

VANDERHEYDEN

Comprehensive Wellness Protocol

Philosophy

Vanderheyden believes in fostering solid family, school, and community partnerships. Student wellness is positively impacted by these partnerships. As such, community partnerships will be developed and maintained as a resource for Vanderheyden programs, projects, activities, and events. Vanderheyden will actively support the engagement of students, families, and staff in health-enhancing events within the school and throughout the community in an effort to respond more effectively to health-related needs. The diverse cultural makeup of the Vanderheyden community will be valued in planning and implementing wellness activities. Family, student, and community partners will be included in ongoing wellness planning.

Nutrition

Vanderheyden believes that a hungry individual cannot learn. The choice and availability of nutritious foods in our programs affects academic performance and quality of life issues. Healthy foods support an individual's physical growth, brain development, resistance to disease, emotional stability, and ability to learn.

Individuals' lifelong eating habits are greatly influenced by the types of food and beverages available in their daily environment. In addition to ensuring that reimbursable school meals meet program requirements and nutritional standards, Vanderheyden believes it must also establish standards or guidelines to address all food and beverages sold or served to individuals, including those available outside of school or living unit meal programs.

- A. Vanderheyden will develop and utilize nutritional guidelines consistent with USDA standards for all foods provided by Vanderheyden or by contracted vendors. Menu and product selection will utilize individual, parent, staff, and community advisory groups whenever possible. These guidelines will require the use of products that are
 - 1. High in fiber
 - 2. Low in added fats, sugar, and sodium
 - 3. Served in appropriate portion sizes
- B. Nutritional policies and guidelines for reimbursable meals will not be more restrictive than federal and state regulations require.
- C. Dining Area
 - 1. Vanderheyden will provide a clean, safe, and enjoyable meal environment for individuals.
 - 2. Drinking fountains will be made available in school so students may get water at meals and throughout the day.
 - 3. All individuals will be encouraged to participate in school and meal programs.
- D. Time to Eat
 - 1. Vanderheyden will ensure an adequate time for individuals to enjoy eating healthy foods with friends in school and living units.
 - 2. Vanderheyden Education Program will schedule lunchtime as near the middle of the school day as possible.
- E. Food or Physical Activity as a Reward or Punishment
 - 1. Vanderheyden will encourage student participation in recess during school or other physical activities unless immediate safety is a concern.
 - 2. Vanderheyden prohibits the use of food as a reward.
 - 3. Vanderheyden prohibits the use of physical activity as a punishment.
 - 4. Vanderheyden prohibits the withholding of food as a punishment.

F. Safe and Healthy Environment

1. Vanderheyden will ensure that all fundraising efforts are supportive of healthy eating.
2. Vanderheyden will provide opportunities for ongoing professional training and development for food service staff, teachers, and direct care staff in the areas of nutrition and physical education.
3. Vanderheyden encourages parents, teachers, school administration, direct care staff, individuals, food service professionals, and community members to serve as role models in practicing healthy eating and being physically active in school, living units, and community.
4. Vanderheyden will provide information and outreach materials about other FNS programs such as Food Stamps and Woman, Infants and Children (WIC) to students and parents.
5. Refreshments served at celebrations and meetings will be nutritious.

Physical Education and Activity

Vanderheyden believes that a safe and healthy environment supports academic success for all individuals. Safer school communities promote healthier students and staff.

Vanderheyden believes that Physical Education and physical activity are an essential element of each school's instructional program. Vanderheyden will provide a physical education program to all students in accordance with all New York State regulations. Students will have the opportunity to become involved in physical activities throughout the day and as part of after school programs.

A. Health Education

1. Vanderheyden's Educational Program will provide a comprehensive health education program for all students in grades 7 – 12. The content will be age-appropriate and in compliance with all New York State standards. Students will receive instruction across regular curriculum as well as through scheduled health education classes.
2. Students will be provided opportunities to practice the skills needed to enhance overall health and wellness throughout the school day.
3. All personnel involved in the school health program will possess the necessary qualifications, training, and/or experience essential to their duties.

B. Physical Education and Activity in the Vanderheyden Educational Program.

1. The Educational Program will provide opportunities for every student to:
 - a. develop the knowledge, skills and attitudes necessary for specific physical activities
 - b. maintain physical fitness
 - c. regularly participate in physical activity
 - d. learn the short and long term benefits of a physically active and healthy lifestyle

C. Safe and Healthy Environment

1. Vanderheyden will ensure that all buildings, grounds, structures, vehicles, and equipment meet current health and safety standards.
2. Vanderheyden campus, buildings, and residences will maintain an environment that is free of tobacco, alcohol, and other prohibited substances.
3. Vanderheyden policies will create an environment in which individuals and staff feel respected, valued, and safe.

Healthcare

Vanderheyden believes an effective healthcare delivery system promotes academic achievement. Vanderheyden provides a broad range of services from qualified health care providers to improve the mental and physical health of individuals and staff.

Vanderheyden is committed to developing and providing programs and services to staff, students, and their families that promote social and emotional well being to optimize conditions for teaching and learning.

A. Counseling, Psychological, and Social Services

1. Vanderheyden will provide a supportive environment that encourages students, families, and staff to request assistance when needed.
2. Services will include those of guidance counselors, school psychologist, case managers, and clinicians as appropriate.
3. Vanderheyden will link students, families, and staff to school or community resources as necessary.
4. In accordance with New York State regulations, Vanderheyden mental health treatment will provide support for individuals who exhibit attendance, academic, behavioral, or adjustment difficulties.
5. Vanderheyden mental health treatment will address, but not be limited to, issues such as suicide, depression, anxiety, and anti-violence.

B. Health Services

1. Vanderheyden will collaborate with community health resources to promote health and wellness for students, families, and the community.
2. Trained, licensed healthcare providers will coordinate medical and psychiatric health services with the support and direction of Vanderheyden.
3. Individuals and staff will be provided access to health programs that will include, but not be limited to, nursing, violence prevention, school safety, communicable disease prevention, health screening, community health referrals, immunizations, parenting skills, first aid, CPR/AED, and other priority health education topics.

Staff Wellness

Vanderheyden is fully aware that a healthy staff can more effectively perform their duties and serve as powerful role models for healthy living. Vanderheyden will provide information about wellness resources and services to support the health, safety, and well being of all staff.

- C. Vanderheyden will provide an accessible and productive work environment free from physical danger or emotional threat consistent with applicable occupational health laws, policies, and rules.
- D. All personnel will be provided with the opportunity for on-going professional development directly related to their job responsibilities. Professional development programs will respond to the professional improvement needs of staff in their place of work.
- E. Vanderheyden will support the development and implementation of Staff Wellness activities to ensure that all staff have access to opportunities that enhance their health.

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VANDERHEYDEN

Giving new life to youth, adults and families since 1833
•Family Focused •Trauma Informed •Community Based

Food Safety Plan

Revised: January 2020

Introduction

The goals of the Vanderheyden Hall Food Services Department is to provide nutritious and safe food for the students it serves. The school's central kitchen produces meals for education students. Food safety is a critical component of the food services program.

Standard Operating Procedures (SOPs) specify general practices that, when followed, address the food preparation environment. SOPs are activities necessary to meet provisions of the Federal Food Code, and compliance. The major goals in establishing SOPs are to:

1. Protect food from contamination by physical, and microbial hazards.
2. Control microbial growth that can result from temperature abuse during the food process.
3. Ensure proper maintenance of food service equipment.

The primary causes of food borne illness in commercial establishments are:

1. Improper cooling
2. Improper re-heating
3. Infected and/or unsanitary food handlers
4. Inadequate cooking
5. Improper storage

With this in mind, the Standard Operating Procedures for Nutrition Services are outlined in the following pages.

