



2025 HACCP Plan Table of Contents

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SECTION 1 – OVERVIEW

1.1 PURPOSE

- 1) Describe the procedures and policies to prevent biological, chemical, and physical hazards in the production process to assure the highest level of food safety and sanitation.
- 2) Applies to all Cotton Culinary operations, including Corporate Catering, High Cotton Ranches, Business Dining, Cotton Facilities, Government, and Emergency Response.

1.2 REFERENCES

- 1) Reference publications include the 2022 FDA Food Code, 2017 FDA Food Code, 2016 FDA Food Code, and 2013 FDA Food Code. The principles of the latest FDA Food Code are recognized by:
 - a) US Food and Drug Administration (FDA)
 - b) US Department of Agriculture (USDA)
 - c) Centers for Disease Control (CDC)
 - d) US Environmental Protection Agency (EPA)
 - e) World Health Organization Food Safety Unit (WHO)
- 2) Cotton Culinary Standard Operating Procedures (SOP) – This document outlines procedures for the various tasks, corrective actions, and details about record-keeping that all Cotton Culinary Operations utilize. These procedures are based on the 2022 FDA Food Code and additional supplement pieces provided by the regulatory agencies (I.e., FDA, USDA, CDC)

1.3 EXPLANATION OF ABBREVIATIONS AND TERMS

- 1) From this point of explanation:
 - a) Hazard Analysis Critical Control Points will be referred to as HACCP
 - b) US Food and Drug Administration will be referred to as FDA
 - c) US Department of Agriculture will be referred to as USDA
 - d) Centers for Disease Control will be referred to as CDC
 - e) US Environmental Protection Agency will be referred to as EPA
 - f) World Health Organization Food Safety Unit will be referred to as WHO
 - g) Standard Operating Procedures will be referred to as SOP
 - h) American National Standards Institute will be referred to as ANSI
 - i) Cotton Logistics, Culinary, and Environmental will be referred to as LCE
 - j) Kitchen Manager will be referred to as KM
 - k) Project Manager will be referred to as PM



1.4 HISTORY OF HACCP

- 1) In the 1960s, Pillsbury Company, NASA, and the US Army wanted to provide a set of policies and management tools to ensure food safety in upcoming space explorations. This good manufacturing practice includes critical control points, critical limits for each of the critical control points, corrective actions, procedures for ensuring the HACCP system is working, and establishing record-keeping procedures. Currently, mandatory HACCP programs are required for juice, seafood, and meat production facilities.
- 2) HACCP has been recognized internationally as the leading good manufacturing practice to decrease foodborne illnesses and outbreaks.

1.5 GENERAL INFORMATION

- 1) The Cotton Culinary HACCP plan is an integrated and comprehensive system developed to assure food safety and prevent foodborne illness. The success of the HACCP plan involves everyone in the Culinary divisions, from employees to managers, and clients.



SECTION 2 – MANAGEMENT

2.1 PERSON IN CHARGE (PIC)

- 1) The Kitchen Manager/Project Manager:
 - a) The person in charge must always be present in the kitchen. If the KM/PM is not in the kitchen, an individual employee must be designated as the person in charge.
 - b) All KMs, PMs, and the designated person in charge will have a Food Manager Certificate from an American National Standards Institute (ANSI) accredited provider. All Manager certificates will be displayed in the facility in an area easily seen by all guests and clients. In addition, an electronic copy will be available upon request.
- 2) Demonstration of Knowledge:
 - a) The person in charge must demonstrate knowledge of foodborne disease prevention and apply the HACCP principles.
- 3) The person in charge needs to be able to:
 - i) Describe symptoms associated with diseases that are transmissible through food.
 - ii) Explain the importance of maintaining the time and temperature of Potentially Hazard Food by stating the required food temperatures and times for safe cooking of food.
 - iii) Know how to prevent foodborne illness.
 - iv) Hazards of consuming raw or uncooked meat, poultry eggs, and fish.
 - v) Explain the importance of maintaining the time and temperature of cold and dry storage products by stating the required times, temperatures, and proper storage methods in designated areas.
 - vi) Describe the importance of the management tools to prevent foodborne illness of the following:
 - (1) Hand Contact with Ready to Eat (RTE) Foods
 - (2) Handwashing
 - (3) Cross-Contamination
 - (4) Clean condition and good repair of the food establishment
 - vii) Explain the correct procedures for cleaning and sanitizing utensils and food contact surfaces.
 - viii) Identify the source of water used and the measures of how to ensure water is safe to use. This includes knowing how to protect water systems from backflow and cross-connections.
 - ix) Identify chemicals, poisonous or toxic materials, and allergens to ensure they are safely stored, dispensed, used, and properly disposed of.
 - x) Describe the roles of the person in charge and employees that comply with the HACCP plan.

2.3 DUTIES OF PERSON IN CHARGE

- 1) The person in charge will ensure that:



- a) Non-Cotton Culinary employees are not allowed in food preparation, food storage, or warewashing areas.
- b) Employees and other people, such as delivery and maintenance people and pesticide applicators that enter the food preparation, food storage, and ware washing areas, are aware of and abide by Cotton Culinary HACCP plan and policies.
- c) Employees often and thoroughly clean their hands by monitoring employee handwashing methods.
- d) Employees are observing products as they are received and temping refrigerated or frozen products to ensure the quality and the product was delivered at proper temperatures, not contaminated and unadulterated:
 - i) Routinely monitor employees during receiving
 - ii) Review Receiving Logs weekly
 - (1) Store the Receiving Logs for at least one year
 - (2) Provide the Quality Assurance Division with a copy to be filed electronically
 - iii) Regularly evaluating foods upon receiving
- e) Employees are cooking all foods to the correct temperature by monitoring employees to ensure calibrated thermometers are used and reviewing the Food Temperature Log.
- f) Employees use proper methods to cool all food products while the PIC monitors employees during the process.
- g) Employees are properly washing and sanitizing equipment and utensils before they are reused by consistent monitoring:
 - i) Sanitizer solution levels
 - ii) The temperature of the water being used
 - iii) Machine & Manual Ware washing Logs
- 2) Consumers are notified that they will retrieve a new and clean serving dish when returning to self-service areas.
- 3) Operation ceases, and HSE, HR (Human Resources), QA (Quality Assurance), and Culinary leadership are notified in the event of a fire, storm, flood, mechanical breakdown, extended power outage, loss of drinking water, backup of sewage, the onset of foodborne illness, or an imminent health hazard.



