

PS4700.04 FOOD SERVICES MANUAL

PS 3906.12 Employee Development Manual (08/14/92)
PS 4200.09 Facilities Operations Manual (04/03/96)
PS 4400.03 Property Management Manual (02/27/96)
PS 4761.04 Special Food or Meals (04/22/96)
PS 5251.04 Work and Performance Pay Program, Inmate
(01/11/96)
PS 5360.06 Religious Beliefs and Practices of Committed
Offenders (08/29/95)
PS 5380.05 Financial Responsibility Program, Inmate
(12/22/95)
PS 5500.07 Correctional Services Manual (01/31/95)
PS 6000.04 Health Services Manual (09/15/96)
TRM 019.01 Food Service Technical Reference Manual
(03/06/96)

United States Public Health Service Food Code Manual

4. STANDARDS REFERENCED

a. American Correctional Association Foundation/Core Standards for Adult Correctional Institutions: FC2-4060, FC2-4062, FC2-4063, FC2-4064, C2-4114, C2-4117

b. American Correctional Association 3rd Edition Standards for Adult Correctional Institutions: 3-4153, 3-4294 through 3-4309, FC-4062, FC-4064, C2-4114 through C2-4124

c. American Correctional Association Foundation/Core Standards for Adult Local Detention Facilities: FC2-5060 through FC2-5069

d. American Correctional Association 3rd Edition Standards for Adult Local Detention Facilities: 3-ALDF-4C-01 through 3-ALDF-4C-16

e. American Correctional Association 2nd Edition Standards for Administration of Correctional Agencies: 2-CO-4C-01

\s\
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CHAPTER 1

Administration

1. General Policy

The Food Service Branch of the Health Services Division, under the general direction of the Bureau Assistant Director for Health Services, is responsible for coordination and policy-making for Food Service Programs.

P At the Central Office level, the Food Service Program is under the direct supervision of the Administrator of Food and Farm Services.

P At the Regional level, the Regional Food Service Administrator (RFSA) is responsible for providing direction and ensuring that all food service programs and operations in the region are operated in accordance with established policy. He or she shall also participate in the development and maintenance of the goals and objectives which are needed to accomplish the Food Service Mission of the Federal Bureau of Prisons.

P At the Institution level, the Food Service Programs shall be under the direct supervision of the Food Service Administrator (FSA), with general supervision provided by the respective Associate Warden.

P Specialized Food Service Training is developed and delivered by the Food Management Training Center under the direction of the Food Management Training Center Administrator.

2. Staff Organization and Responsibilities -- Regional Office.

The RFSA is responsible for monitoring the operation of the Food Service Programs within the region. This involves food production, operation, personnel management, training, staff supervision, budget management, operational/program reviews, recruitment, and technical assistance visits.

The RFSA communicates, reinforces and monitors compliance with policies and provides technical and supportive services toward helping institutions improve their operations.

3. Institution Food Service Department. The institution Food Service Department shall include a FSA and appropriate personnel required to accomplish the overall mission.

a. Institution Food Service Administrator. The FSA is responsible for planning, controlling, directing, and evaluating food service; training and developing the Assistant Food Service Administrators (AFSA); managing budget resources; establishing standards of sanitation, safety, and security; developing nutritionally adequate menus and evaluating inmate acceptance; developing specifications for the procurement of food, equipment, and supplies; and establishing a training program which ensures operational efficiency and a quality Food Service Program.

b. **Institution Assistant Food Service Administrator.** The AFSA is responsible for assisting the FSA in the daily management of Food Service Operations, especially the sanitation program and proper food preparation and presentation. The Assistant is also responsible for the development of the Food Service staff and inmate work force by focusing their attention on the strengths and weaknesses of existing programs.

c. **Food Service Functions.** All institution Food Service functions shall be under the immediate control and supervision of the FSA and/or the Assistant. Each detail shall be operated under, and supervised by, a cook supervisor. Institution Food Service shifts will generally consist of the following:

| | |
|------------------------|-------------------------|
| A.M. Cook Shift | A.M. Dining Room Detail |
| P.M. Cook Shift | P.M. Dining Room Detail |
| Bakery Detail | Warehouse Supervisor |
| Sick and Annual Relief | Administrative Clerk |

This list is not to be considered mandatory nor restrictive, and includes adjacent areas that come under the responsibility of the FSA. The FSA has the authority to determine the number and type of details and personnel required, within the established number of approved institution Food Service positions.

d. **Staff Position Descriptions.** Information gathered in the job task analysis can be used to help update the position description. Every effort should be made to customize the job responsibilities based on the type of institution for which this position is based. Every job description should include the following information:

- È Guidelines--Job title and classification (if any)
- È Major Duties and Responsibilities
- È Physical demands: Job knowledge, mental and physical demands and abilities, and standards for performance
- È Knowledge Required: Education, training, experience, and any other special qualities needed
- È Supervisory Controls-Scope and Effect: Supervision received, employees supervised, and career ladder for promotion
- È Work environment: Statement of working conditions, equipment used, and hazards involved (if applicable)
- È Personal Contact- Purpose of Contacts
- È Complexity

The position description is an important communication and training tool. As job duties or responsibilities change, job descriptions must be updated. The Human Resource Management Manual can provide assistance in updating staff position descriptions.

e. **Post Orders**. Post orders governing the daily routine assignment of the various jobs within the Department shall be written and reviewed annually, by the FSA.

f. **Food Service Uniforms**. It is the responsibility of all food service staff to ensure all uniforms are clean and neat upon reporting for duty. In accordance with the Human Resources Management Manual, the required food service uniform shall be as follows: Navy blue trousers/slacks; white or light blue shirt/blouse; black socks/neutral hose; black oxford-style steel toed shoes; black belt; maroon necktie/crosstie (optional); and navy blue monogrammed baseball cap. The AFSA is not required to wear a baseball cap.

The uniform must meet the following specifications: Food Service uniform shirt/blouse (long or short sleeve), permanent press, polyester/cotton; light blue or white (traditional), plain dress shirt/blouse, no patterns, fancy stitching or button down collar.

g. **Staff Meetings**. A Food Service staff meeting will be held at least once monthly at each institution. Minutes of each meeting will be recorded and forwarded to both the Central and Regional Office in the monthly report. Providing copies of previous staff meetings to new employees will enable them to quickly obtain knowledge of the Department's operational requirements. The authorized staff meeting format is located in the Food Service Technical Reference Manual (TRM).

Note: A union representative must be invited to sit in on any staff meeting that will include discussion of grievances or new or changing conditions of employment that will effect bargaining unit employees.

h. **Employee Training**. The FSA and the Employee Development Manager/Specialist are responsible for ensuring that an adequate employee training program is in effect within the Department. All employees of the Department shall consult with their supervisors and the Employee Development Manager/Specialist to keep themselves informed of the current employee training standards. All requests for training at the Food Management Training Center must be submitted by the institution Employee Development Manager/Specialist via SENTRY Form #24. Training Standards can be found in the current Employee Development Manual.

i. **Staff Work Schedule.** The FSA and/or the Assistant shall prepare and distribute a work schedule for all staff members. This schedule shall be posted in accordance with the American Federation of Government Employees (AFGE) Master Agreement. Unless there is prior approval by the FSA or the Assistant, the posted schedule shall not be changed except in the case of an emergency.

In institutions having an AFSA, the FSA, or AFSA, (or Acting FSA/AFSA) shall be on duty daily. Furthermore, on the days that both are scheduled to work, they should plan their hours to maximize coverage throughout the day's operation.

It is also the responsibility of the Administrator and/or the Assistant to rotate the assignment of all Cook Supervisors in the Department to ensure that they have a working knowledge of all food service posts within the Department.

j. **Annual Leave.** In order that adequate relief can be provided, all Food Service employees shall submit requests for annual leave for the next calendar year in accordance with the American Federation of Government Employees (AFGE) Master Agreement. An annual leave schedule shall be prepared and posted prior to the beginning of the leave year.

k. **Food Service Information System.** The following guidelines have been established to assure that the data generated on the Food Service Information System (FSIS) is consistent throughout the Bureau. Every employee who uses a Bureau personal computer shall be familiar with the current Program Statement on Personal Computers.

The only authorized computer based software system is the Food Service Information System (FSIS) from the Office of Information Systems in Washington, DC. Under no circumstances, shall other versions replace those functions in the FSIS. This includes the preparation of the following reports on computer: Monthly Nutrition Report, Storehouse Requisition for Subsistence, Budget and Ration Requirements, Stock Record Cards, and the Master Cycle Menus.

È **The FSA will provide technical direction. An inmate clerk may have access to the Food Service Information System only in the absence of an Administrative Clerk, with supervision provided by the FSA or designee. The computer must be labeled for Inmate Access and meet the requirements in the Program Statement on Computer Security. Inmates are not allowed to use any computer with SENTRY access or computers labeled "Staff Only".**

È The institution FSA will use the current FSIS Users Guide as the technical reference to run the Food Service Computer Program.

1. **File Management**. The following reports are required submissions to the Central and Regional Offices:

- * 35 day Master Cycle Menus must be received by July 20th annually.
- ** Monthly Nutrition Report and the Monthly Staff Meeting Minutes must be received by the 10th of each month.
- *** Food Service Staff Roster must be received annually in the October Monthly report package.
- **** Quarterly Inventory Recap Page will be included in monthly package the second month of each quarter. (i.e., November, February, May, Aug)

The following chart displays the retention periods of various required reports for the Institution, Regional and Central office that shall be maintained on file based on the calendar year.

| TITLE | FISCAL RETENTION | | |
|---|-------------------------|------------------------|-----------------------|
| | INSTITUTION | REGIONAL OFFICE | CENTRAL OFFICE |
| <i>*35 Day Master Cycle Menu</i> | <i>2 years</i> | <i>1 year</i> | <i>1 year</i> |
| <i>Master Cycle Holiday, and Medical Diets Menus(if applicable)</i> | <i>2 years</i> | <i>N/A</i> | <i>N/A</i> |
| <i>Weekly As-Served Medical Diets Menus (if applicable)</i> | <i>2 years</i> | <i>N/A</i> | <i>N/A</i> |
| <i>Weekly As-Served Menus(Institutional)</i> | <i>2 years</i> | <i>1 year</i> | <i>N/A</i> |
| <i>**Monthly Nutrition Report</i> | <i>1 year</i> | <i>1 year</i> | <i>1 year</i> |
| <i>Program Reviews</i> | <i>3 years</i> | <i>3 years</i> | <i>3 years</i> |
| <i>**F/S Monthly Staff Meeting Minutes</i> | <i>1 year</i> | <i>1 year</i> | <i>1 year</i> |
| <i>FSIS Annual File Maintenance Backup</i> | <i>2 years</i> | <i>N/A</i> | <i>N/A</i> |
| <i>Reports of Survey</i> | <i>2 years</i> | <i>N/A</i> | <i>N/A</i> |
| <i>Job Efficiency Training Reports</i> | <i>1 year</i> | <i>N/A</i> | <i>N/A</i> |
| <i>Minor Work Requests</i> | <i>1 year</i> | <i>N/A</i> | <i>N/A</i> |
| <i>Storehouse Requisition</i> | <i>1 year</i> | <i>N/A</i> | <i>N/A</i> |
| <i>Formal Sanitation Inspection Form</i> | <i>30 days</i> | <i>N/A</i> | <i>N/A</i> |
| <i>Budget & Ration Requirements</i> | <i>1 year</i> | <i>N/A</i> | <i>N/A</i> |
| <i>F/S Operational Review</i> | <i>3 year</i> | <i>N/A</i> | <i>N/A</i> |
| <i>Staff Schedules</i> | <i>1 year</i> | <i>N/A</i> | <i>N/A</i> |
| <i>Temperature Log</i> | <i>30 days</i> | <i>N/A</i> | <i>N/A</i> |
| <i>Nutritional Analysis</i> | <i>2 years</i> | <i>1 year</i> | <i>1 year</i> |
| <i>***F/S Staff Roster</i> | <i>3 years</i> | <i>1 year</i> | <i>1 year</i> |
| <i>Roster for annual review of Medical Diets, and roster for Satellite Feeding training</i> | <i>1 year</i> | <i>N/A</i> | <i>N/A</i> |
| <i>FSIS program backup disk (local or network) or Stock Record Cards</i> | <i>2 years</i> | <i>N/A</i> | <i>N/A</i> |
| <i>Bus/Air Lunch Receipt (BP-100)</i> | <i>1 year</i> | <i>N/A</i> | <i>N/A</i> |
| <i>Quarterly Inventory Recap Page</i> | <i>1 year</i> | <i>1 year</i> | <i>1 year</i> |

CHAPTER 2

Custody and Security

1. **General Policy.** Custody and security is the responsibility of all Food Service personnel. This is an underscored obligation which cannot be disregarded or delegated. Under no circumstances shall a Food Service employee fail to take proper correctional action.

The current Correctional Services Manual contains general provisions relating to custody and security. These shall be adapted to include buildings or portions of buildings within the Food Service Department; all types of inmate traffic in and out of the Department; inmate behavior; control of repairs or of utensils having a custodial hazard potential (such as knives, cleavers, saws, tableware, and other utensils having a custodial hazard potential); official counts and/or census; shakedown; and any other matters having a direct or indirect bearing on custody and security.

2. **Tool and Knife Control.** The knife and tool cabinet in the Food Service Department shall comply with the Correctional Services Manual and have an approved locking device on it. Only one cook supervisor shall have possession of the knife and tool cabinet key.

