

## Sprouting Seeds or Beans / Growing Microgreens HACCP Plan Worksheet

### **Introduction:**

Sprouts are the initial growth of germinated seeds from edible plant varieties. Sprouts are often grown with only liquid media (water, nutrient broth, etc.) and they are irrigated often throughout the germination process. Typically, sprouts are consumed along with the seed hulls after several days of germination. Sprouts can be served raw or cooked.

Microgreens are grown in a solid media (soil or otherwise). They are harvested after they have established roots and opened their first leaves (cotyledons). Only the stems and leaves are consumed as microgreens are harvested above their roots. Microgreens can be served raw or cooked.

Many food establishments utilize sprouts and/or microgreens in their dishes to enhance the nutrient and flavor profiles of foods. However, sprouts and microgreens have been associated with an elevated risk of causing foodborne illness when handled improperly. Microorganisms already on the seeds or introduced during the sprouting process grow quickly during the ideal conditions of germination and sprouting. Foodborne illness outbreaks associated with sprouts have been caused by *Escherichia coli* O157:H7 and various *Salmonella* strains as the common illness-causing bacteria. Sprouts contaminated with foodborne illness pathogens such as *Salmonella* or *E. coli* O157:H7 show no changes in appearance, smell, or taste – the only way to guarantee that sprouts and microgreens are safe to eat is to consistently grow and handle them safely with the appropriate precautions in place.

To grow sprouts or microgreens for consumption in a retail food establishment a Hazard Analysis and Critical Control Point (HACCP) plan is required to control the food safety risks associated with the sprouting process; furthermore, the establishment must apply for a variance (application is attached). A variance is a written agreement that your establishment may utilize food safety controls not explicitly described in regulations, so long as they prevent a health hazard and are supported by third-party documentation. The definition of a waiver can be found in in [Section 1-201.10 of the 2013 FDA Model Food Code, as adopted in the Administrative Rules of Montana, Title 37, Chapter 110, Subchapter 2, governing food establishment operations.](#)

Sprouts and microgreens may be grown from seeds such as alfalfa, clover, sunflower, broccoli, mustard, radish, garlic, dill, pumpkin, and wheat berries (wheat grass); or, from beans, such as mung, kidney, pinto, navy, soy. Sprouts and microgreens can be served raw or cooked. HACCP plans are required for all varieties of sprouts and microgreens, with additional documentation required for sprouts that are intended to be consumed raw. The requirements for each processing method are included in the HACCP Plan Checklist on page 2 of this worksheet.

### **Worksheet Instructions:**

This worksheet represents the minimum required supporting documentation for a Sprouting Seeds and Bean / Growing Microgreens HACCP plan. A separate HACCP Plan must be completed for each special process and food product. Please read through and complete the entire worksheet. If a section does not apply to your operation, please write “N/A”. You may attach additional documentation to the end of the worksheet, as required. Additional materials and examples can be found on the [HACCP Plan Resources website.](#)

Click the blue boxes to fill out each section of the worksheet. Any text added to the worksheet will overwrite the example text provided. Instructions for filling out specific sections of the worksheet are provided under the section headings, as necessary. Both typed and handwritten worksheets will be accepted.

Before submitting this worksheet, please review the Sprouting Seeds and Beans / Growing Microgreens HACCP Checklist provided on the following page. Additional documentation that is not included in this worksheet may be required for your establishment, which must be submitted alongside this completed worksheet. Plans submitted without supporting documentation are incomplete.

