Food Safety Manual



This document was adapted from the original version prepared by Shawn Powers and the Municipality of Anchorage's food worker handbook.

Updated 2012

Purpose

Thank you for partnering with Food Bank of Alaska. We value your partnership in our combined effort to distribute food to hungry Alaskans.

This training is to provide you with the basic knowledge you need to ensure that you are distributing safe food to those in need. Food Bank of Alaska, Feeding America, the Municipality of Anchorage, the State of Alaska and the USDA require adequate food safety training.

If your agency is participating in any USDA programs such as TEFAP, CSFP, CACFP or SFSP, you will need to follow the rules and regulations of those programs. Please ask your instructor, the Food Bank of Alaska contact for that program or the State of Alaska program specialist for that program what addition training you may need.

Thank you for making the time to learn how to distribute safe food to those in need.

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1. Definitions

Certified Food Protection Manager: Individual who has successfully completed a food safety examination for food managers from an accredited program.

Important: if your agency is preparing food for public consumption you must have one person on site while cooking who is a Certified Food Protection Manager, this class does not fulfill this requirement.

Demonstration of Knowledge: Ability to show through words or actions that an individual understands how to store, prepare, and serve food safely.

Foodborne Illness or Disease: Disease or illness that resulted from eating one or more contaminated foods.

FAT TOM: By controlling the following, we can control the growth and spread of pathogens:

Food

Temperature

Acidity

Oxygen

Time

Moisture

Highly Susceptible Population: Those who are more likely than the general population to experience a foodborne illness. Pre-school children, the elderly, pregnant women and those with weak immune systems are highly susceptible to foodborne illness.

Pathogens: The bacteria, mold, parasites and viruses that cause foodborne illness.

Person in Charge (PIC): An individual who is present at a food establishment and responsible for the operation.

Potentially Hazardous Food: A food that requires time or temperature control to limit bacterial growth. These foods are also referred to as Time/Temperature Control for Safety Foods. (Dairy, poultry, meat, shellfish, fish, alfalfa, cut melon, eggs, cook rice, pasta, beans, baked potato, tofu.)

Ready to Eat: Food that can be consumed without further washing, cooking, or processing.

2. Introduction

Role of the Person in Charge (PIC) and Demonstration of Knowledge Serving safe food doesn't happen by accident. Food is stored, prepared, and served safely when management and workers deliberately incorporate specific actions or procedures to control foodborne illness risk factors. An example of a specific action that controls a foodborne illness risk factor is to always wash hands properly before beginning food prep work. There are five categories of foodborne illness risk factors.

They are:

- 1. Food from unsafe sources;
- 2. Inadequate cooking;
- 3. Improper holding temperatures;
- 4. Contaminated equipment; and
- 5. Poor personal hygiene.

A Person in Charge (PIC) must be present anytime food is being prepared, served or repacked. In the case that your agency is a pantry site only (no cooking or prepping) the PIC

Someone from your agency should take this class every 3 years or when someone new takes over food distribution.

must review the food prior to distribution, but does not need to be present during distribution. The PIC is responsible for the operation and has many responsibilities including supervising and training staff and preventing ill employees from working in a food facility. Usually, the PIC will be an owner or manager. If someone who is usually the PIC, such as a manager, is not in the facility, then someone else must be designated as the PIC. The PIC must have the knowledge and the authority to ensure that safe food handling practices are followed at all times. The PIC must demonstrate that they have a basic level of food safety knowledge.

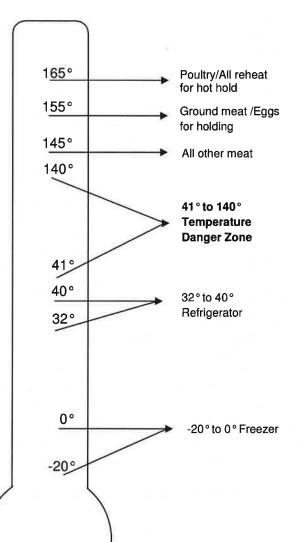
There are three ways for a PIC to demonstrate knowledge of food safety practices:

- 1. Complying with the Food Code by having no critical violations during the inspection;
- 2. Having a current food protection manager certificate; or
- 3. Correctly answering an inspector's questions about food safety as they relate to the specific food operation.

If an employee or volunteer is suffering from a foodborne illness that person may not enter the facility and the health department should be notified.

For more information refer to pgs 34-44 of A Food Worker's Guide to the Anchorage Food Code.

