



JOHNSON & WALES
U N I V E R S I T Y

The Gold Standard Food Safety Manual

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Chancellor's Statement

Johnson & Wales University's culinary and hospitality programs are recognized across the globe. As we continue to prepare our students to launch and advance in their careers, it is vital that we invest time, energy and resources in efforts that underscore the importance of sanitation and the safety of the general public.

Through my active involvement in the industry, I see firsthand the heightened awareness around food safety in today's environment. As food service and culinary professionals, we must be concerned with contagious diseases. There is a great need for our students, staff and faculty to have both the superior culinary and hospitality skills and the knowledge and ability to safeguard guests from foodborne illnesses.

Johnson & Wales University has established a culture of food safety by implementing "Gold Standard for Food Safety" practices; however, our global food supply, changes in technology, and innovations in culinary arts create ongoing food safety challenges, which require constant vigilance. As a result of our proactive, comprehensive approach to integrate regulatory, technological, ecological and educational aspects of food safety, we have established ourselves as a leading educator in the industry. This integration throughout the university has resulted in graduating students who have a distinctive advantage with regard to food safety as they enter the workforce.

Through the achievement of our current strategic plan "2017: The Centennial Plan," Johnson & Wales University will solidify its status as an innovative leader in higher education. "2017" makes an unprecedented investment in our student body and our faculty so that we can offer relevant education that inspires professional success and lifelong personal and intellectual growth. The commitment to a food safety gold standard is an important initiative within this strategic plan.

No project of this kind is possible without the dedication and efforts of a team of professionals. I would like to acknowledge the hard work of all involved in the development of the food safety manual. It is a result of a truly effective collaboration across our entire university system.

As chancellor, a JWU graduate and a former faculty member, I urge every one of you — students, faculty and staff — who works or teaches in a JWU kitchen or dining facility to adhere to and uphold the policies outlined in this manual. By incorporating this standard of excellence into our classrooms and facilities, we are enabling each of you to lead by example and take a leadership position in the industry.

A handwritten signature in black ink, appearing to read "John J. Bowen". The signature is fluid and cursive, with the first name "John" being more prominent than the last name "Bowen".

John J. Bowen '77
Chancellor

Purpose

To establish a culture of food safety within an ongoing educational environment for faculty, students and professional staff.

To set food safety and sanitation standards that follow state and national food codes but are unique to and uphold the integrity of Johnson & Wales University.

To prevent foodborne illness by focusing on its main causes.

This manual will be reviewed and amended annually with the intention of establishing the Gold Standard.

Gold Standard for Food Safety

Millions of foodborne illnesses are estimated to occur annually in the United States. Food safety is a national health concern complicated by the global network of food sources and the millions of food service establishments (commercial and institutional) preparing and serving food in this country. Food safety is everyone's responsibility. This is why the implementation of food safety systems and practices is critical throughout the supply chain, from the farm to the consumer.

Johnson & Wales University has developed a comprehensive, proactive program for food safety — The Gold Standard for Food Safety. The Gold Standard is an integral component of the university's curriculum with practices that are implemented in all of the university's culinary and hospitality laboratories and food service operations. These practices augment state and local food service regulations by requiring all chefs, managers and students to complete food safety manager certification. The university has also established an internal food safety inspection system and an active university food safety committee that monitors food safety practices and responds to issues, not only to prevent risk to our consumers, but also to use these issues as opportunities for our students to both learn the remedies and accept accountability for their choices.

The practices/protocols set forth in this manual not only reference food code requirements, but also set requirements that address unique aspects of this academic culinary institution.

Overview

Johnson & Wales University is composed of campuses in Charlotte, N.C.; Denver, Colo.; North Miami, Fla. and Providence, R.I. This manual applies to all food service operations within the university system. The food service operations include culinary laboratories, hospitality kitchens, special event kitchens, dining services, catering kitchens, campus convenience and the Radisson Hotel in Warwick, R.I.

It is important to note that each state has its own food regulations. The majority of the regulations are consistent from state to state; however, there are some differences. For example, Rhode Island, North Carolina and Colorado currently allow 135°F for hot holding of potentially hazardous foods/time control for safety (PHF/TCS). Florida's regulations require 140°F hot holding requirement in their regulations. Each campus will adhere to the respective temperature requirements in place for each state.

The regulations for each city/state are available at the following web sites:

Charlotte:

Rules Governing the Sanitation of Food Service Establishments

15A NCAC 18A .2600

North Carolina Department of Environment and Natural Resources

Division of Environmental Health Environmental Health Services Section



15A NCAC 18A.2600

Denver:

City and County of Denver Retail Food Establishment Regulations

[http://www.denvergov.org/Portals/260/documents/Denver Retail Food Regulation 2007 with 01 2011 update.pdf](http://www.denvergov.org/Portals/260/documents/Denver%20Retail%20Food%20Regulation%202007%20with%2001%202011%20update.pdf)

North Miami:

State of Florida Department of Health

Chapter 64E-11

Florida Administrative Code

Food Hygiene

<http://www.doh.state.fl.us/Environment/community/food/64e-11.pdf>

Providence:

Food Code

State of Rhode Island and Providence Plantations

Department of Health

R23-1, 21-27-FOOD

<http://sos.ri.gov/documents/archives/regdocs/released/pdf/DOH/4885.pdf>

University Food Safety Committee

College of Culinary Arts

Executive Director of Food Safety
Committee Chair

Providence Campus

Linda Kender
Chair, Associate Professor
Food Safety Coordinator/Inspector
Culinary Labs

Ken Watt
Executive Chef
Auxiliary Services

Patricia Bowman
Associate Professor
Hospitality College

Jeanette Scarcella
Culinary Relations & Program Officer

Charlotte Campus

Don Brizes
Chair, Associate Professor
Food Safety Coordinator/Inspector

Denver Campus

Kevin Kester
Chair, Director, Culinary Operations
Food Safety Coordinator/Inspector

North Miami Campus

Roger Ruch
Chair, Associate Instructor
Food Safety Coordinator/Inspector

Professional Partners

George Roughan
Managing Partner, TAP Series, LLC

Brian Wickman
Compass Group

Campus Food Safety Committee Protocol: Each campus food safety committee will be chaired by the acting food safety coordinator.

Food Safety Training and Certification

1. Food safety training provides faculty, students and staff with the knowledge and skills needed to prepare food safely.
2. **All** faculty and professional staff members are **required** to attain and maintain Food Safety Certification.
3. Manager certification status is updated by each campus on a quarterly basis.
4. Food Safety Manager Certification requirements for food service establishments in each state are as follows:

FOOD SAFETY MANAGER CERTIFICATION									
	Charlotte		Denver		North Miami		Providence		
	Labs	Dining/UEC	Labs	Dining	Labs	Dining	Labs	Practicum	
Voluntary	x		x	x	x				
Mandatory		x				x	x	x	
Non-exam recertification.							x or	x or	
Exam recertification						x	x	x	
Renewal requirement						Every five years	Every three years	Every three years	
Number required	0	0	0	0	0	One per four food handlers	One for first 10 employees, two for 10 or more	One for first 10 employees, two for 10 or more	

5. The only approved certifications are those sanctioned by the Conference for Food Protection (CFP).
6. The training program offered by the university is available in several languages.
7. The maintenance of food safety certification is the responsibility of the faculty and professional staff. Attending conferences, seminars and/or workshops on food safety will not only meet this requirement, but will keep faculty and professional staff members up-to-date.

Certification in Rhode Island requires the successful completion of a state-approved 15-hour food safety training program and passing an approved exam. The certification status for the Providence Campus faculty and professional staff can be monitored at the Rhode Island Department of Health website.

8. All students will complete a food safety and sanitation class their freshman year. This class is completed before students may work on any Practicum Property. This class includes the completion of the self-study Training Achievement Program (TAP) series, Food Safety Manager Certification course. This course has been shown to provide the equivalent to 15 hours of classroom instruction. The TAP series is an approved training program in the State of Rhode Island.
9. Food safety is addressed on a daily basis in culinary labs through a combination of lecture and practical application.
10. *All dishwashers and pot washers hired (permanently or temporarily) must go through a three-hour food safety sanitation training program and be supervised by a Certified Food Safety Manager during production hours.*
11. New employees and students beginning practicum receive orientation training within one week of their starting date. This orientation includes a review of standard operating procedures related to their position and responsibilities.
12. Ongoing training is provided throughout the year to students, faculty and staff. Training is provided when procedures, equipment or regulation changes affect food safety or worker safety procedures in addition to scheduled in-services. Agendas, handouts, etc. are maintained for all training provided.

Code of Conduct

All students, faculty and professional staff involved in the handling and production of food and beverages at Johnson & Wales University will uphold the highest standards of food safety, sanitation, personal grooming, and professionalism consistent with the university's employee code of conduct and in support of "2017: The Centennial Plan," the university's strategic initiative.