**Incomplete plans will not be accepted or reviewed.**



## Sprouting Seeds and Beans / Growing Microgreens HACCP Plan Checklist

		Required Documentation	Complete
<b>New Facilities</b>	Standard Applications	<a href="#">Plan Review Application</a>	
		Pre-Opening Inspection – License Application	
Materials included in this HACCP Worksheet	Process-Specific Facility Information	Request for HACCP Plan Review and Variance	
		List of facilities that will be processing and/or storing food items produced using the special process.	
		Name of each type of seed or bean that will be sprouted.	
		A list of the make, model, and use of all equipment used in this process.	
		Detailed written procedures for the routine sanitization of the germination area.	
		Detailed written procedures for how the sprouts or microgreens will be washed before service (must be in accordance with Section 050.150).	
		<b><u>FOR SPROUTS INTENDED TO BE CONSUMED RAW:</u></b>	
		<ul style="list-style-type: none"> <li>- A list of the chemicals being used in the sanitizing solution for seed chlorination.</li> <li>- A written description of how to make the sanitizing solution for seed chlorination.</li> </ul>	
		Detailed Process Flow Diagram, including all Critical Control Points (CCPs), for each food item prepared using the special process	
		Hazard Analysis Chart, including each step listed in the Process Flow Diagram, for each food item prepared using the special process	
	HACCP Chart, including all CCPs listed in the Process Flow Diagram, for each food item prepared using the special process		
	Employee Training Program and Standard Operating Procedures (SOPs)	Employee Health & Personal Hygiene SOP	
		Cleaning & Sanitizing SOPs for all applicable equipment ( <u>in addition to the</u> sanitization procedures for the germination area as listed above): <ul style="list-style-type: none"> <li>- Chemical Sanitizing Dishwasher</li> <li>- High Temperature Dishwasher</li> <li>- Three-Compartment Sink</li> </ul>	
		Employee Health and Exclusion Acknowledgement	
		Sample Date-marking labels for harvested sprouts	
		Sample product label and/or menu including a consumer advisory statement (must be attached separately).	
	Required Records & Documentation	<u>Process Logs</u>	
		<ul style="list-style-type: none"> <li>- Refrigeration Log</li> <li>- Germination Batch Log</li> </ul>	
		Documentation (i.e. Certificate of Analysis) from the seed supplier showing that the seeds are intended for sprouting.	
		<b><u>FOR SPROUTS INTENDED TO BE CONSUMED RAW:</u></b>	
		<ul style="list-style-type: none"> <li>- Laboratory testing of spent irrigation water (must be updated annually)</li> <li>- Wash Log for recording chlorination sanitizer concentrations</li> </ul>	
		Sample Training Log for HACCP Plan and SOPs	
		Food Safety Checklist	

**APPLICATION FOR HACCP PLAN and VARIANCE**

*To gain compliance with the 2013 FDA Model Food Code, Sections 8-103.10 and 8-201.13 as regulated by the Yellowstone City-County Health Department dba RiverStone Health.*

THE FEE FOR HACCP PLAN REVIEW and VARIANCE REQUEST IS \$ \_\_\_\_\_ DATE \_\_\_\_\_  
 NAME OF ESTABLISHMENT \_\_\_\_\_ LICENSE NUMBER \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_  
 PERSON TO CONTACT \_\_\_\_\_ DAYTIME PHONE \_\_\_\_\_

I am submitting a HACCP Plan and requesting a Variance for (select all that apply):

- Smoking Food
- Operating Live Molluscan Shellfish Tank
- Curing Food
- Custom Processing of Animals
- Reduced Oxygen Packaging (with one barrier - refrigeration)
- Use of Food Additives (sushi rice)
- Sprouting Seeds or Beans
- Other Food Preparation Method

Will **process** be used at more than one location?  Yes  No

If yes, list name(s) and permit number(s) \_\_\_\_\_

Will **product** be served at more than one location?  Yes  No

If yes, list name(s) and permit number(s) \_\_\_\_\_

How will the product be sold? (Select all that apply):  Retail  Wholesale

**\*Note:** For each of the above processes selected, a HACCP plan containing all of the required documentation as outlined in the *RiverStone Health Checklist for General HACCP Plan Requirements* and the process specific checklist if applicable must accompany this application. Failure to submit required documentation may result in the rejection of the Variance and associated HACCP plan. Please allow at least 30 days for HACCP Plan and/or Variance request review.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



Name of Establishment: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

License Number: \_\_\_\_\_

Will this process be used at more than one location?  Yes  No

If yes, list the names and permit numbers of each location: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List each type of seed or bean that will be sprouted:

List all equipment that will be utilized for each food item prepared using this special process:

Please Note: This equipment list must identify all sanitizer concentration testing equipment, if applicable.



**Detailed procedures for the routine sanitization of the germination area:**



**Detailed written procedures for how the sprouts or microgreens will be washed before service:**

Please Note: These written procedures must be in accordance with section 3-502.11 of the 2013 FDA Model Food Code as adopted by the Administrative Rules of Montana, Title 37, Chapter 110, SubChapter 2, governing food establishment operations.



**For Sprouts Intended to Be Consumed Raw**

List the chemicals being used in the sanitizing solution for seed chlorination:

Detailed written procedures for how to make and apply the sanitizing solution for seed chlorination:



# Process Flow Diagram

Create a Process Flow Diagram for each food item prepared using the special process. Process Flow Diagrams should depict each step of the special process from receiving of food products to service. Please indicate which steps represent Critical Control Points (CCPs) in the process. If you are unsure what qualifies as a CCP, utilize this [CCP Decision Tree](#). If the provided Process Flow Diagram is not appropriate for your facility, please create a diagram better suited to your operation. All Process Flow Diagrams must be included as part of a complete HACCP Plan Application.