All knives used in Food Service must have a metal cable and be locked to a work station in a secure area. If a knife is not used in a secure area, it must be under direct staff supervision.

Only knives that are suitable for a metal cable to be mounted through the knife's steel shank are authorized for use. The institution Tool Control Officer shall mount the cable to the knife.

The FSA or Assistant Administrator shall survey and properly dispose of all broken or worn out tools and arrange for a replacement. If a knife or tool is lost or misplaced, the FSA and Captain or their designee shall be notified immediately. Any inmate who may have access to the missing tool shall be held in the area until a thorough search has been made. The responsible Cook Supervisor shall make a written report to the Captain covering the details of the loss of a tool or knife.

3. **Key Control.** Special attention shall be given to the keys used in the Food Service Department. Under no circumstances shall any inmate be permitted to use keys. Keys shall be drawn from the Control Room upon entering on duty. A name chit shall be required when keys are issued by the Control Room officer.

When going off duty, the cook supervisor shall turn the keys in to the Control Room. At no time shall institutional keys be carried outside the institution.

4. **Hot Items**. For security reasons, special attention should be given to the control of yeast. Yeast shall be handled and dispensed only by **one** Food Service staff and kept under close supervision until such time as yeast is thoroughly incorporated as an ingredient in the item being prepared. Only **one** key shall be issued to the yeast cabinet in the Food Service Department. **A metal locked yeast cabinet shall be stored behind a locked area in an appropriate storage area to prevent inmate access.** An inventory record shall be kept in the box, indicating quantity of receipt and issue, the balance on hand, and the initials of the employee making the entry. Entries shall be made in pounds and ounces for optimum accuracy.

Others items needing special handling and storage are mace, nutmeg, cloves, and alcohol based flavorings. The FSA shall assure that when the above items are ordered, a special note on the purchase request should indicate special handling procedures to assure the security of these items is maintained by the warehouse staff. When these items are in the Food Service Department they shall be stored in a secure area and accounted for on a bin card. These items are to be used under direct staff supervision only.

5. **Counts/Census**. Staff must maintain inmate accountability and remain knowledgeable of local census and counting procedures. Inmates should be seated in one section of the dining room and allowed to move to another area as their name is called. At no time shall any inmates be allowed to remain in their work area for a count or census. The counting supervisor must have a staff observer/backup when a count is made.

6. **Shakedowns**. Daily shakedowns and/or searches of inmate work areas are required. Shakedowns of inmates and trash when leaving various work areas (i.e. bakery, butcher shop, vegetable preparation, dining room, warehouse, etc.) are the only way to effectively control contraband or "hot" food items and is the responsibility of all employees. At no time shall an inmate be allowed outside of the Food Service Department with any food item unless directed otherwise by a local Institution Supplement.

CHAPTER 3

Staff Personnel (Cook Supervisor)

1. **Job Qualifications**. Under the supervision of the FSA or AFSA, the Cook Supervisor provides supervision to inmate food service workers in the kitchen, bakery, and dining area, food storage, vegetable and meat preparation areas, and the preparation and presentation of meals. The Cook Supervisor is also directly responsible for safety and sanitation aspects of the Food Service Program.

Cook Supervisors must have had sufficient experience and training to have demonstrated ability to perform the duties of the position and should include:

- P Ability to supervise
- P Aptitude for work with inmates
- P Food Service work and technical practices
- P Ability to use and maintain equipment
- P Knowledge of food products
- P Dexterity and safety

2. **Cook Supervisor Responsibilities**. Cook Supervisors shall supervise, train, and demonstrate proper production and presentation techniques. Additionally, the supervisor coordinates the food service worker's efforts to ensure quality products are produced in sufficient quantities and in a timely manner. Organization, delegation and follow up are the responsibility of each Cook Supervisor. Only by paying attention to detail will a quality Food Service Program be sustained.

a. **Meals for Food Service Workers**. All inmates assigned to the Food Service Department shall eat their meals in the main dining room. The FSA shall establish the Food Service inmate meal schedules and these inmates shall eat the regular bill of fare. Cook Supervisors may not permit inmate workers to eat food between meal times, nor shall they allow them to prepare "special" dishes or items for consumption at their regular meal time. Inmates assigned to the staff dining room may be allowed to eat their meals in that area. In those facilities which do not have a main dining room, an area shall be designated which will provide appropriate accommodations for workers to eat.

b. **Inmate Clothing**. Inmates assigned to the Food Service Department shall be neat and clean.

Unless authorized through an Institution Supplement, inmates shall wear white short-sleeved summer-type shirts, white twill trousers, safety work shoes, hair nets and/or white paper caps or "baseball" style caps. White work aprons or smocks of either cloth or disposable plastic may be part of the uniform.

When hair is longer than shoulder length, a hair net shall be worn in such a manner that it is held in place under the hat. Inmates working in such areas as the garbage room, dish machine room, pan washing area, etc., shall be provided a suitable rubber or plastic apron, and rubber boots may also be a part of the work uniform for these type jobs. An insulated coat should be provided for inmates who work in refrigerated and freezer areas.

c. **Use of Tobacco.** Use of tobacco in any form is not permitted in any preparation or presentation service area(s) of the Food Service Department. The Chief Executive Officer shall designate areas where the use of tobacco shall be permitted in accordance with the Program Statement on Smoking/No Smoking or local Institution Supplement. All staff are responsible for the enforcement of the Public Health Regulation concerning use of tobacco. It is recommended that the entire Food Service Department be a non-smoking department.

d. **Guidance and Counseling.** The guidance and counseling of inmates is important. Food Service personnel are expected to provide guidance to inmates under their supervision and to help their adjustment to institution conditions. Personnel should be prepared to:

- Ë Recognize problems.
- Ë Provide job related guidance.
- Ë Refer inmates to members of the professional staff as necessary.

e. **Inmate Workforce.** The number of inmates assigned to the Food Service Department shall be based on a quota developed by the FSA and approved by the local Institution Performance Pay Committee. The quota shall represent actual needs, thus avoiding any tendency to under/over staff the Department.

f. **Inmate Job Descriptions.** Inmate job descriptions shall be reviewed annually by the FSA, or designee, to ensure they are accurate and up to date. All inmates shall sign for receipt of their position description prior to the start of work within the Department. Inmate position descriptions shall be maintained on file as long as the inmate is assigned to the Food Service Department. The cook supervisor shall give a written and verbal explanation concerning all general rules and procedures of the Food Service program to all newly assigned inmates.

The job descriptions shall list the duties and responsibilities of each job assignment. A manual or computerized "organization chart" or "inmate accountability board" shall be readily available to all Food Service personnel to show the various positions throughout the Department, the number of inmates programmed for each job or work area and finally, the number actually assigned to these jobs. At all times, supervisors shall be able to visually check the total number of inmates assigned to his/her detail and at the same time know where each inmate is throughout the shift.

g. **Inmate Training and Orientation**. In order to ensure a quality Food Service program and instill good work habits, each Cook Supervisor shall instruct all new workers in the rules and regulations of the Department. Special attention concerning standards of conduct, attitude and motivation will be emphasized. The philosophy and practice of "Clean As You Go" will be explained as well as other sanitation requirements. New inmate personnel will require close supervision and follow up until proficiency skills consistently meet established standards.

Upon assignment to a job, each inmate shall receive initial training and orientation by the supervisor concerning safe work methods. The training shall include demonstration of safety features and practices. Workers shall be trained to recognize the hazards involved in the work place, hazardous materials communication, to understand the protective devices and clothing provided, and to report deficiencies to their supervisors.

This orientation shall be documented with a copy maintained in Food Service and a copy forwarded to the Safety office. Food Service shall maintain this documentation as long as the inmate is assigned to work in the Food Service Department.

h. **Inmate Performance Pay**. Inmates shall be paid in accordance with the Program Statement on Inmate Work and Performance Pay Program. Each inmate paid shall be told why the amount of pay is being awarded. Such information must be explained in relation to the meeting of specific Food Service program requirements. Food Service goals and objectives shall be explained at this time in order to communicate what is expected during the next pay period. Pay shall be awarded based upon performance and meeting specific objectives.

i. **Nutritional Information Cards**. The menu shall be posted so that all inmates can examine the menu prior to reaching the serving counter. The posted menu shall be complete in all respects, showing the full title of each dish or item. Nutritional information cards will be displayed on the serving line for all **prepared menu items** listing the calories, fat, cholesterol and sodium content of each item. High Rise Facilities are excluded from posting nutritional information cards. All food items prepared or seasoned with pork or pork derivatives will be identified by an asterisk (*) or (X) on the

menu board and/or Master Cycle Menu. Nutritional information used on the nutritional information cards can be found on the current fiscal year menu nutritional analysis.

j. **Food Preparation Worksheet**. The Food Preparation Worksheet is available as a tool, and when used properly, communicates what is to be prepared, how (recipe), by whom, in what quantity, and when. It is also an important historical record, indicating how much food was produced. The Worksheet should be an evaluation of the meal. See Food Service Information System Users Guide for a sample Food Preparation Worksheet.

k. **Display and Service**. The following steps should be observed in the display, service, and transportation of food to mainline and satellite feeding areas:

(1) Prior to the beginning of and during the meal, the line shall be inspected by the cook supervisor in charge to ensure:

- Ë all menu items present on the line have been tasted
- Ë foods are arranged properly and attractively presented
- Ë hot foods are at 140°F or above and potentially hazardous cold foods are at or below 41°F

Note: Time only may be used as the control of foods held for service for immediate consumption if the food is served or discarded within two hours from the point in time the food is removed from temperature control.

- Ë potentially hazardous leftover foods were heated to above 165° F before being served
- Ë serving utensils are available prior to service
- Ë serving utensils should only be picked up by their bases or handles.
- Ë instruct inmate servers on serving techniques and portion control
- Ë replenish food on the line with a full insert to avoid dumping on the line
- Ë provide inmates the appropriate attire to work on the serving line (Hair cover, beard guard, clean uniform or smock, plastic gloves, etc.)

(2) Open food or drink placed on display on the serving line shall be protected against contamination by easily cleanable sneeze guards, cabinets, display cases or other effective protective equipment.

Where hands may come into contact with food or drink items, servers shall use plastic gloves; with the exception of hot grills. Tongs, forks, spoons, and other suitable utensils shall be provided and used in dispensing food and drink. Such utensils shall be properly sanitized and stored between use. Servers shall not serve any food item with their hands.

Ice for consumption shall only be handled with scoops, tongs, or approved ice dispensing utensils. Consideration should be given to using approved automatic ice dispensing equipment where feasible.

Sugar, condiments, seasonings, and dressings for self-service use shall be provided in individual packages, closed dispensers, or automated condiment dispensing systems. If salad dressings are served in open containers, a ladle that extends beyond the top edge of the container shall be used.

(3) Sufficient hot-holding or cold-holding equipment should be available to maintain the required temperature of potentially hazardous food. Salad Bar items shall be discarded after 4 hours at room temperature.

1. **Transportation**. During all transportation, food shall be protected from contamination by use of an enclosed cart, covered containers, or similar means. Sanitary requirements for storage, display, and general protection against contamination shall apply to food transportation.

When soiled equipment or utensils are transported, they shall be transported in closed containers. A member of the Food Service staff shall be present when satellite feeding carts are loaded.

CHAPTER 4

Menu Planning

1. **General Policy.** The overall goal of a quality Food Service Program is to provide nutritious and appetizing meals, efficiently and within the budgetary restrictions, manpower resources, equipment, and physical layout. Nutritional needs are diverse because of differences in age, activity, physical condition, sex, and medical considerations. The Food Service Program makes an important contribution to the overall mission of the institution in that it influences morale and attitudes of inmates and staff, and creates a climate for good public relations between the institution and the community.

Each facility will differ somewhat and will have unique missions that must be considered. While there are many policies and standard procedures that must be adhered to, individuality in menu planning is encouraged. Institutions in close proximity of each other may consider similar menu items and joint purchasing to reduce overall costs.

Full responsibility is placed on each FSA for careful planning and judicious use of all available resources in carrying out the overall mission. If good plans are developed in advance, they will pay dividends in time, and will better enable the FSA to make the maximum contribution of having the best possible Food Service Program.

A 35 day cycle menu is the standard for menu writing throughout the Federal Bureau of Prisons. In writing the menus, the FSA should make selections based on the best nutritional program that can be administered.

The master cycle menus must include heart healthy alternatives (except high rise facilities or facilities without a dining room). Every effort must be made to use a like item when providing the heart healthy alternatives on main line. Food offered as the heart healthy selection must be prepared without the addition of salt or fat. Utilize the Main Line Self Selection Chart located in Chapter 8 for heart healthy alternatives that must be offered on main line.

These menu alternatives must be printed on the master cycle menus (e.g., menu must state: fried chicken or baked chicken; french fries or baked potato, etc.).

Menu items should be reviewed with the "Daily Food Servings" (or Food Guide Pyramid) and the Dietary Guidelines located in the Food Service TRM, Guidelines for Medical Diets section. The menu planning section of the Food Service TRM is considered the standard to follow when developing menus for the institution.

2. **Nutritional Analysis**. The 35 day Master Cycle Menus shall be received in the Central Office each year no later than July 20 to complete a Nutritional Analysis. Each institution shall print a list of the menu items for the new fiscal years menu. By using the information supplied for the Nutritional Analysis, located in the FSIS Users Guide, each institution will be able to properly code their menus. Once they are coded they shall be analyzed and certified by a registered dietitian. The analysis will be mailed back to each facility outlining any areas of concern.

