

FOOD LION

Deli/Bakery Department Retail HACCP Plan

June 2018

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Food Lion is a

company

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Deli/Bakery Department Retail HACCP Plan available at:

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Deli HACCP Manual

Associate Food Safety Training

Food safety is a top priority at Food Lion. We believe offering safe, wholesome, high quality food products in clean stores is the foundation of our consumer confidence. Food safety and sanitation training is an important part of building that confidence. This HACCP plan will be available at each Food Lion location.

Food handling associates at Food Lion receive HACCP-based food safety and sanitation training in many formats. All food handlers are required to take a computer-based training (CBT) session on safe food handling practices, with a focus on critical risk factors such as hand washing and personal hygiene, temperature control and monitoring, equipment and food contact surface sanitation, and cross contamination prevention.

The store management team and department managers are required to become certified food protection managers. We currently certify our managers through the National Registry of Food Safety Professionals via the SafeMark exam. This course includes a focus on HACCP principles and application to include the identification of hazards, identification of critical control points in food handling operations, and corrective actions to take when critical limits/measures are not met. Contamination prevention, hygiene, pest control, allergen awareness, and our employee health policy are also covered during the course.

An integral part of our strong food safety program is the cascading of information to front-line Associates. It is the responsibility of the store and department managers to ensure the continuous training and supervision of associates on food safety and sanitation policies and procedures. Each of the principles of our HACCP-based system is integrated into our standard operating procedures (also known as our Standard Practice Training Aids or SPTAs).

Finally, food safety and sanitation are discussed throughout the year in many different venues ranging from informal store-level department meetings to corporate-level meetings where key store and divisional level associates attend. We continually use these forums to reinforce Food Lion's strict policies on quality, safe food handling, and sanitation.

Product Safety, Food Defense, and Food Fraud Policy

PURPOSE

The Brands we serve are committed to providing their customers with the highest level of Product Integrity. RBS associates with product-related job responsibilities must support the Brands to provide wholesome offerings to their customers and keep their food and products safe.

APPLICABILITY

The policy applies to Retail Business Services and its Brands

ELIGIBILITY/SCOPE

All Associates

POLICY

Our Company has rigorous product safety programs and measures in place intended to protect the integrity of products throughout the supply chain. For associates in Quality Assurance, Supply Chain and other functions directly involved with the handling of food and non-food items offered to Brand customers, specific precautions must be taken to maintain the integrity and safety of these products. These precautions are spelled out in standard practices and training programs. In general, these standards address:

- Good hygiene practices, particularly hand washing and reporting illness
- Maintaining proper time and temperature control on perishable foods
- Avoiding cross contamination of foods from unsanitary conditions
- Maintaining proper sanitation and cleaning standards
- Performing product recall tasks

Associates should be vigilant for intentional acts of product contamination, such as product tampering. Everyone has the responsibility and authority to report and take immediate action to protect customers about any food safety or product contamination concern. Associates may report incidents to their immediate supervisor or call the Speak Up Line toll-free at 1-888-866-9203; or log onto aholddelhaize.ethicspoint.com from any computer with an internet connection. Please remember that unauthorized individuals are not allowed in any product, food storage and/or preparation areas. If you don't recognize someone, don't hesitate to ask the person for identification and if you can help them.

Failure to comply with our product safety and handling standard practices; deliberate contamination or adulteration of products; or altering the state of products or packaging so that it misrepresents or misbrands may compromise the quality of the products offered to Brand customers.

The following is a non-exclusive list of inappropriate acts under this policy, where violation may result in disciplinary action, up to and including termination of employment:

- Knowingly and willfully extending the shelf life of any product past its originally marked "sell by date" or "use by" date, or extending the shelf life beyond the company's published shelf life standards.

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- Deliberately contaminating, adulterating, mislabeling, or tampering with a product so that it misrepresents, misbrands, or compromises the quality and safety of the product.
- Failing to report a diagnosed, contagious illness that can be transmitted through food; and subsequently handling food or food contact equipment while still contagious without regard to public health.
- Management's failing to require that associates are trained on this policy prior to working with and handling food.

POLICY OWNER

This policy is administered and owned by the Quality Assurance (QA) department. Any exceptions must be approved by QA and Human Resources.

In-Store Prepared Food Menu

- Sliced Lunchmeats and Cheeses
- Taste of Inspiration Sandwiches
- Pasta Salad
- Broccoli Salad
- Banana Pudding
- Rotisserie Chicken Salad
- Rotisserie Chicken
- Fried Chicken
- Other fried foods (e.g. corndogs, chicken patties)
- Potato Wedges
- Sub Sandwiches
- Mac and cheese
- Roasted potatoes

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Standard Operating Procedures – Temperature Control

1. Refrigerated delivery vehicles are evaluated for proper operation and temperature by the receiving associate who will verify that the target temperatures below are met. Immediately after receipt, refrigerated deliveries must be stored in appropriate refrigerated and frozen walk-in coolers that maintain products at target temperatures.
 - a. Receiving and storage target temperatures:
 - **Frozen temperatures: $\leq 0^{\circ}\text{F}$**
 - **Refrigerated temperatures: $\leq 41^{\circ}\text{F}$**
2. TCS food items to be displayed refrigerated (no in-store preparation) or frozen will be displayed in authorized and approved refrigerated or frozen display cases that maintain the products at the target temperatures below. These cases are monitored by a centralized alarm system to ensure safe temperatures are maintained.
 - a. Display (full-service and self-service) target temperatures:
 - **Frozen temperatures: $\leq 0^{\circ}\text{F}$**
 - **Refrigerated temperatures: $\leq 41^{\circ}\text{F}$**
3. TCS food items to be prepared in-store and displayed refrigerated will be prepared in a manner to limit room temperature exposure. Finished in-store prepared TCS food items that exceed **41 $^{\circ}\text{F}$** should be chilled down in a designated and approved walk-in cooler until the items are below **41 $^{\circ}\text{F}$** . After reaching **41 $^{\circ}\text{F}$** the product may be displayed for full or self-service. Cold foods may only be displayed in cases designed and approved for refrigerated display.
4. When a recipe calls for ingredients that are frozen and require to be thawed prior to use in preparation or display, frozen product will be thawed utilizing one of the approved methods below.
 - In a designated and approved refrigerated walk-in cooler at **$\leq 41^{\circ}\text{F}$** .
 - Under cool running water at: **$\leq 70^{\circ}\text{F}$**
 - As part of the cooking process.
5. When cooking temperatures are indicated in the recipe the preparer **MUST** check the temperature with a calibrated, clean, sanitized thermometer to verify the target temperature has been reached. The cooking process **MUST** continue until the target temperature has been reached or exceeded at all points checked. Cooking will be conducted in approved equipment designed for the primary purpose of cooking (e.g. conventional ovens, rotisserie ovens, and deep fryers).

- a. Cooking Target Temperatures:
 - **135°F for 15 seconds** – Vegetables/Fruits
 - **145°F for 15 seconds** – Eggs, Pork, Beef, Fish/Seafood
 - **155°F for 15 seconds** – Ground beef
 - **165°F for 15 seconds** – Poultry (whole and ground), stuffed/mixed foods

- b. Additional Target Cooking Temperatures:
 - **135°F for 15 seconds** – Commercially cooked/packageged foods
 - **165°F for 15 seconds** – Foods cooked in microwave (let stand for two minutes)

6. After proper cooking, those TCS foods designated for hot display will be maintained at **135°F or higher**. Associates will monitor the hot holding temperatures with a calibrated, clean, and sanitized thermometer. Temperatures will be recorded on the cooking/hot holding log. Hot TCS foods may only be displayed in authorized equipment designed and approved for hot foods display. **When conducting temperature checks, any TCS food with an internal temperature measured below 135°F during hot display will be immediately discarded and is no longer authorized for sale.**

7. When the preparation process requires a cooling step, the cool down process must be such that the internal product temperature reaches the following target temperatures/times:
 - a. Cooling Target Temperatures:
 - **135°F to 70°F within 2 hours, then**
 - **70°F to 41°F within an additional 4 hours**
 - **The complete cooling process from 135°F to 41°F must be completed within 6 hours**

The primary equipment used for the cooling step is the walk-in freezer & walk-in cooler. Food items being cooled must be loosely covered to provide protection from contamination while allowing cooling as per above target temperatures/times.

8. When approved processes and procedures or equipment do not meet targeted temperatures required, appropriate corrective actions are to be taken by associates and managers to maintain safe, wholesome, high quality foods. The Quality Assurance department should be contacted for guidance as necessary.

9. Refrigerated TCS foods that are above **41°F** for more than 4 hours or for unknown periods of time will be discarded.

10. Hot TCS foods that are below **135°F** for more than 4 hours or for unknown periods of time will be discarded.
11. Verification procedures, by a store or department lead, will ensure proper monitoring of each CCP such as calibration of cooking and holding equipment and thermometers, and maintenance and review of records such as temperature logs.

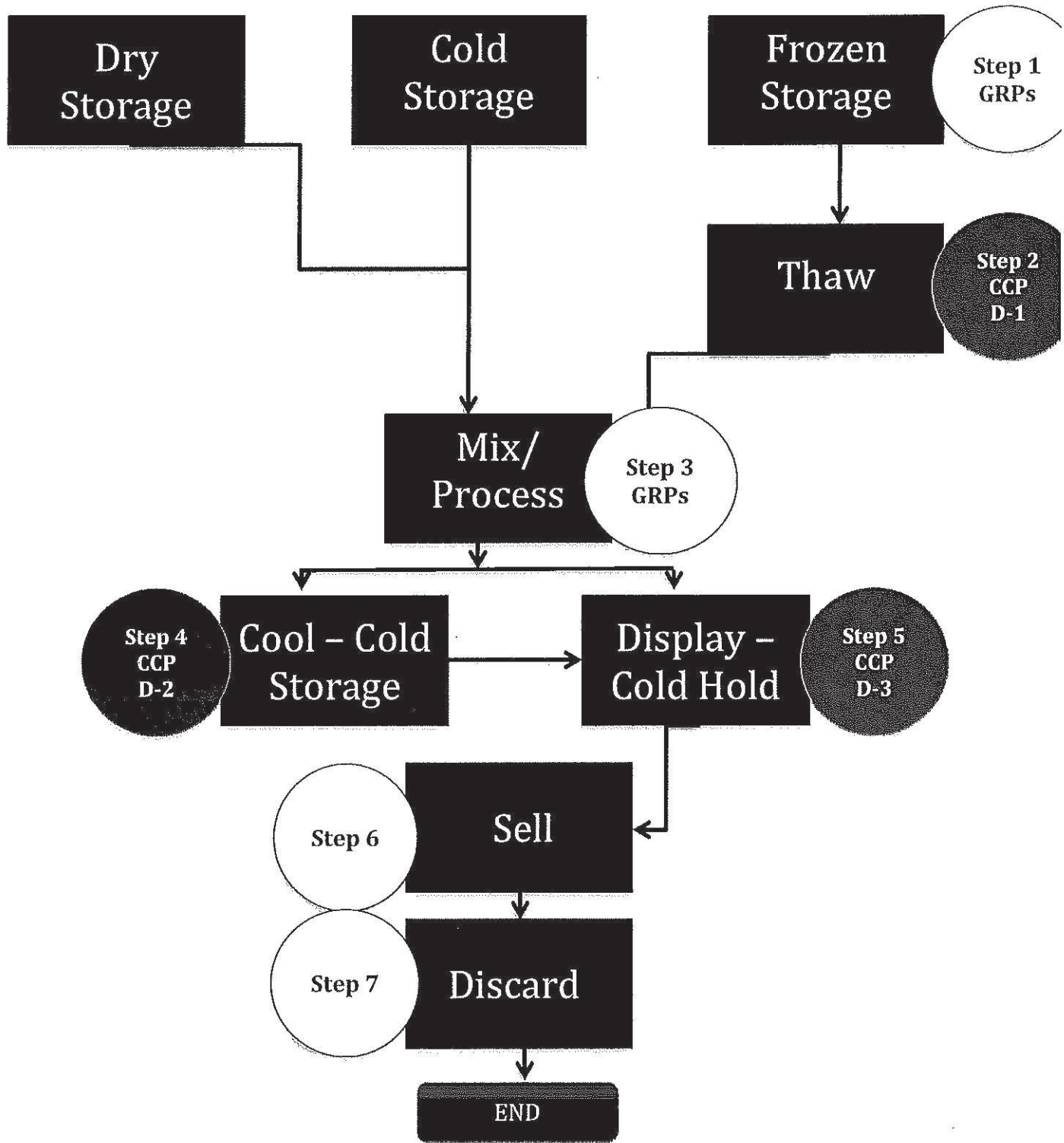
Standard Operating Procedures and Good Retail Practices

1. **Approved Sources** – All food and products designed for personal use are sourced and procured by corporate procurement. Homemade food and products are prohibited from being sold or used in Food Lion stores. Locally procured products must be approved by corporate procurement.
2. **Personnel** – All Food Lion associates must wear clean uniforms and aprons (if applicable). Hair restraints must be worn while working in a food production department. Jewelry must be kept to a minimum. Eating, drinking and tobacco use are to be conducted in approved areas only. Associates must report illnesses as per health policy.
3. **Hand Washing** – Hands must be washed at hand washing sinks only, using approved hand washing soap, prior to beginning food preparation, before donning food handling gloves, after returning from the restroom, after sneezing, after coughing into hands, after eating, drinking or smoking, or after completing any task (such as handling non-food items or raw foods) where hands may have become contaminated.
4. **Food Handling Gloves** – Approved food handling gloves must be worn when handling all ready-to-eat foods. Gloves must be changed between handling different species of meat, between handling raw foods and ready-to-eat foods, or after any task where gloves may have become contaminated. Hands must always be washed before donning a new pair of gloves. Glove use does not replace proper hand washing. Use of hand sanitizer does not replace proper hand washing.
5. **Cross Contamination Prevention** – Contamination of food can occur in many ways. In addition to proper personal hygiene, hand washing, glove use, and equipment sanitation, contamination can be prevented through proper food storage and food handling practices. Always store ready-to-eat food above raw food. Separate different species during storage in walk-in coolers. During preparation, always wash, rinse and sanitize equipment, cutting surfaces, and utensils between different species and between the preparation of raw food and ready-to-eat food. When possible, prepare ready-to-eat food before raw food. Always wash raw fruits and vegetables before using as part of a recipe. When displayed for sale, separate different species and separate raw and ready-to-eat foods in display cases.
6. **Equipment Sanitation** – All food equipment and utensils are to be washed and sanitized as per company SOPs (SPTAs). Approved detergents and sanitizer are to be used and dispensed as per manufacturer's directions. Quaternary ammonium ("quat") sanitizer concentration should be checked to ensure its strength is between 150 to 400ppm, with 200ppm being the suggested target, using approved sanitizer testing strips. Cleaning chemicals must be properly stored when not in use to prevent contamination of food products.

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7. **Thermometer Calibration** – Internal food temperatures are to be taken with an approved metal stem thermometer. Thermometers must be checked daily for accuracy using an ice bath method. Thermometers should be calibrated to **32°F**. Thermometers are to be cleaned and sanitized after each use and stored in a sanitary manner between uses.
8. **Code Dating** – Most product "sell-by" or "use-by" dates are for maintaining product quality. Some dates are used for maintaining the safety of food; these are required by the health department. All Food Lion code dating policies are designed to maintain the safety and quality of food and personal use products. All code dating policies must be followed. Product is rotated using FIFO (first-in, first-out) method.
9. **Product Sampling** – Sample portions should be offered in individual containers. Single-use utensils should be used when appropriate and must never be reused. Proper temperature control is required: **≤41°F for cold items and ≥135°F for hot items**. Products that fall above or below, respectively, these target temperatures must be discarded within 2 hours. Bulk containers must never be used for self-service sampling. Unmanned sampling stations must have a dome for product protection. A trash can must be present.
10. **Verification Procedures** - by a store or department lead, will ensure proper monitoring of each CCP such as calibration of cooking and holding equipment and thermometers, and maintenance and review of records such as temperature logs.
11. **Pest Control** – Departments must be maintained in a clean and sanitary manner to prevent the attraction of pests. If any pests are observed, this activity must be reported to store management.

PROCEDURE A



Deli HACCP Plan Procedure A

MENU ITEMS: Sliced Lunchmeats/Cheeses, Sandwiches, Pasta Salad, Broccoli Salad, Banana Pudding, Mac and Cheese

STEP 1 – DRY/COLD/FROZEN STORAGE (GRPs):

Shelf stable, dry deli ingredients such as spices are stored in sealed containers in the backroom or designated food preparation dry storage area.

Cold/frozen deli products are stored in designated walk-in cooler or freezer. The walk-in cooler is maintained at a temperature of **41°F** or less. The walk-in freezer temperature is maintained at **0°F** or less. Temperatures are monitored through a continuous monitoring system 24 hours per day. Alarms alert store management of any disruption in appropriate cold holding temperatures. Note: raw ingredients and ready-to-eat ingredients must be separated during storage.

STEP 2 – THAW (CCP D-1)

TCS products will be thawed under refrigeration at **41°F** or below, or under cool running water. Water temperature will be **≤70°F**. Thawed TCS product may be kept in the walk-in cooler until needed (within date marking parameters) or used immediately.

STEP 3 – MIX/PROCESS (GRPs)

Hands must be washed before preparing product. Gloves are to be worn when handling ready-to-eat foods. If fruits or vegetables are used as an ingredient, they must be washed prior to any processing, e.g. cutting, chopping or mixing. Food items to be prepared in-store and displayed refrigerated will be prepared in a manner to limit room temperature exposure.

STEP 4 – COOL (CCP-D2)

Finished in-store prepared TCS food items that exceed **41°F** should be chilled down in a walk-in cooler until the items are below **41°F**. Finished product is placed in the walk-in cooler at **41°F** or below to ensure proper cooling prior to being packaged, labeled, and displayed for sale. Product is labeled with sell-by date (or use-by date) as per date marking and/or internal code dating SOPs (SPTAs). Product is rotated on a first in, first out (FIFO) basis.

Cooling Target Temperatures: 135°F to 70°F within 2 hours, then 70°F to 41°F within an additional 4 hours. The complete cooling process from 135°F to 41°F must be completed within 6 hours.

STEP 5 – DISPLAY – COLD HOLD (CCP D-3)

After reaching **41°F** or below the TCS product may be displayed for full or self-service. Refrigerated TCS foods may only be displayed in cases designed and approved for refrigerated display. Internal product temperatures must be maintained at or below **41°F**. Product quality and integrity is evaluated daily throughout its shelf life.

STEP 6 - SELL

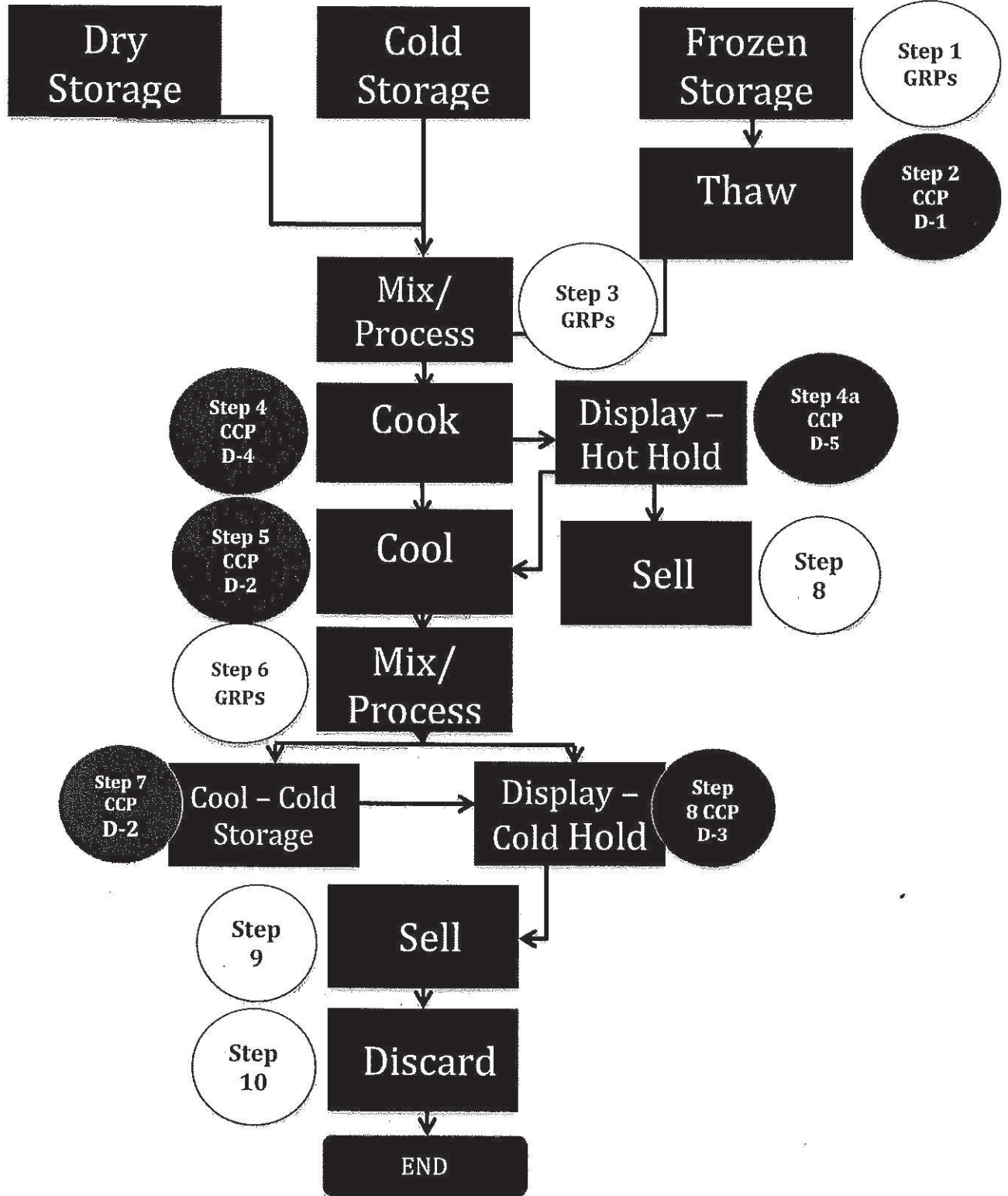
STEP 7 – DISCARD

Expired or otherwise unwholesome or poor quality product is discarded as per SOP (SPTA).

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PROCEDURE B



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MENU ITEMS: Rotisserie Chicken Salad

STEP 1 – DRY/COLD/FROZEN STORAGE (GRPs):

Shelf stable, dry deli ingredients such as spices are stored in sealed containers in the backroom or designated food preparation dry storage area.

TCS deli products are stored in designated walk-in cooler or freezer. The walk-in cooler is maintained at a temperature of **41°F** or less. The walk-in freezer temperature is maintained at **0°F** or less. Temperatures are monitored by a continuous monitoring system 24 hours per day. Alarms alert store management of any disruption in appropriate cold holding temperatures. Note: raw ingredients and ready-to-eat ingredients must be separated during storage.

STEP 2 – THAW (CCP D-1)

TCS products will be thawed under refrigeration at **41°F** or below, or under cool running water. Water temperature will be **≤70°F**. Thawed TCS product may be kept in the walk-in cooler until needed (within date marking parameters) or used immediately.