Table of Contents

Personal Hygiene	Pg 4
Time and Temperature Control Procedures	Pg 5
Receiving	Pg 6
Storing	Pg 7
Food Preparation and Handling	Pg 8
Cooking	Pg 9
Holding	Pg 10
Cooling	Pg 11
Re-heating	Pg 12
Transport	Pg 13

Table of Contents

Record Keeping	Pg 14
Equipment	Pg 15
Dishwashing – Manual and Machine	Pg 16
Foodborne Illness	Pg 17
Preliminary Foodborne Investigation	Pg 18
Foreign Object Found in Food	Pg 19

PERSONAL HYGIENE

- A. Any signs or symptoms of illness (for example cold or diarrhea) should be reported to the cafeteria lead person. He/she will assign non-food-related duties or sick leave.
- B. All employees shall wash their hands (including under the fingernails) up to their elbows thoroughly with soap and hot water for a minimum of 20 seconds.
 - 1. Immediately before preparing food or handling food equipment.
 - 2. As often as necessary during food preparation when contamination occurs.
 - 3. In the restroom after toilet use.
 - 4. When switching between working with raw food and when working with ready to eat or cooked foods.
 - 5. After touching face, nose, hair or any other body part, and after sneezing or coughing.
 - 6. After cleaning duties.
 - 7. After smoking, eating or drinking.
- C. Disposable plastic gloves shall be worn by employees with any cuts, sores, rashes, lesions or artificial nails.
- D. When worn gloves shall be changed as often as hand washing is required.
- E. Fingernails shall be clean, short and neatly trimmed without nail polish.
- F. Dangling or loose jewelry shall not be worn by food service employees.
- G. Proper attire
 - 1. Wear clean and neat garments.
 - 2. Wear school issued apron at site (Do not wear apron to and from work)
 - 3. Take off apron before using bathroom.
 - 4. Wear comfortable, closed toe, leather type, and low-heeled shoes. (Canvas tennis shoes and open toed shoes are not allowed.)
- H. Hair shall be pulled back away from the face and restrained in a hair net or hat.
- I. No smoking and tobacco chewing shall occur inside food facilities or on district ground or in district vehicles.
- J. No eating or gum chewing during food preparation.

TIME AND TEMPERATURE CONTROL PROCEDURES

- A. The range of temperatures in which bacteria multiply rapidly is called the "Danger Zone". It is 41°F or 140°F.
- B. Food should be kept either below 41° F or above 140° F.
- C. How to Measure the Temperature of Food:
 - 1. Calibrate thermometers in ice water to 32° F.
 - 2. Insert end of a clean thermometer into the thickest part.
 - 3. Make sure the tip of thermometer does not poke through the food.
 - 4. Measure temperature for at least 15 seconds.
 - 5. Read thermometer and record temperature.
 - 6. Sanitize thermometer and store in protective cover in an easy to reach location.

RECEIVING

- A. All foods shall come from approved sources.
- B. Check temperature of foods upon delivery and record temperature on receiving or or transport sheet.
- C. Frozen foods should be delivered in the solid frozen state.
- D. Reject any food that has been partially thawed.
- E. Store frozen items in the freezer immediately upon delivery.
- F. Store cold delivered items in refrigerator at 41°F or below.
- G. Reject any canned goods that appear damaged (bulging or dented).
- H. Reject any foods that appear to be spoiled.

STORING

- A. Refrigerators must main food's internal temperature at or below 41°F.
- B. Freezers must keep food frozen.
- C. Foods must be labeled, dated and rotated on a First In, First Out (FIFO) basis.
- D. Store raw meat, poultry and fish on the lowest shelf, separate from cooked or ready to eat foods.
- E. NEVER store food items near chemicals and cleaning supplies.
- F. Food items should be stored on shelves 6" from the floor.
- G. Maintain dry storage temperature between 50° F and 70° F.
- H. Dry storage areas must be clean and free from insects and vermin.
- I. Toxic chemicals should be stored in original containers with proper labels separate from food supplies.

FOOD PREPARATION AND HANDLING

- A. Food handlers must thoroughly wash their hands and nails for 20 seconds with warm soapy water before handling food. Wash hands in hand sink. Dry hands with single use towels.
- B. Thaw all frozen foods in the refrigerator.
- C. DO NOT thaw on the counter at room temperature.
- D. Thawed foods shall not be refrozen unless cooked or processed.
- E. Preparation of food at room temperature shall not exceed 2 hours without a return to the refrigerator. TOTAL preparation of food at room temperature shall not exceed 4 hours.
- F. Prepare raw products away from other products.
- G. Clean and sanitize all surfaces, cutting boards and utensils that have been used in the preparation of raw meats, poultry, and fish prior to using for fruits, vegetable and ready to eat foods. Sanitizing Solution: 1 Tbsp. and 1 Tsp. of bleach per gallon of water.
- H. Wear plastic gloves when handling food to avoid direct contact with foods. Replace gloves when they become soiled and when changing tasks.
- I. Retain a sample of each meal in the refrigerator for three (3) days. (label and date sample meals). Discard after three days.

COOKING

a. Meats, poultry and fish shall be cooked to an internal temperature of:

1. Left overs = 165° F for 15 seconds
2. Chicken (from Raw) = 165° F for 15 seconds
3. Ground Beef = 155° F for 15 seconds
4. Ground Pork = 155° F for 15 seconds
5. Egg = 145° F for 15 seconds
6. Vegetables = 140° F for 15 seconds
7. Ready to eat Food = 140° F for hot holding
(commercially processed)

HOLDING

- A. Hot foods shall be held and served at an internal temperature of 140° F or above.
- B. Cold foods shall be held and served at an internal temperature of 41° F or below.

COOLING

- A. After cooking or hot holding, food shall be cooled from 140° F to 70° F within 2 hours AND 70° F to 41° F within 4 hours.
- B. Foods prepared at room temperature shall be cooled to 41° F in 4 hours.
- C. Rapid cooling of food shall be completed by one or more of the following methods:
 - 1. Separate the food into thinner or smaller portions (e.g. 2" pans).
 - 2. Loosely cover pans of food.
 - 3. Insert food into an ice bath in pans and stir frequently.

RE-HEATING

- A. Reheating shall be done in the oven; hot holding units shall not be used for heating or reheating.
- B. All leftovers (school made and commercially processed foods) shall be reheated to an internal temperature of at least 165° F prior to serving and holding. Record temperatures.
- C. Reheat food only once to maintain product quality. Discard any food that is left.

TRANSPORT

- A. Cold food shall be transported to satellites in green carts with cold keepers (to maintain temperature at 41° F or below) on regular delivery trucks.
- B. Hot foods shall be transported to satellites in warmers, maintaining 140°F or above.
- C. Internal food temperatures shall be taken and recorded onto the transport sheets when food arrives at the satellite sites.
- D. Hot food that is delivered below 140°F shall be reheated to an internal temperature of 165°F.

RECORD KEEPING

- A. The internal temperature of foods cooked and served should be taken and recorded daily on the cook's temperature log. These logs are kept on file in the Central kitchen.
- B. Time of food delivery shall be documented on delivery logs by the truck drivers.
- C. Temperatures of delivered foods should be recorded on the transport sheets for satellite schools.
- D. Temperatures of refrigeration and freezer units shall be recorded daily on unit temperature logs.