The FSA shall review the analysis and determine if any corrections can be made to assure meals are nutritionally adequate. Major medical institutions shall be required to keep medical diet menus that are certified by a registered dietitian on file in the FSAs office.

In the event that the Master Cycle Menus change significantly throughout the year, it is recommended that the 35 day cycle be analyzed again to maintain the integrity of the analysis.

CHAPTER 5

Food Preparation

1. **General Policy.** The Cook Supervisor is responsible for making sure all items on the master cycle menu are prepared and presented according to approved recipes. Therefore, knowledge and use of recipes is required. It is the cook supervisor's responsibility to assess the availability and condition of all items required for recipe development and communicate any deficiencies. A review of upcoming menu items is important in order to professionally prepare an effective plan of action as far in advance as possible. Use of the approved recipes by inmate cooks, bakers, butchers, and vegetable preparation workers will provide consistency in the products prepared.

Knowledge of proper ingredients, specified quantities, and actual steps in preparation is essential for quality products to be produced consistently. Progressive cooking is the most nutritious and cost effective means of preparing food. Use of this method in preparation will enhance the overall food program. The cook supervisor in charge of the meals must know exactly how much of each item is ready for presentation before the line opens.

The Armed Forces Recipe Cards are the recommended source for use in the institution. If a local recipe has been tested and proven it may also be used. Information on ordering Armed Forces Recipe Cards can be found in the Food Service TRM.

2. **Preparation Guidelines.** Food should be prepared with the least possible manual contact. Raw fruits and vegetables should be thoroughly washed with clean water before being cooked or served. Spoons or other utensils used in preparing foods should not be used for test tasting. Separate spoons and forks for test tasting should be used and they should be washed after each use. Disposable spoons and forks can be used for this purpose.

Potentially hazardous foods cooking temperatures shall be as follows:

a. Raw animal foods such as eggs, fish, meat, and any foods containing these items shall be cooked to 145° F or above.

b. Pork and game animals, comminuted (ground) fish and meats, injected meats, and eggs that are not prepared for immediate service shall be cooked to 155° F or above.

c. Stuffing containing fish, meat or poultry shall be cooked to 165° F or above.

d. Roast beef and corned beef shall be cooked to 145° F or above.

e. Potentially hazardous foods that have been cooked and then refrigerated should be reheated rapidly and thoroughly to 165° F or higher before being served. Steam tables, warmers, and similar hot food holding equipment are prohibited for the rapid reheating of potentially hazardous foods. After foods have been reheated rapidly to 165° F, they may be maintained on a heated steam line or similar at 140° F for service.

Only pasteurized fluid milk and fluid milk products from approved plants shall be used or served. Manufacturer milk products shall meet applicable federal standards for quality.

Reconstituted dry milk and dry milk products may be used in instant desserts and whipped products or for cooking and baking purposes. Dry milk and milk products reconstituted in the Food Service Department shall be used for cooking purposes only. Powdered milk reconstituted in an approved "Mechanical Cow" may be used for drinking purposes. Milk produced in the "Mechanical Cow" shall be tested for presence of bacteria twice monthly by an approved laboratory to ensure wholesomeness of the product. The "Mechanical Cow" shall be disassembled, cleaned, and sanitized before and after each use.

Powdered milk shake or ice cream mix reconstituted in an approved ice cream machine may be used. Dairy based products produced in an ice cream machine shall be tested for the presence of bacteria monthly by an approved laboratory. The ice cream machine shall be disassembled, cleaned, and sanitized before and after each use.

Liquid, frozen, and dry eggs and egg products are pasteurized at temperatures high enough to destroy pathogenic organisms that might be present. However, because of the possibility of recontamination of these products after opening, thawing, or reconstitution, they are recommended for use primarily in cooked or baked products.

Nondairy creaming, whitening, or whipping agents may be reconstituted on the Food Service premises only when they shall be stored in sanitized, covered containers not larger than one gallon and cooled to 41°F or lower within four hours after preparation.

The Cook Supervisors shall use thermometers to ensure the attainment and maintenance of proper internal cooking, holding, or refrigeration temperatures of all potentially hazardous foods.

Separate cutting boards need to be used for raw and cooked foods in order to prevent cross-contamination. They also need to be washed, rinsed, and sanitized between **every** use.

It is recommended that color coded, cutting boards be used to help reduce the chance for cross-contamination.

3. **Food Cooling.** Cooked potentially hazardous food shall be cooled from 140°F to 70°F within 2 hours and from 70°F to 41°F or below within 4 hours. Foods prepared from ingredients at ambient temperature, such as reconstituted foods and canned tuna shall be cooled to 41°F within 4 hours.

Cooling shall be accomplished in accordance with the time and temperature criteria by using one or more of the following methods:

- # Placing the food in shallow pans
- # Separating food into smaller or thinner portions
- # Using rapid cooling equipment
- # Stirring the food in a container placed in a ice water bath
- # Using containers that facilitate heat transfer
- # Adding ice as an ingredient
- # Use of a commercial blast chiller
- # Other effective methods

When placed in cooling or cold holding equipment, food containers in which food is being cooled shall be arranged in the equipment to provide maximum heat transfer through the container walls. In addition, product should be loosely covered, or uncovered if protected from overhead contamination during the cooling period to facilitate heat transfer from the surface of the food. Six inch or larger pans shall not be used to store food in.

4. **Food Thawing.** Potentially hazardous food shall be thawed:

a. Under refrigeration that maintains the food temperature at 41°F or below.

b. Submerged in running water:

(1) At a water temperature of 70° F or below.

(2) With sufficient water velocity to agitate and float off loose particles in an overflow.

(3) For a period of time that does not allow thawed portions of ready to eat food to rise above 41° F.

(4) For period of time that does not allow thawed portions of a raw animal food requiring cooking for more than four hours.

This includes the time the food is exposed to the running water, the time necessary for preparation for cooking, or the time it takes under refrigeration to lower the food temperature to 41° F.

c. As part of a cooking process if the food that is frozen is cooked with no interruption process.

5. **Food Protection - General Requirements.** All food, including ice, while being stored, prepared, displayed, or transported in food service facilities, or transported between such facilities, shall be protected against contamination from dust, insects and rodents, unclean utensils and work surfaces, unnecessary handling, coughs and sneezes, flooding, drainage, overhead leakage, and other sources of adulteration.

Heating and/or refrigerating equipment shall be utilized to maintain safe food temperatures. All hot and cold food storage units shall be provided with thermometers having accuracy to $\pm 3^{\circ}$ F and can be easily observed for recording of temperatures. New heating and/or refrigeration equipment purchases should include a zone type thermometer with temperature graduations. Refrigeration equipment shall be designed and operated to maintain temperature of 41° F or below.

6. **Hermetically Sealed Foods.** Canned food that has abnormal color, taste, or appearance or which is contained in cans which show abnormalities such as bulging at ends, swelling, or leakage shall not be served. Unsuitable canned food shall be surveyed and destroyed.

7. **Potential Hazardous Foods.** Potentially hazardous foods are those foods which provide a good medium for bacteria growth. They include any perishable food which consists in whole or part of milk, milk products, eggs, meat, poultry, fish or shellfish. (High Protein Foods)

Potentially hazardous foods shall be prepared with a minimum of manual contact. Such products will be prepared from chilled ingredients whenever feasible. The surfaces of equipment, containers, cutting boards, and utensils used for preparation and subsequent storage of potentially hazardous food shall be effectively cleaned after each use.

Potentially hazardous food should be prepared as close to serving time as practical. Potentially hazardous raw frozen food should be cooked from the frozen state whenever practical. Tempering shall be accomplished by refrigeration at 41° F or below; or with potable (safe drinking) running water at 70° F or below. The potable water technique may be used only if the product is sealed in its original container. At no time shall potentially hazardous food be thawed at room temperature.

All precooked potentially hazardous refrigerated or frozen food intended for reheating shall be heated rapidly to a temperature above 165° F.

8. **Leftovers.** Prepared food items which have not been placed on the serving line may be retained for no more than 24 hours. Leftovers offered for service a second time shall not be retained for later use, but shall be discarded immediately after offering. All leftovers shall be labeled to identify the product, preparation date, and time.

CHAPTER 6

Institution Garden Operations

General Policy. If resources, space and needs allow, a garden operation is encouraged. Normally, a vocational training instructor or landscape supervisor provides guidance and direction to the inmate work detail where institution garden operations exist. Institutions desiring to start garden operations may do so using the following guidelines.

To ensure Bureau consistency for garden operations the following actions are required:

a. A Planning Committee consisting of the FSA, Facilities Manager, Supervisor of Education (if V.T. instructor is involved) and Associate Warden should evaluate the following four areas to determine if a garden operation is feasible for the local facility: production resources, cost assessment, risk assessment and operation effectiveness.

b. No additional staff positions shall be encumbered to supervise the garden.

c. Carefully evaluate garden start up costs; such as cultivation equipment, irrigation and land preparation.

d. Each institution shall contact the Department of Agriculture local extension office to request soil analysis testing. The information provided by the local extension office will identify vegetables suited for growing in the geographic area, and recommend fertilizers/pesticides for the respective crops.

e. Food Service shall purchase all seeds and starter plants.

f. Food items (vegetables, fruits, etc.) grown by the Food Service Department shall be inspected by a member of the Food Service staff as well as a member of the Safety staff, before use in the Food Service Department.

g. All harvested vegetables shall be pre-washed and packaged in suitable containers (clean plastic container, mesh bag, or cardboard box) prior to being transported into the Food Service Department.

h. Surplus vegetables that can not be consumed by the inmate population prior to spoilage shall be disposed of appropriately.

i. All food received into the Food Service Department through this operation shall do so utilizing the BP-100 form to receive accurate amounts into inventory to achieve accurate poundage accounting for the Monthly Nutrition Report.

CHAPTER 7

Religious Diets

1. **General Policy.** The increased number of religious groups requesting diets requires a religious diet program that provides equity to all. Common Fare is intended to accommodate inmates whose religious dietary needs cannot be met on the main line. The common fare menu is based upon a 14-day cycle with special menus for the ten recognized Federal Holidays. The menus have been nutritionally analyzed and certified as exceeding minimum daily nutritional requirements. A copy of the Common Fare nutritional analysis is available at each institution and from the Regional and Central Office FSAs. The Common Fare menu that will be used with the Religious Diet Program is located in the Food Service TRM.

2. **Changes.** Changes to the planned Common Fare menu may not be made at the institutional level, except when seasonal availability of specific fresh produce items dictates that temporary substitutions be made.

Under such circumstances, the FSA, with concurrence from the appropriate Associate Warden, may make temporary nutritionally equal substitutions for fresh seasonal produce that do not violate any religious dietary laws. The Chaplain shall be consulted if religious questions arise.

3. **Hot Entree Availability.** To the extent practicable, a hot entree shall be available to accommodate inmates' religious dietary needs, e.g., Kosher and/or Halal products. Hot entrees shall be offered three times a week and shall be purchased **precooked**, heated in their **sealed** containers, and served **hot**. Cooking of any other food items is **not permitted** in the Common Fare program.

4. **Religious Requirements.** All foods purchased (except fresh fruits and vegetables as stated in Chapter 9 of the Kashruth) shall be fully prepared, ready to use, and certified by a recognized Orthodox Standard, such as: $\dot{\iota}$, (κ) {K within brackets}, "CRC". No pork or pork derivatives may be used. All bread and margarine must be labeled Parve for use on the Common Fare tray.

5. **Nutritional Requirements.** Common Fare menus meet the nutritional recommended daily allowances (RDAs). An inmate who selects food from the Common Fare menu may not also select other food from the regular menu, except for beverages and foods from a salad bar (hot bars are not part of the salad bar).

An inmate who does select items from a beverage or salad bar shall do so with the understanding that they may contain items which do not meet that individual's religious dietary laws.

6. **Instant Food and Beverages.** An urn of hot water shall be provided for reconstituting instant beverages and foods. Inmates who are not participating in the Common Fare program may use the urn.

7. **Plates and Utensils.** Ordinarily, Common Fare meals shall be served with disposable plates and utensils. Reusable plates and utensils, which are identified for Common Fare use only, may be used. Separate cutting boards, knives, food scoops, food inserts and any other necessary items used in the production of food for the Common Fare diet shall be provided. These items shall be identified for use only in the Common Fare program. Meat and dairy food items and service utensils shall be stored in areas separate from each other. A separate dish pan shall be provided to wash and sanitize these items, if a separate three compartment sink is not available.

8. **Application & Removal**

a. The Chaplain is the approving official for inmate participation and removal in the Common Fare Program. Food Service staff shall use a daily roster indicating a CF YES for notification of Common Fare participation. No staff may disparage an inmate's religion or religious views or attempt to dissuade an inmate from participating in the program.

b. When an inmate is approved to eat from Common Fare, the FSA shall develop an accountability means by which to ensure integrity for participation.

c. The inmate shall ordinarily begin eating from the Common Fare menu within two days after Food Service receives electronic notification.

d. Staff shall appropriately train and supervise inmates assigned to prepare and serve Common Fare meals.

e. An inmate's participation in the program is not affected by temporary placement on a medically prescribed diet or placement in a Special Housing Unit. An inmate approved for Common Fare shall be provided Common Fare meals while in Special Housing or the institution hospital. However, if a medical diet is prescribed, it shall take precedence over the common fare diet.

f. If an inmate misses six consecutive Common Fare meals, the FSA shall recommend in writing that the Chaplain remove the inmate from the program. The decision to remove an inmate rests with the Chaplain.