SECTION 3 - EMPLOYEE HYGIENE & HEALTH

3.1 PERSONAL HYGIENE

1. Employee will wear the proper Personal Protective Equipment (PPE) specific to that job site. This may include:
 - a. Slip-resistant shoes
 - b. Cotton Culinary chef jacket or performance shirt
 - c. Steel-toed boots
 - d. Cotton Culinary Hard Hat
 - e. Cotton Culinary Safety Vest
 - f. Cotton Culinary FR (Flame Retardant) shirt
 - g. Cotton Culinary Hat, Hair Net, and Beard Net
2. Employee will clean hands and exposed arms referring to the Washing Hands SOP for further instructions, corrective action procedure, and record-keeping policy.
 - a. Use designated handwashing sinks for hand washing only. Do not use food preparation, utility, and dishwashing sinks for handwashing.
 - b. Follow proper handwashing procedures:
 - i. Wet hands and forearms with warm, running potable water at least 85°F and shall not exceed 120°F and apply soap.
 - ii. Scrub lathered hands and forearms, under fingernails, and between fingers for at least 10-15 seconds. Rinse thoroughly under warm running water for 5-10 seconds.
 - iii. Dry hands with a disposable towel.
 - iv. Turn off water using paper towels.
 - c. When to wash hands:
 - i. Before – starting a task, putting on or changing gloves.
 - ii. During – Food Preparation, moving from one food preparation area to other.
 - iii. After – using the restroom, sneezing, coughing, using a handkerchief, using tissue, touching hair, touching the face, touching the body, smoking, eating, drinking, chewing gum, using tobacco, handling raw meats, handling raw poultry, handling raw fish, sweeping floor, mopping the floor, wiping counters, touching dirty dishes, touching dirty equipment, touching dirty utensils, handling money, handling trash, when switching tasks, and any time hands may be contaminated.
 - d. Hand Sanitizers that EPA approves should only be used after hands have been properly washed and dried.
 - i. Hand sanitizers may supplement handwashing procedures for food employees but may not be substituted for the cleaning procedure.
3. Employees should:
 - a. Have their fingernails trimmed, filed, and kept so the edges and surfaces are cleanable, not rough, and do not extend beyond the fleshy part of the fingertip.



- b. Not wear artificial nails, nail jewelry, or nail polish during food preparation or serving food products.
- 4. Employees do not wear jewelry except for a plain ring, wedding band, or medical bracelet.

3.2 HYGIENIC PRACTICES

- 1. Eating, Drinking, Using Tobacco
 - a. Employees can only eat, use tobacco, or chew gum in designated break areas where food products or food contact surfaces may not become contaminated.
 - b. Employees may drink from a covered beverage container if the container is handled to prevent contamination of the employee's hands, container, exposed food product, clean equipment, utensils, linens, and unwrapped single-service items.
 - c. Employees are to keep their personal food and beverage items in a designated area away from the food preparation area.
 - i. The area will be identifiable with signage.
- 2. Employees in the kitchen area must wear either a hairnet, clean hat, or beard restraint. Hair must be off the shoulders and tied back.

3.3 REPORTABLE INFORMATION

- 1. Employee will report information, including symptoms and the date of onset of jaundice or any illness of -
 - a. Acute gastrointestinal illness:
 - i. Diarrhea
 - ii. Fever
 - iii. Vomit
 - iv. Jaundice
 - v. Sore throat with a fever
 - b. Lesions containing pus – such as a boil or infected wound that is currently open and is draining:
 - i. On the hands or wrists – unless an impervious cover, such as a finger cot, protects the scratch and a single-use glove is worn over the impermeable cover.
 - ii. On exposed portions of the arm unless an impermeable cover protects the lesion.
 - iii. On other parts of the body – unless the lesion is covered by a dry, durable, tight-fitting bandage
 - c. Is diagnosed with an illness or had a past illness from:
 - i. *Salmonella typhi*
 - ii. *Shigella*
 - iii. *E. coli* O157:H7
 - iv. Hepatitis A



- v. Other diseases transmitted through food include Campylobacteria, Cholera, Norwalk virus, Giardiasis, Staphylococcal, Streptococcal infection, and Yersiniosis.
- d. Is involved in one or more of the following high-risk conditions:
 - i. Is suspected of causing or exposed to a confirmed disease outbreak of the above illness.
 - ii. Prepared food implicated in the outbreak.
 - iii. Consumed food implicated in the outbreak.
 - iv. Consumed food at the event prepared by a person who is either infected or ill with the outbreak or is currently a suspect in the outbreak.
 - v. Traveled or worked outside the United States to areas with a current epidemic or endemic gastrointestinal disease.

3.4 EMPLOYEE EXCLUSIONS OR RESTRICTIONS

- 1. Person in Charge will:
 - a. Exclude an employee if the employee has been diagnosed with an infectious agent specified in 3.3.c
 - b. Restrict an employee from working with exposed food products, unwrapped single-service, and single-use articles, clean equipment, utensils, and linens that are currently suffering from:
 - i. Diarrhea
 - ii. Fever
 - iii. Vomit
 - iv. Jaundice
 - v. Sore throat with a fever
 - c. If the operation is serving elevated risk customers like children under the age of 5, adults over the age of 65, or people with weakened immune systems, exclude employees who:
 - i. Are experiencing symptoms of acute gastrointestinal illness
 - 1. Diarrhea
 - 2. Fever
 - 3. Vomit
 - 4. Jaundice
 - 5. Sore throat with a fever
 - ii. Had past illness from *Salmonella typhi* within the last three months.
 - iii. Had a past illness from *Shigella spp.* or *E. coli* O157:H7.
 - iv. Currently experiencing jaundice or if they have experienced jaundice in the last seven days.

3.5 REPORTING ILLNESS TO COTTON CULINARY MANAGEMENT

- 1. The person in charge will notify a Culinary Director if an employee is diagnosed or showing symptoms of an illness - COVID, *Salmonella typhi*, *Shigella spp.*, *E. Coli* O157:H7, Hepatitis A, or other foodborne illness.