EQUIPMENT

- A. Hand washing facilities are located in food preparation, and food dispensing areas and inside or adjacent to toilet facilities and are equipped with liquid soap and disposable towels at all times.
- B. All food equipment and temperature measuring devices shall be maintained and calibrated regularly.
- C. Toilet facilities are maintained properly.
- D. Adequate, potable supplies of hot (120°F) and cold (70°F) running water shall be provided at all sinks.
- E. Water shall be protected from the risk of back siphonage.
- F. All food waste and rubbish shall be enclosed in rodent and insect-proof containers with tight fitting lids.
- G. Food service operations must cease when hot water is absent or when sewage or wastewater cannot be properly disposed.

DISHWASHING -- MANUAL AND MACHINE

A. MANUAL DISHWASHING (2 COMPARTMENT SINK)

1. Scrape items before washing
2. Wash items in the first sink in detergent solution at least 110°F.
3. Rinse with 120°F water into the wash sink.
4. Sanitize in the second sink using chlorine solution of 2 oz. (4Tbsp) per 3 gallons of water at 75°F for 1 minute.
5. Air-dry all items.
(Check concentration of sanitizing solution at regular intervals with a test strip)

B. MANUAL DISHWASHING (3COMPARTMENT SINK)

1. Scrape all items before washing.
2. Wash items in first sink in detergent solution at least 110°F
3. Rinse with 120°F water in second sink.
4. Sanitize in the third sink using chlorine solution of 2 oz. Per 3 gallons of water at 75°F, for 1 minute.
5. Air dry all items

C. MACHINE POT WASHING

1. Turn dishwasher on and pre-heat to 150°F.
2. Check automatic dispensers for both detergent and sanitizing solutions.
3. Scrape and rinse all items before placing in machine.
4. Load the dishwashing racks. Avoid overloading or improper loading.
5. Place rack in machine and close door. Check that the wash cycle is maintaining 150°F and runs for a minimum of 2 minutes.
6. Final rinse temperature should be 180° F for 15 seconds and the minimum water pressure should be at 20 psi.
7. Remove dishes and let air dry.

FOODBORNE ILLNESS

- A. Follow these steps in the event of a suspected foodborne illness outbreak:
 - 1. Students with symptoms shall be released from school to get necessary medical attention.
 - 2. Remove food from service and store in the refrigerator—mark with "Do Not Eat" and date it.
 - 3. The Food Services Office will call the Health Department for assistance in the investigation
 - 4. The Food Service Office will call the school Nurse to be on the scene to assess and document.
 - a. Symptoms
 - b. Names, phone numbers and addresses of students and staff affected.
 - c. Physician's name and phone numbers.
 - 5. Complete Form for Suspected Foodborne Illness.

PRELIMINARY FOODBORNE INVESTIGATION

Name of person who became ill _____ Location/Site _____

Address _____ City _____ Zip _____ Phone _____

Callers Name _____ Address _____ Zip _____ Phone _____

Suspected food eaten _____ Date of Incident _____ Time _____

Onset date of symptoms _____ Was a Doctor seen? YES or NO. Please explain Diagnosis/Results: _____

_____ Copies of _____

TEST COMPLETED AND RESULTS WOULD BE APPRECIATED.

Clinic Name _____ Doctor Name _____

Address _____ City _____ Zip _____ Phone _____

SYMPTOMS

Vomiting: # of days _____ # of times _____ Diarrhea: # of days _____ # of times _____
(Circle if applicable: Bloody, explosive, Watery)

Please indicate by noting Y for Yes or N for No, if any of the following symptoms occurred:

Fever _____ Chills _____ Cramps _____ Cough _____ Itching _____ Headache _____ Rash _____

Perspiration _____ Nausea _____ Muscle Ache _____ Dizziness _____ Numbness _____ Double Vision _____

FOOD HISTORY

List all foods consumed at restaurants or from caterers:

First 24 hours of date meal consumed:

Dinner _____ Where _____ Time _____

Lunch _____ Where _____ Time _____

Breakfast _____ Where _____ Time _____

Second 24 hours of meal consumed:

Dinner _____ Where _____ Time _____

Lunch _____ Where _____ Time _____

Breakfast _____ Where _____ Time _____

Third 24 hours of meal consumed:

Dinner _____ Where _____ Time _____

Lunch _____ Where _____ Time _____

Breakfast _____ Where _____ Time _____

Was the food bought from the hot lunch line or snack bar? _____

Are there any other ill individuals that you are aware of with the same symptoms? Including pets? (Explain: _____)

Please note anything unusual noticed about the meal (such as taste, temp...) _____

FOREIGN OBJECT FOUND IN FOOD

- A. Should a foreign object found in a food product:
 - a. Save the object and the box/bag in which it came.
 - b. Report it to the Food Service Office

TOP 10 FOODSERVICE VIOLATIONS

WE HAVE THE SOLUTIONS TO HELP YOU AVOID THEM

01

IMPROPER COOLING OF COOKED PHF/TCS FOODS

Foods should be cooled rapidly by using an ice bath, reducing products into smaller portions, using chilling equipment or ice wands, or by using shallow containers for spreadable foods no more than 4" deep. FDA food code says to cool foods within 2 hours from 135°F to 70°F, and from 70°F to 41°F in the next 4 hours, for a total of 6 hours.

SOLUTIONS:

ECOLAB® TEMPERATURE
RECORDING STATION
#50622-01-31
ECOLAB COMFORT GRIP THERMOMETER
#43001-04-11
RAPI-KOOL® COLD PADDLES
#41101-05-00

02

IMPROPER HAND WASHING

Handwashing is necessary to remove bacteria and other hazards from hands and to minimize the contamination of food by employees. Workers should wash hands after using the restroom, handling raw animal foods, and touching any part of the body, skin or hair. They should also wash their hands before putting on gloves. FDA Food Code states that the manager should monitor employee handwashing practices and have employee signs posted to remind them of washing their hands.

SOLUTIONS:

ECOLAB HAND & NAIL BRUSH KIT
#60108-91-11
11" X 17" LAMINATED
HANDWASHING POSTER
#20427-07-31
11" X 17" POSTER SNAP FRAME
#11415-01-00

03

IMPROPER COLD HOLDING TEMPERATURES

Ready-to-eat foods, prepared on site should be refrigerated at 41°F or below, except during preparation, cooking and cooling, and not exposed to the Temperature Danger Zone (41°F - 135°F) for longer than 4 hours total. Label foods with use-by date, rotate according to FIFO guidelines, and use prepared TCS foods within 7 days of preparation, according to FDA Food Code.

SOLUTIONS:

POCKET DIAL THERMOMETER
#43000-01-11
LARGE REFRIGERATOR/FREEZER
WALL THERMOMETER
#43004-04-11
REFRIGERATOR/FREEZER
THERMOMETER
#43004-01-11

04

CONTAMINATED FOOD CONTACT SURFACES AND UTENSILS

Food contact surfaces, including cutting boards, utensils, slicers, mixers and utensils should be cleaned and sanitized after every use, after 4 hours of continuous use, or in between raw and ready-to-eat foods. Wiping cloths should be kept in sanitizing solution of proper concentration to prevent the spread of microorganisms from cloths to other surfaces. Ice buckets and other food contact surfaces should be stored off the floor in a way to prevent contamination.

SOLUTIONS:

SANITIZER TEST STRIPS
#20304-05-11
FOODSERVICE WIPERS
#61111-00-00
ECOLAB SANITIZING
SOLUTION ONLY 6 QT. PAILS
#60503-12-31

05

IMPROPER LABELING OF READY-TO-EAT, PHF/TCS FOOD MADE ON-SITE

Prepared foods should be labeled with the use-by date before being put into refrigeration storage, if they are not going to be used within 24 hours. The use-by date should be no longer than 7 days after preparation date. These products should be used according to First-In, First-Out guidelines, so we can use them before bacteria has grown to high levels and while still at the peak of freshness.