A Chef or Food Service Professional

1. Takes care of his or her uniform and tools and respects them.
2. Stands erect, does not sit on the floor, grass, or any other surface while in uniform.
3. Wears the uniform with pride.
4. Avoids the use of abusive unprofessional language.
5. Exercises self-discipline.
6. Treats fellow food professionals and consumers with respect.
7. Maintains the highest degree of personal hygiene.

Employee Health Policy

Bacteria and viruses can be transmitted through food if prepared by ill food workers. Reporting symptoms and certain illnesses to the person in charge of a food establishment is essential.

Johnson & Wales University policy requires every food handler (faculty, staff and students) to sign and abide by a **Food Handlers Reporting Agreement**. A copy of the signed reporting agreement is kept on file for each employee at the food service establishment.

Charlotte: Health Services

Providence Auxiliary Services: director of auxiliary services training and site manager

Charlotte, Denver and Providence: dean of culinary education

This policy is reviewed annually with each employee and student and a new document is signed at the time of the review.

FOOD HANDLERS REPORTING AGREEMENT

To help reduce the risk of foodborne disease transmission, all students and employees who prepare or handle food in the course of their studies or employment at Johnson & Wales University must sign and abide by a Food Handlers Reporting Agreement. This Agreement requires you to notify the person in charge of your foodservice site and University Health Services if you experience certain symptoms or have been diagnosed with or exposed to certain illnesses. Failure to comply with the terms of this Agreement may not only jeopardize the health of people who consume food handled by you, but could also lead to legal action or termination of your student or employment status.

By signing this Agreement, YOU AGREE TO IMMEDIATELY REPORT TO THE PERSON IN CHARGE OF YOUR FOODSERVICE SITE AND TO UNIVERSITY HEALTH SERVICES, ANY OF THE FOLLOWING:

Symptoms If you have any of the following symptoms:

• Vomiting	• Diarrhea	• Jaundice	• Sore throat with fever
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Lesions If you have a lesion containing pus (such as a boil or infected wound) which is open or draining and is on:

- Your hand or wrist (unless an impermeable cover such as a finger cot or stall protects the lesion and a single-use glove is worn over the impermeable cover),
- Exposed portions of your arms (unless the lesion is protected by an impermeable cover), or
- Other body parts (unless the lesion is covered by a dry, durable, tight-fitting bandage)

Typhoid Fever If a health practitioner has diagnosed you with Typhoid Fever within the past 3 months and you did not receive antibiotic therapy.

Foodborne Diseases If you have been:

- Diagnosed by a health practitioner with an illness due to one of the following diseases, or
- Identified as the suspected source of an outbreak of one of the following diseases, or
- Exposed (see below) to one of the following diseases in the last 60 days:

<ul style="list-style-type: none"> ▪ <i>Norovirus</i>, ▪ <i>Hepatitis A virus infection</i>, ▪ <i>Shigellosis (Shigella spp.)</i>, ▪ <i>Typhoid Fever (Salmonella Typhi)</i>, ▪ <i>EHEC/STEC (Enterohemorrhagic or Shiga Toxin-Producing E. coli (Escherichia coli))</i>, ▪ <i>E.coli (Escherichia coli 0157:H7)</i>, 	<ul style="list-style-type: none"> ▪ <i>Entamoeba histolytica</i>, ▪ <i>Campylobacter spp.</i>, ▪ <i>Vibrio cholera spp.</i>, ▪ <i>Cryptosporidium parvum</i>, ▪ <i>Giardia lamblia</i>, ▪ <i>Hemolytic Uremic Syndrome</i>, ▪ <i>Salmonella spp. (non-typhi)</i>, ▪ <i>Yersinia enterocolitica</i>, 	<ul style="list-style-type: none"> ▪ <i>Cyclospora cayetanensis</i>, or ▪ Any other disease transmissible through food, including: <ul style="list-style-type: none"> ▫ <i>Amebiasis</i> ▫ <i>Diphtheria</i> ▫ <i>Norwalk virus, Norwalk-like virus, or any other calicivirus</i>, or ▫ <i>Shiga toxin-producing organisms</i>
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“Exposed” means: (a) you have consumed food prepared by a person who is ill or infected with the disease, or (b) you have consumed or prepared food implicated in a confirmed disease outbreak, or (c) someone you live with has been diagnosed with an illness caused by the disease, or (d) you or anyone you live with has attended or worked in a setting where there is a confirmed disease outbreak.

Signature _____

Date _____

Print Name: _____

Student ID # (if applicable) _____

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Personal Hygiene

Maintaining good personal hygiene is crucial to preventing foodborne illness. A food handler's adherence to the following is essential:

1. Proper hand washing protocol.
 - a. Employees and students engaged in food service activities must wash their hands and exposed portions of their arms with a cleaning compound and hot water in a hand-washing sink for *at least* 20 seconds, then thoroughly rinse with clean water.
 - When using a manual faucet, a paper towel should be used to turn off the water to prevent recontamination of the hands.
 - b. The above hand washing procedure must be used after the following activities:
 - After touching bare human body parts, other than clean hands and clean exposed portions of arms, or after touching another person.
 - After coughing, sneezing, using a handkerchief or disposable tissue, using tobacco, eating, or drinking.
 - After handling soiled equipment or utensils.
 - Immediately before engaging in food preparation, including working with exposed food, clean equipment and utensils, and unwrapped single-service and single-use articles.
 - During food preparation as often as necessary, to remove soil and contamination, and to prevent cross-contamination when changing tasks.
 - When switching between working with raw foods and working with ready to eat foods.
 - After engaging in other activities that contaminate the hands.
 - c. Hands must be washed prior to putting on gloves and between glove changes. Thorough hand washing is important to prevent gloves or other utensils from becoming vehicles for the transmission of microbes to food.
2. All employees and students engaged in food service activities shall keep their fingernails trimmed and maintained so the edges and surfaces are smooth and cleanable. Nail polish and false fingernails are prohibited from being worn while working with food.
3. Wearing clean and appropriate uniforms following the Johnson & Wales University dress codes as directed in the Student Handbook. See *Uniforms, College of Culinary Arts*.
4. Avoidance of unsanitary habits and actions.
5. Maintenance of good health.
6. Reporting illness as outlined in the Food Handlers Reporting Agreement to an instructor, manager or University Health Services (see Page 13).

Proper Handling of Ready-to-Eat Foods

1. There shall be *no* bare (direct) hand contact with any foods.
2. Food handlers must use suitable utensils such as deli tissue, spatulas, tongs or single-use gloves when handling ready-to-eat foods.
 - Ready-to-eat foods include the following:
 - Washed or cut raw fruits and vegetables.
 - Food that is ready for consumption (no further washing or cooking).
 - Unpacked Time/Temperature Control for Safety (TCS) food that has been cooked to the temperature and time required for that specific food.
3. *Ready-to-eat foods that may have been contaminated by a student, employee, consumer, or other person through contact with their hands, bodily discharges or other means must be discarded.*

Proper Glove Use

1. Single-use gloves shall only be used when it is not practical to use utensils when handling ready-to-eat foods. Examples are preparing sandwiches or cutting washed fresh fruits and vegetables.
2. Single-use gloves shall be used for only one task such as working with ready-to-eat food.
3. Single-use gloves will not be used for any other purpose and discarded when damaged, soiled or interruptions occur in operations.
4. Hands must be washed prior to wearing gloves. Thorough hand washing is important to prevent gloves or other utensils from becoming vehicles for transmitting microbes to food.

Food Preparation

1. All foods shall be prepared, cooked, cooled and reheated in compliance with food laws.
2. All fruits and vegetables must be washed (peeled and washed again, if applicable) prior to use. The appropriate area/sink must be used. Fruits and vegetables must not be returned to the original carton, but be placed in clean, food grade containers. Fruits, vegetables, and any food items that are considered “ready-to-eat” shall not be touched with bare hands.
3. Cross-contamination from one food preparation area to another must be avoided. Cross-contamination occurs when microorganisms are transferred from one surface to another by the food service worker utilizing food safety techniques. This must be monitored closely when food handlers are working with both ready-to-eat foods and raw foods of animal origin.
4. Chemical and physical contamination (presence of harmful substances) must be avoided. Chemicals, including spray bottles and cleaning and sanitizer buckets must be kept away from food and active work surfaces. It is important to watch for the presence of physical contaminants, such as twist-ties.
5. Conditions as described by the mnemonic “FATTOM” that favor the growth of harmful (pathogenic) microorganisms must be controlled:

Food: Time Temperature Control for Safety (TCS) foods, such as poultry, meat and dairy.

Acidity: Microorganisms grow faster in foods that are slightly acidic or neutral.

Temperature: Avoid holding foods in the temperature danger zone between 41°F and 135°F.

Time: Some bacteria can grow very rapidly; therefore it is important that conditions are controlled to keep TCS foods out of the TDZ.

Oxygen: Some pathogens can grow with or without oxygen.

Moisture: Most foodborne microorganisms grow well in moist foods.

