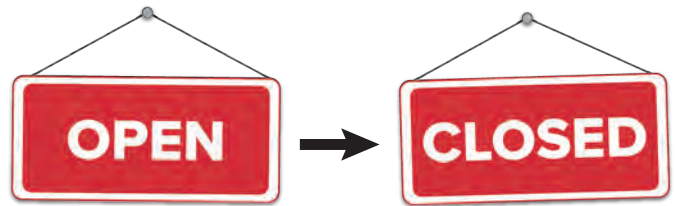
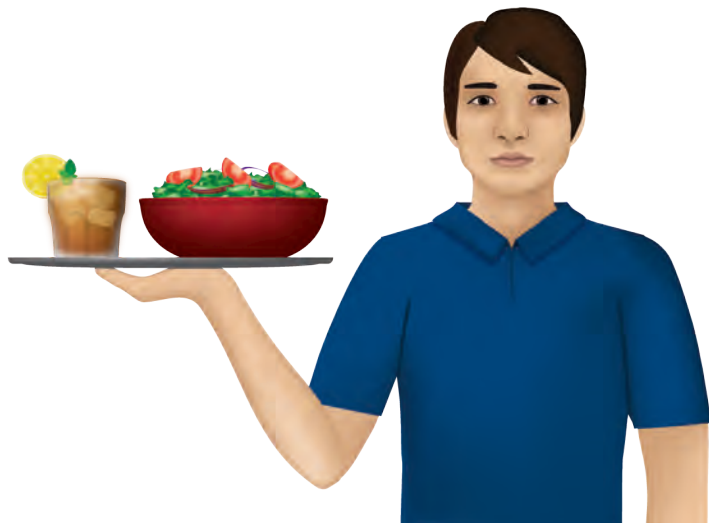


Person in Charge

A Person in Charge (PIC) is required at all times.

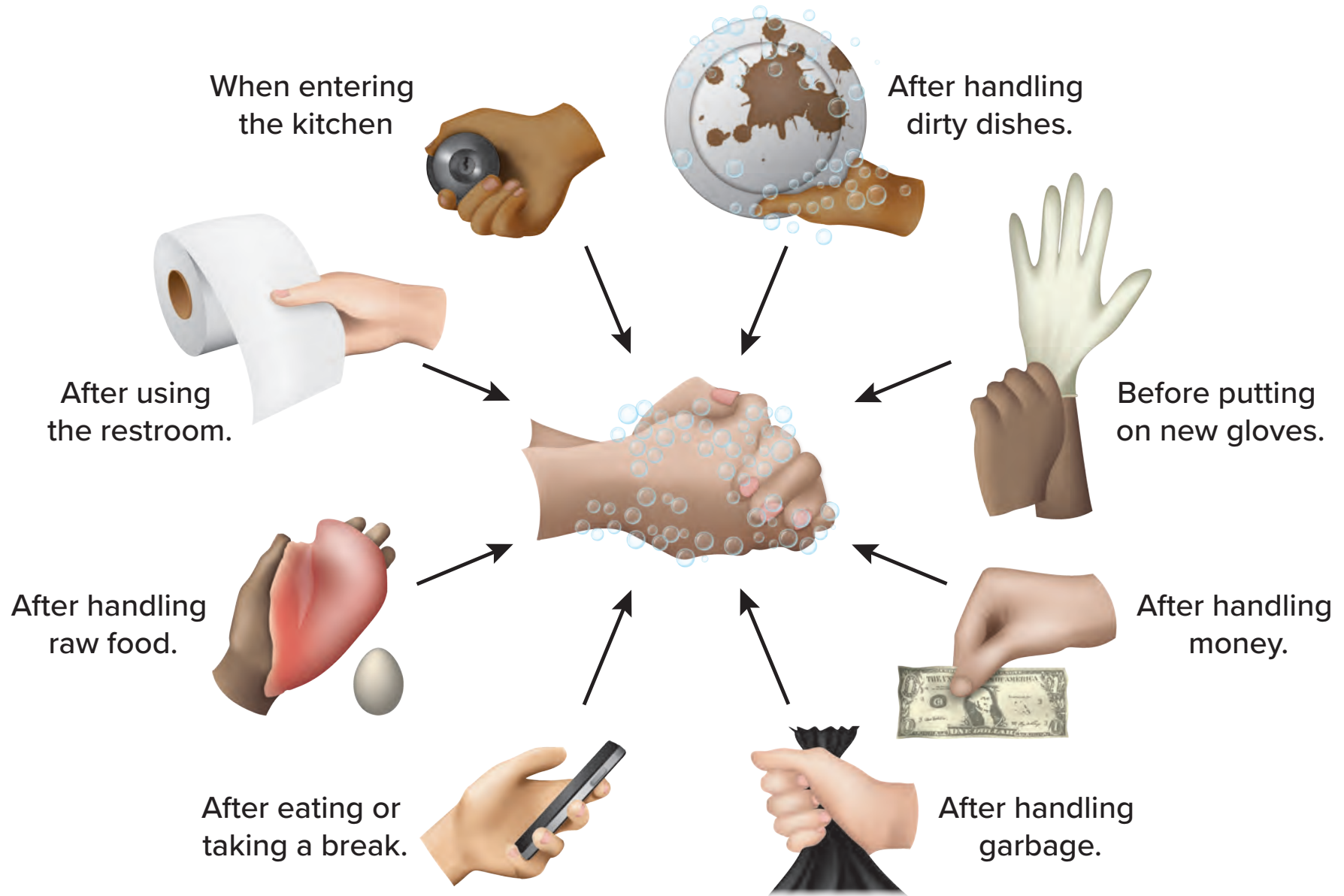


The PIC monitors other workers.

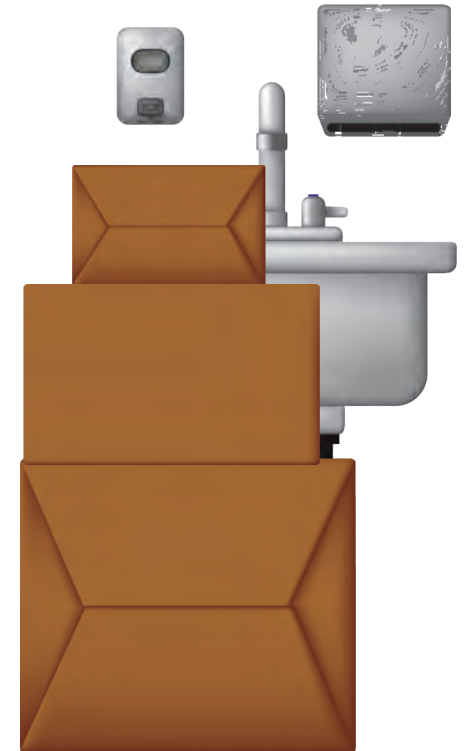
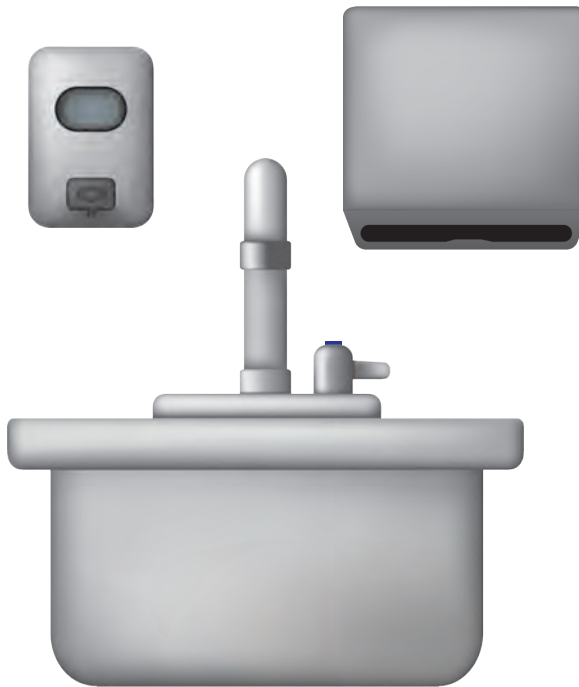
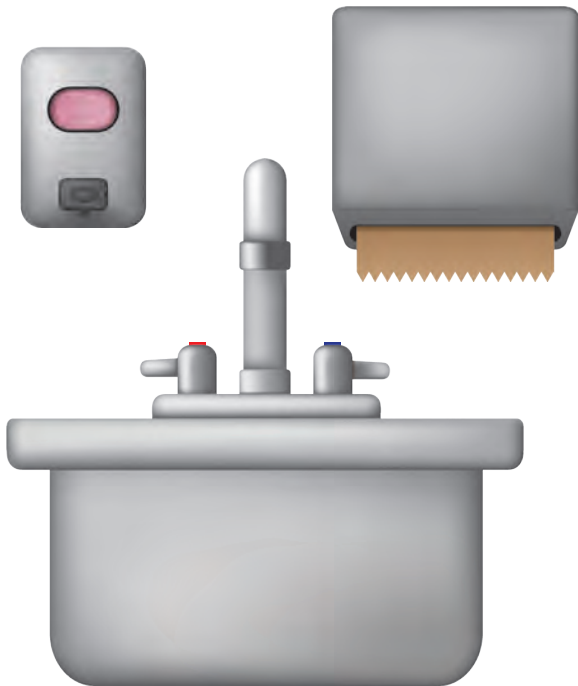