3.6 COVID

1. As always, the safety and security of clients and team members remain the highest priority. In response to COVID, additional measures have been developed in consultation with public health authorities, CDC, WHO, and certified hygienists to make operational standards even more rigorous. These measures include:
 - a. Facial Masks are worn by employees during operations if local or state mandates.
 - b. Increase the frequency of cleaning public areas and high touch point areas.
 - c. Adjust food and beverage services following current local or state food safety recommendations. This would potentially include individually wrapped products, disposal-to-go containers, etc.
 - d. Added antibacterial hand sanitizers available throughout facilities and events.
 - e. Employees who may have been in close contact with or experiencing symptoms of COVID will not be allowed to work.



Section 4 – EMPLOYEE TRAINING

4.1 PERSON IN CHARGE TRAINING PROGRAM

1. KMs, PMs, or Persons in Charge must –
 - a. Participate in ANSI ANSI-accredited food safety and sanitation training program to complete their Food Manager Certificate. The eight-hour online training program includes:
 - i. Foodborne illnesses and their sources –
 1. Food hazards
 2. Biological contaminants
 3. Bacteria
 4. Viruses
 5. Toxins
 6. Parasites
 7. Fungus
 8. Chemical contamination
 9. Physical contamination
 10. Deliberate contamination
 11. Cross-contamination
 12. Food allergies
 13. Recognizing illness
 - ii. Safe handling and flow of food –
 1. Hygiene
 2. Handwashing
 3. RTE
 4. Gloves
 5. Purchasing Foods
 6. Receiving foods
 7. Storing foods
 8. Thawing foods
 9. Cooking
 10. Cooking temperatures
 11. Microwaves
 12. Utensils serving display
 13. Hot and cold holding
 14. Cooling food
 15. Reheating food
 - iii. Equipment, cleaning, and pest management –
 1. Workspace
 2. Floor/table equipment
 3. Food contact surfaces
 4. Cleaning vs. sanitizing



5. Cleaning schedules
6. Storing wares
7. Integrated pest management (IPM)
8. Trash management
- iv. Management responsibilities –
 1. Effective management practices
 2. Regulatory controls
 3. Inspections
 4. Active managerial control
 5. HACCP
- b. Managers and PIC must pass a written or online test to receive a Food Manager Certificate required by state or local municipalities.
- c. Managers and PIC must renew the Food Manager Certificate every five years.
- d. Managers and PIC must have a Food Manager Certificate posted and visibly seen by the clients.

4.2 FOOD EMPLOYEE'S TRAINING

1. Food Employees must –
 - a. Participate in a certified training program to complete their Food Handler Program from an ANSI-accredited source. Topics discussed in the training program include:
 - i. Employee illness
 - ii. Handwashing
 - iii. Employee role in helping prevent foodborne illness
 - iv. The role of management in helping prevent foodborne illness
 - v. Foodborne illness
 - vi. Temperature control
 - vii. Final cooking temperature
 - viii. Contamination and cross-contamination
 - b. Pass a written or online test to receive a Food Handler Certificate, which is required by state or local municipalities.
 - c. Depending on state and local municipalities, employees must renew the food handler certificate every 2-5 years.
 - d. Employees must receive a food handlers' certificate within 30 days of hire.
 - e. Training records will be kept at the applicable operation the employee works at, and KMs, PMs, or PICs will supply documents at any time.



Section 5 – FOOD HANDLING & STORING

5.1 FOOD PURCHASING & RECEIVING

1. Food products will be purchased only from approved suppliers who receive products from licensed and reputable purveyors and manufacturers that adhere to good manufacturing and sanitation practices.
2. While receiving food products from supplies, all employees will adhere to the Receiving Deliveries SOP for further instructions, corrective action procedures, and record-keeping policy.
 - a. Use the following rejection policy to ensure accurate, timely, consistent, and effective refusal and return of rejected goods. If the product is rejected, the PIC or designee marks the invoice:
 - i. Check to ensure refrigerated food products are received at or below 41°F. If the product is above 41°F, reject the product. The only exception is milk and shell eggs, which can be received at 45°F.
 - ii. Check to make sure frozen food products are solid and do not show evidence of thawing and refreezing. If evidence of refreezing, reject the food product.
 - iii. Check the use-by date and best-by date to ensure that date is applicable. If the dates are not, then reject the food product(s).
 - iv. Reject food products with damaged packaging such as torn bags or cans with swelled tops or bottoms, leakage, incomplete labels, flawed seals, rust, or dents.
3. Shell stock will be obtained in containers with identification tags or labels from the harvester and each dealer that depurates, ships, or reships the shell stock. The tag must include the harvester identification number, date of harvesting, most precise identification of harvest location, aquaculture site or harvest location, type, and quantity of shellfish.
 - a. The ID tag must be attached until the container is empty
 - b. After the container is empty, the ID tag will be kept on file for 90 days
4. Food products need to be stored in proper storage areas immediately upon receipt in the following order:
 - a. Refrigerated food
 - b. Frozen Foods
 - c. Dry Foods

5.2 SAFE, UNADULTERATED, AND HONESTLY PRESENTED

1. Food products will be safe, unadulterated, and honestly presented. Only food products cooked to the required internal temperatures will be served to high-risk clients.

5.3 PROTECTION FROM CONTAMINATION AFTER RECEIVING

1. Preventing contamination from hands:
 - a. Employees will wash their hands by the Washing Hands SOP



- b. Except when washing fruits and vegetables or otherwise approved, food employees may not contact exposed RTE Foods with bare hands. Employees must use suitable utensils or single-use gloves.
- c. Food employees will minimize bare hand and arm contact with non-RTE Foods.
- 2. Preventing contamination when tasting:
 - a. Employees will use the tasting procedure, Two Spoon Tasting Method, refer to Tasting Method SOP for further instructions, corrective action procedure, and record-keeping policy.
 - i. Remove a product sample from the container with one spoon.
 - ii. Transfer the product sample onto a second spoon, away from the original food container or preparation area.
 - iii. Sample the product by tasting.
 - iv. Never reuse used spoons. Use a clean and sanitary spoon for each tasting. Always use two spoons to ensure hygienic practices are being followed and the product is not contaminated.