STEP 3 – MIX/PROCESS (GRPs)

Hands must be washed before preparing product. Gloves are to be worn when handling ready-to-eat foods. If fruits or vegetables are used as an ingredient, they must be washed prior to any processing, e.g. cutting, chopping or mixing. Food items to be prepared in-store and displayed refrigerated will be prepared in a manner to limit room temperature exposure.

STEP 4 – COOK (CCP D-4)

Cooking will be conducted in approved equipment designed for the primary purpose of cooking (rotisserie oven).

Cooking Target Temperatures:

a. Cooking Target Temperatures:

- **135°F for 15 seconds** – Vegetables/Fruits
- **145°F for 15 seconds** – Eggs, Pork, Beef, Fish/Seafood
- **155°F for 15 seconds** – Ground beef
- **165°F for 15 seconds** – Poultry (whole and ground), stuffed/mixed foods

b. Other Target Cooking Temperatures:

- **135°F for 15 seconds** – Commercially cooked/packaged foods
- **165°F for 15 seconds** – Foods cooked in microwave (let stand for two minutes)

When cooking temperatures are required in the recipe, the preparer **MUST** check the internal temperature, with a calibrated, clean and sanitized thermometer to verify that the target internal

temperature has been reached. The cooking process MUST continue until the target internal temperature is reached or exceeded at all points checked.

STEP 4a – DISPLAY – HOT HOLD (CCP D-5)

After cooking, TCS product may be displayed on the hot bar at **135°F** or higher for full or self-service. Hot TCS foods may only be displayed in cases designed and approved for hot display. Internal product temperatures must be maintained at or above **135°F**. Product quality and integrity is evaluated throughout its shelf life.

STEP 5 – COOL (CCP D-2)

Finished product is placed in the walk-in cooler at **41°F** or below to ensure proper cooling prior to being packaged, labeled and displayed for sale. Finished product is cooled to **70°F** within two hours and then cooled to **41°F** or below within an additional four hours. The total cool down process from **135°F** to **41°F** must be completed within six hours. Product is labeled with sell-by date (or use-by date) as per date marking and/or internal code dating SOPs (SPTAs). Product is rotated on a first in, first out (FIFO) basis.

STEP 6 – MIX/PROCESS (GRPs)

Hands must be washed before preparing product. Gloves are to be worn when handling ready-to-eat foods. If fruits or vegetables are used as an ingredient, they must be washed prior to any processing, e.g. cutting, chopping or mixing. Food items to be prepared in-store and displayed refrigerated will be prepared in a manner to limit room temperature exposure.

STEP 7 – COOL (CCP D-2)

Finished in-store prepared food items that exceed **41°F** should be chilled down in a walk-in cooler until the items are below **41°F**. Finished product is placed in the walk-in cooler at **41°F** or below to ensure proper cooling prior to being packaged, labeled, and displayed for sale. Product is labeled with sell-by date (or use-by date) as per date marking and/or internal code dating SOPs (SPTAs). Product is rotated on a first in, first out (FIFO) basis.

Cooling Target Temperatures: **135°F to 70°F within 2 hours, then 70°F to 41°F within an additional 4 hours. The complete cooling process from 135°F to 41°F must be completed within 6 hours.**

STEP 8 – DISPLAY – COLD HOLD (CCP D-3)

After reaching **41°F** or below the product may be displayed for full or self-service. Cold foods may only be displayed in cases designed and approved for refrigerated display. Product temperatures must be maintained at or below **41°F**. Product quality and integrity is evaluated daily throughout its shelf life.

STEP 9 - SELL

STEP 10 – DISCARD

Expired or otherwise unwholesome or poor quality product is discarded as per SOP (SPTA).

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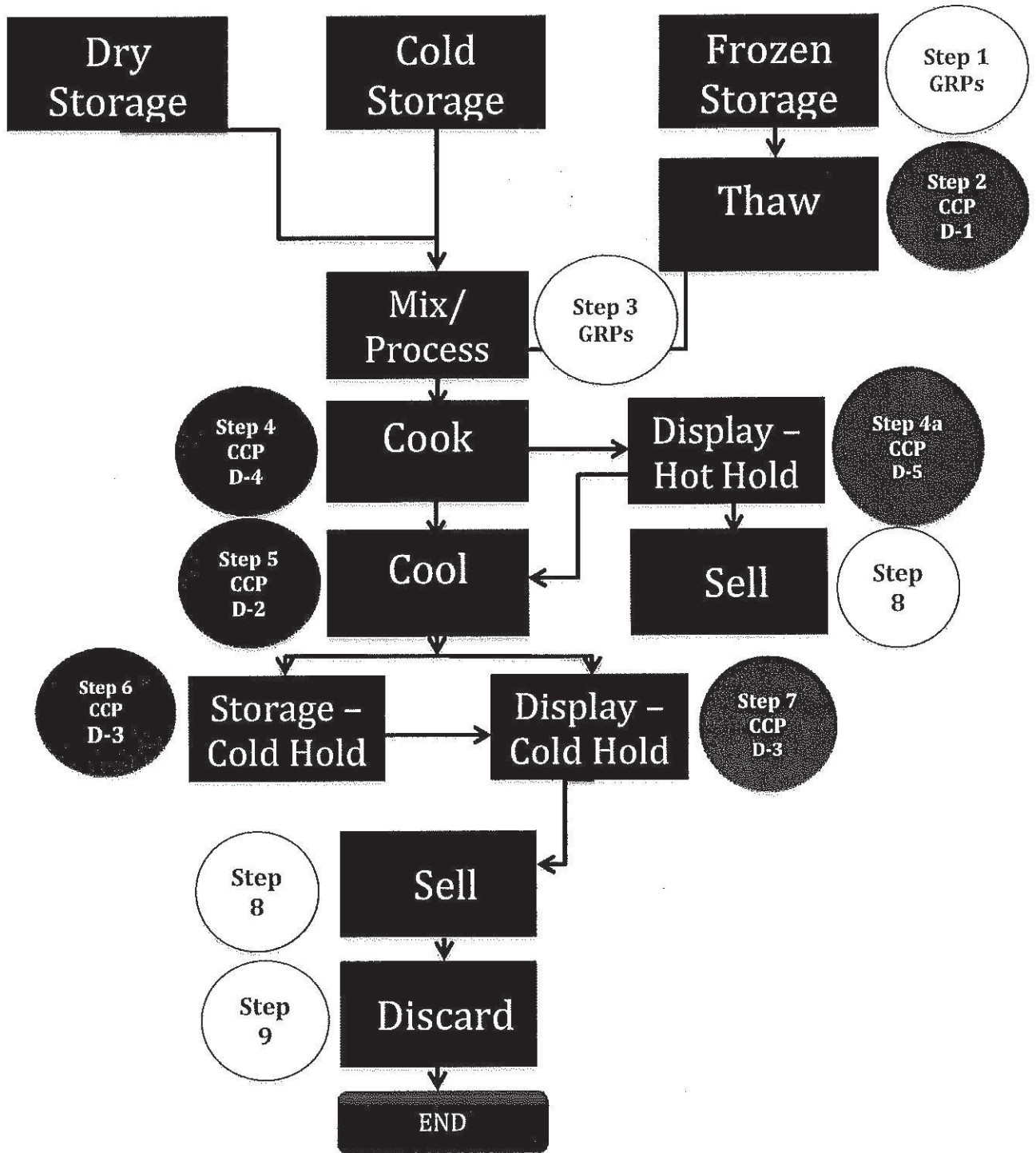
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PROCEDURE C



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MENU ITEMS: Hot/Cold Rotisserie Chicken, Hot/Cold Fried Chicken

STEP 1 – DRY/COLD/FROZEN STORAGE (GRPs):

Shelf stable, dry deli ingredients such as spices are stored in sealed containers in the backroom or designated food preparation dry storage area.

Cold/frozen deli products are stored in designated walk-in cooler or freezer. The walk-in cooler is maintained at a temperature of **41°F** or less. The walk-in freezer temperature is maintained at **0°F** or less. Temperatures are monitored by a continuous monitoring system 24 hours per day. Alarms alert store management of any disruption in appropriate cold holding temperatures. Note: raw ingredients and ready-to-eat ingredients are separated during storage.

STEP 2 – THAW (CCP D-1)

Product will be thawed under refrigeration at **41°F** or below, or under cool running water. Water temperature will be **≤70°F**. Product may be thawed during the cooking process. Thawed product may be kept in the walk-in cooler until needed (within date marking parameters) or used immediately.

STEP 3 – MIX/PROCESS (GRPs)

Hands must be washed before preparing product. Gloves are to be worn when handling ready-to-eat foods. If fruits or vegetables are used as an ingredient, they must be washed prior to any processing, e.g. cutting, chopping or mixing. Food items to be prepared in-store and displayed refrigerated will be prepared in a manner to limit room temperature exposure.

STEP 4 – COOK (CCP D-4)

Cooking will be conducted in approved equipment designed for the primary purpose of cooking (deep fryer).

Cooking Target Temperatures:

c. Cooking Target Temperatures:

- **135°F for 15 seconds** – Vegetables/Fruits
- **145°F for 15 seconds** – Eggs, Pork, Beef, Fish/Seafood
- **155°F for 15 seconds** – Ground beef
- **165°F for 15 seconds** – Poultry (whole and ground), stuffed/mixed foods

d. Cooking Other Target Temperatures:

- **135°F for 15 seconds** – Commercially cooked/packaged foods
- **165°F for 15 seconds** – Foods cooked in microwave (let stand for two minutes)

When cooking temperatures are indicated in the recipe, this indicates that the preparer **MUST** check the temperature, with a calibrated, clean and sanitized thermometer to verify that the target

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temperature has been reached. The cooking process MUST continue until the target temperature is reached or exceeded at all points checked.

STEP 4a – DISPLAY – Hot HOLD (CCP D-5)

After cooking, product may be displayed on the hot bar at **135°F** or higher for full or self-service. Hot foods may only be displayed in cases designed and approved for hot display. Product temperatures must be maintained at or above **135°F**. Product quality and integrity is evaluated throughout its shelf life.

STEP 5 – COOL (CCP D-2)

Product is placed in the walk-in cooler at **41°F** or below or freezer at **0°F** to ensure proper cooling prior to being packaged, labeled and displayed for sale. Finished product is cooled to **70°F** within two hours and then cooled to **41°F** or below within an additional four hours. The total cool down process from **135°F** to **41°F** must be completed within six hours. Product is labeled with sell-by date (or use-by date) as per date marking and/or internal code dating SOPs (SPTAs). Product is rotated on a first in, first out (FIFO) basis.

STEP 6 – STORAGE – COLD HOLD (CCP D-3) – Product will be stored at **41°F** or below in Deli walk in coolers. Product temperatures must be maintained at or below **41°F**. Product quality and integrity is evaluated daily throughout its shelf life.

STEP 7 – DISPLAY – COLD HOLD (CCP D-3)

After reaching **41°F** or below the product may be displayed for full or self-service. Cold foods may only be displayed in cases designed and approved for refrigerated display. Product temperatures must be maintained at or below **41°F**. Product quality and integrity is evaluated daily throughout its shelf life.

STEP 8 - SELL

STEP 9 – DISCARD

Expired or otherwise unwholesome or poor quality product is discarded as per SOP (SPTA).

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CRITICAL CONTROL POINT D-1

CRITICAL CONTROL POINT	Thaw
HAZARD	Unacceptable bacterial growth or toxin formation.
CRITICAL LIMIT	Product must remain $\leq 41^{\circ}\text{F}$ internal temperature
PREVENTATIVE MEASURES	Maintain temperatures of products below the critical limit. Keep product temperatures from exceeding 41°F by using approved thawing techniques: <ul style="list-style-type: none">• Items may be thawed in the walk-in cooler.• Items may be thawed under running water with a maximum water temperature of 70°F.• Items may be thawed as part of the cooking process
MONITORING PROCEDURES	Calibrated thermometers are used to measure internal product temperatures.
CORRECTIVE ACTION	Cool products to below 41°F internal temperature . Retrain associates. If thawed portions of product exceed 41°F internal temperature for more than 4 hours, product must be discarded.

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CRITICAL CONTROL POINT D-2

CRITICAL CONTROL POINT	Cool
HAZARD	Unacceptable microbial growth and/or toxin formation.
CRITICAL LIMIT	Internal product temperatures are brought from 135°F internal temperature to 70°F internal temperature within 2 hours and from 70°F internal temperature to 41°F internal temperature within 4 additional hours.
PREVENTATIVE MEASURES	Product will be placed in the walk-in cooler or freezers on trays or open racks or carts to cool.
MONITORING PROCEDURES	Temperatures in walk-in coolers and freezers are monitored on a continuous 24 hour computerized monitoring system which alerts store management if appropriate temperature is not maintained. Product is verified to be ≤ 41° internal temperature before being placed on the sales floor.
CORRECTIVE ACTION	Product which has not cooled from 135°F internal temperature to 70°F internal temperature within 2 hours, will be discarded , or if food has not cooled from 70°F internal temperature to 41°F internal temperature within an additional 4 hours, the food will be discarded . The complete cooling process from 135°F internal temperature to 41°F internal temperature must be completed within 6 hours or the food will be discarded . The process is evaluated for corrective measures and retraining of associates if/when necessary.

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CRITICAL CONTROL POINT D-3

CRITICAL CONTROL POINT	Cold Hold
HAZARD	Unacceptable microbial growth and/or toxin formation.
CRITICAL LIMIT	Product must remain at a temperature of 41°F or below.
PREVENTATIVE MEASURES	Maintain temperatures below critical limit.
MONITORING PROCEDURES	Display case, walk-in cooler, and refrigerator temperatures are monitored 24 hours per day by a computerized continuous monitoring system that will alarm the store management team if appropriate temperatures are not maintained.
CORRECTIVE ACTION	When internal product temperatures are found to be outside acceptable limits the maintenance department is notified and an emergency work order is placed. Products can be transferred to a properly working refrigerator/freezer unit until repairs are completed. Frozen TCS product that has thawed is discarded. In the event of a power failure, dry ice and or refrigerated trailers are brought on site to ensure product is maintained at appropriate temperatures. Refrigerated TCS product found above 41°F for more than 4 hours is discarded.

Maryland Department of Health
Office of Food Protection
Plan Review Approval
MDH # PA660 Reviewed by JH
Date 8/6/18 Approved Sheet 9 of 11

CRITICAL CONTROL POINT D-4

CRITICAL CONTROL POINT	Cook
HAZARD	Unacceptable microbial growth and/or toxin formation.
CRITICAL LIMIT	<p>All TCS foods that require cooking are thoroughly cooked to an internal temperature listed below for at least 15 seconds:</p> <p>Cooking Target Temperatures:</p> <ul style="list-style-type: none">• 135°F for 15 seconds – Vegetables/Fruits• 145°F for 15 seconds – Eggs, Pork, Beef, Fish/Seafood• 155°F for 15 seconds – Ground beef• 165°F for 15 seconds – Poultry (whole and ground), stuffed/mixed foods <p>Cooking Other Target Temperatures:</p> <ul style="list-style-type: none">• 135°F for 15 seconds – Commercially cooked/packaged foods• 165°F for 15 seconds – Foods cooked in microwave (let stand for two minutes)
PREVENTATIVE MEASURES	Cook to the appropriate final cooking temperature and verify internal temperature with a food thermometer.
MONITORING PROCEDURES	Calibrated probe thermometers are used to measure internal product temperatures.
CORRECTIVE ACTION	Continue to cook product until the appropriate Final cooking internal temperature has been reached.

Maryland Department of Health
Office of Food Protection
Plan Review Approval
MDH # 17-1466 Reviewed by JH
Date 7/16/18 Approved Sheet 1 of 9

CRITICAL CONTROL POINT D-5

CRITICAL CONTROL POINT	Hot Hold
HAZARD	Unacceptable microbial growth and/or toxin formation.
CRITICAL LIMIT	TCS product will be maintained at an internal temperature of at least 135°F .
PREVENTATIVE MEASURES	Maintain product temperature at or above critical limit.
MONITORING PROCEDURES	Calibrated thermometers are used to measure internal product temperatures.
CORRECTIVE ACTION	When internal product temperatures are found to be below the critical limit during hot holding the product is discarded. Adjustments will then be made to hot holding equipment. The maintenance department will be contacted if adjustments do not result in hot holding equipment maintaining internal product temperatures at 135°F or above.

Maryland Department of Health
Office of Food Protection
Plan Review Approval
MDH # 984-66 Reviewed by JJA
Date 2/6/18 Approved Sheet 11 of 4

Food Handling Information and Procedures

1. Describe how you will ensure all foods are obtained from approved sources per COMAR 10.15.03.02B(3).

- Food is sourced by the corporate office in Salisbury NC from only approved sources. No food is sourced locally at store level. Any food that is held below 41F is delivered by Food Lion distribution centers.

2. Specify how you will ensure cross contamination from raw to cooked and/or ready to eat food will be prevented per COMAR 10.15.03.09F.

- Cross Contamination Prevention – Contamination of food can occur in many ways. In addition to proper personal hygiene, hand washing, glove use, and equipment sanitation, contamination can be prevented through proper food storage and food handling practices. Always store ready-to-eat food above raw food. Separate different species during storage in walk-in coolers. During preparation, always wash, rinse and sanitize equipment, cutting surfaces, and utensils between different species and between the preparation of raw food and ready-to-eat food. When possible, prepare ready-to-eat food before raw food. Always wash raw fruits and vegetables before using as part of a recipe. When displayed for sale, separate different species and separate raw and ready-to-eat foods in display cases.
- Equipment Sanitation – All food equipment and utensils are to be washed and sanitized as per company SOPs (SPTAs). Approved detergents and sanitizer are to be used and dispensed as per manufacturer's directions. Quaternary ammonium ("quat") sanitizer concentration should be checked to ensure its strength is between 150 to 400ppm, with 200ppm being the suggested target, using approved sanitizer testing strips. Cleaning chemicals must be properly stored when not in use to prevent contamination of food products.

3. Describe process for ensuring frozen potentially hazardous foods will be thawed in an approved manner per COMAR 10.15.03.09D.

- When a recipe calls for ingredients that are frozen and require to be thawed prior to use in preparation or display, frozen product will be thawed utilizing one of the approved methods below:
 - In a designated and approved refrigerated walk-in cooler at $\leq 41^{\circ}\text{F}$.
 - Under cool running water at $\leq 70^{\circ}\text{F}$.
 - As part of the cooking process.

4. Indicate how potentially hazardous foods will be cooled (i.e. ice bath, shallow pans, rapid chill, etc.) in accordance with COMAR 10.15.03.11B.

- Product is placed in the walk-in cooler at 41°F or below or freezer at 0°F to ensure proper cooling prior to being packaged, labeled and displayed for sale. Finished product is cooled to 70°F within two hours and then cooled to 41°F or below within an additional four hours. The total cool down process from 135°F to 41°F must be completed within six hours. Product is

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labeled with sell-by date (or use-by date) as per date marking and/or internal code dating SOPs (SPTAs). Product is rotated on a first in, first out (FIFO) basis.

5. List foods or categories of foods that will be prepared 24 hours or more in advance per COMAR 10.15.03.33C(3)(b)(i).

- Not Applicable

6. List foods that will be received pre-packaged commercially processed that will be reheated for hot holding;

- Not Applicable

7. Specify whether any prepared foods will be distributed off premises COMAR 10.15.03.06D

- Not Applicable

8. Specify whether any refrigerated foods are received which require storage temperatures below 41°F as per COMAR 10.15.03.06B (9) and (10).

- Refrigerated delivery vehicles are evaluated for proper operation and temperature by the receiving associate who will verify that the target temperatures below are met. Immediately after receipt, refrigerated deliveries must be stored in appropriate refrigerated and frozen walk-in coolers that maintain products at target temperatures.
 - Receiving and storage target temperatures:
 - Frozen temperatures: $\leq 0^{\circ}\text{F}$
 - Refrigerated temperatures: $\leq 41^{\circ}\text{F}$

9. Indicate whether any special processing of foods will be conducted on site (i.e. Reduced Oxygen Package/ROP, Sous Vide, Smoking, Curing, Fermenting, Dehydration, Sushi, etc.).

- No specialty processing of foods will be conducted on site.

10. Include specific information for any processes or procedures which incorporate:

"Time-only" control (see COMAR 10.15.03.08)

- Not Applicable

"Pooling" of eggs (see COMAR 10.15.03.09C)

- Not Applicable

Serving raw or undercooked animal foods (see COMAR 10.15.03.10 C, D & F).

- Not Applicable

Food Safety Procedures

FLY CONTROL

As a leading grocery retailer, we value each and every customer that shops with us and we want to ensure that they have a great shopping experience. Clean and sanitary stores, including the appropriate control of pests like flies, are integral in providing a great customer experience.

Fly management programs are designed to reduce fly populations by 70 to 80 percent. There is always a chance that some flies will be present in the store. Success of a fly management program depends on conditions within and surrounding the store that may be conducive to the flies and types of control methods used.

The first steps in controlling flies are basic maintenance and sanitation. Making sure your store is maintaining the following areas will help to control flies in your store:

- All doors must be kept closed when not being used.
- Air curtains (fly fans) should be on and working properly, if fly fans are not functioning they must be fixed.
- Exterior trashcans must be kept at least 20 feet from the front doors.
- Dumpsters must be kept closed when not being used.
- Doors should be free of gaps due to worn weather stripping and sweeps where flies can enter.
- Areas inside the store must be free of debris and spillage, which would create a feeding area.
- Areas around dumpsters must be clean of debris and spillage, which would create a feeding area.
- Dumpsters must be cleaned regularly of substances to eliminate breeding areas in the dumpsters.

The second step is to apply the appropriate control measures to manage fly populations. Control measures are designed to kill as many flies as possible on the exterior and trap as many flies as possible after they enter the store. We have the support of our Pest Control Operators (PCO), Dodson and Orkin to assist us with this. All stores are receiving the Enhanced Fly Management Program, which includes:

- Installation of Musca-Stiks as needed depending on the fly population present in the store. Musca-Stiks are gold colored tubes that attract and capture flies.
- Service of the insect light traps: changing the glue boards and emptying the catch traps.
- Treatment of accessible drains using the authorized drain treatment.
- Treatment of areas that contain gooey/slimy debris. (Drains and areas that have a build up of debris and grease must be mechanically cleaned).

- Treatment of exterior walls with an attractant and an appropriate insecticide away from the front doors and adjacent to the dumpsters.
- Treatment of the exterior trashcans with an attractant and appropriate insecticide.
- Treatment of the areas around the dumpster doors with an appropriate insecticide.
- Treatment around rear entrance doors and roll up doors with an appropriate insecticide.
- Other control measures and equipment are available depending on the situation.

The Enhanced Fly Management Program is being provided to help eliminate flies on the exterior and trapping numerous flies on the interior.

The third step in controlling flies, if the previous options have been exhausted, would be to request a fly fogging. Submit a work order for a fly fogging when the fly situation is overwhelming the current prevention and reduction program. When a fogging is requested, all conditions that are present will be evaluated and considered before approval will be recommended. Additional control measures and corrections must be completed. If the fly population is found to be small, usual control methods will be continued. External conditions that continue to attract numerous flies to the store that are above the capability of the fly management program to control will be used. After all conditions are evaluated, recommendation for or against a fogging program will be made.

