



Food Safety Information Packet

**Kent Health Department
201-G E. Erie Street
Kent, Ohio
330-678-8109
www.kentohio.org**

10 Steps to Remember for Safe Food Handling

1. Purchase food from reputable suppliers
2. When food is received from supplier - CHECK the receiving temperature and appearance of the food.
3. Properly Store foods to prevent contamination.
4. Properly thaw foods:
 - ☐ Plan ahead to give frozen items enough time to thaw in coolers
 - ☐ Submerge food item under cold continuous running water until food item is thawed.
- 5 Thoroughly cook foods, using a calibrated thermometer to monitor temperatures.
6. Properly cool foods
 - ☐ Use shallow pan methods (food should be no more than 2 inches in depth)
 - ☐ Use a size reduction method (cut food into smaller pieces)
 - ☐ Time and Temperature Method:
 - ☐Example:
 1. Cool food from 140°F to 70°F within 2 hours
 2. Complete cooling to 41°F within next four hours
 - ☐Note: Total process should be completed within 6 hours
7. Reheat all bulk leftovers to above 165°F using a calibrated thermometer to monitor temperatures.
8. Properly hold hot foods above 135°F and hold cold foods below 41°F.
9. Date mark all potentially hazardous foods using a discard date.
10. Continuously wash your hands
 - ☐ Wash hands before and after food is prepared
 - ☐ Wash hands between glove changes
 - ☐ Wash hands for 20 seconds with hot soapy water

FOOD HOLD TEMPERATURES DO COUNT

**HOT
FOODS**

135°F



**Room
Temperature**

41°F

**COLD
FOODS**

Some foods (meats, gravies, milk, poultry, fish or custards) held **AT** or **NEAR** room temperature can lead to **FOOD POISONING.**

Also:

Cold Foods served cold taste better.

Hot foods served hot taste better.

SO:

Keep Cold Foods Cold

Keep Hot Foods Hot but

NEVER at room temperature,

**Check Food
Temperatures Daily**

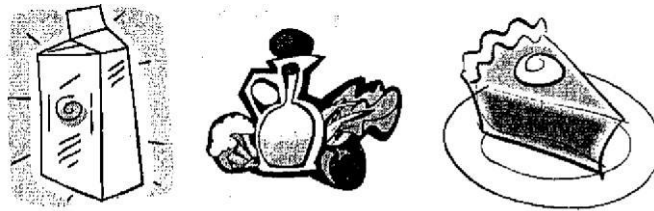
Safe Food Storage Practices

Proper cooler storage helps to prevent cross contamination.

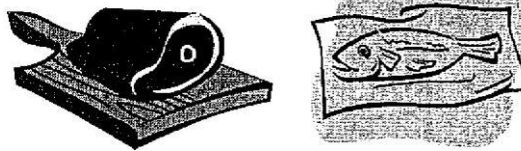
Coolers should be organized by minimum cooking temperatures. Foods with a higher cooking temperature should be stored below foods that require lower cooking temperatures to prevent food borne illness.

Storage of Food from TOP to BOTTOM

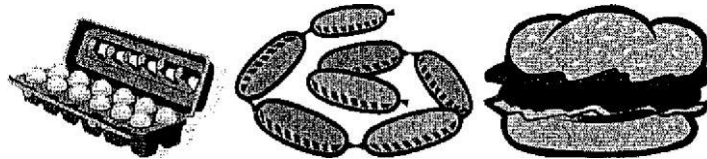
Ready-To-Eat Foods
NO Cooking required



Fish, Veal,
Pork, Lamb,
Beef 145°F for
15 seconds



Ground Meat,
Sausage, Eggs
155°F for 15
seconds



Poultry and Stuffed Foods

165°F for 15 seconds



☐ -Reed+/frig:
☐ Refrigerated Potentially hazardous foods 41°F Milk 45°F
 Hot, cooked Potentially hazardous foods 135°F Molluscan shellfish..... 50°F

Cooling:

Fish	145°F (15 sec)			
Meat	145°F (15 sec)			
Game animal's (except ratites)	145°F (15 sec)	(1 5 s e e)		
Ratites	145°F (3 min)	150°F (1 min)	155°F (15 sec)	158°F (less than 1 sec)
Injected meats	145°F (3 min)	150°F (1 min)	155°F (15 sec)	158°F (less than 1 sec)
Comminuted fish	145°F (3 min)	150°F (1 min)	155°F (15 sec)	158°F (less than 1 sec)
Comminuted meat	145°F (3 min)	150°F (1 min)	155°F (15 sec)	158°F (less than 1 sec)
Comminuted game animals	145°F (3 min)	150°F (1 min)	155°F (15 sec)	158°F (less than 1 sec)
Raw eggs	145°F (1 min)	150°F (1 min)	155°F (15 sec)	158°F (less than 1 sec)

Poultry

Stuffed fish	165°F (15 sec)	165°F (15 sec)	165°F (15 sec)
Stuffed meat	165°F (15 sec)	165°F (15 sec)	165°F (15 sec)
Stuffed pasta	165°F (15 sec)	165°F (15 sec)	165°F (15 sec)
Stuffed poultry	165°F (15 sec)	165°F (15 sec)	165°F (15 sec)
Stuffed ratites	165°F (15 sec)	165°F (15 sec)	165°F (15 sec)
Stuffing containing fish, meat, poultry, ratites	165°F (15 sec)	165°F (15 sec)	165°F (15 sec)
Raw animal roasts cooked in a microwave oven	165°F; food rotated, stirred, covered / Cover and allow to stand for 2 minutes.		
Fruits and vegetables	135°F or above / instantaneous for hot holding		

Less than 10 pounds

More than 10 pounds

Still Dry	350°F or more	Still Dry	250°F or more
Convection	325°F or more	Convection	250°F or more
High Humidity**	25°F or less	High Humidity**	250°F or less

Achieve one of the following:

Whole beef roasts
 Corned beef roasts
 Pork roasts
 Cured pork roasts (Ham)

130°F for 112 minutes*	147°F for 134 seconds*
131°F for 89 minutes*	148°F for 85 seconds*
133°F for 56 minutes*	151°F for 54 seconds*
135°F for 36 minutes*	153°F for 34 seconds*
136°F for 28 minutes*	155°F for 22 seconds*
138°F for 18 minutes*	157°F for 14 seconds*
140°F for 12 minutes*	158°F instantly
142°F for 8 minutes*	
144°F for 5 minutes*	
145°F for 4 minutes*	

*Holding time may include post oven heat rise. (The physics of continuous heat rise toward the center of the product for a period of time, even after removal from the heat source)

****High humidity > 90% for at least one hour.**

Reheating (to required temperature within 2 hours):

Potentially hazardous food cooked, cooled, reheated for hot holding	165°F (15 sec)
Potentially hazardous food reheated in a microwave oven for hot holding	165°F, food rotated, stirred, covered / Cover and allow to stand for 2 minutes
Ready to eat food (intact package from a processing)	135°F for hot holding
Remaining UNSLICED portions or cooked roasts	135°F for hot holding

Freezing for parasite destruction (If sold in RTE form):

Raw, raw-marinated, partially cooked, or marinated-partially cooked fish Minus 41°F or below for 168 hours (7 days) in a freezer or frozen at minus 31°F or below until solid and store at minus 31°F

Exceptions: Yellow fin, Blue fin, Southern, Big eye and Northern Tuna may be sold without freezing.