5.4 FOOD PROTECTION FROM CROSS-CONTAMINATION

- 1. Refer to Preventing Cross-Contamination During Storage and Preparation SOP for further instructions, corrective action procedure, and record-keeping policy.
 - a. Separating raw food products from cooked food products during storage, preparation, holding, and display.
 - b. Separating different raw food products (beef, pork, lamb, chicken) during storage preparation, holding, and display.
 - i. Exception – while combined as ingredients
 - 1. Food products must be cooked to the highest internal temperature of the ingredients.
 - ii. During storage – store raw foods with the products requiring lower cooking temperatures at the top and higher cooking temperatures at the bottom.
 - c. Separating unwashed fruits and vegetables from washed fruits and vegetables and other RTE Foods.
 - d. Only touch those surfaces of equipment and utensils that will not come in direct contact with food.
 - e. Place food in covered containers or packages.
 - f. Clean the exterior surfaces of food containers before opening.
- 2. Food Storage Containers, Identified with Common Name of Food
 - a. Store food in the original container if the container is clean, dry, and intact. If necessary, repackage food in clean, well-labeled, airtight containers.
 - i. Repackage food must be labeled with the common name of the food unless the food item can be readily and unmistakably recognized and the date of opening.
 - b. Food-safe containers may be reused one time if the original container held non-potential hazardous foods.



- i. The original label must be removed from the container.
- ii. The food-safe container must be sanitized before use.

5.5 PROTECTION OF FOOD DURING STORAGE

1. Employees should refer to Storage SOP for further instructions, corrective action procedures, and record-keeping policy.
2. Food will be protected from contamination by storing food:
 - a. In a clean, dry location
 - b. At least six inches off the floor
 - c. Stored on metal racks or plastic platforms
 - i. Wood pallets in sound condition, kept clean and moved regularly so that the area is kept clean may be used only where packaged food is stored
3. Food products must be stored in a secured location with limited access.
4. Food may not be stored in employee areas, toilet rooms, dressing rooms, garbage rooms, mechanical rooms, under leaking water lines, under an open stairwell, etc.
5. Food will be stored in proper temperatures – dry storage 50-70°F, refrigerator 36-41°F, freezer -10-0°F.
6. Chemicals are stored away from food handling areas and stored in a designated and labeled area.
7. Food is stored out of direct sunlight.

5.6 WASHING FRUITS AND VEGETABLES

1. Fruit and Vegetables must be washed before being cut, combined with other ingredients, cooked, served, or offered for human consumption in RTE form.

5.7 USE OF ICE

1. Employees should refer to Ice Machine Usage SOP for further instructions, corrective action procedures, and record-keeping policy.
2. Ice may not be used as food after use as a cooling medium for:
 - a. Exterior surfaces of food
 - b. Exterior surfaces of canned beverages
 - c. Cold hold items
3. Ice intended for consumer use will be:
 - a. Dispensed from self-service, automatic ice dispensing machines
 - b. Placed in cleaned and sanitized self-draining containers and self-service dispensers where cleaned and sanitized scoops, tongs, or other ice dispensing utensils are used.
 - c. Handles of scoops, tongs, and other ice dispensing utensils should not be in contact with consumable ice.
 - d. Glassware is never allowed for scooping ice.

5.8 GLOVES, UTENSILS, LINENS, NAPKINS

1. Employees should refer to the Glove and Utensil Usage SOP and Laundry and Linen SOP for further instructions, corrective action procedures, and record-keeping policy.



2. Single-use gloves will be used only for one task and discarded when damaged, soiled, interrupted, or finished with the task.
 - a. Employees must still wash their hands before applying single-use gloves.
 - b. Only one pair of single-use gloves is to be worn at a time.
 - c. Single-use gloves should be put on to cover the knife-resistant gloves.
3. During pauses in food preparation or dispensing, utensils will be stored –
 - a. In the food with handles above the top of the food and the container.
 - b. In food that is not Potentially Hazardous with the handles above the top of the food and the container.
 - c. In running water of sufficient velocity to flush particulates to the drain if used with moist food (i.e., ice cream).
4. Cloths used for wiping food spills will be clean and dry, and the cloths will not be used for any other purposes.
 - a. Cleaning
 - i. Removes food and other types of debris from a surface.
 - b. Sanitizing
 - i. Reduces the number of pathogens on the clean surface.
 - c. The cloths will be moist and cleaned as needed, stored in a chemical sanitizer solution, and used for wiping spills from food-contact and nonfood-contact surfaces of equipment.
 - d. Cloths used for raw animal foods will be kept separate from others in separate sanitizing solutions.



SECTION 6 – LIMITATION OF GROWTH OF ORGANISMS AND PREVENTING CROSS-CONTAMINATION IN KITCHENS

6.1 FROZEN AND THAWING FOOD

1. Employees refer to Thawing Food SOP for further instructions, corrective action procedures, and record-keeping policy.
2. Stored Frozen foods will be kept frozen at or below 0°F to prevent bacterial growth.
3. Thawing food methods –
 - a. In a refrigerator that keeps the food temperature at or below 41°F.
 - b. Thawed in the microwave and quickly transferred to conventional cooking equipment.
 - c. Completely submerged in running water
 - i. Water temperature of 70°F or below with sufficient water velocity.
 - ii. For a period that does not let the temperature rise above 41°F.
 - iii. For no longer than four hours.
 - d. There is no separate thawing – thawing occurs as part of the cooking process. According to the package directions, this should only be used for processed foods and never for bulk meats such as ground beef, roasts, turkeys, etc.

6.2 COOLING FOODS

1. Employees refer to Cooling Food SOP for further instructions, corrective action procedures, and record-keeping policy.
 - a. Food must be cooled from 140°F to 70°F within 2 hours
 - b. Food must be cooled from 70°F to 41°F within 2 hours
 - c. Food must be cooled within a total of 4 hours

6.3 HOT AND COLD HOLDING FOODS

1. Refer to Holding Food SOP for further instructions, corrective action policy, and record keeping.
2. Hot Holding –
 - a. Time and temperature of hot foods must be recorded at the beginning of holding.
 - b. All food must be held to or above 135°F for no longer than 4 hours.
 - c. If the food temperature is lower than 135°F, the food must be reheated to 165°F for at least 15 seconds.
 - d. If food stays out for longer than four hours, discard.
 - e. Temperatures must be recorded at least every hour on the Holding Log for all items on the hot holding line.
3. Cold Holding
 - a. All food must be held at or below 41°F for no longer than 4 hours on the service line.
 - b. If food temperature is higher than 41°F, the food must be refrigerated at once and reach a temperature below 41°F in two hours.