All workers must be knowledgeable about food safety.

When to Wash Your Hands:



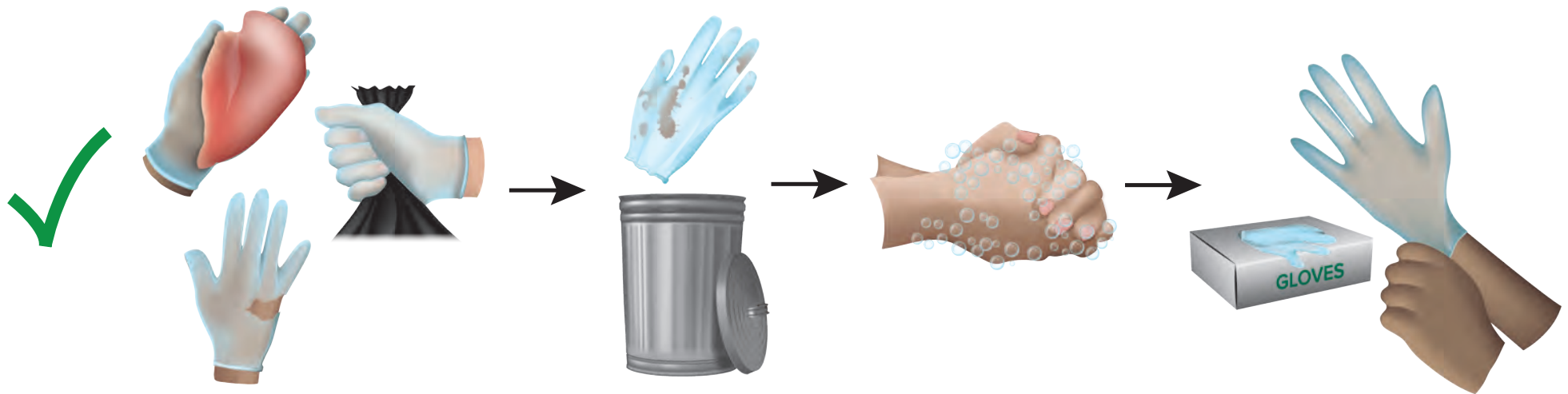
Keep Handwashing Station Clear and Stocked



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Good Glove Use

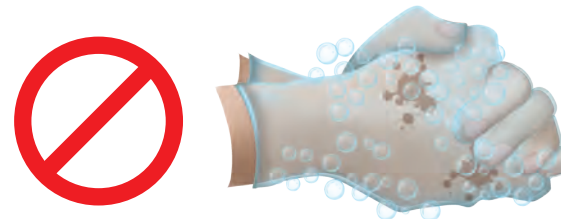
Change gloves after handling raw meat, touching unclean items, or if they become torn or damaged.
Wash hands when you change gloves.



Avoid using only one glove.



Do not wash and reuse gloves.
Gloves are single-use only.

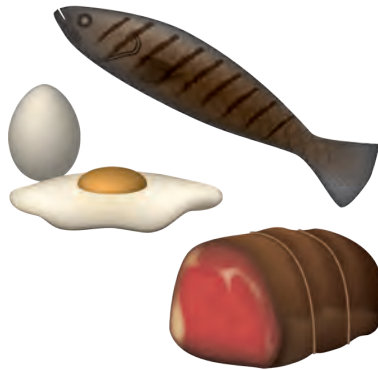


Potentially Hazardous Foods

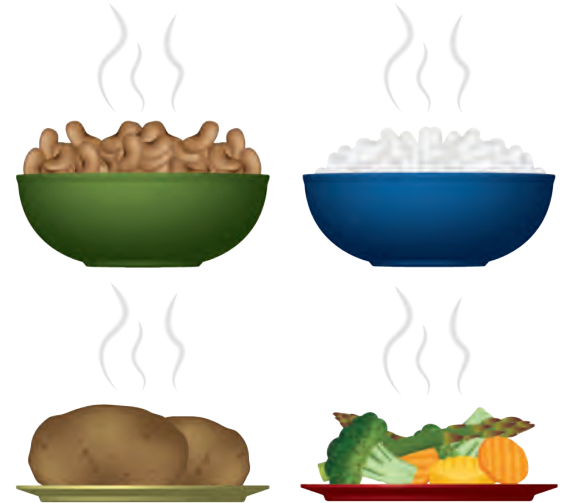
Dairy products.



Meat, seafood and eggs.



Cooked rice, cooked beans, cooked potatoes and cooked vegetables



Sprouts.



Cut melons.



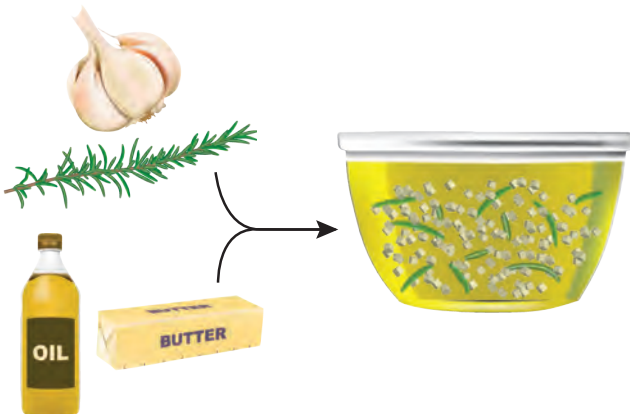
Cut leafy greens.



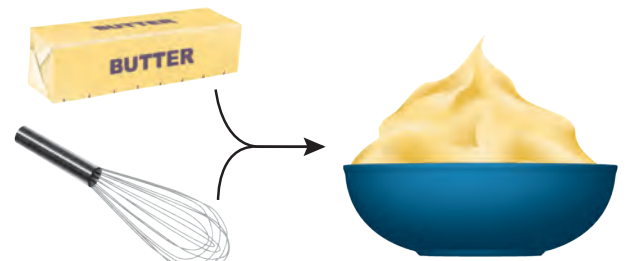
Cut tomatoes.



Garlic and fresh herbs in oil or butter.



Whipped butter.