Cooling:

Cooked potentially hazardous food.. 135°F to 70°F in 2 hours and within a total of six hours; from 135°F to 41°F or less or 45°F or less depending on equipment Potentially hazardous food made from ambient temperature ingredients (tuna), ... 41°F or 45°F in 4 hours or less

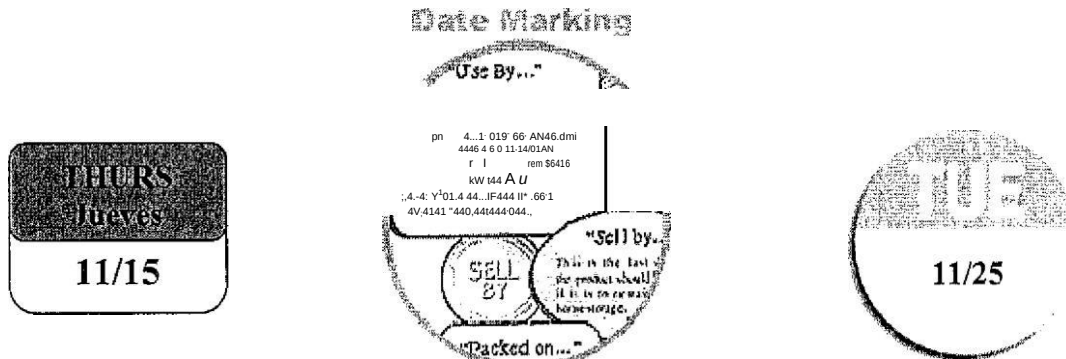
Potentially hazardous foods received in compliance with law above 41°F 41°F in 4 hours or less

Bolding (hot & cold):

Hot potentially hazardous food	135°F or above
Cold potentially hazardous food	41°F or below

Hot hold of roasts.....cooked using thermometers

Date Marking Potentially Hazardous Foods



Date Marking Potentially Hazardous Foods:

Date marking is a system used for identification and determination of when food was prepared and when it should be discarded.

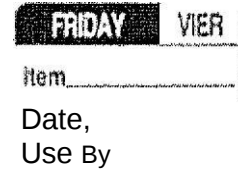
- ☐ Proper date marking must have a "use by date" (the date which it is to be discarded), but could have a prepared on date and a discard date.
- ☐ Coolers set at 41°F or below will discard the food within seven days.
- ☐ Food that has an expiration date provided by the manufacturer DOES NOT substitute for a food establishment's date marking. The date that the manufacturer provides on the product is the date that the manufacturer guarantees the food will meet their quality standards.

To determine if date marking is needed answer the following questions:

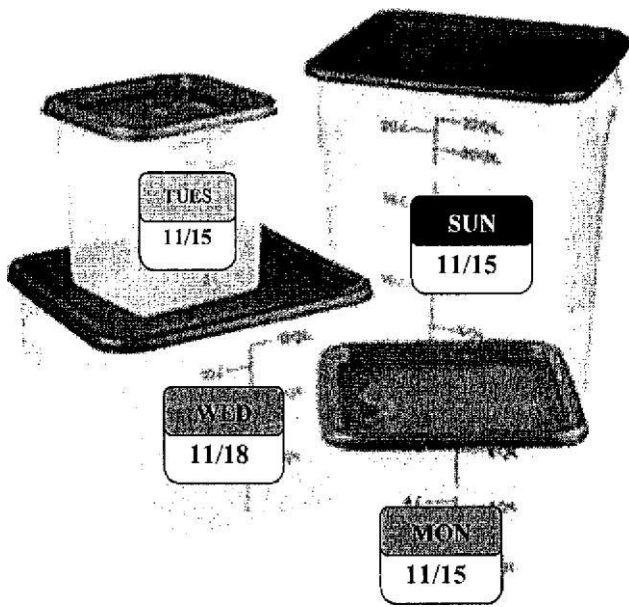
1. Does the food require refrigeration?
2. If it has been packaged commercially, has the original package been opened?
3. Is the food ready-to-eat? Could the food be eaten just as it is, regardless of temperature?
4. Is the food potentially hazardous? Will it grow mold or bacteria? Could it support bacterial or viral foodborne organism growth?
5. Will the food be in the establishment for longer than 24 hours?

****Date marking IS required if you answered YES to ALL five of these questions.**

Examples of Date Marking



lilSs4.11St



Remember: When date marking potentially hazardous foods the date written on the label must be the "use-by, consume by, discard by" date.