9. **Annual Ceremonial Meals.** By October 10th each year, the Chaplain shall provide the FSA a schedule of the ceremonial meals for the following calendar year, including the date, religious group, estimated number of participants, and any required special food purchases. Ceremonial or commemorative meals shall be served in the food service facility unless otherwise approved by the Warden.

The Food Service Department shall be the only source of procurement for all food items. To maintain equity in menu design, all meals shall be limited to food items on the institution's master cycle menu. To facilitate food preparation, the Chaplain shall consult with the FSA concerning the preferred menu for each ceremonial or commemorative meal well in advanced of the scheduled date of the observance (six to eight weeks prior). Food items related to religious purposes may be procured by the Chaplain through food service in the minimum quantities necessary for the fulfillment of the ritual observance. Ordinarily this will not constitute the main entree for the ceremonial meal.

10. **Religious Fasts and Seasonal Observances.** The Common Fare program provides the only religious diet. Inmates participating in religious fasts and/or abstaining from particular foods during certain religious seasons will be accommodated through the Common Fare program.

a. **Ramadhan.**

(1) During Ramadhan, Muslim inmates participating in the fast should receive the approved Common Fare lunch and dinner menu after sun down and consume it in the Food Service Department or Special Housing Unit.

(2) During the December Fast, meat entrees on the Common Fare menu shall be replaced with either a hot fish or vegetarian entree. Both the noon and evening meal shall be provided to participants after sun down.

(3) Inmates who are not participating in the Common Fare program, but elect to observe Ramadhan or the December Fast may do so by selecting from the mainline. The mainline meal shall be served after sundown with a non-pork entree provided. If an inmate's religious dietary needs cannot be met from mainline selection, the inmate may partake in the Common Fare program for the Ramadhan season.

Each institution may provide a bag breakfast or allow inmates to go to Food Service for the breakfast meal prior to dawn. Bag breakfasts should contain non-perishable items, such as ultra-high pasteurized milk, fresh fruit, peanut butter, dry cereal, etc. The menu for the Common Fare program cannot be used for a bag breakfast.

b. **Passover**. During the eight days of Passover, Jewish inmates who submit a request in writing to the Chaplain should be provided food that meets Kosher for Passover standards. The written request must be received six weeks before Passover. Food Service shall be prepared to provide Passover meals to new commitments.

Jewish inmates participating in the Common Fare program should be provided for the eight-day period the same Kosher for Passover food that is provided inmates who are not Common Fare participants.

c. **Lent**. During the Christian season of Lent, a meatless meal (lunch or dinner) shall be served on the main line on Ash Wednesday and all Fridays in order to accommodate observance of Lenten dietary laws.

11. **Recordkeeping/Costs**. The FSA shall develop an estimated cost each quarter for their Common Fare program and add this figure to the last page of their quarterly Budget and Ration form (BP-281). The actual cost of common fare, including edible and non-edible items should be maintained. Cost accounting project number 19G is used to record all costs incurred.

CHAPTER 8

Guidelines for Medical Diets/Self-Selection on Mainline

1. **General Policy.** All institutions shall provide a Medical Diet Program based on the Guidelines for Medical Diets located in the Food Service TRM. Mainline self selection alternatives and/or medical diets must be available to all inmates. High Rise facilities or those institutions with no dining room are excluded from self selection alternatives.

The Food Service TRM provides specific guidelines for the most commonly prescribed modified diets.

a. **Responsibilities**

(1) A registered dietitian shall be consulted for all diets not found in the Guidelines for Medical Diets section of the Food Service TRM. If the Clinical Director of an institution determines the facility is unable to provide an inmate the proper medical diet, transfer to a Bureau of Prisons Medical Referral Center may be considered.

(2) If a separate medical diet menu is utilized, the institutions master cycle menu shall be used to formulate the diet menus. A registered dietitian shall certify these medical diet menus. A copy of the certified diet menu shall be maintained in the FSA's office.

(3) It is strongly recommended that each institution utilize a contract dietitian.

(4) All FSAs, Assistant Administrators and Cook Supervisors shall review this chapter annually as well as the Guidelines for Medical Diets located in the Food Service TRM. Documentation shall be kept on file for one year.

(5) Bureau dietitians shall review the Guidelines for Medical Diets in the Food Service TRM annually and update as necessary.

b. **Inmate Access**

(1) Diets shall be prescribed by the Clinical Director, staff physician or staff dentist. Physician Assistants at major medical facilities may prescribe a diet but it shall be reviewed and countersigned by a staff physician.

The FSA may utilize a check off list to monitor medical diets and communicate diet compliance with Health Services.

(2) Medical diets addressed in the Guidelines for Medical Diets may be accommodated through main line self-selection since heart healthy alternatives (as listed in the chart at the end of

this chapter) must be available on main line. The Clinical Director and/or dietitian must evaluate and approve this method of providing medical diets. A memo of approval shall be on file in the offices of the Health Services Administrator and the FSA.

(3) Institutions shall provide education to inmates who are prescribed a diet. Diet counseling will be provided by a registered dietitian or other health care provider.

c. **Reference.**

(1) The American Dietetic Association's (ADA) Manual of Clinical Dietetics will be the reference for diets not found in the Guidelines for Medical Diets section of the Food Service TRM. The ADA Manual of Clinical Dietetics will be maintained in Health Services at the Bureau's major medical facilities.

(2) Each institution may consider preparation of an Institution Supplement to implement this program. Copies of any Institution Supplements shall be provided to the appropriate Regional Directors and Regional Administrators of Food and Health Services. The following program requirements should be considered if mainline self-selection of medical diets is not utilized:

- ! A means of identifying inmates authorized to receive a prescribed medical diet.
- ! On-site observation of the medical diet service at least monthly by the FSA and a member of the Health Services Department.
- ! A time schedule to review the inmate's need for a medical diet.
- ! A system to keep the diet list current. Inmates who are transferred or released and those who no longer require a medical diet shall be removed from the list in a timely manner. Food Service shall be notified the same day a diet is issued or rescinded.

d. **Snacks or Supplemental Feedings.** Snacks or supplemental feedings may be ordered when the physician determines a medical need such as:

- È Insulin-dependent diabetes.
- È Patients with increased protein or caloric needs because of pregnancy, cancer, AIDS, etc.

(1) Diabetic Snacks

1 cup skim milk and
1 serving non-sugar-coated dry cereal

This is the preferred snack for all diabetics. This provides adequate protein and calories with a minimal amount of fat to prevent insulin reaction.

(2) Alternate Snack

½ sandwich made with 1 slice of bread and 1 oz. of meat, and mustard (optional)

or

1 Tbsp. peanut butter with 6 saltine crackers or 1 slice of bread

or

1 oz. slice of cheese with 6 saltine crackers or 1 slice of bread

(3) Snacks for Increased Calories

1 cup milk and 1 serving cereal

or

½ sandwich (condiments optional)

or

whole sandwich (condiments optional)

or

peanut butter and crackers

e. Mainline Self - Selection of Medical Diets. Medical diets addressed in the Guidelines for Medical Diets section of the Food Service TRM may be accommodated through main line self-selection only if the following guidelines are utilized:

(1) The menu alternatives must be printed on the master cycle menus (e.g., fried chicken or baked chicken, french fries or baked potato).

(2) Foods must be prepared without the addition of salt or fat.

(3) Every effort must be made to use a like item when providing an alternative on the main line. See the Main Line Self Selection of Medical Diets chart at the end of this chapter for additional guidance.

MAIN LINE SELF SELECTION OF MEDICAL DIETS

| OFFER THIS | AS ALTERNATIVE FOR THIS |
|--|--|
| Baked meat, unbreaded meat, dried beans & peas (rinse canned beans), ½ cup cottage cheese or 3 tbsp. peanut butter | Fried meat, breaded meat, cold cuts, hot dogs, other processed meats including turkey products, commercially processed & convenience entrees, & grilled sandwiches |
| Plain flaked tuna; diced chicken | Tuna salad; chicken salad |
| Gravies & sauces as an option | Foods covered w/gravies & sauces |
| Hard boiled eggs, egg whites or cereal & milk | Cooked whole eggs (limit to four (4) yolks per week) |
| Foods seasoned w/herbs & spices | Foods seasoned w/fat & salt |
| Plain vegetables | Vegetables w/added butter, margarine, oil, glazes, sauces |
| Baked, boiled, or steamed potatoes | Fried, au gratin, scalloped or other potatoes cooked w/fat |
| Plain macaroni or macaroni with tomatoes | Macaroni & cheese |
| Salads without mayonnaise | Salads with mayonnaise |
| Low calorie salad dressing | Regular salad dressing |
| Fruit: fresh, juice packed or rinsed canned fruit, fruit juice | Regular dessert, fruit canned in syrup |
| Hot cereal with no added fat or salt | Hot cereal cooked with fat and salt |
| Cereal without sugar coating | Cereal with sugar coating |
| Bread or dinner rolls | Biscuits, croissants |
| Skim or low fat milk | Whole milk |
| Unsweetened or artificially sweetened beverages | Sweetened beverages |
| Margarine | Butter |
| Cereal & milk, toast | Breakfast pastries |

CHAPTER 9

Specialized Food Service Programs

1. **General Policy.** Satellite Feeding is the definition used when foods will be consumed in a location other than where they are prepared. Normally, this will involve transportation to a different site, such as a camp, special housing unit, night work detail, bus, airplane, etc. The entire satellite process from preparation to actual delivery shall be maintained within the guidelines of proper sanitation techniques. Satellite feeding and microwave instructions (if applicable) shall be posted in satellite feeding areas.

Refrigeration is a method of "arresting" bacterial growth in food. While refrigeration may kill a few of the bacteria found in food, most of them only stop multiplying. The ability to reproduce or produce toxins, or poisons, is greatly reduced by refrigeration. At the same time, transporting hot food portions, individually, in heated cabinets accomplishes the same objective of "checking" bacterial growth, provided the portions are maintained at a temperature which does not fall within the "danger zone" for over 2 hours. The "danger zone" consists of temperatures from 41° F to 140° F.

Time as well as temperature is a key component of bacterial growth. Every effort shall be made to keep foods hot or cold enough to destroy or arrest the growth of infectious organisms. All staff must be made aware of special care required in the handling of hazardous foods such as meat, cream dishes, etc. Some food items are not potentially as dangerous and will not maintain 140° F, however staff must recognize the time factor involved for the delivery of these foods.

To prevent bacteria growth, food must be prepared and held at proper temperatures until plated. Satellite tray meals must be delivered and served within two hours of food being plated if proper temperatures are not maintained.

Foods in the potentially hazardous category should remain under refrigeration until actually cooked and after the cooking process, they should be maintained at or above 140° F. During the tray make up process, hot foods shall be placed in a heated serving line. There are several systems for satellite service such as the thermal bag and cart, refrigerated carts, thermal compartment trays, etc.

Outside foods prepared in bulk for transportation to a camp or other operation should be transported in thermal containers which maintain cold items below 41° F and hot items above 140° F except for items served within the two hour time frame.

2. **Microwave Feeding.** The definition of a "Microwave Feeding System" as defined and used in the Bureau of Prisons, is the transporting of precooked and refrigerated (below 41° F) plated meals to various points of service, where the hot portions are boost heated to a temperature of 165° F or above. With the adoption of this process it is equally as critical to maintain the proper time and temperature control.

Hot and cold pre-plated meals may be transported in the same chilled cart or transported in separate carts. Use of a single tray for pre-plated meals consisting of hot and cold foods, does not allow for food components to be separated for boost heating in the microwave.

An important factor for boosting hot meals is the covering. All items must be covered during the heat boosting process to prevent the loss of moisture. In addition, covering prevents food items from splattering inside the microwave requiring constant cleaning.

All institutions using the microwave feeding system shall provide training to all cook supervisors upon entrance on duty and again annually using the current Satellite Feeding video provided to each institution by the Food Management Training Center.

Furthermore, all staff assigned to posts where they come in contact with use of a microwave, to service inmate meals, **must** receive the same satellite feeding training mentioned above. This training must take place upon their assignment to the post. It is the responsibility of the FSA to make these requests through the Employee Development Manager/Specialist. Written documentation of training shall be kept on file for one year.

Inmates housed in Administrative Detention, Disciplinary Segregation or other types of high security environments shall be served the same foods as the regular bill of fare to the extent that sound nutritional and security practices allow.

All facilities, especially those that are totally satellite such as an MCC, may consider a continental breakfast Monday - Friday.

3. **Weekend and Holiday Meal Schedule.** If a special weekend or holiday meal schedule is used, items served for continental breakfast or regular main line shall be provided in segregation. Brunch is to conform to breakfast meal pattern, and dinner to that for noon or evening meal.

