

Section I: All Foods

A. Food Labelling

1. Inspect all packaged foods in the food pantry. Is the pantry free of:
- | | <u>Found</u> | <u>Date Discarded</u> |
|---|---------------|-----------------------|
| a. Foods with missing labels? | __ Yes __ No* | __ / __ / __ |
| b. Home canned or home processed foods? | __ Yes __ No* | __ / __ / __ |
2. Do you have a policy against accepting home canned or processed foods? __ Yes __ No *

***Contact your food bank for assistance in labeling foods. Throw out any food that is home canned/processed or looks home canned/processed.**

B. Food Repacking

1. Only fresh uncut or unwashed produce is repacked? __ Yes __ No
- a. If No, what foods are repacked? __ Bread/Baked Goods* __ **Potentially Hazardous Foods See pg 4 for definition
__ Other*, specify _____
- b. *If repacking bread/baked goods or other foods, have workers been trained on the safe repacking of these foods by your food bank or HPNAP contract manager? __ Yes __ No***
- c. **If repacking Potentially Hazardous Foods, have you received written approval from NYS Dept. of Agriculture and Markets to do so? __ Yes __ No***

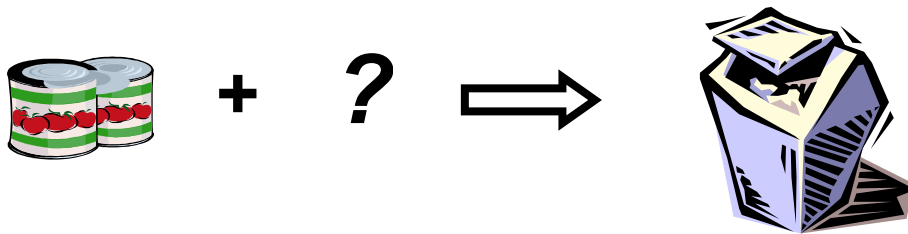
***** Contact your food bank or HPNAP contract manager for assistance. Stop repacking Potentially Hazardous Food.**

Section II: Dry Storage

A. Food Packaging

1. Inspect all canned and jarred items in the storage area.
- Is storage area free of:
- | | <u>Found</u> | <u>Date Discarded</u> |
|--|---------------|-----------------------|
| a. Cans that bulge, swell, leak or have open seams? | __ Yes __ No* | __ / __ / __ |
| b. Cans with dents on their seams or very sharp dents? | __ Yes __ No* | __ / __ / __ |
| c. Cans with rust that cannot be wiped off? | __ Yes __ No* | __ / __ / __ |
| d. Cans holding foods that are foul-smelling or foamy? | __ Yes __ No* | __ / __ / __ |
| e. Jars or bottles with popped-up safety seals or loosened lids? | __ Yes __ No* | __ / __ / __ |

***Throw out cans with any of these defects (a 'No' answer); note date thrown out or discarded.**



When in doubt, throw it out.

2. Take a look at all the packaged items. Note which items have a single layer of packaging and those that have two layers of packaging where the outer box is opened (inner bag/outer box).

<u>Found</u>	<u>Date Discarded</u>
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***Single layer of packaging:** Are these items free from breaks, tears or Other openings? Free from contamination (ex: stains, off-odors), or free from taped repair prior to receiving it? __ Yes __ No* __ / __ / __

***Double layer of packaging:** If outer box is open, is the inner package free from any break, tear, other opening? Is it free from sign of contamination? Is the seal or inner vacuum pack intact? __ Yes __ No* __ / __ / __

***Throw out packaged foods with any of these defects (a 'No' answer); note date discarded.**

3. Are all toxic materials (ex: cleaners, degreasers, dish detergent) stored away from food, stored in their original containers and clearly labeled? __ Yes __ No

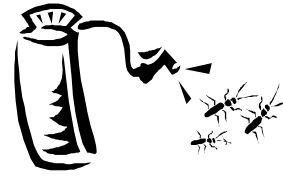
A 'Yes' answer indicates safe food practice. Each 'No' answer must be corrected to ensure safe food practices.

Section I: Dry Storage

B. Insect/Rodent (Pest) Control

1. If you have problems with pests, does a **licensed exterminator** come to your kitchen on a regular basis? Yes No *

** If no, contact a licensed exterminator to provide pest control services.*



2. Are conditions that are likely to shelter pests corrected when discovered?
(For Example : holes in floors, walls and ceiling, screens are installed during fly season, etc.) Yes No
3. Are canned goods removed from cartons and put on shelves as much as possible to prevent insect or rodent nesting in cartons? Yes No

C. Dry Food Stock

1. Do you rotate stock (first in first out - FIFO) so that older foods in stock are used before newer foods in stock ? Yes No
2. Do you use a food inventory sheet or card to keep track of what foods are on hand and/or what is needed? Yes No
3. Is everything in your dry storage area labeled and dated so the contents and storage date can be seen? Yes No *

