



**U.S. Department of Justice**  
**Federal Bureau of Prisons**

**C H A N G E   N O T I C E**

OPI: HSD/FDS  
NUMBER: 4700.06. CN-1  
DATE: June 8, 2022

# **Food Service Manual**

/s/

*Approved:* M. D. Carvajal  
Director, Federal Bureau of Prisons

This Change Notice (CN) implements the following changes to Program Statement 4700.06, **Food Service Manual**, dated September 13, 2011.

The deleted text has a ~~striketrough~~ and the change is marked with a **highlight** and inserted into the policy.

## **Chapter 7. FOOD SAFETY – MANAGEMENT, PERSONNEL, AND RECEIVING REQUIREMENTS**

### **6. FOOD RECEIVING REQUIREMENTS**

**d. Package Integrity.** Packages must be in good condition and protect the integrity of the contents so that contents are not exposed to adulteration. Product specifications are ~~checked~~ **verified upon receipt at the warehouse and** against purchasing documents to ensure proper contents **and quality assurance.** **If unable to verify or questions arise, contact the FSA or AFSA for guidance.** Updated specifications can be found on the Food Service Branch Sallyport page.

**e. Delivery Inspection.** To ensure compliance with these receiving requirements, delivery inspections will be conducted. When receiving delivery of food items, a random sample of no less than 10% of delivered items will be thoroughly searched and inspected for package integrity, evidence of temperature abuse, and adherence to the National Menu Specifications. The most current National Menu Specifications must be used to evaluate acceptability of delivered items.

**f. Food Service Delivery Rejection Report.** If receiving staff identify a concern with a delivery, the FSA or designee will be made aware of the concern. When it is determined by the

FSA or designee that a consumable item should be rejected, a form BP-A1137, Food Service Delivery Rejection Report, must be completed. The Food Service Administrator or designee is responsible for ensuring the report is correct and accurate. The completed report will be signed by the Food Service Administrator or designee, and forwarded with any digital photos and/or supporting documentation to the Regional Food Service Administrator and institutional contracting staff. The Regional Food Service Administrator will review, sign, and forward to the Central Office Food Service Branch. The Food Service Branch will review and determine if further actions are necessary. The Food Service Branch will maintain a link on their Sallyport page with delivery rejection report information pertaining to rejected items.



**U.S. Department of Justice**  
**Federal Bureau of Prisons**

**PROGRAM STATEMENT**

OPI: HSD/FDS

NUMBER: P4700.06

DATE: September 13, 2011

# **Food Service Manual**

/s/

*Approved:* Thomas R. Kane

Acting Director, Federal Bureau of Prisons

## **1. PURPOSE AND SCOPE**

To standardize management of Food Service operations within the Bureau of Prisons.

### **a. Summary of Changes**

#### *Policies Rescinded*

P4700.05 Food Service Manual (6/12/2006)

T4701.02 Food Service Technical Reference Manual (8/21/98)

#### *Chapter 1. Administration*

- Removed requirements for several administrative functions relating to ordering, requisitioning, inventorying, and handling supplies.
- Removed requirements for reports that are no longer necessary.

#### *Chapter 2. (Changed Name) National Menu Planning*

- Edited information on menu planning to include National Menu requirements.
- Removed requirement for Associate Warden to sign as-planned and as-served menus.

#### *Chapter 3. Computerized Food Service Management*

- Moved entire chapter to group with chapters on administration and menu planning.
- Moved section on Institution Gardens to Chapter 12 to group it with safety issues.

#### *Chapter 4. Religious Diet Program*

- Updated to include implementation of a new menu, including a unitized tray, to the Certified Food Component.
- Added requirement for a national Passover and ceremonial meal menu.
- Removed requirement for Associate Warden approval for changing the Certified Food Menu.

#### *Chapter 5. Medical Diets/Self Selection on Mainline*

- Updated to include use of the National Menu.

#### *Chapter 6. Specialized Food Service Programs*

- Clarified need for Certified Foods to be provided when an alternate menu is used.

#### *Chapter 7. Food Safety – Management, Personnel, and Receiving Requirements*

- Removed administrative requirements for nonessential temperature and sanitation logs.

#### *Chapter 10. Food Safety – Limitation of Growth of Organisms of Public Health Concern*

- Changed text on cooling of potentially hazardous foods to reflect USDA/FDA Food Code.

#### *Chapter 11. Food Safety – Equipment*

- Clarified text on securing access to energized circuits and gas components.

#### **b. Program Objectives.** Expected results of this program are:

- Inmates will be provided with nutritionally adequate meals, prepared and served in a manner that meets established Government health and safety codes.
- Essential resources will be planned, developed, and managed to meet the operational needs of the Food Service Program.
- Inmates assigned to the Food Service Department will be given opportunities to acquire skills and abilities that may assist in obtaining employment after release.
- Inmates will be provided with nutritional information that enables them to determine and establish healthy eating habits that may enhance their quality of life.

## **2. DEFINITIONS**

**Beverage.** A liquid for drinking, including water.

**Food Contact Surface.** A surface of equipment or a utensil with which food normally comes into contact, or a surface of equipment or a utensil from which food may drain, drip, or splash, into a food or onto a surface normally in contact with food.

**Hazard Analysis Critical Control Point plan (HACCP).** A written document delineating formal procedures for following the Hazard Analysis Critical Control Point principles developed by the National Advisory Committee on Microbiological Criteria for Foods.

**Hermetically Sealed Container.** A container designed and intended to be secure against the entry of microorganisms and, in the case of low-acid canned food, to maintain the commercial sterility of its contents after processing.

**Injected.** Manipulating a meat so that infectious or toxigenic microorganisms may be introduced from its surface to its interior through tenderizing with deep penetration, or injecting the meat by processes that may be referred to as injecting, pinning, or stitch pumping.

**mg/L.** Milligrams per liter, the metric equivalent of parts per million (ppm).

**No-Flesh.** The item is free of the flesh of all animals, fish, or birds.

**pH.** The symbol for the negative logarithm of the hydrogen ion concentration, a measure of the degree of acidity or alkalinity of a solution.

**Potentially Hazardous Food.** A food that is natural or synthetic and requires temperature control because it is in a form capable of supporting rapid, progressive growth of infectious or toxigenic microorganisms, growth and production of *Clostridium botulinum*, or, in raw-shell eggs, growth of *Salmonella Enteritidis*.

Potentially Hazardous Food includes animal food that is raw or heat-treated, and food of plant origin that is heat-treated or consists of raw seed sprouts, cut melons, and garlic in oil mixtures.

Potentially Hazardous Food does not include:

- An air-cooled hard-boiled egg with shell intact, or shell egg that is not hard-boiled, but has been treated to destroy viable *Salmonellae*.
- A food with an  $a_w$  value of 0.85 or less.
- A food with a pH level of 4.6 or below when measured at 75 degrees Fahrenheit.

- A food in an unopened hermetically sealed container that is commercially processed to achieve and maintain commercial sterility under conditions of non-refrigerated storage and distribution.

**Ready-to-Eat Food.** Food that is edible without additional preparation to achieve safety. A ready-to-eat food may receive additional preparation for palatability or aesthetic purposes.

**Reduced Oxygen Packaging.** The reduction of the amount of oxygen in a package by removing, displacing, or otherwise controlling its oxygen content to a level below that normally found in the surrounding atmosphere.

**Water Activity or  $a_w$ .** Water activity that is a measure of the free moisture in a food  $\square$  the quotient of the water vapor pressure of the substance divided by the vapor pressure of pure water at the same temperature, indicated by the symbol  $a_w$ . The Water Activity of an item is determined by using a Water Activity Meter.

For other definitions, see the U.S. Food and Drug Administration (FDA), Food Code 2009, Chapter One, Purpose and Definitions.

## REFERENCES

### *Program Statements*

- P1010.03 Staff Meetings (3/11/99)
- P1600.09 Occupational Safety, Environmental Compliance, and Fire Protection (10/31/07)
- P4400.05 Property Management Manual (5/26/04)
- P5360.09 Religious Beliefs and Practices (12/31/04)
- P5500.12 Correctional Services Procedures Manual (10/10/03)
- P6031.01 Patient Care (1/15/05)

### *Other Documents*

FDA, Food Code 2009  
Flexible and Compressed Work Schedules Act 1982  
Master Agreement

### *ACA Standards*

- Standards for Adult Correctional Institutions, 4th Edition: 4-4160, 4-4196M, 4-4313, 4-4314, 4-4315, 4-4316M, 4-4317, 4-4318, 4-4319, 4-4320, 4-4321M, 4-4322M, 4-4323, 4-4324M, 4-4325, 4-4326, 4-4327, 4-4328.

- Performance Based Standards for Adult Local Detention Facilities, 4th Edition:  
4-ALDF-2D-02M, 4-ALDF-4A-02, 4-ALDF-4A-04, 4-ALDF-4A-05, 4-ALDF-4A-06,  
4-ALDF-4A-07M, 4-ALDF-4A-08, 4-ALDF-4A-09, 4-ALDF-4A-10, 4-ALDF-4A-11M,  
4-ALDF-4A-12, 4-ALDF-4A-13M, 4-ALDF-4A-14, 4-ALDF-4A-15M, 4-ALDF-4A-16,  
4-ALDF-4A-17, 4-ALDF-4A-18.
- Standards for Administration of Correctional Agencies, 2nd Edition: 2-CO-4C-0

#### *Records Retention Requirements*

Requirements and retention guidance for records and information applicable to this program are available in the Records and Information Disposition Schedule (RIDS) system on Sallyport.

# CONTENTS

## Chapter 1. **Administration**

1. General Policy .....	10
2. Institution Organization and Staff Responsibilities .....	10
3. Custody and Security .....	11
4. Storage and Requisition of Supplies .....	12
5. Ordering and Receipt of Controlled Stores .....	12
6. Stock Rotation.....	13
7. Inventory of Accountable Food Service Stores .....	12
8. File Management .....	13
9. Post Orders.....	13
10. Staff Meetings.....	13
11. Posting Staff Work Schedules .....	14
12. Staff Training and Reference Materials .....	14
13. Staff Dining.....	14
14. Job Orientation Training.....	15
15. Temperature/Sanitizer Documentation .....	15

## Chapter 2. **National Menu Planning**

1. General Policy.....	16
2. Menu Changes .....	16
3. Menu Additions .....	16
4. Menu Variance.....	17
5. Menu Review .....	17
6. Nutritional Analysis .....	17
7. Nutritional Information.....	18
8. Meal Planning .....	18
9. Menu Requirements .....	18

## Chapter 3. **Computerized Food Service Management**

1. General Policy.....	20
2. Responsibility .....	20
3. Operational Procedures.....	20
4. Budget Management .....	21



5. Software Updates .....	21
---------------------------	----

#### Chapter 4. **Religious Diet Program**

1. Certified Food .....	22
2. No-Flesh Option.....	24
3. Annual Ceremonial Meals .....	24
4. Fasts .....	24
5. Ramadan .....	24
6. Passover .....	25
7. Religious Meal Accommodation .....	26

#### Chapter 5. **Medical Diets/Self-Selection on Mainline**

1. General Policy.....	27
2. Responsibilities .....	27
3. Supplemental Feedings .....	27

#### Chapter 6. **Specialized Food Service Programs**

1. General Policy.....	29
2. Satellite Meal Service .....	29
3. Satellite Meal Periods .....	29
4. Satellite Menu Selections.....	29
5. Alternate Menu .....	29
6. Alternate Menu Contents .....	30
7. Transportation Meals .....	30