Temperature Control

Hot and Cold Holding, Cooking, Cooling and Reheating

1. Cold foods must be held cold, at or below 41°F. Hot foods must be held hot, at or above 135°F. (140°F in North Miami)
2. Food re-heated for hot holding must be brought to 165°F for 15 seconds within two (2) hours.
3. Time/Temperature Control for Safety: Perishable food must be received at 41°F or below with the following exceptions:
 - Eggs delivered in a vehicle that is maintained at 45°F or below
 - Milk 45°F or below
 - Shucked shellfish meat 45°F or below
 - Shellstock (clams, oysters, mussels) 50°F or below
4. Food must be cooked to the required internal temperature for the required amount of time.
 - a. The use of a properly calibrated and sanitized thermometer is the only approved method of taking the internal temperature of a food product.
 - b. Minimum Internal Temperature Charts must be posted and displayed in all food service facilities.
5. There are two (2) approved methods for cooling foods:
 - a. **Two-stage method:**
 - Cool from 135°F (140°F North Miami) to 70°F within two (2) hours.
 - Cool from 135°F (140°F North Miami) to 41°F or lower in a total of 6 hours.Examples:
 - If a food item is cooled from 135°F (140°F in North Miami) to 70°F in 2 hours, then the food must be cooled to 41°F in an additional 4 hours.
 - If a food item is cooled from 135°F (140°F North Miami) to 70°F in 1 hour, then the food must be cooled to 41°F in an additional 5 hours.
 - b. **One-stage method:**
 - Cool from 135°F (140°F North Miami) to 41°F, or lower within four (4) hours of preparation. This method must be used if the food is prepared from ingredients at an ambient temperature: (such as canned tuna).
6. Once the food item is properly cooled, it must be properly stored – wrapped, labeled, and dated.
7. Food cooking/cooling time temperature logs must be properly maintained.

Consumer Advisory Protocol

1. Certain foods such as duck breast, pork, lamb, beef, tuna and salmon are often cooked to a temperature below that required in food regulations. The reason for this is to maintain the integrity of the food, thus producing a product that is moist, tender and gastronomically superior.
2. The states of Rhode Island, Massachusetts and North Carolina require a consumer advisory for foods of animal origin that are served raw or undercooked.
3. Regulations governing North Miami and Denver allow any foods of animal origin to be undercooked if requested by the consumer.
4. There are specific requirements for consumer advisories.
 - a. A consumer advisory must be publicly available to the consumer. This can be accomplished by placing the advisory on the menu, table tent, placard or by providing a brochure.
 - b. There are two required components for a consumer advisory. These are a **disclosure** and a **reminder**.
 - A disclosure identifies the food items of animal origin that are raw or undercooked by description or asterisking.
 - A reminder informs the consumer that there is a risk of foodborne illness associated with consuming foods of animal origin that are raw or undercooked.
5. The disclosure and reminder statements to be used at the Charlotte and Providence Campuses are as follows:

Disclosure: ** These items are served raw, under cooked, or may contain under cooked ingredients.*

Reminder: *Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness.*

6. The disclosure and reminder statements will be placed at the bottom of menus or on table tents for buffets. Foods of animal origin served raw or undercooked will be identified on the menu with an asterisk before the item.
7. A presentation regarding consumer advisories is available in the food safety folder on the University J drive.

Time as a Public Health Control

Time as a public health control is a food code provision that allows food to be out of temperature control, for no more than 4 hours, with appropriate procedures and documentation. These procedures must be submitted to the Executive Director of Food Safety for review and approval. In Rhode Island these procedures must then be submitted to the Office of Food Protection for their approval prior to implementation in order to be in compliance with the Food Code.

The following procedures will be implemented in Culinary Labs for which the use of Time as a Public Health Control has been approved:

1. Cooling processes will be established, verified and followed for all items that will be cooled.
2. Cold foods will be cooled within the required time/temperature parameters of 135 °F (140 °F North Miami) to 70°F in 2 hours and from 135°F (140 °F North Miami) to 41 °F in a total of 6 hours.
3. The cooling processes will include type of food to be cooled, cooling method (blast chiller, ice bath, walk-in refrigerator) and type(s) of equipment to be used (2" hotel pan, sheet pan) (See example on page 41).
4. Temperatures of foods will be taken upon removal from refrigeration on the day of service to ensure the foods are 41°F or below (Note: refrigeration logs are maintained daily).
5. A log identifying the food items, the time removed from refrigeration, the temperature when removed from refrigeration and the time the foods are discarded will be maintained. This chart also incorporates cooling information (Please see attached).
6. All foods for which TPHC is used will be discarded within the required 4-hour time limit from when the food is removed from refrigeration

Note: This procedure will be followed on all campuses. Campuses that do not have blast chillers will cool foods in an ice bath or shallow pans. Foods must be cooled from 135° F (140 ° F North Miami) to 70° F within 2 hours and from 135° F (140 ° F North Miami) to 41° F within a total of 6 hours.

Time as a public health control is currently in place as follows:

Facility/Labs/Event	Food Items	Location	Regulatory Agency
Advanced Buffet Catering	all	Providence	RI Dept. of Health
Garde Manger	all	Providence	RI Dept. of Health
City Burger	French fries	Providence	RI Dept. of Health
Summer Orientation	on-site hot and cold buffet	Providence/ Harborside	RI Dept. of Health
Outtakes Convenience (Eurest)	salads, sandwiches	Denver	Denver Health Dept.
Wildcat Center (Eurest)	desserts half-and-half cream pizza vegetarian option	Denver	Denver Health Dept.
The Mix (Chartwells)	dressing (cultural station) pizzas and panini (exhibition-sauté line) sandwiches and salads (sandwich-deli station)	North Miami	Miami-Dade Health Dept.

Specialized Processing Methods

The following specialized processing methods are reviewed by the executive director of food safety prior to inclusion in the curriculum or implementation in food service operations as they may require a variance from food regulatory requirements and/or a Hazard Analysis and Critical Control Point (HACCP) plan.

- Smoking or curing food
- Using food additives or adding components such as vinegar for food preservation or to render a food so that it is not a time/temperature control for safety food. An example is sushi rice.
- Reduced oxygen packaging. Vacuum packaging, sous vide and cook chill are types of reduced oxygen packaging.
- Sprouting seeds or beans
- Canning (hermetically sealed packaging for preservation)

These processes require the implementation of strict operational procedures as they have resulted in more foodborne illnesses than standard processes. Faculty and chef/managers must receive training before they may implement any of these processes.

The following processes are currently approved:

Specialized Process	Food Items	Location	Approval Agency
sous vide	approved recipes only	Providence	RI Dept. of Health
vacuum packaging	raw meat, raw poultry, allowed cheeses (dry cheeses such as Parmigiano and Reggiano), frozen fish	All campuses	Does not require prior approval

Food Specific Protocols

Herbs in Oil Storage

Herbs in oil present a risk for *Clostridium botulinum* toxin production.

1. Herbs in oil, heated or unheated, must be stored under refrigeration at a temperature of 41°F or below.
2. Storage must be limited to 4 days or less.
3. The container must be labeled with the following information:
 - herbs in oil
 - list of ingredients
 - date of preparation
 - discard date (Must be within 4 days of preparation)
 - refrigeration reminder (“Keep refrigerated”)

An example of a label is given below:

Herbs in oil
Ingredients: Oil, tarragon, thyme
Prepared on: 12/12/12
Discard by: 12/16/12
Keep refrigerated

Resource: “Current Food Safety Issues of Home-Prepared Vegetables and Herbs Stored in Oil,”
B. A. Nummer, D. W. Schaffner, A. M. Fraser and E. L. Andress
Food Protection Trends, June 2011

Food Recall / Advisory Protocol

1. The following Johnson & Wales personnel shall sign up for email alerts from the United States Department of Agriculture (USDA) and the Food and Drug Administration (FDA) in order to monitor the notification of recalled products and advisories:

- executive director of food safety
- executive chef for auxiliary services (providence)
- directors of purchasing
- directors of culinary operations.
- storeroom managers
- campus food safety liaisons

2. The websites for recalls are:

FDA: <http://www.fda.gov/opacom/7alerts.html>

USDA: http://www.fsis.usda.gov/Fsis_Recalls/index.asp

3. If it is suspected that a recalled product has been received, the on-site director of purchasing, working with the director of culinary operations, the storeroom manager(s) and the person in charge of all using facilities, shall locate the suspected food recall product and determine whether the food items bear the product identification codes and production dates as set forth in the recall notice.

Note: Directors of purchasing should be aware of extraneous purchases in addition to wholesale purchases. Products on a recall notification that are purchased from a retail store need to be checked for product identification codes and production dates as well.

4. If the received items are verified to be part of a product recall or advisory, the directors of purchasing and culinary operations and storeroom managers will take the following actions:

- a. Immediately notify all site managers and chef instructors to:

Remove the product from production and potential use (open and unopened containers and leftover product) by:

- segregating and marking unopened product “Do not use” and “Do not discard”
- bagging and discarding open containers or leftover product.