SOLUTIONS:

DURALABEL® 2" X 3" PREP LABEL ROLL
#10260
2" X 3" UNIVERSAL DAYDOTS
PLASTIC REMOVABLE
#10290-00-21

FDA 2013 Model Food Code requirements Sections 3-501.17, 3-501.18

ECOLAB®

Food Safety Specialties Inc.

06

IMPROPER LABELING OF OPEN CONTAINERS OF COMMERCIALY PREPARED FOODS

Label containers of commercially-made, ready-to-eat foods that were opened, partially used and then put in the refrigerator. They should be labeled with the use-by date if a product is not going to be used within 24 hours of opening. This is required in the FDA Food Code, which also requires the product to be used within 7 days after opening the package.

SOLUTIONS:

SUPERREMOVABLE PEEL E-Z EDGE® 1"
#10127
PREP-N-PRINT
#11900-04-00
2" X 2" PREP-N-PRINT
DURALABEL DAYDOTS
#11910-91-11

07

HAND CONTAMINATION OF READY-TO-EAT FOODS

Foodhandlers should prevent bare-hand contact with ready-to-eat foods. They should either wear gloves, use utensils, deli tissues or some other barrier when handling ready-to-eat foods (i.e., foods that will not be cooked or washed further before eating, including breads, deli meats, cooked foods, salad vegetables, and fresh fruits.) If wearing gloves, foodhandlers should wash hands before putting on gloves, and change them often when they get dirty, in between raw and ready-to-eat foods, or after 4 hours of continuous use.

SOLUTIONS:

ECOLAB® POLY GLOVES
#30701
ECOLAB TEXTURED NITRILE GLOVES
#30714
ECOLAB POWDER FREE VINYL GLOVES
#30703

08

RAW ANIMAL FOODS NOT SEPARATED FROM READY-TO-EAT FOODS

Designate separate areas or implement proper storage order for the refrigeration of raw meats, poultry, fish, eggs and ready-to-eat foods to prevent cross-contamination of hazards. Foods should be stored in reverse order of their cooking temperature—poultry on bottom shelves, ground meats above poultry, whole cuts of meats/fish above ground meats, and cooked or ready-to-eat foods on the top shelves. Use separate food preparation areas or use designated, color-coded equipment for raw and ready-to-eat products to lessen chances of cross-contamination. If the same equipment must be used, then properly clean and sanitize food contact surfaces and utensils between products.

SOLUTIONS:

ECOLAB ANTI-SLIP CUTTING BOARDS
Available in white, blue, yellow, red, brown, green or purple.

09

IMPROPER HOT HOLDING TEMPERATURES FOR PHF/TCS FOOD

Except during preparation, cooking or cooling, TCS Foods should be maintained at temperatures of 135°F or higher, according to the FDA 2013 Food Code. Temperatures of TCS foods need to be monitored during holding, in steam tables, buffets, or other holding equipment. If food temperatures are found to be below 135°F, corrective actions should be taken.

SOLUTIONS:

OVEN SAFE MEAT THERMOMETER
#43000-02-11
THIN TIP POCKET
DIGITAL THERMOMETER
#43001-02-11
INFRARED/THERMOCOUPLE PROBE
COMBINATION THERMOMETER
#43002-02-11

10

IMPROPER REHEATING OF FOODS

Foods that had been previously cooked and cooled, including leftovers, should be heated within 2 hours to an internal temperature of 165°F for at least 15 seconds. This can be done on the stove, in the oven, or the microwave at a high enough temperature to hit this critical temperature within 2 hours. After that, the foods can be transferred to holding equipment, which is generally designed to hold foods warm at 135°F or higher.

SOLUTIONS:

POCKET DIGITAL THERMOMETER
#43001-01-11
THIN TIP FOLDING THERMOCOUPLE
#43003-01-11
LARGE DIGIT TIMER
#43006-02-11

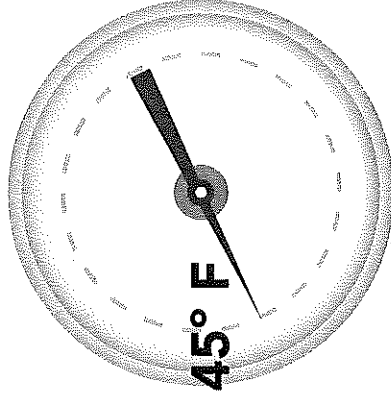
Enforcement

During inspections, foods that are cooled or reheated improperly will require immediate corrective actions and violations will be noted and recorded on the inspection report form. Violations can result in enforcement action. Potentially hazardous food that is improperly cooled must be destroyed and discarded or the health department sanitarian will be required to embargo it. Foods under embargo may not be served to customers or otherwise removed from the premises until a hearing has been held to determine the disposition of the food.

If you have any questions about how this information affects your establishment, contact your local health department.

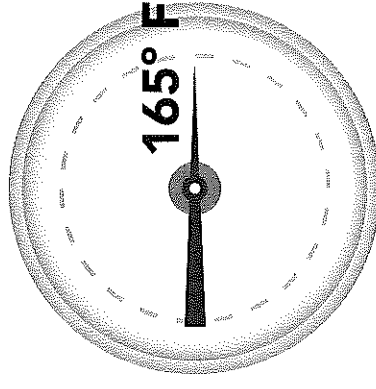
FOOD TEMPERATURE REQUIREMENTS	
FOOD	MINIMUM INTERNAL COOKING TEMPERATURE
Rare roast beef and beef steak	130° F
Precooked commercially prepared potentially hazardous foods and potentially hazardous foods not on this list	140° F
Shell eggs and egg containing foods	145° F
Pork	150° F
Ground Meat	158° F
Poultry, poultry stuffing, stuffed meats and stuffing containing meat	165° F
COOLING REQUIREMENTS	
For all of the above foods	120° F to 70° F within two hours and 70° F to 45° F in four additional hours
REHEATING REQUIREMENTS	
For all of the above foods	165° F

COOLING



&

REHEATING



of Potentially Hazardous Foods

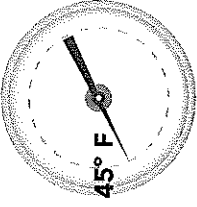


Department
of Health

Improper cooling and reheating are major causes of foodborne illness. State Sanitary Code changes, which became effective on August 19, 1992, were made after informational sessions and meetings with food service establishment operators and regulators and other food industry representatives. The new requirements call for changes in cooling and reheating potentially hazardous foods.

Potentially hazardous foods requiring refrigeration must be cooled by an adequate method so that every part of the product is reduced from 120° F to 70° F within two hours, and from 70° F to 45° F or below within four additional hours. Bacteria that cause food poisoning grow at temperatures between 45° F and 120° F. The cooling requirement limits the length of time that potentially hazardous food is in the temperature range at which harmful bacteria can grow. Foods particularly important to meet the cooling requirement include soups, sauces, gravies, stews, rice, chili, whole turkeys, turkey breasts and whole roast beef. Food temperatures should be measured with a stem thermometer.

During restaurant inspections, local health department sanitarians will be asking questions to determine if the cooling requirement was met.



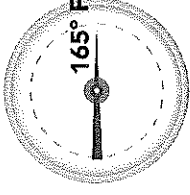
Cooling

There are several ways to rapidly cool potentially hazardous foods.