Thawing Food

Thawing of Food: unsafe thawing can allow bacteria to grow in the outside layers of the food while the inside layers are still frozen. It is very important that you follow safe thawing methods.

Safe Thawing Methods:

1. Thaw in a cooler. Pull food items from frozen storage and place in refrigeration in enough time to thaw. This is the slowest but safest method.
2. Submerge the frozen item under cold continuous fait potable running water at 70°F or less until food item is thawed. *When using this method the sink and container should be sanitized before and after thawing process,*

Proper Cooling Methods

When cooling food there are three safe methods that can be implemented: They are as follows:

1. Shallow pan method. Cool food in shallow pans at a depth of 2 inches or less
2. Size reduction. Cut the cooling food item into smaller pieces.
3. Use an ice bath. Fill a large container or sink with ice and add water; place food dish in the ice bath; and stir frequently to avoid hot spots.
4. Time and Temperature monitored. This is a two stage process that should never exceed six hours between the two stages.
 - ☐ Stage One: requires food to cool from 140⁰ to 70°F within 2 hours
 - ☐ Stage Two: then requires the food to be cooled the rest of the way from 70°F to 41°F within 4 more hours.

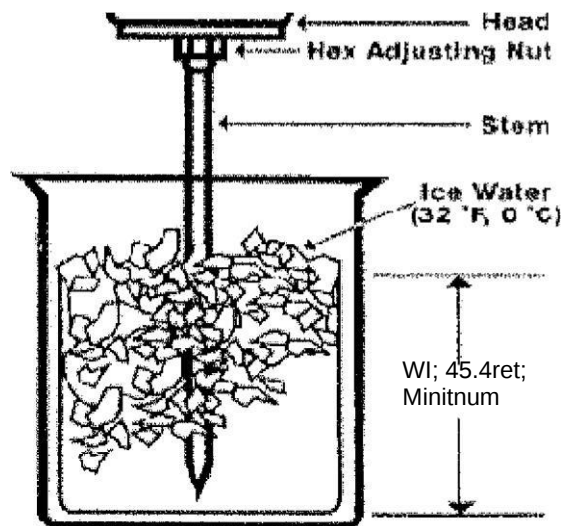
Calibrating Your Thermometer

Ice Point method:

1. Fill an insulated container (i.e. a foam cup) full of potable crushed ice,
2. Add cold water
3. Allow time for the mixture to come to 32°F (about 4 -5 minutes)
4. Insert a metal stem thermometer into the center of the cup. Make sure the stem the thermometer is away from the bottom and sides of the container.
5. Hold the thermometer until the temperature stabilizes (the needle will stop moving), then record the temperature.
6. Repeat two times to verify temperature reading.
7. If the temperature is not 32°F, use a small wrench or pliers on the calibration nut (hex adjusting nut) under the head of the thermometer to adjust the temperature to 32°F.
8. Repeat the procedure to verify results and calibrate as necessary.

Boiling Point Method:

1. Submerge the sensor into boiling water. For a bi-metallic stemmed thermometer, wait Until the needle stops moving then use a small wrench or pliers to turn the calibration nut (hex adjusting nut) until the thermometer reads 212°F.



Washing and Sanitizing Methods

0

Wash

Clean water, and
detergent
Change water when
necessary



Rinse

Clean water

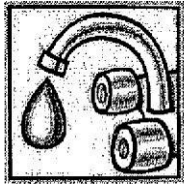
**Air dry all dishes, equipment and utensils after
immersing them in sanitizer.**

Sanitizers	Required Amount (ppm)
Iodine	12.5-25 ppm
Chlorine	50-100 ppm*
Quaternary Ammonia	200 ppm**
*Concentration dependent on pH and water temperatures **Water hardness should not be above 500 ppm	

Remember:

- ☐ All dishes and utensils must have contact with sanitizer at proper concentration for at least one minute.
- ☐ Sanitizer test strips applicable to the sanitizing solution chosen must be available.

Hand Washing and Glove Use



Hand washing: The act of cleaning hands by applying soap and water, rubbing thoroughly, and then rinsing with water, This practice gets rid and germs.