4. **Selection of Menu Courses.** Care must be taken to ensure that meals are provided in such portions as to be nutritionally adequate.

a. Segregation Food Rations. Food items in excess of the normal prescribed ration shall not be given to inmates in segregation units as a reward for good behavior, nor shall food rations be reduced or changed and used as a disciplinary tool.

b. Segregation Sack Lunches. Use of sack lunches in detention units shall be authorized only upon written orders of the Chief Executive Officer. Sack lunches shall include at least the following: two sandwiches (one meat (non-pork)) and one non-meat), one piece of fresh fruit, and one beverage.

c. No Meat Tray. A "No Meat" satellite tray shall not contain any "animal flesh" (meat, poultry or fish). A protein alternative shall be provided such as four tablespoons of peanut butter, two ounces of cheese, one cup of cooked dried beans or peas, or one half cup of cottage cheese.

d. Industries Overtime or Night Workers. The FSA shall provide a suitable meal for service to such workers, keeping in mind all elements previously touched upon as being involved in the planning of a satisfactory meal. A Stores Requisition, Invoice & Transfer Receipt (BP-100) shall be on file to support the appropriate reimbursement.

e. Bag Lunches. Every effort shall be made to provide all inmates three meals daily in the dining rooms. If this is not possible, bag lunches shall be provided under the following conditions:

- È Work details unable to eat during the regular mealtime.
- È Inmates performing night-watch duty.

5. Bus Meals. Bus meals shall be provided for inmates being transferred from one institution to another by bus or air travel. Bus meals may consist of the traditional box lunch or an approved snack pack. Snack packs require Central Office, Inmate Transportation Section approval.

a. Quality - Lunches and contents are important factors to be considered. The highest possible Food Service standards must be met and maintained in preparation of lunches.

b. Preparation - Lunches for inmate transportation shall be prepared by a Food Service staff member. Lunches shall be picked up by a designated member of the bus or plane crew who shall inspect them. The inspection shall consist of the following:

- È quality of contents,
- È proper wrapping, and
- È correct individual counts.

Lunches prepared for service other than inmate transportation can be prepared by inmates.

c. Contents shall include: Minimum two sandwiches per lunch and at least one should be an acceptable meat (non-pork). Due consideration shall be given to the use of commercial bread or rolls with proper preservatives. If institutional baked bread is used the person preparing the lunches shall use only fresh bread made the day of lunch preparation. Sandwiches should be wrapped or bagged individually in a secure fashion to protect against deterioration of bread and other food items within. Meats, cheeses, etc., should be freshly sliced the day of preparation and leftover cooked meats shall not be used after 24 hours.

È One piece of fresh fruit or a properly packaged (paper cup with lid) canned fruit complete with a plastic or wood spoon.

È One ration of a dessert item such as cookies, doughnuts, fruit bars, etc. Items such as fruit or cream pie, and any other products made with milk, cream, or dairy ingredients shall not be used.

È Suitable additions to lunches would be properly packaged fresh vegetables such as celery sticks or carrot sticks, and consideration should be given to the purchasing of such commercially packaged "snack foods" as peanut butter or cheese crackers, individual bags of potato chips, etc. Such items shall enhance the overall acceptance of the lunches.

d. Packaging - Contents of bus/air lunches shall be packaged in throw away "snack boxes." Paper bags shall not be used for inmate transportation lunches. "Snack boxes" allow for proper placement of contents and guard against deterioration of contents during handling, packaging and transporting. Boxed lunches shall be stacked and stored in a secured refrigerated area until picked up by a designated member of the bus or plane crew.

e. Accounting - Use of the following Cost Center and Project numbers will provide proper cost accounting for inmate movements:

| <u>Cost Center</u> | <u>Project</u> |
|--------------------|--------------------|
| Bus Movement | X2-A-873-590 - 35C |
| Airlift | X2-A-864-590 - 46C |

Whenever an item is specifically purchased for bus or airlift lunches, i.e., snack boxes, thermal transport containers, wrapped plastic ware, etc., the above coding shall be used when purchasing. X - This space will show the last digit of the current fiscal year. A Stores Requisition, Invoice and Transfer Receipt (BP-100) shall be kept on file for one year to support appropriate reimbursement. Bus/air lunches shall be priced at actual cost (see sample in the Food Services TRM).

CHAPTER 10

Food Service Dining Room Operations

1. **General Policy.** In considering the health and well being of the inmates and to promote efficiency, security, and economy in operations, the Food Service Department shall have the inmate dining room open only the hours necessary to prepare and serve all meals. Service of meals shall take into consideration the fact that there shall be no more than 14 hours between the evening and breakfast meals. The Warden can approve variations on holiday food service demands provided basic nutritional goals are met. A minimum of two hot meals shall be served every 24 hours. The meals shall be served under conditions that minimize regimentation. The FSA shall be responsible for establishing a table arrangement which permits free seating, ready supervision, and facilitates ease of movement. The ideal seating capacity should allow for a turnover rate of no more than 2½ - 3 times during meals.
2. **Dining Room Supervision.** The dining room supervision shall be scheduled by the FSA and/or the Assistant. Food Service and Custodial staff are responsible for the conduct of the inmates in the dining room.
3. **Dining Room Workers.** Dining room workers shall be thoroughly instructed in the performance of their duties by the Cook Supervisor in charge. One basic function of a dining room worker during the time the meal is being served is to keep the tables and floors clean. Normal procedures shall be that no major cleaning shall be performed until all inmates have completed their meal and departed the dining room.
4. **Serving Lines.** The serving counter shall be designed and constructed to provide a suitable arrangement for hot and cold foods. It shall be constructed to include a suitable type "sneeze guard" to provide for proper sanitation standards and to properly display both hot and cold food items.
5. **Beverage Counter/Bar.** Beverage stations shall be located conveniently in the main dining room for self service of hot and cold beverages, ice and water. These stations shall be designed to provide efficient, sanitary service and traffic flow.
6. **Salad Bars and Hot Bars.** All salad and hot bars shall be designed and constructed to provide efficient arrangement for displaying and serving food items. They shall be constructed to include a suitable type "sneeze guard".
7. **Staff Dining Room.** The staff dining room shall be under the FSA's jurisdiction. The identical items served on the mainline shall be available in the staff dining room.

a. A suitable locked box shall be provided into which each staff member shall deposit a signed and dated meal ticket, or meal receipt for institutions using the debit card system, for any food item taken. **(I.O.U.'s are not acceptable in place of a meal ticket.)**

This box shall be under the FSA's jurisdiction. The box shall be emptied daily, tickets or receipts separated according to type (i.e., staff or guests) counted, recorded and destroyed.

b. Staff Dining Room hours shall be left up to the discretion of the Warden and the FSA.

c. Responsibility for maintaining sanitation and tool control in Food Service Vocational Technical programs shall be covered in an Institution Supplement.

8. **Meal Tickets**. Upon written approval of the Warden, guest meals may be furnished without charge to persons rendering a special service to the institution and to certain other visitors.

Examples are guest speakers, advisors, repairmen rendering a service without charge, equipment demonstrators, athletic teams, entertainers, foreign visitors, volunteers and others whose service to the institution is in the best interest of the Government. Individuals receiving reimbursement from the Government for their services (e.g., contract employees, visiting employees on per diem status), are not eligible for gratis meals. Gratis meals shall be furnished only upon presentation of the approved guest meal ticket issued by the Controller. When feasible, a single ticket may be issued to cover a group of guests.

CHAPTER 11

Food Storage, Receiving and Inventory

1. **General Policy.** Since control and location of subsistence supplies differ from one institution to another, the precise procedures must be determined locally. If an institution implements the centralized warehouse concept, all items would be under the control of the Office of Financial Management. The procedure shall provide for correct requisitioning of supplies to maintain the integrity of the inventory records and to accurately reflect consumption in the nutrition reports.

2. **Receiving.** All subsistence is received by warehouse staff and shall remain under their control until it has been checked and accepted unless other procedures have been determined locally. No item shall be received by a Food Service staff member before it has been checked by warehouse personnel. When ordering "hot" items, the FSA shall identify on the purchase request that said items are considered "hot" to alert warehouse staff to provide special handling (i.e., knives, mace, yeast, nutmeg, cloves, etc.).

The first step in the receiving procedure is to identify the items received with the proper vendor, purchase order, and control specifications. The warehouse staff receiving items shall promptly examine, count, measure, and/or weigh the items as necessary to positively determine their acceptance both as to quantity and quality, in conformity with the contract. A member of the Food Service staff should assist warehouse staff assuring specifications relating to quantity and quality has been received. This will lessen chances of receiving inferior products.

Particular attention shall be given to receiving "hot items," which the warehouse staff shall be responsible for while under the warehouse supervision or delivered to the FSA. Examination should occur at the time of taking possession.

If immediate examination is not possible because of the time required to complete the necessary inspections and tests at delivery, a receipt shall be given to the vendor representing acknowledgment only of the receipt of a particular number or gross weight of containers in apparent good order (or noting any exceptions). Weekly deliveries of fresh produce items, meat items and all other perishables shall be inspected for freshness, quality, and general appearance. A random check for weight, count, size, etc., shall also be made. In some instances, the Food Service Department may have a representative working with the warehouse to aid in the receiving of these items.

Effective procurement requires adequate receiving procedures to ensure that food and supplies delivered match the quality and quantity of items ordered. Economic advantages gained by competitive bidding based on well-written specifications can easily be lost by poor receiving practices.

If poor-quality products or incorrect amounts are accepted, it can mean a financial loss. This can be prevented by setting up sound receiving procedures and properly trained warehouse staff. The FSA should consider utilizing the USDA Fresh Fruit and Vegetable staff for training the warehouse staff.

3. Food Receipt and Storage.

a. Inspect all incoming food shipments for damage or any form of contamination or pest infestation. Rats, mice or insects may be hiding in the center of a pallet.

b. Promptly remove all damaged pallets and broken containers of food. Separate damaged food containers from other food and store separately for disposal. Take special care in handling products such as flour, cereal, nuts, sugar, and chocolate items. These are highly susceptible to contamination.

c. If an incoming food shipment is contaminated, the institution Contracting Specialist shall be contacted immediately for instructions on the next course of action.

d. All products shall be stored far enough from walls in order for pest control measures to be performed. A painted line may be used as a guide for pallet placement.

e. Storage of food items shall be two inches away from the walls and at least six inches above the floor and not under sewer lines. Canned or bottled food impervious to water may be stored four inches above the floor. Wooden pallets may be used for the storage of canned goods and other non-absorbent containers. They cannot be used for storage of dairy products or fresh produce.

f. Perishable food items must be stored at proper temperatures to prevent spoilage and other bacterial action. Perishables must be stored at or below 41° F, and frozen foods must be maintained at or below 0° F.

g. Food not subject to further washing or cooking before serving shall be stored in a way that protects against bacterial cross-contamination from foods requiring washing or cooking.

h. All food stored in refrigerated units shall be covered or otherwise protected from contamination. Use of shallow pans no greater than four inches deep is required to promote rapid cooling.

i. Food may not be stored in locker rooms, toilet rooms, dressing rooms, garbage rooms, mechanical rooms, under sewer lines, under leaking water lines, under open stairwells or under other sources of contamination.

4. **Inventory**. Determining inventory levels and properly receiving, storing, and issuing goods are critical to controlling Food Service costs and maintaining quality of food. Stock levels should not fall below a 15 day supply. All these activities shall be centralized in the institution warehouse or under the control of the FSA.

Wherever they take place, the tasks of checking food and supplies for quantity and quality plus distribution to the point of use must be performed according to Bureau of Prisons' policies and financial management practices.

Food Service inventory represents significant financial resources converted into goods in the form of food, supplies, and equipment. All Food Service personnel must be aware of the value of the inventory and their responsibility for the security of these goods once they are received.

The master cycle menus are an important management tool in planning levels and types of stock to keep on hand. The Food Service TRM contains guidelines in planning inventory carryovers.

The quantities of food needed are projected from recipe cards to a Storehouse Requisition Sheet and ultimately back to the Budget and Ration Requirement form (BP-281).

Inventory levels are established and monitored and adjustments are made periodically to correct overage or shortage problems with the use of reports of survey. See the FSIS Users Guide for a sample Budget and Ration Requirements Form (BP-281).

5. **Stock Rotation**. To ensure proper stock rotation, all food items shall be marked with the color identified for the quarter it was received. The following colors shall be used to mark all food items.

| |
|----------------------|
| 1st Quarter - Red |
| 2nd Quarter - Blue |
| 3rd Quarter - Green |
| 4th Quarter - Yellow |

6. **Control**. Equally significant to inventory management is control and issue of goods kept in dry and low-temperature storage areas. Formalized methods of issuing stock are necessary for those goods obtained from all storage areas. Many facilities have two or more types of storage areas for dry goods and one for bulk supplies and the other for daily supplies. Storage areas shall be kept locked and goods issued by a designated person upon receipt of a food service Storehouse Requisition. When this requisition system is used, daily or weekly supplies needed are determined in relation to the menu, recipe cards, and previous food preparation worksheets. Supplies are delivered, checked, and stored in an area within the kitchen and maintained within a locked storeroom for control purposes. Foods supplies delivered directly to the kitchen that will usually be consumed within a seven day period (In & Out) shall be considered perishable. These supplies may require only a weekly charge-out on the stock record cards.

7. **Perpetual Inventory**. The process of recording all purchases and food issues is called keeping a perpetual inventory. Although details may vary, the information recorded always includes the quantity on hand, quantity received, quantity issued, and unit cost for each food and supply item.

Perpetual inventory records are important because they provide the manager with up-to-date information on product usage and give direction for further purchases.

For accurate accounting of all food and supplies, a perpetual inventory record is not totally sufficient. An official inventory of stores on hand must be taken annually with a food service staff member and a member of the financial management staff. The stock record cards shall be adjusted pertaining to items that are over or short in accordance with the Property Management Manual. If the total book value of inventory error exceeds \$5,000, a copy of the Report of Survey (complete with explanation) shall be furnished to the Regional Director.