Temperatures at a Glance



Temperature Danger Zone:

Do not keep or distribute food at this temp after 4 hours

Refrigerator:

Do not allow the refrigerator to exceed 40°

Freezer:

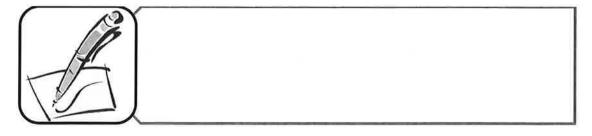
If temp exceeds 0° but remains under 40° move food to fridge

Demonstration of Knowledge Questions for PIC:

The potential topics and questions that may be asked to satisfy the third option for demonstrating knowledge come directly from the 2005 FDA Food Code. All of these topics are addressed in further detail in *A Food Work's Guide to the Anchorage Food Code* and are listed here for reference. The topics that a PIC needs to understand to satisfy the third option of demonstration of knowledge requirement are:

- 1. Describe the relationship between the prevention of foodborne disease and the personal hygiene of a food employee;
- 2. Explain the responsibility of the PIC for preventing the transmission of foodborne disease by a food employee who has a disease or medical condition that may cause foodborne disease;
- 3. Describe the symptoms associated with the diseases that are transmittable through food;
- 4. Explain the significance of the relationship between maintaining the time and temperature of potentially hazardous food and the prevention of foodborne illness;
- 5. Explain the hazards involved in the consumption of raw or undercooked animal products;
- 6. State the required food temperatures and times for safe cooking of potentially hazardous foods including meat, poultry, eggs, and fish;
- 7. State the required temperatures and times for the safe refrigerated storage, hot holding, cooling, and reheating of potentially hazardous foods;
- 8. Describe the relationship between the prevention of foodborne disease and the management and control of the following:
 - a. Cross contamination
 - b. Bare hand contact with ready to eat foods
 - c. Hand washing
 - d. Maintain the food establishment in a clean condition and in good repair;

- Describe foods identified as major food allergens and the symptoms that a major food allergen could cause in a sensitive individual who has an allergic reaction;
- 10. Explain the relationship between food safety and providing equipment that is:
 - a. Sufficient in number and capacity, and
 - b. Properly designated, constructed, located, installed, operated, maintained, and cleaned;
- 11. Explain correct procedures for cleaning and sanitizing utensils and food-contact surfaces of equipment;
- 12. Identify the source of water used and measures taken to ensure that it remains protected from contamination such as providing protection from backflow and preventing the creation of cross connections;
- 13. Identify critical control points in the operation from purchasing through sale or service that when not controlled may contribute to the transmission of foodborne disease and explain steps taken to ensure that the points are controlled in accordance with the requirements of this Code;
- 14. Explain the details of how the PIC and food employees comply with the HACCP plan if a plan is required by the law, this Code, or an agreement between the regulatory authority and the food establishment;
- 15. Explain the responsibilities, rights, and authorities assigned by this Code to the:
 - a. Food employee,
 - b. Conditional employee,
 - c. PIC,
 - d. Regulatory authority; and
- 16. Explain how the PIC, food employee, and conditional employees comply with reporting responsibilities and exclusion or restriction of food employees.



3. Food from Unsafe Sources/Inspecting Food

You should inspect all of the food that comes into your agency, whether from FBA or anywhere else. Learn to recognize the signs that food may be unsafe, and discard any food that shows those signs. The most important rule to remember is:

When in doubt, throw it out!

Is there anything we can never accept?

Many agencies receive food donations from the local community or other sources. This is a good thing! However, <u>some items cannot be accepted or given away to clients</u>. These foods are prohibited by the Alaska Food Code and the Anchorage Food Code because they have a very high risk of causing foodborne illness.

Never Accept

- home-canned food
- fox meat
- bear and polar bear meat
- walrus meat
- seal oil and whale oil
- fermented foods (not commercially processed)
- medications

Only from Licensed Processor

- shellfish
- smoked or dried fish
- vacuum-packed food
- wild game sausage or other processed meat
 - caribou or reindeer
 - moose
 - other game

Game Accepted Directly from Source

- recieve meat whole, gutted, gilled, quartered as roasts
- find out when it was harvested
- record the type and cut of meat
- record the name of the source
- record date recieved



Accepting Wild Game from Hunters:

Wild game may be accepted directly from a safe donation source, however please keep in mind the following:

- You receive the meat is whole, gutted, gilled, quartered as roasts but not processed further (unless it comes from a licensed commercial processor).
- You are reasonably sure the animal was not diseased and the meat was handled properly.
- Any processing you do, such as cutting meat into smaller pieces, happens at a different time or in a different space from your other food-related operations, so you do not contaminate your other food.
- You clean and sanitize your utensils and work surface after any processing.
- You label the food and store it on a separate shelf or in a separate refrigerator/freezer from other items.