- b. Arrange for the removal of unopened product from the site/lab.
 - c. Remove unopened product from the storeroom inventory and segregate to prevent potential use.
 - d. Conduct a physical inventory of the product that is on hand and reconcile with the amount that has been received.
 - e. Maintain a log of product identified in the recall or advisory that was purchased.
 - f. Determine whether any of these products have been consumed and, if possible, identify the potential users.
 - g. Report all findings to the following personnel as soon as practical:
 - respective dean of the college of culinary arts
 - respective director of culinary operations
 - executive director of auxiliary services (if appropriate)
 - executive director of food safety
 - campus food safety liaison
 - executive chef of practicum properties (if appropriate)
 - chef instructors/managers of each facility that received the product
5. Any required follow up actions will be determined after consultation with the appropriate members of the campus and university administration.
6. After the completion of any follow up action, the director of purchasing shall contact the appropriate product distributor for disposal, return and refund instructions.

Food Production Facility Requirements

The following items are required to be in every food production facility (when and where applicable):

Food safety

1. Up-to-date comprehensive food safety logs.(see page 37-38)
2. Operational hand sinks with hot water (at least 100°F), soap, paper towels or air dryer, waste receptacle and hand washing signage
3. Clean trash and recycling barrels (where applicable)
4. Shelves, cabinets, and/or racks
5. Access to the local department of health food code
6. Three compartment sink and chart on proper use
7. Sanitizer test strips to test concentration of sanitizer at the 3-bay sink and sanitizer bucket solutions
8. Ingredient and recipe lists for potential food allergens
9. Single-use, non-latex gloves
10. Green pails for washing food production stations/areas.
11. Red pails for sanitizing food production stations/areas
12. Food labels
13. Clean mop buckets, mops, brooms, squeegees, and floor brushes in a proper storage area
14. Alcohol wipes for sanitizing food thermometers
15. Internal refrigeration thermometers for every refrigeration unit

Food Safety and Sanitation Check List

The following standard operating procedures for all food service/food production are to be followed (when and where applicable):

1. General

A master cleaning schedule must be posted in every kitchen. This cleaning schedule indicates who is responsible for specific tasks.

2. Refrigeration and Cold Food Storage

- a. Reach-ins, rolling racks, walk-ins, and low boy units (including gaskets) must be washed and sanitized according to the food production facility's master cleaning schedule.
- b. All food products that are in production or have been removed from the original containers must be wrapped, labeled, and dated.
- c. Proper stock rotation must be maintained.
- d. Par stock inventory must be kept to a minimum.
- e. Food must NOT be stored in opened cans or inappropriate containers.
- f. Temperatures must be recorded prior to the start of each shift and at the end of each shift.
- g. Refrigeration thermometers must be in good repair and located so they are readily visible.
- h. Interruption of power or refrigeration not maintaining required temperatures must be reported to maintenance or the manager on duty and addressed immediately.

3. Cooking/Preparation

- a. Stovetops: scrubbed daily.
- b. Drip pans: cleaned and re-foiled daily.
- c. Backsplash area: cleaned daily.
- d. Hoods and filters: must be kept clean from grease and dust free.
- e. Overhead lights: properly covered and cleaned.
- f. Fryers: cleaned after each use and grease properly disposed of.
- g. Hot food holding boxes and steam tables: cleaned and sanitized daily.
- h. Daily time/temperature logs must be recorded for all hot food and be readily accessible
- i. Portable kitchen equipment: cleaned and sanitized daily.
- j. Cutting boards stored properly and spaced for drying.
- k. Pots, pans, and utensils: kept grease and carbon free, arranged neatly on the pot shelf and/or appropriate storage area, and stored to facilitate drying.
- l. Small wares: clean, organized and properly stored to facilitate drying.
- m. Proof boxes, mixers, and all baking and pastry lab specific equipment: cleaned and sanitized according to the food production facility's master schedule.
- n. Can opener: free of metal filings and cleaned and sanitized daily or more frequently as needed.

4. Three-Bay Sink

- a. Pot sinks must be filled during production, unless other means of washing, rinsing and sanitizing are available.
- b. Wash sinks temperature: minimum 110°F
- c. Rinse sink only used for rinsing cleaned pans, not used to scrape dirty pans
- d. Quaternary ammonia test strips readily available at sink
- e. Sanitizer sinks at 150 – 400 ppm's (quaternary ammonia) and an optimum temperature of 70-75°F
- f. Sanitizer concentration monitored at least every hour and recorded
- g. Water in each sink must be kept clean and refilled as often as needed
- h. All chemical connections properly maintained
- i. Chemicals stored properly
- j. Drain board area kept clean and pans properly air-dried
- k. Dirty pots and pans should NOT be stored on the floor

5. Grease Traps (where required by law)

- a. Grease trap strainers must be emptied, recorded, and cleaned after every shift.
- b. Proper grease trap strainers and covers must be used as labeled.
- c. NO food storage containers are to be used to collect, store, or remove the grease from the grease trap.
- d. Piping under the pot sink and behind the grease trap must be kept clean.

6. Chemical Storage and Use for Cleaning

- a. Chemicals must be stored properly and in labeled containers.
- b. Chemicals transferred from bulk supplies to another container such as spray bottles or buckets must be labeled with the common name of the chemical.
- c. Chemicals must NOT be stored with food products, clean equipment, utensils, single service articles and clean linens or above the pot sink.
- d. Chemicals used to wash or peel raw, whole fruits and vegetables shall meet the requirements specified in 21 *CFR 173.315 (chemicals used in washing or to assist in the peeling of fruits and vegetables) and must be approved by the executive director of food safety.
- e. Food containers must not be used to store, transport or dispense any poisonous or toxic chemicals.
- f. Chemicals must be used according to the manufacturer's instructions, the law and local department of health food code requirements.
- g. MSDS binders, which include all chemicals used in the kitchen, must be up to date and readily available in each kitchen.

8. Physical Facility

General:

The floors, walls and ceilings must be clean and in good repair.

Drains:

- a. Floor drains must be kept clean (free from food particles and debris).
- b. Drain covers must be readily removable to allow for ease in cleaning.

Floors:

- a. Spills on floors that occur in between normal floor cleaning times must be cleaned up immediately.
- b. Floors must be cleaned as follows: swept following a dustless method, then washed according to the manufacturer's directions on the floor cleaning product approved by JWU for use in the particular food facility, squeegeed of all excess water, then dry mopped.
- c. After use, mops shall be placed in a position that allows them to air-dry without soiling walls equipment, or supplies.
- d. Mop buckets shall be emptied and cleaned routinely.
- e. Mop heads must be replaced on a regular basis.

9. Trash and Recycling

- a. Barrels must be cleaned daily (inside and outside)
- b. Barrels shall be removed from the premises at a frequency that will minimize the development of objectionable odors and other conditions that attract or harbor insects and rodents.
- c. Outdoor storage surfaces for refuse and recyclables must be constructed of nonabsorbent material such as concrete or asphalt and sloped to drain.
- d. Equipment and receptacles for refuse and recyclables used outside the food establishment must be designed and constructed to have tight-fitting lids, doors, or covers.
- e. Outdoor refuse receptacles must be kept closed to prevent conditions that attract or harbor pests.

Food Safety for the Front of the House

1. Personal and Professional Mannerisms

- a. No smoking, drinking, chewing gum or eating during service
- b. No touching of hair, face, mouth or nose during service
- c. No sneezing into bare hands
- d. Pen located appropriately such as an inside jacket pocket or guest check holder
- e. Guest check folders kept in hands or on a tray
- f. No holding a beverage tray or any other service object under the armpit
- g. Hands must be washed prior to, during and after service as appropriate

2. Dining Room Cleanliness

- a. Floors, walls, mirrors, wall hangings, windows, curtains, doors and other furnishings should be properly maintained by cleaning on a regular basis. Any defects such as a tear in the carpeting should be immediately reported to the instructor or supervisor, who will then report it to the maintenance department.
- b. If a vacuum bag is used, fewer vacuums need to be emptied at the end of each shift and vacuum bags emptied when full.
- c. Cabinet doors and door handles properly cleaned at the end of each shift
- d. Tables and chairs appropriately cleaned at the end of each shift with towels and appropriate chemicals.
- e. All temperatures logs need to be maintained for refrigeration prior to the start and at the end of each shift.
- f. Bar and hand sinks properly cleaned at the end of each shift

3. Dish Room Cleanliness

- a. Dish room needs to be cleaned thoroughly at the end of each shift.
- b. Dish machine must be operated according to manufacturer specifications.
- c. Dish room food screens must be periodically checked and cleaned if soiled and water changed.
- d. Proper breakdown of serviceware should be followed: presoak flatware, scrape food particles from plates.
- e. Dish machine, dish breakdown surfaces, walls and floors must be cleaned at the end of each shift.
- f. Dish racks and plate dollies must be cleaned once a week.
- g. Temperature log forms must be completed each shift and posted.
- h. Machinery malfunctions should be reported to the instructor, supervisor or maintenance department immediately.

4. China, Glassware, Flatware and Hollowware

Hands must be properly washed and dried prior to handling clean china, glassware, flatware or hollowware.

China

- a. Polish plates with a lint free cloth.
- b. Handle plates by the rim or edge and bottom only.

