must be used
3. Any foods served to patients shall not be re-served

Foods not to be served or offered for sale in ready to eat form:

- Eggs & Juices

The new FDA Food Code provides restrictions to children 9 years of age and younger that receive food in a school, day care setting, or similar facility for certain juices. Juice that has a warning label on it, may not be served or offered for sale.

Unpackaged juice that is prepared on site for service or sale in a ready to eat form shall be processed under a HACCP Plan that contains the information as specified in the 2005 FDA Food Code and 21CFR 120.

Pasteurized Eggs or Egg Products shall be substituted for raw eggs in the preparation of:

1. Foods such as Caesar salad, Hollandaise or Bearnaise sauce, mayonnaise, meringue, Eggnog, ice cream, and Egg-fortified beverages
2. Exception- shelled eggs combined for immediate service may be used if cooked to 145°F and served immediately as a single meal
3. Raw animal foods such as raw fish, raw marinated fish, raw molluscan shell fish, and steak tartare
4. Partially cooked foods such as lightly cooked fish, rare meat, soft cooked eggs

RECOMMENDED TEMPERATURES:

Freezers: -10°F to 0°F

Coolers: < 41°F

Dry Storage: 50 °F to 70 °F



School Pantry Monitoring Visit Checklist

Bi-annual Monitoring visits are a requirement for partnership with the Dare to Care Food Bank due to regulations set by the government and Feeding America. The checklist below provides a resource for you when preparing for your bi-annual visit.

Client Referral Form

These must be kept on file at your food pantry from 3 years, plus the current year.

Temperature Logs

These must be posted on each refrigerator, freezer, and dry storage area. They must be checked on a weekly basis and kept on file at your pantry for 3 years.

Thermometers

There must be a working thermometer in each refrigerator, freezer, and dry storage area. The temperatures of each must be checked on a weekly basis if not more frequently.

Food is stored six inches from the floors & walls

Site is free from infestation

There should be a contract or a relationship with a licensed pest control firm.

Appearance and upkeep of storage area

Statistics

Numbers of clients served should be reported monthly and kept on file for 3 years

Food Expiration Date & Shelf Life Guidelines

The information contained in the charts concerning food safety dates and date codes is based on USDA guidelines, consumer education and information reports.

Date Examples	Examples	May be found on	What it Means	When to Dispose
Expiration Date	<p>"expires 12/15/2013"</p> <p>"do not use after 12/15/2013"</p>	<p>baby food baby formula nutritional supp. medicine vitamins</p>	<p>The manufacturer cannot guarantee the nutritional value of the product after this date</p>	<p>Dispose of this product on this date</p>
Pack Date	<p>Open: "packed on 12/15/2013"</p> <p>Closed: "22:5214125"</p>	<p>canned foods crackers cookies spices</p>	<p>This is the date the food was packaged</p> <p>Purpose is to assist retailer with First in First Out</p>	<p>Has a very long shelf life. Refer to individual product chart</p>
Use by Date (also called a Quality Date)	<p>"best if used by 12/15/2013"</p> <p>"use before 12/15/2013"</p> <p>**do not confuse with soda "expiration" dates that state "do not use after"</p>	<p>crackers cookies cereal salad mixes beverages</p>	<p>This is the manufacturer's recommendation for when the food will be at peak quality</p>	<p>Let your senses of sight, taste and smell guide you</p>
Sell by Date (also called a Pull by Date)	<p>"sell by 12/15/2013"</p> <p>"pull by 12/15/2013"</p>	<p>dairy</p>	<p>CT Law determines dating for dairy products. Stores cannot sell this product after the date.</p>	<p>If the food has been properly handled it is safe to eat for days/weeks beyond date, refer to product chart.</p>

Source: FoodShare.org, [http://site.foodshare.org/site/DocServer/Food Storage and Shelf Life Guidelines.pdf?docID=5822](http://site.foodshare.org/site/DocServer/Food_Storage_and_Shelf_Life_Guidelines.pdf?docID=5822)

Product	Estimated Shelf Life of Unopened Product	When to Discard
Baby Food	Use by/expiration date	Broken seal, expired
Bread/Bakery Items	3-10 days	Visible mold, package defect
Boxed Dinners	2-5 years	
Cans/Bottles	1-5 years	Bulging, severe dents
Cereal, Chips, Crackers	6 months – 2 years	Stale, infestation
Cheese	Soft 7 days, hard 6 months	Visible mold
Condiments	1 year	
Eggs	3-5 weeks after purchase	Broken, infested, malodourous
Dry Beans	1-2 years	Infestation, mold, open
Frozen Items	6 months – 1 year	Freezer burn, malodourous, previously thawed
Items in Jars	2-5 years	Cloudy liquid, beyond date
Juice (Refrigerator)	3 weeks	Bulging, leaks in packaging, discoloration
Mayonnaise	2-3 months	Discoloration, separation, bulging, beyond date
Meat (Refrigerator) Poultry Beef, pork, lamb Ground meat Cured meat	1-2 days 3-5 days 1-2 days 5-7 days	Malodourous, discoloration, previously thawed, infestation, open
Milk (Refrigerated) Milk (Shelf Stable) Milk (Frozen)	1 week 1 year 3 months	Bulging, beyond date, discoloration, malodourous, leak in packaging
Mixes (cake, muffin, etc.)	12-18 months	Infestation, open
Prepared Salad/Dips	Use by date	Past date
Rice & Pasta	1-3 years	Infestation, mold, open
Yogurt & Sour Cream	1-3 weeks	Mold, open, malodourous

Sealed, Refrigerated, Processed Product	Discard when Unopened	Discard when Opened
Cooked Meat	3 to 4 days	3 to 4 days
Shelf-stable Sausage	6 weeks	3 weeks
Corned Beef, uncooked, and in pickling juices	5 to 7 days	3 to 4 days
Vacuum-packed Dinners	2 weeks	3 to 4 days
Bacon, Hot dogs	2 weeks	7 days (1 week)
Lunch meat	2 weeks	3 to 5 days
Ham, fully cooked	7 days	Sliced, 3 days Whole, 7 days
Meat, canned & shelf stable	2 to 5 years/pantry	3 to 4 days