

B. Culinaire Excellence: PRODUCTION, PURCHASING and STORAGE

POLICY #

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Section: Culinour Excellence: PRODUCTION, PURCHASING, STORAGE	Policy #B001 Date Issued: 11/2025
Subject: PURCHASING	Date Revised:

POLICIES:

- All vendors shall meet criteria as established by Centicour. Vendors that are required by the Campus Leadership will be reviewed by Centicour and documented.
- All food and non-food items for use within the Healthcare Campus procured by the Food and Nutrition Services.
- There is only one Preferred Broad line vendor per operation.
- All items purchased by the unit shall be in accordance with Culinours' specifications and purchasing programs.
- Testing or evaluation of non-nominated supplier products, including food, linen, paper products and cleaning agents, is prohibited.

PROCEDURES:

Maintain an up-to-date **Approved Vendor List** in the unit at all times.

APPROVED VENDOR LIST

VENDOR NAME	PHONE NUMBER & CONTACT PERSON	ITEMS SUPPLIED	DAY OF WEEK ORDER IS PLACED	DAY OF WEEK ORDER IS DELIVERED

Section: Culinour Excellence: PRODUCTION, PURCHASING, STORAGE	Policy #B002
Subject: INVENTORY	Date Issued: 11/2025 Date Revised:

POLICIES:

- Food inventories will be maintained at 6 days.*

PROCEDURES:

- Establish par levels for all food and supply items inventoried. Consider available storage space, frequency of delivery, Culinour guidelines.
- Refer to Culinour Accounting policies for procedures for recording/pricing/ adjustment of inventory.
- Inventory is completed Monthly and a written Inventory Worksheet is sent to the Accounting Department monthly.

*Check state regulations for minimum number of days to maintain inventory.

Section: Culinour Excellence: PRODUCTION, PURCHASING, STORAGE	Policy #B003 Date Issued: 11/2025
Subject: ORDERING	Date Revised:

POLICIES:

Ordering procedures are established to ensure that food and supply orders are placed on a timely basis to ensure adequate availability of goods to meet demands while maintaining established inventory levels.

PROCEDURES:

- Identify all products that will be required to meet production needs based on Campus Dining Projections.
- Identify items that will be ordered by the par stock method (i.e., staples versus "off the menu").
- Order "off the menu" items so that deliveries coincide with period of intended use. All food items are to be on the Campus 48 hours prior to the service of those food items.
- Take physical inventories prior to placing orders for all goods. No one is permitted to take inventory from the office.
- Set up an order and delivery schedule for the suppliers used. A current delivery schedule should be on hand at all times.
- Ensure that ordering procedures are documented and up-to-date so that ordering is not dependent on one individual.
- All products ordered must follow product specifications as developed by the Culinour Regional Leadership.
- Evaluate seasonal price increases. Adjust menus during peak periods to control food costs.

ORDER AND DELIVERY SCHEDULE

SUPPLIER CATEGORY	PHONE NUMBER & CONTACT PERSON	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1					
		2					

1 = Order Date

2 = Delivery Date

Section: Culinour Excellence: PRODUCTION, PURCHASING, STORAGE	Policy #B004
Subject: RECEIVING	Date Issued: 11/2025 Date Revised:

POLICIES:

- Receiving is done by a member of the management team and/or designated employees who have been trained in receiving procedures.
- HACCP procedures are followed when receiving goods.
- Delivery times have been established.
- Adequate scales should be available for weighing (scales are regularly calibrated to ensure accuracy, according to the manufacturer's recommendations).
- Quality, appropriate specification and quantity are verified upon delivery by a member of the management team. Whenever possible, products judged unsatisfactory are refused. Refusal of product is documented on invoice. (Receiving personnel have been provided with permissible variances in quality and quantity).
- Thermometers must be readily available for use when receiving potentially hazardous food.
- Notify security if persons who do not belong in the receiving area are present.
- Deliveries are not permitted before the dock/department opens for the day or when it is otherwise unattended.

PROCEDURES:

Director/Authorized Designee

- Eliminate “drop off” deliveries that are left in unattended areas before you or your staff arrives. Unsupervised deliveries allow inappropriate temperatures. In addition, products are accessible to other parties and subject to the potential for contamination.
- Keep receiving area clean and free of debris.
- Cross check the delivered item to the invoice sheet/specifications. Look for:
 - Net weight (apart from ice, water, packaging). Weigh each cut of meat separately. Record received weights on invoice.
 - Number of cases; count the items in opened cases.
 - Quality matches specifications (check case from top to bottom. Verify sizes of portion-controlled meats.)
 - Sign delivery ticket after it has been checked.
- Check for pests and appropriate product expiration dates. Refuse product with evidence of pests and product past the expiration date.
- Refuse delivery of items not ordered or unapproved item substitutions (check with Director first).
- Refuse all damaged or otherwise suspicious products, including leaking products and packages with holes, tears, slashes, or punctures.
- Refuse all products without appropriate manufacturer labeling.
- Check for any evidence of thaw, refreezing, rust, leakage and dented cans, and refuse delivery of these items. Check for ripeness of produce.
- Check any Time-Temperature Indicators on packages for changes in color that indicate that the product has exceeded safe limits in storage.
- Using a thermocouple thermometer or a pocket digital thermometer, randomly check the temperatures of 5 to 10% of refrigerated perishable goods. Refuse products that do not meet HACCP guidelines for sealed packaging and temperature maintenance. Product rejection must be made based on the internal product temperature, not the packaging temperature. Record temperatures checked on invoice.
 - Refrigerated, potentially hazardous foods must be received at a temperature of 41°F or less, with the exception of raw shell eggs, which may be received at 45°F or less.
 - Packaged foods – Insert the thermometer probe between two packages in the center of the case.

RECEIVING (Cont)

- Frozen food must be received frozen solid.
- Milk deliveries are monitored as follows:
 - Expiration dates are checked. If product cannot be used within the time allowed before expiration, it is rejected at the time of delivery.
 - The temperature of the milk at delivery is expected to be 41°F or below. “Best practice” is to check the temperature when the driver positions it on the tailgate for inspection. If the design of the building, access to the dock or other factors prevents this, milk may be accepted at temperatures up to 45°F upon receipt of the delivery in the kitchen. Milk is inspected and stored immediately, even if the driver is making multiple trips into the department.
 - If the milk temperature is 46°F to 49°F, the receiver will notify the manager, who will immediately conduct a review of the delivery, including physically checking the truck temperature. Milk that registers at 50°F or above will be rejected.
 - Open a carton and insert the sanitized thermometer probe into the milk until the tip is immersed. Do not let the tip touch the sides or bottom of the carton.
 - Bulk Milk – for milk in bulk packaging, fold the soft plastic bag or pouch around the thermometer probe. Be careful not to puncture the plastic.
- Refuse frozen products that have thawed or show evidence of refreezing.
- Document damage, shortage, or refusal of product on the invoice. Sign and date the invoice, keep copy.
- Store and secure goods in proper storage areas as quickly as possible, focusing first on frozen and refrigerated items.
- Rotate items: first in, first out.
- Review Bag in Box Carbonated Beverages. Check the expiration date and any dates that do not exceed 30 days are rejected and returned to the vendor.
- Give priority to frozen and highly perishable items. Store foods requiring refrigeration as quickly as possible to avoid them reaching 45°F or higher.
- Date perishable foods prior to storage.
- Store damaged goods separately from non-damaged goods in an area marked for product return.
- Daily, 1) verify that all scheduled deliveries were received, 2) give invoices to departmental secretary or designated person for prompt processing. Invoices must be checked for mathematical accuracy, i.e., bread, donuts, etc.
- Tax requirements are properly handled and appropriately charged.

CROSS REFERENCE: Receiving CCP – HACCP Compliance Plan

Section: Culinour Excellence: PRODUCTION, PURCHASING, STORAGE	Policy #B005
Subject: FOOD AND SUPPLY STORAGE PROCEDURES	Date Issued: 11/2025 Date Revised:

POLICIES:

All food, non-food items and supplies used in food preparation shall be stored in such a manner as to maintain the safety and wholesomeness of the food for human consumption.

PROCEDURES:

- Most products contain an expiration date. The words “sell-by” or “use-by” should precede the date. The “sell-by” date is the last date that food can be sold; do **not** sell products in retail areas or place on patient trays/resident plates past the date on the product.
- The “use-by” date is the last date that a food can be consumed; do **not** sell products in retail areas or place on patient trays/resident plates past the date on the product. Foods past the “use-by” date should be discarded.
- Cover, label and date unused portions and open packages. Use the approved Culinour label; complete all sections on the label.
- Refer to the Food Storage Chart in this policy to determine discard dates for food items.