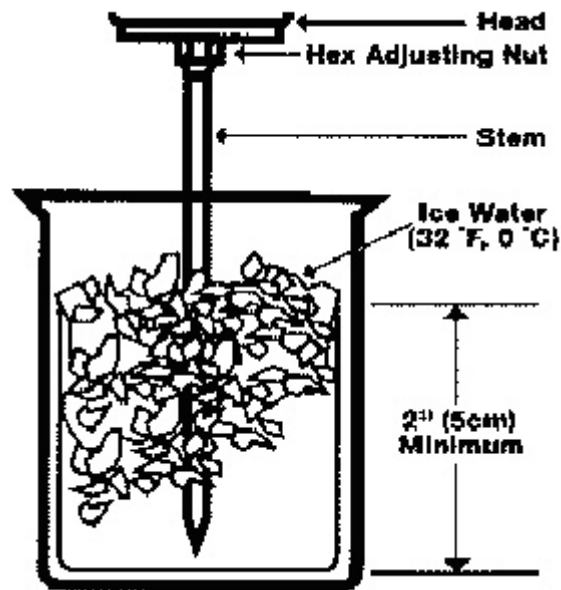
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Calibrating Your Thermometer

Thermometers get bumped and jarred frequently, even if they are used correctly. This causes them to get out of adjustment. Calibrating thermometers needs to be done frequently to maintain accuracy. The Ice Point Method is described below:

Once a week, or after a thermometer is dropped:

1. Fill a glass with half ice and half water.
2. Place the thermometer in the glass and stir.
3. Allow the thermometer to stabilize (about 3 minutes).
4. If the thermometer reads between 30°F and 32°F it is okay to use.

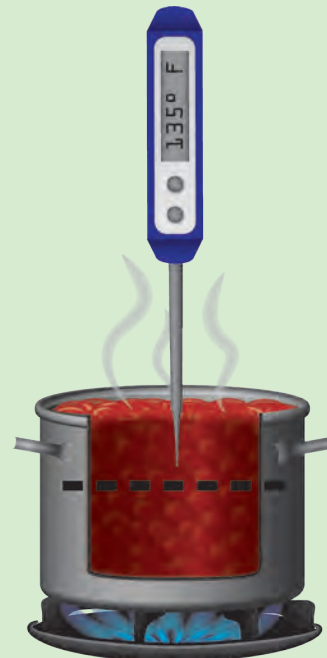
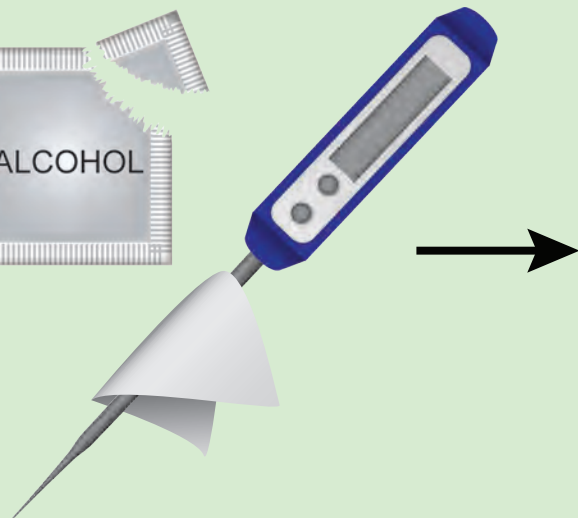
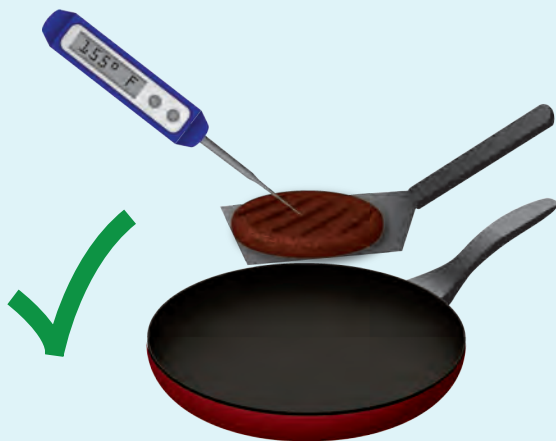


5. If it doesn't, and has an adjustment nut (found on dial thermometers):
 - leave the stem in the ice water and use pliers or a wrench to turn the nut until the needle on the dial points to 32°F;
 - wait 3 minutes and see if it still reads 32°F;
 - if it does not, adjust the nut until it does.
6. If the thermometer cannot be adjusted and does not read 32°F, it should be thrown away and replaced.

Consult the manufacturer's directions for thermometers with digital readouts and thermocouples. A thermometer which reads 0° - 220°F is recommended.

How to Use a Thermometer

Use a tip-sensitive digital thermometer.



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Cooking

Cook to this temperature or hotter:

- Eggs 145° F
- Fish 145° F
- Ground beef 155° F
- Pork 145° F
- Poultry 165° F
- Stuffed Meat 165° F
- Traditional Wild Game Meat 165° F

Microwave Cooking:

- Cover and cook (stir or rotate) to 165°F or hotter - then let food stand (with cover on) for 2 minutes.

Thawing

Keep frozen foods in a frozen state until ready for preparation. There are 4 safe ways to thaw food:

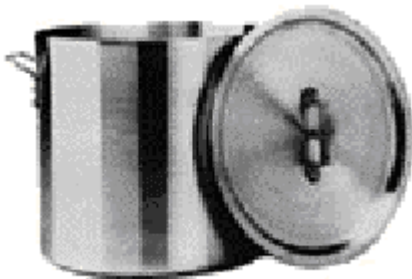
1. In a refrigerator, at 41°F or below.



2. Under clean running water at a temperature of 70°F or lower, while being monitored.



3. As part of a cooking procedure, until food reaches its final temperature.



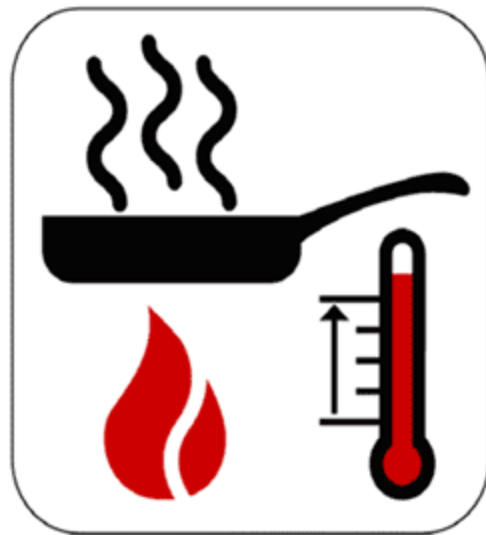
4. In a microwave oven, if the food will be cooked immediately after thawing.



Reheating

Temperature:

- Rapidly reheat food to **165°F** or hotter.
- Stir food frequently to distribute the heat.
- Use a thermometer to verify the temperature.



Copyright © International Association for Food Protection

Time:

- Heat to **165°F** in 2 hour or less.