Hot water temperature for hand washing:

A hand washing sink shall be equipped to provide hot water at a temperature of at least 100°F through a mixing valve or combination faucet.

How to Wash:

When washing your hands, wash them for *20 seconds* with hot, soapy water making sure to thoroughly scrub hands, wrists, fingernails, and between fingers.

Rinse and dry with a clean towel or disposable towels.

When to Wash:

Wash your hands *before and after* you prepare food, especially after you have worked with any types of raw seafood, meat or egg product.

Wash hands after using the restroom handling animals, or any time you have touched something that may be contaminated.

Glove Use:

- ☐ Gloves must be disposable (thin plastic, latex, etc.)
- ☐ Hands must be properly washed *prior* to putting on disposable gloves.
- ☐ When gloves are changed and a new set is used, hand washing must take place between changes,
- ☐ Gloves are to be changed when soiled, ripped, or when an employee changes tasks.

****If hand contact can not be avoided for Ready-to-Eat foods gloves, tongs, tissue, spatulas, other utensils must be used.**

Reminders:

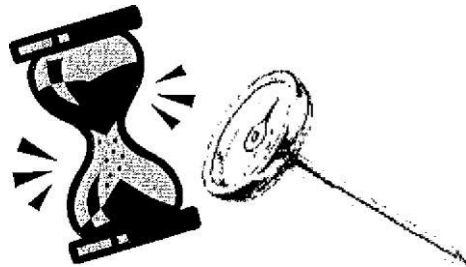
Latex gloves may cause an allergic reaction for some users.

Critical Items Associated with Food Handling



Personal Hygiene: Practice frequent hand washing during food preparation.

Time and Temperature: Avoid the danger zone (*above 41°F or below 135°F*). Use a calibrated thermometer frequently to monitor temperatures.



Batch Cooking: Cook, cool, reheat, and hold specific minimum required temperatures in small batches.

Cross contamination Risk:

Keep raw Potentially Hazardous Foods away from Ready-to-Eat foods during



Corrective Action Recommendations

Control Point	Corrective Action(s)
Source	If a product is not from an approved source, reject the product and refuse to order from that source from that point forward.
Delivery	If a product is not fresh or does not meet specifications, refuse the product and send it back. Example: Dented cans should not be excepted
Cooking	If a product is not cooked to the recommended product temperature, pull the product from the service and continue cooking until the proper temperature has been reached.
Handling	If cross-contamination occurs with a cooked product, destroy the contaminated product. If poor personal hygiene and food handling practices are occurring, correct the problems, update training, and enforce standards. If the problem can be related to an immediate situation and product, the product should be discarded.
Holding	Hold service at 135°F or higher or at 41°F or below. If a product is not held above 135°F or below 41°F, correct the holding temperature. If a product has been in the <i>danger zone (above 41°F or below 135°F)</i> more than four hours, discard it.
Cooling	Cool to 71°F or cooler in two hours and from 71°F to 41°F in four hours or less. If a product does not reach proper temperature, discard the product.
Cold Storage	Store cold foods at 41°F or cooler. If a product has been in the <i>danger zone (above 41°F or below 135°F)</i> for more than four hours, discard it.
Reheating	Reheat product to 165°F. If a product does not reach 165°F in two hours or less, discard it. NEVER mix new product with old product.
Servin g	If a product as not been handled properly at any of the preceding control steps, do not serve it — discard it.

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Helpful Hints for Restaurant Safety