DRY STORAGE

- Restrict access to storage areas to only those associates whose job responsibilities require them to retrieve items from these areas.
- Store dry and staple items at least 6" above the floor and 2" from walls and 18" from ceiling, consistent with local food protection codes. *
- Food in packages and working containers may be stored less than 6 inches above the floor if it is stored on case lot handling equipment.
- Pressurized beverage (soda) containers, food in waterproof containers such as bottles or cans, and milk containers in plastic crates may be stored on a floor that is clean and not exposed to floor moisture.
- Maintain the temperature of dry food storage areas between 50° F and 70° F and humidity between 50 to 60 percent, if possible.
- Arrange items neatly on shelves in the same order as the inventory book.
- Date and rotate items; first in, first out (FIFO).
- Remove from storage any items for which the expiration date has expired. Return product for credit if possible.
- Maintain designated area for items that are damaged (such as dented cans) that are to be returned for credit. Post a sign so items will not be used.
- Store foods in their original packages. Foods that must be opened must be stored in NSF approved containers that have tight-fitting lids. Label both the bin and the lid. Hang scoop. Scoops may be stored in bins on a scoop holder. The food level must be no closer than one-inch below the handle of the scoop.
- Use plastic bags that are NSF approved for food storage. Do not use garbage can liners.
- Store cleaning supplies separately from food and paper. Label all cleaning supplies. List on SDS. Restrict access to cleaning supplies to only those associates whose job responsibilities require their use.
- Store flammables (Sterno) in a locked fireproof metal container or cabinet. List on SDS. Restrict access to flammables to only those associates whose job responsibilities require their use.
- Store paper supplies separately from food and cleaning supplies. If necessary, paper supplies may be stored with dry food stores. Store all single-service items with food contact surfaces facing down.
- Store linens covered in clean, dry locations to prevent contamination.
- It is recommended that potatoes be stored in a dark area with low humidity and a temperature of 45-50°F. Keep potatoes dry.
- Observe safety practices. Store heavier items on lower shelves. Products weighing 25 pounds or more should be stored on shelves between knee and shoulder height. Avoid stacking cases overly high. Stack cases with layers running perpendicularly.
- Storeroom should be set up in the order in which the inventory is taken.

Food and Supply Storage Procedures (Cont)

REFRIGERATED STORAGE

- Restrict access to storage areas to only those associates whose job responsibilities require them to retrieve items from these areas
- Refer to policy **B007**: Storage Temperatures for appropriate temperatures for refrigerated and frozen food storage areas.
- Separate refrigerated goods by category (meat, fish, poultry, dairy, produce).
- Separate cooked and raw foods. Store ready-to-eat and cooked food above raw food.
- If raw animal foods are stored on the same rack, store them in the following order from top of the rack to the bottom of the rack: fish, whole cuts of beef, pork, ground meat and poultry.
- Arrange items neatly on shelves in the same order as inventory book.
- Date and rotate items; first in, first out (FIFO). Discard food past the use-by date.
- Unused portions of canned fruits and vegetables must be transferred to clean, approved storage containers. Do not store in open cans. Remove any serving utensils and cover tightly. Label and date container.
- Store bulk materials in NSF approved containers that have tight fitting lids. Label both the bin and the lid. Hang scoop.
- Use plastic bags that are NSF approved for food storage. Do not use garbage can liners.
- Space foods on shelves to allow for air circulation. Do not crowd food.
- Foods that are stored on “ladder” racks must be fully covered to prevent contamination from airborne contaminants as well as from dripping condensation. Either use a bag that covers the entire cart, or cover each tray individually.
- Do not cover shelves with foil, paper or material that inhibits air circulation.
- Store food items 6" above the floor, 2" from the walls, and 18" from the ceiling, consistent with local food protection codes.*
- Sort produce daily to remove spoiled pieces.
- Thaw meats in the cooler. Raw ingredients must be stored below cooked products.
- Observe safety practices. Store heavier items on lower shelves between knee and shoulder height.
- Milk will be refrigerated immediately upon receipt. As with all refrigerated storage, temperature must be maintained at 41°F or below.
- Utensils may not be left in products held in cold storage for future use.
- Refrigerated display units must be capable of maintaining an internal product temperature of 41°F during service periods, which may require a lower ambient air temperature.

FROZEN STORAGE

- Restrict access to storage areas to only those associates whose job responsibilities require them to retrieve items from these areas.
- Store food items 6" above the floor, 2" from the walls, and 18" from the ceiling, consistent with local food protection codes* and at a temperature not greater than 10° F**. If there is a perimeter stripe painted on the floor, nothing should be stored on the stripe.
- Store bulk materials in NSF approved containers that have tight fitting lids. Label both the bin and the lid. Use plastic bags that are NSF approved for food storage. Do not use garbage can liners.
- Space items on shelves to allow for proper air circulation. Do not crowd food.
- Do not cover shelves with paper, foil, or materials that inhibit air circulation.
- Wrap food tightly to prevent cross contamination.
- Food stored frozen should be kept no longer than 90 days for quality purposes.
- Date and rotate items; first in, first out (FIFO).

***6" above floor is the federal guideline. From the 2022 Food Code, 3-305.11 Food Storage. U.S. Department of Health and Human Services, Public Health Service, Food and Drug Administration.**

**** If the state or local regulation is stricter, then that regulation is the one that applies and needs to be customized in this policy. (California regulations for frozen foods states that, ‘Frozen foods shall be stored at 0° F’.)**

FOOD STORAGE CHART

Expiration dates printed by the manufacturer apply until the product is opened. Once opened, use these time limits unless the manufacturer's date is earlier. The day of opening/preparation counts as Day 1.

DRY STORAGE	
According to Manufacturer's Expiration Dates	<ul style="list-style-type: none"> ● Bread and Rolls - if not dated by the manufacturer, add a sticker with an expiration date of 4 days from delivery (including day of delivery)
30 days	<ul style="list-style-type: none"> ● Oil
60 days	<ul style="list-style-type: none"> ● Syrup ● Peanut butter
6 Months, or the manufacturer's expiration date, if sooner	<ul style="list-style-type: none"> ● Cereal ● Honey ● Cake, brownie and pancake mixes ● Rice, pasta, flour, dehydrated potatoes ● Sugar
1 Year, or the manufacturer's expiration date, if sooner	<ul style="list-style-type: none"> ● All unopened canned, carton boxed, or bottled goods ● Spices*
REFRIGERATED STORAGE	
According to Manufacturer's Expiration Dates	<ul style="list-style-type: none"> ● Butter, margarine, shell eggs
1 day	<ul style="list-style-type: none"> ● Milk shakes / Hi Pro (prepared on-site) ● Ready-to-cook foods that are delivered frozen and thawed under refrigeration must be cooked within one day of complete thawing (example, frozen turkey breast that needs to be cooked)
2 days	<ul style="list-style-type: none"> ● Unused portions of ready-to-eat foods prepared on site, such as recipes that contain meat, milk, eggs, cheese, raw vegetables, and fresh fruit. ● Outtakes grab-n-go items
4 days	<ul style="list-style-type: none"> ● Milk, half-and-half and cream ● Commercially prepared salads ● Deli meats – pre-sliced and whole (if delivered frozen, use within 4 days of thawing under refrigeration) ● Opened canned pudding, fruit and vegetables ● Eggs: opened pasteurized liquid eggs; hard-cooked eggs ● Raw meat (including day of delivery) ● Sour cream and cottage cheese
7 days	<ul style="list-style-type: none"> ● Commercially prepared shakes and nutritional supplements (after thawed) ● Cheese – all cheeses except hard cheese (14 days) ● Portion control juices, thawed on site ● Hot Dogs and Bacon
30 days	<ul style="list-style-type: none"> ● Salad dressings, mayonnaise, tartar sauce ● Cake icing (shortening based) ● Jams, jellies, fruit sauces
60 days	<ul style="list-style-type: none"> ● Ketchup, BBQ, Tabasco, steak sauce, mustard, horseradish ● Relish, pickles ● Natural peanut butter ● Sauces – chocolate, caramel, strawberry