Wild Game Packet

If your agency is going to accept game directly from a hunter you should have a wild game packet on hand. Your packet should include the following:



Cheat Sheet:

- What you need
- What is acceptable
- · What is not



Safe Use of Fish and Game

Store Separately

Store wild game on a different shelf

or in a different

fridge/freezer from

other meat

- How to handle
- How to store
- How to cook



Receipt of Donated Game

- Top half for hunter
- Bottom half for agency



Labels for meat

- Type of meat
- Cut of meat
- Hunter Name
- Date received
- Cooking temp

Inspecting Food: Cans

Cans and jars should be discarded if they are homemade, if the label is missing or illegible, if there is evidence of pathogens inside the can or jar, or if the airtight seal may have been broken.



Discard: ends of the can, or lid of the jar, are puffed or swollen



Discard: can is severely crushed and cannot be stacked



Discard: large or shark dents in can, especially if they affect the seam where the side and end meet



Discard: holes, fractures, leaks, cracks



Discard: rust on can that does not easily rub off (may have rusted through to airtight seal)



Discard: popped safety button, loose cap, or broken inner seal on a jar



Discard: mold, foreign objects, or unusual product separation in a jar



Discard: no label



Ok to keep: flat dents on the side of the can

Inspecting Food: Boxes and Bags

You should throw away a box or bag if there are any signs that the food has become contaminated, has come into contact with insects or rodents, has become wet, or has become exposed to the outside air.



Discard: stains



Discard: insects, gnaw marks or droppings



Discard: contaminants on package



Discard: bag, or inner bag of box, is opened, torn or has holes



Discard: box without inner bag is opened, torn or has holes



Ok to keep: box is open or crushed, but inner bag(s) are still sealed

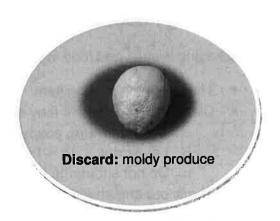
Discussion Questions:

- If a can of tomato soup leaks onto a jar of jelly and a bag of flour what should you do?
- You receive a bag of vacuum-sealed dried beans. There is no label. What should you do?
- You receive a jar of peanut butter with no inner seal, an unlabeled can, a jar of baby food with the safety button popped up, and a crushed box of cereal with an intact inner bag. What do you keep?
- You receive a bag of sugar with water stains, do you keep it?

Inspecting Food: Fresh Produce

Discard any fresh produce with:

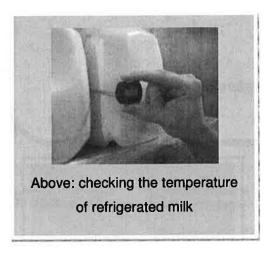
- Mold
- Mushiness
- Bad smells
- Discoloration
- Wilting
- Signs of insects



Produce without any of these signs is probably safe, but always use your judgment.

Inspecting Food: Refrigerated and Frozen Foods

Refrigerated food should be at **40° or lower** when you receive it. Check the temperature by tucking a food thermometer between two packages. If the food is too warm, throw it out – it is in the danger zone, and you don't know how long it has been



there. It is better safe than sorry. If you transport refrigerated food to your agency, get the food back under refrigeration as soon as you can.

If you receive cheese with some mold on it, you can cut 1.2 inch around the moldy part and save the rest of the cheese.

Frozen food should be frozen when you receive it. If it has thawed, discard it, even if it is not presently in the danger zone. You do not know if it was in the danger zone before you received it.

Also throw out frozen food if you see:

- Large ice crystals on the surface of the product, or
- · Water stains on the container it came in

These are signs that the food may have thawed and refrozen. Inform FBA if you are regularly receiving frozen food that has thawed out in shipping.