#### Chapter 7. **Food Safety – Management, Personnel, and Receiving Requirements**

1. Responsibility .....	32
2. Supervision .....	32
3. Verification of Cooking and Cooling Temperatures .....	32
4. Formal Safety and Sanitation Inspections.....	32
5. Health and Hygiene.....	33
6. Food Receiving Requirements.....	35

#### Chapter 8. **Food Safety – Protection After Receiving**

1. Preventing Contamination From Hands.....	37
2. Preventing Contamination When Tasting.....	37
3. Packaged and Unpackaged Food □ Separation, Packaging, and Segregation .....	37
4. Food Storage Containers Identified With Common Name of Food .....	38
5. Washing Fruits and Vegetables .....	38
6. Storage or Display of Food in Contact With Water or Ice .....	38
7. Food Contact with Equipment and Utensils .....	38
8. In Use Utensil Storage .....	38
9. Linens, Napkins, Wiping Cloths, Use Limitation.....	39
10. Gloves, Use Limitation .....	39
11. Using Clean Tableware for Second Portions and Refills.....	39
12. Food Storage .....	39
13. Food Storage, Shelf Stable.....	40
14. Storage, Prohibited Areas .....	40
15. Food Display.....	40
16. Self-Service Operations .....	41

## Chapter 9. Food Safety – Destruction of Organisms of Public Health Concern

1. Raw Animal Foods .....	42
2. Reheating for Hot Holding.....	44

## Chapter 10. Food Safety – Limitation of Growth of Organisms of Public Health Concern

1. Temperature Control.....	45
2. Time as a Public Health Control.....	45
3. Cooling.....	46
4. Cooling Methods.....	46
5. Potentially Hazardous Food, Hot and Cold Holding .....	46
6. Ready-to-Eat, Potentially Hazardous Food, Date Marking .....	47
7. Food Preservation Limitations.....	47
8. Reduced Oxygen Packaging (Cook-Chill) Criteria .....	47
9. Special Food Safety Requirements .....	49

## Chapter 11. Food Safety – Equipment

1. Food Equipment, Certification.....	50
---------------------------------------	----

2. Use Limitation .....	50
3. Back-Flow Prevention .....	50
4. Walk-In Refrigerator and Freezer Requirements.....	50
5. Lubricants .....	51
6. Warewashing and Sanitizing.....	51
7. Cleaning of Equipment and Utensils .....	53
8. Protection of Clean Items.....	56
9. Utensils, Consumer Self Service.....	56
10. Can Openers .....	56
11. Cutting Surfaces .....	57
12. Bulk Milk Dispensers .....	57
13. Temperature Measuring Devices .....	57
14. Oven Maintenance and Security .....	58
15. Equipment Security.....	58
16. Deep Fat Frying .....	58
17. Waste Handling.....	58
18. Physical Facilities .....	59
 Chapter 12. <b>Institution Garden Operations</b> .....	 62

## **Chapter 1. ADMINISTRATION**

### **1. GENERAL POLICY**

The Food Service Branch of the Health Services Division, under the direction of the Bureau's Assistant Director for Health Services, coordinates training, policy and program development for Food Service Programs.

At the Central Office level, the Food Service Program is under the direct supervision of the National Food and Farm Services Administrator (NFSA). The NFSA provides support through institution visits, classroom training, distance learning and other means directed by the Assistant Director.

At the Regional level, the Food Service Program is under the direct supervision of the Regional Food Service Administrator (RFSA). The RFSA provides support through institution visits, distance learning, and other means directed by the Regional Director.

At the Institution level, the Food Service Department is under the direct supervision of the Food Service Administrator (FSA).

### **2. INSTITUTION ORGANIZATION AND STAFF RESPONSIBILITIES**

**a. Food Service Administrator (FSA).** Institution Food Service operations will be supervised by a Food Service Administrator experienced in Food Service management. The FSA has oversight and direction of Food Service functions in the institution; ensures compliance with Bureau policies relating to Food Service; and performs duties in the Standardized Position Description for Food Service Administrator.

**b. Assistant Food Service Administrator (AFSA).** The AFSA assists the FSA in the daily management of Food Service operations and performs duties in the Standardized Position Description for Assistant Food Service Administrator.

**c. Cook Supervisor Responsibilities.** Under the supervision of the FSA or AFSA, Cook Supervisors are responsible for inmate supervision relating to Food Service; specifically food production and sanitation, with emphasis on food safety. Cook Supervisors perform duties in the Standardized Position Description for Cook Supervisors, and locally developed Post Orders.

**d. Food Service Administrative Assistant.** Under the supervision of the FSA or AFSA, Food Service Administrative Assistants are responsible for clerical duties within the Food Service

office and warehouse. Food Service Administrative Assistants perform duties in the Standardized Position Description for Food Service Administrative Assistants and locally developed Post Orders.

**e. Food Service Material Handler Supervisor.** Under the supervision of the FSA or AFSA, Food Service Material Handler Supervisors are responsible for receiving, storing, and delivering Food Service supplies, including clerical work as necessary within the Food Service office and warehouse. Food Service Material Handler Supervisors perform duties in the Standardized Position Description for Food Service Material Handler Supervisors and locally developed Post Orders.

### **3. CUSTODY AND SECURITY**

All Food Service staff reference the Correctional Services Procedures Manual to ensure custody and security are maintained. In addition, the following procedures are adhered to:

- Only one key is issued to the knife cabinet in the Food Service Department.
- Only one key is issued to the yeast cabinet. Yeast is managed and dispensed only by Food Service employees. Once issued, yeast must be under close supervision until thoroughly incorporated into the item being prepared. Items such as mace, nutmeg, cloves, and alcohol-based flavorings, if maintained in the institution, will be handled like yeast.
- Only instant or instant active yeast is used in Food Service. Yeast is stored in a locked metal cabinet behind a locked door in an appropriate storage area to prevent inmate access. Empty yeast bags or containers and uncooked dough are controlled until rendered inactive or properly disposed of. An inventory record includes:
  - Date and quantity of issue.
  - Date and quantity of receipt.
  - Balance on hand.
  - Initials of employee making the entry.
- For official counts, inmates are sitting or standing in one section of the dining room/secured area of Food Service and moved to the other side as their names are called. Inmates are identified by using detail cards or inmate identification cards. At no time are any inmates allowed to remain in their work area for an official count.
- All knife points will be rounded or blunted with the exception of boning knives.
- All large (3 feet or longer) metal paddles will be secured with a cable to prohibit removal from the food preparation area.
- Milk bladders will be destroyed by cutting and disposed of by staff.

### **4. STORAGE AND REQUISITION OF SUPPLIES**

The FSA is responsible for accountable Food Service stores in areas controlled by Food Service. To ensure safety and security of stores, the FSA:

- Ensures that provisions of the Program Statements **Food Service Manual, Correctional Services Procedures Manual, and Occupational Safety, Environmental Compliance, and Fire Protection** are followed.
- Ensures accountable stores are secured to prevent unauthorized access, use, or theft.
- Authorizes or delegates authority to requisition stores from Food Service accountable storage areas. Authorization to remove stores is shown by the FSA's or designee's signature on the requisition. The person filling the order must not routinely be the authorizing official.

No stores will be removed from inventory or record balances altered unless the items are properly requisitioned, surveyed, or transferred by Stores Requisition, Invoice & Transfer Receipt (BP-A0100).

## **5. ORDERING AND RECIEPT OF CONTROLLED STORES**

When ordering controlled items, the FSA will identify on the purchase request that items are controlled to alert warehouse staff to provide special handling (i.e., knives, mace, yeast, nutmeg, cloves) in accordance with the Program Statement **Correctional Services Procedures Manual**.

## **6. STOCK ROTATION**

Supplies are drawn on a first-in, first-out basis. To ensure proper stock rotation, accountable non-perishable food items are marked with a color identifying the quarter received:

- First Quarter = Red.
- Second Quarter = Blue.
- Third Quarter = Green.
- Fourth Quarter = Yellow.

## **7. INVENTORY OF ACCOUNTABLE FOOD SERVICE STORES**

The FSA or designee conducts an inventory of Food Service stores during each fiscal quarter, with adjustments posted before running the quarterly Budget Projection Report. Balances are

adjusted per the Program Statement **Property Management Manual**. This responsibility will not be delegated below the AFSA level.

## **8. FILE MANAGEMENT**

Food Service files and reports are kept per the Records and Information Disposition Schedules (RIDS: N1-129-01-07 for Central Office, N1-129-00-16 for Regional Offices, and N1-129-00-11 for institution Food Service Departments.).

Reports required for Regional and Central Office retention are accessed via the wide area network or transmitted via GroupWise to the RFSA. To ensure national consistency, report names begin with the three-letter designation for institution, followed by the two-number designation for fiscal year, followed by the two-number designation for month. The RFSA forwards reports submitted by their institutions to Central Office as a complete package.

## **9. POST ORDERS**

The FSA develops and maintains post orders governing the daily routine and assignment of posts in the department. Delegation of authority within Food Service is clearly defined in the post orders and conforms to the Master Agreement. At a minimum, post orders are reviewed annually by the FSA. All changes may be subject to local negotiation.

## **10. STAFF MEETINGS**

Food Service staff meetings will be held as detailed in the Program Statement **Staff Meetings**. A Food Service staff meeting will be held at least monthly at each institution. When staff meetings are held the Union President will be notified in accordance with the Master Agreement. Staff meeting minutes will include:

- Attendance.
- Areas of Interest (i.e., Issues with operational impact to include National Menus).
- Physical Plant and Equipment.
- Open Discussion.

Minutes of each meeting will be forwarded to Food Service staff within the department. To assure maximum participation at complexes, staff will be provided the opportunity to teleconference to attend staff meetings.

## **11. POSTING STAFF WORK SCHEDULES**

Staff work schedules are posted in accordance with the law, Master Agreement, and other locally negotiated agreement and must be accessible to all Food Service staff.

Reasonable efforts are made to ensure equitable rotation of Acting FSA and AFSA assignments by voluntary selection among qualified staff when possible. Acting assignments are made per the Code of Federal Regulations, Title 5, and national and locally negotiated agreements (such as compressed/flexible work schedules).

## **12. STAFF TRAINING AND REFERENCE MATERIALS**

The FSA will ensure all Food Service staff have access to the FDA Food Code, Food Service Branch Sallyport site and all directives and standards referenced in this policy. The FSA will develop a training program that ensures staff are aware of the policies and procedures required to perform their assigned duties. Equipment training will contain:

- Proper operation, cleaning, and sanitizing.
- Inherent dangers of each piece of equipment.
- Symptoms of malfunction.
- Staff responsibility to report hazards, malfunctions, or unsafe conditions to their supervisors.
- Supervisors' responsibility to report unsafe and hazardous conditions to their employees once notified and verified.

The FDA Food Code is made available as a reference only and is not to be considered binding in its entirety.

## **13. STAFF DINING**

Meals will be furnished to employees through the staff dining room or other designated area of each facility. Provisions will be made to ensure staff are served in a timely manner. Food will be served in disposable containers which protect food from contamination if transporting to alternate locations.

## **14. JOB ORIENTATION TRAINING**

Each inmate assigned to Food Service receives job orientation training, detailed in the Program Statements **Occupational Safety, Environmental Compliance, and Fire Protection** and **Patient Care**.