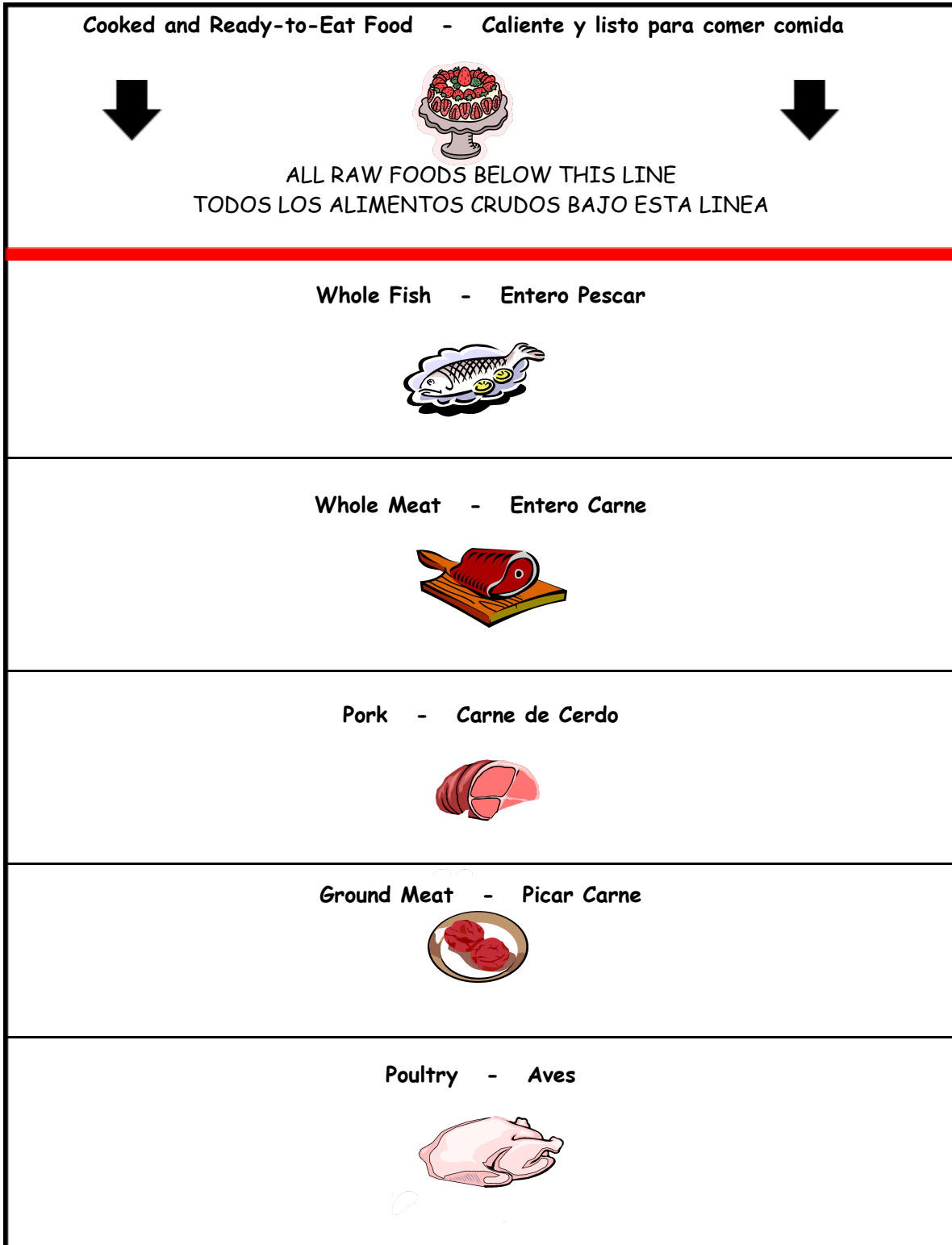
* Spices are not considered potentially hazardous and therefore have no expiration date required for food safety; however quality may deteriorate after long-term storage.

Proper Refrigerator Storage

Apropiado frigorifico almacenamiento

Top-to-bottom storage of different foods in the same refrigerator

Almacenaje de arriba hacia abajo de diferentes alimentos en el mismo refrigerador



Section: Culinour Excellence: PRODUCTION, PURCHASING, STORAGE	Policy #B006 Date Issued: 11/2025
Subject: STORAGE TEMPERATURES	Date Revised:

POLICIES

- Temperatures of food storage areas and cold food vendors are monitored, and action is taken to maintain temperatures within ranges recommended by licensing and surveying agencies.

	<u>min</u>		<u>max</u>	
Frozen Storage:		-10°F to 0°F*		10°F (to remain frozen*)
Refrigerated Storage:	34°F		41°F*	

Each mechanically refrigerated unit storing potentially hazardous food shall be provided with a numerically scaled indicating thermometer, accurate to $\pm 2^{\circ}\text{F}$, located to measure the air temperature in the warmest part of the unit and located to be easily readable. Recording thermometers, accurate to $\pm 2^{\circ}\text{F}$, may be used in lieu of indicating thermometers.

Each refrigerated storage unit shall have a hanging thermometer in addition to the built-in thermometer. The thermometer shall be placed in the warmest part of the unit, typically near the door, readily accessible and placed so that it is not in the direct line of the air stream from the unit's fan.

PROCEDURES:

Thermometer Calibration - Once per month, check storage unit thermometer readings by comparing readings to an accurately calibrated thermometer.

Supervisor

- At the beginning of each month place a new temperature log form on clipboard. (Storage Temperature Record).
- File forms from immediate past month in Director's office. Maintain forms in file for 1 year.
- Each morning at opening and evening at closing, record temperatures of each storage unit.
- Circle any variant readings. Document action taken and date problem was resolved. Actions should be taken as outlined in **policy B007**. Initial each time taken.
- If storage unit thermometer readings are not accurate, contact maintenance to repair.

STORAGE TIMES AND TEMPERATURES (Cont)

MONTH: _____

STORAGE TEMPERATURE RECORD

STORAGE UNIT	FREEZER A.M.	COOLER A.M.	MILK BOX COOLER A.M.	FREEZER P.M.	COOLER P.M.	MILK BOX COOLER P.M.				CHECKED BY
MIN.	-10°F to 0°F	34°F	36°F	-10°F to 0°F	34°F	36°F				
MAX.	10°F	41°F	41°F	10°F	41°F	41°F				
1										
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DOCUMENT RESPONSE TO VARIANT TEMPERATURES ON BACK. CONTACT CULINOUR LEADERSHIP IMMEDIATELY.

Section: Culinour Excellence: PRODUCTION, PURCHASING, STORAGE	Policy #B007 Date Issued: 11/2025
Subject: ACTIONS IN RESPONSE TO DEVIANT TEMPERATURES	Date Revised:

POLICIES:

Action should be taken to preserve the wholesomeness and quality of foods exposed to improper storage temperatures.

PROCEDURES:

- In response to notifications by supervisor of variant refrigeration temperatures take the following action:
 - Check reason for variant reading and determine if problem can be easily corrected (i.e., closing door properly).
 - Take temperatures of potentially hazardous foods to determine if food has exceeded 41°F.
 - If there is reason to suspect that potentially hazardous food has exceeded 41°F for more than 2 hours, discard the food. Document the amount of discarded food and report to Culinour Regional Leadership.
 - For food that has been over 41°F for less than 2 hours, make judgment concerning whether to rapidly chill the food or cook the food, in order to either lower the temperature to below 41°F or raise it above 140°F or the appropriate cooked temperature of the food. Corrective action (cooking or chilling) must bring the food to within the appropriate temperature so that the cumulative time that the food has been between 41°F and 140°F does not exceed a total of 2 hours. A determinant factor will be the preparation period for prepared items (e.g., meat salads).
 - If refrigeration unit has broken down, remove food to other refrigerator(s) or freezers until repairs can be made.
- In response to notification by supervisor of variant freezer temperatures, take the following action:
 - Check reason for variant reading and determine if problem can be easily corrected (e.g., closing door properly).
 - Determine if any foods have thawed. If thawed food is between 10°F and 41°F, move to cooler and use within 24 hours. Make necessary menu changes to utilize these foods. If thawed food has exceeded 41°F for more than 2 hours, discard food. Do **not** freeze. Document the amount of discarded food and report to Culinour Regional Leadership.
 - Discard ice cream that has melted. Document the amount of discarded ice cream and report to Culinour Regional Leadership.
- In response to notification by supervisor of variant storage temperatures in any area (refrigerated, frozen, dry storage) immediately contact maintenance department for repairs. Document all repairs and track timing of repairs.

Section: Culinary Excellence: PRODUCTION, PURCHASING, STORAGE	Policy #B008 Date Issued: 11/2025
Subject: ISSUES FROM THE STOREROOM	Date Revised:

POLICIES:

Procedures are established to control access to the storage areas and to document the disbursement of items.

PROCEDURES:

Storeroom Clerk

- Using the Production Sheets as a reference, pull from storage the amounts of food specified. (If greater or lesser amounts of any items are pulled, for any reason, make appropriate notations on the Production Sheets.)
- Pull breakfast items 24 hours prior to service.
Pull lunch and dinner items 24 hours prior to service.
- Load food items onto carts and deliver them to the respective production area. Place foods requiring refrigeration in the production area refrigerator, unless directed otherwise.
Deliver breakfast items at prior to 10 AM.
Deliver lunch and dinner items at 10 AM.
- When additional items are requested throughout the day, list the items on the Issue Control Roster. Obtain initials of person requesting the item.
- At the end of each day, forward Production Sheets and Issue Control Roster to the Food and Nutrition Services Department.
- Return any unused products (especially refrigerated) to appropriate long-term storage locations.