Inspecting Food: Leaks

If packaging breaks and food leaks out:

- Throw out the leaking item
- Clean affected items if they are in glass, plastic or metal containers
 - o Clean in warm, soapy water
 - Let air dry
 - o Do not submerge items with screw tops
- Throw out any effected items packaged in absorbent containers such as paper or cardboard

Inspecting Food: Quick Guide

Throw away if:

- Safety seal is broken
- Torn or leaky packaging exposes the food
- Item is home packaged
- Item has signs of pest activity
- Mold, mushy, discolored or smells bad
- Refrozen
- Potentially hazardous food in the temperature danger zone
- leaking

Disposing of Unsafe Food:

This is the best method of throwing away bad food because it ensures that no one will eat it and suffer a foodborne illness:

- Remove labels from container.
- 2. Pour bleach over the food. This kills pathogens and makes the food inedible.
- 3. Throw the food in the trash.



Above: pouring bleach in a can prior to disposal

4. Cooking & Reheating

Cooking:

Raw meats such as beef, chicken, and fish must be cooked to a minimum internal temperature for a certain length of time before being served. The required minimum cooking temperature depends on the type of animal food. If fish or other meat is to be served raw or undercooked, the customers must be notified in writing either on the menu, with a placard, or a billboard that is clearly visible to the customer. Common animal foods and their minimum cook temperatures are outlined in Table 1.

Table 1: Minimum Cooking Temperatures

Table 1. Willimum Cooking Temperatures	
Roasts	130 °F for 112 minutes or
	135°F for 36 minutes or
	145°F for 12 minutes or
	Other time/temp in table*
Pork & inspected game meat	145°F for 15 seconds
Fish	145°F for 15 seconds
Eggs for immediate service	145°F for 15 seconds
Intact beef steak (not pinned*)	145°F on surface
Eggs that are not for immediate service	155°F for 15 seconds
(such as quiche)	
Ground beef (hamburgers)	155 °F or 15 seconds or
	150°F for 1 minute or
	Other time/temp in table*
Poultry (such as chicken and duck)	165°F for 15 seconds
Poultry (such as chicken and duck)	165 Fior 15 seconds

^{*}see 3-401.11 of the 2005 FDA Food Code *Pinned meat has been mechanically tenderized using a method whereby fine incisions are made in the meat by closely spaced, specially designed knives

Reheating:

Food that has been cooked, cooled and then reheated for hot holding must not take longer than 2 hours to reheat so that all the parts of the food are 165°F or hotter for at least 15 seconds. Ready to eat foods that are from a commercially processed sealed container must be heated to 135°F or hotter for hot holding. Food that has been cooked, refrigerated and then reheated for immediate service to an individual customer may be reheated to any temperature. See Table 2.

Table 2: Reheating

Reheating for hot holding	165°F for 15 sec
Hot holding potentially hazardous foods	135℉
Reheating commercially processed and sealed ready to eat foods	135℉
Reheating for immediate service to an individual	Any temperature

5. Storage

Safe Storage:

Once you have inspected all the food that comes into your agency and properly disposed of unsafe food, your job is not finished! Now you have to make sure the food is stored safely. Keeping your food storage area clean and well-organized ensures that food is safe and shows respect for your clients. Here are guidelines for your storage area, and if you have them, your refrigerator and freezer.

Guidelines for Dry Storage:

- FIFO (First In, First Out): Always make sure to give out the oldest product first. When new product arrives, stack it behind the older product.
- Keep cleaning supplies away from food:
 - Cleaning supplies and other toxic items should be stored separately from food:
 - In a separate room or
 - On a separate shelving unit or
 - Below all food
 - This will prevent poisons from contaminating food
- Keep the storage area: cool, clean and dry
 - Cool:
 - room temperature
 - away from pipes and
 - away from direct sunlight
 - Clean:
 - Store food 6 inches off the floor and 6 inches from the wall to allow for easy cleaning and to quickly see spills
 - Don't wait for the trash can to fill, take trash out immediately
 - Set up a cleaning schedule, monthly or weekly if you distribute daily
 - o Dry:
 - Clean up spills immediately
 - Be aware of leaks in the building and tend to them immediately
- **Pest Prevention:** To prevent the infestation of your food facility by pests, keep all outer openings closed, check deliveries carefully, and if there is evidence of rodents, cockroaches or flies, work immediately to eliminate the problem.

The Rule of 6 & 6

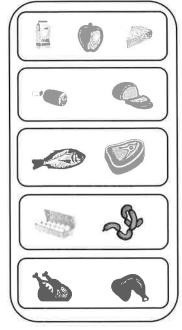
Keep food 6" off the floor and 6" from the wall and 6" off the floor to allow for easy cleaning and to quickly see spills.