## **15. TEMPERATURE/SANITIZER DOCUMENTATION**

Documentation is maintained for acceptable ranges and current readings for:

- Chemical sanitizer concentration (manual or mechanical) and exposure time (pot and pan, dish machine if applicable) – start of each meal.
- Manual warewashing hot water sanitization and immersion time if chemical sanitizer not used (pot and pan) – start of each meal.
- Manual warewashing wash temperature (pot and pan) – start of each meal.
- Mechanical warewashing equipment, wash solution temperature (dish machine, pot and pan machine if applicable) – start of each meal.
- Mechanical warewashing equipment hot water sanitization temperature (dish machine) – start of each meal.
- Mechanical warewashing equipment sanitization pressure (dish machine) – start of each meal.
- Walk-in refrigeration and freezer units (beginning of the morning shift and end of the evening shift).

## **Chapter 2. NATIONAL MENU PLANNING**

### **1. GENERAL POLICY**

The National Menu, which includes the approved menu, recipes, and product specifications, will be used for food procurement, preparation, and meal service at all institutions. National Menu data are kept at the national level by the NFSA and made available on the Food Service Branch Sallyport site. When National Menu data change, the NFSA notifies regional and institutional FSAs via GroupWise.

### **2. MENU CHANGES**

Planned changes or substitutions to the approved National Menu, recipes, or product specifications will not be made at the local or Regional level, although an alternate menu may be used for national holidays, ceremonial meals, or other situations authorized by policy (see Chapter 6).

Due to the unique re-therm and service methods required at detention centers, transportation centers, Communications Management Units, or other institutions where the majority of inmates are served in their cells or units, Wardens at these institutions may approve service of the heart healthy alternative on the national menu in place of fried food.

If unplanned menu changes are required due to extenuating circumstances (late food delivery, temporarily inoperative equipment, etc.), Food Service staff, including cook supervisors preparing the meal, may make necessary substitutions of like items as required and ensure managers are aware that an unplanned change was required.

All changes to the planned menu are documented by creating an as-served menu. A dated as-served menu is printed, reviewed, and signed by the FSA. The FSA notes changes from the planned menu and certifies (on the bottom of the signed menu) that the changes made adhere to the basic daily servings on the National Menu. The as-served menu is kept per the Records and Information Disposition Schedules.

### **3. MENU ADDITIONS**

At the Warden's discretion items may be added to the National Menu by adding to a salad bar, hot bar, beverage bar (if these are part of the Food Service program) or by adding condiments such as sugar. Items added in this manner may also be added to Satellite trays.

To ensure equity for adding items to the National Menu at detention centers, transportation centers, Communications Management Units, or other institutions where the majority of inmates are served in their cells or units, items may be added to the National Menu at these institutions by adding salads to a salad tray and serving rice and beans twice per week as a variation for potatoes.

#### **4. MENU VARIANCE**

If a unique condition at an institution restricts the ability to serve the National Menu as written, the Warden may request a menu variance. A memorandum that states the specific variance requested and the reason for the request is forwarded to the Assistant Director, Health Services Division, for evaluation and approval. A variance does not extend beyond the fiscal year in which it is granted.

#### **5. MENU REVIEW**

The National Menu is reviewed at least annually to assess responsiveness to inmate eating preferences, operational impact, product pricing, and nutritional content.

During the month of April each year, the NFSA will initiate a survey of inmates to determine eating preferences. At that time the NFSA will also request input from each institution through the Warden to ensure all Food Service staff have the ability to provide input into the menu update process (see Chapter 1., Section 9, Staff Meetings). The review and update process is a collaborative effort with involvement of the NFSA, RFSAs and institutional FSAs.

The updated menu data to include the menu, recipes and product specifications are available on the Food Service Branch Sallyport site by July 20 each year and go into effect the first full week in October.

In October every year, the NFSA will open a feedback page on Sallyport to collect information from all staff concerning changes to the National Menu.

#### **6. NUTRITIONAL ANALYSIS**

Following the annual menu update and before the updated menu is implemented, a nutritional analysis is conducted by a Registered Dietitian to ensure the menus consider the Dietary Reference Intakes (DRIs) for groups published by the Food and Nutrition Board of the National Academy of Sciences.

Nutritional analyses are certified in writing by a Registered Dietitian. The NFSA will ensure the nutritional analysis is available on the Food Service Branch Sallyport site.

Menu alternatives are reviewed during nutritional analysis to ensure adequate nutritional substitutions are made.

If the National Menus are changed substantially after the nutritional analysis must be completed, the analysis is verified by a Registered Dietitian.

## **7. NUTRITIONAL INFORMATION**

The FSA will make nutritional information available to inmates to help them establish healthy eating habits. The information summarizes how to read the menu, determines the choices available and highlights the benefits of selecting the heart healthy alternative and controlling portion sizes to help achieve or maintain a healthy body weight.

## **8. MEAL PLANNING**

When planning meals the following considerations are made:

- Meals contain a variety of nutrient-dense foods among the basic food groups.
- Money, manpower, and materials required to produce the menu.
- Food flavor, texture, temperature, and appearance.
- Eating preferences of the population.

Three meals are served each day, two of which are hot. A sandwich meal may be offered on the same day as a continental breakfast if a hearty hot soup is offered with the sandwich meal.

No more than 14 hours may elapse between the evening and breakfast meals. Variations are allowed based on weekend and holiday Food Service demands, provided basic nutritional needs are met.

Pork is not served as the only entree on holiday meals.

## **9. MENU REQUIREMENTS**

The planned menu will be available for review at least one week in advance, accessible to staff and posted so that inmates can examine it before reaching the serving counter.

Food items prepared or seasoned with pork, heart healthy, and no-flesh alternatives are identified on all menus.

## **Chapter 3. COMPUTERIZED FOOD SERVICE MANAGEMENT**

### **1. GENERAL POLICY**

The approved software for computerized Food Service management will be used at all institutions. Program definition, technical information and operating instructions are available on the Food Service Branch Sallyport site. This software is a food expenditure cost accounting system designed to determine cost per inmate per meal.

### **2. RESPONSIBILITY**

The FSA ensures the software is operated in accordance with Bureau policies, including maintenance of National Menu data and approved recipes. The FSA delegates authority to perform software functions depending on the expertise and job specialty of the personnel.

All requests to provide training for Cook Supervisors on the Food Service management system must be approved by the NFSA. When training for the Food Service management system is offered to Cook Supervisors an Official Training Announcement will be utilized.

### **3. OPERATIONAL PROCEDURES**

To ensure adequate operational procedures are in place, the FSA:

- Ensures staff who have software access are trained to perform required functions.
- Uses no other system for inventory, menu, recipe, food production, or budget in place of the approved software.
- Ensures all items served appear on a menu as an inventory item or within a recipe.
- Ensures inventory items listed on menus are ready to eat without further processing or cooking and that accurate serving size information is relayed to staff. This does not apply to cook-chill operations where an item is heated in an individual serving tray just before service, or instances where preparation methods can vary and manufacturer recipes are available (such as cake or other dry mixes).
- Ensures acceptability information for each menu item is accurate indicating the actual number of portions to be produced.
- Ensures approved recipes, scaled to produce the actual number of portions to be produced, are provided to and followed by staff responsible for production.
- Maintains production data to ensure the approved menu is used as the main planning tool.

Product groups may be developed locally to track costs within groups or categories of products. The FSA may break product groups into smaller groups than listed; however, at a minimum, the following groups are kept within the authorized software:

- Meat and Eggs.
- Fats.
- Starches, Potatoes, and Dried Peas, Beans, and Nuts.
- Milk and Cheese.
- Vegetables.
- Fruits and Citrus.
- Miscellaneous Food or Adjuncts.
- Non-edible supplies.

#### **4. BUDGET MANAGEMENT**

The Budget Projection Report is used to estimate requirements and is the main planning device for Food Service operations.

The Budget Projection Report acts as a statement of known requirements when submitted to the Contracting Specialist to ensure purchase of supplies at wholesale and other favorable prices and conditions. The report submitted includes actual or estimated monetary requirements for all Food Service requirements, including non-edible supplies and religious diet foods.

The Budget Projection Report is submitted to the Contracting Specialist by the 5th day of August, November, February, and May.

The FSA reviews and initials local bid abstracts before the award is made to ensure specifications and pricing of items accurately reflects the national specifications.

#### **5. SOFTWARE UPDATES**

The NFSA liaisons with company officials relating to software revision requests from the field. Field and Regional staff submit requests for program changes to the NFSA via GroupWise (BOP-HSD/Food Svc~).

## **Chapter 4. RELIGIOUS DIET PROGRAM**

### **1. CERTIFIED FOOD**

The Certified Food Menu, which includes the approved menu and product specifications, will be used for food procurement and meal service at all institutions. Certified Food Menu data are kept at the national level by the NFSA and available on the Food Service Branch Sallyport site. When updates are made to Certified Food Menu data, the NFSA notifies the National Chaplaincy Administrator (NCA), RFSAs and FSAs via GroupWise.

**a. Menu Review.** The Certified Food Menu is reviewed annually to assess responsiveness to inmate eating preferences, operational impact, product pricing, and nutritional content.

The NFSA coordinates a survey of staff and inmates to ensure information required to thoroughly review the menu is available. The review and update process is a collaborative effort with involvement of the NFSA, NCA, RFSAs and institutional FSAs.

The updated menu is available by July 20 each year.

**b. Menu Nutritional Analysis.** Following the annual menu update and before the updated menu is implemented, a nutritional analysis is conducted by a Registered Dietitian to ensure the Certified Food Menus consider the Dietary Reference Intakes (DRIs) for groups published by the Food and Nutrition Board of the National Academy of the Sciences.

Nutritional analyses are certified in writing by a Registered Dietitian.

If the Certified Food Menus are changed substantially after the nutritional analysis is completed, the analysis is verified by a Registered Dietitian.

**c. Menu Changes.** Planned changes or substitutions to the approved Certified Food Menu or product specifications will not be made at the local or Regional level, although an alternate menu may be used when authorized by policy (see Chapter 6).

If unplanned menu changes are required due to extenuating circumstances such as late delivery, temporarily inoperative equipment, etc., Food Service staff, including the Cook Supervisor preparing the meal, may make necessary substitutions of nutritionally equivalent Certified Foods and ensure managers are aware an unplanned change was required. In most cases substitutions on the Certified Food Menu will require substituting an entire meal on the menu with another



meal with the exception of bread, fruit, beverages, and condiments. Refer to the Food Service Branch Sallyport site for additional guidance.

**d. Certified Food Procedures.** Prepared foods purchased for use on the Certified Food Menu will be certified by a nationally accepted Orthodox Kashrut supervision service. Access the Food Service Branch Sallyport site for Religious Certification reference material. In addition to the Kashrut certification, bread, margarine, potato chips, vegetable juice, salad dressing, ketchup, and mustard used for the Certified Food Menu must be Certified Parve meaning they are certified to contain neither meat nor dairy products.

Prepared foods (except bread and beverages as detailed immediately below) will be procured and served in sealed individual serving packages marked with the appropriate Religious Certification. Any item to be heated is double-wrapped and sealed in a package that may be heated in a conventional or microwave oven.