ISSUE CONTROL ROSTER

Date _____

Quantity	Size/ Weight	Item	Requested By		For Office Use	
			Area	Initial	Unit Price	Total

Section: Culinaire Excellence: PRODUCTION, PURCHASING,
STORAGE

Subject: DEPARTMENTAL FOOD REQUISITION

Policy #B009

Date Issued: 11/2025

Date Revised:

POLICIES:

- Coffee and related items for staff and patients/residents may be requested from the Food and Nutrition Services Department by any department approved to do so. The department must fill out a copy of the requisition form and forward it to the Food and Nutrition Services Department by 9 AM. The requesting department will be billed. Deliveries are made once per day in the (a.m./p.m.). All requests must include an authorized signature.
- Items not preprinted on the form are delivered only if such items are on record in the Food and Nutrition Services as approved items for that department. Prior approval of items may be obtained by contacting the office of the Director of Food and Nutrition Services.
- Emergency items, needed before the designated delivery times, may be obtained if the requesting department presents the requisition form at the storeroom during the storeroom hours of 7 AM to 2:30 PM, waits for storeroom personnel to assemble the items, and transports the items to the department.

PROCEDURES:

Requesting Department

- Completes requisition form and forwards to Food and Nutrition Services Department.

Food and Nutrition Services Department

- Maintains a notebook listing pre-approved items by department. Storeroom Clerk checks the notebook to see if all items requested are pre-approved. Contacts Director or designee if special, not pre-approved, items are listed.

Director or Designee

- Approves items based on inventory and HACCP food handling considerations (**Policy #B017**).

Food and Nutrition Services Storeroom Clerk

- Assembles the requested items and holds (keeping perishables refrigerated as appropriate) for pick-up by the requesting department.
- When possible, the receiving department should sign for goods delivered. A copy should be left with the receiving department and the original returned to the designated area for processing.

Section: PRODUCTION, PURCHASING, STORAGE	Policy #B010
Subject:	Date Issued: Date Revised:

This policy # is left blank intentionally.

Section: Culinour Excellence: PRODUCTION, PURCHASING, STORAGE	Policy #B011 Date Issued: 11/2025
Subject: DAILY PRODUCTION WORKBOOK	Date Revised:

POLICIES:

Daily production worksheets or Daily Production Summaries are provided for all food service functions, i.e., patient food services, cafeteria, catering, etc. These sheets or summaries ensure that all food products are purchased, prepared and tracked in appropriate quantities for all meals to achieve optimal costs.

PROCEDURES:

Director/Designee

- Writes or has computer generated daily production worksheets or summaries (summaries are generated utilizing a patient/retail production sheet or other computerized production forecasting tool) available for each production area. Suggested areas: Breakfast, Entrees, Vegetables, Breads, Salads, and Desserts. Sheets should be prepared two (2) days in advance and include needs for all service areas (e.g., patient/resident, retail).
- Assures name of recipe and recipe numbers are on daily production worksheet or summary.
- Utilizes the daily production worksheet or summary to generate quantified recipes for each production item from the computerized food production system.

Director/Executive chef

- Prepares an advance preparation list for each day of the menu cycle, for those food items that need to be thawed, cooked in advance, or partially prepared to meet subsequent needs.
- Whenever possible, prepare foods for cold service one day prior to service to allow adequate chilling time.

Director/Designee

- Lists serving utensil as well as panning and garnish information on Trayline/Taste/Temperature Record.
- Makes a copy of the daily production worksheets or summaries. Gives one copy to the storeroom and one to the respective production area.
- On the day of actual production, checks frequently in each production unit. Observes any changes made on any of the daily production worksheets or summaries. Checks the storeroom's copy of the daily production worksheet or summaries to identify changes. Determines reasons.

Executive chef

- On day of production, determines use(s) for unused portions. Notes such on the daily production work sheet(s) or summaries and reviews with production staff. Unused food is not allowed to be taken home by staff members without the written permission of the Director.
- On day of production, makes notation as to "numbers of servings" short or "numbers of servings" unused, or any ingredient in short or excessive amount for recipe preparation. This information should then be utilized in preparation of sheets for future corresponding day in menu cycle. Only designated management can make decisions concerning discarding and utilization of unused portions.
- Daily production worksheets or summaries should be retained in the account for a minimum of six (6) weeks.
- Accounts utilizing computerized food production software should enter actual quantities (prepared, unused) into the data base on a daily basis.

CROSS REFERENCE: **Menu Cycles**
Computerized Food Production System

Section: Culinour Excellence: PRODUCTION, PURCHASING, STORAGE	Policy #B012 Date Issued: 11/2025
Subject: RECIPE CONVERSIONS	Date Revised:

POLICIES:

Recipes shall be quantified to meet forecasted yield requirements according to established procedures.

PROCEDURES:

All recipes should be quantified by utilizing a computerized food production system. All recipes will be documented and documentation retained by the Executive Chef or Director.

In the event that a recipe is not included in the computerized food production system's database, e.g., promotional recipes, special catering recipes, the following procedure should be utilized to quantify the recipe to yield a specific number of portions:

- Divide portions needed* by portions on standardized recipe to obtain an ingredient ratio.
Example: 80 (portions needed) divided by 25 (portions given) = 3.2 (ingredient ratio).
- Multiply the recipe quantities of each ingredient by the ingredient ratio to obtain quantity needed.
Example: 2 lbs. (recipe quantity) x 3.2 (ingredient ratio) = 6.4 lbs. (Production amount desired)
- Convert and round the calculated amount to a practical unit of measure.
Example: 6.4 lbs = 6 lbs. plus .4 lbs.
.4 lbs x 16/lb = 6.4 or 6 oz.
Production amount is 6 lbs., 6 oz.

NOTE: Salt should never be increased more than double the original amount. Also, herbs and spices are too overpowering when increased proportionally. Ask the account's Corporate Executive Cheff or guidelines concerning herbs and spices.

* *The actual number of portions needed, based on forecasting, may need to be rounded up to a feasible batch size in some cases (i.e., lasagna must be prepared in full pan or half pan amounts.)*

Section: Culinour Excellence: PRODUCTION, PURCHASING, STORAGE	Policy #B013 Date Issued: 11/2025
Subject: PRODUCTION MEETINGS	Date Revised:

POLICIES:

Daily production meetings are held with key personnel.

PROCEDURES:

Director/Executive Chef

- Meets with production staff daily to cover:
 - production sheets, recipes, quality considerations, presentation, food handling and HACCP issues
 - changes to utilize unused portions
 - substitutions (menu, ingredient), for patient services, document any substitution on the substitution log and notify the Director or designee. See policy B0014.
 - menu items that contain the following most common allergens: peanuts, tree nuts, soy, milk or dairy, wheat, fish, shellfish, or eggs.
 - advance preparation
 - special functions
- Discuss potential problems and develop strategies for successfully managing such situations.
- Discuss past problems (previous day) and corrective strategies. Document the meeting on the Daily Production Meeting log.

Section: Culinour Excellence: PRODUCTION, PURCHASING, STORAGE	Policy #B014 Date Issued: 11/2025
Subject: MENU SUBSTITUTIONS	Date Revised:

POLICIES:

Appropriate substitute foods are utilized when a menu change is necessary. Substitutions are of similar nutritional value (for patients) and coordinate with balance of menu for variety, presentation and cost.

PROCEDURES:

Executive Chef

- Determines the need for substitutions prior to production, as well as during service. Reasons may include
 - HACCP issues
 - insufficient or inadequate food available for preparation
 - insufficient or inadequate food prepared
- Selecting a substitute food
 - not served during the current, previous, or subsequent day
 - in the same menu category of items being replaced (e.g., entree)
 - that is an item/recipe which appears somewhere on the approved patient menu or retail menu
- Obtains an approved list of popular items always available
- Notifies food service associates responsible for patient food service of substitution in the event a patient has an allergy to the food.
- Substitutions are an exception rather than the rule. Repeated instances require action taken to solve the problem in planning, purchasing and/or production
- Obtains dietitian's approval for substitution(s) to patient/resident menu

NOTE: See Section C - Trayline/Taste/Temperature Record for recording of substitutions.

Section: Culinour Excellence: PRODUCTION, PURCHASING, STORAGE	Policy #B015 Date Issued: 11/2025
Subject: STANDARDIZED RECIPES	Date Revised:

POLICIES:

Standardized recipes are used for the preparation of all food items.

Only approved recipes shall be used. The recipe must be from an approved and entered into Culinour's computerized food production system with approval from the Corporate Chef. Regional and local recipes must be approved by the Region's Corporate Executive Chef prior to use.