Factors leading to Foodborne Illness	Preventing Foodborne Illness
Unsafe Food Holding Temperature	Hold hot food at 135°F or above and cold food at 41°F or below. Do not hold potentially hazardous food at room temperature.
Poor Personal Hygiene	Wash hands prior to starting work and when completing work. Wash them after smoking, eating, using the restroom and after sneezing. Wear clean uniforms and hair restraints.
Cross Contamination	Clean and sanitize cutting boards, slicers and knives when changing from one food product to another,
Unsanitary dishware, utensils, and equipment	Frequently check detergent, sanitizer concentrations, and water temperatures. Protect those utensils and containers that have already been sanitized from contamination.
Infected food handlers	When an employee has a cold, infected cuts, etc. they should not work in areas where food contact can occur.
Improper Food handling	Use utensils, gloves, tissue to handle all ready-to-eat foods to prevent bare hand contact with ready-to-eat foods.
Unsafe reheating and cooling of foods	Reheat potentially hazardous foods to 165°F. Cool foods rapidly by using methods such as shallow pans, size reduction, ice baths, or time and temperature monitoring..
Improper food storage	Foods that are not in their correct container should have content labels, Foods should be stored off the floor of coolers and store rooms at least 6 inches.
Insects and rodents	Maintain screens on doors and windows; keep refuse areas clean; Seal wall openings; store garbage and refuse in containers with covers/lids.
Improper chemical storage	Store pesticides an detergents separate from food. All chemicals, pesticides, etc. should have proper labels.

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Exclusions and Restrictions

- ☐ Your local Health Department is available for you to consult with on any specific issues you may have concerning these illnesses.
- ☐ Increase your awareness of these diseases and relate the procedures of safe food handling to them, as you work with your food employees.

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EMPLOYEE ILLNESSES AND THE ASSOCIATED EXCLUSIONS/RESTRICTIONS

This exclusion/restriction guide is meant to serve as reference material for the person-in-charge to use in cases of employee illness in a food service operation or retail food establishment. For more information on these or any other illnesses, contact your local health department.

SALMONELLOSIS	Symptomatic foodhandlers with a confirmed case of Salmonella should be excluded from work and may return only when; ☐ the diarrhea has ceased, and after two consecutive follow-up stool ☐ specimens are negative for Salmonella.
SIEGELLOSIS	Symptomatic foodhandlers with a confirmed case of Shigella should be excluded from work and may return only when; ☐ the diarrhea <i>has</i> ceased, and after two consecutive follow-up stool ☐ specimens are negative for Shigella.
E.COLI 0157:H7	Foodhandlers with diarrhea should be excluded from work and may return only when; ' ☐ the diarrhea has ceased, and , after two consecutive follow-up stool ☐ specimens are negative for E.Coli.
HEPATITIS A	A foodhandler with confirmed Hepatitis A should be excluded from work and may return; ☐ 10 days after initial onset of symptoms Immune globulin (10) should be administered ☐ to restaurant co-workers of the case.

ANIEBIASIS	☐ Symptomatic cases should be excluded from work until the symptoms (abdominal pain, diarrhea, fever, drowsiness, and ulcers) resolve. ☐ Asymptomatic may return to work or continue to work but be reassigned to tasks that do not involve direct food preparation. They may resume original duties when he/she submits three consecutive negative stools.
CAMPYLOBACTERIOSIS	Foodhandlers infected with Campylobacteriosis should be excluded from the workplace and may return only after; ☐ the diarrhea has ceased, and ☐ The foodhandler has had at least 48 hours of effective antimicrobial therapy, OR the foodhandler has had 2 consecutive follow-up stool specimens that are negative for Campylobacter.

VD3R10 CHOLERA	Symptomatic foodhandlers with a case of Cholera should be excluded from, work and may return, only when; ☐ the symptoms have resolved, and ' after two consecutive follow-up stool specimens ☐ are negative for Cholera.
CRYPTOSPORIDIOSIS	Symptomatic foodhandlers with a case of Cryptosporiclosis should be excluded from work and may return only when.; ☐ the symptoms have resolved, and after three consecutive follow-up stool specimens are ☐ negative for Cryptosporidiosis.

CYCLOSPORIASIS ..	Symptomatic foodhandlers infected with Cyclospora should be excluded from work and may return only after diarrhea has ceased AND appropriate antimicrobial therapy has begun.
GIARDIASIS	Symptomatic foodhandlers infected with Giardiasis should be excluded from work and may return only after diarrhea lifts ceased, and ☐ 72 hours of effective antimicrobial therapy have been completed, or ☐ 3 consecutive stools, properly collected, are negative for Giardiasis.
YERSINIOSIS '	Symptomatic foodhandlers infected with Yersiniosis should be excluded from work and may return only after diarrhea has ceased and after two consecutive follow-up stool specimens are negative for Yersinia.