The manager of the establishment should determine which method or combination of methods is most effective for a particular food. The methods of cooling are:

- Stir soups, sauces, gravies and chilis while the container is in an ice water bath. The ice water depth should be equal to or greater than the food depth.
- Transfer hot foods to shallow pans with a product depth of 4 inches or less and refrigerate. Pans may be uncovered until the food temperature reaches 45° F.
- Cut solid foods, such as roasts of meat, into portions of 6 pounds or less after cooking and prior to cooling.
- Use special refrigerators known as "rapid chill units," specifically designed to cool foods much faster than standard refrigerators. These units are especially useful when large quantities of foods are prepared in advance.

During restaurant inspections, local health department sanitarians will be identifying potentially hazardous cooked foods to determine how they have been cooled.



Reheating

The State Sanitary Code now requires that the entire mass of all cooked, refrigerated

potentially hazardous food which is to be reheated must be reheated to 165° F or above within two hours, and held above 140° F until served. This procedure destroys the bacteria that can cause food poisoning and prevents the bacteria from growing in the food.

Foods may be prepared as close to the serving time as possible, and in quantities that will minimize leftovers, thus eliminating any need for cooling and reheating.

During restaurant inspections, local health department sanitarians will monitor foods which have been reheated, or are in the process of being reheated, and measure their temperatures with a stem thermometer.



United States Department of Agriculture
Food Safety and Inspection Service

Food Safety Information



"Danger Zone" (40 °F - 140 °F)

Leaving food out too long at room temperature can cause bacteria (such as *Staphylococcus aureus*, *Salmonella* Enteritidis, *Escherichia coli* O157:H7, and *Campylobacter*) to grow to dangerous levels that can cause illness. Bacteria grow most rapidly in the range of temperatures between 40 °F and 140 °F, doubling in number in as little as 20 minutes. This range of temperatures is often called the "Danger Zone."

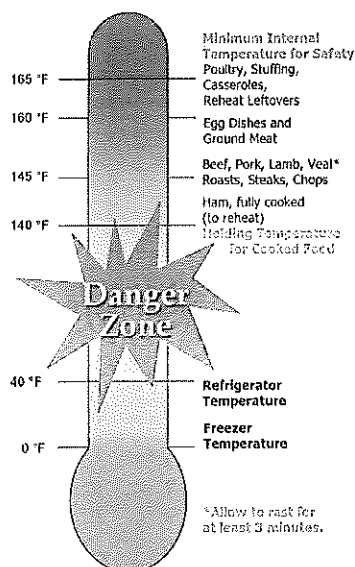
Keep Food Out of the "Danger Zone"

Never leave food out of refrigeration over 2 hours. If the temperature is above 90 °F, food should not be left out more than 1 hour.

- Keep hot food hot — at or above 140 °F. Place cooked food in chafing dishes, preheated steam tables, warming trays, and/or slow cookers.
- Keep cold food cold — at or below 40 °F. Place food in containers on ice.

Cooking

Raw meat and poultry should always be cooked to a safe minimum internal temperature (see graphic). When roasting meat and poultry, use an oven temperature no lower than 325 °F.



If you aren't going to serve hot food right away, it's important to keep it at 140 °F or above.

Storing Leftovers

One of the most common causes of foodborne illness is improper cooling of cooked foods. Bacteria can be reintroduced to food after it is safely cooked. For this reason leftovers must be put in shallow containers for quick cooling and refrigerated at 40 °F or below within two hours.

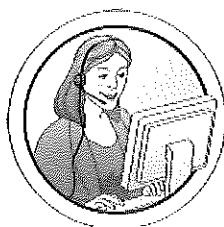
Reheating

Foods should be reheated thoroughly to an internal temperature of 165 °F or until hot and steaming. In the microwave oven, cover food and rotate so it heats evenly.

Food Safety Questions?

Call the USDA Meat & Poultry Hotline

If you have a question about meat, poultry, or egg products, call the USDA Meat and Poultry Hotline toll free at **1-888-MPHotline (1-888-674-6854)**. The Hotline is open year-round



Monday through Friday from 10 a.m. to 4 p.m. ET (English or Spanish). Recorded food safety messages are available 24 hours a day. Check out the FSIS Web site at **www.fsis.usda.gov**.

Send E-mail questions to **MPHotline.fsis@usda.gov**.

Ask Karen!

FSIS' automated response system can provide food safety information 24/7 and a live chat during Hotline hours.



Mobile phone users can access **m.askkaren.gov**

Preguntele a Karen.gov

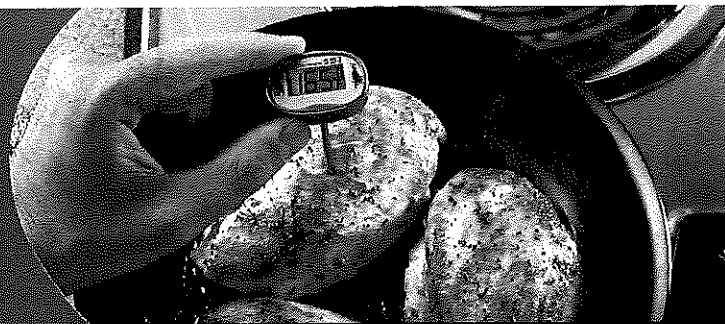
The Food Safety and Inspection Service (FSIS) is the public health agency in the U.S. Department of Agriculture responsible for ensuring that the nation's commercial supply of meat, poultry, and egg products is safe, wholesome, and correctly labeled and packaged.

The USDA is an equal opportunity provider and employer.
Revised October 2011



United States Department of Agriculture
Food Safety and Inspection Service

Food Safety Information



Safe Minimum Internal Temperature Chart

Safe steps in food handling, cooking, and storage are essential in preventing foodborne illness. You can't see, smell, or taste harmful bacteria that may cause illness. In every step of food preparation, follow the four guidelines to keep food safe:

- **Clean**—Wash hands and surfaces often.
- **Separate**—Separate raw meat from other foods.
- **Cook**—Cook to the right temperature.
- **Chill**—Refrigerate food promptly.

Cook all food to these minimum internal temperatures as measured with a food thermometer before removing food from the heat source. For reasons of personal preference, consumers may choose to cook food to higher temperatures.

Product	Minimum Internal Temperature & Rest Time
Beef, Pork, Veal & Lamb Steaks, chops, roasts	145 °F (62.8 °C) and allow to rest for at least 3 minutes
Ground meats	160 °F (71.1 °C)
Ham , fresh or smoked (uncooked)	145 °F (62.8 °C) and allow to rest for at least 3 min.
Fully Cooked Ham (to reheat)	Reheat cooked hams packaged in USDA-inspected plants to 140 °F (60 °C); all others to 165 °F (73.9 °C).

Product	Minimum Internal Temperature
All Poultry (breasts, whole bird, legs, thighs, and wings, ground poultry, and stuffing)	165 °F (73.9 °C)
Eggs	160 °F (71.1 °C)
Fish & Shellfish	145 °F (62.8 °C)
Leftovers	165 °F (73.9 °C)
Casseroles	165 °F (73.9 °C)

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June 2012

REFRIGERATOR & FREEZER STORAGE CHART

Since product dates aren't a guide for safe use of a product, consult this chart and follow these tips. These short but safe time limits will help keep refrigerated food 40° F (4° C) from spoiling or becoming dangerous.

