

## **Rockport Public School District Food Safety Policy**

Policy: Efforts will be made to assure that all food served by the school district is safe for consumption by children and adults.

- Foods brought from home for sharing with others in the classroom must be purchased ready-to-eat and be wrapped in the original packaging.
- Vending companies supplying foods for vending machines must document that they follow a Hazard Analysis Critical Control Point (HACCP)\* program or Good Manufacturing Practices (GMPs).
- External groups that use the school kitchen must do so under the supervision of a food safety certified food service employee designated by the district food service director and must purchase food from approved vendors.
- When external caterers are used, the safety of food purchased is the responsibility of the caterer and the party responsible for serving the food.
- All Kitchen Workers will be trained in food safety.
- The food service program will have a HACCP\* program in place, which will be review and updated as revisions to the State and Federal Food Code are implemented.
- Use of kitchen facilities must be approved by the school food service director.
- Food safety education should be provided to students

### **\*Food Safety/HACCP**

HACCP means Hazard Analysis Critical Control Points. HACCP procedures are used in school food service in ensure proper storage, preparation and serving of food, employee hygiene and sanitation procedures. HACCP procedures are enforced by such agencies as the US Department of Agriculture's Food and Safety Inspection Service (FSIS) and the Food and Drug Administration (FDA). It is a scientific process control system for eliminating contaminants at critical areas in the food production and distribution process. HACCP helps to prevent, as close to 100 percent as possible, harmful contamination in the food supply.

## 7 HACCP Principles

1. **Analyze hazards.** Analyze Potential hazards associated with a food and measures to control those hazards are identified. The hazard could be biological, such as a microbe; chemical, such as a toxin; or physical, such as ground glass or metal fragments.
2. **Identify critical control points.** These are points in a food's production from its raw state through processing and shipping to consumption by the consumer at which the potential hazard can be controlled or eliminated. Examples are cooking, cooling, packaging, and metal detection.
3. **Establish preventive measures with critical limits for each control point.** For a cooked food, for example, this might include setting the minimum cooking temperature and time required to ensure the elimination of any harmful microbes.
4. **Establish procedures to monitor the critical control points.** Such procedures might include determining how and by whom cooking time and temperature should be monitored.
5. **Establish corrective actions to be taken when monitoring shows that a critical limit has not been met.** For example, reprocessing or disposing of food if the minimum cooking temperature is not met.
6. **Establish procedures to verify that the system is working properly.** For example, testing time-and-temperature recording devices to verify that a cooking unit is working properly.
7. **Establish effective record keeping documenting the HACCP system.** This would include records of hazards and their control methods, the monitoring of safety requirements and action taken to correct potential problems. This must include all records generated during the monitoring of each CCP and notations of corrective actions taken. Usually, the simplest record keeping system possible to ensure effectiveness is the most desirable.