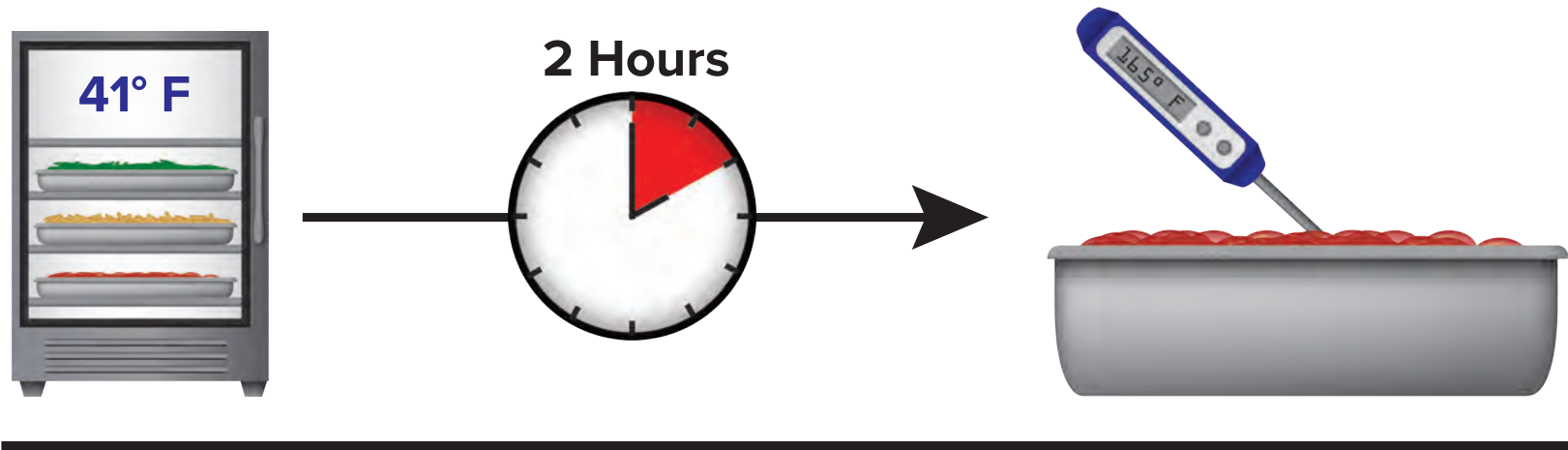
Reheating equipment:

- Stove top, steam cooker, microwave, and ovens.

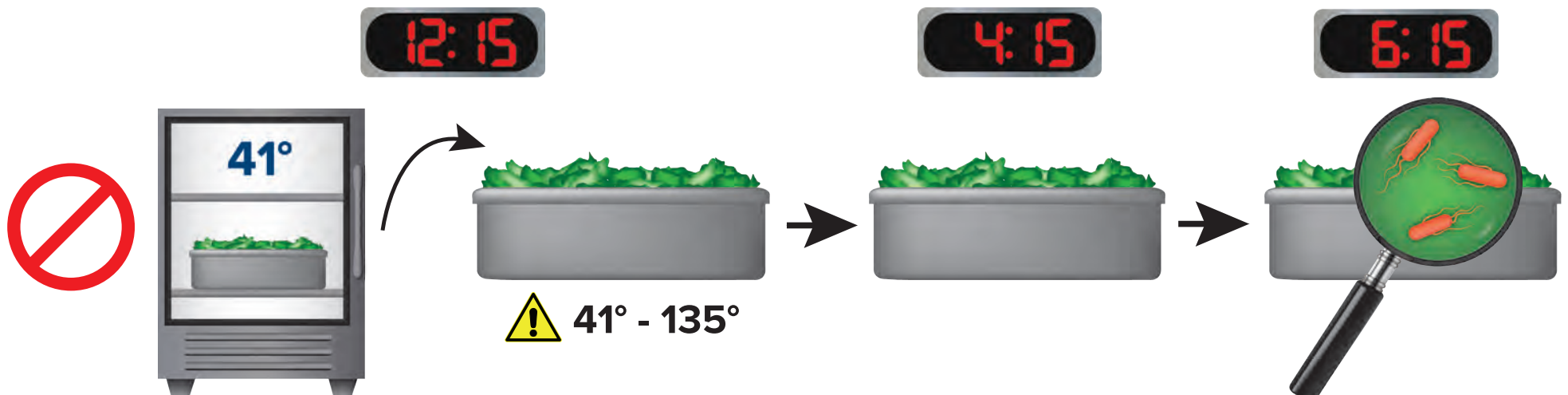
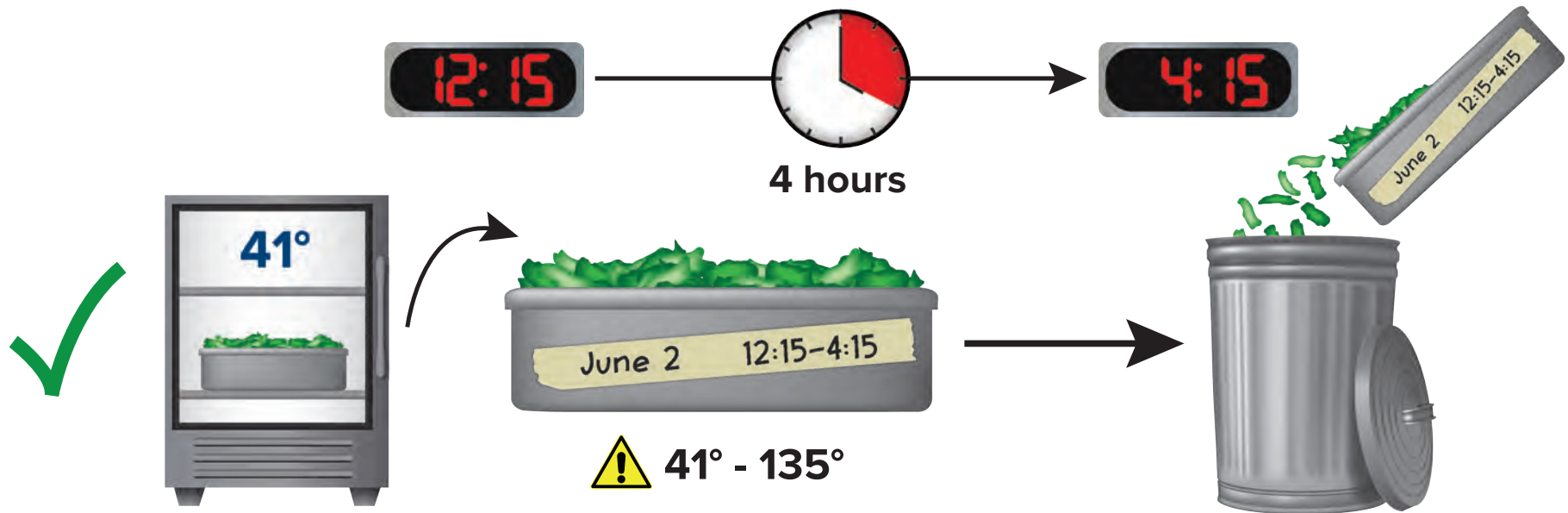
Hot holding equipment:

- Preheat to **135°F or hotter** before adding food.
- Do not use hot holding equipment to reheat food.

Reheat Food to 165° F Within 2 Hours



Time as a Control



Food Code Section 3-501.17

Ready-to-Eat, Time/Temperature Control for Safety Food, Date Marking

Section 3-501.17 specifies ready-to-eat, time/temperature control for safety (TCS) food prepared in a food establishment and held longer than a 24 hour period shall be marked to indicate the date or day by which the food is to be consumed on the premises, sold, or discarded when held at a temperature of 5°C (41°F) or less for a maximum of 7 days. These time/temperature parameters are intended to help control for growth of *Listeria monocytogenes*.