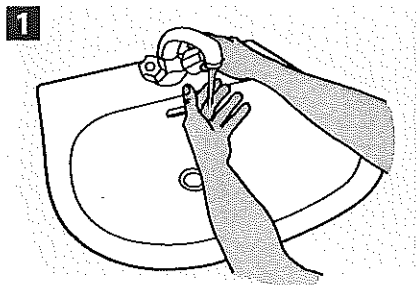
- Purchase the product before "sell-by" or expiration dates.
- Follow handling recommendations on product.
- Keep meat and poultry in its package until just before using.
- If freezing meat and poultry in its original package longer than 2 months, overwrap these packages with airtight heavy-duty foil, plastic wrap, or freezer paper, or place the package inside a plastic bag.

Because freezing 0° F (-18° C) keeps food safe indefinitely, the following recommended storage times are for quality only.

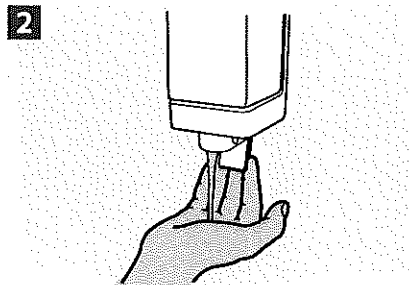
Product	Refrigerator	Freezer	Product	Refrigerator	Freezer
Eggs			Soups & Stews		
Fresh, in shell	4 to 5 weeks	Don't freeze	Vegetable or meat-added & mixtures of them	3 to 4 days	2 to 3 months
Raw yolks, whites	2 to 4 days	1 year			
Hard cooked	1 week	Don't freeze well	Bacon & Sausage		
Liquid pasteurized eggs or egg substitutes, opened	3 days	Don't freeze	Bacon	7 days	1 month
unopened	10 days	1 year	Sausage, raw from pork, beef, chicken or turkey	1 to 2 days	1 to 2 months
Mayonnaise, commercial			Smoked breakfast links, patties	7 days	1 to 2 months
Refrigerate after opening	2 months	Don't freeze	Summer sausage labeled "Keep Refrigerated," unopened	3 months	1 to 2 months
TV Dinners, Frozen Casseroles			opened	3 weeks	1 to 2 months
Keep frozen until ready to heat		3 to 4 months			
Deli & Vacuum-Packed Products			Fresh Meat (Beef, Veal, Lamb, & Pork)		
Store-prepared (or homemade) egg, chicken, tuna, ham, macaroni salads	3 to 5 days	Don't freeze well	Steaks	3 to 5 days	6 to 12 months
Pre-stuffed pork & lamb chops, chicken breasts stuffed w/dressing	1 day	Don't freeze well	Chops	3 to 5 days	4 to 6 months
Store-cooked convenience meals	3 to 4 days	Don't freeze well	Roasts	3 to 5 days	4 to 12 months
Commercial brand vacuum-packed dinners with USDA seal, unopened	2 weeks	Don't freeze well	Variety meats (tongue, kidneys, liver, heart, chitterlings)	1 to 2 days	3 to 4 months
Raw Hamburger, Ground & Stew Meat			Meat Leftovers		
Hamburger & stew meats	1 to 2 days	3 to 4 months	Cooked meat & meat dishes	3 to 4 days	2 to 3 months
Ground turkey, veal, pork, lamb	1 to 2 days	3 to 4 months	Gravy & meat broth	1 to 2 days	2 to 3 months
Ham, Corned Beef			Fresh Poultry		
Corned beef in pouch with pickling juices	5 to 7 days	Drained, 1 month	Chicken or turkey, whole	1 to 2 days	1 year
Ham, canned, labeled "Keep Refrigerated," unopened	6 to 9 months	Don't freeze	Chicken or turkey, parts	1 to 2 days	9 months
opened	3 to 5 days	1 to 2 months	Giblets	1 to 2 days	3 to 4 months
Ham, fully cooked, whole	7 days	1 to 2 months	Cooked Poultry, Leftover		
Ham, fully cooked, half	3 to 5 days	1 to 2 months	Fried chicken	3 to 4 days	4 months
Ham, fully cooked, slices	3 to 4 days	1 to 2 months	Cooked poultry dishes	3 to 4 days	4 to 6 months
Hot Dogs & Lunch Meats (in freezer wrap)			Pieces, plain	3 to 4 days	4 months
Hot dogs, opened package	1 week	1 to 2 months	Pieces covered with broth, gravy	3 to 4 days	6 months
unopened package	2 weeks	1 to 2 months	Chicken nuggets, patties	3 to 4 days	2 months
Lunch meats, opened package	3 to 5 days	1 to 2 months	Fish & Shellfish		
unopened package	2 weeks	1 to 2 months	Lean fish	1 to 2 days	6 months
			Fatty fish	1 to 2 days	2 to 3 months
			Cooked fish	3 to 4 days	4 to 6 months
			Smoked fish	14 days	2 months
			Fresh shrimp, scallops, crawfish, squid	1 to 2 days	3 to 6 months
			Canned seafood (Pantry, 5 years)	after opening 3 to 4 days	out of can 2 months

Hand Washing

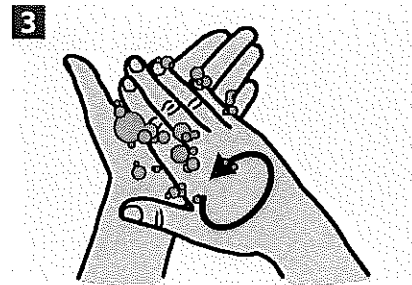
Wash hands with soap and water for 20-30 seconds. If hands are dirty, wash hands with soap and water, not with hand sanitizers, for 40-60 seconds. Use hand sanitizer or chlorinated water, if soap and water are not available.



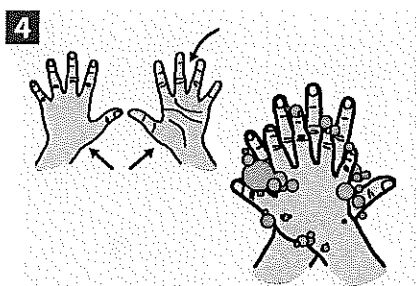
Wet hands with water.



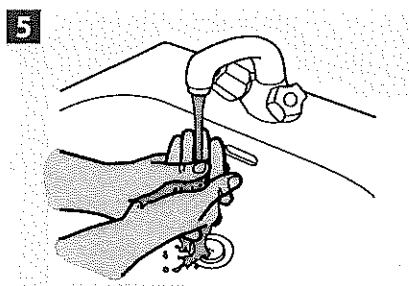
Apply enough soap to cover all hand surfaces.



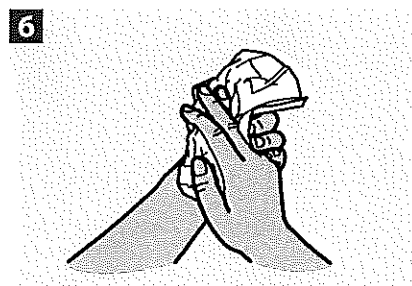
Rub hands together and scrub everywhere.



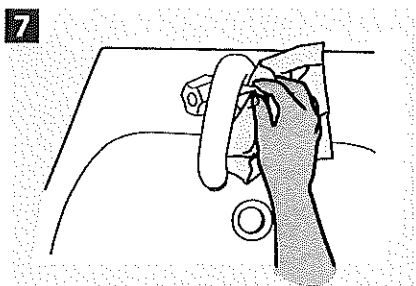
Wash the front and back of your hands and in between your fingers.



Rinse hands with water.



Dry hands completely using a single use towel.