Store personnel must give the products used time to work, as no treatment is instant especially given the habits of flies. Store personnel should not move or remove products such as Musca-stiks.

Notes:

Flies are a part of the external environment, but we can control and eliminate them inside our stores by:

1. Maintaining a clean, sanitary and equipped store
2. Utilizing the authorized programs and procedures that are in place
3. Working closely with the PCO to address problems that exist quickly

If you have any further questions or concerns please contact your respective Food Safety Manager or the Food Safety Department.

Food Safety Procedures

Fly Control Treatment (Fogging) Procedures

- **ALL** open food must be covered or removed from the area(s) to be treated.
- Where possible the air conditioning/heating unit(s) should be turned off during the treatment process. This will allow the treatment material to remain at a concentration that will achieve maximum fly control. Air conditioning/heating units can be turned back on after the one-hour treatment is completed.
- All pilot lights should be turned off before the treatment and must remain off until the treatment is complete.
- All store personnel must be prepared to leave the building to be treated for a minimum of one hour. Service personnel will inform store personnel as to when they can re-enter the building.
- Only authorized pest control technicians with the proper safety equipment are to be inside of the structure during the treatment process.
- After the one-hour treatment period, store personnel can re-enter the building once the air conditioning/heating unit is turned on.
- Uncover any covered food processing surfaces. **ALL** food processing surfaces not covered must be washed with an effective cleaning compound and rinsed before using.
- Store personnel **MUST** remove any dead insects that are present after the treatment is complete.

The above procedures must be strictly followed to assure that proper levels of fly control and safety are achieved.

Food Safety Pest Procedures

Fly Resource

Purpose: In an effort to provide our customers with the safest, healthiest shopping experience it is imperative that we prevent and control any fly activity in our stores.

This resource page will give you the information needed to proactively prevent and address fly activity in your store.

****Questions?** Contact information available at the end**

Pest Control Service and Protocol for Fly Service:

Each store is serviced once a month for pest control. During the warm weather months a second service is provided for fly control. Your pest control technician is required to introduce him/herself to the manager on duty upon entering the store for service. The pest control technician will review the overall sanitation of the store and around the exterior of the store that may lead to potential fly activity. They will also inspect the glue boards on the insect lights and replace the glue boards with new ones. The summer fly service also includes treatment of exterior areas in the front and the back of the store near drink machines and dumpsters. Before leaving the store, the pest control technician is required to provide a written report and review this report with the manager on duty. It is critical that the manager on duty review this report thoroughly and act upon any recommendations on the report as soon as possible.

If the fly activity is heavy, the technician may recommend a fly fogging which is an additional service and requires approval from the District Manager.

Signs of fly infestation:

- Many dead flies on insect light glue boards, and at the bottom of cold display cases
- Many (10 or more) flies in the food prep area around equipment

*****Steps to help prevent fly activity*****

1. Sanitation

Flies are drawn to the grocery stores because of odors associated with food, dumpsters, grease storage containers, and trashcans.

Prep areas and equipment

- Prep tables and sinks as well as equipment must be kept clean and sanitized and free of food build up. Daily and weekly cleaning schedules must be maintained.

Dumpsters & grease containers

- Top and side doors as well as lids should be closed and in good condition.
- Drain plugs should be installed.
- Placed as far away from the building as practical.
- All trash should be placed in plastic bags to reduce odors that attract insects.
- Area around and under the dumpster should be free of food, debris and trash.

Trashcans

- All trashcans must have tight-fitting lids.
- Liners should be used in all trashcans to reduce the build up of pest conductive debris.
- Exterior trashcans should be placed away from the entrance doors.
- Wash trashcans and trash receptacles on a regular basis in the "can wash" areas provided throughout the store.

2) Exclusion

Exterior Doors

- Weather stripping and sweeps should be in good repair to eliminate any gaps where insects may enter.
- Should close properly and be in good working order.
- Should be closed when they are not being used.

Air Curtains

- Units above interior doors should be in operation when exterior doors are open.
- Units above exterior doors should be wired so they operate when the doors are open.

- Air stream must blow away from the area to be protected, with an angle of about 20° from vertical, which is optimal. That is, units on exterior doors must blow air to the outside.
- Entire doorway should be covered so that no gaps are present for insects to enter.

Steps to take when heavy fly activity is found in the store:

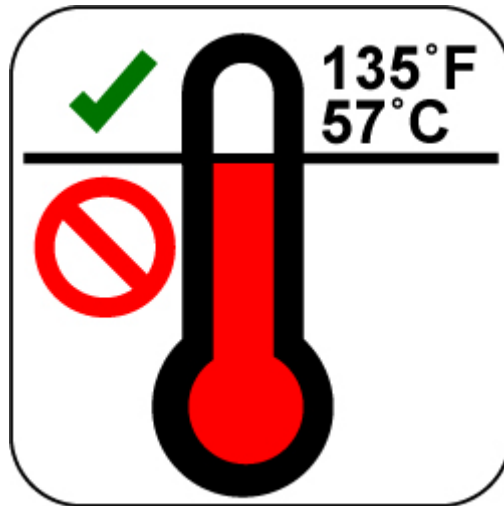
- Extra glue boards can be requested from the PCO for additional changing between scheduled visits.
- Fly strips can also be used, but these need to be placed away from food preparation areas and changed frequently.
- The PCO can provide some advanced fly treatment outside the store for an additional cost at the approval of the district manager.
- For those stores with heavy fly population due to extreme environmental fly pressure, a fogging application by the pest control operator may be necessary.
Enter a Store Maintenance work order for fly fogging with reference by the PCO. The DM will have to approve this additional cost as well.
- Check all departments and trash areas for proper cleaning and sanitizing. Clean and sanitize all food contact equipment per standard practice and clean the rest of the department per the master cleaning schedule.

Contacts:

If you would like to discuss the fly activity in your store or the pest control service you are receiving, please contact the Food Safety Department.

Fact Sheet

Deli Sales Managers and Deli Associates



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Hot Food Holding

- Hot foods being held for service must be kept a temperature of 135° F or higher.
- At temperatures below 135° F, harmful bacteria (pathogens) may grow and cause the food to become unsafe.
- Check and record the temperature of foods in the hot bar every 2 hours to make sure that a holding temperature of 135° F is being maintained.
- Fried chicken held for hot service should only be held for a maximum time of two hours. After two hours, the temperature is very likely to fall below 135° F. The boxes of fried chicken must be marked with the time that it needs to be pulled.
- Rotisserie chicken should only be held for four hours. The containers must be marked with the pull time.

Food Safety Pest Control Procedures

Pest Control Service Specs

Purpose:

To proactively provide control and prevention of rats, mice, cockroaches, stored product pests, pavement ants, and non-poisonous spiders. Other pest such as crickets, ground beetles, bees and wasps will be treated within reason by the technician.

Basic Service Protocol:

Each store is serviced once a month for pest control. Your pest control technician is required to introduce him/herself to the manager on duty upon entering the store for service. At this time the manager on duty is required to clock the vendor in under contract services. The technician will inspect and treat as necessary, the entire interior, including but not limited to bakery department, deli department, produce department, meat department, storage areas, employees break room, compactor/dumpster area, damaged/returned goods area, restrooms, and door entry points. The technician will also inspect and treat as necessary, the immediate exterior perimeter of the building up to three feet from the exterior wall. Before leaving the store, the pest control technician is required to provide a written report and review this report with the manager on duty. At this time the manager on duty is required to clock the vendor out under contract services.

Rodent Control:

The primary means of control in building interiors are multi-catch traps and glue boards. The purpose of these stations is to intercept immigrating rodents as soon as they enter through the door or are brought into the store by incoming product.

Stores less than 40,000 square feet – 8 Multi-catch Traps:

- ◆ Two in produce prep area.
- ◆ One in motor or electrical room, whichever is on the ground floor.
- ◆ Three in stock area, near loading docks and exterior doors.
- ◆ Two in deli area.

Stores more than 40,000 square feet – 11 Multi-catch Traps:

- ◆ Two in the produce prep area.
- ◆ Six in the stock area, near loading docks and exterior doors.
- ◆ Two in the bakery area.
- ◆ One in the deli area.

Fly Management Program:

The first and foremost method of fly management is sanitation, which greatly decreases the attraction of flies to the grocery store. This is crucial because flies are drawn to the grocery stores because of odors associated with dumpsters, grease storage containers, and trashcans. The next management step consists of preventing their entry into the building and eliminating as many adult flies as possible on the outside of the building.

Exterior Fly Control:

A. Front of the store.

- ◆ Treatment will be performed to the underside of the trashcan covers, as applicable.
- ◆ A 3-foot wide perimeter band treatment will be placed on the wall around the soda machines, as applicable.
- ◆ Fly bait will be placed behind the soda machines, as applicable.

B. Dumpster and Dock area:

- ◆ Treatment will be performed to wall adjacent to and facing the dumpster including an 8 feet treatment to either side of the dumpster and to a height of 8 feet.
- ◆ Treatment will be performed to the outside of the dumpster and 3-inches to either side of the lid and door to dumpster junctions. In the event lids are kept open, treatment will be performed to the inside of the open lid(s).
- ◆ An application of a granular fly bait as a scatter application will be performed around each dumpster for a distance of 3 feet outward.
- ◆ Treatment will be performed around all exterior receiving door(s) and the dock area.

Interior Fly Control:

- ◆ The service technician will change the glue boards in the insect light traps (ILT's) located in the store. The service consists of opening the unit, removing the existing glue board, inserting a new glue board and checking the operation of the unit.
- ◆ Date cards will be completed each time the ILT glue board is changed. A plastic sleeve that holds the card will be attached to the unit's electrical cord with a plastic tie.

Reporting Issues/Concerns:

A maintenance work order must be entered to report issues and concerns with pest control immediately. These work orders will be used to track responses and update store with progress on resolving the issue.

Food Safety Procedures

Control Procedures for Indian Meal Moths

Indian Meal Moths can be a problem in some stores. These moths are mostly found in the pet food aisles. Below is some information on how to deal with these moths.

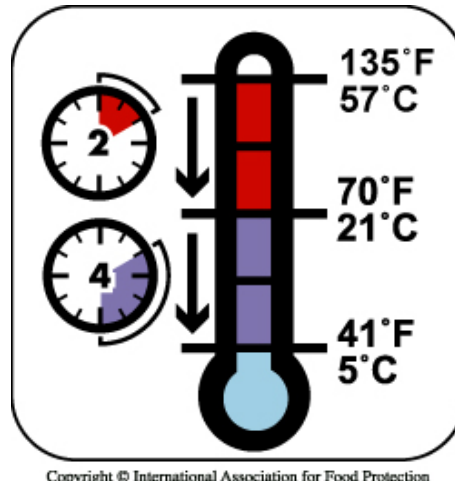
Prevention of Indian Meal Moths:

- Inspect incoming pet and grain-based products. Frequently bags of product are already infested when they are received from the warehouse. The presence of webbing on the incoming bags - **specifically birdseed and dog food bags** - is an indicator of moth activity.
- Quickly remove spilled grain, flour, sugar and pet food.
- Keep back room and retail shelves clean.
- Discard torn packages.
- Rotate food and nonfood stock; move out oldest stock first.

Control of Indian Meal Moths:

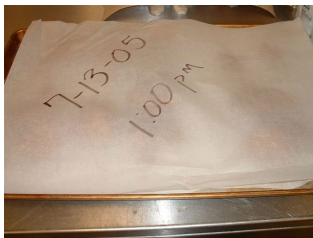
- Most likely the moths will be in the pet food aisles. The moths tend to establish in between the walls of the shelves and on the caps that joins shelf walls. The pet food shelves should be cleared off completely and infested product should be discarded. Bagged birdseed and dog food should be disposed of in the dumpster. Once the shelves are cleared off, they should be cleaned with Spic and Span or similar cleaner. The caps that join the shelf walls should be taken off and cleaned.
- Use insect pheromone monitoring devices. However, this is not a solution to the problem. This will only attract the male moths and serve as a way to monitor the presence of the moths. Contact your pest control operator/vendor for service.
- Fumigate if appropriate as a last resort. Contact your pest control operator/vendor for service.

Fact Sheet



Proper Cooling/Chilling of Hot Chicken – Deli Bakery

1. Maintain hot chicken in the hot case at 135° F at all times during shelf life.
Note: In Delaware and Tennessee, hot hold at 140° F.
2. At the end of shelf life, pull chicken from the case, remove it from the current packaging, and place it in a clean container bottom. Cover the chicken with a clean sheet of parchment paper and write the date and pull time on the paper.
3. Place the tray of chicken in the walk-in cooler, and make sure it is stored near the top shelf of the cooler, always above and never below any raw foods.
4. Allow the chicken to chill in the cooler for a total of six hours or overnight. The temperature of the cold chicken must be 41° F or lower before removing it from the cooler for display in the cold case. Use a clean/sanitized thermometer to check the final cool temperature of these products.
5. Repackage loose chicken pieces in clean containers and label all containers with proper cold chicken shelf life. Quickly move these containers to the cold display case.



Food Safety Pest Control Procedures

Roaches Insect Resource

Purpose:

In an effort to provide our customers with the safest, healthiest shopping experience it is imperative that we prevent and control any time of roach/other insect activity in our stores. This resource page will give you the information needed to proactively prevent and address roach and other insect activity in your store.

****Questions?** Contact information at the end**

Pest Control Service and Protocol for roach/insect service:

Stores are serviced once a month for pest control. Your pest control technician is required to introduce him/herself to the manager on duty upon entering the store for service. The pest control technician will review overall sanitation in the store and around the exterior of the store that may lead to potential roach/ insect activity. They will also inspect for any signs of roach/insect activity in various areas of the store. Before leaving the store, the pest control technician is required to provide a written report and review this report with the manager on duty. It is critical that the manager on duty review this report thoroughly and act on any recommendations on the report as soon as possible. **If roach/insect activity is reported by your pest control technician, they are required to service the store again within 48 hours.**

Roaches:

Are usually shy, nocturnal creatures ✱ Contaminate Food ✱ Can aggravate allergies ✱ Found in dark, moist areas and wherever food is stored or prepared ✱ German cockroach reproduce rapidly ✱ Brown Banded cockroach live in warm, relatively dry areas ✱ Oriental cockroach moves inside homes in fall and prefers cool, moist areas.

Signs of roach/insect activity to inspect for:

- dead or live roaches seen or caught in the store
- droppings that look like grains of black pepper
- Capsule shaped egg cases that are brown, dark red, or black and may appear leathery, smooth or shiny
- Look for insect body parts

****Steps to help prevent roach/insect activity****

- Maintain a clean store every day. Clean up crumbs, wash rinse and sanitize prep areas, sweep floors and hang mops and brooms in utility closets.
- Keep the backroom and area around the dumpster clean and free of debris that can serve as a food source and harborage area.
- Inspect that the white line rule in the backroom is being followed. The white line rule in the back room will help your Pest Control provider to access all areas in the backroom to inspect for pest activity.
- Inspect the top of coolers and freezers and remove storage from this area as it can serve as a harborage area for pests.
- Inspect drains and make sure they have a grate or mesh covering them.
- All of the above steps should be conducted during your regular store walks.

Steps to take when roach activity is found in the store:

- If your store reports roach/insect activity, including on a health inspection report, the store is required to immediately enter a work order reporting the roach activity and requesting service from your pest control provider. **Your pest control provider will be at your store within 48 hours to address the activity reported.** Please do not delay reporting the activity. It is much easier to address the roach activity and resolve the problem at the very beginning before it progresses into an infestation. Once this service is completed, you and your pest control technician will determine the frequency of service required (for example, weekly, bi-weekly, etc.).
- Communicate the problem to all managers on duty and to all department managers. Addressing a roach problem in a store is a team effort. Any activity seen should be reported to the store manager and documented in a pest sighting log. This will help keep track of where and when the activity was found. This log should be kept in the front office and reviewed with your pest control technician when he/she is servicing the store.
- It is highly recommended that you also enter a work order requesting a meeting at your store with Maintenance and Pest Control. This will help address points of entry and any maintenance work that needs to be done to help seal the store and prevent roaches from further entering the store. Your food safety manager may also attend this meeting if possible.
- Clean up any roach droppings and food spills as soon as possible.
- Assign one or two individuals to inspect the store (including the backroom and sales floor) on a daily basis or more, and to report any activity in the pest sighting log book.
- Dead roaches should be recorded in the log with location and shown to your PCO. This will allow them to determine what stage of development the roach is in as well as what type of roach you are dealing with.

Contacts:

If you would like to discuss the roach activity in your store or the pest control service you are receiving, please contact the Food Safety Department.

Food Safety Pest Control Procedure

Rodent Resource

Purpose:

In an effort to provide our customers with the safest and best shopping experience, it is critical that we prevent and control any rodent activity (mice and rats) in our stores. This resource page will give you the information needed to proactively prevent and address rodent activity in your store.

****Questions?** Contact information available at the end**

Pest Control Service and Protocol for Rodent Service:

Each store is serviced once a month for pest control. Your pest control technician is required to introduce him/herself to the manager on duty upon entering the store for service. The pest control technician will review overall sanitation in the store and around the exterior of the store that may lead to potential rodent activity. They will also inspect for any signs of rodent activity, as well as check and rewind the mouse masters found in various areas of the store. Additional mouse masters and glue boards may be recommended by your pest control technician at times. Before leaving the store, the pest control technician is required to provide a written report and review this report with the manager on duty. It is critical that the manager on duty review this report thoroughly and act upon any recommendations on the report as soon as possible.

If rodent activity is reported by your pest control technician, they are required to service the store again within 48 hours.

Signs of rodent activity:

- dead or live mice or rats seen or caught in the store
- droppings
- gnawed and damaged product
- nesting materials or nests which often are a pile of gnawed paper and other soft materials gathered in a corner or between tight spaces (for example in between gondolas and under gondolas)

*****Steps to help prevent rodent activity*****

1. *Sanitation*

- Sanitation is the best pest control! Keeping the store clean and organized will help prevent any pest activity.
- Inspect the backroom conditions. Keep the backroom and area around the dumpster clean and free of debris that can serve as a harborage area.
- Inspect that the white line rule in the backroom is being followed. The white line rule in the back room will help your Pest Control provider to access all areas in the backroom to inspect for pest activity.
- Inspect the top of coolers and freezers and remove storage from this area as it can serve as a harborage area for pests.
- Inspect drains and make sure they have a grate or mesh covering them.

2. Exclusion

- Doors need to be rodent proofed with rodent strips.
- Inspect the stores for any holes, cracks, or gaps in walls, floors and doors. Remember that a mouse can get into the store through an opening the diameter of a nickel. If any area is a potential entry point for mice, it should be sealed or filled. Please keep in mind that mice will gnaw through foam, so foam should not be used as a sealant. Concrete and steel wool are ideal for sealing these holes. Mice and rats can climb walls, so inspect all areas, high and low.
- ** All of the above steps should be conducted during your regular store walks.

Steps to take when rodent activity is found in the store:

- If your store reports any rodent activity, including on a health inspection report, the store is required to immediately enter a work order reporting the rodent activity and requesting service from your pest control provider. **Your pest control provider will be at your store within 48 hours to address the activity reported.** Please do not delay reporting the activity or the health inspection. It is much easier to address the rodent activity and resolve the problem at the very beginning before it progresses into an infestation. Once this service is completed, you and your pest control technician will determine the frequency of service required (for example, weekly, bi-weekly, three times a week, etc.).
- Communicate the problem to all managers on duty and to all department managers. Addressing a rodent problem in a store is a team effort. Any activity seen should be reported to the store manager and documented in the pest sighting log. This will help keep track of where and when the activity was found. This log should be kept in the front office and reviewed with your pest control technician when he/she is servicing the store.
- It is highly recommended that you also enter a work order requesting a meeting at your store with Maintenance and Pest Control. This will help address points of entry and any maintenance work that needs to be done to help seal the store and prevent rodents from further entering the store. Your food safety manager may also attend this meeting if possible.
- Clean up any rodent droppings and food spills as soon as possible. When there are a large number of droppings in the store, it is highly recommended that a vacuum with a HEPA filter be used to clean the droppings.
- Assign one or two individuals to inspect the store (including the backroom and sales floor) on a daily basis or more, and to report any activity in the pest sighting log book.
- Dead rodents will be removed by your pest control technician.

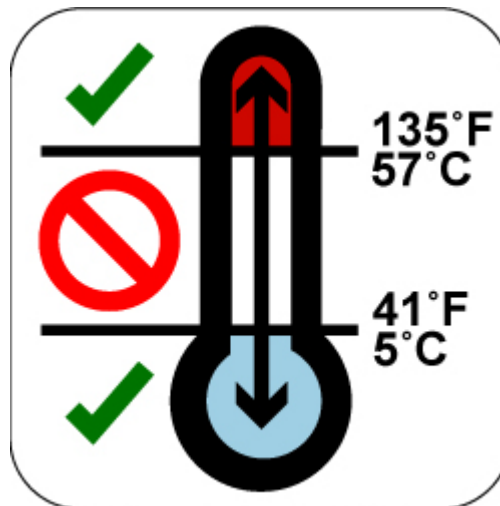
Contacts:

If you would like to discuss the rodent activity in your store or the pest control service you are receiving, please contact your Food Safety Department.

Fact Sheet

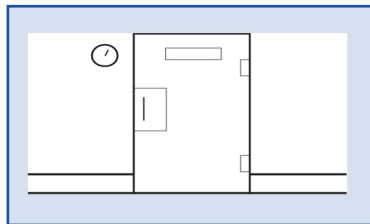
Thawing Foods Safely

- Freezing does not kill microorganisms, but it does slow their growth.
- Once foods begin to thaw and temperatures get into the TEMPERATURE DANGER ZONE (41°F-135°F), microorganisms present will begin to grow and multiply rapidly.