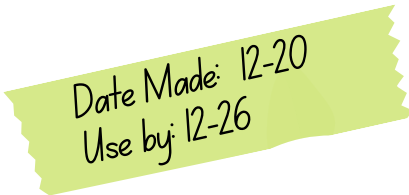
The FDA Food Code does not specify a particular date marking label, nor does it specify that the time the food was prepared be captured on the label. However, section 3-501.17 provides parameters to work within and allows for flexibility in creating a system that works for each food establishment. An establishment can choose to be as precise as needed in date marking as long as the parameters set forth within section 3-501.17 are met. A date marking system may use calendar dates, days of the week, color-coded marks, or other effective means in order to comply with section 3-501.17. Examples of the date or day by which the food should be consumed, sold, or discarded based on the type of datemarking system used can be found below:

	Sunday March 25	Monday March 26	Tuesday March 27	Wednesday March 28	Thursday March 29	Friday March 30	Saturday March 31	Sunday April 1
Date Only								
Food is labeled: March 31	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Discard by midnight on Saturday, March 31 Day 7	
Day Only								
Food is labeled: Saturday	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Discard by midnight on Saturday Day 7	
Date and Time								
Food is labeled: April 1, 2018 10:00 pm		Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Discard by 10pm on Sunday, April 1, 2018 Day 7

Date Marking Ready-to-Eat (RTE) and Potentially Hazardous Food

Goal: To reduce foodborne illness from *Listeria monocytogenes*

- Train all foodservice employees to use the same method for date marking and storage of foods: Refrigerate all RTE or potentially hazardous foods at 41 degrees F or below.
- Serve or Discard all RTE or potentially hazardous foods within 7 days of preparing or opening the food and storing in the refrigerator (day of preparing/opening food PLUS 6 days).
- Use a separate label for the date prepared, the date frozen, and the date thawed for foods that will be frozen and later thawed - multiple labels will appear on the food if food is prepared, refrigerated and frozen Determine the 7 day time period by including the date prepared and then refrigerated.
- Example: A lasagna that was cooked then properly cooled on 12/20/2019 can be stored in the refrigerator and consumed until 12/26/2019.
- Date Marking Label Examples:

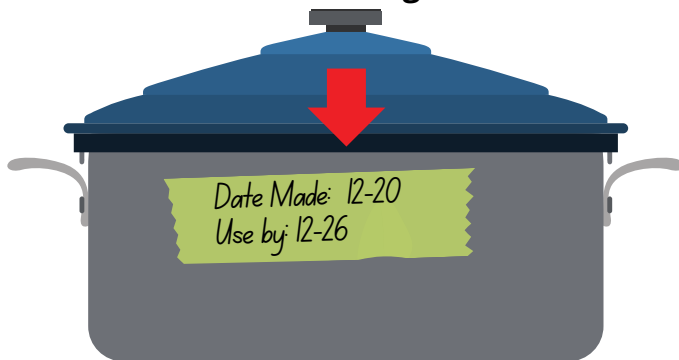


Item _____	Intls: _____	DM
Date _____	Time _____	AM PM
Use By _____	Time _____	AM PM

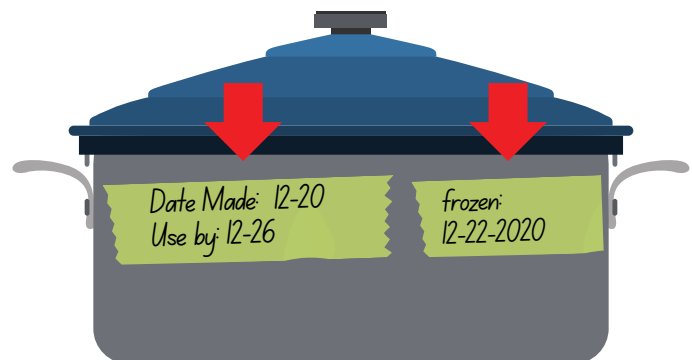
WED Miercoles - Mercredi	
Item: _____	Shelf Life: _____
Date: _____	Time: _____
Use By: _____	Time: _____
Temp: _____	Prep Date: _____
Shelf Life: _____	Prep Time: _____
Use By: _____	Prep Date: _____

MON Lunes - Lundi	TUE Mardi - Mardi	WED Miercoles - Mercredi	THU Jueves - Jeudi
FRI Viernes - Vendredi	SAT Sabado - Samedi	SUN Domingo - Dimanche	

**Beef Lasagna Cooked and Properly Cooled,
Stored in Refrigerator**

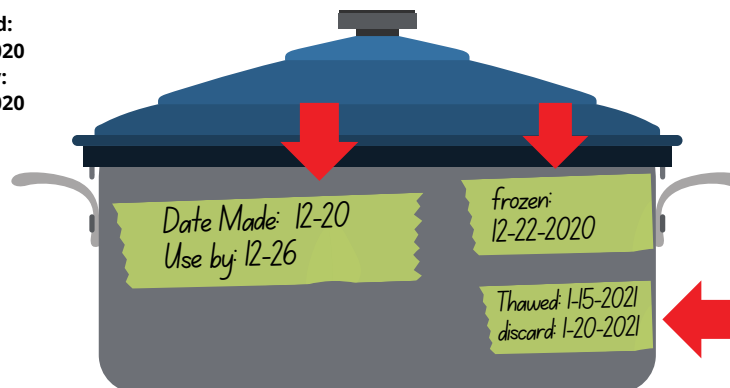


**Beef Lasagna Cooked, Cooled and
Frozen**



Beef Lasagna Pulled Out of Freezer and Thawed 01/15/2020

Thawed:
01/15/2020
Use By:
01/20/2020

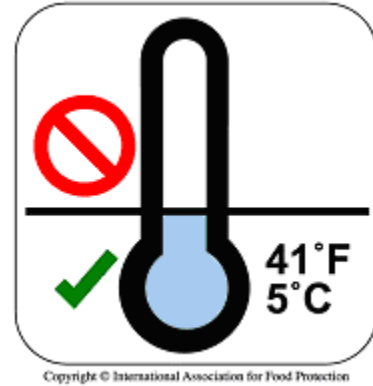


Note: Check foods stored in the refrigerator daily for date marking. Foods that are not date marked or exceed the 7-day time period shall be discarded.

Holding

Cold Holding

- Keep food at 41°F or colder at all times.
- Discard food that has been held between 41-135°F for longer than 4 hours.
- Cover foods to maintain temperature.



Hot Holding

- Keep food at 135°F or hotter.
- Preheat equipment to 135°F or hotter before adding food.
- Check food temperatures with a thermometer.
- Stir frequently to evenly distribute the temperature.



Cooling Hot Foods

Use a thermometer to check that foods are cooled:

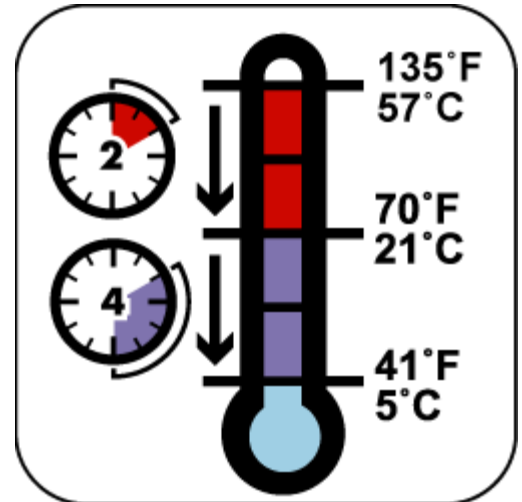
- From 135° F to 70° F within 2 hours; then –
- From 70° F to 41° F within 4 more hours.
- Pre-chill salad ingredients (such as tuna, mayonnaise, etc.) OR cool from room temperature to 41° F within 4 hours.

Methods:

Reduce the size of poultry, fish and meat roasts.

Shallow pans (soups, sauces, gravies, etc.):

1. Put a 2-inch layer of food in a shallow pan.
2. Do not cover.
3. Put the pan in the cooler where cold air can blow across it.
4. Stir to help release heat.
5. Cover the food after it has cooled.
6. Can also be used for small to medium sized pieces of meat.