PROCEDURES:

- Components of a standardized recipe as generated by an approved Culinour computerized food production system are:
 - Recipe category
 - Recipe number
 - Recipe name
 - Appropriate HACCP plan
 - Portion size for each serving
 - Approximate cost per serving based on corporate database
 - Ingredient number and description
 - Ingredient quantities
 - Number of servings produced by the recipe
 - Preparation instructions
 - Nutritional information
 - Serving instructions
 - Garnish information, as applicable
- Recipe Names
 - Whenever possible and practical, in naming local recipes, ensure that the name of the recipe reflects ingredients that contain these common allergens: peanuts, tree nuts, fish, shellfish, soy, wheat, eggs, milk or dairy. For example, a recipe that contains peanuts and shellfish could be named "Thai Shrimp with Peanut Sauce".
- Nutritional Adequacy
 - Entrees provide one serving of the meat group - defined as 2-3 ounces of cooked meat or meat equivalent per serving of entree
- Ingredients
 - Recipe ingredients must conform with Morrison product specification for the Preferred vendor assigned to the account.
 - To avoid food allergy reactions, if ingredients must be substituted, notify the chef or person in charge.
- Recipe Collection
 - All recipes to be used in planning the retail, patient services menus will be placed in a recipe book and approved by the Regional Corporate Executive Chef.

Section: Culinour Excellence: PRODUCTION, PURCHASING,
STORAGE

Subject: FOOD HANDLING GUIDELINES (HACCP)

Policy #B016

Date Issued: 11/2025

Date Revised:

POLICIES:

Food is handled using a HACCP process in accordance with regulatory guidelines. Proper handling procedures and techniques are visually monitored on an ongoing basis.

Food temperature audits at Critical Control Points (CCP) shall be conducted on a weekly basis in a random method. All such records are maintained for one year.

All cooking and refrigeration equipment is maintained in good working order and is calibrated, serviced or tested per the manufacturer's instructions. All equipment testing and maintenance records are maintained in a permanent file for the equipment.

The Director of Food and Nutrition Services/Dining Services and the Executive Chef are responsible for the execution and monitoring of CCP's and records associated with Good Food Handling procedures.

PROCEDURES:

CROSS CONTAMINATION PRECAUTIONS

Food shall be protected against cross-contamination by: appropriately separating types of raw animal products such as beef, fish, lamb, pork and poultry during storage and processing with the use of separate equipment or areas or by scheduling and cleaning; and appropriately separating raw (potentially hazardous) foods from ready-to-eat food products during storage, preparation, and/or service. Cutting boards and other food contact surfaces are cleaned and sanitized between different food preparation steps. Different cutting boards are used for each type of food product, i.e., raw meat, cooked meat and dairy, and produce and bread. Spray bottles and chemicals are not stored where food is prepared (example, on the food preparation table).

- Hands should be scrubbed following appropriate hand washing techniques according to facility/community policy (e.g., after toilet use, between food preparation tasks, before putting on gloves, etc.).
- Use clean sanitized equipment and food contact surfaces (e.g., knives, sinks, utensils, table surfaces, slicers, multipurpose cutting boards, bowls, etc.) for each task.
- Use clean sanitized equipment when switching from one raw food to another.
- Sanitize cutting boards after each use.
- Preferably use single-use pastry decoration bags with pre-cleaned sanitized metal nozzle and tip. Wash and boil cloth bags before reuse.
- Single use disposable gloves are worn when preparing foods that will not be cooked again (ready-to-eat foods) or while serving food. Gloves are to be placed over clean hands. Gloves are changed between tasks or if punctured or ripped. Hands are washed after gloves are removed.
- Compass standards do not allow the use of latex gloves; only non-latex gloves may be used.

PREVENTION OF FOOD ALLERGY REACTIONS

- If a customer, patient or resident has an identified food allergy, the associates preparing and serving the food must work with the manager or chef who is knowledgeable about recipes and menu content. This individual becomes the food allergy "point person" for all inquiries. The following must be done:
 - Read all ingredient labels including those with sub ingredients, such as bread, to ensure the food allergen is not present. Refer to the document *Reading Food Labels* posted on Morrison Today on the Food Safety site.
 - Wash hands and change gloves before preparing the food.
 - Prepare food with clean, sanitized equipment and serve on clean, sanitized dishes.
 - The food must be prepared to order to avoid any cross contact.
 - Be especially careful of prepared sauces or seasonings which may contain the common allergens.

Section: Culinary Excellence: PRODUCTION, PURCHASING, STORAGE	Policy #B016 Date Issued: 11/2025
Subject: FOOD HANDLING GUIDELINES (HACCP)	Date Revised:

- If you cannot be certain that the allergen is not present, do NOT serve the food.

FOOD HANDLING GUIDELINES (HACCP) (Cont)

PREVENTION OF FOOD INFECTION

- Use separate utensils for tasting. Do not use utensils used in food preparation for tasting. Utensils used for food tasting should be replaced after each use.
- Minimize hand contact with food by the use of utensils, disposable gloves or individual wax papers. Use disposable gloves for handling cooked meat during slicing and for handling salad or other ready-to-eat foods. (Also see F - Employee Guidelines: Infection Control Practices)

NOTE: The disposable glove is worn over the safety glove. This protects the food from being contaminated by the safety glove.

PREPARATION OF PRODUCE

- Wash hands and wear disposable gloves when handling raw produce or ready-to-eat foods. Wear safety or cutting gloves under disposable gloves when using knives.
- Inspect all produce for damage. Discard severely damaged produce or remove damaged areas plus one inch beyond damaged area. If damaged area cannot be removed without contaminating remainder of product, discard product.
- Prepare produce using clean, sanitized utensils, work areas and sinks. A cleaned and sanitized lexan tub or other receptacle may also be placed in the produce washing sink after the sink has been cleaned and sanitized to further prevent cross contamination.
- Remove from cold storage only the amount of food that can be processed within 30 minutes.
- Wash produce before cutting or peeling.
- Wash only one type of produce at a time to prevent cross contamination.
- Use a vegetable brush to remove surface soil from produce like melons that have a rough surface.
- Soak raw produce in Victory wash solution at a concentration between 60 to 80 ppm for at least 1 minute as last step of washing process. See directions below for washing instructions for produce that has been pre-washed and bagged. Once a day before using Victory wash, complete the Victory Wash Solution Concentration Log that follows this policy.
- Store prepared produce under refrigeration at temperature of 41°F or less.
- Discard cut melons after four hours if they have not been held at a temperature of 41°F or less.

RAW AND UNPROCESSED FRUIT AND VEGETABLE WASHING PROCEDURES

- Clean and sanitize two-compartment sink. Place clean and sanitized lexan tub or other receptacle in each compartment of sink, if using containers.
- Fill **wash** compartment of sink or receptacle with cold water.
- After initial leaf removal and trimming, immerse produce in **wash** compartment containing cold water.
- Agitate produce vigorously in water. Use a vegetable brush to remove surface soil from produce like melons that have a rough surface.
- Push and twist button on Victory wash dispenser to the right to fill **rinse** compartment or receptacle in rinse sink. Push and twist button to the left to stop filling.
- Remove produce from **wash** compartment and transfer to the **rinse** compartment containing the Victory wash solution. Soak produce in Victory wash solution for 1 minute.
- Drain, shake, or spin to remove excess solution.
- Drain, clean and sanitize sinks.
- Note: if account cannot purchase Victory wash solution or solution is not between 60 to 80 ppm, fill wash and **rinse** compartments with cold water. After initially immersing, vigorously agitating produce and using a vegetable brush on produce with a rough surface in the wash compartment, repeat this process in the rinse compartment to ensure a double-wash process.

FOOD HANDLING GUIDELINES (HACCP) (Cont)

PREPARATION OF PROCESSED PRODUCE

- To determine whether produce that has been pre-washed, processed (cut or sliced) and bagged must be washed again before use, read the package label. Follow the directions on the label. If the label indicates that produce is ready-to-use or eat, no further washing is required. Compass Group policy states that bagged produce that is ready to eat should NOT be rewashed in order to prevent on-site contamination.

COLD FOOD PREPARATION

- Potentially hazardous ingredients for foods that are in a form to be consumed without further cooking such as salads, sandwiches, filled pastry products, cut leafy greens and produce, and reconstituted foods shall have been chilled to 41°F (5°C) or below prior to preparation. Products are chilled again after preparation to 41°F (5°C) or below.
- Remove from refrigeration only quantities of foods that are immediately needed for preparation and can be processed within 30 minutes. Return unused food (ingredients) and prepared food to refrigerator storage within the shortest time period possible to ensure that potentially hazardous food does not exceed 45°F.
- When preparing sushi:
 - Chill rice for one hour in a shallow metal pan prior to rolling.
 - Keep all sushi ingredients in metal pans on ice or under refrigeration during preparation.
 - Place plastic wrap over bamboo mat during rolling to avoid wrapper from directly contacting bamboo mat.
 - Discard all rice not used.

THAW FROZEN MEAT

- Under refrigeration at temperature of 41°F or less.
- Submerged under potable running water at a temperature of 70°F or below with sufficient velocity to agitate and float off loose food particles into the overflow. (Duration of process should not exceed two hours.)
- As a part of the cooking process. (Allow about 30% longer cooking time for the thawing process at the beginning of the cook cycle.)
- In a microwave oven only when the food will be immediately transferred to conventional cooking equipment as part of a continuous cooking process or when the entire, uninterrupted cooking process takes place in a microwave oven.
- Frozen potentially hazardous food must be cooked or sold for immediate consumption within 1 day of complete thawing.