Nothing cut, processed, prepared, or served from a container is offered except:

- Loaf bread, which may be served directly from a package that contains the Kosher Parve certification or removed from that same package and packaged by servers in a disposable single use sealable plastic bag immediately before service.
- Beverages from dedicated sealed dispensing equipment individually packaged beverage or instant beverage powder is provided to be reconstituted by the inmate.
- When ordered by the Warden, due to packaging that may be a security concern, food may be removed from an individual container and placed in a covered or wrapped disposable container to serve.

Any time food is removed from the original manufacturer's packaging as authorized above, a separate area used only for Certified Food Menu preparation should be used. Only disposable single use utensils (serving spoons, plates, cups, etc) and single use disposable plastic gloves will come into direct contact with Certified Food when handling is authorized.

**e. Participation.** The FSA ensures procedures are in place to provide a Religious Diet participant list and production worksheet to Food Service staff.

Inmates participating in the Certified Food Component are not authorized to consume mainline or hot bar food items; however, they may consume items from a salad bar (where salad bars are part of the Food Service program), knowing that salad bar items may not meet their religious dietary needs. Violations will be reported as required by the Program Statement **Religious Beliefs and Practices**.

## **2. NO-FLESH OPTION**

A no-flesh protein option will be provided at both noon and evening meals whenever a main entree containing flesh is offered. No-flesh production requirements will be determined by the FSA.

Vegetables and starches seasoned with flesh will have an alternate no-flesh option.

## **3. ANNUAL CEREMONIAL MEALS**

The Religious Ceremonial Meal Menu is created by the NFSA and the NCA. The Religious Ceremonial Meal Menu is kept at the national level by the NFSA and is available on the Food Service Branch Sallyport site.

The Religious Ceremonial Menu is derived from items regularly available on National Menus and constitutes the mainline meal available to all inmates. No other foods are authorized for ceremonial meals.

Inmates participating in the Certified Food Menu will receive the Certified Food Menu and not participate in the food from mainline for the ceremonial meal.

## **4. FASTS**

The FSA will accommodate meal service and Chaplaincy bag meal requests for inmates participating in public fast days, per the Program Statement **Religious Beliefs and Practices**. Unless refrigeration is provided, or the period between the time the bag breakfasts are removed from temperature control and consumed is less than 4 hours, bag breakfasts contain only non-perishable items - ultra-high pasteurized milk, fresh fruit, peanut butter, dry cereal, etc.

Inmates being provided bag meals for public fast days will receive these meals during normal meal service either in the Food Service department or Satellite Meal Service.

## **5. RAMADAN**

During Ramadan, inmates participating in the Certified Food Component receive the approved lunch and dinner menu after sundown in the Food Service Department or SHU.

Inmates who are not participating in the Certified Food Component, but elect to observe Ramadan, may receive a combination of the mainline lunch and dinner menu after sundown and consume it in the Food Service Department or SHU. The mainline meal will contain a non-pork entree.

Each institution may provide a bag breakfast or allow inmates to go to Food Service for the breakfast meal before dawn. Unless refrigeration is provided or the period between the time the bag breakfasts are removed from temperature control and consumed is less than 4 hours, bag breakfasts must contain only non-perishable items – ultra-high pasteurized milk, fresh fruit, peanut butter, dry cereal, etc. Inmates being provided bag meals will receive these meals during Ramadan meal service either in the Food Service Department or Satellite Meal Service.

If sunrise and sunset sequences occur at a time that prevents orderly provision of Ramadan, a variance will be disseminated via memorandum from the Assistant Directors of Health Services and Correctional Programs. The variance details procedures required to ensure orderly provision of Ramadan during these solar sequences.

## **6. PASSOVER**

During the eight days of Passover inmates identified by Religious Services are given the Kosher for Passover menu in place of the Certified Food Menu. Kosher for Passover menu data are kept at the national level by the NFSA on the Food Service Branch Sallyport site and at the local level by the FSA.

When updates are made to Kosher for Passover menu data, the NFSA coordinates with the NCA and notifies the regional and institutional FSAs via GroupWise. Each institutional FSA ensures Food Service staff have access to Kosher for Passover menu data.

The list of participants must be received eight weeks before Passover from Religious Services to allow time to procure the required items. Food Service should order an adequate number of meals to provide Passover meals to new commitments. The FSA will ensure procedures are in place to provide a Passover participant list and production worksheet to Food Service staff.

Jewish inmates participating in the Certified Food Component receive the Kosher for Passover meals in place of the Certified Food Meals for that period.

If Passover meals are not consumed during Passover, those meals that are not consumed may be used as a substitute for the national Certified Food Menu meals.

## **7. RELIGIOUS MEAL ACCOMMODATION**

If religious meal accommodation is requested by the Chaplain, a roster of participants will be provided by the Chaplain to Food Service staff for meal preparation purposes.

## **Chapter 5. MEDICAL DIETS/SELF-SELECTION ON MAINLINE**

### **1. GENERAL POLICY**

The FSA will provide medical diets at all institutions as ordered by Health Services staff noted in the Program Statement **Patient Care**. Medical diets will be provided by mainline self-selection from the items available on the National Menu for that meal unless menu items fail to meet the medical requirement. Menu item replacements may not always be provided as inmates may have to avoid certain foods in the self-selection process, however, if a dietitian determines a Special Diet is required to ensure adequate nutrition, it will be provided by pre-plating or controlled plating.

Medical diets are based on the Guidelines for Medical Diets available on the Food Service Branch Sallyport site.

If separate medical diet menus are utilized, the National Menu will be used to formulate the diet menus. A Registered Dietitian will certify all medical diet menus. A copy of the medical diet menus and certification memorandum/letter will be maintained on Sallyport or the Food Service Administrator's office.

### **2. RESPONSIBILITIES**

The FSA ensures heart healthy menu items are prepared according to approved recipes by regularly monitoring recipe use. The FSA will determine the number of Heart Healthy portions to be prepared.

The FSA consults the Chief Dietitian for diets not found on the Food Service Branch Sallyport site.

The FSA will ensure a roster is provided to Food Service staff for all Special Diets.

The FSA consults the Chief Dietitian, Regional FSA, and the Central Office FSA before advising an inmate transfer based on medical dietary requirements. Such transfers are made only in extraordinary circumstances.

### **3. SUPPLEMENTAL FEEDINGS**

Supplemental feedings or snacks are provided when ordered by Health Services staff as authorized in the **Patient Care** policy. The following are provided when practical:

**a. Diabetic Snacks**

- *Preferred Snack:* 1 cup skim milk and 1 serving non-sugar-coated dry cereal.
- *Alternate Snacks* (when preferred snack is not practical):
  - □ sandwich made with 1 slice of bread and 1 oz. of (non-pork) meat, and mustard (optional).
  - 1 Tbsp. peanut butter with 6 saltine crackers or 1 slice of bread.
  - 1 oz. slice of cheese with 6 saltine crackers or 1 slice of bread.

**b. Snacks for Increased Calories.** One of the following is offered:

- 1 cup milk and 1 serving cereal, any type.
- 1 Tbsp. peanut butter with 6 saltine crackers or 1 slice of bread.
- □ sandwich made with 1 slice of bread and 1 oz. of (non-pork) meat, and mustard.
- Whole sandwich made with 2 slices of bread and 2 oz. of (non-pork) meat, and mustard.

## **Chapter 6. SPECIALIZED FOOD SERVICE PROGRAMS**

### **1. GENERAL POLICY**

All inmates and staff, except those on medical or religious diets, should be served the same meals in a dining room setting when consistent with the security and orderly operation of the institution. The FSA develops specialized Food Service programs to meet routine and emergency Food Service beyond the dining room setting, as directed by the CEO. Procedures will be developed by the FSA to ensure food safety is maintained throughout the preparation, delivery and service process for all specialized Food Service programs.

### **2. SATELLITE MEAL SERVICE**

Satellite Meal Service is defined as service of the National Menu in an area other than where it was prepared. Ordinarily, Satellite Meal Service is provided in a Special Housing Unit (SHU), Communication Management Unit (CMU), or similar units within an institution; however, it can include transportation to another institution or work detail. When satellite trays are provided to a work detail on an ongoing basis, a suitable dining room area under the control of the FSA will be provided.

### **3. SATELLITE MEAL PERIODS**

Three meal periods corresponding to the times breakfast, lunch, and dinner are normally served are maintained in situations where inmates are locked in their cells or units.

### **4. SATELLITE MENU SELECTIONS**

Inmates receiving Satellite Meal Service are given the opportunity to request a no-pork or no-flesh tray. No-pork trays are provided by replacing a pork entree with a no-flesh protein alternative. Procedures are developed locally to ensure Food Service receives advance notice of the number and types of trays required.

### **5. ALTERNATE MENU**

Food will not be withheld, or the standard menu varied, as a disciplinary measure. The CEO, or Acting CEO, may authorize an alternate menu:

- When an inmate uses food products, Food Service items, or the feeding process itself in a manner that poses a threat to the safety, security, or good order of the institution, or to the

inmate him/herself, other inmates, or staff. A written explanation of the reason(s) for alternate meal status must be included in the CEO's authorization. After seven days, the inmate is removed from the alternative meal service or, if necessary, a new authorization is generated.

- In emergency situations, such as an institution lockdown, or routine situations, such as an outside or nighttime work detail, when Satellite Meal Service is not practical and it is authorized by the CEO.

## **6. ALTERNATE MENU CONTENTS**

The FSA will provide a minimum bag meal consisting of one non-pork meat sandwich with two ounces of protein, one no-flesh sandwich with two ounces of protein, one portion of fruit, and one beverage.

If an inmate is (or inmates in the case of a lockdown are) served a bag meal for more than 5 days, the FSA will provide the Bag Lunch Alternate Menu listed on the Food Service Sallyport site until the inmate (or inmates) are returned to regular menu service.

Inmates participating in the Certified Food Component of the Religious Diet Program being served an alternate menu will be served items which meet all requirements of Chapter 4, Section (b), Certified Food Procedures, of this policy. There will be no mixing of meat and dairy items in any meal offered to an inmate participating in the Certified Food Component, otherwise, the menu contents should be as close as possible to items offered to a mainline inmate in a similar situation. In emergency situations or lockdowns this requirement will be met as soon as inmates can be located and identified as Certified Food Participants.

## **7. TRANSPORTATION MEALS**

**a. Providing Meals.** Meals are provided for inmates being transferred from one institution to another, as requested by the transporting authority. The Department Head/Supervisor of R&D will notify the FSA at least 24 hours in advance of the number of meals required.

**b. Contents.** Meals consist of a box lunch or snack pack. In institutions with a high volume of transportation meals, purchased snack packs is the preferred delivery method. Snack pack content lists require written approval from the Inmate Transportation Section, Central Office prior to initial use. When a box lunch is provided, minimum contents are one non-pork meat sandwich with two ounces of protein, one no-flesh sandwich with two ounces of protein, one portion of fruit, and one beverage.



**c. Preparation.** Transportation meals are prepared and assembled by a staff member, or come prepackaged and sealed from a vendor.

**d. Reimbursement for Expenses.** When an item is purchased for bus or airlift, the coding below is used. A Stores Requisition, Invoice & Transfer Receipt (BP-A0100) is kept on file for one year to support the reimbursement. Bus/Air Meals are priced at actual cost.