Ice bath:

1. Put the food container into an ice water bath.
2. Stir the food every 30 minutes - more often if possible.

Chilling wands or paddles (for large containers):

1. Place the clean, frozen wand in the food and stir.
2. May be used in combination with another rapid cooling method - such as ice bath, or pouring into shallow pans to finish.

Adding ice instead of water (soups, stews, etc.):

1. Add only half of the water before cooking.
2. After cooking, add the other half as ice.

2-Zone Cooling & Cooling from Room Temperature (RT)

Correct cooling is critical to control the growth of microbes in food. Improperly cooled foods will increase the number of spore-forming and toxin-producing microbes in the food.

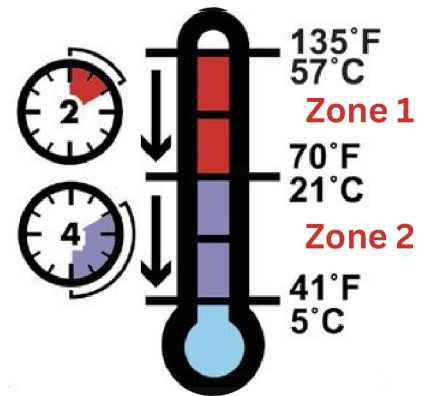
Time and Temperature Controlled for Safety Foods (TCS) must be cooled completely in a total of **6 hours**.*

AMC 16.60.140.A.2 (3.501.14.A)

Once foods reach **135°F**, they must cool to **70°F** within **2 hours** (**Zone 1**). Foods then need to cool to **41°F** within an additional **4 hours** (**Zone 2**).

AMC 16.60.140.A (3.501.14.A)

Checking temperatures during the cooling process, using accurate thermometers, is necessary to control the growth of spore-forming and toxin-producing micro-organisms.



Formulas for 2-Zone Cooling:

Zone 1 Formula:

$$135^{\circ}\text{F} - 70^{\circ}\text{F} = 65^{\circ}\text{F}$$

$$65^{\circ}\text{F} \div 120 \text{ minutes (2hrs)} = .54^{\circ}\text{F/min (BASE RATE)}$$

FOOD		TEMPERATURE	TIME
Eggplant and Chicken Lasagna	1ST TEMP.	185°F	3:45PM
	2ND TEMP.	167°F	4:15PM
		-18°F	30 min

$18^{\circ}\text{F} \div 30 \text{ minutes} = 0.60^{\circ}\text{F}$ drop per minute cooling rate.
If greater than **.54°F**, cooling will meet requirements.

Zone 2 Formula:

$$70^{\circ}\text{F} - 41^{\circ}\text{F} = 29^{\circ}\text{F}$$

$$29^{\circ}\text{F} \div 240 \text{ mins (4hrs)} = .12^{\circ}\text{F/min (BASE RATE)}$$

FOOD		TEMPERATURE	TIME
Eggplant and Chicken Lasagna	1ST TEMP.	113°F	5:45PM
	2ND TEMP.	99°F	6:15PM
		-14°F	30 min

$14^{\circ}\text{F} \div 30 \text{ minutes} = 0.46^{\circ}\text{F}$ drop per minute cooling rate.
If greater than **.12°F**, cooling will meet requirements.

CORRECTIVE ACTION

Foods may be reheated to **165°F** and the cooling process re-started using a different cooling method if the food has:

Cooled at or below **70°F** in **2 hours** or less; and

Cooled at or below **41°F** in **6 hours** or less.

DISCARD IMMEDIATELY IF FOOD IS:

- Above **70°F** and more than **2 hours** into the cooling process.
- Above **41°F** and more than **6 hours** into the cooling process.
- *Above **41°F** for more than **4 hours** when cooling from **RT**.

Formula to Cool from Room Temperature (RT):

$$78^{\circ}\text{F (RT)} - 41^{\circ}\text{F} = 37^{\circ}\text{F}$$

$$37^{\circ}\text{F} \div 240 \text{ mins (4hrs)} = .15^{\circ}\text{F/min (BASE RATE)}$$

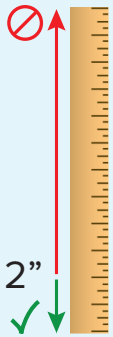
FOOD		TEMPERATURE	TIME
Mediterranean Tuna Salad	1ST TEMP.	78°F	9:45AM
	2ND TEMP.	69°F	10:15AM
		-9°F	30 min

*Cooling from **RT** must be completed in **4hrs. or less.**
AMC 16.60.140 (3.501.14.B)

$9^{\circ}\text{F} \div 30 \text{ minutes} = 0.3^{\circ}\text{F}$ drop per minute cooling rate.
If greater than **.15°F**, cooling will meet requirements.

How to Cool Food

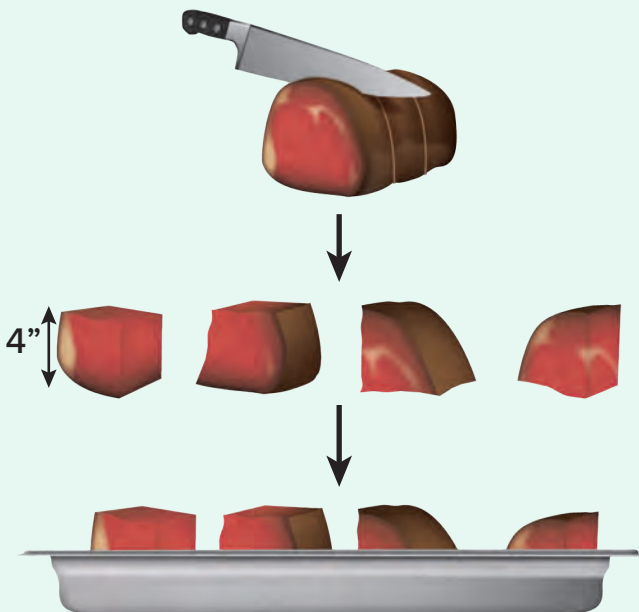
Food must be under 2 inches thick.



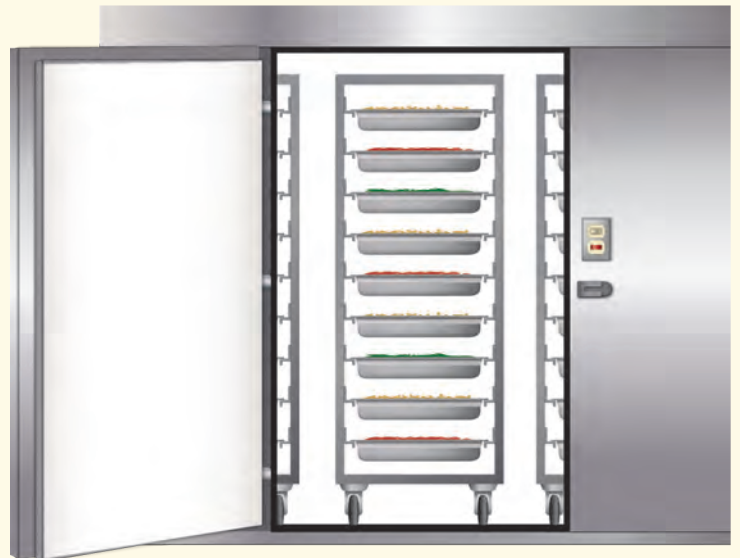
Do not cover food.



Cut meat into 4 inch pieces.