- c. If food stays out for longer than four hours on the service line, discard the food product.
- d. Temperature must be recorded at least every hour on the Holding Log for all items on the cold holding line.

6.4 COOKING FOOD

1. Employees should refer to Cooking Potentially Hazardous Hot Food SOP for further instructions, corrective action procedures, and record-keeping policy.
2. Raw animal foods such as eggs, fish, meat, poultry, and food containing these raw animal foods will be cooked to the proper internal temperature according to the 2022 FDA Food Code.
3. Microwave Cooking – refer to Microwave SOP for further instructions, corrective action procedure, and record-keeping policy.
 - a. Rotated or stirred throughout cooking time to ensure even cooking
 - b. Heated to a temperature of at least 165°F in all parts of the food
 - c. Allowed to stand covered for 2 minutes after cooking to obtain temperature equilibrium
4. No food should be cooked or thawed using hot holding equipment.
5. Reheating – refer to Reheating Potential Hazardous Food SOP for further instructions, corrective action procedure, and record-keeping policy.
 - a. Food will be reheated to at least 165°F for 15 seconds.
 - b. Food must reach correct temperatures within 2 hours
6. All final temperatures of food will be recorded on the Final Temperature Log and maintained for at least one year.
7. Food must be cooked quickly to ensure the quality of the product and prevent microbial growth within the danger zone (41°F-135°F).
8. If a recipe has a combination of meat products, cook the product to the highest required temperature.
9. Final Food temperatures must be taken with a calibrated thermometer to these minimum end-point temperatures or the recipe direction. Measure at least two times per batch of food and measure at the product's thickest part. All final temperatures will be recorded in the Final Temperature Log.
 - a. Stuffing, stuffed meats, casseroles, and other dishes combining raw and cooked foods – 165°F for 15 seconds.
 - b. Poultry – 165°F for 15 seconds.
 - c. Temperature controlled for safety foods cooked in the microwave – 165°F, let stand for at least 2 minutes after cooking and stir during the cooking process.
 - d. Ground or flaked meats, shell egg hot held for service – 155°F for 15 seconds.
 - e. Injected and mechanically tenderized.

6.5 LABELING AND PACKAGING FOOD PRODUCTS

1. All foods must be dated with the date packaged or when the item was opened.



2. Individual desserts and sandwiches are either individually wrapped or packaged in individual storage containers to prevent cross-contamination.
3. Food that must be stored in a container other than the original package must be labeled with the common name and date of opening.

6.6 LEFTOVERS & REHEATING FOOD PROPERLY

1. Food that will be used as leftovers must be adequately cooled; refer to Cooling Food SOP.
2. Reheat the food product using an oven, stove, microwave, or steamer until food reaches 165°F and hold for 15 seconds. Refer to Reheating Potentially Hazardous Food SOP for further instructions, corrective action procedure, and record-keeping policy.
 - a. Exception – heat process, ready-to-eat foods from a package or can to at least 135°F for 15 seconds.
 - b. Reheat all foods rapidly; with the total time, the food temperature between 41°F and 165°F may not exceed 2 hours.
3. Serve reheated food at once or transfer it to a proper hot holding unit. Hot holding temperatures should be taken often to ensure the temperatures are at or above 135°F.

6.7 TIME AS A LIMITATION OF GROWTH OF ORGANISMS

1. Food will be labeled with the date and time the product was created, opened, or when the product must be used.
2. Food will be cooked and served within 4 hours from the point in time when the food is removed from temperature control.
3. Food unmarked or packages marked that exceed a four-hour limit will be discarded.
4. Refer to Controlling Time and Temperature During Preparation SOP for further instructions, corrective action procedure, and record-keeping policy.
 - a. Prepare foods as close to serving times as the menu will allow.
 - b. Prepare food in small batches.
 - c. Food ingredients should be exposed to room temperature for no more than two hours during preparation or assembly. The combined time foods should be exposed to room temperatures shall not exceed four hours.

6.8 DISCARDING PRODUCT

1. All food discarded due to damage, contamination, or recall must be recorded on the Damage and Discard Log.



SECTION 7 – FACILITY AND EQUIPMENT

7.1 FACILITY AND EQUIPMENT MAINTENANCE

1. Monitor the maintenance of toilet facilities to function correctly and ensure cleanliness. This includes verifying that adequate supplies of liquid soap and disposable towels are always available.
2. Water temperature should be taken and recorded periodically to ensure water at every sink is tempered (85°F-110°F).
3. Check to make sure there is no possible back-siphonage; for more information, refer to Facility and Equipment Maintenance SOP for further instructions, corrective action procedure, and record-keeping policy.
 - a. All hose bibs with threads should have back-siphon protection on them or upstream on the pipe.
 - b. Pre-rinse nozzle at the dishwasher must automatically hang above the sink so that the nozzle is above the flood rim.
 - c. Floor drain openings must be at least twice the diameter of any drainage hoses inserted in them.
 - d. Check to ensure that all food waste and trash are stored in rodent and insect-proof containers with tight-fitting lids.
4. Monitor the maintenance of ventilation systems, ensuring adequate and regular cleaning according to the set schedule on the Cleaning Routine Log.
5. Equipment that is fixed because it is not easily movable will be installed to:
 - a. Space to allow access for cleaning along the sides, behind, and above the equipment.
 - b. Spaced from adjoining equipment, walls, and ceilings.
 - c. Sealed to adjoining equipment or walls if the equipment is exposed to spillage or seepage.
 - d. Elevated on legs that supply at least six inches of clearance between floor and equipment.
6. Equipment should be kept in good repair, operation, and sound condition:
 - a. Equipment components will be kept intact and adjusted according to the manufacturer's specifications.
 - b. Cutting or piercing parts will be kept sharp to minimize the creation of metal fragments that can contaminate food.
 - c. Surfaces, such as cutting blocks and boards, are subject to scratching and scoring. Resurface boards when they can no longer be cleaned and sanitized effectively. Discard if they are not capable of being resurfaced.
 - d. All equipment and food surfaces of equipment should be free of breaks, cracks, chips, pits, and imperfections.