All Food Service Departments shall complete a physical inventory of the warehouse quarterly. One of these quarterly inventories shall be held in conjunction with the Financial Management official, annual inventory.

When institutions are under the centralized warehouse concept, the FSA shall work closely with financial management to access the warehouse for inventory of food and non-food supplies.

The inventory dates listed below shall be followed to ensure completing of the Budget and Ration Requirements (BP-281) in a timely manner.

Inventory Dates

| Budget Quarter | Inventory Dates | Submit Budget |
|---------------------|-----------------|---------------|
| 1st (Oct-Nov-Dec) | Jul 15 - Aug 1 | Aug 5 |
| 2nd (Jan-Feb-Mar) | Oct 15 - Nov 1 | Nov 5 |
| 3rd (Apr-May-June) | Jan 15 - Feb 1 | Feb 5 |
| 4th (July-Aug-Sept) | Apr 15 - May 1 | May 5 |

8. Food Storage - Temperatures

a. Meat Storage (Refrigeration 36-40° F)

REFRIGERATOR STORAGE TIME

Maximum Storage Recommendations for Fresh, Cooked, and Processed Meat

Refrigerator-Meat (36-40°F)*

| | |
|------------------------|-------------|
| Ground Beef, | 1 to 2 days |
| Variety Meats | 1 to 2 days |
| Sausage, fresh pork | 1 week |
| Sausage | 2 to 3 days |
| Bacon | 5 to 7 days |
| Ham Slices | 3 to 4 days |
| | |

| | |
|----------------------|-------------|
| Ground Pork | 1 to 2 days |
| Luncheon Meats | 1 Week |
| Sausage, Smoked | 3 to 7 days |
| Frankfurters | 4 to 5 days |
| Smoked Ham, whole | 1 week |
| Beef, Corned | 1 week |
| Chicken (fresh) | 1 to 2 days |

* (The range in time reflects storage recommendations from several authorities. Top quality, fresh meat should be used within 2 to 3 days. Ground meat and variety meats should be used within 24 hours.

b. Meat Storage (Freezing - 0° F or below)

FREEZER STORAGE TIME

Maximum Storage Recommendations for Fresh, Cooked, and Processed Meat

Freezer

Meat (at 0° F or lower)

| | |
|------------------------|---------------|
| Ground Beef | 3 to 4 months |
| Variety Meats | 3 to 4 months |
| Sausage, fresh pork | 60 days |
| Chicken (frozen) | 8 months |
| Smoked Ham, whole | 60 days |
| Beef, Corned | 2 weeks |

Meat (at 0° F or lower)

| | |
|-------------------|--------------------|
| Ground Pork | 1 to 3 months |
| Luncheon Meats | Not Recommended |
| Frankfurters | 1 month |
| Bacon | 1 month |
| Ham, slices | 60 days |
| | |

Reference: The "Meat Board Meat Book" by Barbara Block

c. Vegetables (60 - 70° F, warm dry storage)

Sweet Potatoes and Winter Acorn Squash - never store these at 35° F or lower.

Tomatoes- when green, 80% humidity best to ripen them.

Potatoes- for immediate use, store in a dry room at 70° F

Vegetables (36 - 40° F, cool, moist storage)- Green Beans, Cucumbers, Lima Beans, Egg Plant, Beets, Okra, Broccoli, Parsley, Cabbage, Peas, Carrots, Green Peppers, Cauliflower, Watercress, Greens (all types), Radishes, Lettuce (all salads), Squash (summer), Corn, Tomatoes (ripe).

9. Housekeeping - Storeroom/Refrigerator

a. The Dry Storeroom. There are three essentials to be observed in the care and control of the dry storeroom:

(1) It should be dry and cool (45° F to 80° F) to prevent swelling of canned goods and to prevent spoilage.

(2) Housekeeping is important. It must be kept clean, free from rodents and vermin. This means that all wall, ceiling, and floor openings should be sealed or otherwise protected. A drain for flushing is desirable.

(3) Food and non-food supplies should be kept under lock and key to prevent pilferage. One individual should be responsible for the key during the hours he or she is on duty.

b. **Housekeeping in Refrigerators.** Even more so than in other storage areas, good housekeeping and cleanliness are important in refrigerators. Butter, milk, and cream shall be separated from foods having strong odors. Eggs shall not be subjected to freezing temperatures, and, as the shells are porous, shall be kept from odoriferous foods.

As with dry storage, all refrigeration units shall be kept under lock and key when not in use. Safety locks shall be provided on walk-in boxes so that they can be readily opened from the inside with only 15 lbs. of pressure. In the event that latches and locks are incorporated in the door operation and design, the interior release mechanism must open the door with the same amount of pressure even when locks or bars are in place. It should be noted, that regardless of the type of lock used, original equipment or after market hasp type locks, the inside lever must be able to disengage locking devices and provide egress. The FSA along with the Safety Manager should review the facilities walk-in freezers and refrigerators to ensure they are operating properly.

10. **Change in Food Service Administrators.** When food service inventory is not kept under centralized warehouse, a complete inventory of all food, non-food and equipment shall be taken with a member of Financial Management:

- a. Within 20 working days after the arrival of the new FSA.
- b. Within 20 working days before the departure of the departing FSA.

The computerized Inventory Listing showing current inventory shall be signed to include the FIFO balances and dollar value of items on hand. These inventories shall be retained for one year. Under Centralized Warehouse, Financial Management shall reconcile stock record cards under their control. The FSA shall have a copy of all Reports of Surveys to maintain current records. Reports of Surveys shall be kept on file for two years.

CHAPTER 12

Safety/Sanitation

1. **General Policy.** All Food Service employees are responsible for maintaining a high level of sanitation in the Food Service Department. Food Service staff shall teach inmate employees personal cleanliness and hygiene as well as the sanitary preparation, storage, and service of food, and the sanitary operation, care and maintenance of equipment to include automatic dish machines and pot and pan washers.

Sanitation is the creation and maintenance of healthful, or hygienic, conditions. Sanitation means wholesome food, handled and prepared in a clean environment in a way that the food is not contaminated with disease-causing agents.

An effective food sanitation program is not only of immense importance to the health of the inmate population, but is also valuable in creating and maintaining desirable conditions throughout the institution. This leads to a feeling of pride and support for the activity on the part of all inmates. The wearing of proper uniforms, to include hats and/or hair nets and the mandatory wearing of plastic food handlers' gloves, for staff members and inmates involved in food production and the serving of prepared food from an open serving line is essential for an effective food sanitation program. **Staff and inmates wearing beards shall be required to wear a beard (guard) covering when their tour of duty involves production and serving areas.** Staff serving satellite serving trays that are covered are not required to wear head coverings, gloves, or beard guards.

The ten factors cited most often in food borne illness outbreaks are:

- # Improper cooling procedures.
- # Failure to rapidly reheat food to temperatures that kill bacteria.
- # Prolonged holding of prepared food.
- # Improper holding of hot food.
- # Poor personal hygiene by food service workers.
- # Contaminated raw foods or ingredients.
- # Cross-contamination and mishandling of cooked food with raw food.
- # Use of food from unapproved sources.
- # Improper cleaning of equipment and utensils.
- # Inadequate cooking, including under and overcooking, and not monitoring time and temperature.

Further information on basic sanitation guidelines can be found in the United States Public Health Service Food Code Manual. To order the current Food Code book see the Food Service TRM. Although the Bureau's Food Service programs are guided by the Food and Drug Administration's Sanitation Codes, it is pointed

out that these are merely FDA's recommendations and not Bureau policy. In writing national policy or Institution Supplements, this must be taken into consideration.

2. Personal Hygiene of Staff and Inmates

a. All food service personnel shall wear clean garments and maintain a high degree of personal cleanliness and conform to hygienic practices while on duty. Hands shall be thoroughly washed with soap or detergent before starting work and as often as may be necessary thereafter to remove soil and contamination.

b. Staff and inmates shall not resume work after visiting the toilet facility without first washing their hands with soap or detergent. Signs shall be posted to this effect.

c. Staff and inmates shall not use tobacco in any Food Service work area. Staff and inmates shall not resume work after using tobacco without first washing hands.

d. Effective hair restraints shall be used by all staff and inmates working in the food preparation and service area. Personnel with hair that cannot be adequately restrained shall be prohibited from food service operations.

e. Inmate food service workers shall be provided with and use clean white or colored uniforms and/or smocks while working in a food preparation area or on the serving line.

f. The FSA shall notify Health Services of all inmates who have worked consecutively for 12 months to complete the required annual medical exam as required in the Health Services Manual.

g. Approved safety shoes shall be provided and used by all food service personnel working in food service or other areas designated by local policy.

h. Staff and inmates who prepare or serve food shall not be used to clean latrines, garbage cans, sewers, drains, grease traps, or for other duties during the period of food preparation. This is not intended to diminish cooks' responsibilities to maintain "Clean As You Go" procedures, but to preclude cross-contamination. For instance, persons just finishing cleaning garbage cans would not go directly to preparing food without bathing and changing clothes.

i. Only authorized food service personnel shall be used to prepare and serve food. Authorization is based on approval from the institution Health Services Department.

j. No unauthorized personnel shall be allowed in the food preparation, storage, or utensil cleaning areas of the food service facility.

3. **Health and Disease.**

a. No inmate shall be assigned to work in Food Service without medical clearance. Health Services staff shall examine each inmate prior to assignment to ensure absence of infectious disease. The FSA shall provide notification to the Health Services Administrator of those inmates who require an annual Food Handler's examination.

b. It is recommended that detail supervisors inspect all inmate personnel daily at the start of the work period. Inmates who exhibit signs of illness, skin disease, diarrhea illness (admitted or suspected), and infected cuts or boils shall be referred to Health Services for determination of duty fitness.

4. **Medical Examination.**

a. All food service personnel (both staff and inmate) shall receive a pre-employment medical examination. The purpose of this examination is to exclude those who have a communicable disease in any transmissible stage or condition. Inmates who have been absent from work for any length of time for reasons of communicable illness (including diarrhea) shall be referred to Health Services for a determination as to fitness for duty prior to resuming work.

b. The Food Handler's examination shall be conducted in sufficient detail to determine absence of:

(1) Acute or chronic inflammatory condition of the respiratory system.

(2) Acute or chronic infectious skin disease.

(3) Communicable disease.

(4) Acute or chronic intestinal infection.

c. Local institution policy shall dictate the notification and documentation requirements for the Food Handler's examination.

5. **Environmental Sanitation and Safety**

a. The following practices are recommended to maintain high environmental sanitation and safety standards:

È All work and storage areas must be clean, well lit, and orderly.

È Consideration should be given to overhead pipes to possibly eliminate or be covered. These pipes are a hazard in food preparation areas because they collect dust and might leak, thus leading to possible contamination of food.

- È Walls, floors, and ceilings in all areas must be cleaned routinely.
- È Ventilation hoods shall be designed to prevent grease buildup or condensation that collects on walls and ceilings or drips into food or on food-contact surfaces. Filters or other grease extracting equipment should be readily removable for cleaning and replacement.
- È Storage heights may not be within 18 inches below sprinkler deflectors.
- È Storage of material shall not create a hazard. Bags, containers, bundles, etc., stored in tiers shall be stacked, blocked, interlocked, and limited in height so that they are stable and secure against sliding or collapsing.
- È Storage areas shall be kept free from accumulation of materials that constitute hazards from tripping, fire, explosion, or pest harborage.
- È Aisles and passageways shall be kept clear and in good repair, with no obstruction across or in aisles that could create a hazard or hamper egress.
- È To prevent cross-contamination, kitchenware and food-contact surfaces of equipment should be washed, rinsed, and sanitized after each use and after any interruption of operations during which contamination could occur.
- È A ready supply of hot water (105° to 120° F) must be available.
- È Garbage and refuse shall be collected and removed as often as possible to maintain sanitary conditions. An adequate number of containers for garbage and refuse disposal must be available, kept covered, cleaned frequently, and insect/rodent proof. Since methods for handling and disposing of refuse affects the local environment, compliance with the requirements of local and federal agencies is essential.
- È Effective measures to minimize the presence of rodents and insects are required. The premises must be kept in a condition that prevents harboring or feeding for insects and rodents. Outside openings should be protected by tight-fitting, self-closing doors, closed windows, screening, controlled air current, or other means.

6. **Equipment Sanitation.** Information about the operation, cleaning, and care of equipment will be obtained from manufacturers or local distributors. A file of such reference information should be maintained in the Food Service Department and used in development of equipment cleaning procedures for training. In the purchase and placement of equipment, sanitation features should be a major consideration.

Equipment should be installed in a manner that allows easy removal of soil, food materials, or other debris that collects between pieces of equipment or between the equipment and walls or floor. Although older institutions may not have the advantage of new design and equipment, the Food Service Department can be maintained effectively by careful planning, training, and supervising.

Cleaning of equipment must be regularly scheduled to prevent accumulation of dirt and spilled food. Effective cleaning reduces the possibility of food contamination by microorganisms and is of particular importance in pest control.

7. **Equipment and Utensils**

a. **Information.** All food service equipment and utensils shall meet standards of the National Sanitation Foundation (NSF) or other agencies with equivalent testing programs. Requirements stipulated in this section shall be incorporated into appropriate specifications for type-classified or locally procured food service equipment and utensils.

b. **Materials**

(1) Materials used in the construction or repair of multi-use equipment and utensils shall be nontoxic, corrosion resistant, nonabsorbent, durable under normal use, smooth, and easily cleanable. Such materials shall not impart odors, color or taste nor contribute to food adulteration. All materials shall maintain original properties under repeated use. Paint is prohibited on food contact surfaces.

