

## FOOD SAFETY - RECORD KEEPING

To minimize the growth of pathogenic organisms in food and to reduce the risk of foodborne illness, it is recommended that visual inspections, temperature monitoring and chemical concentration monitoring be conducted at various stages throughout the food preparation process. Stages include the delivery, storage and preparation of foods.

Records of these monitoring procedures should be kept by your food establishment. Written records help pinpoint problems or help show that your practices are satisfactory. Corrective actions should also be recorded. Management should review records frequently to ensure that foods are being handled appropriately.

Provided at the back of this document are examples of recording charts. The format can be modified to fit your needs. You can consult with your Public Health Inspector to ensure that your safety system is satisfactory.

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Okotoks Public Health Centre  
11 Cimarron Commons  
Okotoks, AB T1S 2E9  
Phone: 403-995-2600  
Fax: 403-995-2639

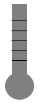
**Strathmore**

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## **Types of Monitoring**



Visual Inspection: This involves observation of what happens to menu items at various steps of production, including visual checks on staff activities, receiving and storage practices.



Temperature Monitoring: This includes temperature checks of potentially hazardous foods and water used for washing and sanitizing of utensils. A probe thermometer capable of being calibrated and measuring temperatures between 0°C and 100°C needs to be used for this purpose.



Chemical Concentration Monitoring: This involves monitoring chemical concentrations of sanitizing solutions used on surfaces, equipment and utensils. Monitoring is accomplished through the use of chemical test papers.

### ***Recording***

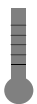
*Staff should be responsible for recording the results of the above monitoring procedures.*

## **Monitoring and Recording Throughout the Food Preparation Process**

### **Receiving**



Visually inspect all food deliveries. Check for signs of spoilage, damage to cans or packages, opened containers, or manufacturing defects.



Check temperatures of all potentially hazardous foods. Ensure that these foods are at 4°C (40°F) or colder or in a frozen state.



Ensure all foods are from approved sources and not past expiry or best before dates.

*The person responsible for receiving should initial a ledger that indicates condition of products, time of receiving and the temperature of one potentially hazardous food per shipment. See the example template near the end of this document.*

## Storage

There are three kinds of storage:

1. dry
2. refrigerated
3. freezer



Raw meats (poultry, beef, pork, fish) must always be kept on the lowest shelves of refrigerators and freezers, completely separate from any cooked or ready to eat foods. Juices and blood from raw foods could drip onto other foods causing cross contamination. Juices and blood contain disease-causing (pathogenic) organisms.



Check storage temperatures of potentially hazardous foods at least once daily. Food in fridges must be at 4°C or colder (recommend less than 2°C).<sup>1</sup> Freezers should be kept below -18°C.



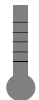
Rotate all food supplies, and use old stock first (FIFO). Check expiry/best-before dates on stored products.



Ensure all food items are stored separately from all non-food items.

*The person responsible for storage should keep records of cooler and freezer temperatures daily. See the example template near the end of this document.*

## Thawing



Ensure potentially hazardous foods are thawed by one of the following approved methods:

1. Under refrigeration, maintaining food temperatures at 4°C or colder.
2. Completely submerged under cold running water, with sufficient water velocity to agitate and float off loose particles in an overflow.
3. In a microwave; if food is thawed in a microwave, it must be cooked immediately after.
4. As part of the cooking process (e.g. frozen fries put directly into the deep fryer).

*Records should be kept of temperatures of thawing foods. See the example template near the end of this document.*

<sup>1</sup>The IAMFES HACCP Manual lists three foodborne pathogens that can grow at 3°C, which are Yersinia, Vibrio parahaemolyticus, and Clostridium botulinum type E, and Listeria that can grow at 0°C. It appears safer to keep perishable foods at less than 3°C. Therefore 2°C is chosen as a recommended temperature to aim for in storing potentially hazardous foods.

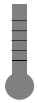
## Preparation/Cooking



Reduce the risk of cross-contamination of foods: designate separate utensils, surfaces (e.g. use colour-coded cutting boards) and wiping cloths for different food items. Keep wiping cloths immersed in a sanitizer solution and change the solution frequently. Use fresh cloths daily.

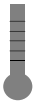


Use utensils where possible when preparing food. This will reduce hand contact with foods.



Use a thermometer to measure cooking temperatures. There are charts available from your health inspector that outline acceptable time-temperature combinations for various foods. However, reaching an internal food temperature of 74°C (165°F) for a minimum of 15 seconds is widely accepted as effective in reducing the number of non-spore forming pathogens such as salmonella and staphylococci. Note that these temperatures will probably not destroy the spores of *Clostridium perfringens*, or the toxins formed by some bacteria in food.<sup>2</sup> Meat colour (e.g. of ground beef) cannot be used to determine the “doneness” of food.

