

1-1: MENU AND RECIPE

As of July 1, 2006, all schools participating in the Child Nutrition Program are required to have a food safety program based on Process HACCP principles. A Process HACCP Plan is based on the proper classification of standardized recipes and standardized procedures. Therefore, classifying recipes is the first step in developing your plan.

Step 1: List all Menu Item and Collect Standardized Recipes and Standardized Procedures

The first step in developing a Process HACCP Plan is to prepare a list of all menu items, including á la carte items. All foods that are prepared in the school foodservice operation must follow the HACCP Plan not just those foods for which you will be reimbursed. For each menu item that is listed, there must be a corresponding standardized recipe or standardized procedure.

- **STANDARDIZED RECIPE** – required for all menu items that include two or more ingredients. One does need to use the USDA standardized recipes. If USDA recipes are not used or the recipe is modified in any way, then the recipe that is used must be written as it is prepared.
- **STANDARDIZED PROCEDURE** – required for all menu items that include only one ingredient. Standardized procedures must be prepared for foods, such as baked potatoes, bottled beverages, commercially processed foods, milk, cut fruit, cut vegetables, frozen fruit smoothies, prepackaged fruits and vegetables, and whole fruit. Procedures need to detail how the food is safely handled from the time it is removed from storage until the time it is placed onto the serving line.

NOTE: When preparing special diet foods, follow package instructions as a substitute for having standardized recipes/standardized procedures for all special diet foods. An excellent resource to guide you is at:

www.sde.idaho.gov/site/cnp/specialNeeds/docs/ACCOMMODATINGChildrenwithSpecialDietaryNeedsintheSNP-2001FINAL.pdf

Step 2: Determine if the Menu Item is Potentially Hazardous or Non-potentially Hazardous

After collecting all standardized recipes and procedures, sort them into one of two categories – potentially hazardous food or non-potentially hazardous food. Potentially hazardous foods can support the rapid growth of harmful bacteria so they always require time-temperature control for safety (TCS). Potentially hazardous foods must be kept hot (135°F or hotter) or cold (41°F or colder).

Potentially hazardous food includes raw or cooked animal foods (meat, fish, poultry, dairy, and eggs); heat-treated plant foods (cooked vegetables, baked potatoes, texturized vegetable protein); cut melons; sliced tomatoes; home-made garlic-in-oil; and raw bean sprouts. Below is a detailed list of which menu items must be classified as potentially hazardous.

- **ANIMAL FOODS** -- Raw meat, fish, poultry, and unpasteurized shell eggs must be cooked to proper endpoint cooking temperatures before serving. All commercially processed meat, fish, poultry, egg products that are labeled "*Fully cooked*" must be cooked to 135°F or hotter before serving to children in South Carolina schools. Milk must be stored at 41°F or colder.
- **FRUITS** (except for figs and melons) -- are not potentially hazardous because of their low pH (above 4.6). Figs and melons only become potentially hazardous after they are cut or in the case of figs, when they are heated. Non-potentially hazardous fruits do not need to be refrigerated for safety. They are refrigerated to extend their shelf-life. Potentially hazardous fruits -- cut melons and cut or cooked figs -- must be refrigerated for safety. If figs are cooked, they must be cooked to 135°F and held at 135°F and if leftover, properly cooled, labeled, and used within three days. If not used within three days, they must be discarded. Pre-cut and peeled fruits do not need to be held at 41°F or colder. This includes fruits that are commercially processed as well as those cut/peeled in the operation.
- **VEGETABLES** -- Vegetables are not potentially hazardous until they are heated and then hot-held. In South Carolina schools all cooked vegetables are potentially hazardous because they are heated and then placed on a hot-holding line. All cooked vegetables must be heated to 135°F or hotter and held at 135°F or hotter. If leftover, they must be properly cooled, labeled, and reheated within three days. If not used within three days, they must be thrown out.
 - **Tomatoes.** Cut tomatoes can support the growth of *Salmonella* as demonstrated in recent outbreaks. Specific guidelines for handling tomatoes:
 - Whole tomatoes do not have to be received or stored at refrigeration temperatures but once cut, they must be held at 41°F or colder.
 - Tomatoes and tomato mixtures that are cooked are potentially hazardous and so must be cooked to 135°F or hotter and held at 135°F or hotter.
 - Canned tomatoes are also classified as potentially hazardous once the can is opened. If canned tomatoes or tomato mixtures are cooked for hot-holding, they must be cooked to 135°F or hotter and then held at this temperature. Canned tomatoes or tomato mixtures that are not cooked and mixed with other non-potentially hazardous foods, such as raw onions and chile peppers to make salsa, must also be held at 41°F or colder.

