



NEW JERSEY DEPARTMENT
OF CHILDREN AND FAMILIES

New Jersey Department of Children and Families Policy Manual

Manual:	OOE	Office of Education	Effective Date:
Volume:	I	Office of Education	
Chapter:	A	Office of Education	5-22-2006 rev. 8-7-2006
Subchapter:	1	Office of Education	
Issuance:	48	Food Safety (Regional Schools)	Revised:

SUBJECT: Food Safety in DCF Regional Schools

EFFECTIVE DATE: May 22, 2006

REVISED DATE: August 7, 2006

A. OBJECTIVE

To establish a policy that meets the Federal guidelines for the proper receiving, storage, handling, preparation, cooking and serving of all foods in Department of Children and Families (DCF) Regional Schools.

B. STANDARDS

1. Each DCF Regional School that participates in the National School Lunch Program (NSLP) and/or School Breakfast Program (SBP) shall have two food safety inspections conducted annually by the identified local or county health inspector, pursuant to the Child Nutrition and WIC Reauthorization Act of 2004 (Public Law 108-265).
2. Each DCF Regional School that participates in the NSLP and/or SBP shall implement and utilize the Hazard Analysis Critical Control Point (HACCP) principles for food safety, as published by the United States Department of Agriculture’s Food and Nutrition Service.
3. Standard Operating Procedures (SOPs) as published by the National Food Service Management Institute shall be utilized and documented for all aspects of food receiving, storage, handling, preparation, cooking and serving in each DCF Regional School that provides a school lunch and/or breakfast.

C. DEFINITIONS

Control Measures: steps taken to reduce the likelihood of food contamination or spoilage.

Critical Control Points: various points in the food storage, preparation, handling, cooking and serving process where controlling a step within specified guidelines is essential to assure food safety.

Critical Limits: the time and temperature ranges, either hot or cold, for food preparation and serving that keep foods safe.

Hazard Analysis: the systematic and applied review of all aspects of the food service operation that seeks to discover areas where food safety problems might occur.

Potentially Hazardous Food: food items that are susceptible to biohazard compromise or which may pose a health threat if not properly thawed, cooked or reheated according to the Standard Operating Procedures. Refer to the SOP for "Cooking Potentially Hazardous Foods" for specific instructions and details.

Process Approach: the method of grouping menu items into one of three possible processes which depend on the number of times food goes through the temperature danger zone (41 °F to 140 °F). The three processes are:

- No Cook - The menu item does not go completely through the temperature danger zone in either direction.
- Same Day Service - The menu item takes one complete trip through the temperature danger zone (going up during cooking) and is served.
- Complex Food Preparation - The menu item goes through both heating and cooling, taking two or more complete trips through the temperature danger zone.

Standard Operating Procedures (SOPs): step-by-step written instructions for a food service task that reduces food safety hazards. These are contained in the HACCP principles.

D. PROCEDURES

1. Two food safety inspections shall be conducted annually by the local or county health inspector identified and approved by the State Department of Agriculture to perform such inspections.
 - a. The Inspection Reports, as furnished, shall be posted in a visible location in the school kitchen.

- b. The Inspection Reports shall be made available to members of the public upon request.
 - c. Any outstanding or deficient area identified in the Inspection Report shall be addressed immediately by the Education Supervisor (ES).
 - 1) The ES shall consult, as necessary, with the OOE Manager of Operations, School Cook, and other appropriate staff as needed to resolve deficiencies.
 - 2) Outstanding or deficient areas shall be addressed within identified timeframes, to the fullest extent possible.
2. For all aspects of the school food program, each Regional School shall utilize the Hazard Analysis and Critical Control Point (HACCP) principles (Attachment 1) which include the following key elements:
- a. implementation and documentation of Standard Operating Procedures;
 - b. documentation of menu items daily in the appropriate HACCP Process Approach category by utilizing the Production Record (Attachment 2);
 - c. critical control points of food production;
 - d. monitoring procedures;
 - e. corrective actions;
 - f. recordkeeping procedures; and
 - g. periodic review of the Food Safety Program.
3. The ES shall ensure that the Cook and any other staff that may assist the Cook are trained and familiar with all aspects of this Policy, which includes the HACCP and SOP's.
4. For the purpose of future food testing, as needed, to rule in or rule out evidence of contamination or other biohazards, the Cook shall keep samples of potentially hazardous foods for one week by freezing them.
- a. The procedure for keeping and storing the potentially hazardous food shall include the use of a plastic storage container with a sealed lid;