<b>Menu Item:</b>	<b>Restaurant Name &amp; Permit Number:</b>
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Check this box if additional Process Flow Diagrams are attached.





# Hazard Analysis Chart

*Complete a separate Hazard Analysis Chart for each food item prepared using the special process. Please leave unused boxes blank. [Additional Hazard Analysis Charts](#) must be attached, as needed*

Menu Item:	Restaurant Name & License Number:
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Process Step	Potential Hazards (B) Biological (C) Chemical (P) Physical	Hazard Significant?  (YES/NO)	Justification of Decision	Preventative Measures applied to prevent the significant hazards?	Is this step a CCP?  (YES/NO)



# HACCP Plan Chart

*Complete a separate HACCP Plan Chart for each food item prepared using the special process. Please leave unused boxes blank. Additional HACCP Plan Charts must be attached, as needed.  
Examples of HACCP Plan Charts can be found on the [HACCP Plan Resources website](#).*

Menu Item:		Restaurant Name & License Number:							
Hazards	Critical Control Points	Critical Limits	Monitoring				Corrective Actions	Verification	Records
			What	How	Frequency	Who			



## Standard Operating Procedure – Employee Health & Personal Hygiene

### PURPOSE & SCOPE

This Standard Operating Procedure (SOP) describes the policy to which staff will adhere in order to ensure all food service employees will maintain good personal hygiene and follow proper Employee Health practices to ensure food safety.

### PROCEDURES

1. Follow the Administrative Rules of Montana Title 37, Chapter 110, Subchapter 2 governing foodservice establishment operations.

### POLICIES

1. Grooming:
  - a. Arrive in a clean condition – clean hair and clean outer clothing.
  - b. Fingernails should be trimmed, clean, polish-free, and maintained so edges and surfaces are cleanable and not rough. No artificial nails are permitted in the food production area.
  - c. Wash hands (including under fingernails) and up to forearms vigorously and thoroughly with soap and warm water for a period of 20 seconds:
    - i. When entering the facility before work begins.
    - ii. Immediately before preparing food or handling equipment.
    - iii. As often as necessary during food preparation when contamination occurs.
    - iv. In the restroom after toilet use and when you return to your workstation.
    - v. When switching between working with raw foods and working with ready-to-eat or cooked foods.
    - vi. After touching face, nose, hair, or any other body part, and after sneezing or coughing.
    - vii. After performing any cleaning duties.
    - viii. Between each task performed and before wearing disposable gloves.
    - ix. After smoking, eating, or drinking.
    - x. Any other time an unsanitary task has been performed (i.e. taking out garbage, handling cleaning chemicals, wiping tables, picking up a dropped food item, etc.)
  - d. Wash hands only in hand sinks designated for that purpose.
  - e. Dry hands with single use towels. Turn off faucets using a paper towel to prevent recontamination of clean hands.
2. Proper Attire:
  - a. Wear appropriate clothing- clean uniform with sleeves and clean non-skid closed-toe work shoes that are comfortable for standing and working on floors that can be slippery.



- b. Aprons used by employees are to be hung in a designated area when not in use. They are not to be worn in the toilet area, eating areas or locker rooms.
  - c. Use disposable gloves, or dispensing equipment such as tongs, spatulas or tissue paper when handling ready-to-eat foods that will not be heat-treated.
  - d. Change disposable gloves as often as handwashing is required. Wash hands before donning and after discarding gloves.
3. Hair restraints and jewelry:
- a. Effective hair restraints must be worn in food preparation and service areas.
  - b. Keep beard and mustaches neat and trimmed. Beard restraints are required in any food production area.
  - c. No jewelry (except a wedding band or other plain ring or medical identification bracelet) is allowed during handling of food.
4. Illness:
- a. Food employees shall report to Person in Charge when they have a symptom caused by illness, infection, or other source that is:
    - i. Associated with, diarrhea, vomiting or other acute gastrointestinal illness
    - ii. Jaundice
    - iii. Sore throat with fever
    - iv. A boil, infected wound or other lesion containing pus that is open or draining. If located on the hands or wrists, a finger cot that protects the lesion and a single use glove must be worn. Lesions on exposed portions of the arms must be protected by an impermeable cover.
  - b. Employees with gastrointestinal symptoms (vomiting and/or diarrhea) will be excluded for a minimum of 48 Hours after symptoms have stopped.
  - c. Employees with jaundice will be excluded until laboratory results indicate the individual is not currently infected with Hepatitis A.
  - d. Employees with acute respiratory infection or sore throat with fever will be excluded until symptom free. Employees could be re-assigned to activities so that there is no risk of transmitting a disease through food.
5. Cuts, Abrasions and Burns:
- a. Bandage any cut, sores, rash, lesion, abrasion or burn that has broken the skin.
  - b. Wear disposable gloves to cover bandages on hands. Change as appropriate.
  - c. Inform Person in Charge of all wounds.
6. Smoking, eating and gum chewing:
- a. Eating and drinking is prohibited in areas where contamination of exposed food, clean equipment, utensils, unwrapped single-service and single use articles could occur.
  - b. Smoke only in designated areas. No smoking or chewing tobacco shall occur inside food preparation and service areas.