- c. Handle cups by the handle or using a server's side towel.
- d. Store cups inverted in an appropriate dish rack or on air liner.
- e. Clear dirty plates; do not touch leftover food with bare hands.
- f. Scrape food particles with a utensil from the plate prior to prewash rinse.

Glassware

- a. Handle glassware by the stem or base only.
- b. Polish glassware with a lint free cloth.
- c. Polish stemmed glasses by holding the stem without placing undue tension or torque when twisting the polishing cloth on the inside of the glass.
- d. Empty glassware and place inverted in an appropriately sized glass rack.
- e. Change dish machine water prior to washing glassware.
- f. Store glassware inverted in glass racks or inverted on air-liner shelving.

Flatware

- a. Polish flatware with a lint free cloth.
- b. Handle flatware by the handles only.
- c. Store flatware on air-liner shelving with the handles closest to the front of the drawer.
- d. Air-liner for shelving should be run through the dish machine on a regular schedule.
- e. Treat unused flatware from the table setting as if it has been handled by the guest.
- f. Presoak soiled flatware prior to running through the dish machine.
- g. Air dry flatware in a vertical position (see instructor's demo).

Hollowware

- a. Gloves must be worn when polishing silver, copper or brass.
- b. All items that have been polished must be washed and sanitized prior to use.
- c. Clean and polish rechauds and other cooking equipment at the end of each shift.
- d. Clean and inspect heating plates at the end of each shift.

5. Linen

- a. Handle linen with clean washed hands.
- b. Store linen separately from any foods or dirty linen.
- c. Handle linens by the edges whenever possible.
- d. Do not set napkins in glassware.
- e. Handle guest napkins as little as possible. Napkins should be handled by the edges and placed to the side of the place setting. If a guest leaves the table, do not place the napkin on the back of a chair.
- f. Crumb tablecloths prior to replacement.

6. Safety and Sanitation during Service

- a. Serviettes or service towels are not to be used for sanitation purposes.
- b. Serviettes may be used for spills, preventing condensation or for holding very hot plates by the rim.
- c. Serviettes must be kept on the forearm of the server, not the shoulder.
- d. Serviettes must be changed when soiled.

General Safety

1. Hot pads
2. Adequately supplied first aid boxes
3. Binder of current material safety data sheets (MSDS)
4. Posted emergency evacuation procedures
5. Access to an eye-wash station
6. Hand-fire extinguisher with tags up to date
7. Lighting with adequate protective shielding
8. Chemical and cleaning supplies properly labeled and stored away from food products, food production areas and clean equipment
9. Clean and dry floors; spills are to be cleaned up immediately or the area blocked off as a warning to others
10. Wet floor areas marked with warning signs
11. Shoes with slip-resistant soles and heels are to be worn

What To Do After A Hood Fire Suppression System Release

1. Wet System

- a. Turn off all electrical appliances under and near hood.
- b. Dispose of any food, spices, or other ingestible products that were exposed to the release of the suppression system.
- c. Wash all equipment with soap and water; the chemical fluid is corrosive and can damage the equipment.
- d. Wear rubber gloves and eye goggles when washing equipment.
- e. Ensure all electrical equipment is *dry* before plugging in or turning on.
- f. System must be refilled and inspected before opening up cooking line (contact facilities management for details).

2. Dry System

- a. Turn off all equipment under or near hood.
- b. Notify facilities management who will make arrangements for cleanup.
- c. Dispose of any food, spices or other ingestible products that were exposed to the chemical powder released from the system.
- d. System must be refilled and inspected before opening up the cooking line. This will be handled by facilities management.

Pest Elimination

The presence of insects, rodents and other pests shall be controlled by:

1. routinely inspecting the premises for evidence of pests
2. eliminating harborage conditions, and minimizing any available food supply
3. checking outer openings for protection against entry of insects and rodents
4. pesticides (applied only by a certified technician)
5. reporting any pest activity to the supervisor *IMMEDIATELY*
6. emptying grease traps following proper procedures.
7. keeping floor drains clean
8. keeping mops, squeegees, etc. clean and properly stored to air dry
9. keeping floors as dry possible
10. maintaining facilities and equipment clean and in good repair

Inspection Protocol

Campus Food Safety Inspections

1. Campus food safety inspections include inspections of food labs, dining facilities, campus convenience stores, events kitchens, Statler Kitchen (Hospitality College, Providence), and the Radisson Airport Hotel.
2. Inspections will be conducted by the food safety liaisons at each campus or their trained designees.
3. Inspections of advanced buffet catering and garde manger food labs should be completed at least once per trimester as higher risk activities are performed (cooling).
4. Inspections of other facilities should be conducted at least two times per year.
5. Re-inspections will be conducted within 1 week for those facilities with critical violations.
6. Risk-based inspections will be conducted using the campus food safety sanitation report form. These inspection reports will be kept on file on each campus for one year.
7. The JWU campus term food safety/sanitation summary report will be completed by each food safety liaison and sent to the executive director of food safety for review within two weeks after the end of each term.

Facility Inspections

1. Food labs
 - Inspections will be conducted weekly by the director of culinary operations, chair of the department or designee.
 - These inspections may or may not be conducted when there are classes in the labs.
 - These inspections are not risk-based inspections but focus on the cleanliness and state of repair of the equipment, floors, walls and ceilings.
2. Dining Facilities/Hotels
 - Inspections will be conducted weekly by the manager of the facility.

Health Department Inspections

Health Department inspections are conducted according to the following chart:

Campus	Health Department	Facilities Inspected
Charlotte	Mecklenburg County Health Dept.	Student Dining: Special Events Kitchen (No labs)
Denver	Denver Dept. of Environmental Health	Special Events Kitchen (Business school-Hospitality) (No labs) Student Dining: Wildcat Center-Eurest Outtakes Convenience Store- Eurest
North Miami	Miami-Dade County Health Dept.	Labs Student Dining: The Mix -Chartwells
Providence	Rhode Island Department of Health	Labs: (Harborside Campus) Student Dining: Red Sauce Starbucks/City Burger Harborview Snowden University Club Market Place Hospitality: Statler Bistro Campus Convenience: Liberty Market Yena Center Radisson Airport Hotel

- The executive director of food safety will be notified by each campus of health department inspection dates and results.
- Copies of health department inspections for the Denver and North Miami campuses will be sent to the executive director of food safety.
- Inspections from the other campuses will be downloaded from the health department websites for review.

Audits

- The executive director of food safety will conduct inspections periodically on each campus and audit a sample of campus inspections reports.
- A JWU food safety sanitation summary report will be provided to the university dean of the college of culinary arts at the end of each term.

**Reference Sheet for Risk Factors on
Food Safety/Sanitation Inspection Report Form**

POTENTIALLY HAZARDOUS FOODS

1. Cooking

- Check and record temperatures of any foods being cooked.
- If foods are cooked at this location and no foods are in the process of being cooked please indicate **NO** for not observed.
- If foods are never cooked at this location write in **NA** for not applicable
- Write in **IN** if foods are cooked to the required temperatures:
 - Poultry and stuffed meat, fish, poultry or ratites: 165°F
 - Ground beef and other comminuted meat, fish or poultry and eggs not for immediate service: 155°F
 - Fish and meat (beef, lamb, pork) and raw eggs (not broken and prepared in response to a consumer's order and for immediate service): 145°F
- Write in **OUT** if foods are not cooked to the required temperatures.

2. Reheating for Hot Holding

Note: Foods that require reheating for hot holding are those that have been cooked and cooled. Check and record temperatures of any foods that are being reheated for hot holding.

- Write in **NO** (for not observed) if foods are reheated for hot holding at this location; however, no foods are in the process of being reheated.
- Write in **NA** (for not applicable) if foods are never reheated for hot holding at this location.
- Write in **IN** if foods are reheated for hot holding to the required temperature of 165°F.
- Write in **OUT** if foods, that are reheated, are not reheated to 165°F.

3. Hot Holding

- Check and record temperatures of foods being hot held (steam table, stove, oven)
- If foods are hot held at this location and no foods are being hot held at the time of the inspection then write in **N/O** for not observed.
- Write in **NA** for not applicable if foods are never hot held at this location.
- Write in **IN** if foods are hot held to the required temperature of 140°F or above.
- Write in **OUT** if foods that are hot held are not held at the required temperature of 140°F or above.

4. Cold Holding

- Check and record temperatures of foods being cold held (at least one PHF in each refrigeration unit)
- Write in **IN** if foods are cold held to the required temperature of 41°F or below.
- Write in **OUT** if foods that are refrigerated or cold held are not held at a temperature of 41°F or below.

5. Cooling

- Check and record temperatures of foods that have been cooked and cooled or are in the process of cooling (this includes foods that have been prepared from ambient temperature ingredients such as tuna fish salad).
- Write in **NA**, if foods are not cooked and cooled at this location
- Write in **NO** If foods are cooked and cooled at this location; however, there are no foods at the time of the inspection that have been cooled or that are in the process of cooling.
- Write in **OUT** if foods are not cooled according to the appropriate procedures.