(2) Milk dispensing tubes shall be cut diagonally about $\frac{1}{2}$ inch from the cutoff valve. Bulk milk dispensers shall be equipped with an indicating temperature thermometer.

c. **Design and Fabrication**

(1) All food service equipment and utensils (including plastic ware) shall be designed and fabricated for durability under normal use.

Such equipment shall be readily accessible, easily cleanable, resistant to denting, buckling, pitting, chipping, cracking, and excessive wear.

(2) Equipment surfaces not intended for contact with food, but which are exposed to splash, food debris or otherwise require frequent cleaning shall be reasonably smooth, washable, free of unnecessary ledges, projections, and crevices, and comprised of material in such repair as to enhance cleanliness and sanitation.

d. **Installation**

(1) Installation of equipment at food service facilities shall be in accordance with manufacturer's instructions and good engineering practices.

(2) All fixed equipment in the food processing and preparation areas shall be placed to provide sufficient space between each piece of equipment and the adjacent equipment or wall to facilitate routine cleaning. Space should not be less than six inches except that two adjacent pieces may be butted together if the gap is sealed.

e. **General Cleaning Procedures**

(1) Moist cloths for wiping food spills on kitchen ware and food contact surfaces of equipment shall be clean and rinsed frequently in a sanitizing solution and shall be used for no other purpose. These cloths shall be stored in the sanitizing solution between uses.

(2) Moist cloths used for non-food contact surfaces of equipment, such as counters, dining table tops and shelves, shall be clean and rinsed as specified above, and used for no other purpose. They shall be stored in the sanitizing solution between uses.

(3) Detergents and sanitizer used in food service must have FDA approval for food service application.

f. **Manual Cleaning and Sanitizing**

(1) A sink with not fewer than three labeled compartments must be used for manual washing, rinsing, and sanitizing of utensils and equipment. Compartments should be large enough to permit accommodation of equipment and utensils. Hot and cold water shall be provided for each compartment.

(2) Drain boards or easily movable dish tables of adequate size shall be provided for proper handling of soiled utensils prior to washing and for clean utensils after sanitizing.

(3) Equipment and utensils shall be pre-flushed, pre-scraped and, when necessary, pre-soaked to remove gross food particles. A fourth sink compartment, with disposer, is very useful for these purposes and should be included in plans for facilities being built or renovated.

(4) Except for fixed equipment and utensils too large to be cleaned in sink compartments, the following sequence shall be used:

(a) Wash in the first sink compartment with a hot detergent solution that is changed frequently to keep it free from soil and grease.

(b) Rinse with clean hot water in the second compartment, changing the rinse water frequently. The preferred method is to keep the second compartment sink empty and use a sprayer to rinse utensils clean. This prevents water in the second sink from becoming soapy or contaminated.

(c) Sanitize in the third compartment using one of the following methods:

(i) Immersion for at least 30 seconds in clean hot water maintained at 170° F. A heating device is needed to maintain this temperature. A thermometer shall be used to check the temperature frequently. Dish baskets are needed to immerse utensils completely.

(ii) Immersion for at least one minute in a sanitizing solution containing at least 50 ppm (parts per million) chlorine at a temperature of at least 75°F.

(iii) Immersion for at least one minute in a sanitizing solution containing at least 12.5 ppm available iodine and having a pH not higher than 5.0 and a temperature of at least 75° F.

(iv) Immersion in a sanitizing solution containing an equivalent sanitizing chemical at strengths recommended by the health authority.

(v) Use of chemical sanitizer requires a test kit for periodic use to assure the proper concentrations are being maintained.

(vi) All utensils and equipment shall be air-dried after sanitizing.

(vii) Equipment that is too large to immerse can be sanitized by treatment with clean steam if the steam can be confined within the piece of equipment. An alternative method is to rinse, spray, or swab with a chemical sanitizing solution mixed to at least twice the strength required for immersion sanitizing.

g. **Mechanical Cleaning and Sanitizing.** Spray or immersion dishwashers or devices must be installed properly and maintained in good repair. Utensils and equipment placed in the machine must be exposed to all cycles. Automatic dispensers for detergents, wetting agents, and liquid sanitizer must be properly installed and maintained. The following shall be observed for cleaning and sanitizing:

- È The pressure of the final rinse water must be between 15 and 25 psi (pounds per square inch) in the water line immediately adjacent to the final rinse control valve.
- È Machine or water line-mounted indicating thermometers must be provided to indicate the water temperature of each tank within the dishwasher and the temperature of the final rinse water.
- È Rinse water tanks must be protected by baffles, curtains, or some other means to minimize entry of wash water into the rinse tank. Conveyors need to be timed to ensure adequate exposure times in all cycles.
- È Equipment and utensils should be placed in racks, trays, baskets, or on conveyors in such a way that food contact surfaces are exposed to an unobstructed application of detergent wash and clean rinse waters, and allows free draining.
- È When hot water is used for sanitizing, the following temperatures must be maintained:
 - (1) Single tank, stationary rack, dual temperature machine -- wash temperature of 150° F and final rinse of 180° F.
 - (2) Single tank, stationary rack, single temperature machine -- wash and rinse temperature of 165° F.
 - (3) Multi-tank conveyor machine -- wash temperature of 150° F, pumped rinse of 160° F and final rinse of 180° F.
 - (4) Single tank, pot, pan and utensil washer (stationary or moving rack) -- wash temperature of 140° F and final rinse of 180° F.
- # When chemicals are used for sanitizing in a single tank, stationary rack spray machine and glass washer, a wash temperature of at least 120° F or that specified by the manufacturer shall be maintained.
- # After sanitizing, all equipment and utensils must be air-dried. Drain boards of adequate size for handling of soiled and clean tableware shall be provided. Mobile dish tables and/or carts are permitted for these uses.

h. **Equipment and Utensil Storage.**

(1) Cleaned and sanitized equipment and utensils shall be handled in a way which protect them from contamination of the parts that will be used in eating or will come in contact with food. Eating utensils should only be picked up by their bases or handles. Utensils shall not be stored in inserts. They can be stored in perforated pans.

(2) Glasses, tumblers, and cups shall be stored in an inverted position. Other stored utensils and tableware shall be covered or inverted.

8. **Storage of Clothing and Personal Belongings.** Areas shall be provided for the orderly storage of clothing and personal belongings such as jackets, shoes, etc. Such designated areas shall be separated from food preparation, storage and serving areas, utensil washing and storage areas. The Food Administrator shall identify space for storage of inmate belongings.

9. **Lavatories**

a. All food service facilities shall be provided with adequate and conveniently located lavatory facilities for food service staff and inmates. Adequate and conveniently located toilet facilities shall be provided for use by all food service staff and inmates. Toilet fixtures shall be of sanitary design and readily cleanable.

Doors to all toilet rooms shall be self-closing. Toilet facilities, including rooms and fixtures shall be kept clean and in good repair. Signs shall be prominently displayed directing all personnel to wash hands after using the toilet.

b. Lavatories with hot and cold water shall be located to permit convenient and expeditious use by all personnel within food service.

c. An adequate supply of hand cleansing soap or detergent and paper towels or a hand-drying device providing heated air shall be available to each lavatory. Waste receptacles shall be located convenient to the hand washing facilities.

10. **Pest Control.** Good sanitation practices are essential to an effective pest control program. The Safety Manager is responsible for pest control in the food service area.

a. Air curtains or other methods shall be used on outside doors where food is prepared, stored, or served to protect against insects and other rodents.

11. Hazardous Materials

a. Only those toxic and caustic materials required to maintain the facility in a sanitary condition or to sanitize equipment and utensils shall be present in and used in food service facilities. The location and quantity of all toxic, flammable or caustic material shall be known to staff members. These items must be controlled and accounted for daily. At no time shall such materials be secured with an inmate type combination lock.

b. All containers of toxic and caustic materials shall be prominently and distinctively labeled for easy content identification.

(1) All toxic and caustic materials shall be segregated from food products and stored in a locked and labeled cabinet or room.

Cleaning and sanitizing compounds shall be stored away from food products.

(2) Toxic and caustic materials shall not be used in such a manner as to possibly contaminate food, equipment, or utensils, nor to constitute other hazards to food service personnel or consumers.

(3) A system for intermediate storage of received hazardous substances must be set up to secure the materials from time of receipt to time of issue.

(4) Material Safety Data Sheets shall be obtained on all flammable, toxic, or caustic substances. Staff and inmates shall be aware of the hazards associated with these items. A copy of all MSDSs must be forwarded to the Safety Department and a set shall be maintained for use in the food service work areas.

12. General Safety Guidelines

a. When extension cords must be used, they shall be UL listed and labeled and they may not be used in tandem.

b. All steam lines that are within seven feet of the floor or working surface, and with which a worker may come in contact, shall be insulated or covered with a heat resistant material, or otherwise be guarded from contact. Steam lines inaccessible (guarded by location) need not be protected from contact.

c. Machine guarding shall comply with OSHA standards:

(1) Fans within seven feet of the floor or work surface must have blade guards with openings no larger than ½ inch.

(2) Protective eye and face equipment shall be required where there is reasonable probability of injury that can be prevented by such equipment. These areas shall be conspicuously marked with eye hazard warning signs.

(3) Safety shoes are required in foot hazard areas as designated by local policy.

(4) It is recommended that meat saws, slicers and grinders be equipped with anti-restart devices.

(5) Ground fault protection shall be provided as required. The FSA shall request written documentation from the Facilities Manager that ground fault protection is provided in the Food Service Department.

d. Light fixtures, vent covers, wall mounted fans, decorative materials, and similar equipment and materials attached to walls or ceilings shall be maintained in good repair and kept clean.

e. Protective shielding shall be provided for lights in food production areas, utensil and equipment washing areas, and any other area where food, equipment or utensils are displayed or stored.

f. An approved fixed fire suppression system shall be installed in ventilation hoods over all grills, deep fryers and open flame devices. The system shall be inspected every six months by a qualified contract service. These systems shall be equipped with a local audible alarm and connected to the annunciator panel located in the institutions control center.

Cleaning of hood systems shall be accomplished after each use to prevent build up of grease. Failure to do so increases the possibility of fires. Automatic fuel or energy shut off controls must be installed on all deep fryers and grills.

13. **Sanitation Inspection Sheet.** The Sanitation Inspection Sheet is available to all cook supervisors as a tool to ensure the food service area is in compliance with all safety and sanitation policies. The AFSA shall complete a Formal Sanitation Inspection form daily to ensure compliance and follow up on any discrepancies. The Formal Sanitation Inspection form shall be retained for 30 calendar days. See the FSIS Users Guide for a sample Formal Sanitation Inspection form.

Each FSA shall make a regular informal inspection of the Food Service Department at least once daily. The true value of the Sanitation Inspection Sheet is the honesty and thoroughness in evaluating the procedures, equipment and areas being inspected. Accurate evaluation is useless unless appropriate follow-up action is taken. The real significance of this sanitation inspection is to determine if requirements are being met. It should be used to communicate both achievement of established standards as well as specifics where nonconformity exists.

14. **Inspections**

a. **Inspection Personnel**. Daily inspections of all Food Service areas, including dining room, food preparation areas, and equipment must be conducted. These inspections may be conducted by the FSA or his designee, administrative, medical, or dietary staff. At a minimum, Safety staff shall inspect the Food Service Department once per month. Daily inspections shall be kept on file for 30 days.

b. **Reports**. A written report of all discrepancies shall be prepared by personnel inspecting the Food Service Department for the Warden. Inspection sheets can be used as documentation concerning the level of performance of the food service employees.

c. **Daily Temperature Checks**. Temperature checks are required to be made daily in the following areas:

- È Dishwashing machines (during each meal)
- È Pot and pan washers {during each meal} (If using a three compartment sink and the 3rd sink maintains 180 degree water for sanitizing temperature, this shall also be part of the daily temperature checks)
- È Refrigeration/Freezer equipment (walk-in units) {start of AM SHIFT and the end of the PM SHIFT}

Documentation shall be accessible and be maintained on file for 30 days.

d. **Cleaning Schedule**. Each Food Service Department shall develop a cleaning schedule for each area of food service and post it in a conspicuous area for easy reference. All areas (walls, windows, vent hoods, etc.) and equipment (chairs, tables, fryers, ovens, etc.) will be listed in accordance with frequency of cleaning such as: After each use, Daily, Weekly, Monthly, Semiannually, and Annually.

e. **Job Efficiency Training**. Job efficiency training sessions (safety lectures) shall be conducted for each inmate work detail monthly. The Safety Manager may assist in preparing outlines for this type of continuous training. A report of these sessions shall be submitted to the Safety Manager monthly with a copy being kept in the Food Service files. See the FSIS Users Guide for a sample of a Job Efficiency Training Report.

f. **Inmate Injuries**. In the event of an injury, a "Report of Inmate Injury," form shall be prepared by the inmate's supervisor in duplicate on all injuries and forwarded to the institutional Safety Manager. The Safety Manager shall assist in on-site accident investigations and should be notified immediately when his or her assistance is needed.