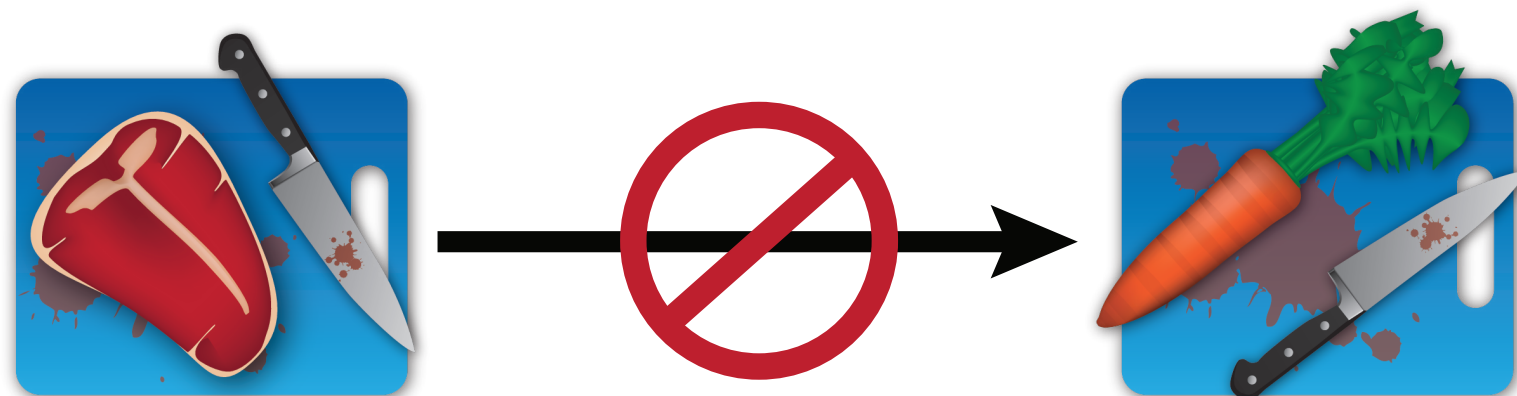
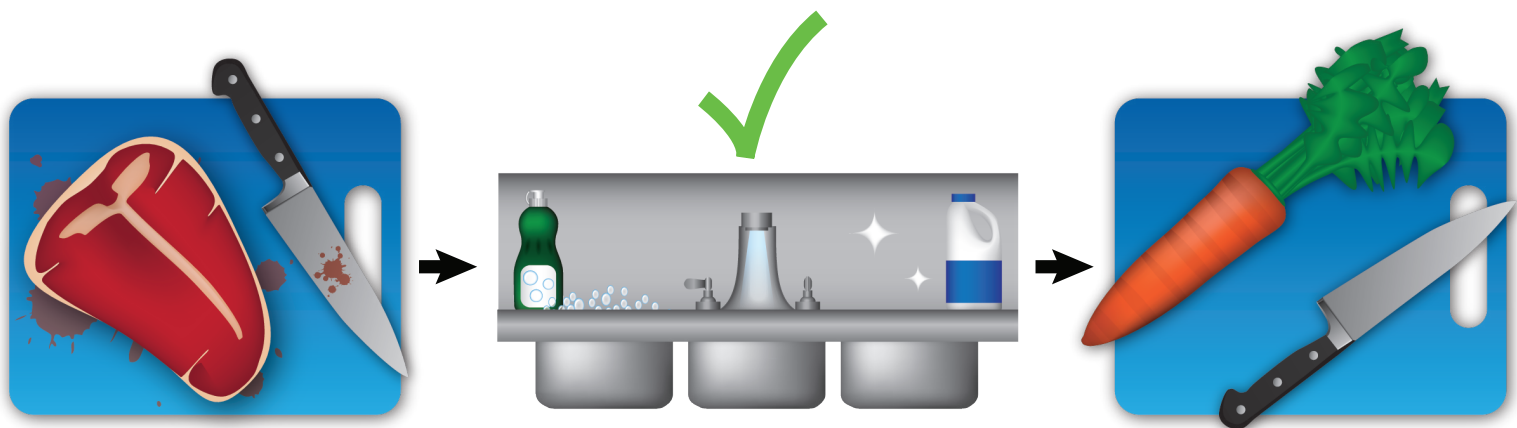
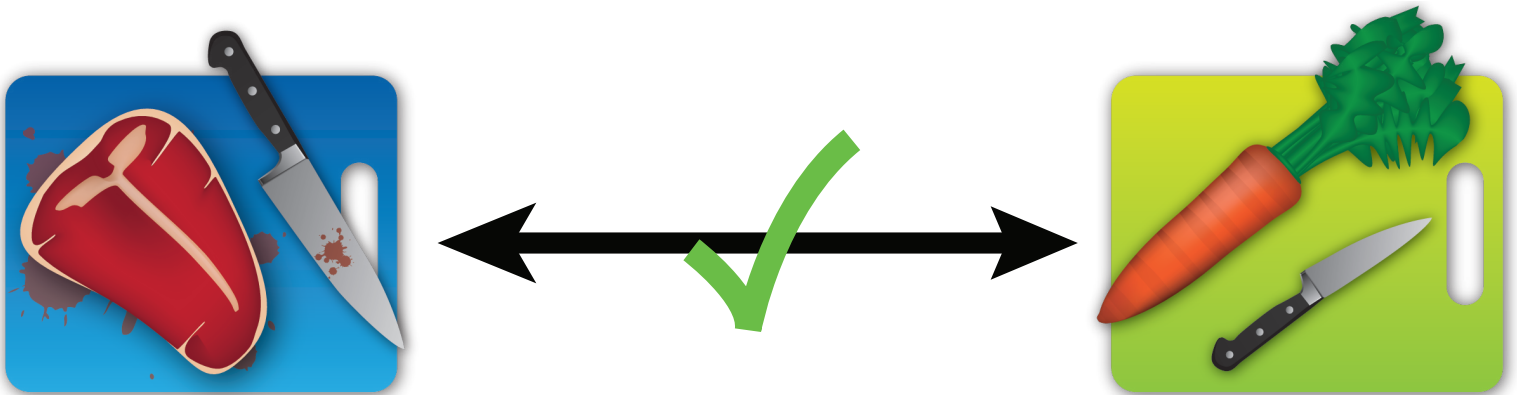


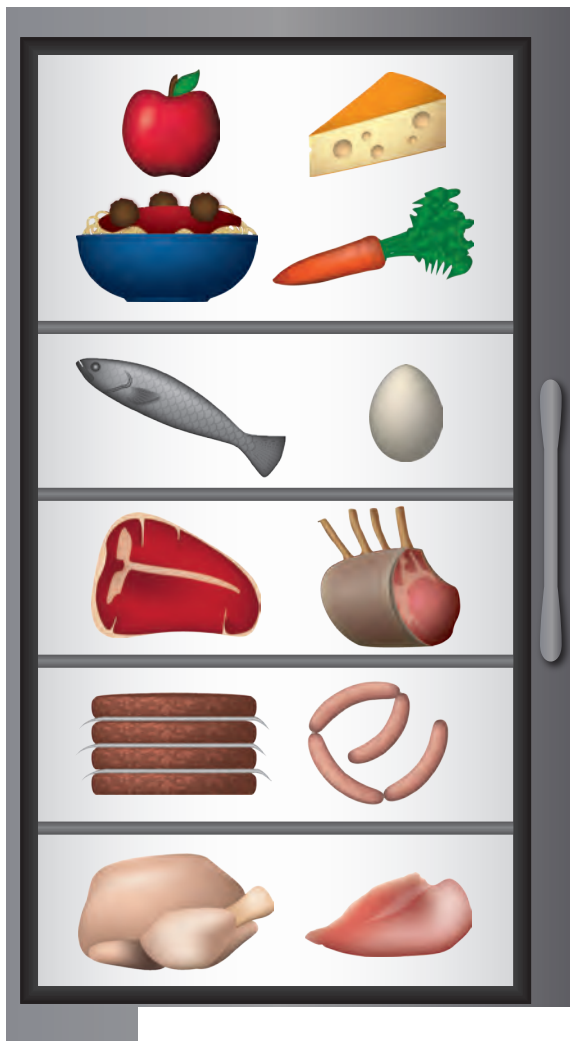
Cool food in a walk-in cooler.