6. Date Marking

- Potentially hazardous foods (time/temperature control for safety) that are refrigerated must be date marked and labeled.
- Write in **N/A** if there are never any refrigerated potentially hazardous foods in the facility.
- Write in **N/O** if refrigerated potentially hazardous foods are prepared in facility but not at the time of inspection.
- Write in **IN** if foods are properly date marked.
- Write in **OUT** if foods are not properly date marked.

7. Time as a Public Health Control (TPHC)

Designated procedures must be followed and records kept if prior approval (regulatory authority and/or Executive Director of Food Safety) has been obtained to use TPHC.

- Write in **N/A** if there are not any approved procedures for TPHC.
- Write in **N/O** if there are approved procedures for TPHC for the facility; however, the activity is not taking place at the time of inspection.
- Write in **IN** if approved procedures are in place and followed.
- Write in **OUT** if approved procedures are in place and are not followed.

PREVENTING CONTAMINATION FROM HANDS

1. Hands Clean and Properly Washed

Note: This activity should always be observed during every risk-based (in production) inspection

- Write in **OUT** of compliance if any of the following are observed:
 - Hands and exposed portions of arms are not clean.
 - Hands and exposed portions of arms are not cleaned according to the proper procedure.
 - Hands and exposed portions of arms are not washed when required as indicated below:
 - before beginning work.
 - after using the toilet.
 - after sneezing, coughing, blowing the nose , or having contact with other parts of the body.
 - after smoking, drinking or eating.
 - before putting on gloves.
 - between glove changes.
 - when switching between working with raw food and working with ready-to-eat food.
 - after handling soiled equipment or utensils.
 - after engaging in other activities that contaminate the hands.
 - Hands are washed at sinks other than designated hand sinks (i.e. pot sink, mop sink, prep sink).

2. No Bare Hand Contact with Ready-to-Eat Food

- Write in **N/A** if ready-to-eat foods are not prepared or handled in the facility at any time.
- Write in **N/O** if ready-to-eat foods are prepared in the facility but not at the time of inspection.
 - Ready-to-eat foods are not to be touched with bare hands.
 - Appropriate utensils such as deli tissue, tongs, forks, etc. or single-use gloves are to be used when handling ready-to-eat foods.
 - Ready-to-eat foods are those that do not have a kill step prior to consumption.
 - Examples include fresh salads, garnishes, sandwiches, bread, cut fruits and foods that have already been cooked.
- Write in **IN** if ready-to-eat food is handled with appropriate utensils or single-use gloves.
- Write in **OUT** if ready-to-eat food is touched with bare hands.

3. Hand Sinks Supplied and Accessible

- **IN** or **OUT** must be indicated on the inspection form.
- Write in **OUT** of compliance if any of the following are observed:
 - Hand sinks are not located to allow convenient use by food handlers in food preparation, food dispensing and warewashing areas and in toilet rooms.
 - Hand sinks are not accessible at all times for use by food handlers (ie not blocked by equipment).
 - Hand sinks are used for any other purpose other than hand washing.
 - Hand sinks do not have both hot and cold running water.
 - Hand sinks are not in good repair.
 - Hand sinks are not equipped with soap and paper towels or an air dryer.

APPROVED SOURCE

1. Food obtained from an approved source

- **IN** or **OUT** must be indicated on the inspection form.
- Write in **IN** if there is no evidence of food received from an unapproved source.
- Write in **OUT** if any of the following are out of compliance:
 - Food shall be obtained from sources that comply with Law.
 - Food prepared in a private home must not be used for sale or service.
 - Food must be purchased from an approved JWU vendor including fish, milk, molluscan shellfish, wild mushrooms and game animals.
 - **Fish**
 - Fish intended for consumption in a raw state (ie sushi) must be obtained by a supplier that freezes the fish as required (except where exempted) and a letter from the supplier must be available indicating the fish was frozen as required.
 - Fish for sale or service must be commercially and legally caught or harvested (no recreationally caught fish is allowed)
 - **Milk**
 - Fluid Milk must be obtained from sources that comply with Grade A standards (All JWU jurisdictions require milk to be pasteurized).
 - **Molluscan Shellfish**
 - Molluscan shellfish received in interstate commerce shall be from sources listed in the Interstate Certified Shellfish Shippers List.
 - Shellstock tags must contain all required information or the product should not be accepted.
 - Shellstock tags must be maintained for 90 days.
 - Shellstock tags must remain attached to the container in which they were received until the container is empty.

2. Food Received at the Proper Temperature

- Write in **N/O** if foods are received at the facility but are not received at the time of the inspection.
- All foods must be received at an internal temperature of 41°F or less with the following exception
 - Milk shall be received at 45°F or less.
 - Shellstock must be received at an ambient temperature of 50°F or less.
 - Shellfish meat must be received at 45°F or less.
 - Shell eggs must be received at an ambient temperature of 45°F or less.
- Write in **IN** if foods are received at the time of inspection and temperatures taken by the inspector meet the requirements.
- Write in **OUT** if foods are received at the time of inspection and any of the temperatures taken are out of the required temperature zone.

3. Food in Good Condition, Safe, and Unadulterated

- This item must be marked either **IN** or **OUT**.
- Write in **IN** if there are no violations under this category.
- Write in **OUT** if there are violations under this category.
 - Any food item may be considered adulterated if its nature and quality are not up to the standard. This includes:
 - Foods that contain any poisonous or deleterious substance whether caused intentionally or unintentionally that may make the food injurious to health (i.e. chemicals spilled on food).
 - Foods that contain any diseased, contaminated, filthy, putrid or decomposed substance or are otherwise unfit for food and
 - Foods that have been prepared or held under unsanitary conditions that may have caused the food to become contaminated, unwholesome or injurious to health.

Examples of adulterated food include the following:

- A bulging can of green beans.
- Food on which refrigeration condensate has dripped.
- Food prepared under unsanitary conditions (rodent or cockroach infestation in facility).
- Spoiled food products (moldy fruit, slimy meat, moldy bread).
- Fish contaminated with blood from raw chicken stored on a shelf above it.

(Note: Do not mark this out for one piece of moldy fruit)

PROTECTION FROM CONTAMINATION

1. Food Separated and Protected

- This item must be marked either **IN** or **OUT**.
- Write in **IN** if there are no violations under this category
- Write in **OUT** if any of the following **are not** in compliance:
 - Raw animal foods are separated from raw ready-to-eat and cooked ready-to-eat food during storage, preparation, holding and display (i.e. food stored in refrigeration on shelving from top to bottom in the reverse order of cooking temp. requirements-such as fish stored above chicken).
 - Types of raw animal foods are separated from each other (beef, fish, lamb, pork and poultry) during storage, preparation, holding and display.
 - Foods are stored in packages, covered containers or wrappings.
 - Fruits and vegetables are separated from ready-to-eat food before they are washed.
 - Food shall only contact surfaces of equipment and utensils that are cleaned and sanitized.

2. Food Contact Surfaces Cleaned and Sanitized

- This item must be marked either **IN** or **OUT**.
- Write in **IN** if there are no violations under this category.
- Write in **OUT** if any of the following **are not** in compliance.
 - Food contact surfaces must be clean to sight and touch.
 - Food contact surfaces must be cleaned at the required frequency.
 - Dish Machines:
 - Hot water sanitizing machines:
 - Rinse must not exceed 194.
 - Rinse must be at least:
 - ❖ 165 for stationary rack, single temperature machines.
 - ❖ 180 for all other machines
 - Flow pressure must be between 15-25 psi.
 - Chemical sanitizing machines:
 - Chlorine: 50-100ppm

- Iodine: 12.5-25mg/l
 - Quarternary Ammonia: follow manufacturer's use directions.
- Three Bay sinks:
 - Follow requirements listed above for chemical sanitizing machines.
- Test strips for the type of sanitizer in use should be available and indicate the required concentration when tested.
- Utensils and food contact surfaces of equipment shall be sanitized before use after cleaning.

CHEMICAL

- This item must be marked either **IN** or **OUT**.
- Write in **IN** if there are no violations under this category.
- Write in **OUT** if any of the following are not in compliance:
 - Chemicals shall be stored separately from food, clean equipment and single service utensils.
 - Working containers for storing chemicals taken from bulk supplies shall be clearly and individually labeled with the common name of the chemical.
 - Chemicals shall be used according to law and the manufacturer's instructions.
 - A container previously used to store a chemical may not be used to store, transport, or dispense food.
 - Lubricants that are used on food contact surfaces or that may have incidental food contact must be food grade.
- First aid supplies must be labeled and stored in a kit or a container that is located to prevent the contamination of food, equipment, utensils, linens and single service articles.
- Employees/students must store their personal care items in appropriate designated areas located so that food, equipment, utensils, linens and single service articles do not become contaminated.

Note: An MSDS binder, must be available in every food service facility and storeroom.

1. Required Records Available and Complete

Records must be maintained for Cooking, Reheating, Hot Holding, Cooling and Cold Holding (items 1-5).

- Write in **IN** if required records are available and complete.
- Write in **OUT** if required records are either not available or not complete.