COOKING

- Food that is being cooked must reach an appropriate internal temperature in less than 6 hours. (Follow internal temperature guidelines stated under Minimum Safe Internal Temperatures, this section.)
- Food heated in a microwave must reach an internal temperature of 165°F at all parts. Food should be rotated or stirred halfway during cooking process and left to stand covered for two minutes after cooking to assure appropriate temperature throughout the product.
- Not all accounts have access to, or use, pasteurized shell eggs. If pasteurized shell eggs are used:
 - Pasteurized shell eggs must have a “P” on the top of each egg being used. The cook must verify this each time a pasteurized shell egg is used in cooking. If the egg does not have a “P” on top, the egg must be cooked to an internal temperature of 145°F for 15 seconds.
 - Pasteurized shell eggs must **not** be pooled and held for later service in omelets, French toast, hollandaise sauce, etc. They are to be used for immediate cooking and service in poached eggs or over-easy eggs. Use liquid pasteurized egg products if recipes call for pooling of eggs.
 - Pasteurized shell eggs do **not** have to be cooked to 145°F for 15 seconds because they have been heat treated, like milk, to destroy bacteria. They are the **only** eggs that are permitted to be cooked to a soft state.

FOOD HANDLING GUIDELINES (HACCP) (Cont)

MINIMUM SAFE INTERNAL TEMPERATURES

- Cook raw meat products so as to heat all parts of the food in less than six (6) hours to the following minimum temperatures as measured in the center of the product. The following chart shows the time it takes for product to be safe for consumption at the internal temperature listed.
- Hot food temperatures must be checked before the cooking process is ended (see chart for appropriate temperatures).

Food Item	Minimum Internal Temperature (°F)
Beef and fish (except ground and roasts), liquid pasteurized egg product or shell eggs ¹ (prepared for immediate retail consumption) (Following Morrison Recipe)	145° for 15 seconds
Pork, ground meat of any species (except poultry), injected meat, (Following Morrison Recipe)	155° for 15 seconds ²
Hamburger patties	158° for 1 second
Poultry; stuffing containing fish, meat, or poultry; stuffed foods; gravies; sauces; soups; all reheated foods; Reduced Oxygen Packaging (ROP) food; potentially hazardous food reheated in a microwave oven; raw animal foods cooked in a microwave oven (following Morrison recipe)	165° for 15 seconds and microwaved food must remain covered for 2 minutes after temperature has reached 165°
Fruits and vegetables, hot holding foods (following Morrison recipe)	140° for 15 seconds
Rare roast beef, corned beef, pork roasts (including ham) (following Morrison recipe)	145° for 3 minutes OR 140° for 12 minutes OR 130° for 121 minutes

- Do not cook stuffing inside the cavity of a chicken or turkey. Small amounts (less than 1 cup) of stuffing may be cooked with raw portion controlled meats such as chops, fish fillets, chicken breasts, etc. Stuffing must reach an internal temperature of 165°F.

¹Fresh shell eggs that are not pasteurized are used only for hard cooked, fried or hard poached eggs and must be cooked for immediate service to a minimum internal temperature of 145°F for 15 seconds. Morrison recipes must be followed. For all other purposes, liquid pasteurized egg products are used. Pasteurized shell eggs may be used under the conditions noted in the Cooking section above the Minimum Safe Internal Temperatures chart.

²Internal temperature of pork must reach 145°F for 15 seconds according to the 2009 FDA Food Code. However, due to the high percentage of immune-compromised individuals in the population Morrison serves, 155°F for 15 seconds is the Morrison standard.

FOOD HANDLING GUIDELINES (HACCP) (Cont)

HOLDING TEMPERATURES (during preparation, service, and chilling)

Overview

- Hold potentially hazardous foods at temperatures of 140°F or greater or 41°F or less, except during necessary periods of preparation, service and chilling. During preparation, service and chilling, foods should not be exposed to temperatures between 41°F and 140°F for more than two hours. Discard any potentially hazardous food that has been held between 140°F and 41°F for over two hours. *These guidelines do not address food quality but food safety. Quality should always be an issue when handling food. All times listed are accumulative times spent in the danger zone throughout the process.*

Hot Holding

- Foods should be held hot for service at a temperature of 140°F or higher.
- Foods should be covered during hot holding whenever possible to minimize the effects of evaporative cooling on the surface.
- In-use utensils should be stored with handles extending out of food being served.
- Hot holding devices should not be used to heat food, i.e., warmers, Bain Maries, etc.
- Stir food at regular intervals.
- Record internal temperatures every two hours.
- Do not combine freshly prepared food with foods being held for service.
- Discard hot food after two hours if it has not been held at a temperature of 140°F or higher.

Cooling

- Foods should be cooled in walk-in coolers - not in reach-in coolers in service areas.
- All foods being cooled must be identified with Morrison label. Complete all information on label including date and time food began cooling process.
- Potentially hazardous food shall be cooled from 140°F (60°C) to 70°F (21°C) as measured at its center within two hours and from 70°F (21°C) to 41°F (5°C) within an additional four hours for a total cooling time of six hours or less.
- Potentially hazardous food shall be cooled within 4 hours to 41°F if prepared from ingredients at room temperature.
- Use appropriate methods for rapidly chilling foods. In order to chill foods to 41°F or less within six hours maximum:
 - Separate food into smaller or thinner portions, i.e., cut larger roasts in half so that each portion weighs 5 pounds or less.
 - Place in shallow metal pans (2" product depth or less)
 - Stir
 - Use ice as part of recipe liquid when possible.
 - Place into containers not to exceed 1 gallon.
 - Cover with plastic wrap or foil so that wrap lays flat during the cooling process (heavy lids will slow the chilling process). Coverings should be slightly vented through chilling process to avoid a build up of hot air. Utensils may not be left in products held in cold storage for future use.
 - Arrange in the refrigerator allowing for adequate air flow. Do not stack the pans.
 - Place over ice or covered in ice bath.
- Because they cannot be cooled to 70°F within 2 hours and 41°F within an additional 4 hours, whole turkeys may not be cooked and then chilled whole for later sale or service. If whole turkeys are cooked in advance for later service, the turkey must be cooked to 165°F and cut into smaller portions or slices to cool to 70°F within 2 hours and 41°F within an additional 4 hours, and then reheated to 165°F for service.

FOOD HANDLING GUIDELINES (HACCP) (Cont)

Cold Holding

- Foods should be held cold for service at a temperature of 41°F or less.
- Record internal temperatures every two hours.
- Do not store foods in units such as deli refrigerators and air curtain display units in service areas for more than 24 hours.
- In-use utensils should be stored with handles extending out of food being served; example, foods held on a salad bar.
- Do not combine freshly prepared food with foods being held for service.
- Protect food from contamination with covers or shield.
- Do not store food directly on ice except whole fruits and vegetables, raw cut vegetables or molluscan shellfish.

Reheating

- Use appropriate cooking equipment (not warmers, steam tables, Bain Marie's, or hot food holding devices) for reheating food to a temperature of 165°F in less than 2 hours.

Removal of Contaminants

- Clean and sanitize tops of cans or jars before opening. This includes cans of tube feeding and supplements.
- Wash raw fruits and vegetables thoroughly prior to preparation.

Handling of Contaminated Product

- If a contaminant is found in food, do not serve the food.
- Remove all affected food from service, place in an air-tight container and label "Do Not Serve".
- If the food should be held cold, promptly refrigerate it.
- If the original packaging is available, record the product code, product name and expiration date.
- Refer to the *Emergency and Crisis Planning Guide* on Morrison Today for more information. Contact the *Compass Crisis Hotline* at 877-710-6291 and the buySmart Hotline at [877-499-3663](tel:877-499-3663). Contact Gallagher Bassett at 866-678-1774 to report the contaminated product and any subsequent loss
- Contact the vendor you purchased the product from and report the issue.
- Contact your Regional Director of Operations.

Other

- Keep grease in sturdy containers that have tight-fitting lids. During warm weather, remove grease often and refrigerate. (Check with your health department concerning regulations for grease handling.)
- Ensure that all purchased products being sold to customers have ingredient statements.
- Shellfish tags are held in chronological order for 90 days from the date the original container is emptied.

P&P CROSS REFERENCE: Morrison *In-Service Training Manual*

Resource: 2009 Food Code, Chapter 3 – Food, U.S. Department of Health and Human Services Public Health Service, Food and Drug Administration.

VICTORY WASH SOLUTION CONCENTRATION LOG

File and retain records for 6 months.