7.2 WIPING CLOTHS

1. Single-use paper towels or disposable cloths are preferred to reusable wiping cloths.



2. Reusable wiping cloths:

- a. Cloths used for wiping food spills on tableware served to the consumer will be clean, dry, and used for no other purpose.
- b. Moist cleaning cloths will be used for wiping food spills; the cleaning cloths will be rinsed frequently in 100 ppm of a chemical sanitizer that meets the requirements specified in 21 CFR (Code of Federal Regulations) 178.1010 and stored in the sanitizing solution between uses.
- c. Cloths used for cleaning nonfood-contact surfaces will be kept clean, rinsed, and used for no other purpose.

7.3 CLEANING EQUIPMENT, SURFACES, AND UTENSILS

1. Employees who use equipment will be responsible for washing and sanitizing removable parts after each use; refer to Equipment Cleaning and Sanitizing SOP for further instructions, corrective action procedure, and record-keeping policy.
 - a. Use the three-sink method to wash, rinse, and sanitize all utensils, plates, and equipment pieces.
 - b. Wash, rinse, and sanitize all food contact surfaces and air dry, including equipment.
2. Manual Ware washing - Cleaning and Sanitizing:
 - a. Sink compartments will be large enough to immerse the most significant equipment and utensils commonly used.
 - b. Sanitizing solution will be recorded on the Manual Warewashing Log before use to ensure proper sanitation solution levels.
 - c. Rinse and wash water should be at least 110°F and recorded on the Manual Warewashing Log.
3. Machine Ware Washing
 - a. The water pressure, chemical solutions, and water temperatures will be recorded on the Machine Warewashing Log.
 - i. Wash – 150 - 160°F and run for a minimum of 2 minutes
 - ii. Rinse – 180 - 195°F
 - iii. Minimum water pressure for final rinse should be at least 15-25 psi
 - b. Always review and abide by the manufacturer's instructions
4. Drying
 - a. After sanitizing chemical warewashing or manual warewashing equipment and utensils should be air-dried.
 - b. Appropriate drying areas will be supplied for the racks coming out of the warewashing machine to allow air drying and prevent cross-contamination.
5. Food Contact surfaces of Equipment and Utensils should be cleaned
 - a. Before each use of a different type of raw animal food.
 - b. Each time, there is a change from working with raw foods to working with ready-to-eat foods.
 - c. Between uses of raw fruits and vegetables.
 - d. Anytime during the operation when contamination may have occurred.



- e. At least every 4 hours for iced tea dispensers and consume self-service utensils.
- f. Before restocking consumer self-service equipment and utensils.
- g. Equipment should be cleaned at the frequency specified by the manufacturer, or manufacturer specifications are not available.

7.4 UTENSILS AND EQUIPMENT HANDLING & STORAGES

1. Handling
 - a. Utensils should be handled only so that the food contact surfaces are not contaminated.
 - b. Employees should only use the handles while using utensils or putting them in storage.
 - c. Knives, forks, and spoons that are not prewrapped will be presented so that the employees and consumers only touch the handles.
2. Cleaned and sanitized equipment, utensils, linens, etc. will be stored:
 - a. In a clean, dry location.
 - b. Where they are not exposed to splash, dust, or other contamination.
 - c. At least six inches above the floor.
 - d. In a self-draining position that allows air drying.
 - e. Covered or inverted.
 - f. Insulated food containers.
 - g. Utensils facing the same direction to reduce cross-contamination.
3. Cleaned and sanitized equipment, utensils, linens, etc. will not be stored:
 - a. In locker rooms
 - b. In toilet rooms
 - c. Garbage room
 - d. Mechanical rooms
 - e. Under sewer lines that are not shielded to intercept potential drips
 - f. Under leaking water lines
 - g. Under open stairwell
 - h. Under other sources of contamination



SECTION 8 – WATER AND SANITARY FACILITY

8.1 WATER

1. Water should be from an approved public water source.
2. The water source and system should have sufficient capacity.
3. Nondrinking water:
 - a. Nondrinking water supply will be used only if its use is approved.
 - b. If approved, nondrinking water will be used only for nonculinary purposes such as air conditioning, non-food equipment cooling, fire protection, and irrigation.
4. Hot water:
 - a. Hot water distribution system will be sufficient to meet the hot water demands throughout the food establishment.
 - b. Minimum acceptable water temperature for input water to booster heaters and under the sink heaters will be 140°F.
 - c. Booster heaters and under-the-sink heaters will maintain a sanitizing rinse temperature of 180°F for hot water sanitizing warewashing machines.
5. System Flushing and Disinfection
 - a. The drinking water system will be flushed, disinfected, and tested for chlorine residual before being placed in service.
6. Transportation
 - a. All drinking water not supplied directly from a pipe from an approved source will be transported in a bulk water transport system and delivered to a closed water system from an approved source.
 - b. The manager will inspect water trailers and bulk water transportation systems for cleanliness, integrity, and maintenance.
7. Bottled water
 - a. Bottled and packaged drinking water used or sold must be obtained from an approved source.
 - b. Bottled and packaged drinking water will be dispensed only from the original container.

8.2 STEAM

1. Steam used for cleaning or disinfecting will be free from any material or additives.
2. Use heat exchange-type steam generator units that produce steam from drinking water without boiler water additives.
3. Prohibited use – direct, live-stream cooking with steam generated from central or building boilers is prohibited.
4. Prohibited use – direct, live stream injection to heat sanitizing water in manual warewashing operation is prohibited.

8.3 SEWAGE

1. All sewage will be disposed of through a properly functioning sanitary sewage disposal system.



2. Non-water carriage sewage disposal system is prohibited for a fixed food establishment.

8.4 PLUMBING

1. No cross-connection between the drinking water supply and nondrinking water supply or any other source of pollution that might contaminate the drinking water supply.
2. Check to make sure there is no possible back-siphonage; refer to Facility and Equipment Maintenance SOP for further instructions, corrective action procedure, and record-keeping policy.
 - a. All hose bibs with threads should have back-siphon protection on them or upstream on the pipe.
 - b. Pre-rinse nozzle at the dishwasher must automatically hang above the sink so that the nozzle is above the flood rim.
 - c. Floor drain openings must be at least twice the diameter of any drainage hoses inserted in them.
 - d. Check to ensure that all food waste and trash are stored in rodent and insect-proof containers with tight-fitting lids.