The following “Local Level” ACTCLASS and Project numbers provide cost accounting for inmate movements:

<b>Fund</b>	<b>ACTCLASS</b>	<b>Project</b>
02	FP **** XX BA	35C (Bus Movement)
02	FP **** XX AA	46C (Airlift Movement)

\*\*\*\* = insert appropriate Institution Code

XX = insert appropriate Institution Security Level

## **Chapter 7. FOOD SAFETY – MANAGEMENT, PERSONNEL, AND RECEIVING REQUIREMENTS**

### **1. RESPONSIBILITY**

The FSA is responsible for food safety within the department. Food Service staff monitor and maintain food safety during all periods the department is in operation.

### **2. SUPERVISION**

Based on the risks of foodborne illness inherent in a Food Service operation, all staff assigned posts monitoring food production and safety, including food/machine temperatures and service of food on serving lines and self service areas during all hours of operation, must be qualified full-time Food Service employees and have a working knowledge of the Food Service Manual.

### **3. VERIFICATION OF COOKING AND COOLING TEMPERATURES**

All Food Service staff ensure cooking and cooling temperatures are monitored regularly as work is in progress.

### **4. FORMAL SAFETY AND SANITATION INSPECTIONS**

Formal inspections will be conducted by the FSA or designee to ensure safety and sanitation practices are maintained. Areas under the control of the FSA will be included in the formal inspection process at least once per week, with informal daily follow-up. Formal inspections by staff outside Food Service, such as Safety or Health Services, may be made to meet the weekly inspection requirement.

Formal inspections are not delegated below Acting FSA or AFSA. To ensure high standards of safety and sanitation are maintained when inspections are delegated:

- At stand-alone institutions, the FSA conducts at least one formal inspection monthly of Food Service areas.
- At a Correctional Complex, the FSA conducts at least one formal inspection quarterly of Food Service areas.

Completed formal inspection reports conducted by Food Service personnel document:

- Staff conducting the inspection.

- Discrepancies noted.

Procedures and reports for formal inspections conducted by Food Service personnel are developed locally.

## **5. HEALTH AND HYGIENE**

**a. Orientation.** The FSA ensures job orientation documentation signed by inmates assigned to Food Service contains health reporting information required by the Program Statement **Patient Care**.

**b. Health Service Clearance.** Inmates not assigned to Food Service are prohibited from working in Food Service. Staff responsible for assigning inmates to work in Food Service:

- Check the SENTRY Medical Duty Status (MDS) of any inmate being considered for a Food Service assignment.
- Ensure inmates with an MDS “No Food Service Work” are not assigned to a Food Service work detail.
- Request a medical examination for any inmate considered for a Food Service assignment who has an MDS “Cleared for Food Service” date older than one year.
- Ensure only inmates with an MDS “Cleared for Food Service” date less than one year old are assigned to Food Service work.

**c. Monitoring.** The FSA or AFSA monitors staff assigned to Food Service for health and cleanliness.

All Food Service staff are responsible for observing inmates for obvious health conditions and personal hygiene issues – open sores, skin irritations, cold or flu symptoms, yellow eyes or jaundiced skin, etc.

If inmates report, or are observed to have, symptoms that may indicate they should be precluded from Food Service work, they will be referred to Health Services for re-examination before being assigned Food Service work.

The FSA ensures any inmate removed from Food Service for medical reasons is cleared to return to Food Service work.

The FSA reviews the SENTRY roster regularly to verify the MDS status of inmates assigned to Food Service.

**d. Handwashing Procedures.** Persons assigned work in Food Service must keep their hands and wrists clean. Proper handwashing procedures are:

- Hands are cleaned by vigorous friction on the surface of the lathered fingers, fingertips, areas between the fingers, hands, and wrists using a cleaning compound and warm water.
- Cleaned areas are thoroughly rinsed under clean running warm water.
- Immediately follow with thorough drying using individual disposable towels, a continuous towel system, or a heated-air hand dryer.
- Hands will not be cleaned in any sink used for food preparation, warewashing, or in a service or mop sink area, nor are handwashing supplies provided in these areas.
- Soap dispensing equipment is used to dispense handwashing soap. Bar soap is not used.
- Approved automatic handwashing devices may substitute for the washing method noted above if procedures are used to ensure chemicals are dispensed properly.

**e. Handwashing Requirements.** Staff and inmates in Food Service will wash their hands:

- After using the toilet.
- When returning to work after a break.
- Immediately before reporting to work or engaging in food preparation, including work with exposed food, clean equipment, and utensils.
- After touching bare human body parts other than clean hands.
- After handling soiled equipment or utensils.
- During food preparation, as often as necessary to remove soil and contamination and to prevent cross-contamination.
- When switching between working with raw foods to working with ready-to-eat foods.

**f. Handwashing Signs.** A sign or poster instructing staff and inmates in Food Service to wash their hands will be provided at handwashing locations and restrooms.

**g. Hand Sanitizers.** Hand sanitizers may be used in addition to the above procedures, but not instead of proper handwashing.

**h. Fingernails.** Persons preparing or serving food or handling clean equipment or utensils must keep their fingernails trimmed and maintained so the edges and surfaces are easily cleanable.

**i. Fingernail Polish, Artificial Nails.** Unless wearing intact gloves in good repair, persons handling food, equipment, utensils and linens may not wear fingernail polish or artificial fingernails.

**j. Jewelry.** Except for a plain wedding band, no jewelry will be worn on the fingers or wrists when working with food.

**k. Outer Clothing.** Staff and inmates in Food Service wear clean outer clothing to prevent contamination of food, equipment, utensils and linens:

- The inmate uniform is determined locally, but will include a complete outer uniform used only for Food Service work, or a smock/apron that covers clothing authorized for wear in other areas of the institution.
- Safety shoes are worn as required in the Program Statement **Occupational Safety, Environmental Compliance, and Fire Protection.**

**l. Storage of Clothing and Personal Belongings.** The FSA will identify areas for storing authorized clothing and personal belongings such as jackets and shoes. Designated areas must be away from food preparation, storage, and serving areas, and utensil washing and storage areas.

**m. Eating or Drinking.** Staff and inmates in Food Service may eat or drink only in designated areas where contamination of exposed food, clean equipment, utensils, and linens or other items needing protection cannot result.

**n. Hair Restraints.** Staff employed in Food Service and all Food Service inmates working directly with exposed food, clean equipment, utensils, or linens will wear hair restraints such as hats, hair coverings or nets, beard guards, and clothing. These items must be designed and worn to effectively keep hair from contacting exposed food, clean equipment, utensils, and linens.

This section does not apply to staff employed in Food Service or Food Service inmates who pose a minimal risk of contaminating exposed food, clean equipment, utensils, or linens. This would include supervising meal service, beverage service, or wiping tables.

## **6. FOOD RECEIVING REQUIREMENTS**

**a. Temperature.** Temperature of potentially hazardous food is checked when it is received. Items impractical for probe temperature monitoring (eggs, milk, etc.) are determined to be in compliance by monitoring the temperature of the transport container. Immediate notification is made to the FSA, AFSA, or designee to determine disposition of any item not within the limits described below. Due to the immediate notification and disposition requirements, logs documenting receiving temperatures are not required.

- Refrigerated potentially hazardous foods are at a temperature of 41°F or below when received.
- Frozen potentially hazardous food is received hard frozen.
- Hot potentially hazardous foods delivered from outside sources are at a temperature of 135°F or above when received.
- Raw shell eggs are received in refrigerated equipment that maintains an ambient air temperature of 45°F or less.
- Upon receipt, potentially hazardous foods are free of evidence of previous temperature abuse.

**b. Eggs and Milk Product Requirements**

- Shell eggs are received clean and sound and may not exceed the tolerances for U.S. Consumer Grade B.
- Liquid, frozen, and dry egg products are pasteurized.
- Fluid and dry milk and milk products comply with Grade A standards and are pasteurized.
- Frozen milk products, such as ice cream, are pasteurized per “Frozen Dessert” standards.
- Cheese is pasteurized.

**c. Juice Products.** Pre-packaged 100% juice products are pasteurized.

**d. Package Integrity.** Packages must be in good condition and protect the integrity of the contents so that contents are not exposed to adulteration. Product specifications are checked verified upon receipt at the warehouse and against purchasing documents to ensure proper contents and quality assurance. If unable to verify or questions arise, contact the FSA or AFSA for guidance. Updated specifications can be found on the Food Service Branch Sallyport page.

**e. Delivery Inspection.** To ensure compliance with these receiving requirements, delivery inspections will be conducted. When receiving delivery of food items, a random sample of no less than 10% of delivered items will be thoroughly searched and inspected for package integrity, evidence of temperature abuse, and adherence to the National Menu Specifications. The most current National Menu Specifications must be used to evaluate acceptability of delivered items.

**f. Food Service Delivery Rejection Report.** If receiving staff identify a concern with a delivery, the FSA or designee will be made aware of the concern. When it is determined by the FSA or designee that a consumable item should be rejected, a form BP-A1137, Food Service Delivery Rejection Report, must be completed. The Food Service Administrator or designee is responsible for ensuring the report is correct and accurate. The completed report will be signed by the Food Service Administrator or designee, and forwarded with any digital photos and/or

supporting documentation to the Regional Food Service Administrator and institutional contracting staff. The Regional Food Service Administrator will review, sign, and forward to the Central Office Food Service Branch. The Food Service Branch will review and determine if further actions are necessary. The Food Service Branch will maintain a link on their Sallyport page with delivery rejection report information pertaining to rejected items.

## **Chapter 8. FOOD SAFETY – PROTECTION AFTER RECEIVING**

### **1. PREVENTING CONTAMINATION FROM HANDS**

Inmates are prohibited from cleaning latrines, garbage cans, sewers, drains, and grease traps if they will then return to an assignment that involves contact with exposed food, clean equipment, utensils, or linens.

Food Service staff will ensure food handlers effectively clean their hands by routinely monitoring handwashing.

Except when washing fruits and vegetables, staff and inmates in Food Service may not contact exposed ready-to-eat food with their bare hands. Single-use gloves and utensils such as deli tissue, spatulas, tongs, or dispensing equipment are used to avoid contact. Staff and inmates minimize bare hand contact with exposed food that is not ready to eat.

Staff serving covered Satellite trays are not required to wear single-use gloves.

### **2. PREVENTING CONTAMINATION WHEN TASTING**

Staff and inmates in Food Service may not use a utensil more than once to taste food.

### **3. PACKAGED AND UNPACKAGED FOOD - SEPARATION, PACKAGING, AND SEGREGATION**

Food will be protected from cross-contamination by:

- Separating raw animal foods (such as beef, fish, lamb, pork, and poultry) during storage, preparation, holding, and display from raw ready-to-eat food (such as vegetables) and cooked ready-to-eat food.
- Except when combined as ingredients, separating raw animal foods from each other during storage, preparation, holding, and display by:
  - Using separate equipment for each type, or arranging each type in equipment so that cross-contamination is prevented.
  - Preparing each type of food at different times or in separate areas.
- Storing food in packages, covered containers, or wrappings, except whole uncut raw fruits and vegetables, and nuts in the shell that require peeling before consumption.



- Cleaning hermetically sealed food containers of visible soil before opening and separating fruits and vegetables from ready-to-eat food before they are washed.

#### **4. FOOD STORAGE CONTAINERS IDENTIFIED WITH COMMON NAME OF FOOD**

Working containers holding food or food ingredients that are removed from their original packages will be identified with the common name of the food, except that containers holding food that can be unmistakably recognized, such as dry pasta, need not be identified.