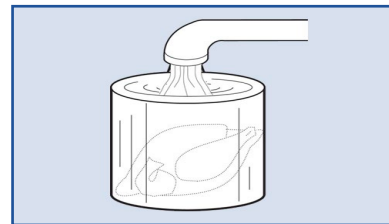


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- In our stores there are 2 acceptable methods to thaw foods properly and safely:







1. In the refrigerator or walk-in cooler at 41°F or lower








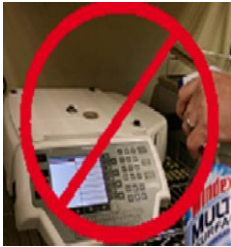
2. Submerged under running potable water at 70°F or lower

Case-Ready Pork - Reusable Collapsible Crates		 
Purpose	Receive Product in and Return Collapsible Crates	
Start	Each Market Delivery	
Materials	• Case Ready Pork	• Collapsible Crate
Best Practices	<ul style="list-style-type: none"> • If the label on the outside of the crate is missing or illegible, refer to the “Fresh Pre-Packaged Pork – Julian Dates” Reference document on the Market Web Page • As soon as all product is merchandised, collapse the tote and immediately store. It is not to be used for any other purpose such as a storage bin or a working container • Crates cannot be returned to warehouse until there is a minimum of 10 	
 Caution	If your store uses black collapsible totes in the Produce department, the Red and Black totes must be separate at all times. These totes are sent to separate cleaning facilities and cannot be mixed in order to prevent cross contamination	
NOTE:	<ul style="list-style-type: none"> • Picture of black crates in this training aid are for reference and example only. All Pork crates will be Red. 	
References	• DOC - Fresh Pre-Packaged Pork – Julian Dates	•

Actions:	Do This:
<p>1. Receive Product in crates</p>  	<p>a. Receive case ready pork as you normally would</p> <p>b. Review product information that will be listed on the label on the outside of the crate.</p> <p>c. Store and Merchandise product as you normally would</p> <ul style="list-style-type: none"> • Do not use crates to transport product to the sales floor

Actions:	Do This:
<p>2. Collapse and Store crates once all product has been merchandised</p>  	<p>a. Close by folding each of the short walls into the center</p> <p>b. Fold in the two long walls on top</p> <p>c. Close by:</p> <ol style="list-style-type: none"> 1. Pressing the locking tab on the inside of the crate 2. Folding the long walls into the center, 3. Folding in the short walls on top
<p>3. Store and Return Crates</p>	<p>a. Once the crates have been flattened, stack the crates with the folded side facing up</p> <p>b. Stack the crates in a five-block pattern (five columns) on a wooden pallet with the blue sides (do not use plastic pallets)</p> <p>c. Stack the columns of crates no more than 76 inches high, including the pallet height</p> <p>d. Store pallet of crates in the market cooler, preferably, but if there is not enough room it is acceptable to store in the grocery backroom</p> <p>e. When fully stacked (a minimum of 10 crates), the pallet must be secured with tape (the same tape we use to secure milk crates) from top to bottom prior to returning to the warehouse</p> <p>f. The pallet will be picked up on the next salvage truck</p>

Clean Department Scale					
Purpose	To clean the exterior and print head of the scale				
Start	Once each week as part of the weekly cleaning calendar activities				
Materials	<ul style="list-style-type: none"> • Authorized multi-purpose cleaner • WypAll Towels 		<ul style="list-style-type: none"> • 91% Private Label Rubbing alcohol • Private Label Cotton Swab 		

Actions:	Do This:
<p>1. Clean the exterior of the scale</p>   <div data-bbox="149 1289 501 1486" style="border: 1px solid black; padding: 5px; background-color: #e6f2ff;"> <p>! If problems occur with totals being inaccurate or label printing problems, please complete this entire process before calling store technical services</p> </div>	<p>a. Unplug scale from wall</p> <p>b. Spray a clean WypAll Towel with approved multi-purpose cleaner</p> <div data-bbox="544 573 1468 646" style="border: 1px solid black; background-color: #ff9933; padding: 5px;"> <p>⚠ Caution Do not spray directly onto the scale, as even a fine mist that comes in contact with inside circuits can cause malfunctions</p> </div> <p>c. Wipe the case and keyboard thoroughly</p> <p>d. Spray a clean WypAll towel with sanitizer solution and wipe the scale top and key pad. Allow to air dry.</p>

Actions:	Do This:
<p>2. Clean the Hobart scale print head</p> <div data-bbox="149 409 500 663" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>! Have the MOD complete an ACIS item adjustment using reason code 11 – Items for Store Use – to account for PL Alcohol and Cotton Swabs as needed <Insert Text Here></p> </div> <div data-bbox="175 842 500 1247" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>! Caution Never use a metal or sharp object to clean the print head, sensors, or rollers. This may damage the parts and/or cause personal injury. Instead use a plastic card – (such as a credit card) to scrape away debris after swabbing with alcohol. After it is removed, wipe again with alcohol.</p> </div>	<p>a. Remove the label cartridge by pushing the lever down on the right side of the scale.</p> <div data-bbox="548 365 1167 627"> </div> <p>b. Clear any debris from the cartridge and replace labels if needed.</p> <p>c. Moisten a cotton swab with rubbing alcohol.</p> <p>d. Gently scrub the print head with the cotton swab until all visible debris is removed.</p> <p>e. Check the label tray for stuck labels and residue:</p> <ul style="list-style-type: none"> • on sensor plate • on reflector • on label feed roller <div data-bbox="560 1016 1411 1272"> </div> <div data-bbox="521 1283 1468 1388" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>! The tray sensor above uses a reflector on the label tray to read the black stripe on the back of the label stock to determine the label size. As a result, it feeds two labels.</p> </div> <div data-bbox="755 1442 1203 1743"> </div> <p>f. Let the print head fully dry</p> <p>g. Reinstall the print cartridge</p> <p>h. Plug scale back into wall</p>



Actions:	Do This:							
3. Clean Toledo scale print head	a. Contact Store Technical Services to report all issues with Toledo scales. Only a technician can clean the Toledo print heads.							
4. Troubleshoot “wrong label type” error messages	a. This error message may be caused by a defect in the labels loaded into the scale. b. Remove the labels that are installed and then place another roll (preferably a roll from another box of labels). c. <table border="1" data-bbox="574 520 1292 760"> <thead> <tr> <th data-bbox="574 520 906 562">IF</th> <th data-bbox="906 520 1292 562">THEN</th> </tr> </thead> <tbody> <tr> <td data-bbox="574 562 906 659">Message Clears</td> <td data-bbox="906 562 1292 659">Discard the problem labels and order replacements for ones discarded</td> </tr> <tr> <td data-bbox="574 659 906 760">Message still appears</td> <td data-bbox="906 659 1292 760">Call store technical services if this entire training aid is complete</td> </tr> </tbody> </table>		IF	THEN	Message Clears	Discard the problem labels and order replacements for ones discarded	Message still appears	Call store technical services if this entire training aid is complete
IF	THEN							
Message Clears	Discard the problem labels and order replacements for ones discarded							
Message still appears	Call store technical services if this entire training aid is complete							
Result	Scale is clean, print head is clean and labels are printing without error							
Task standards	<ul style="list-style-type: none"> • Exterior of scale is clean • Print head is clean • Labels are printing with no errors 							





Clean Backroom

Purpose To keep the backroom free of debris, clutter and to prevent Pest/rodent infestation

Start To sweep backroom after all product is stocked from grocery delivery and mop backroom once a week on non-truck days

- Materials**
- Broom
 - Wet mop
 - Dust pan
 - Trash can
 - Mop bucket
 - Baler
 - Wet floor signs

Actions:	Do this:
<p>1. Sweep backroom</p>	<p>a. Sweep the backroom floor</p> <p>b. Ensure you sweep under each bunker, float, etc.</p> <p>c. Inspect under bunkers, floats, etc for evidence of pest/rodent infestation. If any evidence is found immediately report to the Store Manager or Manager on Duty to have corrective action taken.</p> <p>d. Ensure you clean up any evidence daily if found.</p> <p>e. Sweep debris into piles</p> <p>f. Use broom and dust pan to pick up dirt and debris</p> <p>g. Dispose of dirt and debris in trash can</p>
<p>2. Mop backroom</p> <div data-bbox="267 1218 500 1528" style="text-align: center;"> </div>	<p>a. Fill mop bucket with hot water</p> <p>b. Place mop into bucket</p> <p>c. Use wet mop to mop entire floor of backroom</p> <p>d. Place wet floor signs on wet areas</p> <p>e. When finished empty mop bucket down mop sink drain and wring out mop</p> <p>f. Place mop, bucket and mop wringer back into supply room</p>
<p>3. Take out trash</p> <div data-bbox="170 1648 597 1732" style="background-color: yellow; border: 1px solid black; padding: 5px;"> <p>Note: Trash needs to be taken out before dark</p> </div>	<p>a. Tie trash bags</p> <p>b. Place trash bags in dumpster</p> <p>c. To prevent pest/rodent infestation never leave trash laying in back room or receiving dock.</p> <p>d. Place new trash bags into trash cans</p>

4. Check your work	<p>Result: Backroom clean and free from debris and dirt to discourage rodent infestation</p> <p>Task Standards:</p> <ul style="list-style-type: none"><input type="checkbox"/> Floor is clean of all dirt and debris<input type="checkbox"/> Areas beneath bunkers are free of dirt/debris and any evidence of pest/rodent infestation<input type="checkbox"/> Any evidence of pest/rodent infestation is found it has been reported to the Store Manager or Manager on duty and corrective action has been taken<input type="checkbox"/> All floats are organized and placed in assigned area<input type="checkbox"/> All wet floor signs are returned to the supply room after the floor has dried<input type="checkbox"/> All materials such as brooms, dust pans and mops are returned to the supply room<input type="checkbox"/> All trash has been removed from the store and placed in the dumpster before dark
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Clean Lobster Tank



Purpose	To have clean lobster tanks	
Start	Clean exterior tank daily, Clean interior tank Bi-Weekly	
Materials	<ul style="list-style-type: none"> • Bio-Wheel • Foam Separator • Algae Scrapper • Temperature controlled water (45°-50°) 	<ul style="list-style-type: none"> • Filters • Lobster tank • Lobster Rake • Lobsters • Froth Cup • Protein Skimmer

Actions:	Do This:				
<p>1. Clean tank</p> <p>Note: A solution of 3 Tbls. vinegar to 1 pint of water is used with a WypAll towel to wipe exterior surfaces</p>	<table border="1"> <thead> <tr> <th>IF Cleaned</th> <th>THEN</th> </tr> </thead> <tbody> <tr> <td>Daily</td> <td> <ul style="list-style-type: none"> a. Check water pump and Bio wheel to ensure they are operational. b. Wipe down all exterior case surfaces </td> </tr> </tbody> </table>	IF Cleaned	THEN	Daily	<ul style="list-style-type: none"> a. Check water pump and Bio wheel to ensure they are operational. b. Wipe down all exterior case surfaces
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<p>1. b) Clean tank</p> <p>Note: Bio-wheel should rotate freely and remain wet at all times</p> <p>Do not clean bio-wheel</p>	<table border="1"> <thead> <tr> <th>IF</th> <th>THEN</th> </tr> </thead> <tbody> <tr> <td>Bi weekly</td> <td> <ul style="list-style-type: none"> a. Clean or replace charcoal filter pads. b. Clean away algae growth on inside of tank using algae scrapper. c. Clean protein skimmer, Froth cup and Foam Separator. d. Shut down the system e. Remove skimmer drain hose from the drain port. f. Lift the Froth Cup off the contact chamber. g. Clean Froth Cup and foam separator thoroughly with warm water. h. Return assembled Froth Cup to position atop contact chamber i. Reconnect the drain hose, turn on system and check for leaks. </td> </tr> </tbody> </table>	IF	THEN	Bi weekly	<ul style="list-style-type: none"> a. Clean or replace charcoal filter pads. b. Clean away algae growth on inside of tank using algae scrapper. c. Clean protein skimmer, Froth cup and Foam Separator. d. Shut down the system e. Remove skimmer drain hose from the drain port. f. Lift the Froth Cup off the contact chamber. g. Clean Froth Cup and foam separator thoroughly with warm water. h. Return assembled Froth Cup to position atop contact chamber i. Reconnect the drain hose, turn on system and check for leaks.
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Result	Clean Lobster tank				



Actions:	Do This:
Task standards	<ul style="list-style-type: none">• Lobster tank is free of debris• Tank is balance






Clean Steamer









Purpose	To clean and sanitize steamer	
Start	After 8:00 pm	
Materials	<ul style="list-style-type: none"> Sanitation system 	<ul style="list-style-type: none"> Scrub brush





Actions:	Do This:								
1. Shut down steamer	<p>a. Turn the selector switch off</p> <p>b. Allow steamer to cool</p> <p>Note: If steamer is Alto-Shaam refer to Automatic cleaning procedures at bottom of training aid</p>								
2. Drain water reservoir	<table border="1"> <thead> <tr> <th>IF Steamer is</th> <th>THEN</th> </tr> </thead> <tbody> <tr> <td>Southbend SEZ 5</td> <td> <ul style="list-style-type: none"> No draining necessary </td> </tr> <tr> <td>Hobart HPX5</td> <td> <ul style="list-style-type: none"> Open drain valve </td> </tr> <tr> <td>Stellar/Colburn Model Cappella 4</td> <td> <ul style="list-style-type: none"> Place open end of drain hose into a bucket Screw hose to brass fitting Turn valve counter clockwise to open drain <p>Note: Once draining complete turn valve handle clockwise to close drain.</p> </td> </tr> </tbody> </table>	IF Steamer is	THEN	Southbend SEZ 5	<ul style="list-style-type: none"> No draining necessary 	Hobart HPX5	<ul style="list-style-type: none"> Open drain valve 	Stellar/Colburn Model Cappella 4	<ul style="list-style-type: none"> Place open end of drain hose into a bucket Screw hose to brass fitting Turn valve counter clockwise to open drain <p>Note: Once draining complete turn valve handle clockwise to close drain.</p>
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<p>3. Remove pans</p> 	<p>a. Remove pan guides, racks and pan supports</p> <p>b. Wash, rinse and sanitize in 3 compartment sink</p>								
<p>4. Clean inside of steamer</p> 	<p>a. Use a nonabrasive scrubbing pad to clean interior surfaces</p> <p>b. Rinse thoroughly with clean water</p>								


Actions:	Do This:		
5. Reassemble unit	<p>a. Replace pan guides, racks and pan supports.</p> <p>b. Leave door open to allow air drying</p>		<input type="checkbox"/>
Result	Clean, sanitized steamer		<input type="checkbox"/>
Task standards	<ul style="list-style-type: none"> • Interior of steamer has been removed, cleaned and replaced. • Door left open 		<input type="checkbox"/>




Cuber Cleaning - Disassemble and Assemble				
Purpose	To clean cuber per sanitation guidelines			
Start	Disassemble and clean At department closing Between species - *Not applicable at 'Food Lion'. Cube Beef Only Assemble When opening department in morning After cleaning between species - *Not applicable at 'Food Lion'. Cube Beef Only			
Materials	<ul style="list-style-type: none"> • Authorized Cleaning Materials • 3 Compartment Sink • Red Meat Pan 	<ul style="list-style-type: none"> • Foaming Station • Machine Oil - Food Grade 		
PPE	<ul style="list-style-type: none"> • Safety Goggles 			
References	<ul style="list-style-type: none"> • DOC – Authorized Cleaning Materials by Department • SPTA – Foaming Station Operation Procedures 	<ul style="list-style-type: none"> • SPTA – Wash, Rinse, Sanitize Procedures • SPTA – Hand Washing Procedures 		





Actions:	Steps/Details:
1. Turn off power	a. Unplug from power source
2. Remove cuber guard 	a. Lift up and remove cuber guard b. Place on red meat pan
3. Remove blade assembly  	a. Flip lock on the top right of the assembly to allow assembly to be removed b. Lift up and pull out on blade assembly




Actions:	Steps/Details:
<p>4. Disassemble blade assembly</p> 	<p>a. Remove two wheels from frame by pulling apart</p> <p>b. Remove meat guards from bottom of each blade / frame</p> <ul style="list-style-type: none"> • There will be 4 pieces when the blade assembly is fully taken apart <p>c. Place on red meat pan</p>
<p>5. Clean the cuber housing</p> 	 <p>a. Put on applicable Personal Protective Equipment (PPE)</p> <p>b. Spray the inside, outside, and table area of the cuber housing, using the foaming station and authorized cleaning materials</p> <p>c. Use a brush to scrub all surfaces of the cuber</p> <ul style="list-style-type: none"> • Ensure all areas of the inside and outside of the cuber are cleaned <p>d. Rinse all surfaces of the cuber with clean water</p> <p>e. Spray all surfaces of the cuber with sanitizer</p>



Actions:	Steps/Details:
<p>6. Wash, rinse, sanitize removable parts in 3 compartment sink</p> 	 <ol style="list-style-type: none"> a. Transport all removable parts to 3 compartment sink b. Use the cuber comb to remove meat from between the blades c. Use proper Wash, Rinse, and Sanitize procedures to properly clean: <ul style="list-style-type: none"> • removable parts • red meat pan • cuber comb d. Turn a clean plastic market pan upside down and place metal parts on it to dry <p>NOTE: Allowing metal parts to dry on the sink may cause rust stains.</p>
<p>7. Deep clean blade assembly</p> 	<p>NOTE: Deep Cleaning is to be performed as needed. It is not necessary every day.</p> <ol style="list-style-type: none"> a. Complete step 6 b. In a bucket, soak stainless steel parts in HAWK Fryer cleaner/Degreaser <ul style="list-style-type: none"> • Mix ½ cup HAWK to 1 gallon (3.8L) of hot water c. Allow to soak for 30 minutes d. Scrub parts with brush e. Wash, Rinse, Sanitize parts once more
<p>8. Spray cuber with Machine Oil – Food Grade</p> 	<ol style="list-style-type: none"> a. Spray the removable parts with oil when cleaning during the department closing <p>NOTE: After disassembling and cleaning cuber, allow to air dry while finishing the rest of the closing duties. Spraying the oil on the machines should be the last thing done before clocking out for the evening. There is no need to spray when cleaning between species during the day.</p> <p>! The oil prevents rusting and food buildup. The oil will also help parts to easily move.</p>




Actions:		Steps/Details:	
9. Wash Hands		 <p>a. Before assembling cuber, wash hands using proper hand washing procedures</p>	
10. Assemble cuber		IF disassembled	THEN reassemble
		During evening close	The next morning as part of the department opening
		During the day, between species *Not applicable at 'Food Lion'. Cube Beef Only	Before next use. All parts must be cool to the touch. Allow housing and parts to air dry as long as possible.
		a. Assemble cuber in reverse order of disassembling	
11. Connect to power		a. Ensure plug and cord are dry and plug into power source	
Result	Properly disassembled and cleaned cuber meeting sanitation guidelines		
Task standards	<ul style="list-style-type: none"> Removable cuber parts and complete cuber housing are properly washed, rinsed, and sanitized at department closing Cuber is properly reassembled as part of opening department Removable cuber parts and complete cuber housing are properly washed, rinsed, and sanitized between species *Not applicable at 'Food Lion'. Cube Beef Only Cuber is properly reassembled after cleaning between species - *Not applicable at 'Food Lion'. Cube Beef Only 		




Cutting Block Cleaning		  
Purpose	<ul style="list-style-type: none"> • Clean portable cutting blocks to meet sanitation guidelines • Clean removable cutting blocks and tables to meet sanitation guidelines • Clean “in place” cutting blocks and tables to meet sanitation guidelines 	
Start	<ul style="list-style-type: none"> • Between species (beef, pork, lamb, veal) as part of daily needs, or to fulfill customer request • When completing close of department • Between handling raw and ready to eat foods on the cutting blocks • After 4 hours of continual use – Deli and Produce 	
Materials	<ul style="list-style-type: none"> • Authorized Cleaning Materials • 3 Compartment Sink - if applicable 	<ul style="list-style-type: none"> • Foaming Station - if applicable
PPE	<ul style="list-style-type: none"> • Gloves (Chemical Resistant) • Apron 	<ul style="list-style-type: none"> • Safety Goggles
References	<ul style="list-style-type: none"> • DOC - Authorized Cleaning Materials by Department • SPTA – Wash, Rinse, Sanitize Procedures 	<ul style="list-style-type: none"> • SPTA - Hand Washing Procedures • SPTA – Foaming Station Operation Procedures





Actions:	Steps/Details:
<p>1. Wash, Rinse Sanitize Removable and Portable cutting blocks –</p> <p>3 compartment sink</p>   	<div style="text-align: center;">  </div> <ol style="list-style-type: none"> a. Use proper Wash, Rinse, and Sanitize procedures to properly clean the cutting blocks b. Use a brush to scrub the all parts of the cutting block to remove food debris. Be sure to get side edges and corners c. Flip the block over and repeat step b <div style="background-color: yellow; padding: 5px; border: 1px solid black;"> <p>NOTE: This step includes all cutting blocks that are small enough to be cleaned in the 3 compartment sink. This step is applicable to all fresh departments</p> </div>




Actions:	Steps/Details:						
<p>2. Separate removable cutting block from metal table frame</p> 	<p>a. Remove any unused trays or work tools from cutting blocks</p> <p>b. Using your hands, push up on the cutting block from underneath and remove from the table frame</p> <p>c.</p> <table border="1" data-bbox="597 403 1430 646"> <thead> <tr> <th>IF Cutting Block</th> <th>THEN</th> </tr> </thead> <tbody> <tr> <td>Can fit in 3 compartment sink</td> <td>Wash in 3 compartment sink</td> </tr> <tr> <td>Cannot fit in 3 compartment sink</td> <td>Rest cutting block on top of metal frames. Ensure they do not fall back into the frame</td> </tr> </tbody> </table> <p>d. Separate tables so all edges and corners of tables can be accessible to be cleaned</p>	IF Cutting Block	THEN	Can fit in 3 compartment sink	Wash in 3 compartment sink	Cannot fit in 3 compartment sink	Rest cutting block on top of metal frames. Ensure they do not fall back into the frame
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<p>3. Wash, Rinse, Sanitize tables and Removable Large cutting – <i>Foaming Station</i></p> 	 <p>a. Put on applicable Personal Protective Equipment (PPE)</p> <p>b. Spray the tables and non-removable large using the foaming station and authorized cleaning materials</p> <p>c. Use a brush to scrub all parts of the tables and cutting blocks to remove food debris. Be sure to get side edges and corners</p> <p>d. Flip over and repeat step b</p> <p>e. Ensure all areas of the inside and outside of the table frames are cleaned</p> <p>f. Rinse all parts of the table and cutting blocks with clean water</p> <p>g. Spray all parts of the table and cutting blocks with sanitizer</p>						



Actions:	Steps/Details:
<p>4. Wash, Rinse, Sanitize "In Place" Or Non-removable Cutting blocks - <i>No foaming station</i></p> 	 <ol style="list-style-type: none"> a. Use an authorized spray cleaner or bucket of authorized cleaner from dispensing unit and a brush to scrub all areas of the cutting block b. Use an bucket or spray bottle of clean water to rinse cutting blocks c. Spray all parts of cutting block, including edges and corner, with sanitizer




Actions:	Steps/Details:	
<p>5. Use block whitener at least once per week or as needed to remove stains</p>  		<ol style="list-style-type: none"> a. Rinse cutting blocks to remove blood and all food debris b. Put on applicable Personal Protective Equipment (PPE) c. Apply block whitener d. Spread with brush e. Scrub with brush f. Pay close attention to stained areas g. Flip bard over and repeat steps c-f h. Allow whitener to remain on cutting block for 30 minutes i. After 30 minutes, use proper Wash, Rinse, and Sanitize procedures that are applicable to particular cutting block
Result	All cutting blocks and tables are properly cleaned – meeting sanitation guidelines	
Task standards	<ul style="list-style-type: none"> • Properly cleaned and sanitized removable and portable cutting • Properly cleaned and sanitized non – removable cutting • Properly cleaned large cutting • Properly cleaned cutting block table frames • All cutting are cleaned with block whitener at least once per week or as often as needed to remove stains 	

Cutting Block Cleaning		  
Purpose	<ul style="list-style-type: none"> • Clean portable cutting blocks to meet sanitation guidelines • Clean removable cutting blocks and tables to meet sanitation guidelines • Clean “in place” cutting blocks and tables to meet sanitation guidelines 	
Start	<ul style="list-style-type: none"> • Between species (beef, pork, lamb, veal) as part of daily needs, or to fulfill customer request • When completing close of department • Between handling raw and ready to eat foods on the cutting blocks • After 4 hours of continual use – Deli and Produce 	
Materials	<ul style="list-style-type: none"> • Authorized Cleaning Materials • 3 Compartment Sink - if applicable 	<ul style="list-style-type: none"> • Foaming Station - if applicable
PPE	<ul style="list-style-type: none"> • Gloves (Chemical Resistant) • Apron 	<ul style="list-style-type: none"> • Safety Goggles
References	<ul style="list-style-type: none"> • DOC - Authorized Cleaning Materials by Department • SPTA – Wash, Rinse, Sanitize Procedures 	<ul style="list-style-type: none"> • SPTA - Hand Washing Procedures • SPTA – Foaming Station Operation Procedures