- b. The stored food sample shall specifically be marked as a “sample,” and be further identified by its content and dated;
 - c. The stored food samples shall be stored in a separately designated area of the freezer; and
 - d. The stored food shall be disposed of after one week.
5. In the event of a suspected food contamination or biohazard, the following procedure shall be observed:
 - a. The Cook and the ES shall investigate the suspected hazard and document the information on the Foodborne Illness Incident Report (Attachment 3).
 - b. Any further investigations and findings by the municipal or county health department shall be maintained by the ES and included in the Foodborne Illness Incident Report.
 - c. The ES shall complete an Unusual Incident Report in accordance with OOE Policy 29, Reporting Unusual Incidents.
6. In the event of a suspected food physical hazard incident, such as evidence of a foreign object or other observed physical tampering, the following procedure shall be observed:
 - a. The Cook and the ES shall investigate the suspected hazard and document the information on the Physical Hazard Incident Report (Attachment 4)
 - b. Any further investigations and findings by the municipal or county health department shall be maintained by the ES and included in the Physical Hazard Incident Report.
 - c. The ES shall complete an Unusual Incident Report in accordance with OOE Policy 29, Reporting Unusual Incidents.
7. The Cook, in consultation with the ES, shall ensure that corrective actions as outlined in the SOP’s are followed and documented where required for events occurring within any aspect of the school food program.
8. The Cook shall maintain all record keeping and documentation as required by this Policy, including the monitoring and recording of Critical Control Points and SOPs either daily, weekly or as otherwise specified in the following list.
 - a. Production Record (Attachment 2): Daily

- b. Receiving Log (Attachment 5): Each Delivery
 - c. Refrigeration Log (Attachment 6): Daily
 - d. Thermometer Calibration Log (Attachment 7): Weekly
 - e. Food Safety Checklist (Attachment 8): Weekly
 - f. Damaged or Discarded Product Log (Attachment 9): Each Event
 - g. Cleaning and Sanitizing Log (Attachment 10): Daily
9. The Cook and the ES, where required, shall review and sign the record keeping documentation within the timeframes specified in the SOPs.
10. The ES and the Cook shall annually review the Regional School's food safety program by utilizing the Food Safety Program Review Checklist (Attachment 11).
- a. The completed checklist shall be forwarded to the OOE Manager of Operations; and
 - b. Recommendations for any revisions or additions to the food safety program shall be attached and forwarded to the OOE Manager of Operations.
 - 1) The OOE Manager of Operations shall address any school-level issues pertaining to a Regional School's food safety program; and
 - 2) The OOE Operations Manager shall convene the OOE Safety Team, as needed, to present and review any proposed revisions or additions to this Policy.

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Attachments

- [Attachment A-1](#): Hazard Analysis and Critical Control Points (HACCP) & Standard Operating Procedures (SOP's) (*Also accessible from this Website: http://sop.nfsmi.org/sop_list.php*)
- [Attachment A-2](#): Production Record
- [Attachment A-3](#): Foodborne Illness Incident Report
- [Attachment A-4](#): Physical Hazard Incident Report
- [Attachment A-5](#): Receiving Log
- [Attachment A-6](#): Refrigeration Log
- [Attachment A-7](#): Thermometer Calibration Log
- [Attachment A-8](#): Food Safety Checklist
- [Attachment A-9](#): Damaged or Discarded Product Log
- [Attachment A-10](#): Cleaning and Sanitizing Log
- [Attachment A-11](#): Food Safety Program Review Checklist