#### **5. WASHING FRUITS AND VEGETABLES**

Raw fruits and vegetables will be thoroughly washed in water to remove soil and other contaminants before being cut, combined with other ingredients, cooked, or served.

#### **6. STORAGE OR DISPLAY OF FOOD IN CONTACT WITH WATER OR ICE**

Packaged food may not be stored in direct contact with ice or water if water might enter because of the nature of its packaging, wrapping, or container, or its positioning in the ice or water.

Unpackaged food may not be stored in direct contact with un-drained ice, except:

- Whole, raw fruits or vegetables; cut, raw vegetables such as celery or carrot sticks or cut potatoes; and tofu may be immersed in ice or water.
- Raw chicken and raw fish received immersed in ice in shipping containers may remain in that condition while in refrigerated storage awaiting preparation.

#### **7. FOOD CONTACT WITH EQUIPMENT AND UTENSILS**

Food must only contact surfaces of equipment and utensils that are cleaned and sanitized as specified in the Food Safety – Equipment chapter.

#### **8. IN USE UTENSIL STORAGE**

During pauses in food preparation and dispensing, utensils are stored:

- In the food, with their handles above the top of the food and the container.
- In a food that is not potentially hazardous with their handles above the food within containers or equipment that can be closed, such as bins of sugar, flour, or cinnamon.

- On a clean part of the food preparation table or cooking equipment, if the utensil and the food contact surface are cleaned and sanitized per the Cleaning of Equipment and Utensils and Sanitization of Equipment and Utensils sections of this manual.
- In a clean, protected location if the utensils, such as ice scoops, are used only with a food that is not potentially hazardous.

## **9. LINENS, NAPKINS, WIPING CLOTHS, USE LIMITATION**

Linens, napkins, and wiping cloths may not be used in contact with food. Cloths used for wiping are either:

- Dry and used for wiping food spills from tables.
- Wet and stored in a chemical sanitizer at a concentration specified by the manufacturer, and used for wiping spills from food contact and non-food contact surfaces.

Dry or wet cloths used with raw animal foods are kept separate from cloths used for other purposes. Wet cloths used with raw animal foods are kept in a separate sanitizing solution.

## **10. GLOVES, USE LIMITATION**

Single-use gloves are used for only one task and discarded when damaged or soiled, or when interruptions occur in the operation.

Slash-resistant gloves used to protect the hands during operations requiring cutting are only used in contact with food that is subsequently cooked, and are laundered after each use.

## **11. USING CLEAN TABLEWARE FOR SECOND PORTIONS AND REFILLS**

Except for filling a drinking cup, used tableware is not used to get second portions from self-service areas.

## **12. FOOD STORAGE**

Food will be protected from contamination by storing it:

- In a clean, dry location.
- Where it is not exposed to splash, dust, or other contamination.
- At least 6 inches above the floor, except:

- Cased food in waterproof containers such as bottles or cans may be stored less than 6 inches above the floor on pallets.
- Dairy containers in plastic crates may be stored in a refrigerator on a floor that is clean and not exposed to moisture.

### **13. FOOD STORAGE, SHELF STABLE**

Shelf-stable foods are stored between 45°F and 80°F when possible.

### **14. STORAGE, PROHIBITED AREAS**

Food, cleaned and sanitized equipment and utensils, laundered linens, and single-service and single-use articles must not be stored:

- In locker rooms.
- In toilet rooms.
- In dressing rooms.
- In garbage rooms.
- In mechanical rooms.
- Under sewer lines that are not shielded to intercept potential drips.
- Under leaking water lines, including leaking automatic fire sprinkler heads, or under lines on which water has condensed.
- Under open stairwells.
- Under other sources of contamination.

### **15. FOOD DISPLAY**

Except for nuts in the shell and whole raw fruit intended for hulling or peeling before consumption, food on display will be protected by the use of packaging, sneeze guards, display cases, or other means.

### **16. SELF-SERVICE OPERATIONS**

Self-service operations such as buffets or salad bars for ready-to-eat foods are provided with sneeze guards, utensils, or dispensing methods that protect food from contamination and are monitored by employees trained in safe operating procedures.

Self-serve salad/hot bars may not be used unless food is protected from contamination by being kept in dispensers designed to provide protection, protected displays provided with the proper utensils to prevent the handle from coming into contact with the product, original containers designed for dispensing, or individual packages or portions.

## Chapter 9. FOOD SAFETY – DESTRUCTION OF ORGANISMS OF PUBLIC HEALTH CONCERN

### 1. RAW ANIMAL FOODS

Raw animal foods such as eggs, fish, meat, poultry, and foods containing these must be cooked to heat all parts of the food to a temperature and for a time that complies with one of the following methods, based on the food being cooked:

■ 145°F or above for 15 seconds:

- Raw shell eggs that are broken and prepared in response to a consumer's order and for immediate service.
- Except as specified in this section, fish, meat, and pork, including game animals commercially raised for food.

■ 155°F for 15 seconds for:

- Raw shell eggs that are not prepared as specified above (note: raw shell eggs cooked to 155°F are hard cooked).
- Fish, meat, and game animals commercially raised for food that have been reduced in size by chopping, flaking, grinding, or mincing, except that the following chart is used for injected meats and ratite (emu, ostrich, etc.):

Minimum Temperature and Time Injected Meats and Ratites	
Temperature Fahrenheit	Time
145°	3 minutes
150°	1 minute
158°	instantaneous

- 165°F or above for 15 seconds for poultry, game animals, stuffed fish, stuffed meat, stuffed pasta, stuffed poultry, stuffed ratite (emu, ostrich, etc.), or stuffing containing fish, meat, poultry, or ratites.

- Whole beef roasts, corned beef roasts, pork roasts, and cured pork roasts such as ham are cooked:

- In an oven preheated to the temperature specified for the roast's weight in the following chart and held at that temperature.

Oven Temperature Based on Roast Weight		
Oven Type	Less than 10 lbs	More than 10 lbs
Still Dry	350°F or more	250°F or more
Convection	325°F or more	250°F or more
High Humidity*	250°F or less	250°F or less
* Relative humidity greater than 90% for at least 1 hour as measured in the cooking chamber or exit of the oven, or in a moisture-proof bag that provides 100% humidity		

- As specified in the following chart, to heat all parts of the food to a temperature and for the holding time that corresponds to that temperature:

Temperature Fahrenheit	Time in Minutes	Temperature Fahrenheit	Time in Seconds
130°	112	147°	134
131°	89	149°	85
133°	56	151°	54
135°	36	153°	34
136°	28	155°	22
138°	18	157°	14
140°	12	158°	0
142°	8		
144°	5		

145°	4		
------	---	--	--

- Whole-muscle, intact steaks can be cooked on a grill, but must meet the same standard in time and temperature as beef roasts.

## 2. REHEATING FOR HOT HOLDING

Except as specified below, potentially hazardous food that is cooked, cooled, and reheated for hot holding will be reheated so that all parts of the food reach at least 165°F for 15 seconds.

Ready-to-eat food taken from a commercially processed, hermetically sealed container, or from an intact package from a food processing plant inspected by the USDA, will be heated to at least 135°F for hot holding.

Reheating for hot holding must be done rapidly, so that the time the food is between 41°F and 165°F does not exceed 2 hours.

Prepared foods heated in their original sealed container are cooked according to manufacturer's directions.

## **Chapter 10. FOOD SAFETY □ LIMITATION OF GROWTH OF ORGANISMS OF PUBLIC HEALTH CONCERN**

### **1. TEMPERATURE CONTROL**

Frozen potentially hazardous food will be kept at or below 0°F in storage.

Potentially hazardous foods will be thawed:

- Under refrigeration that maintains the food temperature at 41°F or less.
- As part of the cooking process, if the frozen food is cooked according to this policy.
- When not possible by either method above, completely submerged under running water either:
  - At a water temperature of 70°F or below, with sufficient water velocity to agitate and float off loose particles in an overflow, for a period that does not allow thawed portions of ready-to-eat food to rise above 41°F.
  - For a period that does not allow thawed portions of a raw food requiring cooking to be above 41°F for more than 4 hours, including the time the food is exposed to the running water and the time needed for preparation and cooking, or the time it takes to lower the food to 41°F if it is not being immediately cooked.

### **2. TIME AS A PUBLIC HEALTH CONTROL**

If time only, rather than time in conjunction with temperature, is used as a public health control for a working supply of potentially hazardous food before cooking, or for ready-to-eat potentially hazardous food that is displayed or held for service:

- The food will be marked or otherwise identified to indicate the time 4 hours from the point when it is removed from temperature control.
- The food will be cooked and served, or served if ready to eat, or discarded, within 4 hours from the point when it is removed from temperature control.
- Food in unmarked containers or packages or marked to exceed the 4-hour time limit is discarded.
- Written procedures are provided to personnel responsible for ensuring proper disposition of food when time is used as a public health control outside of Food Service (SHU, etc.).



### **3. COOLING**

Cooked potentially hazardous foods will be cooled within 2 hours from 135°F to 70°F and within a total of 6 hours from 135°F to 41°F or less.

Potentially hazardous food will be cooled within 4 hours to 41°F or less if prepared from ingredients at room temperature, such as reconstituted foods and canned tuna. Ingredients should be pre-chilled in original containers to ensure these requirements are met.

### **4. COOLING METHODS**

Cooling is done per the time and temperature criteria in this policy by one or more of the following methods, based on the type of food:

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

When placed in cooling or cold holding equipment, food containers in which food is being cooled are:

- Arranged in the equipment to provide maximum heat transfer through the container walls.
- Loosely covered, or uncovered if protected from overhead contamination during the cooling period to facilitate heat transfer from the surface of the food.

Leftovers which have not been cooled by the time, temperature and methods listed in this chapter will be disposed of and not served.

### **5. POTENTIALLY HAZARDOUS FOOD, HOT AND COLD HOLDING**

Except during preparation, cooking, or cooling, or when time is used as the public health control, potentially hazardous food will be kept at 135°F or above, or at 41°F or less.

### **6. READY-TO-EAT, POTENTIALLY HAZARDOUS FOOD, DATE MARKING**

Refrigerated, ready-to-eat, potentially hazardous food prepared and not offered for immediate service, or unused portions of these items from any meal, will be clearly marked to indicate the date or day by which the food must be consumed on the premises or discarded. The date is based on a 5-day maximum when stored at 41°F or below and counts the day of preparation as Day 1.

Refrigerated, ready-to-eat, potentially hazardous food prepared and packaged by a USDA-inspected food processing plant, and not offered for immediate service when the original container is opened, or unused portions of these items from any meal, are clearly marked to indicate the date by which the food must be consumed or discarded. The date is based on a 5-day maximum when stored at 41°F or below and counts the day the package is opened as Day 1. The date marked may not exceed a manufacturer's use-by date.

A refrigerated, ready-to-eat, potentially hazardous food that is frequently rewrapped, such as lunch meat or roast, or an item for which date marking is impractical, such as soft-serve mix or milk in a dispensing machine, may be marked as noted above, or by an alternative method.

A refrigerated, ready-to-eat, potentially hazardous food ingredient or a portion of a refrigerated, ready-to-eat, potentially hazardous food that is subsequently combined with additional ingredients or portions of food retains the date marking of the earliest- or first-prepared ingredient.

## **7. FOOD PRESERVATION LIMITATIONS**

No Food Service Department, meat processing facility, or farm operation within the Bureau will:

- Freeze food prepared in the department for later use.
- Smoke food for preservation rather than for flavor enhancement.
- Use food additives or components such as vinegar for preservation rather than for flavor enhancement, or to render a food not potentially hazardous.
- Cure food.