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Avoid Cross Contamination





Ready to eat foods



Raw fish and eggs



Raw steaks, roasts,
and pork



Raw ground meat and
tenderized meat



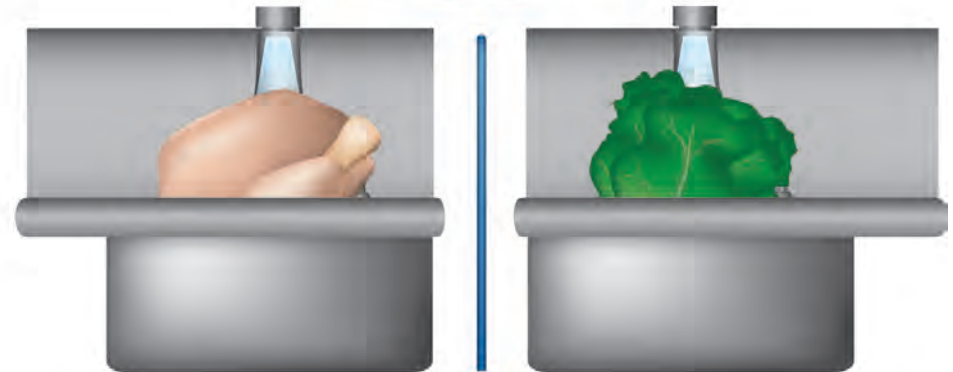
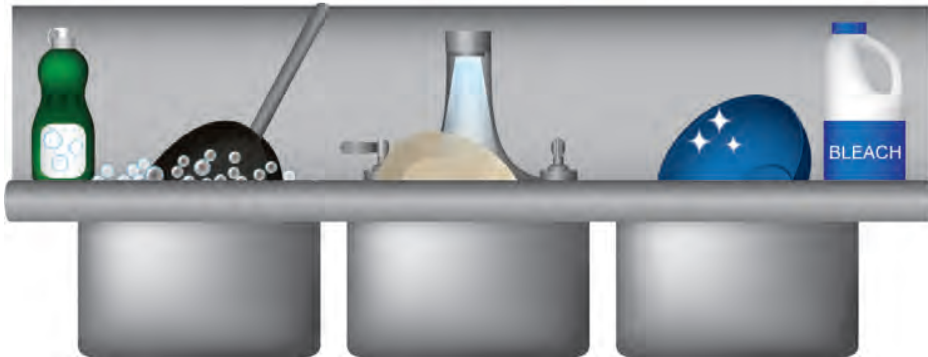
Raw poultry



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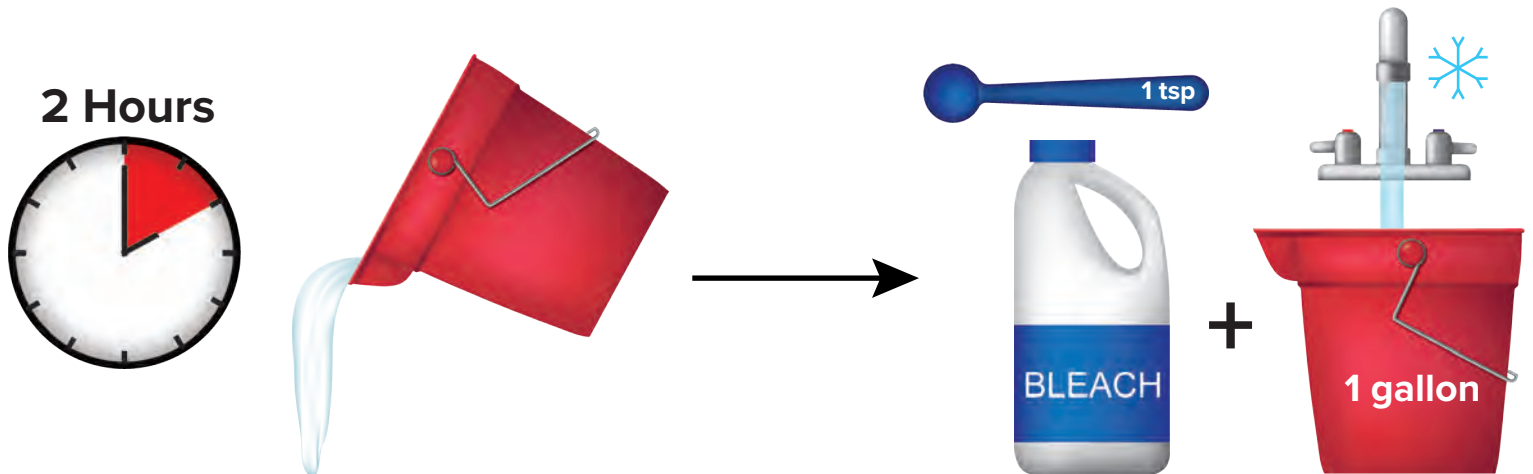
No food in three-compartment sink.

No dishes in food prep sink.



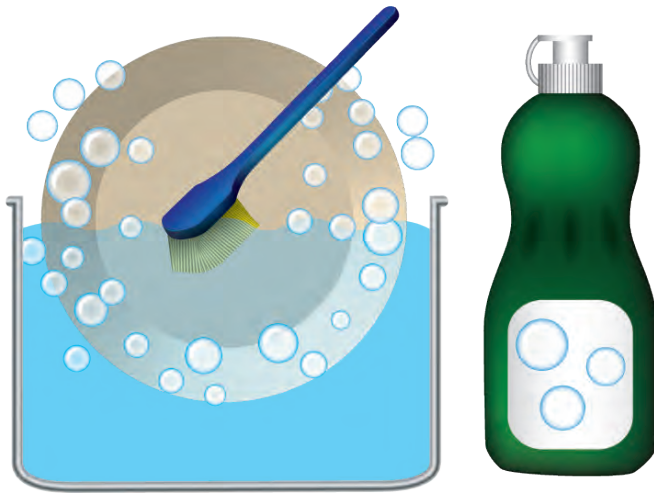
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Department

How to Use Sanitizer



Wash, Rinse, Sanitize and Air Dry All Food Contact Surfaces

1. Wash



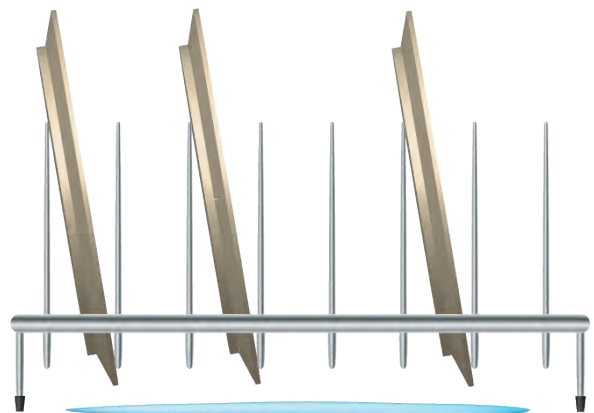
2. Rinse



3. Sanitize



4. Air dry



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Insect / Rodent Control

Follow these guidelines to keep your establishment free from insects, rodents and other pests.

- Eliminate all openings into your building where insects or rodents can enter, such as:
 - open doors
 - holes in outside walls



- Inspect products at receiving for insects or rodent damage.
- Store pesticides in their original packaging.
- Hire a Certified Pest Control Operator to apply pesticides if needed.
- Store pesticides separate from food, utensils, packaging material and food-contact surfaces.
- Apply pesticides only in accordance with the label.
- Do not allow pets or animals in the establishment.
- Fish aquariums, and service animals for the disabled are allowed in the customer areas only.