*The person responsible for cooking should record internal food temperatures achieved during cooking. See the example template near the end of this document.*



## Cooling

Hot foods that are not going to be immediately served or held in hot-holding units need to be cooled to 4°C within 4 hours. Rapid cooling can be achieved by using one or more of the following methods based on the type of food being cooled:

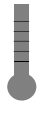
1. placing foods in shallow metal pans and cooling in a fridge that is less than 4°C and has adequate air circulation
2. portioning foods into smaller quantities (e.g. with a roast) and cooling in a fridge that is less than 4°C and has adequate air circulation
3. using rapid cooling equipment, like an ice wand/paddle or a blast chiller
4. placing food containers in an ice-water bath, ensuring the ice-water level is at least as high as the food level in the container
5. adding ice as an ingredient

Wherever possible, use containers that facilitate heat transfer (i.e. metal, rather than plastic) to cool down foods. Stir foods frequently when cooling. Do not cover foods/food containers until they reach fridge temperature (4°C).

*The person responsible for cooling should initial a ledger that indicates cooling times for potentially hazardous foods. Refrigeration temperatures should also be noted. See the example template near the end of this document.*


<sup>2</sup>Longree, K. & Ambruster, G., 1987. Quantity Food Sanitation, 4th Edition, Van Nostrand Reinhold, New York.

## Hot Holding

-  Foods being held hot in steam tables, ovens, hot plates, soup/pizza warmers etc. should be checked with a thermometer to ensure that the foods are kept at 60°C (140°F) or hotter. Check hot-holding temperatures at least every 2 hours with a probe thermometer.




*Hot-holding temperatures should be recorded at least every 2 hours. See the example template near the end of this document.*

## Reheating

-  Food that is being reheated for hot holding must reach an internal temperature of 74°C (165°F) for at least 15 seconds before being placed into hot holding equipment. Food being reheated must reach 74°C within 2 hours. Food should be reheated on the stove or in the oven, not in the hot holding equipment.

*Reheating temperatures should be recorded. See the example template near the end of this document.*

## Hand Washing/Hygiene

-  Ensure that when food handlers touch their faces, hair, or other body parts, a soiled dish rag or apron, garbage etc. they must wash their hands before taking part in any food service activities. Similarly, after handling raw meats or poultry and after every possibility of contamination, handwashing must occur.
-  Supervise proper handwashing practices. Proper handwashing is carried out using soap and warm running water, vigorously rubbing together the lathered hands and exposed arms for at least 20 seconds and then rinsing under clean warm running water. Special attention should be given to areas underneath the fingernails (a nailbrush is a good idea) and between the fingers. Proper drying of hands and arms is done with a paper towel.
-  Ensure all food handlers are clean and free from infected sores or wounds, wear only clean clothing, refrain from smoking or chewing tobacco, refrain from eating, and keep their hair effectively under control. Bandages on the hands must be covered with a glove or finger cot.

**Food handlers must stay away from work if they have vomiting or diarrhea, until at least 48 hours after the symptoms stop!**

## Cleaning and Sanitizing



Ensure staff follow proper cleaning and sanitizing procedures for surfaces and large equipment:

- Soiled surfaces must be thoroughly cleaned with soap and water and rinsed before sanitizer use. A stiff bristle nylon brush can be used to clean a cutting surface.
- Surfaces must then be sanitized, either via a cloth or spray bottle. Cloths used for sanitizing must be visibly clean and immersed in an approved sanitizing solution.
- Approved solutions include:
  1. 100 ppm free chlorine
  2. 12.5 ppm free iodine
  3. 200 ppm quaternary ammonium (quats)



Clean and sanitize the probe thermometer before inserting into any food item.



Ensure that utensils are washed, rinsed and sanitized according to the approved manual or mechanical method. Talk to your health inspector for details.



Measure the strength of any sanitizer used for surfaces, equipment or utensils (whether in a sink, bucket, spray bottle, dishwasher, etc.) at least daily, using the appropriate chemical test papers. Some dishwashers sanitize with hot water (must reach 77°C at dish level); verify the rinse water temperature (needs to be 82°C coming in to the dishwasher).

*Any persons responsible for sanitation should keep records of sanitizer concentrations daily. See the example template near the end of this document.*

## Food Handler Training

Ensure your facility meets food safety training requirements. Phone 943 8030 to register for the two-day **FoodSafe provincial certification** course or the free 2.5 hour mini food safety course. Go to our website at [www.calgaryhealthregion.ca/envhealth](http://www.calgaryhealthregion.ca/envhealth) and click on “Courses” to see class schedules.

If six (6) or more food handlers are working on the premises at one time (includes servers), at least one manager who has successfully completed food sanitation training approved by the Health Minister must be on site at all times. If five (5) or fewer food handlers are working, at least one manager must have approved training (but doesn't necessarily have to be on site at all times). Owners of more than one establishment must employ a separate manager with approved training for each site.

*Keep records of the names of staff with approved food safety training. Proof of certification is required.*

