## **8. REDUCED OXYGEN PACKAGING (COOK-CHILL) CRITERIA**

A Food Service Department that packages food using a reduced oxygen packaging method must have a documentation plan containing information specified in the FDA Food Code for Reduced Oxygen Packaging and that:

- Identifies the food to be packaged.

- Limits the food packaged to a food that does not support the growth of *Clostridium botulinum* because it complies with one of the following:
  - Has a Water Activity of 0.91 or less.
  - Has a pH of 4.6 or less.
  - Is a meat or poultry product cured at a food processing plant regulated by the USDA and is received in an intact package, or is a food with a high level of competing organisms such as raw meat or raw poultry.
- Specifies methods for maintaining food at 41°F or below.
- Describes how packages are prominently and conspicuously labeled with instructions to:
  - Maintain the food at 41°F or below.
  - For food held at refrigeration temperatures, discard if within 14 calendar days of packaging it is not served for on-premises consumption, or consumed if served for off-premises consumption.
- Limits the refrigerated shelf life to no more than 14 calendar days from packaging to consumption, except the time the product is maintained frozen, or the original manufacturer's "sell by" or "use by" date, whichever occurs first.
- Includes operational procedures that prohibit contacting food with bare hands and identify a designated area and method by which:
  - Physical barriers or methods of separation of raw foods and ready-to-eat foods minimize cross-contamination.
  - Access to processing equipment is limited to trained personnel familiar with potential hazards.
- Delineates cleaning and sanitization procedures for food contact surfaces.
- Describes the training program that ensures that the individual responsible for the reduced oxygen packaging operation understands the:
  - Concepts required for a safe operation.
  - Equipment and facilities.
  - Operational procedures in this section (Reduced Oxygen Packaging and Cook-Chill criteria) and the Reduced Oxygen Packaging section of the Food Code.
- Ensures fish is not packaged using a reduced oxygen method.

## **9. SPECIAL FOOD SAFETY REQUIREMENTS**

Foods made with uncooked eggs, such as Caesar salad, hollandaise sauce, mayonnaise, or eggnog, will not be prepared.

The FSA at Care Level III and IV facilities ensures raw seed sprouts are not served.

## **Chapter 11. FOOD SAFETY – EQUIPMENT**

### **1. FOOD EQUIPMENT, CERTIFICATION**

Food Service equipment must meet the American National Standards Institute (ANSI) standard for sanitation and safety and be certified or listed by a nationally recognized testing agency. Food contact surfaces of equipment may not be modified after purchase.

### **2. USE LIMITATIONS**

The following items will not be used in Food Service:

- Sponges.
- Copper, brass, or pewter in contact with food.
- Equipment, utensils, or cutting implements not specifically manufactured by the Food Service industry under accredited safety standards.
- Wood and wicker, except:
  - Hard maple or an equivalent hard, close-grained wood may be used for cutting boards, cutting blocks, bakers tables, and utensils such as rolling pins and doughnut dowels.
  - Whole, uncut, raw fruits and vegetables and nuts in the shell may be kept in the wood shipping containers they were received in until used.
  - Wood pallets may be used to store canned goods and other non-absorbent containers.

### **3. BACK-FLOW PREVENTION**

A direct connection may not exist between the sewage system and a drain originating from equipment in which food, portable equipment, or utensils are placed.

### **4. WALK-IN REFRIGERATOR AND FREEZER REQUIREMENTS**

Walk-in refrigerator units will be provided with a plastic strip curtain, air curtain, or other means to reduce cold air loss as a person passes through the doorway. They are not held or propped open at any time. Walk-in refrigerators and freezers must have a device that allows the door to be opened from the inside even if locked from the outside.

### **5. LUBRICANTS**

Lubricants are certified food grade if they are used on food contact surfaces, bearings and gears located on or within food contact surfaces, or bearings and gears located so that lubricants may leak, drip, or be forced into or food contact surfaces.

## **6. WAREWASHING AND SANITIZING**

**a. Sanitizing Exposure Time.** Chemical manual or mechanical operations, including application of sanitizing chemicals by immersion, manual swabbing, brushing, or pressure spraying, are done using a solution as specified in this policy by providing an exposure time specified by the manufacturer.

**b. Sanitizing Solutions, Testing Devices.** A test kit or other device that accurately measures the concentration in mg/L of sanitizing solutions is provided.

**c. Warewashing Machines, Internal Baffles.** Warewashing machine wash and rinse tanks are equipped with baffles, curtains, or other means to minimize cross-contamination.

**d. Warewashing Machines, Temperature Measuring Devices.** A warewashing machine is equipped with a temperature measuring device that shows water temperature in each wash and rinse tank and as the water enters the hot water sanitizing final rinse manifold or the chemical sanitizing solution tank.

**e. Warewashing Machines, Automatic Dispensing of Detergents and Sanitizers.** A warewashing machine is designed and equipped to:

- Automatically dispense detergents and sanitizers.
- Verify - by visual means or a visual or audible alarm - that detergents and sanitizers are delivered to the washing and sanitizing cycles.

**f. Manual Warewashing, Sink Compartment Requirements.** Except as specified below, a sink with at least three compartments is provided for manually washing, rinsing, and sanitizing equipment and utensils.

Sink compartments are large enough to immerse the largest equipment and utensils. If equipment or utensils are too large, a warewashing machine or alternative equipment is used.

Alternative manual warewashing equipment may be used when there are special cleaning needs or constraints and use is approved by the FSA.

**g. Warewashing Sinks, Use Limitation.** If a warewashing sink is used to wash produce or thaw food, it is cleaned and sanitized before and after each use.

**h. Warewashing Equipment, Cleaning Agents.** When used for warewashing, the wash compartment of a sink, mechanical warewasher, or wash receptacle of alternative manual warewashing equipment contains a wash solution of one of the following: soap, detergent, acid cleaner, alkaline cleaner, degreaser, abrasive cleaner, or other cleaning agent per the cleaning agent manufacturer's label instructions.

**i. Manual Warewashing Equipment, Wash Solution Temperature.** The temperature of the wash solution is kept at or above that specified on the cleaning agent manufacturer's label instructions.

**j. Mechanical Warewashing Equipment, Wash Solution Temperature.** The temperature of the wash solution in spray-type warewashers that use hot water to sanitize may not be less than:

- For a stationary-rack, single-temperature machine, 165°F.
- For a stationary-rack, dual-temperature machine, 150°F.
- For a single-tank, conveyor, dual-temperature machine, 160°F.
- For a multi-tank, conveyor, multi-temperature machine, 150°F.

The temperature of the wash solution in spray-type warewashers that use chemicals to sanitize may not be less than 120°F.

**k. Manual Warewashing Equipment, Hot Water Sanitization Temperatures.** If immersion in hot water is used for sanitizing in a manual operation, the temperature is kept at 171°F or above and the equipment or utensil is immersed for 30 seconds.

**l. Mechanical Warewashing Equipment, Hot Water Sanitization Temperatures.** Except as specified below, in a mechanical operation, the temperature of the fresh hot water sanitizing rinse as it enters the manifold may not be more than 194°F or less than:

- 165°F for a stationary-rack, single-temperature machine.
- For all other machines, 180°F.

The maximum temperature above does not apply to high pressure and temperature systems with wand-type or hand-held spraying devices used for in-place cleaning and sanitizing.

**m. Mechanical Warewashing Equipment, Sanitization Pressure.** The flow pressure of the fresh hot water sanitizing rinse in a warewashing machine may not be less than 15 pounds or more than 25 pounds per square inch, as measured in the water line immediately downstream or upstream from the fresh hot water sanitizing rinse control valve.

**n. Manual and Mechanical Warewashing Equipment, Chemical Sanitization □**

**Temperature, pH, Concentration, and Hardness.** An iodine solution has a minimum temperature of 75°F, a pH of 5.0 or less (or no higher than the level for which the manufacturer specifies the solution is effective), and a concentration between 12.5 mg/L and 25 mg/L.

A quaternary ammonium compound solution has a minimum temperature of 75°F, a concentration as required by the manufacturer's directions on the label, and is used only in water with a hardness no greater than specified by the label.

Concentration of the sanitizing solution is determined using a test kit or other device. Test strips will not be saved as a means of determining the tested level.

## **7. CLEANING OF EQUIPMENT AND UTENSILS**

**a. Equipment, Food-Contact Surfaces, Non-Food-Contact Surfaces, and Utensils.**

Equipment food-contact surfaces and utensils not in use will be clean to sight and touch. Food-contact surfaces of cooking equipment and pans are kept free of grease deposits and soil accumulations. Non-food-contact surfaces are kept free of dust, dirt, food residue, and other debris.

**b. Equipment Food-Contact Surfaces and Utensils.** Equipment food-contact surfaces and utensils will be cleaned:

- Before each use with a different raw animal food such as beef, fish, lamb, pork, or poultry.
- Each time there is a change from working with raw foods to working with ready-to-eat foods.
- Between uses with raw fruits and vegetables and with potentially hazardous food.
- Before using or storing a food temperature measuring device.
- At any time during operation when contamination may have occurred.

If used continuously with potentially hazardous food, food-contact surfaces and utensils are cleaned throughout the day at least every 4 hours, except:



- In storage, containers of potentially hazardous food and their contents are maintained at safe temperatures specified in this policy and containers are cleaned when they are empty.
- Utensils and equipment are used to prepare potentially hazardous food in a refrigerated room and the 4-hour time limit is exceeded.
- Utensils and equipment are cleaned at the frequency in the following chart that corresponds to the temperature and the cleaning frequency based on the ambient temperature of the refrigerated room, and the temperature is checked regularly and documented:

Temperature	Cleaning Frequency
41°F or less	24 Hours
>41°F - 45°F	20 Hours
>45°F - 50°F	16 Hours
>50°F - 55°F	10 Hours

- Containers in serving situations, such as salad bars and cafeteria lines holding ready-to-eat potentially hazardous food maintained at safe storage temperatures, are intermittently combined with additional supplies of the same food that are at the required temperature, and the containers are cleaned after the completion of each meal.
- Temperature-measuring devices are maintained in contact with food, such as a container of deli food or in a roast, held at safe storage temperatures.
- Equipment is used for storage of food such as a reach-in refrigerator and is cleaned as necessary to prevent soil accumulation.

Surfaces of utensils and equipment contacting food that is not potentially hazardous are cleaned any time when contamination may have occurred, and:

- At least every 24 hours for iced tea dispensers.
- After each meal for self-service utensils such as tongs, scoops, or ladles.
- In equipment such as beverage/condiment dispensing nozzles and enclosed components of equipment such as cooking oil storage tanks and distribution lines, beverage and syrup dispensing lines or tubes, and water vending equipment, at a frequency specified by the manufacturer.
- Ice machine storage bins that continually store ice are emptied, cleaned, and sanitized per the Program Statement **Occupational Safety, Environmental Compliance, and Fire Protection**.

Non-food contact surfaces of equipment are cleaned as necessary to prevent soil accumulation.

**c. Wet Cleaning.** Equipment food contact surfaces and utensils are washed to remove soils by manual or mechanical means.