- **Cut Leafy Greens.** “Cut leafy greens” means fresh leafy greens whose leaves have been cut, shredded, sliced, chopped, or torn. The term “leafy greens” includes iceberg lettuce, romaine lettuce, leaf lettuce, butter lettuce, baby leaf lettuce (i.e., immature lettuce or leafy greens), escarole, endive, spring mix, spinach, cabbage, kale, arugula and chard. The term “leafy greens” does not include herbs such as cilantro or parsley. All cut leafy greens must be received and stored at 41°F or colder. Cooked leafy greens, such as spinach, cabbage, and kale, must be cooked to 135°F or hotter and then held at 135°F or hotter.
- **Pre-cut and/or peeled vegetables.** These must be stored and held at 41°F. This includes items, such as packaged salad mixes and cucumber slices. Also, for the case of packaged leafy greens, if the bag states that the produce is washed and ready to use, no further washing is required.
- **OTHER PLANT FOODS** -- Any heat-treated plant food that has not been properly tested to be shown to be non-potentially hazardous must be classified as potentially hazardous. Examples include baked potatoes, sweet potatoes, cooked rice, cooked pinto beans, other cooked beans, and texturized soy protein. These foods must be cooked to 135°F or hotter and held at 135°F or hotter.
 - **Garlic-in-oil.** Most South Carolina schools are not using garlic-in-oil as an ingredient. However, if you should use garlic-in-oil, use a commercially processed product that lists phosphoric or citric acid as an ingredient. If made in-house, it must be refrigerated and used within three days.
 - **Raw bean sprouts.** Only purchase bean sprouts from an approved supplier. Upon receipt, store at 41°F or colder.

NON-POTENTIALLY HAZARDOUS FOODS. Non-potentially hazardous foods do NOT need to be kept at 41°F or colder OR 135°F or hotter. Examples of foods that are not potentially hazardous are listed below:

Baked Goods	Condiments	Fruits, whole	Miscellaneous Foods
• Apple sauce cake • Biscuits • Brownies • Most cakes • Cookies • Rolls	• Mustard • Catsup • Commercially prepared and packaged salad dressing • Mayonnaise, including individual packets and jars	• Apples • Bananas • Oranges • Peaches • Pears • Tangerines	• Bottled drinks, excluding milk • French toast sticks • French fries • Pancakes • Peanut butter and jelly sandwich • Peanut butter

Step 3: Assign the Recipe/Procedure to a Process Category

After determining if a menu item is potentially hazardous or not, assign it to one of the four process HACCP categories. Each category is described below.

Process Category 1: No Cook Process -- All menu items in this process category lack a cooking step thus the item does not go through the temperature danger zone (41°F to 135°F). Foods that are in this category include potentially hazardous foods that are received cold and served cold or potentially hazardous foods that are received hot and are served hot.

Sample Flow Chart

Receive → Store → Prepare → Hold → Serve

Examples of No Cook Foods:

- Bean sprouts
- Creamy cole slaw
- Egg salad sandwich (made with commercially prepared egg salad)
- Lasagna that is delivered hot from another school*
- Leafy greens, such as lettuce and spinach to be used in salads
- Macaroni salad (commercially prepared)
- Milk
- Pumpkin pie (commercially prepared)
- Rice pudding (commercially prepared)
- Sliced tomatoes
- Tuna salad prepared in-house

* The school where the lasagna was prepared would list it as a same day service process or complex food preparation process.

Critical Control Points for No Cook	Hazard	Note Location
Cooked and/or ready-to-eat foods stored above raw foods in the refrigerator. Foods are stored in this order: • Prepared or ready-to-eat food (top shelf) • Fish, seafood items, shell eggs and egg products • Whole cuts of raw beef and pork • Ground or processed meats • Raw and ground poultry (bottom shelf)	Bacteria	Signage
Cold-holding at 41°F or colder or using time alone (less than four hours).	Bacteria	Recipe
Hot-holding at 135°F or hotter or using time alone (less than four hours).	Spore-forming bacteria	Recipe
Date marking ready-to-eat food that is prepared in the operation and then refrigerated must be used within three days from the time of preparation.	Bacteria, specifically <i>Listeria monocytogenes</i>	Recipe
Cooling potentially hazardous foods from room temperature to 41°F or colder within four hours.	Spore-forming and toxin-forming bacteria	Recipe
No bare-hand contact of any exposed cooked or ready-to-eat food.	Viruses and enteric bacteria	Signage

Process Category 2: Same Day Service Process -- All menu items in this process category typically pass through the temperature danger zone (41°F to 135°F) only once before serving. Foods in the category include potentially hazardous foods that are cooked and held until served or that are cooked and served immediately.