Note: These records are required by Johnson & Wales; however, are not required by regulation.

2. Other (i.e. Sanitation & Repair of Floors, Walls, Ceilings)

- This item must be marked either **IN** or **OUT**.
- Write in **IN** if there are no additional violations observed.
- Write in **OUT** if additional violations are observed.

Forms

The following food safety forms in this manual are available for downloading from the food safety folder on the J drive.

COMPREHENSIVE FOOD SAFETY LOG

Class Day	
Date	
Instructor	
Chef of the Day	

Maintenance Requests

Refrigeration Temp Log	Time		
Location	7:00 AM	1:30 PM	7:00 PM
Walk In	°F	°F	°F
Low Boys	°F	°F	°F
AM Side	°F	°F	°F
PM Side	°F	°F	°F
Community	°F	°F	°F
Freezer	°F	°F	°F

Pot Sanitizer (hourly)	
1	ppm
2	ppm
3	ppm
4	ppm
5	ppm

Grease Receptacle (Prov. Only)	
Quantity	
Basket	
Trough	
Wipers	
Initials	
This must also be logged on the board by law.	

Food Temperature Log	Receiving		Storage		Menu Items	Cooking		Service/Holding	
Potentially Hazardous Foods	Time	Temp.	Time	Temp.		Time	Temp.	Time	Temp.
1		°F		°F			°F		°F
2		°F		°F			°F		°F
3		°F		°F			°F		°F
4		°F		°F			°F		°F
5		°F		°F			°F		°F
6		°F		°F			°F		°F
7		°F		°F			°F		°F
8		°F		°F			°F		°F
9		°F		°F			°F		°F
10		°F		°F			°F		°F
11		°F		°F			°F		°F
12		°F		°F			°F		°F

Cooling Log	Begin timing when reaches 135°F		2 Hours (↓70°F)		4 Hours		6 Hours (↓41°F)	
2 Stage Method	Time	Temp.	Time	Temp.	Time	Temp.	Time	Temp.
1		°F		°F		°F		°F
2		°F		°F		°F		°F
3		°F		°F		°F		°F
4		°F		°F		°F		°F
5		°F		°F		°F		°F
6		°F		°F		°F		°F

Note: Foods must be cooled to 41°F in an ice bath or blast chiller **before** placing in the refrigerator.

COMPREHENSIVE FOOD SAFETY LOG-BAKE SHOPS

Class Day	
Date	
Instructor	
Bake shop	

Maintenance Requests

Refrigeration Temp Log	Time		
Location	7:00 AM	1:30 PM	7:00 PM
Walk In	°F	°F	°F
Low Boys	°F	°F	°F
AM Side	°F	°F	°F
PM Side	°F	°F	°F
Community	°F	°F	°F
Freezer	°F	°F	°F

Pot Sanitizer (hourly)	
1	ppm
2	ppm
3	ppm
4	ppm
5	ppm
6	ppm
7	ppm

Grease Receptacle	
Quantity	
Basket	
Trough	
Wipers	
Initials	
This must also be logged on the board by law.	

Cooling Log (2 stage method)			2 Hours (↓70°F)		4 hours		6 Hours (↓41°F)	
Food To Be Cooled	Time	Temp.	Time	Temp.	Time	Temp.	Time	Temp.
1		°F		°F		°F		°F
2		°F		°F		°F		°F
3		°F		°F		°F		°F
4		°F		°F		°F		°F
5		°F		°F		°F		°F
6		°F		°F		°F		°F
7		°F		°F		°F		°F
8		°F		°F		°F		°F
9		°F		°F		°F		°F
10		°F		°F		°F		°F
11		°F		°F		°F		°F
12		°F		°F		°F		°F
13		°F		°F		°F		°F
14		°F		°F		°F		°F
15		°F		°F		°F		°F
16		°F		°F		°F		°F
17		°F		°F		°F		°F
18		°F		°F		°F		°F

Note: Foods must be cooled to 41°F in an ice bath or blast chiller **before** placing in the refrigerator.

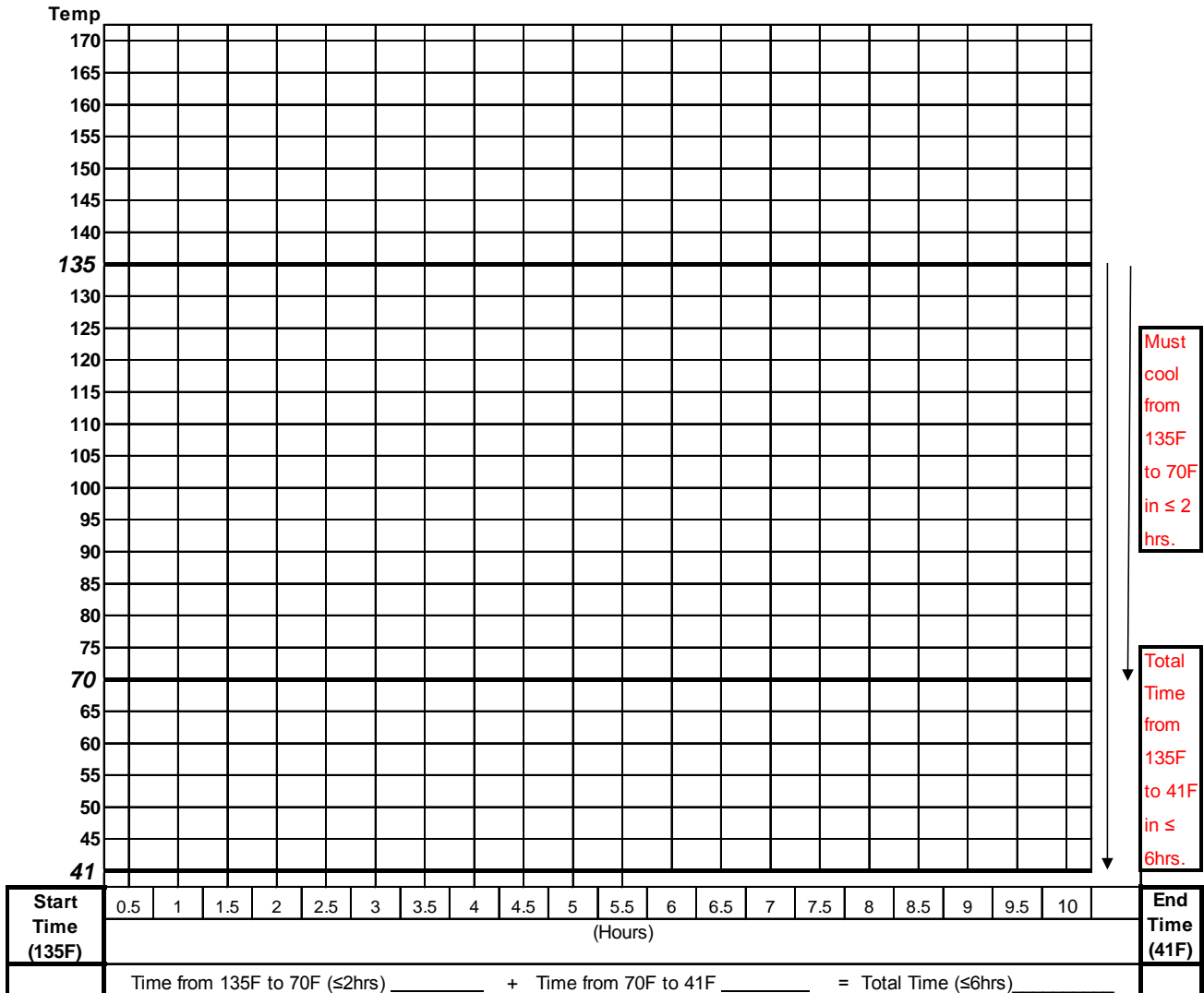
REFRIGERATION TEMPERATURE LOG

Location[illegible]

NOTE: IF AIR TEMPERATURE IS ABOVE 41°F, NOTIFY INSTRUCTOR OR MANAGER IMMEDIATELY!