- c. A closed beverage container may be used in the kitchen if the container is handled to prevent contamination.
  - d. Refrain from chewing gum or eating candy while working in food preparation areas.
7. No Bare Hand Contact with Ready to Eat (RTE) Foods
- a. Food handlers may use single service gloves, tongs, spatulas, serving spoons, deli paper and/or toothpicks to prevent contact with ready to eat food items with bare hands during food preparation and/or service.

MONITORING

- 1. Person in Charge will:
  - a. Visually inspect employees when they report to work to ensure all employees are adhering to the health and hygiene policies.
  - b. Visually monitor employee handwashing during all hours of operation.
  - c. Visually monitor employees during all hours of operation to ensure proper procedures are followed to avoid bare-hand contact with ready-to-eat foods.
  - d. Visually observe handwashing sinks to ensure all handwashing sinks are properly supplied during all hours of operation.

CORRECTIVE ACTION

- 1) Retrain any employee found not following the procedures in this SOP.
- 2) Ensure employees that are observed not washing their hands at the appropriate times are required to immediately wash their hands using the proper procedures
- 3) Ensure employees that are observed contacting ready-to-eat food with bare hands are retrained to ensure proper procedures to avoid bare hand contact with ready-to-eat foods and proper handwashing procedures.
- 4) Ensure employees exhibiting signs of illness are excluded for the period outlined in this SOP.

**DATE IMPLEMENTED:** \_\_\_\_\_ **BY:** \_\_\_\_\_

**DATE REVIEWED:** \_\_\_\_\_ **BY:** \_\_\_\_\_

**DATE REVISED:** \_\_\_\_\_ **BY:** \_\_\_\_\_



## Cleaning and Sanitizing Food Contact Surfaces

(Chemical Sanitizing Dishwasher)

**PURPOSE:** To prevent foodborne illness by ensuring that all food contact surfaces are properly cleaned and sanitized.

**SCOPE:** This procedure applies to foodservice employees involved in cleaning and sanitizing food contact surfaces.

### INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.
2. Follow the Administrative Rules of Montana, Title 37, Chapter 110, Subchapter 2, requirements.
3. Follow manufacturer's instructions regarding the use and maintenance of equipment and use of chemicals for cleaning and sanitizing food contact surfaces.
4. Wash, rinse, and sanitize food contact surfaces of sinks, tables, equipment, utensils, thermometers, carts, and equipment:
  - Before each use
  - Between uses when preparing different types of raw animal foods, such as eggs, fish, meat, and poultry
  - Between uses when preparing ready-to-eat foods and raw animal foods, such as eggs, fish, meat, and poultry
  - Any time contamination occurs or is suspected
5. Wash, rinse, and sanitize food contact surfaces of sinks, tables, equipment, utensils, thermometers, carts, and equipment using the following procedure:
  - Wash surface with detergent solution.
  - Rinse surface with clean water.
  - Sanitize surface using a sanitizing solution mixed at a concentration specified on the manufacturer's label.
  - Place wet items in a manner to allow air drying.
6. For the dish machine:
  - Check with the dish machine manufacturer to verify that the information on the data plate is correct.
  - Refer to the information on the data plate for determining wash, rinse, and sanitization rinse temperatures; sanitizing solution concentrations; and water pressures, if applicable.
  - Follow manufacturer's instructions for use.



**MONITORING:**

Food service employees will:

1. During all hours of operation, visually and physically inspect food contact surfaces of equipment and utensils to ensure that the surfaces are clean.
2. For the dish machine, daily:
  - Visually monitor that the water and the interior parts of the machine are clean and free of debris.
  - Continually monitor the temperature and pressure gauges, if applicable, to ensure that the machine is operating according to the data plate.
  - Check the sanitizer concentration on a recently washed food-contact surface by using a chlorine test kit. The chlorine concentration of the rinse should be 50 to 100 parts per million. Use the reference colors on the test kit to determine if the proper concentration has been reached.