8.5 GREASE TRAPS

1. Facilities will have grease traps to be easily accessible for cleaning and servicing.
2. Grease traps will have proper signage, no debris on surrounding grounds, be cleaned routinely, and the lid should be closed and secured.

8.6 FLOOR DRAINS

1. Floor drains will be installed and maintained to ensure proper draining.

8.7 RESTROOMS FACILITIES

1. Restrooms are conveniently located and accessible for all food service personnel.
2. Restrooms are entirely enclosed and provide a tight-fitting, self-closing door.
3. Restrooms must have hand soap, paper towels, toilet tissues, a trash receptacle, and proper signage.
4. Restrooms will have a ventilation system to provide the ability to reduce moisture and eliminate irritant and objectionable odors.

8.8 HANDWASHING FACILITIES

1. All locations must have adequate, conveniently located handwashing facilities used by all personnel in food preparation, dispensing, serving, and warewashing.
2. Handwashing sinks may not be used for anything except handwashing.
3. Handwashing sinks will provide hot and cold water tempered at 85°F.
4. Handwashing sinks must provide:
 - a. Proper soap dispensers
 - b. Individual disposable towels
 - i. Arm air hand dryers will not be permitted for hand drying at employee hand sinks.
 - c. Waste containers
 - d. Proper signage that instructs employees on the proper handwashing techniques.



8.9 PEST CONTROL

1. All facilities have an integrated pest management program with a focus of:
 - a. Deny access to pests
 - b. Deny pests food, water, and hiding or nesting place
2. Place management emphasis on sanitation, harborage reduction, exclusions, and other non-chemical control measures.
3. Employees should report any signs of pests to the manager.
4. Minimize the presence of insects, rodents, and other pests by -
 - a. Routinely inspecting an incoming shipment of foods.
 - b. Using proper stock rotation, “first in, first out” or by “use by” date, to prevent older products from being infected and reduce the potential spread of pests.
 - c. Routinely inspecting premises for evidence of pests.
 - d. Keep all food products 6 inches above the floor.
 - e. Eliminating harborage conditions.



SECTION 9 – LINENS

9.1 CLEAN LINENS AND CLOTHES

1. Clean linens and clothes will be stored clean, dry location. This location should not expose linens to splash, dust, or contamination and should be stored at least 6 inches above the floor.
2. An adequate supply of clean linens, coats, aprons, uniforms, and cloth will be laundered.
3. Soiled linens and clothes will be stored in clean, nonabsorbent containers or washable laundry bags and kept separate from clean linens.

9.2 WIPING CLOTHS

1. For more information on wiping cloths, refer to Laundry and Linen Use SOP for further instructions, corrective action procedure, and record-keeping policy.
2. Wiping cloths in use should be stored in a sanitizing solution in a proper container.
3. Change cloths and aprons every four hours or as needed to minimize the risk of cross-contamination.
 - a. Aprons and cloths are not to leave the designated food preparation area (i.e., outside, restroom, etc.)
4. Soiled linens and aprons should be placed in a designated container by use and taken to the laundry area at the end of each shift.

9.3 LAUNDRY

1. Linens should be washed in temperatures appropriate for the color and type of fabric.
2. Detergent proper for water type is recommended. Other cleaning agents might include a presoak solution and a product to minimize mold growth.
3. Clean and soiled lines should be kept separate in the laundry.
4. Any linen that encounters human blood or other bodily fluids should be discarded.



SECTION 10 – MOBILE FOOD & REMOTE SITE CATERING

10.1 MOBILE FOOD & REMOTE SITE CATERING REQUIREMENTS

1. Mobile food and remote site catering are enclosed trailers, vans, pushcarts, and vehicles that can be transported from site to site for supplying food to consumers.
2. Structural Requirements
 - a. Weather-resistant materials that protect the interior from the weather and windblown dust and debris.
 - b. Floors, floor covering, walls, wall coverings, and ceilings will be designed, constructed, and installed to be smooth, nonabsorbent, and easily cleanable.
 - c. Protective screen or movable window will be installed for customer service window and opening.
 - d. All food contact surfaces, equipment, and utensils will be constructed from materials that are safe, durable, corrosion-resistant, nonabsorbent, and easily cleanable.
 - e. Handwashing sinks with hot and cold running water, hand soap, garbage receptacle, and paper towels provided.
 - f. Three-compartment ware washing sink with drainboard will be supplied for cleaning and sanitizing equipment.

10.2 GENERAL FOOD REQUIREMENTS

1. All employees will follow strict guidelines outlined in the above Sections 2 & 3 on Personal Hygiene and Management.
2. Food receiving, preparation, storage, transport, and services on mobile food and remote site catering follow the same guidelines mentioned in the above Sections 5 through 9.
3. Beverages will be dispensed or served only from individual containers, covered urns, or other similarly protected systems and serve only nonpotential hazardous beverages.
 - a. Mobile Food and Remote Site Catering can dispense Potentially Hazardous Beverages if equipped to prepare and maintain the beverages at a safe temperature and protected from contamination.
4. Ice will be supplied from an approved source and dispensed from an automatic ice dispensing machine in clean self-draining containers with clean and sanitized scoops, tongs, or other utensils.
 - a. Ice may not be scooped with any glassware.
 - b. Ice may not be used as food if the ice was previously used for cooling food, packaged foods, or as cooling coils.
5. Mobile Food and Remote Site Catering should only use single-service, single-use individually wrapped tableware, straws, and utensils.
6. Water systems must provide mobile units with a safe and adequate water supply under pressure and provide hot (120°F or greater) and cold water for handwashing, warewashing, and food preparation.
7. Water tank will be constructed:



- a. Safe, durable, corrosion-resistant, and nonabsorbent.
 - b. Smooth and easily cleanable surface.
 - c. Proper slope to allow complete drainage of tank.
 - d. System will be flushed and sanitized before and during daily servicing operations before service after any modification.
8. Sewage Retention Tank will be constructed:
- a. 15% or larger in capacity than the potable water supply.
 - b. Sloped to drain.
 - c. Installed drain shut-off valve is lower than the water tank inlet.
 - d. No connection exists between the sewage system and a drain originating from equipment.
 - e. Installed, so sewage does not discharge when mobile food units are in motion.
 - f. System will be flushed and sanitized before and during daily servicing operations before service after any modification.
 - g. Tank will be durable, cleanable, insect and rodent-resistant, leakproof and nonabsorbent.