Sample Flow Chart

Receive → Store → Prepare → Cook → Hold → Serve

Examples of Same Day Service Foods:

- Hamburger on bun
- Bean burrito (prepared with commercially precooked ground beef or raw ground beef and served the same day)
- Chicken tomato bake (made with commercially precooked chicken or raw chicken prepared and served the same day)
- Seasoned lima beans
- Pizza with cheese topping
- Toasted cheese sandwich

Critical Control Points for Same Day Service	Hazard	Note Location
Cooking to recommended temperatures.	Bacteria and parasites	Recipe
Hot-holding at 135°F or hotter or using time alone (less than four hours).	Spore-forming bacteria	Recipe
No bare-hand contact of any exposed cooked or ready-to-eat food.	Viruses and enteric bacteria	Signage

Process Category 3: Complex Foods Process -- Menu items prepared in advance for next day service or items that are cooked, cooled, and served the same day are defined as a complex food preparation processes. These potentially hazardous foods pass through the temperature danger zone (41°F to 135°F) more than one time. Leftovers of any menu item that is typically prepared using same day service are not assigned to this category.

Sample Flow Charts

Receive → Store → Prepare → Cook → Cool → Hold → Serve

Receive → Store → Prepare → Cook → Cool → Reheat → Hold → Serve

Examples of Complex Foods:

- Egg salad sandwich (prepared fresh from raw eggs)
- Ground beef crumbles that are cooked, cooled, frozen and then used in other recipes
- Macaroni salad (prepared fresh with dry noodles in the operation)
- Pork roast
- Turkey roast

Critical Control Points for Complex Food Preparation	Hazard	Note Location
Cooking to safe temperatures.	Bacteria and parasites	Recipe
Cooling to 41°F within four hours.	Spore-forming and toxin-forming bacteria	Recipe
Hot-holding at 135°F or hotter; cold-holding at 41°F or colder, or time alone (less than four hours).	Bacteria and their toxins	Recipe
Date marking ready-to-eat food potentially hazardous food that is prepared in the operation and then refrigerated must be used within three days from the time of preparation.	Bacteria, specifically <i>Listeria monocytogenes</i>	Recipe
No bare hand contact of any exposed cooked or ready-to-eat food.	Viruses and enteric bacteria	Signage

Process Category 4: Non-potentially hazardous foods – Menu items that do not meet the definition of a potentially hazardous food so do not require time-temperature control for safety are placed in this category.

Sample Flow Chart

Receive → Store → Prepare → Hold → Serve

Examples of Non-Potentially Hazardous Foods:

- Apple sauce cake
- Bread, rolls, biscuits
- Brownies
- Condiments, such as mustard, catsup, commercially prepared mayonnaise and dressing
- Fruit (whole)
- Peanut butter and jelly sandwich

Critical Control Point for Non-Potentially Hazardous Foods	Hazard	Note Location
No bare-hand contact of any exposed cooked or ready-to-eat food.	Viruses and enteric bacteria	Signage

Step 4: Note the Critical Control Point(s) on the Recipe/Procedure.

After assigning the standardized recipe/procedure to one of the four process categories, write the name of category to which the recipe was assigned in the upper right corner of the recipe—you can handwrite or type this information (see Standardized Recipe Template). **NOTE:** USDA standardized recipes have the process category noted on the recipe so you will not need to complete this step for USDA standardized recipes.

Next, note the **temperature-related** critical control point(s) at the appropriate step in the recipe (use the critical control points that have been identified for each process category—see above). USDA standardized recipes already have this information noted on the recipe. *Critical control points that are not temperature-related do not need to be noted on the recipe. Signage for these other critical control points will be developed and must be posted in the operation.*

Endpoint cooking temperatures must be noted on the recipes for all potentially hazardous hot foods (see Table below). If a food is a mixture of foods, review the list of ingredients. Use the temperature of the ingredient that has the highest endpoint cooking temperature as the endpoint cooking temperature.