**CORRECTIVE ACTION:**

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Wash, rinse, and sanitize dirty food contact surfaces. Sanitize food contact surfaces if it is discovered that the surfaces were not properly sanitized. Discard food that comes in contact with food contact surfaces that have not been sanitized properly.
3. For the dish machine:
  - Drain and refill the machine periodically and as needed to keep the water clean.
  - Contact the appropriate individual(s) to have the machine repaired if the machine is not reaching the proper wash or rinse temperature indicated on the data plate.
  - For a chemical sanitizing dish machine, check the level of sanitizer remaining in bulk container. Fill, if needed. “Prime” the machine according to the manufacturer’s instructions to ensure that the sanitizer is being pumped through
  - If the dish machine is not dispensing the approve concentration of sanitizer, rinse, and sanitize in the 3-compartment sink until the machine is repaired or use disposable single service/single-use items. The dish machine may not be used if it is not dispensing the required concentration of sanitizer.

**VERIFICATION AND RECORD KEEPING:**

The foodservice manager will verify that foodservice employees have taken the required temperatures and tested the sanitizer concentration by visually monitoring foodservice employees during the shift and confirming their results.

**DATE IMPLEMENTED:** \_\_\_\_\_ **BY:** \_\_\_\_\_

**DATE REVIEWED:** \_\_\_\_\_ **BY:** \_\_\_\_\_

**DATE REVISED:** \_\_\_\_\_ **BY:** \_\_\_\_\_



## Cleaning and Sanitizing Food Contact Surfaces SOP

(High Temperature Dishwasher)

**PURPOSE:** To prevent foodborne illness by ensuring that all food contact surfaces are properly cleaned and sanitized.

**SCOPE:** This procedure applies to foodservice employees involved in washing, rinsing, and sanitizing food contact surfaces.

### INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.
2. Follow the Administrative Rules of Montana, Title 37, Chapter 110, Subchapter 2, requirements.
3. Follow manufacturer's instructions regarding the use and maintenance of equipment and use of chemicals for cleaning and sanitizing food contact surfaces.
4. Wash, rinse, and sanitize food contact surfaces of sinks, tables, equipment, utensils, thermometers, carts, and equipment:
  - Before each use
  - Between uses when preparing different types of raw animal foods, such as eggs, fish, meat, and poultry
  - Between uses when preparing ready-to-eat foods and raw animal foods, such as eggs, fish, meat, and poultry
5. Any time contamination occurs or is suspected
5. For the high temperature dish machine:
  - Check with the dish machine manufacturer to verify that the information on the data plate is correct.
  - Refer to the information on the data plate for determining wash, rinse, and sanitization (final) rinse temperatures; sanitizing solution concentrations; and water pressures, if applicable.
  - Follow manufacturer's instructions for use.
  - Ensure that food contact surfaces reach a surface temperature of **160F** or above when using hot water to sanitize.

### MONITORING

1. During all hours of operation, visually and physically inspect food contact surfaces of equipment and utensils to ensure that the surfaces are clean.
2. For the dish machine, on a daily basis:
  - Visually monitor that the water and the interior parts of the machine are clean and free of debris.
  - Continually monitor the temperature and pressure gauges, if applicable, to ensure that the machine is operating according to the data plate. \_
  - A minimum dishwashing temperature of 160F will be verified by:

Choose One Option





**CORRECTIVE ACTION:**

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Wash, rinse, and sanitize dirty food contact surfaces. Sanitize food contact surfaces if it is discovered that the surfaces were not properly sanitized. Discard food that comes in contact with food contact surfaces that have not been sanitized properly.
  
3. For the dish machine:
  - Drain and refill the machine periodically and as needed to keep the water clean.
  - Contact the appropriate individual(s) to have the machine repaired if the machine is not reaching the proper wash or rinse temperature indicated on the data plate.
  - For the dish machine, retest by running the machine again. If the appropriate surface temperature is still not achieved on the second run, contact the appropriate individual(s) to have the machine repaired. Wash, rinse, and sanitize in the 3-compartment sink until the machine is repaired or use disposable single service/single-use items. The dish machine may not be used if it is not reaching the approved temperature that is indicated on the data plate.

**VERIFICATION AND RECORD KEEPING:**

The foodservice manager will verify that foodservice employees have taken the required temperatures by visually monitoring foodservice employees during the shift and confirming their results.