SECTION 11 – POISONOUS OR TOXIC MATERIALS

11.1 HAZARDOUS COMMUNICATION

1. Safety Data Sheets (SDS) will be available and easily accessible in all kitchens. SDS will have:
 - a. Inventory of all poisonous or toxic materials used in the kitchens with details about each material.
 - b. Hazards that are poisonous or toxic must be kept in original packaging or clearly labeled with the common name of the material.

11.2 STORAGE OF POISONOUS OR TOXIC MATERIALS

1. Store poisonous or toxic materials that are only needed for the operation, pest control, and maintenance of kitchens.
2. Poisonous or toxic materials will be stored away from food, equipment, utensils, linens, and single-service items. They should not be stored in areas that contaminate food, equipment, utensils, and linens.
3. Poisonous or toxic material containers may not be used to store, transport, or dispense foods.

11.3 USE OF POISONOUS OR TOXIC MATERIALS

1. Poisonous or toxic materials will be used:
 - a. by manufacturer's use directions.
 - b. to prevent contamination of food, equipment, utensils, linens, and single-service
 - c. prevent a hazard to employees and customers.
2. Chemical Sanitizers and other antimicrobials will meet the requirements specified in 21 CFR (Code of Federal Regulations) 178.1010.
3. Boiler water additive will meet the requirements specified in 21 CFR 173.310.
4. Drying Agents will meet the requirements of 21 CFR 170.39
5. Pest Control:
 - a. Rodent Bait Station will contain a covered, tamper-resistant bait station.
 - b. Tracking powder pesticide may not be used inside a food establishment.
6. Personal Care Items, Medicines, and First aid supplies will be stored to prevent:
 - a. Food, Equipment, Utensils, linens, single-service contamination.
 - b. Risk to employees or customers.
 - c. Personal care items and personal medicines will be kept in designated areas.



SECTION 12 – LEADERSHIP, PROCEDURES, COMPLIANCE, ENFORCEMENT

12.1 LEADERSHIP

1. The Quality Assurance Director, the Person in Charge, and the Culinary Director will ensure the procedures and policies addressed in this document and the Standard Operating Procedures will be practiced in Cotton Culinary Kitchens.
2. The Quality Assurance Director and Quality Assurance Manager will assess existing facilities and equipment to ensure the facility is in good repair and maintained.
3. The Quality Assurance Manager and the Director of Operations will directly replace facilities and equipment.

12.2 PREVENTING HEALTH HAZARDS & AUDITS

1. The Quality Assurance Director may impose specific requirements per kitchen depending on the requests from the client. This may include but is not limited to allergy restrictions, separate HACCP plans, diet restrictions regarding medical concerns or religious beliefs, or specific equipment restrictions.
2. The Person in Charge will perform weekly self-evaluation of the facility and employees training daily and record on QA self-audit. This inspection is focused on time-temperature control, personal hygiene, and food handling practices.
3. A member of the Quality Assurance division will document the conditions of facilities with thorough audits conducted at a minimum once a quarter. These unannounced and comprehensive audits will include an inspection of
 - a. Personal hygiene
 - b. Facility and Equipment Maintenance
 - c. Sanitation practices
 - d. Knowledge of Food Safety and SOPs (Standard Operating Procedures)
 - e. Cleanliness of facility
 - f. Proper Storage of Food and Chemicals
 - g. Food Handling Practices
 - h. Time and temperature control of food
 - i. Dining Area operations
 - j. Identifying potential problems and supplying solutions
 - k. Identifying procedural, training, and management needs and providing training
 - l. Follow up on any issues from the previous inspection
4. After the quarterly audit, the Director of the specified division will develop a Plan of Action (POA) that includes detailed steps to resolve any issues and establish the timeframe it must be completed. If the Plan of Action is not met, there will be consequences by the designated person or manager.

12.3 HACCP PLANS

1. If required, HACCP plans will be submitted to local or county authorities.
2. HACCP Plans will include:
 - a. Intended menu for those specific locations.



- b. Food storage, preparation, type of food service, food layout, and serving will be anticipated.
- c. Standard operating procedures (SOP) will ensure:
 - i. Transmission of foodborne disease is prevented.
 - ii. Food is received from approved sources.
 - iii. Food is managed to assure safety and integrity.
 - iv. Food is maintained during storage and serving to warrant food is not temperature or time abused.
- d. Critical Control Points to develop critical limits for each point to prevent microbial growth and promote food safety.
- e. Formulation and recipes will detail the methods and procedural control measures.
- f. Warewashing, chemical or manual, effectively cleans and sanitizes products.
- g. Records are kept on file for at least one year for the following items:
 - i. Cleaning Routine
 - ii. Damage and Discard Product Log
 - iii. Freezer and Refrigerator Temperature Log
 - iv. Machine Ware washing Log
 - v. Manual Ware washing Log
 - vi. Personal Hygiene Log
 - vii. Receiving Log
 - viii. Food Temperature Log
 - 1. Food Temperature- Final & Holding Log
 - 2. Government Final Food Temperature Log
 - 3. Government Holding Food Temperature Log
 - ix. Thermometer Calibration
- h. Training program to guarantee all employees and managers understand the importance of food safety and integrity of the food.

12.4 REVIEWING OF FOOD SAFETY DOCUMENTS, POLICIES, AND PROCEDURES

- 1. Cotton Culinary HACCP plans, SOPs, and other food safety documents and compliance logs will be changed:
 - a. Yearly after the release of the FDA Food Code for that year. At that time, these documents will be updated or changed to reflect the changes in the FDA Food Code.
 - b. Any time there is a menu change at the facility.