MONTH AND YEAR: _____

INSTRUCTIONS FOR TAKING AND RECORDING CONCENTRATION:

1. Fill 1 cup container with Victory Wash.
2. Immerse test strip in container. Remove test strip from container. Do not shake off excess liquid.
3. Wait 10 seconds and compare strip to color chart. The standard is between 60 to 80 ppm. If test strip does not show that the concentration is between 60 – 80 ppm, follow corrective actions in box on bottom of page.

DATE	PPM	CHECKED BY	CORRECTIVE ACTION
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CORRECTIVE ACTION:

“A”: Contact director or person in charge immediately if concentration of Victory Wash solution is not between 60 – 80 ppm. Director or person in charge must contact Ecolab immediately for service/calibration of system. Do not use dispensing unit until recalibrated - place “Out of Service” sign on dispenser. Use double-wash procedure without Victory Wash until system is recalibrated.

Section: Culinour Excellence: PRODUCTION, PURCHASING, STORAGE	Policy #B017 Date Issued: 11/2025
Subject: UNUSED PORTION UTILIZATION	Date Revised:

POLICIES:

- Unused portions are minimized through planning:
 - Production amounts are based on historical data.
 - Retail menu selection and quantity are acceptable to customers.
 - New retail menu items are run in limited amounts until acceptance is assessed.
 - Patient meal forecasting is fine-tuned.
- Retail menus are planned to provide flexibility so that unused portions from the patient menu can be utilized.
- Unused portions are tracked and the Executive Chef determines how portions are utilized or wasted. All wasted food is tracked and documented using the Waste Log.
- Unused portions of puree foods are recorded and wasted.

- **PROCEDURES:**

Executive chef

- Records the unused portion amounts on the daily production worksheet.
- Assures food is chilled appropriately (see Policy B016 - Food Handling Guidelines), placed in appropriate container, and labeled with approved food label, and then refrigerated immediately.
- Consults with Director before discarding any unused portions.

Director

- Checks daily production worksheets and refrigerators after each meal.
- Adjusts next meal's production to utilize unused portions. *
- At each day's production meeting, discusses plans to utilize any unused portions still on hand.*

* *Strategies for using unused portions.*

- If enough display space is available in the retail areas, run unused portions with the regular menu items as an additional choice.
- Place unused portions in clean pans.
- Discard unused portions after heating and serving once.

P & P CROSS REFERENCE: B – Food Handling Guidelines (HACCP)

Section: Culinour Excellence: PRODUCTION, PURCHASING, STORAGE	Policy #B018 Date Issued: 11/2025
Subject: PRODUCTION SUPPORT OF TRAYLINE/STEAMTABLE	Date Revised:

POLICIES:

The production area is responsible for proper panning and timely delivery of food at the proper temperature to the trayline or workstation areas.

PROCEDURES:

Executive chef

- Develop Hot Food Table Diagram and list portion/utensil. Assemble notebook of Hot Food Table Diagrams covering the entire cycle. (Sheet protectors are recommended).

Hot Production Area

- Place foods in appropriate pans according to established hot food table diagrams.
- Check temperatures of foods before delivery to trayline or workstation, including backup pans. Apply additional heat to any items below goal serving temperature.
- Cover pans.
- Deliver hot food to trayline or workstation no more than 15 minutes prior to the start of service. Record temperature on Trayline/Taste/Temperature Record.
- Restock trayline as needed during service.
- Record food temperatures halfway through service or at end of service if service period is less than 2 hours.
- Following the meal, collect all unused portions, except what is needed for NOW trays (consult with supervisor). Cover, label, date, initial and store as appropriate.

Cold Production Area

- Check temperature of food before delivering to trayline or workstation. If temperature is higher than 41°F, return food to cooler, or super chill food, until internal temperature is 41°F or less.
- Deliver cold food to trayline or workstation. Record temperature on Trayline/Taste/Temperature Record.
- Record food temperatures halfway through service or at end of service if service period is less than 2 hours.

Frozen Foods

- Must be held at 0°F or less.

VARIATIONS FOR STEAMTABLE SET-UP

A variety of sizes and depths of pans are available for steam table units. The size selected by the facility depends on the number of servings needed at a specific time. The illustrations show possible combinations that are available. Using small pan sizes provides flexibility in storing small amounts in the steam table to keep hot foods hot.

P & P CROSS REFERENCE: Section C - Trayline/Taste/Temperature Record

HOT FOOD TABLE DIAGRAM

DAY _____ B L D

POSITION

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POSITION

HOT FOOD TABLE DIAGRAM

DAY _____ B L D

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POSITION

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POSITION

Section: Culinour Excellence: PRODUCTION, PURCHASING, STORAGE	Policy #B019 Date Issued: 11/2025
Subject: DAILY MEETING / SHOW TIME GUIDELINES FOR PATIENTS/RESIDENTS	Date Revised:

POLICIES:

To assure that all food served from the Food and Nutrition Services Department is of the highest quality, a Daily Spark Meeting will be conducted prior to each serving period. Daily Spark Meetings are conducted by management, which may include the Director of Food and Nutrition Services, Assistant Director, Clinical Nutrition Manager, Clinical Dietitian, dietetic technicians, and departmental supervisors.

PROCEDURES:

- Approximately 10 minutes prior to serving time, the designated member of management will taste each prepared food item on the patient/resident serving line.
- To taste food, place food in soup bowl or a vegetable dish. Use a new teaspoon or fork for each food item tasted.
 - The following criteria will be used for testing food items:
 - * Was food prepared using the prescribed recipe?
 - * Is the food properly seasoned?
 - * Does the food have eye appeal?
 - * Is the food overcooked or undercooked?
 - * Is the food at the proper serving temperature?
 - Food items that do not meet the above standards will not be served until corrections are made.
- Food is assembled on steamtable according to steamtable diagrams.
- The food contact or lip contact surfaces of cups or utensils are not touched.
- Proper serving utensils are available at each serving station.
- While conducting taste tests, the Trayline/Taste/Temperature Record is utilized for documentation. Completed sheets will be filed for 1 year.
- Identify any foods that might contain the eight major allergens: fish, shellfish, tree nuts, peanuts, eggs, soy, wheat, milk and other dairy products. If customers have questions about allergens, associates should refer these questions to the Director, Manager Or Supervisor.

P & P CROSS-REFERENCE: Section C - Trayline/Taste/Temperature Record
Section I - Temperature and Taste Testing

Section: Culinour Excellence: PRODUCTION, PURCHASING, STORAGE	Policy #B020 Date Issued: 11/2025
Subject: GUIDELINES FOR ENTERAL FEEDINGS & NUTRITIONAL SUPPLEMENTS STORAGE, PREPARATION & DELIVERY	Date Revised:

POLICIES:

Nutritional products used for tube feeding or supplements follow HACCP procedures to ensure that products are prepared safely and accurately

PROCEDURES:

Commercially prepared frozen shakes

- Thaw shakes in refrigerator at a temperature of 41°F or less according to standard operating procedure.
- Label with expiration date 5 days from transfer from freezer to thaw under refrigeration.
- Keep refrigerated until served.

Enteral Feedings

Open system – Powdered Products

Food & Nutrition Services

- Products are prepared for patients via pharmacy. We only deliver prepackaged products to nursing floors.
- Formula Room Policy and Procedure is followed with all products prepared for pediatrics and NICU.

Open system – Ready-to-Use Formulas

Food & Nutrition Services

- Contact the dietitian if an order is received that requests formulas at partial strength (example – half strength). Dietitian to consult physician regarding change of order to full-strength formula at a lower administration rate. If possible, avoid adding water to the formula as this increases the potential for contamination.
- If product must be diluted, contact the Formula Room for preparation.