Actions:	Steps/Details:
<p>1. Wash, Rinse Sanitize Removable and Portable cutting blocks –</p> <p>3 compartment sink</p>   	<div style="text-align: center;">  </div> <ol style="list-style-type: none"> a. Use proper Wash, Rinse, and Sanitize procedures to properly clean the cutting blocks b. Use a brush to scrub the all parts of the cutting block to remove food debris. Be sure to get side edges and corners c. Flip the block over and repeat step b <div style="background-color: yellow; padding: 5px; border: 1px solid black; margin-top: 10px;"> <p>NOTE: This step includes all cutting blocks that are small enough to be cleaned in the 3 compartment sink. This step is applicable to all fresh departments</p> </div>

Actions:	Steps/Details:						
<p>2. Separate removable cutting block from metal table frame</p> 	<p>a. Remove any unused trays or work tools from cutting blocks</p> <p>b. Using your hands, push up on the cutting block from underneath and remove from the table frame</p> <p>c.</p> <table border="1" data-bbox="597 403 1430 646"> <thead> <tr> <th>IF Cutting Block</th> <th>THEN</th> </tr> </thead> <tbody> <tr> <td>Can fit in 3 compartment sink</td> <td>Wash in 3 compartment sink</td> </tr> <tr> <td>Cannot fit in 3 compartment sink</td> <td>Rest cutting block on top of metal frames. Ensure they do not fall back into the frame</td> </tr> </tbody> </table> <p>d. Separate tables so all edges and corners of tables can be accessible to be cleaned</p>	IF Cutting Block	THEN	Can fit in 3 compartment sink	Wash in 3 compartment sink	Cannot fit in 3 compartment sink	Rest cutting block on top of metal frames. Ensure they do not fall back into the frame
IF Cutting Block	THEN						
Can fit in 3 compartment sink	Wash in 3 compartment sink						
Cannot fit in 3 compartment sink	Rest cutting block on top of metal frames. Ensure they do not fall back into the frame						
<p>3. Wash, Rinse, Sanitize tables and Removable Large cutting – <i>Foaming Station</i></p> 	 <p>a. Put on applicable Personal Protective Equipment (PPE)</p> <p>b. Spray the tables and non-removable large using the foaming station and authorized cleaning materials</p> <p>c. Use a brush to scrub all parts of the tables and cutting blocks to remove food debris. Be sure to get side edges and corners</p> <p>d. Flip over and repeat step b</p> <p>e. Ensure all areas of the inside and outside of the table frames are cleaned</p> <p>f. Rinse all parts of the table and cutting blocks with clean water</p> <p>g. Spray all parts of the table and cutting blocks with sanitizer</p>						

Actions:	Steps/Details:
<p>4. Wash, Rinse, Sanitize "In Place" Or Non-removable Cutting blocks - <i>No foaming station</i></p> 	 <ol style="list-style-type: none"> a. Use an authorized spray cleaner or bucket of authorized cleaner from dispensing unit and a brush to scrub all areas of the cutting block b. Use an bucket or spray bottle of clean water to rinse cutting blocks c. Spray all parts of cutting block, including edges and corner, with sanitizer

Actions:	Steps/Details:	
<p>5. Use block whitener at least once per week or as needed to remove stains</p>  	 <ol style="list-style-type: none"> a. Rinse cutting blocks to remove blood and all food debris b. Put on applicable Personal Protective Equipment (PPE) c. Apply block whitener d. Spread with brush e. Scrub with brush f. Pay close attention to stained areas g. Flip bard over and repeat steps c-f h. Allow whitener to remain on cutting block for 30 minutes i. After 30 minutes, use proper Wash, Rinse, and Sanitize procedures that are applicable to particular cutting block 	
Result	All cutting blocks and tables are properly cleaned – meeting sanitation guidelines	
Task standards	<ul style="list-style-type: none"> • Properly cleaned and sanitized removable and portable cutting • Properly cleaned and sanitized non – removable cutting • Properly cleaned large cutting • Properly cleaned cutting block table frames • All cutting are cleaned with block whitener at least once per week or as often as needed to remove stains 	

DSD Vendor Receiver Daily Sequence of Events

The DSD Vendor Receiver Sequence of Events is a road map of the day's activities that drives executional excellence around creating explosive sales, reducing vendor out of stocks and controlling shrink. Proper execution of these standards is critical to the success of your store's operations.

Opening Sequence of Events

Expected Opening Sequence Outcomes (Upon Arrival):

- Customer Engagement
- To provide in stock vendor conditions for our consumers
- To address vendor cleaning issues and signage needs
- To check in vendors using the proper SP procedure

Opening Sequence:

1. Clock in, Check Email and Hot Topics

2. Identify and address opportunities in vendor sections/displays:

- Walk entire store using DSD Receiver Store Walk to identify out of stocks, cleaning issues and signage needs along with any other sales opportunities.
- Use the DSD Receiver Store Walk as a reference during the day to communicate opportunities to vendors.
- Place phone calls to vendors that do not meet our standards for cleaning, rotation, and signage or out of stocks.
- Ensure that all noted opportunities are addressed and completed prior to check-in of deliveries.
- Check sales floors to make sure that the store specific Merchandising Map is up to date and being used to deliver profitable sales everyday.

3. Check in Vendor Deliveries:

- Use proper Standard Practice procedures when checking in vendors (Ex. Opening boxes, count every piece, bottle, bag, etc.; checking for correct size, full cases, etc.) *Remember, all credits must be processed prior to receiving deliveries.*
- Address findings from morning store walk and follow-up with each vendor before they leave to ensure compliance.
- Report any delivery errors by completing a vendor error log entry on the computer by the end of each day.
- Note: Reclaim should be completed during any downtime of checking in vendors.

4. Follow up on any phone calls placed to vendors that do not meet our standards.

5. After working hard for 5 hours delivering explosive DSD sales do not forget to clock out for a well deserved lunch break!

Closing Sequence of Events

Expected Closing Sequence Outcomes (Prior to Leaving):

- Customer Engagement
- Ensure maximum in stock levels in vendor sections and cigarettes to create explosive sales.
- To reduce shrink by proper check-in Standard Practices and through the use of rotation and date lists.




While performing the afternoon sequence activities monitor needs of the department ensuring customer satisfaction through controlling out of stocks.



Closing Sequence:






- 1. Check in any vendors that may deliver in the afternoon due to a high volume of stores that they service / arising circumstances.**
- 2. Complete and process any remaining reclaim from the morning.**
- 3. Work cigarettes. (Depending on store delivery days)**
- 4. Order cigarettes. (Depending on the store ordering days)**
- 5. Complete weekly rotation/date /cleaning list.**
 - Use the yearly rotation/cleaning list as your weekly guide.
 - Check open dated product for out of dates, and rotation. Ensure a short date list has been made for the week using the hand held unit
 - Thoroughly clean shelf where open dated product was pulled.
 - Cleaning/Rotational Calendar list must be complete by Thursday before you leave.
- 6. Complete Item Inquiry and Plan-o-gram checks**
 - Use the guides on LEO to record your findings
 - Keep good notes to ensure follow up with vendors
- 7. MOD/DSD Receiver follow-up**
 - Walk vendor sections following up on any morning issues.
 - Place additional calls to vendors if necessary
 - Walk with the DSD Receiver Planner on Wednesday for compliance of DSD displays
 - Ensure maximum product levels to increase sales
 - Check out with the MOD before you leave






** Note: On Friday afternoons the DSD receiver will spend their afternoon ensuring the vendor sections are at maximum product level and ready for our explosive weekend sales push. This can include:

1. Running vendor/MVP back stock items.
2. Running vendor/MVP items from ends, wings, aisle stacks or displays.
3. Reporting to the MOD any issues with vendors, and then placing a call to vendors.

Foaming Station Operation Procedures				
Purpose	Properly use the Foaming Station for cleaning			
Start	Daily, as needed for proper cleaning to meet sanitation guidelines			
Materials	<ul style="list-style-type: none"> • Chemical Dispensing System • Floor Hose • Foaming Nozzle 	<ul style="list-style-type: none"> • Spray Nozzle • Authorized Cleaning Materials 		
PPE	<ul style="list-style-type: none"> • Safety Goggles 	<ul style="list-style-type: none"> • 		
References	<ul style="list-style-type: none"> • DOC - Authorized Cleaning Materials by Department • SPTA - 3 Compartment Sink - Set Up 	<ul style="list-style-type: none"> • SPTA - Wash, Rinse, Sanitize Procedures 		

Actions:	Do This:
<p>1. Prepare the area to be cleaned</p>	<ol style="list-style-type: none"> Break down equipment Transport equipment parts to 3 compartment sink when applicable Sweep floors Pick up and place all debris and large solids in trash
<p>2. Verify chemical bags and/or containers are filled</p>  	<ol style="list-style-type: none"> Change empty or low bag or container <ol style="list-style-type: none"> Disconnect bag or container connector from the tubing assembly cap Remove empty or low product bag or container from applicable holder Dispose of empty bag or container Place a new bag or container place into applicable holder Secure bag connector into the slot on the bag holder front plate Remove plastic cap from new bag or container Reconnect the container connector to the tubing assembly cap Rotate to the base as far as possible when securing tubing assembly cap

Actions:	Do This:
<p>3. Wash applicable surfaces/equipment</p>    	<div style="text-align: center;">  </div> <ol style="list-style-type: none"> a. Put on applicable Personal Protective Equipment (PPE) b. Move selector switch to “Wash” c. Connecting foaming nozzle d. Turn on Foaming Station e. Turn water levels on f. From top to bottom, foam applicable areas <ul style="list-style-type: none"> • Walls • Display cases • Counters • Tables • Floors • Equipment g. Use applicable brush for heavily soiled areas



Actions:	Do This:						
<p>4. Rinse applicable surfaces/equipment</p> 	<div style="text-align: center;">  </div> <ol style="list-style-type: none"> a. Remove foaming nozzle and place in basket b. Move selector switch to “Rinse” c. Rinse all applicable surfaces/areas from top to bottom 						
<p>5. Sanitize applicable surfaces/equipment</p>  	<div style="text-align: center;">  </div> <ol style="list-style-type: none"> a. Move selector switch to “Sanitize” b. Sanitize applicable surfaces/equipment from top down c. <table border="1" data-bbox="548 852 1419 1094"> <thead> <tr> <th>IF Washing when</th> <th>THEN</th> </tr> </thead> <tbody> <tr> <td>Closing department</td> <td>Allow all areas/equipment to air dry over night</td> </tr> <tr> <td>As needed throughout the day</td> <td>Allow sanitizer to remain on applicable area/equipment for a minimum of 60 seconds. Allow to air dry as long as possible</td> </tr> </tbody> </table> d. Turn foaming station off e. Turn water level off f. Wrap hose on hanger 	IF Washing when	THEN	Closing department	Allow all areas/equipment to air dry over night	As needed throughout the day	Allow sanitizer to remain on applicable area/equipment for a minimum of 60 seconds. Allow to air dry as long as possible
IF Washing when	THEN						
Closing department	Allow all areas/equipment to air dry over night						
As needed throughout the day	Allow sanitizer to remain on applicable area/equipment for a minimum of 60 seconds. Allow to air dry as long as possible						
Result	Proper use of foaming station to meet sanitation guidelines						
Task standards	<ul style="list-style-type: none"> • Chemical bags or containers are in proper place • Applicable surfaces and equipment are properly washed, rinsed, sanitized 						








Title		Grease Trap and Drain Maintenance		
Purpose		To ensure drains stay free and clean of debris		
Start		Daily		
Materials		3 Compartment Sink	Grease Trap	Floor Drains
Actions:		Do this:		
<p>1. Maintain grease trap</p> <div style="border: 1px solid black; padding: 5px;"> <p>Note: A grease trap is a container in the ground or below the sink that catches the wastewater from the floor drains and from the kitchen sinks. The contents from the bathroom do not enter the grease trap. The trap allows the water to cool and the solids to settle to the bottom of the trap. As the water cools, the grease floats to the top of the trap</p> </div>		<p>a. Pre-scrape all Pots, Pans, bowls and utensils of food in a trash can before placing in sink. This includes all batter, sauces, grease, gravy, etc.(Do not pour batter, gravy, grease, sauces, or any other food source down sink drains</p> <p>Reference: Boil Out Fryer Reference: Maintain Fryer</p> <p>b. DRAIN ONLY ONE (1) SINK COMPARTMENT AT A TIME</p> <p>c. Ensure ALL sink compartments have drain covers. This will help eliminate drain obstructions.</p> <p>d. Drain only one (1) sink compartment at a time. Heavy volume stirs up and suspends food particles and grease, which will flow out of the grease trap into the municipality sewer system.</p>		
<p>2. Maintain floor drains</p>		<p>a. Ensure ALL floor drains have covers. This will help eliminate drain obstructions.</p> <p>b. Sweep all prep/backroom areas prior to rinsing with a hose to reduce the amount of small debris that could get through the drain covers. All debris that is swept up should be disposed of in the trash can</p> <p>c. Do not pour batter, gravy, sauces, or any other food source down floor drains. All waste should be disposed of in the trash can</p>		
<p>3. Check your work.</p>		<p>Result: Grease trap and floor drains remain free of debris</p> <p>Task standards:</p> <ul style="list-style-type: none"> <input type="checkbox"/> All sink compartments have drain covers <input type="checkbox"/> Solid foods are disposed of in the trash can <input type="checkbox"/> All floor drains have covers <input type="checkbox"/> Floors are swept prior to rinsing 		











Grinder Cleaning - Disassemble and Assemble			
Purpose	To clean grinder per sanitation guidelines		
Start	<p>Fully disassemble and clean, following all steps</p> <ul style="list-style-type: none"> • Finished grinding market trimmings • Closing the department nightly <p>Partially disassemble and clean, following all steps, except 7,8,9,10</p> <ul style="list-style-type: none"> • Before grinding a leaner content of ground beef than what was previously ground (Breaking lean to fat content ratio). No need to remove the mixing arm paddle or seals when partially cleaning. <p>Assemble</p> <ul style="list-style-type: none"> • As needed as part of daily business needs • When opening department each morning 		
Materials	<table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top; width: 50%;"> <ul style="list-style-type: none"> • Foaming Station • Authorized Cleaning Materials • Wrench </td> <td style="vertical-align: top; width: 50%;"> <ul style="list-style-type: none"> • Red Meat Pan • 3 Compartment Sink • Ground Beef Log • Machine Oil - Food Grade </td> </tr> </table>	<ul style="list-style-type: none"> • Foaming Station • Authorized Cleaning Materials • Wrench 	<ul style="list-style-type: none"> • Red Meat Pan • 3 Compartment Sink • Ground Beef Log • Machine Oil - Food Grade
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PPE	<ul style="list-style-type: none"> • Safety Goggles 		
References	<table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top; width: 50%;"> <ul style="list-style-type: none"> • DOC - Authorized Cleaning Materials by Department • SPTA – Process, Label, and Reduce Ground Beef </td> <td style="vertical-align: top; width: 50%;"> <ul style="list-style-type: none"> • DOC – Ground Beef Log – FL • SPTA – Foaming Station Operation Procedures • SPTA - Wash, Rinse, Sanitize Procedures • SPTA – Hand Washing Procedures </td> </tr> </table>	<ul style="list-style-type: none"> • DOC - Authorized Cleaning Materials by Department • SPTA – Process, Label, and Reduce Ground Beef 	<ul style="list-style-type: none"> • DOC – Ground Beef Log – FL • SPTA – Foaming Station Operation Procedures • SPTA - Wash, Rinse, Sanitize Procedures • SPTA – Hand Washing Procedures
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Actions:	Steps/Details:
1. Turn off power	a. Disconnect from power source
2. Remove washer from head 	a. Insert wrench into one of the notches and turn washer counter-clockwise b. Place on red meat pan
3. Remove Plate 	a. With a twisting motion, use your hand and pull outward on the plate b. Place on red meat pan

Actions:	Steps/Details:						
<p>4. Remove blade</p> 	<p>a. Gently reach in and remove the blade b. Place on red meat pan</p> <p>⚠ Caution Blade is very sharp !</p>						
<p>5. Remove auger (worm)</p> 	<p>a. From the outside of the grinder, pull outward on the auger and remove b. Place on red meat pan</p>						
<p>6. Remove head</p> 	<p>a. Using a wrench, loosen the nuts of the head by turning counter-clockwise b. Lift and remove head c. Place on red meat pan d.</p> <table border="1" data-bbox="578 1119 1377 1459"> <thead> <tr> <th data-bbox="578 1119 971 1161">IF</th> <th data-bbox="971 1119 1377 1161">THEN</th> </tr> </thead> <tbody> <tr> <td data-bbox="578 1161 971 1310">Fully disassembling and cleaning – after grinding trim or closing department</td> <td data-bbox="971 1161 1377 1310">Proceed to step 7</td> </tr> <tr> <td data-bbox="578 1310 971 1459">Partially disassembling and cleaning – after breaking lean to fat content ratio</td> <td data-bbox="971 1310 1377 1459">Proceed to step 11</td> </tr> </tbody> </table>	IF	THEN	Fully disassembling and cleaning – after grinding trim or closing department	Proceed to step 7	Partially disassembling and cleaning – after breaking lean to fat content ratio	Proceed to step 11
IF	THEN						
Fully disassembling and cleaning – after grinding trim or closing department	Proceed to step 7						
Partially disassembling and cleaning – after breaking lean to fat content ratio	Proceed to step 11						


Actions:	Steps/Details:
<p>7. Remove the seal behind the auger</p> 	<p>NOTE: Only necessary when fully cleaning after grinding the trim or when closing the department at night</p> <ol style="list-style-type: none"> Grasp the outer seal of the flange Remove by hand or by using a flat, dull screwdriver (or like object) to pry the seal loose Place on red meat pan <p>! Some models of grinders have seals that cannot be removed. Check with the equipment technician if there are questions around the particular model in your store</p>
<p>8. Remove Mixing Arms / Paddle</p> 	<p>NOTE: Only necessary when fully cleaning after grinding the trim or when closing the department at night</p> <ol style="list-style-type: none"> Remove bolts or set screw from the front of the grinder From inside the hopper, twist the mixing arms/paddles to release them from the rear of the grinder Place on red meat pan

Actions:	Steps/Details:
<p>9. Remove seal behind the mixing arm</p>  	<div data-bbox="560 247 1458 319" style="background-color: yellow; border: 1px solid black; padding: 5px;"> <p>NOTE: Only necessary when fully cleaning after grinding the trim or when closing the department at night</p> </div> <ol style="list-style-type: none"> a. Grasp the outer seal of the flange b. Remove by hand or by using a flat, dull screwdriver (or like object) to pry the seal loose c. Place on the red meat pan <div data-bbox="560 556 1458 661" style="background-color: lightblue; border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>! Some models of grinders have seals that cannot be removed. Check with the equipment technician if there are questions around the particular model in your store</p> </div>
<p>10. Clean the hopper and outside of grinder</p>  	<div data-bbox="560 871 1448 949" style="background-color: yellow; border: 1px solid black; padding: 5px;"> <p>NOTE: Only necessary when fully cleaning after grinding the trim or when closing the department at night</p> </div> <div data-bbox="950 1003 1039 1096" style="text-align: center; margin: 10px 0;"> </div> <ol style="list-style-type: none"> a. Apply applicable Personal Protective Equipment (PPE) b. Spray the inside of the hopper and outside of the grinder, using the foaming station and authorized cleaning materials c. Use a brush to scrub the inside of the hopper and outside of the grinder. <ul style="list-style-type: none"> • Ensure all areas of the inside and outside of the grinder are cleaned d. Rinse the hopper and outside of the grinder with clean water e. Spray the hopper and outside of the grinder with sanitizer



Actions:	Steps/Details:
<p>11. Wash, rinse, sanitize all removable parts in 3 compartment sink</p> 	<div style="text-align: center;">  </div> <ol style="list-style-type: none"> a. Transport all removable parts to 3 compartment sink b. Use proper Wash, Rinse, and Sanitize procedures to properly clean: <ul style="list-style-type: none"> • removable parts • red meat pan c. Turn a clean plastic market pan upside down and place metal parts on it to dry <div style="background-color: yellow; border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>NOTE: Allowing metal parts to dry on the sink may cause rust stains.</p> </div> <div style="background-color: orange; border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Caution To prevent accidents, do not place the blade in the 3 compartment sink. Clean on the sink with a brush.</p> </div>
<p>12. Tracking and Record Keeping</p> 	<ol style="list-style-type: none"> a. Associate must document all grinder cleaning and sanitizing steps on the appropriate section(s) of the ground beef log: <ul style="list-style-type: none"> • After grinding trimmings first thing in the morning • After partially cleaning when breaking the lean to fat content ratio • When closing the department
<p>13. Spray grinder with Machine Oil – Food Grade</p> 	<ol style="list-style-type: none"> a. Spray the removable parts with oil when cleaning during the department closing <div style="background-color: yellow; border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>NOTE: After disassembling and cleaning grinder, allow to air dry while finishing the rest of the closing duties. Spraying the oil on the machines should be the last thing done before clocking out for the evening. There is no need to spray when cleaning between species during the day.</p> </div> <div style="background-color: lightblue; border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>! The oil prevents rusting and food buildup. The oil will also help parts to easily move.</p> </div>

Actions:	Steps/Details:							
14. Wash Hands	 <p>a. Before assembling grinder, wash hands using proper hand washing procedures</p>							
15. Reassemble grinder	<table border="1" data-bbox="613 464 1328 699"> <thead> <tr> <th data-bbox="613 464 943 506">IF disassembled</th> <th data-bbox="943 464 1328 506">THEN reassemble</th> </tr> </thead> <tbody> <tr> <td data-bbox="613 506 943 632">During the day, as part of business needs</td> <td data-bbox="943 506 1328 632">Before next use. All parts must be cool to the touch. Allow housing and parts to air dry as long as possible.</td> </tr> <tr> <td data-bbox="613 632 943 699">During evening close</td> <td data-bbox="943 632 1328 699">The next morning as part of the department opening</td> </tr> </tbody> </table> <p>a. Assemble the grinder in reverse order of disassembling</p> <p>NOTE: When reassembling grinder, ensure seals are properly seated</p>		IF disassembled	THEN reassemble	During the day, as part of business needs	Before next use. All parts must be cool to the touch. Allow housing and parts to air dry as long as possible.	During evening close	The next morning as part of the department opening
IF disassembled	THEN reassemble							
During the day, as part of business needs	Before next use. All parts must be cool to the touch. Allow housing and parts to air dry as long as possible.							
During evening close	The next morning as part of the department opening							
16. Connect to Power	a. Ensure plug and cord are dry and connect to power source							
Result	Properly disassembled and cleaned grinder – meeting sanitation guidelines							
Task standards	<ul style="list-style-type: none"> • Removable grinder parts – except mixing arm and auger seal– are properly washed, rinsed, sanitized during a partial clean when breaking the lean to fat content ratio • Grinder hopper, outside of grinder, and all removable parts are properly washed, rinsed, sanitized after grinding market trim. • Grinder hopper, outside of grinder, and all removable parts are properly washed, rinsed, sanitized at department closing • Grinder is properly assembled as needed throughout the day • Grinder is properly assembled as part of opening department • Associate has signed off on the appropriate section of the ground beef log 							