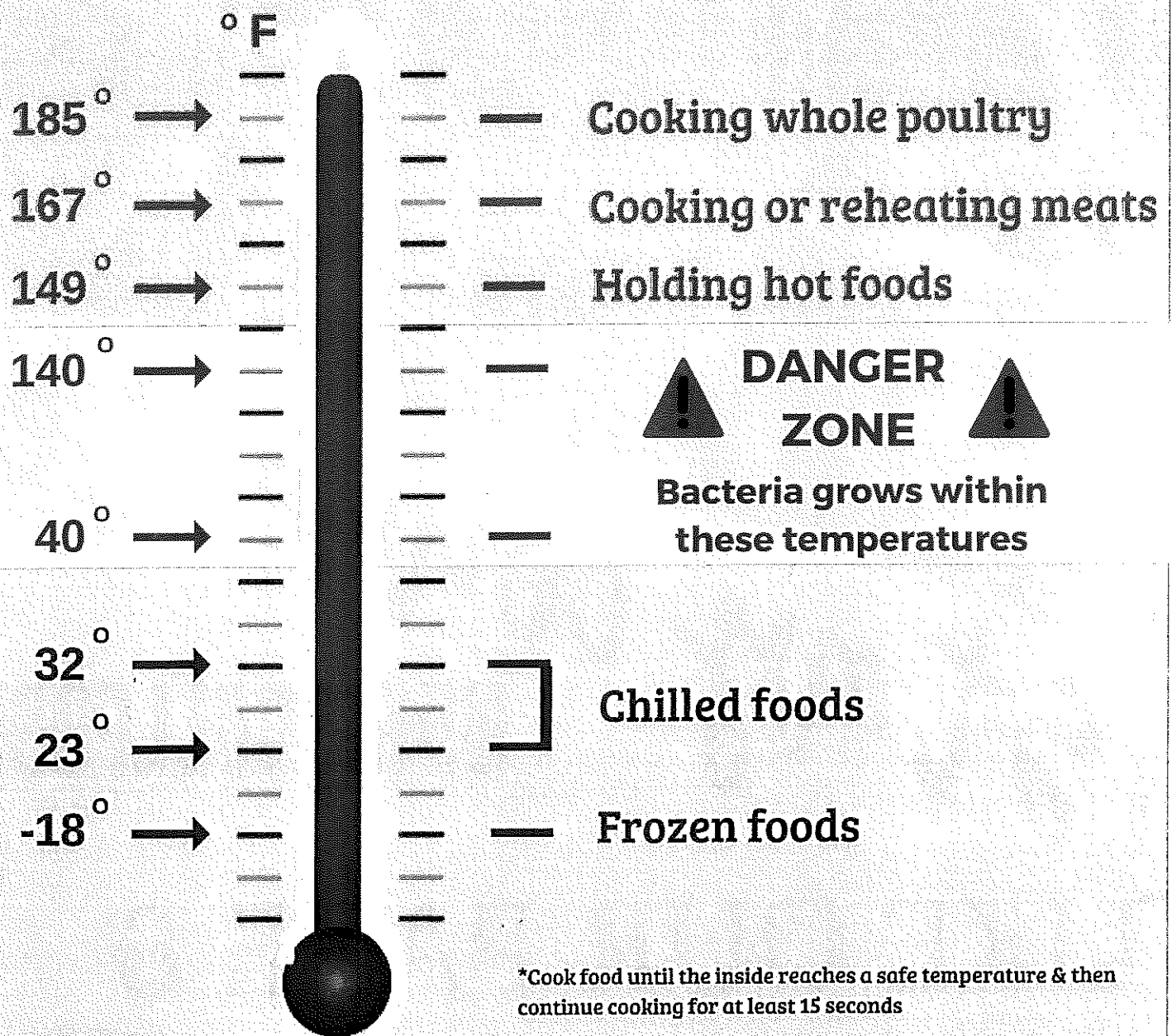
Use towel to turn off faucet and throw it away.

When to Wash Hands

- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone who is sick
- Before and after treating a cut or wound
- After using the toilet
- After changing diapers or cleaning a child who has used the toilet
- After blowing your nose, coughing, or sneezing

FOOD TEMPERATURES

Safety Guide



*Cook food until the inside reaches a safe temperature & then continue cooking for at least 15 seconds

Use a meat thermometer to check that meats or poultry are cooked. Insert thermometer into thickest part of the meat. Be sure it's not touching the bone, gristle or fat. Clean and sanitize thermometer after each use.

FOOD SAFETY CHECKLIST

Observer: _____

Date: _____

Directions: Complete this checklist daily to monitor food safety and sanitation practices.

PERSONAL HYGIENE	Yes	No
Employees wear clean and proper clothing, including closed-toe shoes		
Effective hair restraints, such as a hairnet or hat, are properly worn		
Hands are washed properly, frequently, and at appropriate times		
Eating, chewing gum, smoking and using tobacco are allowed only in designated areas away from preparation, service, and food storage		
Staff beverages have lids, and are kept where they cannot spill onto foods		
Employees use disposable tissues when coughing or sneezing, and immediately wash hands and change gloves		
Hand sinks are stocked with soap, disposable towels and warm water		

FOOD PREPARATION	Yes	No
Food equipment, utensils, and food contact surfaces are properly washed, rinsed, and sanitized before every use		
Frozen food is thawed under refrigeration, in the microwave, cooked to proper temperature from frozen state, or in cold running water		
Food is handled with suitable utensils, such as single use gloves or tongs		
Clean reusable towels are used only for sanitizing equipment and surfaces and not for drying hands, utensils or the floor		
Food is cooked to the proper internal temperature and is tested with a clean, calibrated thermometer. Temperature is documented.		

REFRIGERATOR AND FREEZER	Yes	No
Refrigerator and freezer units are clean and neat		
Refrigerator temperature is at or below 41°F		
Food is protected from contamination		

FOOD STORAGE AND DRY STORAGE	Yes	No
All food is stored 6-8 inches off the floor		
Food is stored in the original container or a food grade container		
There are no bulging or leaking canned goods		
Food is protected from contamination		
Chemicals are clearly labeled and stored away from food		

UTENSILS AND EQUIPMENT	Yes	No
Utensils and equipment are cleaned and sanitized between uses		
Work surfaces and utensils are clean		
Food cart or container used to transport food is cleaned daily		
Thermometer is cleaned and sanitized between uses		
Can opener is clean		

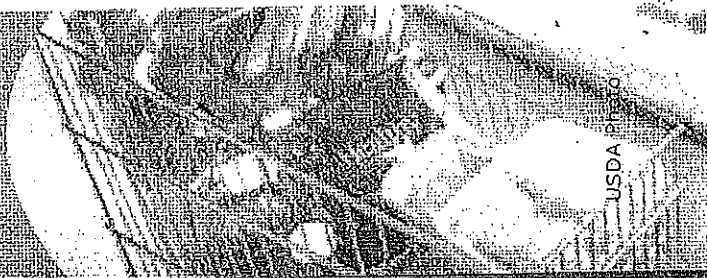
DISHWASHING	Yes	No
Three-compartment sink is properly set up for ware washing OR dish machine is working properly		
Water temperatures are correct		
Smallware and utensils are allowed to air dry		

GARBAGE STORAGE AND PEST CONTROL	Yes	No
Kitchen garbage cans are clean and emptied as necessary		
Boxes and containers are removed from site		
No evidence of pests is present		



United States Department of Agriculture
Food Safety and Inspection Service

Food Safety Information



Basics for Handling Food Safely

Safe steps in food handling, cooking, and storage are essential to prevent foodborne illness. You can't see, smell, or taste harmful bacteria that may cause illness. In every step of food preparation, follow the four Fight BAC!® guidelines to keep food safe:

- Clean - Wash hands and surfaces often.
- Separate - Don't cross-contaminate.
- Cook - Cook to proper temperatures.
- Chill - Refrigerate promptly.