**DATE IMPLEMENTED:** \_\_\_\_\_ **BY:** \_\_\_\_\_

**DATE REVIEWED:** \_\_\_\_\_ **BY:** \_\_\_\_\_

**DATE REVISED:** \_\_\_\_\_ **BY:** \_\_\_\_\_



## Cleaning and Sanitizing Food Contact Surfaces SOP

(Three Compartment Sink)

**PURPOSE:** To prevent foodborne illness by ensuring that all food contact surfaces are properly cleaned and sanitized.

**SCOPE:** This procedure applies to food service employees involved in cleaning and sanitizing food contact surfaces.

### INSTRUCTIONS:

1. Train food service employees on using the procedures in this SOP.
2. Follow the Administrative Rules of Montana, Title 37, Chapter 110, Subchapter 2, requirements.
3. Follow manufacturer's instructions regarding the use and maintenance of equipment and use of chemicals for cleaning and sanitizing food contact surfaces.
4. Wash, rinse, and sanitize food contact surfaces of sinks, tables, equipment, utensils, thermometers, carts, and equipment:
  - Before each use
  - Between uses when preparing different types of raw animal foods, such as eggs, fish, meat, and poultry
  - Between uses when preparing ready-to-eat foods and raw animal foods, such as eggs, fish, meat, and poultry
  - Any time contamination occurs or is suspected
5. Wash, rinse, and sanitize food contact surfaces of sinks, tables, equipment, utensils, thermometers, carts, and equipment using the following procedure:
  - Wash surface with detergent solution.
  - Rinse surface with clean water.
  - Sanitize surface using a sanitizing solution mixed at a concentration specified on the manufacturer's label.
  - Place wet items in a manner to allow air drying.
6. Setup and use the 3-compartment sink in the following manner:
  - In the first compartment, wash with a clean detergent solution at or above 110 °F or at the temperature specified by the detergent manufacturer.
  - In the second compartment, rinse with clean water.
  - In the third compartment, sanitize with Type of sanitizer sanitizing solution mixed at a concentration of Recommended Concentration  
 Test the chemical sanitizer concentration by using an appropriate test kit.



**MONITORING:**

Food service employees will:

1. During all hours of operation, visually and physically inspect food contact surfaces of equipment and utensils to ensure that the surfaces are clean.
2. For the 3-compartment sink, daily:
  - Visually monitor that the water in each compartment is clean.
  - Take the water temperature in the first compartment of the sink by using a calibrated thermometer.
  - Test sanitizer concentrations using:

Choose One Option

**CORRECTIVE ACTION:**

1. Retrain any food service employee found not following the procedures in this SOP.
2. Wash, rinse, and sanitize dirty food contact surfaces. Sanitize food contact surfaces if it is discovered that the surfaces were not properly sanitized. Discard food that comes in contact with food contact surfaces that have not been sanitized properly.
3. For the 3-compartment sink:
  - Drain and refill compartments periodically and as needed to keep the water clean.
  - Adjust the water temperature by adding hot water until the desired temperature is reached.
  - Add more sanitizer or water, as appropriate, until the proper concentration is achieved.

**VERIFICATION AND RECORD KEEPING:**

The foodservice manager will verify that foodservice employees have taken the required sanitizer concentration by visually monitoring foodservice employees during the shift and confirming their results.

**DATE IMPLEMENTED:** \_\_\_\_\_ **BY:** \_\_\_\_\_

**DATE REVIEWED:** \_\_\_\_\_ **BY:** \_\_\_\_\_

**DATE REVISED:** \_\_\_\_\_ **BY:** \_\_\_\_\_



# Employee Health Policy

Establishment Name: \_\_\_\_\_

Establishment Address: \_\_\_\_\_

The purpose of this agreement is to inform conditional employees and current employees of this food establishment of the responsibility to notify the person in charge (PIC) when they experience any of the conditions listed so the PIC can take appropriate steps to prevent the transmission of foodborne illness.

I agree to report these symptoms whether they occur at work **or** outside of work:

- 1) Diarrhea;
- 2) Vomiting;
- 3) Jaundice;
- 4) Sore throat with a fever; and/or,
- 5) Infected cuts, wounds, or lesions containing pus on exposed parts of the body (e.g. hands, wrists, etc.)

I understand that if I am experiencing diarrhea and vomiting, I will not be able to return to work for at least **24 hrs after the symptoms have stopped.**

I agree to report if I am diagnosed as being ill with Norovirus, Salmonella typhii (typhoid fever), any Shigella species, E. coli 0157:H7, other Enterohemorrhagic or Shiga toxin-producing E. coli, Hepatitis A virus any other communicable disease that is considered reportable as required in the Administrative Rules of Montana Title 37, Chapter 110, Subchapter 2.

I agree to follow all employee health, restrictions, exclusions and reporting requirements as required in section 2-201.11 of the Administrative Rules of Montana, Governing Food Establishments.