CHAPTER 13

Equipment

1. **General Policy.** Food service equipment planning should be designed to improve food preparation and service, and overall efficiency of the operation.

a. Beverage stations should be conveniently located in the dining room for self service of water, coffee, soda, milk, tea, ice, etc.

b. Serving lines, complete with "sneeze guards," shall be designed to provide a good flow of traffic. Whenever possible, serving lines shall be equipped with griddles, toasters, heat lamps and other equipment which will contribute to a more efficient operation.

c. As a means of efficient service, hot and cold pass through or carts shall be used to maintain the proper food temperature until served.

d. The FSA shall examine all minor equipment bi-annually to ensure adequate stock of all items and prompt disposal of damaged or unusable items. Annual planning shall be done for adequate replacement of all aging equipment.

2. **Purchase.** Food Service production equipment is of critical importance to ensure a quality program. A planned replacement list of current equipment for upgrading and replacing shall be kept on file in the FSAs office. Whenever a new piece of equipment is ordered, a video tape to demonstrate its proper use, cleaning and special features shall be ordered if available. Videotaping the demonstration would provide an excellent means of future training for both staff and inmates. If no tape is available a service representative should demonstrate the features of the equipment. All new equipment must carry a NSF approved or other appropriate safety standard label.

The replacement list shall include:

- P the life expectancy of a piece of equipment,
- P estimated pricing, and
- P estimated year of replacement.

This information is needed to look at procuring a replacement so as no to exceed its economical value.

3. **Surplus.** When Food Service equipment is obtained from surplus sources, it is essential the FSA know precisely the make, model number, and condition of the item to be obtained.

As a general policy, no Food Service equipment shall be obtained from surplus sources unless the FSA inspects the item to determine it is the kind of equipment needed and its condition warrants the acquisition. Close coordination with the Facilities Department and the property officer is essential to determine scheduling of proper installation as well as availability of utilities.

4. Maintenance and Repairs

a. General Policy. The FSA is responsible for the establishment of procedures to ensure all staff and inmates using or handling equipment know how to handle it properly and observe all safety precautions, recommended by the manufacturer. Operating and lubricating instructions need to be followed, and along with periodic cleaning or reconditioning as necessary.

The FSA in conjunction with the Facility Manager should assess when and what maintenance shall be required on all old and new equipment to maintain its efficiency. The Facility Manager shall input all pertinent information into the computer system in the Facilities Department to assure monthly, bi-monthly, and annual checks are made to the food service equipment.

The FSA is strongly encouraged to ask monthly or at least quarterly for an itemized print out for repairs and maintenance that has been performed on the food service equipment. In addition to the Facilities Maintenance Program, an equipment repair history of all repairs made by outside contractors not associated with the Facilities Department should be kept. It is advisable that all contractors meet with facilities staff to maintain familiarity with any and all problems associated with a specific piece of equipment. The FSA should document all the details from the repair to assure that they get entered into the maintenance system in facilities to maintain current repair history.

b. Initiation of Work Requests. Requests for all types of work items may be initiated by any employee of the institution. Employees are encouraged to make requests and to submit recommendations for items of work involving new construction, repair and improvements to, and maintenance of, institutional buildings, grounds, and facilities.

All requests for work to be performed shall be submitted to the FSA for signature, in duplicate, with the original and copy sent to the Facilities Manager. A third copy should be made and retained for submitting departments records. The only exception to this requirement is in the event of emergency repairs, a request may be made by telephone, with written confirmation subsequently submitted on the next normal business day.

When the Facilities Manager cannot be contacted immediately concerning emergency repair, the report may be made to the appropriate shop.

A copy of the request shall be retained in the FSA's office for one year after completion of work in numerical order. Upon receipt of the Work Request, the Facility Manager shall determine if the cost will exceed \$1000. If not, it shall be classified as a Minor Work Request and processed in accordance with current policy. Further information for major work orders, R&I projects, etc., is located in the current Facilities Operations Manual.

c. **Oven Maintenance and Repair.** All necessary maintenance and repairs of either a major or minor nature shall be performed by a staff member from the Facilities Department. At no time shall a Food Service staff member or inmates working in Food Service tamper with or make any attempt to perform needed repairs to ovens. It shall be a strict requirement that all access doors to the oven control compartment be kept locked at all times.

d. **Maintenance Costs.** Any maintenance costs incurred on **capitalized personal property** in food service is to be reimbursed to the Facilities Department.

To be considered capitalized personal property (major equipment) each item must meet all of the following criteria or conditions:

(1) The item must have an acquisition cost or a donated appraised value of \$5000 or more.

(2) The item must not be real property or be an item permanently affixed to real property. For example, Walk in refrigerating units which cost \$5000 or more and in effect, become part of a building, are real property and are not personal property.

(3) The item must not lose its identity by being incorporated into another item of personal property.

(4) The item must have a minimum useful life of more than one year.

CHAPTER 14

The Standard Ration

1. **General Policy.** Poundage accounting with a Standard Ration provides for an important and continuous measurement system of nutritional status. Once the Standard Ration has been met and maintained, extra benefits can be realized in the form of improved preparation, more variety, and special occasion meals, without concentrating on higher poundage figures.

2. **Standard Ration System.** The Standard Ration Allowance is grouped into 6 major nutritional categories with daily allowances set for each group in terms of pounds per person per day. The Standard Ration Allowance provides for a built-in cushion that takes into account the wide range of requirements.

In establishing the allowances of the ration in terms of pounds per person per day, consideration was given to ordinary waste incident to preparation and use of foods (such as occurs with bone, suet, vegetable peeling), and the allowances include amounts of such ordinary waste. For planning purposes, the minimum standard ration must be met in all nutritional details.

| | | |
|----|-------------------------------------|-------------|
| 01 | Meat and Eggs | .47 - .79 |
| 02 | Fats | .10 - .25 |
| 03 | Starches, Potatoes and Dried BPN | 1.08 - 1.56 |
| 04 | Milk and Cheese | 1.00 - 1.46 |
| 05 | Vegetables | .75 - 1.50 |
| 06 | Fruits & Citrus | .50 - .75 |
| | | <hr/> |
| | | 3.90 - 6.31 |

****Detail 07 & 08 are not included in the Standard Ration System**

CHAPTER 15

Computerized Budget and Ration Requirements (BP-281)

1. **General Policy.** The Computerized Budget and Ration Requirements Form (BP-281) is a multipurpose document. It is a representation of the Cycle Menu in terms of pounds and money. It also is the Food Service Department's budget and acts as a purchase request when submitted to the Contract Specialist once it has been approved by the FSA.

As the basis for Food Service budgeting, the Standard Ration should be regarded as the standard in planning the Budget and Ration Requirements. The ration is composed of all food groups with allowances so set that, when the amounts stipulated are consumed, there can be no question as to the nutritional adequacy of the diet. Therefore, with all necessity for certain variation considered, every effort shall be made to adhere to the Standard Rations when planning the Budget and Ration Requirements (BP-281). It is understandable, however, that from time to time certain variances that exceed the standard allowances may occur. See the FSIS Users Guide a sample Budget and Ration Requirements Form (BP-281).

2. **Planning Dates and Submissions**

a. The Budget and Ration Requirements Form (BP-281) needs to be completed and submitted to the Contract Specialist in the Financial Management office no later than the fifteenth of the month, two months prior to the start of the new quarter.

| Quarter | Begins | Submit Budget |
|---------|-------------|---------------|
| 1st | October 1st | August 15th |
| 2nd | January 1st | November 15th |
| 3rd | April 1st | February 15th |
| 4th | July 1st | May 15th |

3. **Information Needed for Budget Planning.** In order to create an accurate Budget and Ration Requirements Form to reflect actual authorization, the following information must be obtained:

a. **Number of Days in Quarter:** 1st - 92, 2nd - 90, 3rd - 91, 4th - 92 (there are 91 days in 2nd quarter during leap year)

Note: The system will allow you to enter more than a two digit number for the number of days to purchase to accommodate those procuring items for up to six months in advance. Additional details will be in the FSIS Users Guide.

b. Weeks in Quarter: There are always 13 weeks in a quarter except when procuring for a period exceeding three months.

c. Inmate Population: Obtain the institution's planned population projection from the Controller.

d. Quarterly Per Capita: The quarterly per capita allowance figure shall be obtained from the Controller.

e. Number of Times Each Food Item is Served: These figures can be obtained by running a menu profile on the FSIS computer program or by manually completing a menu profile.

4. Budget Submission

a. Once the Budget and Ration Requirements Form has been signed by the FSA and the Controller it is presented it to the Contract Specialist and the "Invitations for Bids" can be prepared. Those institutions utilizing the prime vendor contract shall follow steps in procurement of food items as stated in the contract.

b. The FSA shall review and initial the "Abstract for Bids" and give approval **before** being purchased to assure specifications and pricing of items accurately reflects the needs of the Department.

c. All small purchases under \$2500 shall be purchased by the FSA or designee using the government VISA credit card in accordance with established procedures. Upon request, the Purchasing Office will process Specification Cards for classes of items such as spices, adjuncts, utensils, and other subsistence items that would normally be under \$2500 if purchased individually.

CHAPTER 16

Computerized Storehouse Requisition (BP-279)

1. **General Policy.** The computerized Storehouse Requisition (BP-279) is used by the FSA or designee to control the requisitioning of edible and non-edible supplies from the warehouse. The computerized Storehouse Requisition can be used in a Centralized Warehouse Operation also. Technical information regarding the Storehouse Requisition will be found in the FSIS Users Guide.

2. **Nutritional Conversion Factors.** In certain instances, it is necessary to apply conversion factors to more accurately reflect pounds consumed once the product is in its final state for presentation and consumption. These conversion factors are as follows:

- # Shortening is multiplied by .25
- # Powdered Milk is multiplied by 8.00
- # Evaporated Milk is multiplied by 2.00
- # Powdered Eggs are multiplied by 4.00
- # Dried Fruits are multiplied by 3.00 and charged to Detail 06 Fruits & Citrus
- # Processed foods, such as dehydrated onions, instant potatoes, etc., are multiplied by the processor's restoration ration.
- # Melon, fresh, is multiplied by .50 (watermelon, cantaloupe, etc.)
- # Corn-on-the-cob is multiplied by .25.
- # Poultry, (Chicken, Turkey, Cornish Hens, etc.) is multiplied by .50.
- # Spare ribs, neck bones, ham hocks, beef ribs and oxtails multiplied by .25.

These conversion factors should be entered in to the FSIS Program prior to preparing a budget or storehouse requisition. Items not listed that may have a varied yield according to manufacturers specifications may be used when computing poundage.

CHAPTER 17

Computerized Monthly Nutrition Report

1. **General Policy.** The Monthly Nutrition Report is a monthly summary, by detail, reflecting the average pounds per person per day and also listing the monthly and yearly poundage. The report is a measuring device used by the Central and Regional Offices to evaluate the food program in each institution by comparing actual pounds used to the Standard Ration Allowance. See the FSIS Users Guide for a sample Monthly Nutrition Report.
2. **Standard Ration.** Some deviation from the Standard Ration is allowed, considering the various populations to which it is applied. However, in order to ensure nutritional adequacy, each institution shall plan to serve at least the minimum level in each detail. It is not necessary to serve greater than the minimum level, and doing so does not, by any means, indicate a better quality food program in regards to nutritional values. The upper level (or maximum) is designated primarily to promote cost containment. When this maximum level is exceeded in any detail (except when specifically planned) the program should be carefully reviewed for cost effectiveness.
3. **Submission.** The computerized Monthly Nutrition Report must be received by the Central Office and Regional Office by the 10th of each month and be retained for one calendar year.

CHAPTER 18

Computerized Stock Record Cards

1. **General Policy.** The computerized stock record cards are a valuable source of pertinent information and provide a form of control very necessary for the effective operation of a Food Service Department. See the FSIS Users Guide for a sample Stock Record Card. Printed copies of Stock Record Cards shall not be required but daily backup disks shall be required. The Annual File Purge must be retained for a two year period.

The Stock Record Cards indicate:

- P The inventory of supplies on hand
- P Amount of food items used for a given period
- P Information pertaining to prices
- P Inventory value (F.I.F.O.)

Under a Centralized Warehouse, all stock record cards for subsistence and non-subsistence supplies will be maintained by the Financial Management staff and requisitions shall be posted to the manual or computerized Stock Record Cards by the institution warehouse staff.

FSAs shall be responsible for keeping computerized Stock Record Cards updated on the computer to allow completion of the computerized Storehouse Requisition for Subsistence (BP-279), Monthly Nutrition Report, and the quarterly Budget and Ration Requirements form (BP-281). Should it be necessary to make a correction of an entry, it shall be done by completing an inventory adjustment on the computer. An explanation of these transactions is required for Program Review if transactions are not part of a Report of Survey Report.

2. **Stock Record Cards - Quarterly Adjustments.** At the time of the quarterly inventory, the computerized Stock Record Cards shall be adjusted. Any items that are over or short shall be adjusted in accordance with the current Property Management Manual. All inventory adjustments shall be made **prior** to running the Budget and Ration Requirements (BP-281) for the next quarter. Plans calling for the disposal of any food items should be handled in accordance with the current Property Management Manual. Particular attention will be paid to the disposal of CCC USDA commodities food items. Reports of Survey must be posted to the stock record cards using the reference number assigned by the Financial Management Staff. Using the computerized Report of Survey, the verification must be attached to the original survey for tracking purposes. It is recommended that no Reports of Survey be posted without proper documentation from the Financial Management Office. Reports of Survey shall be kept on file for two years.