Closed system

Food & Nutrition Services

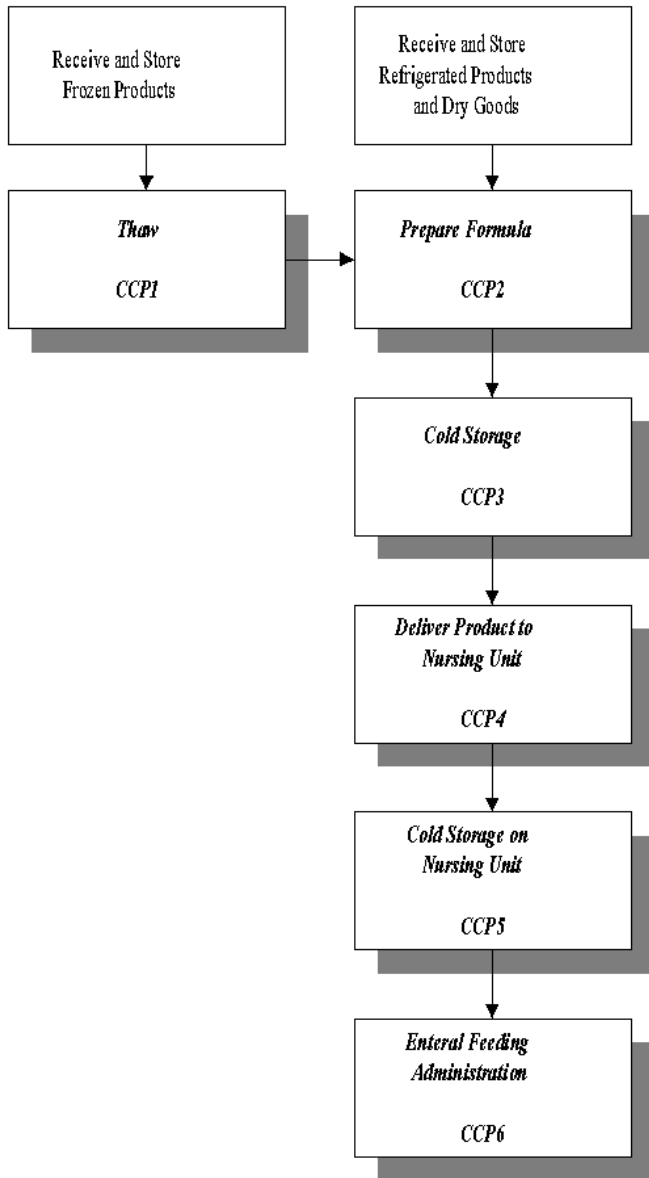
- Store products at room temperature (55-70°F)
- Label product with patient’s name, room number and rate of administration.

Reference: Ross Products Division, Abbott Laboratories, Inc. “Preventing Microbial Contamination of Enteral Formulas and Delivery Systems: Hazard Analysis Critical Control Point (HACCP) in the Clinical Setting”, September 2003.

HACCP Plan Form: Enteral Feeding and Nutritional Product Preparation, Delivery and Administration

Date: 11/2025

Revised



Note: Critical Control Points are in shadowed boxes with bold, italicized print.

HACCP Plan Form: Enteral Feeding and Nutritional Product Preparation, Delivery and Administration

Date: 11/2025

Revised

HACCP Chart

Critical Control Points (CCPs)	Monitoring Procedures	Corrective Actions
<p>CCP1: Thaw</p> <p><i>Shakes</i></p> <p>Thaw commercial, ready-to-use shakes completely in cooler at a temperature of 41°F or less. Label with an expiration date of 5 days from the day shake is removed from the freezer to thaw in the cooler.</p>	<p>Monitor cooler temperature according to noted policy.¹</p> <p>Check daily for labels and expiration dates on shakes.</p>	<p>If cooler temperature is over 45°F for more than 2 hours, move shakes to alternate cooler and check shake temperature. Discard shake if temperature is higher than 41°F for a total of 4 hours or more</p> <p>Discard out-of-date shakes and shakes without expiration dates.</p> <p>Document reason for discarding shakes.</p>
<p>CCP2: Prepare Formula</p> <p><i>Open System for Enteral Feedings</i></p> <p>Prepare formula with clean, gloved hands and sanitized equipment and utensils.</p> <p>Prepare according to enteral formula recipe using tap water or sterile/distilled water for reconstitution per organization's policy. Protect enteral formula from cross contamination</p> <p>Label each of the following types of products with the stated expiration date and information:</p> <ul style="list-style-type: none"> -24 hours from preparation for reconstituted mixed enteral formula and portioned protein, fat or carbohydrate modules. Also include patient's/resident's name, room number, formula name and rate of administration -24 hours from opening for newly opened cans of liquid formula -30 days from opening for newly opened cans of powdered product 	<p>Observe proper handwashing technique and use of gloves and sanitized equipment and utensils.</p> <p>Check daily for labels and expiration dates on product.</p>	<p>If sanitary procedures were not used, discard product.</p> <p>Discard out-of-date product and product without expiration dates.</p> <p>Document reason for discarding product.</p>

HACCP Plan Form: Enteral Feeding and Nutritional Product Preparation, Delivery and Administration

Date: 11/2025

Revised

Critical Control Points (CCPs)	Monitoring Procedures	Corrective Actions
<p>CCP3: Cold Storage</p> <p><i>Open System for Enteral Feeding/Shakes</i> Store mixed, reconstituted or portioned formula or modules and shakes in secure cooler kept at a temperature of 41°F or less until delivered to nursing units for administration.</p>	<p>Monitor cooler temperature according to noted policy.¹</p> <p>Check daily for labels and expiration dates on formulas, modules and shakes (24 hours from mixing or opening for formulas and modules and 7 days from removing shakes from freezer and placing under refrigeration).</p>	<p>If cooler temperature is over 45°F for more than 2 hours, move formula, modules and shakes to alternate cooler and check product temperature.</p> <p>Discard product if temperature is higher than 41°F for a total of 4 hours or more.</p> <p>Discard out-of-date and/or improperly labeled product.</p> <p>Document reason for discarding food.</p>
<p>CCP4: Deliver Product to Nursing Unit</p> <p><i>Open System for Enteral Feedings/Shakes</i> Deliver mixed enteral feeding formulas, modules and shakes under refrigeration at a temperature of 41°F or less to nursing units according to delivery schedule.</p> <p><i>Closed System</i> Deliver enteral feeding products at room temperature.</p>	<p>Monitor time and temperature of enteral products being delivered to nursing units.</p>	<p>Discard mixed or portioned product and shakes that have been out of refrigeration for longer than 2 hours.</p> <p>Document reason for discarding product.</p>
<p>CCP5: Cold Storage on Nursing Unit</p> <p>Store mixed enteral formulas, modules and shakes under refrigeration in secure cooler at a temperature of 41°F or less in nourishment station coolers.</p> <p>Use formulas, modules and shakes by expiration date.</p>	<p>Monitor nourishment station cooler temperatures.</p> <p>Check daily for labels and expiration dates on formulas, modules and shakes (24 hours from mixing or opening for formulas and modules and 7 days from removing shakes from freezer and placing under refrigeration).</p>	<p>If cooler temperature is over 45°F for more than 2 hours, move formulas, modules and shakes to alternate cooler and check product temperature.</p> <p>Discard product if temperature is higher than 41°F for a total of 4 hours or more.</p> <p>Discard out-of-date and/or improperly labeled product.</p> <p>Document reason for discarding product.</p>

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<p>CCP6: Enteral Feeding Administration <i>Open and Closed Systems for Enteral Feeding</i> Handle feeding and administration systems with clean, gloved hands. Do not touch any part of the container or administration system that will come in contact with the feeding. Inspect seals and reservoirs for damage before using. Do not add medication directly to the feeding. Place patient/resident name, formula, rate of administration, date and time on each component of feeding system</p> <p><i>Open System for Enteral Feeding</i> Limit hang time of feeding to 8 hours. If admixture, limit hang time to 4 hours. Empty feeding bag of formula completely and flush tube and bag with tap or sterile/distilled water (according to organization's policy) before filling bag with additional formula. Use administration sets with Y-ports and drip chambers. Cap disconnected sets. Change administration sets and syringes used for flushing the tubes every 24 hours.</p> <p><i>Closed System for Enteral Feeding</i> Limit hang time of feeding to 24 hours.</p>	<p>Observe proper handwashing technique and use of gloves and sanitized system components.</p> <p>Check hang time of product (4 hours for admixture, 8 hours for formula and 24 hours for closed systems).</p>	<p>If sanitary procedures were not used, discard product.</p> <p>Discard product that has exceeded limit for hang time.</p> <p>Document reason for discarding product.</p>

Equipment used at each Critical Control Point:

- CCP1: Walk-in Cooler
- CCP2: Sanitized Area (open system)
- CCP3: Walk-in Cooler
- CCP4: Refrigerated Distribution
- CCP5: Nursing Unit Cooler
- CCP6: Administration System for Enteral Feeding

¹Use 1 of these 4 methods to monitor cooler temperatures: cooler alarms; chart recorders; record cooler temperature every 4 hours on 4-Hour Cooler Temperature Record; or follow procedures in Cooler Temperature Audit Procedure Log.

Section: Culinour Excellence: PRODUCTION, PURCHASING, STORAGE	Policy #B021 Date Issued: 11/2025
Subject: PRODUCT RECALL	Date Revised:

POLICIES:

Culinour requires all program distributors and manufacturers to have a recall action plan.

PROCEDURES:

- All recalls for product shipped through Centicour will be directed by Centicour.
- Accounts will be notified by email of all pertinent product recalls and alerted that immediate action is required.
- Detailed product information along with product code and expiration date will be provided in the email.
- Accounts will immediately check inventory for recalled product.
- Accounts will segregate and clearly mark any recalled product – "**HOLD - DO NOT USE - RECALLED PRODUCT**".
- Accounts will keep an accurate count and written record of the quantity of recalled product segregated. This will help ensure that you receive the credit due for recalled product in your unit.
- Accounts will contact the distributor for instruction as to return/destruction of recalled product.
- If the account has any product that is in *question* of recall, the account should contact Foodbuy for instructions on how to respond.