Current/Conditional Food Employee Initial Name: \_\_\_\_\_

Current/Conditional Food Employee Initial Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Food Establishment Representative Name: \_\_\_\_\_

Food Establishment Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_



### Sprouting Batch Log

Sprouting Batch Logs must be maintained on-site for two years. The person-in-charge must review batch logs weekly and initial in the last column.

Facility Name: \_\_\_\_\_

Facility Address: \_\_\_\_\_

Date	Batch Number	Seed/Bean Variety	Seed Source (Vendor)	Germination Start Date	Sanitization Complete (Yes/No/NA)	Harvest Date	Verification

Reviewed By: \_\_\_\_\_



### Sprouting Wash Log

Sprouting Batch Logs must be maintained on-site for two years. The person-in-charge must review wash logs weekly and initial in the last column. Wash logs are only required if the sprouts are intended to be consumed raw.

Facility Name: \_\_\_\_\_ Facility Address: \_\_\_\_\_

Date	Batch Number	Start Time	End Time	Calcium Hypochlorite Concentration (ppm)	Verification

Reviewed By: \_\_\_\_\_



### Food Safety Training Log

Trainee Name	Food Safety Training: Type Completed	Date Completed	Trainee Initials	Supervisor Initials

Reviewed by: \_\_\_\_\_





# FOOD SAFETY CHECKLIST

The Food Safety Checklist should be used by the person in charge (PIC) to determine compliance with food safety practices that prevent foodborne illness in their facility. This checklist:

- is not comprehensive. Your facility will be evaluated on other items of compliance during an inspection.
- only includes items that, if found out of compliance, must be immediately corrected on site during an inspection and directly impacts the facility's inspection score.
- may be used with the Food Establishment Field Inspection Guide to determine how items would be marked and corrected during a routine inspection.

	In	Out	#	Description
Supervision; Employee Health & Hygiene	<input type="checkbox"/>	<input type="checkbox"/>	1.	PIC is present; PIC is a Certified Food Protection Manager (Risk Category 3s & 4s); PIC demonstrates active managerial control over employees and food safety risks at facility.
	<input type="checkbox"/>	<input type="checkbox"/>	2.	Facility has written procedures for the cleanup of vomit/diarrhea; employees are aware of exclusion Policy.
	<input type="checkbox"/>	<input type="checkbox"/>	3.	Food handlers cover sores/cuts on hands with bandage and gloves; PIC restricts or excludes sick employees.
	<input type="checkbox"/>	<input type="checkbox"/>	4.	Employee drinks have fitted lid and straw; employees eat, taste, and drink in a way that avoids cross contamination.
	<input type="checkbox"/>	<input type="checkbox"/>	5.	Employees experiencing persistent runny nose, sneezing, coughing, and watery eyes are restricted from food/equipment.
Preventing Contamination by Hands	<input type="checkbox"/>	<input type="checkbox"/>	6.	Employees wash hands for at least 20 seconds as often as needed.
	<input type="checkbox"/>	<input type="checkbox"/>	7.	Employees use utensils or gloved hands to prevent bare hand contact with ready-to-eat (RTE)
	<input type="checkbox"/>	<input type="checkbox"/>	8a.	Handwashing sinks are clear and accessible; sinks are used for handwashing only.
	<input type="checkbox"/>	<input type="checkbox"/>	8b.	All handwashing sinks are stocked with soap and paper towels; handwashing signs are posted at each sink.
Approved Sources	<input type="checkbox"/>	<input type="checkbox"/>	9a.	All food comes from an approved source.
	<input type="checkbox"/>	<input type="checkbox"/>	9b.	All molluscan shellfish come from sources listed on the Interstate Certified Shellfish Shippers list (ICSSL).
	<input type="checkbox"/>	<input type="checkbox"/>	9c.	All game animals and wild mushrooms come from an approved source.
	<input type="checkbox"/>	<input type="checkbox"/>	10.	All time/temperature control for safety (TCS) food is received at or below 41°F; eggs and milk are received at or below 45°F.
	<input type="checkbox"/>	<input type="checkbox"/>	11.	Food is honestly presented and free from mold; packages and cans of food are in good condition.
	<input type="checkbox"/>	<input type="checkbox"/>	12a.	Facility maintains annual parasite destruction letter for fish served raw or undercooked.
	<input type="checkbox"/>	<input type="checkbox"/>	12b.	Shellstock tags are stored with the shellstock until the last shellfish is sold; tags are marked with the last date of sale; tags for past 90 days are stored chronologically on site.
Food Protected from Contamination	<input type="checkbox"/>	<input type="checkbox"/>	13a.	All raw animal foods are stored away from or underneath RTE foods in all equipment.
	<input type="checkbox"/>	<input type="checkbox"/>	13b.	All raw animal foods are stored away from each other, or in order of minimum cook temperature then poultry and stuffed foods.
	<input type="checkbox"/>	<input type="checkbox"/>	13c.	All food is stored and handled in a way that protects it from environmental contamination
	<input type="checkbox"/>	<input type="checkbox"/>	14.	All in-use prep surfaces such as cutting boards and utensils that contact TCS food are washed, rinsed, and sanitized every 4 hours minimum; equipment/utensils not in use are clean to sight and touch.
	<input type="checkbox"/>	<input type="checkbox"/>	15a.	Food is not re-served after being sold or served to a consumer.
	<input type="checkbox"/>	<input type="checkbox"/>	15b.	Food that has been contaminated or obtained from an unapproved source is discarded.