Best Practice: DO NOT STACK FOOD ON THE FLOOR



Guidelines for Refrigerated and Frozen Storage:

- Keep the temperature out of the danger zone.
 - o Proper temperature: Refrigerator: under 41ºF, Freezer: under 0º F
 - You need a thermometer in each refrigerator and freezer. FBA provides thermometers for all partner agencies.
- FIFO (First In, First Out): Always make sure to give out the oldest product first. When new product arrives, stack it behind the older product.
- Arrange products safely: Raw meat, fish and poultry should always be stored beneath ready-toeat food in the refrigerator. This prevents raw product juices from dripping on ready-to-eat food.
 If possible, place a tray under potentially hazardous foods that may leak onto other food or shelves.
 - Proper stacking order from top to bottom:
 - Ready-to-eat
 - Fully cooked and processed meat
 - Raw large cuts of meat such as beef, pork, lamb, veal, fish, shellfish
 - Eggs and ground meat such as beef, pork, lamb, veal, fish, shellfish
 - Poultry either ground or whole
- Do not overload. In order for your refrigerator and freezer to stay cold, air needs room to circulate. Leave space between items, and do not line shelves with aluminum foil or paper.
- **Do not refreeze.** If you know an item has been frozen once already, do not refreeze it.
- **Proper thawing:** there are 3 approved methods of thawing potentially hazardous foods
 - Thaw in the refrigerator
 - Completely submerge the item in water no warmer than 70°
 - Thoroughly cook the food to the minimum required temperature
- Keep refrigerator and freezer doors closed as much as possible.
- Keep temperature logs
 - Post a temperature log on the door of each refrigerator and freezer and check daily in order to make adjustments and repairs as needed





How Long Can We Keep It?

Food banks often receive food that is past its "sell by", "use by" or "best by" date. These dates are meant to indicate top product quality, but the food may still be safe to eat after the date has passed. These guidelines assume that food is stored off the floor, out of direct sunlight, in a clean and dry facility, and at the correct temperature (room temperature for dry goods, under 41° F for refrigerated, under 0°F for frozen). **This chart is only a guideline; it is not a substitute for your judgment.** If you believe food is unsafe (swollen cans or other signs of spoilage), throw it away, even if the food is "still good" according to this chart.

Item	Recommend time to keep beyond use-by date
Baby food and formula	Must be thrown out if date has passed. Check dates carefully.
Bread	Ok past date as long as there is no mold. Can be frozen up to 3 months.
Canned goods	Low acid (meat, poultry, fish, gravy, stew, soups, beans, carrots, corn, pasta, peas, potatoes, spinach): 2 to 5 years. High acid (juices, fruit, pickles, sauerkraut, tomato soup, and foods in vinegar-based sauce): 12 to 18 months.
Cereal	6-12 months past date.
Cheese, hard (such as cheddar, swiss)	6 months in refrigerator.
Meats, poultry, fish (frozen)	Fish and ground meats: 3 months past date. Other items: 4-12 months past date.
Fruits and Vegetables, fresh	This will depend on how fresh to produce is when you receive it. Use your judgment and distribute while still fresh.
Milk, refrigerated	Discard 7 days past date. May be frozen before date and kept for 3 months.
Other dairy, refrigerated (yogurt, sour cream, cream cheese)	7-14 days past date.
Pasta	3 years.
Peanut Butter	6-9 months. If packaged, 2-3 months.
Rice	White: 2 years. Brown: 1 year.

6. Cleaning and Hand Washing

Proper Sanitizing:

Dishes and equipment that may have been contaminated through use or cross contamination must be washed, rinsed, and sanitized before being reused.

Mechanical Dishwashing:

Some facilities use a mechanical dishwasher for this process. Mechanical dishwashers must be maintained and checked to ensure they are working properly.

Manual Dishwashing:

Safe dishwashing can be done in a 3 compartment sink by filling the first compartment with 110 °F soapy water, the second compartment with clean rinsing water and the third compartment with sanitizing solution of 1 table spoon of bleach to 1 gallon of water where dishes must be submerged for 10 seconds.

Step 1
Wash
110°F Soapy
water

Step 2
Rinse
Clean Rinse
Water

Step 3
Sanitize
1 Tbl Bleach
to 1 Gal
Water

Repackaging:

Sometimes food arrives in packages too large to give out. While FBA recommends that partner agencies avoid repackaging if at all possible, sometimes repackages is necessary. Here is how to do it safely:

• Clean workspace: Your work surface should be cleaned and sanitized before and after repackaging different foods. Use 100 ppm chlorine (1 table spoon

bleach per gallon of water) to sanitize. Do not use the space for any other activities during repackaging.