Ground Beef - Process, Label, and Reduce



Purpose	To process ground beef within food safety guidelines to ensure the best possible eating experience for our customers	
Start	<ul style="list-style-type: none"> As needed for customer demand As Indicated in the Sequence of Events 	
Materials	<ul style="list-style-type: none"> Grinder Previous day's market trimmings Tube ground beef Meat Trays Disposable gloves Wrapper 	<ul style="list-style-type: none"> Plan-o-gram Scale Ink Pen 2 clipboards Plastic Sheet Protector C.O.O.L. Storage Crate
PPE	<ul style="list-style-type: none"> Gloves (Plastic Disposable) 	<ul style="list-style-type: none">
References	<ul style="list-style-type: none"> SPTA - Grinder Cleaning - Disassemble and Assemble SPTA - Hand Washing Procedures SPTA – Wrap and Label Product SPTA - Reduce Product 	<ul style="list-style-type: none"> SPTA - Wash, Rinse, Sanitize Procedures SPTA - Sequence of Events – Market DOC - Ground Beef Log - Food Lion DOC - Food Safety and Defense Policy DOC – Market Replenishment Guide DOC – Plan-o-Gram

Actions:	Steps/Details:
<p>1. Grind beef in this sequence</p>	<p>1. Previous day's trimmings – Ground first and only once per day</p> <p>2. Lean to Fat tube ground beef</p>
<p>2. Grind 78% Trimmings from Previous day</p> <div style="border: 1px solid black; background-color: #FFA500; padding: 5px; margin-top: 10px;"> <p>⚠ Caution We do not grind any product except for trimmings and tube grinds. Grinding any muscle cuts of beef (roasts, etc.) or any other species of product is strictly prohibited</p> </div>	<p>a. Wash hands and put on disposable gloves</p>  <p>b. Remove trimmings from cooler and remove butcher paper covering the pan</p> <p>c. Place the trimmings into the grinder and grind through 2 times into the lug</p> <p>d. Grind a 3rd time into hand and loosely place into the tray</p> <p>e. Complete ground beef log, using an ink pen (starting with step 8)</p> <div style="border: 1px solid black; background-color: #FFA500; padding: 5px; margin-top: 10px;"> <p>⚠ Caution Do not mix today's trimmings with yesterday's trimmings for traceability purposes. Today's trimmings are to be placed in the cooler and ground tomorrow morning</p> </div> <div style="border: 1px solid black; background-color: #FFFF00; padding: 5px; margin-top: 5px;"> <p>NOTE: Never mix tube grinds with market trimmings</p> <p>NOTE: Never label market trimmings anything other than "Fresh Ground Beef 78% Lean"</p> </div>
<p>3. Completely breakdown and clean the grinder after Grinding Trim</p> 	<p>a. After grinding trimmings, the grinder is to be completely disassembled, cleaned, and sanitized BEFORE any tube grinds are ground. Follow all steps in the "Grinder Cleaning – Disassemble and Assemble" training aid</p> <p>b. Complete appropriate cleaning section of the ground beef log</p> <p>c. Reassemble the grinder for grinding tube grinds</p>

4. Grind tube product throughout the day

- If you anticipate selling more than 10 lbs. of a lean content in a day, you must follow the Sequence of Events and grind more than one time
- The **last grind of the day** should take the following into consideration:
 - Volume of the department
 - Day of the week
 - Week of the month
 - Number of packages you sold previous week of each lean content
 - Number of and Total weight of packages marked down by day of each lean content

a. Wash hands, and put on disposable gloves



b. Using the replenishment guide and Sequence of Events to determine needs, locate desired product in the cooler

c. Use a clean and sanitized knife to cut outer seal. (Always cut away from your body)

d. Place full tube of beef into grinder and dispose of the plastic

IF	THEN
93% lean	Grind through one time into hand Loosely place in tray
85% ground round	Grind through one time into hand Loosely place in tray
80% ground chuck	Grind through one time into hand Loosely place in tray
73% regular ground beef	Grind through one time into hand Loosely place into tray

NOTE: It is not necessary to partially clean the grinder after each tube in the grind sequence.

NOTE: It is **not necessary** to partially clean **immediately after** the grind sequence. It is required that the grinder be partially cleaned **before** grinding the next product if the lean to fat grind sequence is broken. (This means only if/when a leaner content than the grind before must be processed)



! It is not permissible to process partial tubes of beef. Full tubes must be processed

e. Complete Ground Beef Log for each tube (starting with step 8)

f. To ensure integrity of lean content – If the lean to fat grind sequence is broken, (Meaning a leaner content must be processed than the grind before) - Follow all steps – **except 7,8,9,10** – in the “Grinder Cleaning- Disassemble and Assemble” training aid

g. Complete appropriate cleaning section of ground beef log

! **Fresh Quality Product**– In the event that the lean to fat sequence is **not** broken- and associate is grinding the same product as previously ground - After placing the new tube grind into the hopper, step on the pedal or push the button just long enough to remove any product left from the previous grind. Discard the product then continue packaging the new grinds.

<p>5. Package product</p> 	<p>a. Select tray size</p> <p>b. Using foot pedal, start grinder. Also pictured is the start button if the foot pedal isn't working</p> <p>c. Place hand under the head and gently place hamburger on tray as it come out of the grinder.</p> 
<p>6. Wrap and label product</p>	<p>a. http://leo5/DesktopModules/XSDocumentLibrary/Components/FileDownloader/XSFileDownloaderPage.aspx?tabid=316&xssid=17163&xspid=0&xslrf=/DesktopModules/XSDocumentLibrary/App_LocalResources/XSDocumentLibrary&xsl=en-US&xsmcs=/DesktopModules/XSDocumentLibEnsure product is properly wrapped and all required stickers and labels are on the product</p> <p>a. Ensure that all ground beef has the correct nutritional information label on each package</p>
<p>7. Merchandise in the meat case</p>	<p>a. Using the store appropriate plan-o-gram, place product into the meat case</p>
<p>8. Print Ground Beef Log</p> <div data-bbox="175 1104 509 1325" style="border: 1px solid black; background-color: yellow; padding: 5px;"> <p>NOTE: Associates without computer access must ask the Manager on Duty to print a ground beef log, if there are none already printed in the department.</p> </div>	<p>a. Sign on to the computer to print the ground beef log. (SxxxxMM) and password</p> <p>b. Sign on to computer using your user ID (SxxxxMM) and password</p> <p>c. Double click on the Internet Explorer icon (Leo)</p> <p>d. Move the cursor over the retail heading at the top of the page (do not click)</p> <p>e. Scroll down to Market and click the mouse</p> <p>f. On the daily tab, click on "Ground beef log"</p> <p>g. Print one ground beef log for each of the 7 days in the week (each log is 2 pages)</p>
<p>9. Put ground beef logs on clipboard in cooler</p> <div data-bbox="175 1562 509 1814" style="border: 1px solid black; background-color: orange; padding: 5px;"> <p>Caution It is important to record primals on the correct ground beef log. Having two clipboards will help to prevent primals from being recorded on the log that is being used for grinds.</p> </div>	<p>a. Using market twine, attach two clipboards to the storage rack that contains tube grinds</p> <ul style="list-style-type: none"> • One clipboard will be used for logging primals for trimmings • One clipboard will be used for logging all grinds and grinder cleaning <p>b. Place the logs inside of a plastic sheet protector prior to clipping them onto the clipboard (to ensure the logs do not get wet when cleaning the cooler)</p> <p>c. On the clipboard used for logging primals, date a blank ground beef log with today's date for recording any primal used to produce trimmings</p> <p>d. Tomorrow, move today's ground beef log containing primal trimmings to the clipboard used to record grinds and grinder cleaning</p> <ul style="list-style-type: none"> • The date for all grinds will be a day later than the date of the recorded primals

10. Complete log upon processing each primal for trimmings

! There are very few vendors/suppliers that do not include a serial/sequence number on the boxes. If this is the case, Write "No Serial #" in the space provides for Case Serial/Sequence #.

- a. Each day, write the date trimmings are produced next to the "Primals" header on the ground beef log
- b. While in the cooler retrieving a primal to be processed, fill out the ground beef log with the required information:

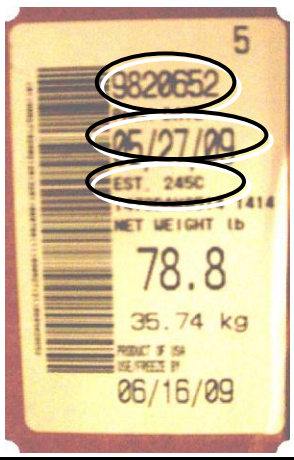
Prod Name	Supplier Name	Est#	Serial/Sequence #	Pack Date
Primal Product Name as listed on the box (Top Round, Ribeye, etc..)	Vendor/Supplier Name (IBP, Swift, etc...)	Establishment #	Case Serial/Sequence #	Pack Date

- c. The next morning, before the trimmings are ground, weigh each pan and record a total weight of all pans of the trimmings
 - Subtract the weight of red pans – weight of empty red pan multiplied by total number of pans of trimmings- from the total weight of trimmings

NOTE: Weigh an empty red pan in each store and use that weight multiplied by total pans in each store. The average weight is 2.34 lbs.

- d. Complete "Market Trim 78/22 Grind" portion of the log with weight, date, time, and initials. (The date will be the day after the date of the recorded primals.)

11. Fill out the ground beef log each time you grind tube grinds




- a. Each day before completing the first tube grind sequence, write the date on the top the log in the space provided (if more than one log is needed daily based on your volume, this will need to be repeated for each log used in a given day)
- b. While in the cooler retrieving the tube to be ground, fill out the ground beef log with the required information
- c. Reference the picture to the left for examples on where the information is located on the box. Depending on the supplier, the information could be located in different places on the label or box, please note that the establishment number will always have "est." in front of it






Primal Product Name as listed on the box (Top Round, Ribeye, etc..)	Vendor/Supplier Name (IBP, Swift, etc...)	Establishment #	Case Serial/Sequence #	Pack Date
		245 C	9820652	5/27/09




12. Retain Ground beef logs




- a. Monday morning, Market Manager will review and sign last week's ground beef logs. Store in the 3rd file of Crate 2 of the C.O.O.L. storage for 90 days




	<p>NOTE: A week's ground beef logs will contain all of the primals' trimmings used on the previous Sunday through all of the grinds produced the following Sunday. (This will include primals' trimmings from Saturday)</p>																				
<p>13. Completely breakdown and clean the grinder at closing</p> 	<p>a. At day's end – after all tube grinds are ground - the grinder is to be completely disassembled, cleaned. Follow all steps in the “Grinder Cleaning – Disassemble and Assemble” training aid</p> <p>b. Complete appropriate cleaning section of the ground beef log</p> <p>c. Do not reassemble grinder until the next morning.</p>																				
<p>14. Reduce grinds if all product doesn't sell</p> <div style="border: 1px solid black; background-color: #ADD8E6; padding: 5px; margin-top: 20px;"> <ul style="list-style-type: none"> ❗ Trimmings receive a 1 day shelf life. ❗ Tube grinds receive a 2 day shelf life (including the day produced) and are pulled no later than the morning of the 3rd day (depending on the time of grind) </div>	<p>a. <u>ALL</u> ground beef produced from Market trimmings must be reduced by 4pm on the day it was produced</p> <p>b. Prior to the store closing, all ground beef produced from Market trimmings that has not been sold must be pulled from the sales floor and disposed of using the rendering process</p> <p>c.</p> <table border="1" data-bbox="570 709 1382 1136"> <thead> <tr> <th>IF <u>TUBE</u> Ground Beef with tomorrow's date</th> <th>THEN</th> </tr> </thead> <tbody> <tr> <td>Has no timestamp on the package</td> <td>Reduce the product by 9am the day before expiration and pull by 4pm the same day (the day before expiration)</td> </tr> <tr> <td>Has a “PM” timestamp on the package</td> <td>Reduce the product by 4pm the day before expiration and pull by 9 am on the date of expiration</td> </tr> <tr> <td>Has an “AM” timestamp on the package</td> <td>Reduce the product by 9am the day before expiration and pull by 4pm the same day (the day before expiration)</td> </tr> </tbody> </table> <p>d. Using Actual Days of the Week as examples:</p> <table border="1" data-bbox="570 1224 1382 1493"> <thead> <tr> <th>IF package has</th> <th>AND Sell by date is</th> <th>THEN</th> </tr> </thead> <tbody> <tr> <td>no timestamp</td> <td>8/12/12</td> <td>Reduce by 9 am 8/11/12 Pull by 4pm 8/11/12</td> </tr> <tr> <td>“PM” timestamp</td> <td>8/12/12</td> <td>Reduce by 4 pm 8/11/12 Pull by 9am 8/12/12</td> </tr> <tr> <td>“AM” timestamp</td> <td>8/12/12</td> <td>Reduce by 9am 8/11/12 Pull by 4pm 8/11/12</td> </tr> </tbody> </table> <div style="border: 1px solid black; background-color: #FFA500; padding: 5px; margin-top: 20px;"> <p>⚠ Caution Willfully or knowingly re-grinding or changing the shelf life of a product beyond the company's published shelf life standard by ANY associate is strictly prohibited and sufficient for immediate discharge without warning.</p> </div>	IF <u>TUBE</u> Ground Beef with tomorrow's date	THEN	Has no timestamp on the package	Reduce the product by 9am the day before expiration and pull by 4pm the same day (the day before expiration)	Has a “PM” timestamp on the package	Reduce the product by 4pm the day before expiration and pull by 9 am on the date of expiration	Has an “AM” timestamp on the package	Reduce the product by 9am the day before expiration and pull by 4pm the same day (the day before expiration)	IF package has	AND Sell by date is	THEN	no timestamp	8/12/12	Reduce by 9 am 8/11/12 Pull by 4pm 8/11/12	“PM” timestamp	8/12/12	Reduce by 4 pm 8/11/12 Pull by 9am 8/12/12	“AM” timestamp	8/12/12	Reduce by 9am 8/11/12 Pull by 4pm 8/11/12
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<p>Result</p>	<p>Fresh Ground beef is always on display for purchase by our customers</p>																				

Task standards	<ul style="list-style-type: none">• Ground beef is ground the appropriate number of times• Lean content integrity is in place• Product is wrapped and labeled properly• Reductions are completed the day before it goes out of date.• Ground beef logs are completed accurately and completely• Ground beef logs are retained for 90 days
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<h1>Hand Washing Procedures</h1> 		  
Purpose	To ensure associates' / team members' hands are properly washed to prevent food borne illness, cross-contamination, and transfer of germs and disease.	
Start	Throughout the day as needed	
Materials	<ul style="list-style-type: none"> • Designated hand washing sink • Hands free trash receptacle • Designated paper towel or hand dryer 	<ul style="list-style-type: none"> • Authorized hand soap • Hot water > or = to 100° F
Actions:	Steps/Details:	
<p>1. Know when to wash hands</p> 	<p>a. Wash hands at any and all of the following times:</p> <ol style="list-style-type: none"> 1. Prior to beginning shift 2. After using the restroom 3. Prior to and after food handling 4. When entering fresh department 5. Between handling raw and ready to eat foods 6. Between cutting different species of meat 7. After touching hair, face, or other body parts 8. After coughing, sneezing, or using a tissue 9. After eating or drinking 10. After smoking on break 11. After taking a break 12. After handling trash, chemicals, or conducting any cleaning operation 13. Immediately before assembling a clean piece of food processing equipment <div style="background-color: orange; padding: 5px; border: 1px solid black; margin-top: 10px;"> <p>⚠ Caution Only wash hands in sinks designated for hand washing. Do not perform any activity, other than hand washing, in the designated hand washing sink</p> </div>	


Actions:	Steps/Details:	
<p>2. Wash hands</p> 	<div style="border: 1px solid black; background-color: #e1f5fe; padding: 5px; margin-bottom: 10px;"> <p>! Gloves are not a substitute for proper hand washing.</p> </div> <ol style="list-style-type: none"> a. Wet hands with hot running water b. Apply soap c. Vigorously rub hands and soap together and work into a lather d. Wash all parts the hands, wrists and arms up to the elbow <ul style="list-style-type: none"> • ! Between fingers • ! Under fingernails e. Continue to wash for a minimum of 10-15 seconds <div style="border: 1px solid black; background-color: #ffff00; padding: 5px; margin-top: 10px;"> <p>NOTE: Keep hand washing sinks accessible, clean and properly stocked at all times.</p> </div>	
<p>3. Rinse Hands</p> 	<ol style="list-style-type: none"> a. Rinse hands under clear, running, hot water 	
<p>4. Dry Hands</p> 	<ol style="list-style-type: none"> a. Dry hands with hand dryer or paper towel b. Use paper towel to turn off faucet after drying hands c. Discard towel without touching trash receptacle 	
Result	Hands properly washed when needed	
Task standards	<ul style="list-style-type: none"> • Associates are aware of when to wash hands • Associates wash hands properly to risk transferring of germs and disease 	




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Meat Rendering - Dispose of Inedible Meat Product	
Purpose	Properly handle and dispose of inedible meat product
Start	Whenever inedible meat items are removed from the sales floor or trimmed
Materials	<ul style="list-style-type: none"> • Meat disposal can/box (clearly marked) • Rendering Bag (Butner #255505) • ! Reid's Only – Bone Canister ordered from RPA
Best Practices	To avoid cross contamination and reduce the danger of unsafe food consumption, food safety requires that all inedible meat be stored separately from fresh, packaged foods. Store inedible meat in clearly marked containers that are placed inside the meat freezer or cooler (depending on disposal method)
Important !	<ul style="list-style-type: none"> ! Inedible meat refers to meat, fat, or scraps that is not acceptable to sell, send to reclaim, or donate to the food bank. ! Stores with trash compactors and ALL Virginia stores have Rendering Companies that will pick up inedible meat every other week ! Reid's Banner only – Rendering company picks up inedible meat every week <p>⚠ Caution Never place inedible meat in a trash compactor</p>












Actions:	Do This:								
<p>1. Prepare container to hold inedible meat</p> 	<p>a.</p> <table border="1"> <thead> <tr> <th>IF Store</th> <th>THEN</th> </tr> </thead> <tbody> <tr> <td>Disposes of inedible meat in dumpster</td> <td>Place a rendering bag inside of a sturdy box. Store on a metal rack inside of the meat freezer ! Storing in the freezer prevents odor in the dumpster</td> </tr> <tr> <td>Has Vendor Pick up due to: <ul style="list-style-type: none"> • Has Trash Compactor • Is Located In Virginia </td> <td>Store Receives "Rendering Can" from local rendering company. The can is to be stored in the meat cooler NOTE: Do not place a rendering bag inside of the can</td> </tr> <tr> <td>! Reid's Banner Only</td> <td>Place Bone Canister ordered from RPA inside of the meat cooler NOTE: Do not place a rendering bag inside of the can</td> </tr> </tbody> </table> <p>b. Ensure can or box is marked "Meat Disposal Only"</p>	IF Store	THEN	Disposes of inedible meat in dumpster	Place a rendering bag inside of a sturdy box. Store on a metal rack inside of the meat freezer ! Storing in the freezer prevents odor in the dumpster	Has Vendor Pick up due to: <ul style="list-style-type: none"> • Has Trash Compactor • Is Located In Virginia 	Store Receives "Rendering Can" from local rendering company. The can is to be stored in the meat cooler NOTE: Do not place a rendering bag inside of the can	! Reid's Banner Only	Place Bone Canister ordered from RPA inside of the meat cooler NOTE: Do not place a rendering bag inside of the can
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Actions:	Do This:								
<p>2. Handle inedible meat product</p>	<p>a. Place bones and heavy fat scraps into the rendering container</p> <p>b. Remove all external packaging - including labels – from inedible meat and place in a lined trash can</p> <ul style="list-style-type: none"> • The trash bag containing packaging and labels can be placed in the trash compactor, if applicable <p>c. Place inedible meat inside rendering container</p> <p>d. NOTE: Stores that place inedible meat in dumpsters: When bag becomes full, tie a knot on the top to seal bag and start a new box with rendering bag. Mark box “Meat Disposal Only”</p>								
<p>3. Dispose of rendered meat product</p>	<p>a.</p> <table border="1" data-bbox="527 682 1421 1375"> <thead> <tr> <th data-bbox="527 682 941 724">IF Store</th> <th data-bbox="941 682 1421 724">THEN</th> </tr> </thead> <tbody> <tr> <td data-bbox="527 724 941 840">Disposes of inedible meat in dumpster</td> <td data-bbox="941 724 1421 840">Remove boxes with bags from freezer and place in the dumpster on the day of pick up</td> </tr> <tr> <td data-bbox="527 840 941 1102"> Has Vendor Pick up due to: <ul style="list-style-type: none"> • Has Trash Compactor • Is Located In Virginia </td> <td data-bbox="941 840 1421 1102"> Rendering company will arrive at store every 2 weeks and dispose of meat product NOTE: Meat Rendering vendor will clean the canisters after emptying them </td> </tr> <tr> <td data-bbox="527 1102 941 1375">  Reid's Banner Only </td> <td data-bbox="941 1102 1421 1375"> Rendering company will arrive at store every week and dispose of meat product NOTE: Meat Rendering vendor will clean the canisters after emptying them </td> </tr> </tbody> </table>	IF Store	THEN	Disposes of inedible meat in dumpster	Remove boxes with bags from freezer and place in the dumpster on the day of pick up	Has Vendor Pick up due to: <ul style="list-style-type: none"> • Has Trash Compactor • Is Located In Virginia 	Rendering company will arrive at store every 2 weeks and dispose of meat product NOTE: Meat Rendering vendor will clean the canisters after emptying them	 Reid's Banner Only	Rendering company will arrive at store every week and dispose of meat product NOTE: Meat Rendering vendor will clean the canisters after emptying them
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Watermelon-Cutting -Chunks - Cups -Spears - Hearts		
Purpose	To process cut melons, ensuring Food Safety and Customer Satisfaction are both met	
Start	Each time watermelon halves, slices or quarters are needing to be cut for the fruit display	
Materials	<ul style="list-style-type: none"> • Chilled Whole Melon (24 hour chilling) • Knife • 2 Compartment Sink Where Applicable • #2 Tray • Calibrated Thermometer 	<ul style="list-style-type: none"> • Hat/Hairnet • Wrapping Machine • Cutting Board • 3 Compartment Sink
Best Practices	<ul style="list-style-type: none"> • Cut melons should maintain a temperature of 41°F or lower at all times • If displayed on an ice bed, melons must be 75% covered in ice • Melons get 2 full selling days, and pulled by 9a.m on third day. Example: melons cut on 9/17/12 would be pulled by 9/19/12 at 9a.m. • Keep knives in knife holder when not in use • Produce trays should be stored in the Produce prep room 	
PPE	<ul style="list-style-type: none"> • Gloves (Disposable) 	
References	<ul style="list-style-type: none"> • REF - Authorized Cleaning Materials • SPTA - Calibrate Thermometer • SPTA - Utensils, PPE and Surface Cleaning • SPTA - Knife Sharpening and Safety 	<ul style="list-style-type: none"> • SPTA - Scales-Check Online Status • SPTA - Wash, Rinse, Sanitize • SPTA - Sterilox System • SPTA - Hand Washing