**d. Washing, Procedures for Alternative Manual Warewashing Equipment.** If washing in sink compartments or a warewashing machine is impractical, such as when the equipment is fixed or the utensils are too large, washing is done using alternative equipment such as:

- Brushes, steel sponges or other implements.
- High-pressure detergent sprayers, low- or line-pressure spray detergent foamers, or detergent-supplied hoses (only if the equipment does not have electrical or gas components).
- Other task-specific cleaning equipment that does not harm gas or electric components.

And in accordance with the following procedures:

- Equipment is disassembled as necessary to allow detergent access to all parts.
- Components and utensils are scraped or rough-cleaned to remove food particles.
- Equipment and utensils are washed as specified under Wet Cleaning procedures.

**e. Rinsing Procedures.** Washed utensils and equipment are rinsed before sanitizing so that abrasives are removed and cleaning chemicals are removed or diluted by either:

- Using a fresh water spray with a control nozzle which only sprays rinse water when physically activated, is only used when equipment or utensils have no electrical or gas components, in three-compartment sink operations with the rinse sink left empty.
- Other effective means when rinsing equipment or utensils with utility connections, ensuring the process does not harm electrical or gas components.

## **8. PROTECTION OF CLEAN ITEMS**

**a. Equipment and Utensils, Air-Drying Required.** After cleaning and sanitizing, staff will ensure equipment and utensils are:

- Adequately drained before contact with food.

- Air-dried before storage, which may restrict air drying - racks designed for specific pans, trays and utensils will be used when possible.
- May not be cloth-dried.

**b. Equipment and Utensils, Storage.** Clean, air-dried equipment and utensils are stored covered or inverted. Single-service and single-use articles are stored in a clean, dry location and kept in the original package or stored using other means that protect from contamination until used.

**c. Kitchenware and Tableware.** Single-service and single-use articles and cleaned and sanitized utensils are handled, displayed, and dispensed so that contamination of food and lip-contact surfaces is prevented.

Knives, forks, and spoons that are not pre-wrapped are presented so that only the handles are touched by staff and inmates employed in Food Service if self-service is provided.

Knives, forks, and spoons that are pre-wrapped, such as in a napkin, and not individually sealed in plastic, are stored in a way that prevents contamination.

## **9. UTENSILS, CONSUMER SELF SERVICE**

A food-dispensing utensil is available for each container dispensed at a self-service unit such as a buffet or salad bar.

## **10. CAN OPENERS**

Cutting or piercing parts of can openers are kept sharp to minimize creation of metal fragments that can contaminate food when the container is opened.

## **11. CUTTING SURFACES**

Surfaces such as cutting blocks and boards that are subject to scratching and scoring are resurfaced if they can no longer be effectively cleaned and sanitized, or discarded if not capable of being resurfaced.

## **12. BULK MILK DISPENSERS**

The bulk milk container dispensing tube is cut on the diagonal, leaving no more than one inch protruding from the chilled dispensing head. The plastic protective covering over the dispensing tube will be removed prior to service.

### **13. TEMPERATURE MEASURING DEVICES**

**a. Food Temperature Measuring Devices.** Food temperature measuring devices are readily accessible to attain and maintain specified temperatures. A device with a small-diameter probe designed to measure the temperature of thin masses is used to accurately measure temperature in foods such as meat patties and fish filets.

**b. Temperature Measuring Devices, Manual Warewashing.** In manual warewashing operations, a temperature measuring device is readily accessible for frequently measuring washing and sanitizing temperatures.

**c. Temperature Measuring Devices, Food Storage.** In a mechanically refrigerated or hot food storage unit, the sensor of a temperature measuring device is located to measure the air temperature or a simulated product temperature in the warmest part of a mechanically refrigerated unit and the coolest part of a hot food storage unit.

Except as specified below, cold or hot holding equipment used for potentially hazardous food is equipped with at least one integral or permanent temperature measuring device located to allow easy viewing.

This section does not apply to equipment for which a temperature measuring device is not practical for measuring ambient air because of the design, type, and use of the equipment, such as heat lamps, cold plates, steam tables, insulated food transport containers, and salad bars.

### **14. OVEN MAINTENANCE AND SECURITY**

Maintenance and repairs on ovens are performed only by a staff member from the Facilities Department or qualified non-Bureau personnel.

Oven mechanical/electrical/gas components are secured whenever the oven is not under direct staff supervision.

Revolving tray ovens are evaluated by the Safety Manager to determine if cavities within the oven constitute confined space. If so, the FSA ensures provisions for confined space entry are adhered to. See the Program Statement **Occupational Safety, Environmental Compliance, and Fire Protection**.

The interior of revolving tray ovens is inspected regularly and cleaned to ensure grease does not build up.

## **15. EQUIPMENT SECURITY**

Machine guarding is in place during operation. Access panels leading to energized circuits and gas components are secured with a lock or security screws to prevent unauthorized access.

## **16. DEEP FAT FRYING**

Deep fat frying is only done in equipment specifically designed for it. Tilting skillets or other deep-sided equipment are only used for pan frying and contain no more grease than required to keep the cooking surface coated.

## **17. WASTE HANDLING**

**a. Receptacles.** Receptacles for refuse, recyclables, and returnables and for use with materials containing food residue are durable, cleanable, insect- and rodent-resistant, leakproof, and non-absorbent.

**b. Covering Receptacles.** Receptacles and waste handling units for refuse and uncleaned recyclables are kept covered:

- Inside Food Service if they contain food residue and are not in continuous use.
- With tight-fitting lids or doors if kept outside Food Service.

**c. Cleaning Receptacles.** Soiled receptacles and waste handling units for refuse, recyclables, and returnables are cleaned as often as necessary to prevent them from developing soil buildup or attracting insects and rodents.

**d. Fats, Oils, and Grease.** When using deep fat fryers, or processes that produce large amounts of fats, oils, and grease, recycle these through a local grease rendering or food recycling company. If this is not an option, the fats, oils, and grease are stored in sealed containers and

properly disposed of as solid waste. Never dump them down drains. Following are specific practices to help reduce fats, oils and grease entering the sanitary system:

- Put waste oil from deep fat fryers in a sealed container for recycling. Wipe the fryer with towels and dispose of the towels as solid waste.
- Empty drip pan contents of grills, roasters, and broilers into a sealed container for recycling. Wipe grease-laden pots and pans with towels and dispose of the towels as solid waste.
- Excess liquid food products such as syrup, batter, gravy, sauce, and dairy items are handled as solid waste. Never dump these down drains.
- Butter and butter byproducts: pre-scrape utensils and containers before washing and dispose of non-recyclable materials as solid waste.
- Dispose of meat scraps and trimmings as solid waste.
- Pulpers and garbage disposals send unwanted food byproducts into the sewer and should not be used.
- Frequently clean sink strainers and dispose of contents as solid waste. Sinks are not used if strainers are removed □ this applies to both basin and floor-type sinks.
- Regularly inspect containers used to store recyclable liquids. Store containers in locations where sanitary drains are not located. Develop a Spill Prevention and Cleanup Plan that can be implemented promptly.

## **18. PHYSICAL FACILITIES**

**a. Rodent and Insect Control.** Insects, rodents and other pests are controlled by:

- Routinely inspecting incoming food and supplies.
- Having the FSA routinely inspect the department for evidence of pests and reporting findings to Safety personnel.
- If pests are found, using trapping devices or other controls.
- Eliminating harborage conditions.

**b. Insect Control Devices, Design and Installation.** Insect control devices used to electrocute or stun flying insects are designed to keep the insect within the device. They are never installed over a food preparation area or so that dead insects and insect fragments fall on food, equipment, utensils, and linens.

**c. Outer Openings, Protected.** Outer openings of Food Service are protected against insects and rodents by:

- Filling or closing holes and other gaps along floors, walls, and ceilings.

- Closed, tight-fitting windows, or if the windows are kept open, they are screened.
- Solid, self-closing, tight-fitting doors, except:
  - Exterior doors need not be self-closing if they are limited-use; i.e., not used except for a designated emergency exit.
  - If the doors are kept open for deliveries, the openings are protected by air curtains to control flying insects.

**d. Drying Mops.** After use, mops are placed where they can air-dry without soiling walls, equipment, or supplies.

**e. Storing Maintenance Tools.** Brooms, mops, vacuum cleaners, and similar items are stored so they do not contaminate food, equipment, utensils, and linens and in a way that facilitates cleaning the storage area.

**f. Maintaining Premises, Unnecessary Items, and Litter.** Food Service is free of unnecessary items, such as equipment that is nonfunctional or no longer used, and litter.

**g. Laundering**

- Wiping cloths are replaced with clean cloths daily.
- Soiled linens are kept in clean, nonabsorbent receptacles or clean, washable laundry bags and stored and transported to prevent contamination of food, equipment, utensils, and single-service and single-use articles.
- Linens are mechanically washed and dried.
- Laundry facilities in Food Service are used only for items used in Food Service operations.
- If a mechanical clothes washer or dryer is provided in Food Service, it is located so that it is protected from contamination and where there is no exposed food, clean equipment, utensils, and linens, or unwrapped single-use or single-service articles.

**h. Dining space.** Dining Space is adequate to allow for meals to be served, affording each inmate the opportunity to have at least 20 minutes of dining time for each meal.

**i. Food Preparation Area.** The food preparation area includes a space for food preparation based on population size, type of food preparation and methods of meal service.

**j. Toilet Rooms.** Toilet rooms will be conveniently located and accessible to staff and inmates during all hours of operation.

**k. Handwashing Sinks.** A handwashing sink will be located to allow convenient use by staff and inmates in food preparation, food dispensing, and warewashing areas and in, or immediately adjacent to, toilet rooms.



## **Chapter 12. INSTITUTION GARDEN OPERATIONS**

An institution garden is any operation which produces food to be consumed in Food Service and is not supervised by a full-time Farm Manager.

The FSA is responsible for ensuring garden operations are consistent with federal, state and local laws, regulations, policies and permit requirements for agricultural production, environmental protection, and resource conservation. The FSA will develop an annual Garden Operation and Nutrient Management Plan (Plan) by January 1<sup>st</sup> each year. Primary emphasis in development of the Plan is to ensure:

- No potable water is used for irrigation.
- Non-potable water sources are tested and approved for irrigation of food crops.
- Staff and inmates working in the garden or consuming food produced in the garden are protected from chemical contamination.
- The land and environment in and around the garden are not negatively impacted by nutrient excess or depletion, erosion, contamination, runoff, etc.

The State Department of Agriculture will be contacted to provide technical assistance developing the Plan, offering recommendations, and assessing regulations and permit requirements. The Safety Manager provides technical assistance concerning occupational safety, environmental compliance, and chemical use and storage. The Plan contains annual soil test results and fertilizer recommendations for each field.

General Plan requirements:

- Ammonium nitrate fertilizer is not used unless rendered inert for explosive properties.
- Application of pesticides, fungicides, and rodenticides is done only by qualified personnel locally certified in agricultural application to crops and grains.
- Only inmates medically cleared for Food Service work are assigned to garden details.
- Food is rinsed in sinks or equipment designed for use with food as specified in this manual and inspected by Food Service staff before being introduced into the institution.
- The distribution system ensures prompt delivery of harvested food into Food Service.
- Vessels or containers used to transport food into the department are single-use disposable containers, or reusable containers that are washed following each use.
- Food produced in a garden and received in Food Service is entered into inventory using the Stores Requisition, Invoice & Transfer Receipt (BP-A0100).

The FSA will ensure garden operations are properly supervised and consistent with the Plan by regularly observing work in progress.