**Date food containers/cans as they are received.*

D. Organization of Dry Storage Area

1. Is storage area free of empty cartons and other trash? Yes No
2. Are single-service items (ex: disposable plates, forks, spoons etc.) covered, so that dust and debris does not settle on them? Yes No
3. Is everything stored on shelves, racks or platforms (food at least 6" off the floor)? Yes No
4. Is everything stored away from walls and ceiling (to decrease rodent access and allow air circulation)? Yes No
5. Are heavy packages stored on lower shelves so that shelving does not tip over? Yes No
6. Are bulk foods (ex: sugar, flour, dried beans, etc.) stored:
- In their original containers? Yes No
 - Or in tightly covered, clean and sanitized containers? Yes No
7. Is the storage room dry and well ventilated? (*room is not stuffy and/or hot*) Yes No
8. Is food stored so air can move around it? For example there is space above and below food to allow air to move around the food. Yes No

A 'Yes' answer indicates safe food practice. Each 'No' answer must be corrected to ensure safe food practices.

Section II: Refrigerator and Freezer Storage

A. Temperature

1. Is there a working thermometer in each refrigerator and freezer? Yes No*

**If 'No', please buy or request a thermometer for each refrigerator and freezer.*

2. For each refrigerator and freezer, check and record the temperature now:

Refrigerator
Temperature

Freezer
Temperature

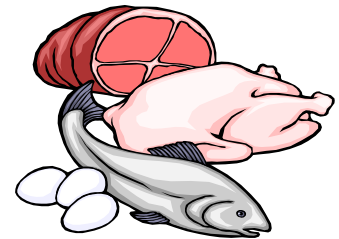
Refrigerator temperature must be between 35 and 38°F. If it is greater than 38°F, check if refrigerator is operating by taking the temperature of 2 refrigerated food items. If food temperature is over 40°F, the refrigerator may not be operating properly. Potentially Hazardous Foods (PHFs, see below) between 41°F and 70°F must be cooked or thrown out; throw out PHFs at 71°F or more. Rapidly chill other foods (in an ice bath or freezer) to 40°F or less and place in a working refrigerator or freezer.

Freezer temperature should be 0°F or below. If not and the food in the freezer is frozen, it does not need to be thrown away. Turn down freezer so temp reaches 0°F or lower.

Check thermometers at the beginning and end of every day the soup kitchen is open.

Potentially Hazardous Foods (PHFs) are extra-sensitive to contamination. Germs can easily grow and multiply in them. PHFs include:

- Raw or cooked meats, poultry, fish
- Eggs and egg mixtures cooked or raw
- Fluid milk and milk products cooked or uncooked
- Cooked plant foods such as cooked rice, beans, vegetables, potatoes,
- Sliced or cut melons and raw tomatoes
- Raw sprouts and sprout seeds
- Tofu or other soy-protein food
- Synthetic ingredients, such as textured soy protein in meat alternatives



Store below 40°F

B. Bacteria and Food Spoilage

1. Are refrigerators and freezers free from odors (which might be a sign of spoiled food or that food is not covered tightly enough)? Yes No*

**If no, tightly cover food and clean refrigerator as soon as possible.*

2. Are raw foods (ex: thawing chicken) stored below ready-to-eat foods so that juices and drippings will not accidentally fall into ready-to-eat foods? Yes No*

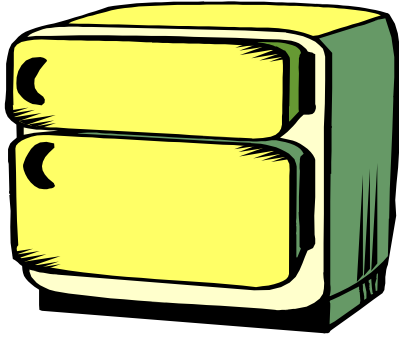
**Throw out ready-to-eat foods contaminated by the drippings of raw food.*

A 'Yes' answer indicates safe food practice. Each 'No' answer must be corrected to ensure safe food practices.

Section II: Refrigerator and Freezer Storage

C. Air Circulation and Cleanliness

1. Do refrigerators and freezers look clean? For example interior is free of mold, food particles, spills; shelves and walls look clean? Yes No
2. Is there enough space in refrigerators and freezers so that air moves around the food? For example food stays on shelves when the door is opened and does not fall out; there is space above and below food to allow air to move around the food; shelves are free of linings (ex. paper towel) that block air circulation? Yes No
3. If a refrigerator or freezer has a fan, is the fan working? Yes No
4. Do refrigerator and freezer doors seal tightly? Yes No
5. Is the amount of time that doors are open kept to a minimum so that the:
 - Temperature in the refrigerator stays between 35 and 38°F? Yes No
 - Temperature in the freezer stays at or below 0°F? Yes No



Keep door closed so cold air stays inside refrigerator and freezer

D. Food Storage

1. Are foods in refrigerators and/or freezers stored in their original containers; or wrapped in moisture-proof materials (ex: wax-coated paper, plastic); or stored in clean, sanitized, tightly covered containers designed for food storage? Yes No
2. Are food containers or food packages labeled and dated so you can see the food contents and storage date? Yes No

A 'Yes' answer indicates safe food practice. Each 'No' answer must be corrected to ensure safe food practices.

You Are Finished!