Actions:	Do This:
1. Chill Watermelons	 <ol style="list-style-type: none"> Watermelons must be chilled in the cooler 24 hours prior to cutting for proper temperature. Melons must have an internal temperature of 41 degrees or lower or they cannot be processed. Observe the 30 minute rule—do not leave chilled melons out in the prep room for more than 30 minutes prior to processing
2. Clean and Sanitize prep table	 <ol style="list-style-type: none"> Set up the 3 compartment sink if only sink available or 2 compartment prep sink if applicable to your department. You must use the 2 compartment prep sink if you store has one. Wash, rinse and sanitize cutting area Sanitize by using approved spray sanitizer

Actions:	Do This:							
	<p>d. Allow to air dry</p> <p>e. Turn on wrapping machine and make sure it is clean</p>							
<p>3. Prepare to process cut watermelon halves, slices and quarters</p> 	 <p>a. Wash hands</p> <p>b. Put on beard guard, if applicable</p> <p>c. Put on hat or hairnet. Associates with hair that is shoulder length or longer MUST effectively restrain hair within the hat or a tie back (off shoulders) to prevent hair from contacting food, equipment or preparation areas</p> <p>d. Clean sink before washing melon</p> <p>e. Remove the PLU sticker from the melon</p> <p>f. Fill sink with Sterilox Solution</p> <p>g. Load bulk fruit into the sink and soak for 3-5 minutes.</p> <p>h. Remove and allow to drain.</p> <p>i. Once complete place into cooler until ready for processing.</p> <p>j. Each batch of Sterilox solution should allow for 5 batches of fruit washing.</p> <p>k. Follow in-store cut fruit process</p> <p>l. Clean Sink after washing melon</p>  <p>m. Wash hands again and put on disposable gloves</p> <p>n. Pat dry with approved disposable paper towels</p>							
<p>4. Cut and wrap watermelon halves, slices and quarters</p>	<p>a. Using sanitized knife, cut watermelon lengthwise as follows:</p> <table border="1" data-bbox="548 1262 1417 1913"> <thead> <tr> <th data-bbox="548 1262 951 1304">IF</th> <th data-bbox="954 1262 1417 1304">THEN</th> </tr> </thead> <tbody> <tr> <td data-bbox="548 1308 951 1654"> <p>Halves are needed</p>  </td> <td data-bbox="954 1308 1417 1654"> <ul style="list-style-type: none"> • Hold watermelon firmly in hand, standing the melon straight up on the blossom end • Ensure fingers are not in cutting path and make a straight cut all the way through the melon, making 2 halves • Cut watermelon in half lengthwise </td> </tr> <tr> <td data-bbox="548 1659 951 1913"> <p>Quarters are needed</p>  </td> <td data-bbox="954 1659 1417 1913"> <ul style="list-style-type: none"> • Position knife across the center of the half • Ensure fingers are not in the cutting path, cut to produce 2 quarters • With 1/2 melon facing cut side up, cut melon in 1/2 lengthwise creating quarters </td> </tr> </tbody> </table>		IF	THEN	<p>Halves are needed</p> 	<ul style="list-style-type: none"> • Hold watermelon firmly in hand, standing the melon straight up on the blossom end • Ensure fingers are not in cutting path and make a straight cut all the way through the melon, making 2 halves • Cut watermelon in half lengthwise 	<p>Quarters are needed</p> 	<ul style="list-style-type: none"> • Position knife across the center of the half • Ensure fingers are not in the cutting path, cut to produce 2 quarters • With 1/2 melon facing cut side up, cut melon in 1/2 lengthwise creating quarters
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Actions:	Do This:								
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<p>Slices are needed</p> 	<ul style="list-style-type: none"> • Place watermelon flat side down • Position knife approximately 1" from end and cut through the watermelon making a slice. Repeat this step for remainder of piece • Cut watermelon in half, and cut each half into slices-no less than an inch thick. Package 3 slices in each tray. 								
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<p>Hearts</p>									
<p>5. Check Temperature</p>	 <ol style="list-style-type: none"> Prior to putting on display, use the produce cooler to chill down product to 41 F Using a calibrated stem thermometer, temp actual cut watermelon. Temperature must be 41° F or below prior to putting out on display Always start with a thermometer with a stem that has been washed, rinsed, sanitized and air dry Place stem of thermometer between two slices to get accurate product temperature. IF watermelon is above 41F put back into cooler until the temperature is 41F or below 								

Actions:	Do This:
<p>6. Date and Label Melons</p>	<p>a. Place watermelon portions on wrapping station and over wrap  Caution Wrapping machine heat strip is extremely hot</p> <p>b. Label wrapped melons</p> <p>c. Use PLU 4360 for halves and quarters</p> <p>d. Use PLU 4361 for slices</p> <p>e. Verify .03 tare</p> <p>f. Verify shelf life</p> <p>g. Put processed watermelon halves/quarters/slices on display, ensuring that a COOL sign is placed above where the product is merchandised</p>
<p>7. Scales Offline</p>	<p>a. Log into ACIS and select number 1, Transaction Menu.</p> <p>b. Select number 5, prepared items.</p> <p>c. Enter the ACIS UPC off of the scale label (the first 6 digits off of the scale label followed by 5 zeroes)</p> <p>d. Enter the weight of the item you prepared</p> <p>e. Press F3 to process</p>
<p>8. Clean Prep Area</p>	<p></p> <p>a. Wash and sanitize all prep areas and utensils</p> <p>b. Mop floor in front of prep table if needed</p>

Watermelon-Cutting		FOOD LION
Purpose	To process cut melons, ensuring Food Safety and Customer Satisfaction are both met	
Start	Each time watermelon halves, slices or quarters are needing to be cut for the fruit display	
Materials	<ul style="list-style-type: none"> • Chilled Whole Melon (24 hour chilling) • Knife • 2 Compartment Sink - Where Applicable • #2 Tray • Calibrated Thermometer 	<ul style="list-style-type: none"> • Hat/Hairnet • Wrapping Machine • Cutting Board • 3 Compartment Sink
Best Practices	<ul style="list-style-type: none"> • Cut melons should maintain a temperature of 41°F or lower at all times • If displayed on an ice bed, melons must be 75% covered in ice • Melons get 2 full selling days, and pulled by 9a.m on third day. Example: melons cut on 9/17/12 would be pulled by 9/19/12 at 9a.m. • Keep knives in knife holder when not in use 	
PPE	<ul style="list-style-type: none"> • Gloves (Disposable) 	
References	<ul style="list-style-type: none"> • REF - Authorized Cleaning Materials • SPTA - Calibrate Thermometer • SPTA - Hand Washing 	<ul style="list-style-type: none"> • SPTA - Scales-Check Online Status • SPTA - Knife Sharpening and Safety

Actions:	Do This:												
1. Chill Watermelons	 <ul style="list-style-type: none"> a. Watermelons must be chilled in the cooler 24 hours prior to cutting for proper temperature. b. Melons must have an internal temperature of 41 degrees or lower or they cannot be processed. c. Observe the 30 minute rule—do not leave chilled melons out in the prep room for more than 30 minutes prior to processing 												
2. Determine Proper location for processing	<table border="1"> <thead> <tr> <th>IF Produce Department</th> <th>AND</th> <th>THEN</th> </tr> </thead> <tbody> <tr> <td>Has been inspected and approved by Regulatory Agency</td> <td></td> <td>Process melon in Produce Department</td> </tr> <tr> <td>Has NOT been inspected and approved by Regulatory Agency</td> <td>Store has Deli</td> <td>Process melon in Deli Department</td> </tr> <tr> <td>Has NOT been inspected and approved by Regulatory Agency</td> <td>Store does not have a Deli</td> <td>Do not process melon</td> </tr> </tbody> </table>	IF Produce Department	AND	THEN	Has been inspected and approved by Regulatory Agency		Process melon in Produce Department	Has NOT been inspected and approved by Regulatory Agency	Store has Deli	Process melon in Deli Department	Has NOT been inspected and approved by Regulatory Agency	Store does not have a Deli	Do not process melon
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Has NOT been inspected and approved by Regulatory Agency	Store does not have a Deli	Do not process melon											

Actions:	Do This:								
<p>3. Clean and Sanitize prep table</p>	<div data-bbox="532 233 669 367" data-label="Image"> </div> <ul style="list-style-type: none"> a. Set up the 3 compartment sink if only sink available or 2 compartment prep sink if applicable to your department. You must use the 2 compartment prep sink if you store has one. b. Wash, rinse and sanitize cutting area c. Sanitize by using approved spray sanitizer d. Allow to air dry e. Turn on wrapping machine and make sure it is clean 								
<p>4. Prepare to process cut watermelon halves, slices and quarters</p> <div data-bbox="151 821 501 1031" data-label="Image"> </div>	<div data-bbox="532 674 662 800" data-label="Image"> </div> <ul style="list-style-type: none"> a. Wash hands b. Put on beard guard, if applicable c. Put on hat or hairnet. Associates with hair that is shoulder length or longer MUST effectively restrain hair within the hat or a tie back (off shoulders) to prevent hair from contacting food, equipment or preparation areas d. Clean sink before washing melon e. Remove the PLU sticker from the melon f. Clean the surface of melon by rinsing the whole melon surface under running water (using the sanitizer compartment) g. Clean Sink after washing melon <div data-bbox="532 1287 643 1398" data-label="Image"> </div> <ul style="list-style-type: none"> h. Wash hands again and put on disposable gloves i. Pat dry with approved disposable paper towels 								
<p>5. Cut and wrap watermelon halves, slices and quarters</p>	<ul style="list-style-type: none"> a. Using sanitized knife, cut watermelon lengthwise as follows: <table border="1" data-bbox="548 1539 1417 1818"> <thead> <tr> <th data-bbox="548 1539 951 1581">IF</th> <th data-bbox="956 1539 1417 1581">THEN</th> </tr> </thead> <tbody> <tr> <td data-bbox="548 1587 951 1619">Halves are needed</td> <td data-bbox="956 1587 1417 1619">Cut watermelon in half lengthwise</td> </tr> <tr> <td data-bbox="548 1625 951 1719">Quarters are needed</td> <td data-bbox="956 1625 1417 1719">With ½ melon facing cut side up, cut melon in ½ lengthwise creating quarters</td> </tr> <tr> <td data-bbox="548 1726 951 1818">Slices are needed</td> <td data-bbox="956 1726 1417 1818">Cut watermelon in half, and cut each half into slices-no less than an inch thick. Package 3 slices in each tray.</td> </tr> </tbody> </table> b. Ensure fingers are not in cutting path and make a straight cut 	IF	THEN	Halves are needed	Cut watermelon in half lengthwise	Quarters are needed	With ½ melon facing cut side up, cut melon in ½ lengthwise creating quarters	Slices are needed	Cut watermelon in half, and cut each half into slices-no less than an inch thick. Package 3 slices in each tray.
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Slices are needed	Cut watermelon in half, and cut each half into slices-no less than an inch thick. Package 3 slices in each tray.								

Actions:	Do This:
 	<p>all the way down through the melon making two halves</p> <ul style="list-style-type: none"> c. Over-wrap watermelon halves/quarters in clear wrap using wrapping machine to seal d. Place 3 slices into a # 2 Black tray (order trays on the Produce supply order) <ul style="list-style-type: none"> 📌 Produce trays should be stored in the Produce prep room  <ul style="list-style-type: none"> e. Once you have cut the melons they become a "Ready to Eat" (RTE) food and you should not have any bare hand contact with the edible portions
<p>6. Check Temperature</p>	 <ul style="list-style-type: none"> a. Prior to putting on display, use the produce cooler to chill down product to 41 F b. Using a calibrated stem thermometer, temp actual cut watermelon. Temperature must be 41° F or below prior to putting out on display c. Always start with a thermometer with a stem that has been washed, rinsed, sanitized and air dry d. Place stem of thermometer between two slices to get accurate product temperature. e. IF watermelon is above 41F put back into cooler until the temperature is 41F or below
<p>7. Date and Label Melons</p>	<ul style="list-style-type: none"> a. Place watermelon portions on wrapping station and over wrap  Wrapping machine heat strip is extremely hot b. Label wrapped melons c. Use PLU 4360 for halves and quarters d. Use PLU 4361 for slices e. Verify .03 tare f. Verify shelf life g. Put processed watermelon halves/quarters/slices on display, ensuring that a COOL sign is placed above where the product is merchandised

Actions:	Do This:
<p>8. Scales Offline</p>	<ul style="list-style-type: none"> a. Log into ACIS and select number 1, Transaction Menu. b. Select number 5, prepared items. c. Enter the ACIS UPC off of the scale label (the first 6 digits off of the scale label followed by 5 zeroes) d. Enter the weight of the item you prepared e. Press F3 to process
<p>9. Clean Prep Area</p>	<div data-bbox="532 487 652 604" style="text-align: center;"> </div> <ul style="list-style-type: none"> a. Wash and sanitize all prep areas and utensils b. Mop floor in front of prep table if needed

Material Safety Data Sheet

Date Revised: 2 3Nov09
 Part Number: 1000-0102
 Revision: B

SECTION I - IDENTIFICATION OF THE SUBSTANCE/PREPARATION AND OF THE COMPANY/UNDERTAKING

Material Name Vashe Waste Liquid (catholyte)	Company Information PuriCore 508 Lapp Road Malvern, PA 19355 Emergency Contact: 484.321.2700 or Fax: 484.321.2725
Material Use Waste Product	

SECTION II - COMPOSITION/INFORMATION ON INGREDIENTS

Active Ingredients	Approximate Concentration w/v%	LD ₅₀ /LC ₅₀ Specify Species and Route	C.A.S. N.A. or U.N. Numbers	EINECS #
Sodium Hydroxide	<0.4	N/A	1310-73-2	215-185-5
Sodium Chloride	<0.5	N/A	7647-14-5	231-598-3
Water	>99	N/A	7732-18-5	231-791-2

SECTION III - HAZARDS IDENTIFICATION

Immediate Concerns Can cause eye irritation.

SECTION IV - FIRST AID MEASURES

Inhalation	Eye Contact Extensive irrigation with water required
Skin Contact Flush with plenty of water	Ingestion Do not induce vomiting. If victim is conscious and alert give 2-4 cupfuls of milk or water. Never give anything by mouth to an unconscious person. Get medical aid immediately.

SECTION V - FIRE FIGHTING MEASURES

Flammability Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If yes, Under which conditions:	Protective Equipment for Firefighters Respiratory & eye protection required
Means of Extinction N/A		

SECTION VI - ACCIDENTAL RELEASE MEASURES

Personal & Environmental Precautions	Use personal protective equipment as indicated. Use adequate ventilation to keep airborne concentrations low.
Spillages	Absorb spills with towels, then dispose. Rinse area with water

SECTION VII - HANDLING AND STORAGE

Handling Precautions	Wash after handling. Do not ingest, inhale, or breathe vapor, mist, or gas. Avoid contact with eyes, on skin or on clothing.
Storage Requirements	Keep container closed when not in use. Store in a cool, dry, well ventilated area away from incompatible substances. Keep away from strong acids, metals, flammable liquids, and organic halogens.

SECTION VIII - EXPOSURE CONTROL/PERSONAL PROTECTION

Personal Protection	Use good hygiene practices. Facilities using or storing this product should be equipped with eye wash facility	Eye Protection	Wear safety glasses with shields or goggles when handling material.
Respiratory	Not expected to require personal respiratory equipment	Skin Protection	Avoid contact with the skin
Sodium Hydroxide Exposure Limits	ACGIH : C2mg/m ³	NIOSH: 10mg/m ³ IDLH	OSHA Final PEL's: 2mg/m ³ TWA

SECTION IX - PHYSICAL AND CHEMICAL PROPERTIES

Appearance	Colorless liquid	Solubility in Water	Soluble in any proportion	Density	1.02 – 1.14 g/cm ³
Odor	Odorless	pH	11-13	Other Data	ORP -900 ± 40 mV immediately after generation

SECTION X - STABILITY AND REACTIVITY

Chemical Stability Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Conditions and Materials to Avoid	Incompatible Materials, acids, excess heat	Hazardous Decomposition Products	None
Incompatible Materials	Neutralized by acids to form water and corresponding salt. Long exposure may etch glass, aluminium, tin and zinc.			

Material Safety Data Sheet-Continued

Part Number: 1000-0102
Revision: B

SECTION XI - TOXICOLOGICAL INFORMATION

Route of Entry Skin Contact Skin Absorption Eye Contact Inhalation Acute Inhalation Chronic Ingestion

Effects and Symptoms of Short-Term Exposure	Not Defined	Chronic Effects and Symptoms of Long-Term Exposure	Not Defined	Sensitization	Not Defined	Irritancy of Product	Not Defined
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SECTION XII – ECOLOGICAL INFORMATION

Ecotoxicological Information Fish: Carp:180ppm (LC100); 24hr

SECTION XIII – DISPOSAL CONSIDERATIONS

Method of Waste Disposal Chemical waste generators must determine whether a discarded chemical is classified as hazardous waste. US EPS guidelines for the classification determination are listed in 40 CFR Part. Additionally, waste generators must consult state and local hazardous waste regulations to ensure complete and accurate classification.

SECTION XIV – TRANSPORT INFORMATION

No information available

SECTION XV – REGULATORY INFORMATION

TSCA
CAS# 1310-73-2 and 7732-18-5 are listed on the TSCA inventory.
Health & Safety Reporting List
None of the chemicals are on the Health & Safety Reporting List.
Chemical Test Rules
None of the chemicals in this product are under a Chemical Test Rule.
Section 12b
None of the chemicals are listed under TSCA Section 12b.
TSCA Significant New Use Rule
None of the chemicals in this material have a SNUR under TSCA.

SARA
Section 302 (RQ)
CAS# 1310-73-2: final RQ = 1000 pounds (454 kg).
Section 302 (TPQ)
None of the chemicals in this product have a TPQ.
SARA Codes
CAS # 1310-73-2 acute, reactive.
Section 313
No chemicals are reportable under Section 313.
Clean Air Act:
This material does not contain any hazardous air pollutants.
This material does not contain any Class 1 Ozone depleters.
This material does not contain any Class 2 Ozone depleters.
Clean Water Act:
CAS # 1310-73-2 is listed as a Hazardous Substance under the CWA.
Substances under the CWA.
None of the chemicals in this product are listed as Priority
Pollutants under the CWA.
None of the chemicals in this product are listed as Toxic Pollutants under the CWA.
OSHA:
None of the chemicals in this product are considered highly hazardous by OSHA.
STATE
Sodium hydroxide and be found on the following state right to know lists:
California, New Jersey, Florida, Pennsylvania, Minnesota, Massachusetts.
Water is not present on state lists from CA, PA, MN, MA, FL, or NJ
California No Significant Risk Level:
None of the chemicals in this product are listed.

SECTION XVI – OTHER INFORMATION

MANUFACTURER DISCLAIMER: Information given herein is offered in good faith as accurate, but without guarantee. Conditions of use and suitability of the product for particular uses are beyond our control; all risks of use of the product are therefore assumed by the user. Nothing is intended as a recommendation for uses which infringe valid patents or as extending license under valid patents. Appropriate warnings and safe handling procedures should be provided to handlers and users.

Material Safety Data Sheet

Date Revised: 4/16/2009
Part Number: 1000-0159
Revision: F

SECTION I - IDENTIFICATION OF THE SUBSTANCE/PREPARATION AND OF THE COMPANY/UNDERTAKING

Material Name Sterilox	Company Information PuriCore 508 Lapp Road Malvern, PA 19355 Emergency Contact 1-800-838-9542 or Fax: 484.321.2725
Material Use Food Sanitizer	

SECTION II - COMPOSITION/INFORMATION ON INGREDIENTS

Active Ingredients	Approximate Concentration w/v%	LD ₅₀ /LC ₅₀ Specify Species and Route	C.A.S. N.A. or U.N. Numbers	EINECS #
Sodium Chloride	0.4	N/A	7647-14-5	251-598-3
Hypochlorous Acid/ Sodium Hypochlorite	0.005 – 0.020	N/A	7790-92-3/ 7681-52-9	232-232-5 231-668-3
Water Balance to	100	N/A	7732-18-5	231-791-2

SECTION III - HAZARDS IDENTIFICATION

Adverse Human Effects and Symptoms: No hazard expected under normal conditions of use

SECTION IV - FIRST AID MEASURES

Inhalation Non irritating. Remove from further exposure. Seek medical attention if any effects occur.	Eye Contact Non irritating. Immediately flush eyes with plenty of water for several minutes. Seek medical attention if irritation persists.
Skin Contact Non irritating. Remove affected clothing and wash skin with plenty of water.	Ingestion Do not induce vomiting. Give plenty of water to drink. Seek medical attention if effects occur.

SECTION V - FIRE FIGHTING MEASURES

Flammability Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, Under which conditions:	Protective Equipment for Firefighters Respiratory & eye protection required
Means of Extinction Chemical Type Foam, Powder, Sand, Water Spray	

SECTION VI - ACCIDENTAL RELEASE MEASURES

Personal & Environmental Precautions None	Handling Precautions No special precautions necessary
Spillages Wash to waste with water	Storage Requirements Store 24 hrs. in sealed container between 5-40°C.

SECTION VIII - EXPOSURE CONTROL/PERSONAL PROTECTION

Personal Protection Use good personal hygiene practices	Eye Protection None
Hand Protection Avoid prolonged contact with the skin	Skin Protection Avoid prolonged contact with the skin

SECTION IX - PHYSICAL AND CHEMICAL PROPERTIES

Appearance Colorless or clear liquid	Solubility in Water Soluble	Density 1 g/ml at 20°C
Odor Slight chlorine odor	pH 5.0-7.0	Other Data None

SECTION X - STABILITY AND REACTIVITY

Chemical Stability Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Condition and Materials to Avoid Avoid Heat	Hazardous Decomposition Products Oxides of Chlorine
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SECTION XI - TOXICOLOGICAL INFORMATION

Route of Entry <input type="checkbox"/> Skin Contact <input type="checkbox"/> Skin Absorption <input type="checkbox"/> Eye Contact <input type="checkbox"/> Inhalation Acute <input type="checkbox"/> Inhalation Chronic <input checked="" type="checkbox"/> Ingestion	Effects and Symptoms of Short-Term Exposure Not Defined	Chronic Effects and Symptoms of Long-Term Exposure Not Defined	Sensitization Negative	Irritancy of Product None
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SECTION XII - ECOLOGICAL INFORMATION

Environmental Data Presents no hazards to the environment	Method of Waste Disposal No special precautions are required for this product
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SECTION XIV - TRANSPORT INFORMATION

Not classified as hazardous for transportation per ASTM G31.42 testing	N/A
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SECTION XV - REGULATORY INFORMATION

Use as Directed.

MANUFACTURER DISCLAIMER: Information given herein is offered in good faith as accurate, but without guarantee. Conditions of use and suitability of the product for particular uses are beyond our control; all risks of use of the product are therefore assumed by the user. Nothing is intended as a recommendation for uses which infringe valid patents or as extending license under valid patents. Appropriate warnings and safe handling procedures should be provided to handlers and users.