FIRST AID FOR FOOD CHOKING

Victim Cannot Cough, Speak, or Breathe

Rescuer must act quickly. Choking is a life threatening condition. Call 911 immediately.

1

GIVE 5 BACK BLOWS

Back blows: stand behind the victim and place arm across their chest for support; bend the victim slightly at the waist; firmly strike the victim between shoulder blades with the heel of your hand.



2

GIVE 5 ABDOMINAL THRUSTS

Abdominal thrusts: stand behind the victim and wrap your arms around the victim's waist; place your fist thumb-side in against victim's abdomen below rib cage, slightly above the navel; grasp your fist with the other hand; press your fist forcefully with quick upward thrust into the victim's abdomen.



Repeat steps 1 and 2 until the object is forced out, the person can cough forcefully or breathe, or the person becomes unconscious.

If the person becomes unconscious, begin CPR starting with chest compressions. Each time you open the airway, look in the airway and remove the object if you see it.

Distributed by:

Ohio | Department of Health

246 N. High St., Columbus, Ohio 43215
or your local health department

Rev 04/17

Cold Food Holding Log

Date: _____

Food	Location	Time (Circle) :	Temperature
		(a.m. / p.m.)	°F
		: (a.m. (p.m.))	°F
		: (a.m. / p.m.)	7
		: (a.m. / p.m.)	°F
		(a.m. / p.m.)	°F
		: (a.m. / p.m.)	°F
		: (a.m. / p.m.)	°F
		: (a.m. / p.m.)	°F
		: (a.m. / p.m.)	°F
		: (a.m. / p.m.)	°F
		: (a.m. / p.m.)	°F
		: (a.m. / p.m.)	°F
		: (a.m. / p.m.)	°F

Comments or Corrective Actions:

Note: Potentially Hazardous Foods must be held cold at 41°F or below.

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Hot Food Holding Log

Date: _____

Food	Location	Time (Circle)	Temperature
		• (a.m. / p.m.)	°F
		• (a.m. / p.m.)	°F
		• (a.m. / p.m.)	°F
		• (a.m. / p.m.)	°F
		• (a.m. / p.m.)	°F
		• (a.m. / p.m.)	°F
		(a.m. / p.m.)	°F
		• (a.m. / p.m.)	°F
		(a.m. / p.m.)	°F
		(a.m. / p.m.)	°F
		(a.m. / p.m.)	°F
		(a.m. / p.m.)	°F
		(a.m. / p.m.)	°F
		• (a.m. / p.m.)	°F

Comments or Corrective Actions:

Note: Potentially Hazardous Foods must be held cold at 135°F or below.

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Refrigeration Temperature Log

Food Service Operation: _____

Refrigeration Unit: _____

Date	Time (Circle)	Temperature	Initials
/ /	: (a.m. / p.m.)	°F	
/ /	: (a.m. / p.m.)	°F	
/ /	: (a.m. / p.m.)	°F	
/ /	• (a.m. / p.m.)	°F	
/ /	: (a.m. / p.m.)	°F	
/ /	• (a.m. / p.m.)	°F	
/ /	• (a.m. / p.m.)	°F	
/ /	: (a.m. / p.m.)	°F	
/ /	: (a.m. / p.m.)	°F	
/ /	• (a.m. / p.m.)	°F	
/ /	(a.m. / p.m.)	°F	
/ /	• (a.m. / p.m.)	°F	
/ /	: (a.m. / p.m.)	°F	

Comments or Corrective Actions:

Food Delivery Log

Central
Kitchen: _____

Date: _____

Remember: During transportation of potentially hazardous foods,

Food Item I	Time & Temp. when Delivered		Time & Temp when Received to Storage		Comments or Actions Taken

Always maintain a temperature above 135°F or below 41°F.

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