	In	Out	#	Description
Control of TCS Foods	<input type="checkbox"/>	<input type="checkbox"/>	16.	All raw animal foods are cooked to a proper final cook temperature; facility is following pre-approved non-continuous cooking process.
	<input type="checkbox"/>	<input type="checkbox"/>	17.	Commercially processed RTE food is rapidly reheated to 135°F within 2 hours; RTE food prepared in-house is rapidly reheated to 165°F within 2 hours.
	<input type="checkbox"/>	<input type="checkbox"/>	18.	TCS food is cooled from 135°F to 70°F within 2 hours and from 70°F to 41°F within an additional 4 hours, verified using a calibrated thermometer; food prepped from ambient temperature is cooled to 41°F within 4 hours.
	<input type="checkbox"/>	<input type="checkbox"/>	19.	All TCS food is hot held at 135°F or above; roasts are hot held at 130°F or above.
	<input type="checkbox"/>	<input type="checkbox"/>	20.	All TCS food is cold held at 41°F or below.
	<input type="checkbox"/>	<input type="checkbox"/>	21a.	All TCS food prepared on site, or opened from a commercial container, and held for more than 24 hours is date marked and discarded after 7 days; date marking system is clear and understood by all employees.
	<input type="checkbox"/>	<input type="checkbox"/>	21b.	When using time as a public health control, written procedures are maintained on site and food is marked to be discarded after 4 hours.
Consumer Advisory	<input type="checkbox"/>	<input type="checkbox"/>	22.	Alcohol advisory is posted behind the bar or in women’s restroom; if serving raw or undercooked meat, facility has raw/undercooked advisory on menu and foods are identified by asterisking them to the advisory.
Susceptible Populations	<input type="checkbox"/>	<input type="checkbox"/>	23.	Facilities specifically serving highly susceptible populations do not offer prohibited foods such as undercooked animal products, raw seed sprouts or unpasteurized juice, milk, or shell eggs.
Food Additives; Toxic Substances	<input type="checkbox"/>	<input type="checkbox"/>	24.	Approved food additives are used properly.
	<input type="checkbox"/>	<input type="checkbox"/>	25a.	All chemical bottles are labeled with contents; chemicals, first-aid items, and personal care products are stored underneath or separately from food; sanitizer applied to food contact surfaces is at appropriate concentration (50-100ppm chlorine, 200-400ppm quat).
	<input type="checkbox"/>	<input type="checkbox"/>	25b.	Poisonous or toxic chemicals held for retail sale are stored separately from or beneath food and single-use items.
Approved procedures	<input type="checkbox"/>	<input type="checkbox"/>	26.	Facility has an approved operational plan or HACCP plan for specialized processes conducted; facility is following plan and keeps records on site; mobile unit is following Servicing Area Agreement.
Equipment and facilities	<input type="checkbox"/>	<input type="checkbox"/>	27.	Facility is free from pest activity; facility receives regular service from a licensed pest control operator; facility does not allow live animals (other than service animals) inside
	<input type="checkbox"/>	<input type="checkbox"/>	28.	All dishwashing sanitizers used at proper concentration; surfaces of dishes reach 160°F and rinse gauge reaches 180°F in high temperature dishwasher; dishes washed in a 3-compartment sink and clean-in-place equipment are washed in the correct order (wash, rinse, sanitize, and air dry); test strips are available for sanitizer concentration and for high temperature dishwasher.
	<input type="checkbox"/>	<input type="checkbox"/>	29.	Water comes from an approved source and is free from contamination; hot and cold water available at sinks.
	<input type="checkbox"/>	<input type="checkbox"/>	30.	Facility is free from sewage overflows or back-ups; wastewater is properly disposed of.

PIC Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Is your facility struggling to keep any of these items “IN”? We can help!

Find food safety brochures, procedures, posters, logs, and more in our online [Resource Library](#).