- Clean hands: Anyone involved in repackaging must wash hands with hot water and soap for a minimum of 10-15 seconds and wear sanitary, disposable gloves. Anyone who is sick should not be allowed to help.
- Clean containers: The best containers are unused, disposable, food-grade containers like Ziploc bags. If you re-use containers, they must be cleaned and sanitized. You should never reuse plastic wrap or bags, and never re-use containers that were used to store chemicals or cleaning products.

• **Temperature control:** if you repackage refrigerated or frozen foods, only remove as much food as you can work with in a short time. Return food to the refrigerator or freezer right away.

Labels: All repackaged food should have a label. At minimum, include the name of the product and a use-by date (refer to the chart in the previous section for guidance on how long to keep food).
 If possible, labels should also list ingredients.

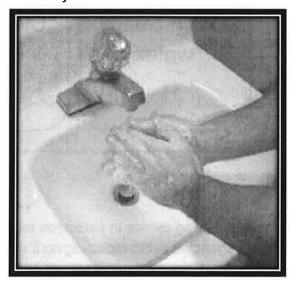
Bare hand contact is prohibited when handling ready to eat foods. You must wear clean, disposable gloves.

Hand Washing:

Washing your hands is an important part of providing safe food as well as preserving your own health. Wash your hands any time you begin working, change tasks (e.g. from sweeping to handling food), change types of food, eat or drink, smoke, use the restroom, or touch anything that may contaminate your hands.

The correct way to wash your hands is:

- Wet hands under hot (110°F) running water
- 2. Apply soap
- Scrub hands for 10-15 seconds (about as long as it takes to sing "Happy Birthday"), paying attention to your fingernails and the space between your fingers
- 4. Rinse hands
- 5. Dry with a disposable paper towel or air dryer

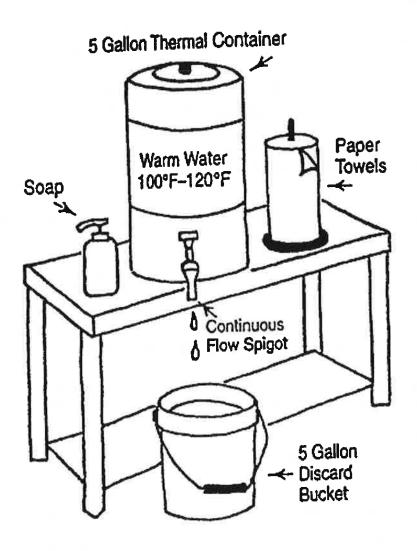


Properly Set Up Hand Washing Station:

A permanent hand washing station must have a <u>sink designated for hand washing only</u>. There must be hand soap and a paper towel dispenser or an air dryer.

A temporary hand washing station must consist of soap, paper towels, and a container with a faucet-type spigot that holds at least 2 gallons and is filled with warm water. There must also be a container to catch the waste water. Please see the image below taken from the Temporary and Seasonal Temporary Operations document found at www.muni.org.

Approved hand sanitizers may be applied to hands that have been properly washed. Hand sanitizers are not a substitute for hand washing, but they may be used in addition to hand washing.



7. Resources

Municipality of Anchorage Food Safety and Permits

Department of Health and Human Services

Environmental Services Division

Food Safety and Sanitation program

Mailing Address: PO Box 196650

Anchorage, AK 99519-6650

Phone:

907-343-4200

Located At:

825 "L" St. 3rd Floor

Customer Service Counter

Web Address:

www.muni.org

Fax:

907-343-4786

All Other Areas of Alaska Food Safety and Permits

Department of Environmental Conservation Food Safety and Sanitation Program

Address:

555 Cordova St

Anchorage, AK 99501

Phone:

877-233-3663

Web Address:

www.dec.alaska.gov

Fax:

907-269-7510

Other Food Safety Resources

United States Department of Agriculture Food Safety and Inspection Service

Web Address: www.fsis.usda.gov

Food Marketing Institute

Food Keeper and other resources

Web Address: www.fmi.org

Indiana's Food for the Hungry

Food Safety and Nutrition Information

Web Address: www.cfs.purdue.edu

The Partnership for Food Safety Education

Fight BAC!

Web Address: www.fightbac.org