TIME / TEMPERATURE COOLING GRAPH

Date:	
Product:	
Container:	
Method of Cooling:	



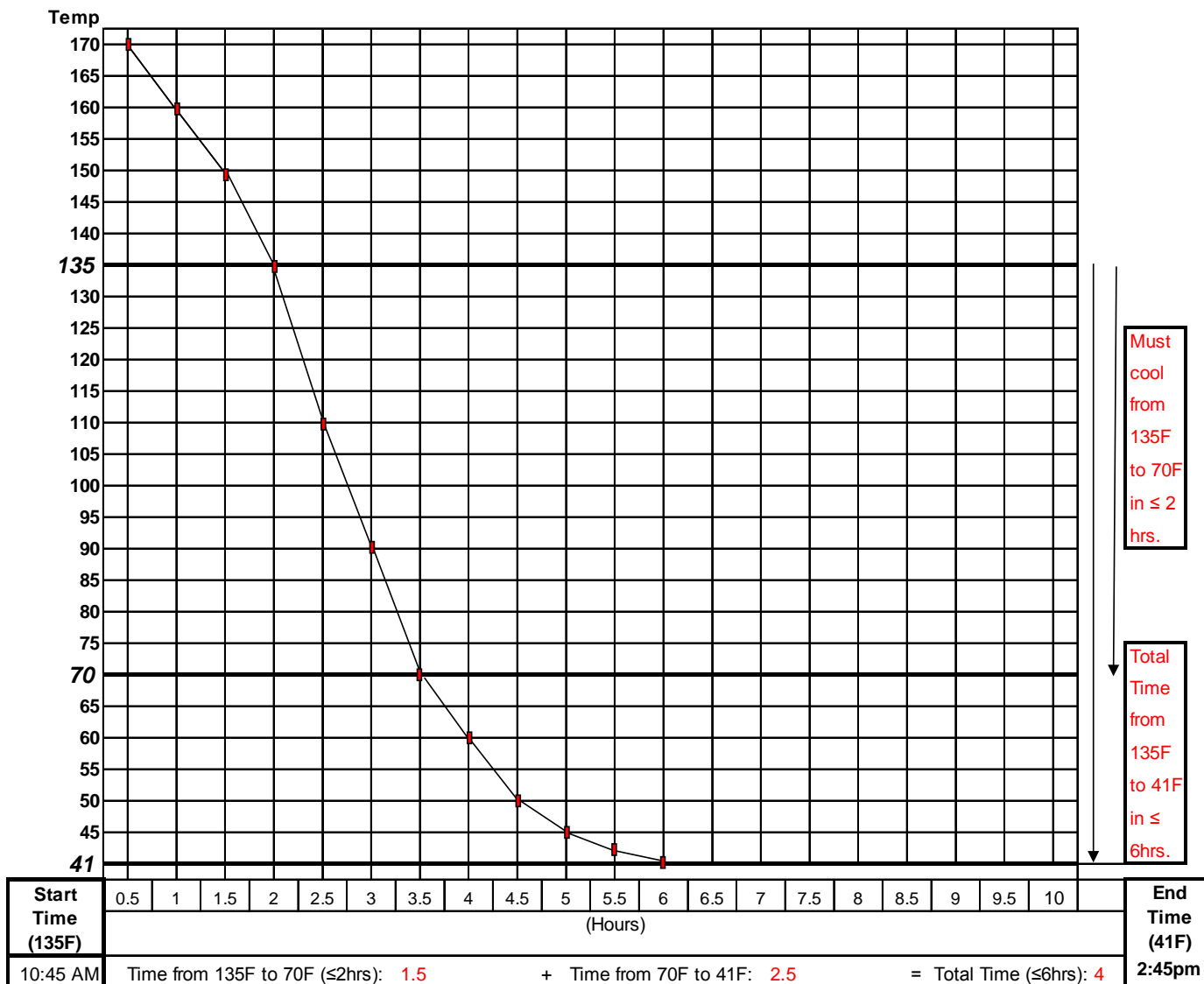
USE A SEPARATE FORM TO EVALUATE COOLING METHODS FOR EACH TIME/TEMPERATURE CONTROL FOR SAFETY FOOD THAT IS COOKED ONE OR MORE DAYS IN ADVANCE.

COOLING METHOD APPROVED BY: _____

HOW TO COMPLETE GRAPH: Record initial temperature after cooking. Record temperature every 30 minutes until product is cooled to 41°F. Be sure to specify the container type, such as stainless steel, and the size (2 inch deep).

TIME / TEMPERATURE COOLING GRAPH (EXAMPLE)

Date:	12/15/2009
Product:	Turkey Breast
Container Type&Size	Aluminum sheet pan
Method of Cooling:	Remove breast from bone. Place on sheet pan. Place on top shelf in walk-in cooler.Cover when below 41F



USE A SEPARATE FORM TO EVALUATE COOLING METHODS FOR EACH TIME/TEMPERATURE CONTROL FOR SAFETY FOOD THAT IS COOKED ONE OR MORE DAYS IN ADVANCE.

COOLING METHOD APPROVED BY: _____

HOW TO COMPLETE GRAPH: Record initial temperature after cooking. Record temperature every 30 minutes until product is cooled to 41°F. Be sure to specify the container type, such as stainless steel. Specify the depth (2 inches deep) and size of container if appropriate.

Adapted from the RI Department of Health, Office of Food Protection

Time as a Public Health Control Log

Lab Instructor/Manager:_____

Lab/Location: _____

[illegible]

Note:

1. Foods must be **41°F** or below when removed from temperature control.
2. Foods must be discarded no later than **4 hours** after removed from temperature control.

Cooling and Time as a Public Health Control Combination Log

Lab Instructor: _____

Lab:

[illegible]

Note:

1. Foods must be cooled from 135 °F to 70°F in 2hrs. or less
2. Foods must be cooled from 135°F to 41 °F in a total of 6 hrs or less.
3. Foods must be at 41°F or below when removed from temperature control (refrigeration).
4. Foods must be discarded no later than 4 hours after removed from temperature control (refrigeration).

Revised 4-9-13 SMW (CCA)

Johnson & Wales

Campus Food Safety Report

Page 1 of 3

Campus: _____ Date: _____
 Location: _____ Day: _____
 Trimester: _____ Time: _____
 Inspected By: _____ Person in Charge: _____

Write in IN, OUT, N/A or N/O in the Column marked COMPLIANCE STATUS
 IN = In Compliance OUT = Out of Compliance N/A = Not Applicable N/O = Not Observed
 COS = Corrected on site R = Repeat Violation

Compliance Status			COS	R
		Potentially Hazardous Foods		
1		Cooking		
2		Reheating		
3		Hot Holding		
4		Cold Holding		
5		Cooling		
6		Date Marking		
7		Time as a Public Health Control (TPHC)		
Preventing Contamination From Hands				
8		Hands Clean and Properly Washed		
9		Bare Hand Contact		
10		Hand Sinks Supplied & Accessible		
Approved Source				
11		Food Obtained from Approved Source		
12		Food Received at Proper Temperature		
13		Food in Good condition, Safe, and Unadulterated		
Protection from Contamination				
14		Food Separated and Protected		
15		Food Contact Surfaces Cleaned & Sanitized		
Chemical				
16		Chemical Identification/Storage/Use		
Additional Violations (if any)				
17		Required Records Available and Complete(Items 1-5)		
18		Other (i.e.Sanitation & Repair of Floors, Walls, Ceilings)		

Revised: 9/29/08 SMW Universtiy Office of Culinary Education

<p style="text-align: center;">Johnson & Wales Campus Food Safety Report</p>

Page 2 of 3

TEMPERATURE OBSERVATIONS

Item/Location	Temp	Item/Location	Temp	Item/Location	Temp

Observations

[illegible]

Signature of Chef/Manager_____Date_____

Signature of Inspector	Date
------------------------	------

9-29-08 SMW University Office of Culinary Education

**Johnson & Wales
Campus Food Safety Sanitation Report
Response**

Page 3 of 3

[illegible]

Signature of Chef/Manager _____ Date _____

Signature of Inspector _____ Date _____

5-28-08 SMW University Office of Culinary Education

Johnson and Wales University Campus Trimester Food Safety/Sanitation Summary Report

	Campus:	

Trimester:

Total Inspections:	
---------------------------	--

Date Submitted:

[illegible][illegible]

TCS= Temperature control for safety		

PHC=Time as a Public Health Control

[illegible]

Unadulterated Revised: 6/9/08 SMW

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Health Department Resources

Rhode Island

www.health.ri.gov

Licensee Verification

Licensee Look Up

Type in first and last name only

Florida

Miami-Dade County

Division of Environmental Health

www.dadehealth.org

Colorado

Denver Department of

Environmental Health

Division of Public Health Inspection

201 W. Colfax Ave. Dept 1009

Denver CO 80202-5335

720.865.5405

www.denvergov.org

North Carolina

Mecklenburg County Environmental Health

www.MecklenburgCountyNC.gov

WEB SITES

General Food Safety Information

www.fda.gov

www.cdc.gov

www.fightbac.org

www.fsis.usda.gov

www.foodsafety.gov

www.cfsan.fda.gov

Johnson & Wales Food Safety Resources

<http://jwu-ri.libguides.com/foodsafety>

<http://www.jwu.edu/content.aspx?id=56962> (location of JWU food safety grant materials)

Food Allergies

<http://www.foodallergy.org/>

Food Defense Plans

<http://www.cfsan.fda.gov/~dms/defterr.html>

HACCP

<http://www.cfsan.fda.gov/~dms/hret2toc.html>

<http://www.cfsan.fda.gov/~lrd/haccp.html>

HACCP-Based Standard Operating Procedures

<http://sop.nfsmi.org/HACCPBasedSOPs.php>

Interstate Shellfish Shipper's List

<https://www.accessdata.fda.gov/scripts/shellfish/sh/shellfish.cfm>

FORMS

Campus Food Safety Sanitation Inspection Form
Campus Food Safety Trimester Reporting Form
Comprehensive Food Safety Log
Time as a Public Health Control Log