Shopping

- Purchase refrigerated or frozen items after selecting your non-perishables.
- Never choose meat or poultry in packaging that is torn or leaking.
- Do not buy food past "Sell-By," "Use-By," or other expiration dates.

Storage

- Always refrigerate perishable food within 2 hours (1 hour when the temperature is above 90 °F).
- Check the temperature of your refrigerator and freezer with an appliance thermometer. The refrigerator should be at 40 °F or below and the freezer at 0 °F or below.
- Cook or freeze fresh poultry, fish, ground meats, and variety meats within 2 days; other beef, veal, lamb, or pork, within 3 to 5 days.
- Perishable food such as meat and poultry should be wrapped securely to maintain quality and to prevent meat juices from getting onto other food.
- To maintain quality when freezing meat and poultry in its original package, wrap the package again with foil or plastic wrap that is recommended for the freezer.
- In general, high-acid canned food such as tomatoes, grapefruit, and pineapple can be stored on the shelf for 12 to 18 months. Low-acid canned food such as meat, poultry, fish, and most vegetables will keep 2 to 5 years - if the can remains in good condition and has been stored in a cool, clean, and dry place. Discard cans that are dented, leaking, bulging, or rusted.

Preparation

- Always wash hands before and after handling food.
- Don't cross-contaminate. Keep raw meat, poultry, fish, and their juices away from other food. After cutting raw meats, wash hands, cutting board, knife, and counter tops with hot, soapy water.
- Marinate meat and poultry in a covered dish in the refrigerator.
- Sanitize cutting boards by using a solution of 1 teaspoon chlorine bleach in 1 quart of water.

Thawing

- **Refrigerator:** The refrigerator allows slow, safe thawing. Make sure thawing meat and poultry juices do not drip onto other food.
- **Cold Water:** For faster thawing, place food in a leak-proof plastic bag. Submerge in cold tap water. Change the water every 30 minutes. Cook immediately after thawing.
- **Microwave:** Cook meat and poultry immediately after microwave thawing.

Cooking

- Cook all raw beef, pork, lamb and veal steaks, chops, and roasts to a minimum internal temperature of 145°F as measured with a food thermometer before removing meat from the heat source. For safety and quality, allow meat to rest for at least three minutes before carving or consuming. For reasons of personal preference, consumers may choose to cook meat to higher temperatures.
- **Ground meat:** Cook all raw ground beef, pork, lamb, and veal to an internal temperature of 160°F as measured with a food thermometer.
- **Poultry:** Cook all poultry to an internal temperature of 165°F as measured with a food thermometer.

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USDA Meat & Poultry Labeling
1-800-456-7771
(1-800-456-7771)

Basics for Safe Food Handling

Serving

- Hot food should be held at 140 °F or warmer.
- Cold food should be held at 40 °F or colder.
- When serving food at a buffet, keep food hot with chafing dishes, slow cookers, and warming trays. Keep food cold by nesting dishes in bowls of ice or use small serving trays and replace them often.
- Perishable food should not be left out more than 2 hours at room temperature (1 hour when the temperature is above 90 °F).

Leftovers

- Discard any food left out at room temperature for more than 2 hours (1 hour if the temperature was above 90 °F).
- Place food into shallow containers and immediately put in the refrigerator or freezer for rapid cooling.
- Use cooked leftovers within 4 days.
- Reheat leftovers to 165 °F.

Refreezing

Meat and poultry defrosted in the refrigerator may be refrozen before or after cooking. If thawed by other methods, cook before refreezing.

COLD STORAGE CHART

These short, but safe, time limits will help keep refrigerated food from spoiling or becoming dangerous to eat. Because freezing keeps food safe indefinitely, recommended storage times are for quality only.

Product	Refrigerator (40 °F)	Freezer (0 °F)
EGGS		
Fresh, in shell	3 to 5 weeks	Do not freeze
Raw yolks & whites	2 to 4 days	1 year
Hard cooked	1 week	Does not freeze well
LIQUID PASTEURIZED EGGS, EGG SUBSTITUTES		
opened	3 days	Does not freeze well
unopened	10 days	1 year
Mayonnaise Commercial, refrigerate after opening	2 months	Do not freeze
FROZEN DINNERS & ENTREES		
Keep frozen until ready to heat	—	3 to 4 months
DELI & VACUUM-PACKED PRODUCTS		
Store-prepared (or homemade) egg, chicken, ham, tuna, & macaroni salads	3 to 5 days	Does not freeze well
HOT DOGS & LUNCHEON MEATS		
Hot dogs		
opened package	1 week	1 to 2 months
unopened package	2 weeks	1 to 2 months

Product	Refrigerator (40 °F)	Freezer (0 °F)
Luncheon meat		
opened package	3 to 5 days	1 to 2 months
unopened package	2 weeks	1 to 2 months
BACON & SAUSAGE		
Bacon	7 days	1 month
Sausage, raw — from chicken, turkey, pork, beef	1 to 2 days	1 to 2 months
Smoked breakfast links, patties	7 days	1 to 2 months
Hard sausage — pepperoni, jerky sticks	2 to 3 weeks	1 to 2 months
SUMMER SAUSAGE labeled "Keep Refrigerated"		
Opened	3 weeks	1 to 2 months
Unopened	3 months	1 to 2 months
HAM, CORNED BEEF		
Corned beef, in pouch with pickling juices	5 to 7 days	Drained, 1 month
Ham, canned labeled "Keep Refrigerated"		
Opened	3 to 5 days	1 to 2 months
Unopened	6 to 9 months	Do not freeze

Basics for Safe Food Handling

Product	Refrigerator (40 °F)	Freezer (0 °F)
HAM, FULLY COOKED		
Vacuum sealed at plant, undated, unopened	2 weeks	
vacuum sealed at plant, dated, unopened	"Use-By" date on package	1 to 2 months
Whole Half Slices	7 days 3 to 5 days 3 to 4 days	
HAMBURGER, GROUND & STEW MEAT		
Hamburger & stew meat	1 to 2 days	3 to 4 months
Ground turkey, veal, pork, lamb, & mixtures of them		
FRESH BEEF, VEAL, LAMB, PORK		
Steaks	3 to 5 days	6 to 12 months
Chops	3 to 5 days	4 to 6 months
Roasts	3 to 5 days	4 to 12 months
Variety meats — tongue, liver, heart, kidneys, chitterlings	1 to 2 days	3 to 4 months
Pre-stuffed, uncooked pork chops, lamb chops, or chicken breasts stuffed with dressing	1 day	Does not freeze well
SOUPS & STEWS		
Vegetable or meat added	3 to 4 days	2 to 3 months

Product	Refrigerator (40 °F)	Freezer (0 °F)
COOKED MEAT LEFTOVERS		
Cooked meat & meat casseroles	3 to 4 days	2 to 3 months
Gravy & meat broth	3 to 4 days	
FRESH POULTRY		
Chicken or turkey, whole	1 to 2 days	1 year
Chicken or turkey, pieces	1 to 2 days	9 months
Giblets	1 to 2 days	3 to 4 months
COOKED POULTRY LEFTOVERS		
Fried chicken	3 to 4 days	4 months
Cooked poultry casseroles	3 to 4 days	4 to 6 months
Pieces, plain	3 to 4 days	4 months
Pieces covered with broth, gravy	3 to 4 days	6 months
Chicken nuggets, patties	3 to 4 days	1 to 3 months
OTHER COOKED LEFTOVERS		
Pizza, cooked	3 to 4 days	1 to 2 months
Stuffing, cooked	3 to 4 days	1 month

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