Food	Endpoint cooking temperature
Poultry	165°F
Stuffing and stuffed meats	165°F
Dishes that include raw potentially hazardous ingredients	165°F
Ground meats (including beef, pork, or fish)	155°F
Injected meats (including brined ham and flavor-injected roasts)	155°F
Pork and beef roasts	155°F
Fish, whole or fillets (fresh)	145°F
Ground, chopped, or minced fish	155°F
Eggs (shell, liquid, or powdered)	145°F
Fruits, vegetables, or fruit and vegetable-based dishes to be hot-held	135°F
Commercially processed food ^A to be hot-held	135°F

^A The package must state that the product is “fully cooked.” If it is not labeled “fully cooked” then use the raw food temperature for final cooking.

For example, if the recipe is “*Sloppy Joes*”, carefully read the ingredient list as the safe endpoint cooking temperature will vary depending on the ingredients that are used. If using:

- raw ground turkey, the endpoint cooking temperature would be 165°F or hotter.
- raw ground beef, the endpoint cooking temperature would be 155°F or hotter.
- commercially processed fully cooked ground beef, the endpoint cooking temperature would be 135°F or hotter.
- no meat, the endpoint cooking temperature would be 135°F or hotter as the mixture would be classified as a heat-treated plant product.

After determining the correct endpoint cooking temperature, note it on the recipe. For example if cooking ground beef hamburger patties, write “***Cook ground beef hamburger patties to 155°F or hotter.***” Italicize, bold face, and/or underline this instruction so that it stands out as a critical control point on the recipe/procedure. All critical control points that are listed on a recipe must be italicized, boldfaced, and/or underlined. All temperature-related critical control points must be properly identified on the recipe or procedure. All other critical control points must be posted as signage.

Step 5: Summarize the sorted menu items using the MENU SUMMARY table.

Complete the **MENU AND RECIPE SUMMARY** table found at the end of this section. This table must be reviewed before the beginning of each school year to be certain that it is current. After it is complete, file in Binder 1.

Step 6. Identify foods that will be pre-prepared.

Two common causes of foodborne illness are: (1) preparing food too far in advance of service and (2) improperly cooling potentially hazardous foods. Many schools prepare foods in advance because it is economical. These foods are called pre-prepared foods. Many schools also save leftovers, some that must be properly cooled. There is a significant difference between pre-prepared foods and leftovers. All menu items can be leftovers but not all menu items are pre-prepared. So, the first step is to identify which menu items you typically pre-prepare based on the following two definitions.

Pre-Prepared Foods. Pre-prepared foods are menu items (or menu ingredients) that are prepared in advance for future service beyond a specific meal. These items are foods that are cooked or prepared in-house and then frozen for future use. Examples include browned ground beef, pork roast, turkey roast, and breads. After pre-prepared foods are identified, note them on the **PRE-PREPARED FOODS** table found at the end of this section.

If the pre-prepared food is potentially hazardous, then it is classified as a complex food. This means that the cooling process must be properly monitored and recorded. If the pre-prepared food is non-potentially hazardous, such as bread, then it is not a complex food so not cooling records are maintained. All pre-prepared foods, regardless of whether they are potentially hazardous or not, have a frozen shelf-life of four weeks.

Pre-prepared foods do not include unopened packages of commercially processed pre-prepared foods, such as Hot Pockets, pepperoni pizza etc. For commercially processed frozen foods follow the manufacturer guidelines for storage time.

Leftovers. Leftovers are any menu items (potentially hazardous or non-potentially hazardous) that are prepared for a specific day's service and that are not served. Examples include a pot of soup that is in a hot box, a half empty pan of hog dog chili that is on the serving line, or six rolls that are on the serving line. All leftovers that were on the serving line must be used within three days. If the leftover was only stored in the hot box, then it can be frozen and used within one menu cycle or within 30 days, whichever is less.

MENU AND RECIPE SUMMARY

Signature of Responsible Person _____

Date completed _____

Recipe/Procedure Name	Recipe # (if available)	Process Category

PRE-PREPARED FOODS

Signature of Responsible Person _____

Date completed _____

Pre-prepared foods are menu items (or menu ingredients) that are prepared in advance for future service beyond a specific meal. These items are foods that are cooked or prepared in-house and then frozen immediately after preparation for future use. Examples include browned ground beef, pork roast, turkey roast, and breads. These items have a frozen shelf-life of one menu cycle or 30 days, whichever is less.

Recipe Name