Package and Label Cold Chicken




Purpose To have cold chicken for customers to purchase

Start When fried chicken/tenders/zings/dings have cooled in walk-in cooler for 6 hours and reached 41 degrees or below
When rotisserie chickens have cooled overnight in walk-in cooler and reached 41° or below

Materials

- Rotisserie containers
- Gloves
- Scale
- Cold chicken
- Production guide
- Small, med, and large barns
- Labels

Actions:	Do this:
1. Wash hands	<p>a. Wash hands</p> <p>b. Put on disposable gloves</p>
<p>2. Cool Chicken</p> <div style="border: 1px solid black; background-color: yellow; padding: 5px; margin-top: 10px;"> <p>Caution: Rotisserie chickens must be cooled overnight on the top shelf of the rack, closest to the fan</p> </div>	<p>a. For instructions on safe handling and proper cooling down of chicken refer to the Food Safety fact sheet on <i>proper chilling of chicken</i> <i>Food Safety has validated that following this process will meet FDA Food Code guidelines of bringing the internal temperature to 70 degrees or below within 2 hours and at 41 degrees or below within an additional 4 hours</i></p> <p>b. If hot chicken is not 140 degrees or higher when pulled from the hot bar, it is to be discarded and not converted for cold sale for Food Safety reasons. Never re-heat fried foods, always discard if temperature is not within Food Safety parameters.</p> <p>c. Reference the HMS technical manual for more detailed cooling instructions</p>

Actions:	Do this:						
<p>3. Label chicken</p>  <div data-bbox="170 636 597 753" style="border: 1px solid black; background-color: yellow; padding: 5px;"> <p>Caution: Do not forget to back out the hot label when preparing cold chicken.</p> </div>	<p>a. Get PLU from production guide</p> <p>b. Enter PLU</p> <div data-bbox="664 333 1458 617" style="border: 1px solid black; background-color: yellow; padding: 5px;"> <p>Note: Please reference the Food Safety and Food Defense Policy for more detail on our commitment to Food Safety</p> <p>Caution: Willfully or knowingly changing the shelf life of a product beyond the company's published shelf life standard by any associate is sufficient for immediate discharge without warning</p> </div> <table border="1" data-bbox="646 646 1401 762"> <thead> <tr> <th>IF sold by</th> <th>THEN</th> </tr> </thead> <tbody> <tr> <td>Unit</td> <td>Enter quantity of labels</td> </tr> <tr> <td>Weight</td> <td>Weigh each item</td> </tr> </tbody> </table> <p>c. Take label from scale</p> <p>d. Put label on package at closure to help keep the container securely closed. Lay the remaining label under the container</p> <div data-bbox="664 995 1458 1041" style="border: 1px solid black; background-color: yellow; padding: 5px;"> <p>Note: Label is not to cover product</p> </div> <p>e. Place packaged product in cold case</p>	IF sold by	THEN	Unit	Enter quantity of labels	Weight	Weigh each item
IF sold by	THEN						
Unit	Enter quantity of labels						
Weight	Weigh each item						
<p>4. Check your work</p>	<p>Result: Chicken is packaged, labeled, and placed in cold case for sale</p> <p>Task standards:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Cold case is filled with chicken that is labeled and packaged per standards <input type="checkbox"/> Chicken is packaged as instructed in the HMS manual <input type="checkbox"/> Chicken has been cooled in walk-in cooler overnight <input type="checkbox"/> Internal temperature of chicken was taken after the overnight cool and is 41° or below <input type="checkbox"/> Labels are not covering product 						


Prepare, Cook and Package Rotisserie Chicken



Purpose 1. To have fully cooked rotisserie chickens ready to meet customer needs

Start 2. In time for customers to have product by 4pm

- | | | |
|--------------------------------|-----------------------------------|-------------------------------|
| 3. Materials | 7. Thermometer | 1. Rotisserie skewer |
| 4. Disposable gloves | 8. Scale | 2. Chicken cart |
| 5. Disposable aprons | 9. Tongs | 3. Oven mitt |
| 6. Whole rotisserie containers | 0. Cooked Daily Temperature Chart | 4. Pre-washed Perdue Chickens |

Actions:	Do this:						
<p>1. Turn rotisserie oven on</p> 	<table border="1" data-bbox="657 772 1455 926"> <thead> <tr> <th>IF</th> <th>THEN</th> </tr> </thead> <tbody> <tr> <td>Oven is vent less</td> <td> <ul style="list-style-type: none"> Turn on fan over unit Hold reset button until unit beeps </td> </tr> <tr> <td>Your oven has a vent</td> <td>Flip fan switch on hood</td> </tr> </tbody> </table> <p>a. Press On Cook Time</p> <p>b. Temperature and times are preset</p>	IF	THEN	Oven is vent less	<ul style="list-style-type: none"> Turn on fan over unit Hold reset button until unit beeps 	Your oven has a vent	Flip fan switch on hood
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Oven is vent less	<ul style="list-style-type: none"> Turn on fan over unit Hold reset button until unit beeps 						
Your oven has a vent	Flip fan switch on hood						
<p>2. Retrieve whole chickens</p> <div data-bbox="170 1409 599 1707" style="border: 1px solid black; background-color: yellow; padding: 5px;"> <p>Note: Never use a shopping cart to transport raw chicken, use the clean, sanitized silver chicken cart or a clean, sanitized short Market Platter cart to transport raw chicken from the Market to the Deli</p> </div>	<div data-bbox="662 1350 1458 1465" style="border: 1px solid black; background-color: yellow; padding: 5px;"> <p>Caution: Always wear disposable plastic apron, wash hands and put on disposable gloves when handling raw chicken</p> </div> <p>a. Place cases of whole chickens on a clean, sanitized chicken cart</p> <div data-bbox="662 1577 1458 1734" style="border: 1px solid black; background-color: yellow; padding: 5px;"> <p>Caution: Raw chicken needs to be placed under cooked product. The storage for raw chickens is to be labeled on your cooler rack. It is permissible to keep back-stock in the Deli cooler.</p> </div>						

3. Prepare chickens



a. Place chickens on sanitized prep station in sanitized prep sink or drain board

b. Tear away excess fat from chicken cavity

c. Prepare for cooking

IF	THEN
rotisserie	<ul style="list-style-type: none"> Slide up to 3 whole chickens over each rotisserie skewer breast side up, V-side of skewer will face down
Alto sham	<ul style="list-style-type: none"> Place chickens on Combi -rack with breast side up

Note: Research and testing shows that our Rotisserie chickens do not present or eat well when cooked in Deck ovens. At no time should you cook a Rotisserie Style Chicken in a deck oven. If the only option you have to cook Rotisserie chickens is by a deck oven you are not required to offer chickens for sale.

4. Place skewer of prepared chicken in oven




IF	THEN
Rotisserie	<ul style="list-style-type: none"> Hold skewer with 2 prongs to the left and 1 prong side to right Place end with 2 prongs to the left side of the wheel inside oven Push till it stops Place opposite end to wheel on right side of oven Press and hold JOG until next set of holes on wheel are in front of you Repeat this step until all skewers of chicken are in oven
Alto sham	<ul style="list-style-type: none"> Place pan with Combi- rack of chickens into alto sham

5. Close oven door

a. Press **start**

b. Clean and sanitize the food prep sink after preparing raw poultry

<p>6. Check temperature of chicken</p>	<p>a. When timer goes off use a thermometer to check temperature</p> <table border="1" data-bbox="683 296 1448 638"> <thead> <tr> <th>IF</th> <th>THEN</th> </tr> </thead> <tbody> <tr> <td>Henny Penny Rotisserie</td> <td>Oven Temperature: 435, Cook Time: 1 hour 45 minutes</td> </tr> <tr> <td>Alto Sham Rotisserie</td> <td>Oven Temperature: 415, Cook Time: 1 hour 50 minutes</td> </tr> <tr> <td>Hobart Rotisserie</td> <td>Oven Temperature: 415, Cook Time: 1 hour 45 minutes</td> </tr> <tr> <td>Giles Combi Oven</td> <td>Oven Temperature: 430, Cook Time: 1 hour 5 minutes</td> </tr> </tbody> </table> <p>b. Check Temperatures</p> <table border="1" data-bbox="646 722 1409 869"> <thead> <tr> <th>IF</th> <th>THEN</th> </tr> </thead> <tbody> <tr> <td>Temp is under 180°</td> <td>Cook until temp reaches 180° or higher</td> </tr> <tr> <td>Temp is 180° or higher</td> <td>Chickens are done</td> </tr> </tbody> </table> <div data-bbox="664 947 1458 1062" style="background-color: yellow; border: 1px solid black; padding: 5px;"> <p>Caution: Place thermometer in thickest part of the chicken (thigh and must be into the meat not between the thigh and breast)</p> </div>	IF	THEN	Henny Penny Rotisserie	Oven Temperature: 435, Cook Time: 1 hour 45 minutes	Alto Sham Rotisserie	Oven Temperature: 415, Cook Time: 1 hour 50 minutes	Hobart Rotisserie	Oven Temperature: 415, Cook Time: 1 hour 45 minutes	Giles Combi Oven	Oven Temperature: 430, Cook Time: 1 hour 5 minutes	IF	THEN	Temp is under 180°	Cook until temp reaches 180° or higher	Temp is 180° or higher	Chickens are done
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<p>7. Record temperature on Cooked Daily Temperature Chart.</p> <div data-bbox="172 1297 597 1377" style="border: 1px solid black; padding: 5px;"> <p>Reference: Cooked Daily Temperature Chart</p> </div>	<p>a. Fill in description of product b. Fill in time of day c. Fill in final cook temperature d. Fill in your initials</p>																
<p>8. Remove skewers of chicken from oven</p> <div data-bbox="172 1524 597 1751" style="background-color: yellow; border: 1px solid black; padding: 5px;"> <p>Note: Wet and messy gloves should be washed, rinsed and sanitized in the 3 compartment sink at the end of each day</p> </div>	<p>a. Put “rotisserie wet and messy” gloves on b. Grab skewer from each side c. Slide skewer to left and remove right side from wheel d. Take skewer from oven</p>																

<p>9. Remove chickens from skewer</p>	<ul style="list-style-type: none"> a. Wash hands and put on disposable gloves b. Place a pan-liner on baking tray c. Hold end of skewer and use tongs to slide chicken off skewer onto tray d. Remove string from chicken
<p>10. Prepare chicken for sale</p> 	<ul style="list-style-type: none"> a. Spread out whole rotisserie container bottoms on table b. Place 1 chicken in each container bottom d. Put lid on container
<p>12. Label package</p>	<ul style="list-style-type: none"> a. Go to scale b. Press the product PLU c. Press quantity needed d. Press print e. Place label on the side of the container

13. Place rotisseries in hot bar



- a. Write 4 hour time limit (pull time) on label for whole birds using “clock” on packaging
- b. Check temperature every 2 hours
- c. Record temperature on [Daily Temperature Chart](#)
- d. Ensure that when you convert chickens to cold that you back out the hot label.

IF temperature is	THEN
140° or higher	Check next item
139° or less	Discard

Note: If product does not meet the temp requirement it cannot be converted to cold

Note: Please reference the [Food Safety and Food Defense Policy](#) for more detail on our commitment to Food Safety

Caution: Willfully or knowingly changing the shelf life of a product beyond the company’s published shelf life standard by any associate is sufficient for immediate discharge without warning

14. Check your work

Result: To have fresh quality rotisserie chicken for customer

Task standards:



- Rotisserie chickens are cooked to an internal temperature of 180°
- Rotisserie chickens are packaged, labeled and have a pull time
- Cooked temperatures are recorded on Cooked Daily Temperature Chart
- Temperatures are checked at a minimum of 2 hour intervals and recorded on Daily Temperature Chart
- Any chicken that does not maintain temperature of 140 degrees+ is discarded

Actions:	Do This:										
<p>2. Unload truck</p> <div style="border: 1px solid black; background-color: yellow; padding: 5px; margin-top: 10px;"> <p>Note: Use Caution when removing pallets</p> </div>	<p>a. Retrieve pallet jacks</p> <p>b. Two associates will help unload the truck with assistance from the driver</p> <p>c. Remove pallets from truck with assistance from truck driver pushing back of pallets off of truck</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">IF</th> <th style="width: 50%;">THEN</th> </tr> </thead> <tbody> <tr> <td>Pallet is too high to clear truck door</td> <td>Remove product to float</td> </tr> <tr> <td>Loose product between pallets</td> <td>Remove product to float</td> </tr> <tr> <td>Pallet is clear to exit truck</td> <td>Remove pallet from truck</td> </tr> <tr> <td>Cigarette totes are on truck</td> <td>Match seal numbers to drivers manifest Place all cigarette totes in secure area</td> </tr> </tbody> </table>	IF	THEN	Pallet is too high to clear truck door	Remove product to float	Loose product between pallets	Remove product to float	Pallet is clear to exit truck	Remove pallet from truck	Cigarette totes are on truck	Match seal numbers to drivers manifest Place all cigarette totes in secure area
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<p>3. Complete receiving process</p> <div style="border: 1px solid black; background-color: yellow; padding: 5px; margin-top: 10px;"> <p>Note: Do not stand dock plate up or lean against anything</p> </div>	<p>a. Remove dock plate, with assistance from another person lift both sides of plate</p> <ul style="list-style-type: none"> • Remove legs from between trailer and dock, then remove plate from trailer and set dock plate flat on floor <p>b. Close trailer door</p> <p>c. Observe driver place seal on door</p> <p>d. Close roll-up door and lock roll-up door</p> <p>e. Observe driver leave building</p> <p>f. Have MOD activate alarm</p>										
Result	Product unloaded to fill shelves for customers to purchase										
Task standards	<ul style="list-style-type: none"> • Truck is unloaded immediately after arriving at store • Pallets are placed in staging area • Cigarette tote seals match manifest • Cigarette totes are in secure area • All roll-up doors and exits are secured and alarms are activated 										



Sales Floor Back-stock	
Purpose	To maintain back-stock on the sales floor above aisle location
Start	As the grocery truck is being stocked
Materials	<ul style="list-style-type: none"> Step Stool or platform ladder

Actions:	Do this:
<p>1. Prepare to stack</p> <div style="border: 1px solid black; background-color: yellow; padding: 5px; margin-top: 10px;"> <p>Caution: It is very important that items are securely placed on sky shelves. No overhanging boxes or loose product is to be placed on sky shelves. Falling product can injure associates or customers.</p> </div>	<ul style="list-style-type: none"> a. Consolidate back-stock by filling up mixed cases b. Place cases to be stacked on gondola on float tray c. Do not place loose items on sky shelves or lay items loose on top of boxes d. Do not place items that are sold as full cases on sky shelves (for example, 8 pack paper towels)
<p>2. Stack on gondola</p> <div style="margin-top: 10px;"> </div> <div style="border: 1px solid black; background-color: yellow; padding: 5px; margin-top: 10px;"> <p>Caution: Do not place 25lb bag dog food, cat food or very heavy product like 20lb cat litter on the sky shelving</p> <p>Note: MVP product should be placed as close to the shelf location as possible to aid in keeping items full for customers</p> </div>	<ul style="list-style-type: none"> a. Using proper lifting technique and step stool or ladder, place cases on gondola over section where product is normally stocked b. If gondola is full over section or there is no shelving in that section, place on top gondola close to that section or across the aisle c. Stack cases only one case high d. Always place loose product in cases <div style="margin-top: 10px;"> </div>

Actions:	Do this:
<p data-bbox="151 216 440 252">3. Excess product</p> 	<p data-bbox="662 216 1463 323">a. Back-stock that will not fit on gondola for that aisle should be taken to the backroom and stored using the training aid titled: “Backroom Process-CAO”.</p> <p data-bbox="662 346 1463 417">b. Put partial cases on gondola first, full cases should go to back room if gondola is full</p> 
<p data-bbox="151 930 464 966">4. Check your work.</p>	<p data-bbox="643 926 1377 997">Result: Most back stock is located on sales floor for efficient refill</p> <p data-bbox="643 1014 870 1050">Task standards:</p> <ul data-bbox="656 1073 1328 1224" style="list-style-type: none"> <li data-bbox="656 1073 1328 1108">• Mixed cases are close to section they belong <li data-bbox="656 1131 1149 1167">• MVP cases are readily available <li data-bbox="656 1190 1305 1224">• All product is safely stacked on sky shelves


Seafood - Non Full Service - Preparing and Packaging Fresh and Frozen






Purpose	Provide fresh, quality packaged seafood for our customers by handling and preparing in the safest manner possible	
Start	Daily - as needed to meet core requirements	
Materials	• Seafood Core List	• Seafood Product
PPE	• Gloves (Disposable) • Apron	• Hair Net or hat

Actions:	Do This:																																																																																																
<p>1. Determine daily needs</p>	<div style="border: 1px solid black; background-color: #e1f5fe; padding: 5px; margin-bottom: 10px;"> <p>! Frozen seafood must be slacked out the night before. The amount to be slacked should be determined by accessing the next day's daily and ad item needs. See step 3</p> </div> <p>a. Walk seafood case and pull items for freshness as part of Sequence of Events. Check for:</p> <ul style="list-style-type: none"> •Color •Dates •Quality •Packaging <p>b. Utilize Seafood Core List to determine packages of each type needed</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th colspan="10" style="background-color: #f5f5f5;">Seafood Core List</th> </tr> <tr> <th style="font-size: small;">Item Description</th> <th style="font-size: small;">DC or DSD</th> <th style="font-size: small;">Tray Size</th> <th style="font-size: small;">Core</th> <th style="font-size: small;">Wed</th> <th style="font-size: small;">Thur</th> <th style="font-size: small;">Fri</th> <th style="font-size: small;">Sat</th> <th style="font-size: small;">Sun</th> <th style="font-size: small;">Mon</th> </tr> </thead> <tbody> <tr> <td colspan="10" style="text-align: center; font-size: x-small;">Premium Finfish</td> </tr> <tr> <td>Alaskan Sockeye Fillets</td> <td>ALL DCs</td> <td>4H</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Tuna Steaks</td> <td>Seafood Express</td> <td>2S</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Mahi Mahi</td> <td>Seafood Express</td> <td>4H</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Flounder Fillets</td> <td>Seafood Express</td> <td>4H</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Alaskan Cod Fillets</td> <td>Seafood Express</td> <td>4H</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Atlantic Salmon Fillets</td> <td>Seafood Express</td> <td>4H</td> <td>C</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>c. Process and package seafood in designated seafood preparation area</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 50%;">IF</th> <th>THEN</th> </tr> </thead> <tbody> <tr> <td>Store has designated seafood preparation area (table or sink)</td> <td>Must be 6 ft away – in all directions - from all other processing areas</td> </tr> <tr> <td>Store does not have designated seafood preparation area</td> <td>Seafood should be separate from cooked or ready-to eat food. Clean and Sanitize all equipment, prep tables, utensils and 3- compartment sink before and after processing seafood.</td> </tr> </tbody> </table>	Seafood Core List										Item Description	DC or DSD	Tray Size	Core	Wed	Thur	Fri	Sat	Sun	Mon	Premium Finfish										Alaskan Sockeye Fillets	ALL DCs	4H								Tuna Steaks	Seafood Express	2S								Mahi Mahi	Seafood Express	4H								Flounder Fillets	Seafood Express	4H								Alaskan Cod Fillets	Seafood Express	4H								Atlantic Salmon Fillets	Seafood Express	4H	C							IF	THEN	Store has designated seafood preparation area (table or sink)	Must be 6 ft away – in all directions - from all other processing areas	Store does not have designated seafood preparation area	Seafood should be separate from cooked or ready-to eat food. Clean and Sanitize all equipment, prep tables, utensils and 3- compartment sink before and after processing seafood.
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⚠ Caution Remember to wash hands before and after processing seafood.

Actions:	Do This:								
<p>2. Processing & packaging fresh fish</p> <div style="border: 1px solid black; background-color: #ADD8E6; padding: 5px; margin-bottom: 10px;"> <p>! Fresh fish should be held as close to 32°F as possible, without freezing</p> </div> <div style="border: 1px solid black; background-color: #FFFF00; padding: 5px; margin-bottom: 10px;"> <p>NOTE: Whenever possible, package fresh seafood in the morning to maximize shelf life</p> </div> <div style="border: 1px solid black; background-color: #FFA500; padding: 5px;"> <p>⚠ Caution All fresh seafood must be processed within 3 days of receipt. Reference "Display By" date on box</p> </div>	<p>a. Put on hat or hairnet. Associates with hair that is shoulder length or longer MUST effectively restrain hair within the hat or a tie back (off shoulders) to prevent hair from contacting food, equipment or preparation areas</p> <p>b. Wash hands and put on gloves</p> <p>c. When opening each variety of fresh fish, follow following guidelines:</p> <ul style="list-style-type: none"> • Fresh seafood should smell fresh and mild. Fish should not smell "fishy" or "ammonia-like" • On whole fish, eyes should be clear and slightly bulging. They should not be recessed and cloudy • Flesh should be firm. When pressing with finger, it should spring back • Gills should be red and free of slime <p>d. Remove product needed from cooler to maintain to fill core and ad items</p> <p>e. Leave remaining product in original box with ice</p> <p>f. Use proper tray size as listed on the Seafood Core List</p> <p>g. Target weight of each package of fish should be approximately .80 lbs</p> <div style="border: 1px solid black; background-color: #FFFF00; padding: 5px; margin-top: 10px;"> <p>NOTE: Salmon and Mahi Mahi should be packaged skin side down. All tail fish, or dressed fish should be displayed head to tail</p> </div> <p>h. Place the appropriate labels in the correct location</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">IF</th> <th style="text-align: left;">THEN place in</th> </tr> </thead> <tbody> <tr> <td>Scale Label</td> <td>Bottom Right Hand Corner</td> </tr> <tr> <td>COOL label</td> <td>Upper Right Hand Corner</td> </tr> <tr> <td>Cooking Method</td> <td>Bottom Left Hand</td> </tr> </tbody> </table> <div style="text-align: center; margin-top: 20px;">  </div>	IF	THEN place in	Scale Label	Bottom Right Hand Corner	COOL label	Upper Right Hand Corner	Cooking Method	Bottom Left Hand
IF	THEN place in								
Scale Label	Bottom Right Hand Corner								
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Actions:	Do This:
<p>3. Processing & packaging frozen seafood</p> <div data-bbox="151 432 508 537" style="border: 1px solid black; background-color: #f4a460; padding: 5px;"> <p> Caution Never mix raw and cooked product together</p> </div> <div data-bbox="151 678 508 783" style="border: 1px solid black; background-color: #f4a460; padding: 5px;"> <p> Caution Place all raw product below cooked or ready to eat product</p> </div>	<p>a. Prior to 6 p.m. daily, remove from freezer only the amount of frozen seafood needed for display for the following day, based on following factors.</p> <ul style="list-style-type: none"> •Daily needs •Ad Items <p>b. Have washed, rinsed, sanitized platter trays available – one for each type (species) of seafood</p> <p>c. Wash hands and put on gloves</p> <p>d. Prior to placing product on platter, cover platter with white butcher paper containing the following information written with black marker in a corner of the paper</p> <ul style="list-style-type: none"> • Species name • Today’s Date • COOL information • Initials <div data-bbox="532 873 1461 978" style="border: 1px solid black; background-color: #add8e6; padding: 5px;"> <p> Make sure the written information is on a corner furthest away from thawing product. This will ensure proper labeling when packaging product in the morning.</p> </div> <p>e. Place a slit in the bag of any individually vacuumed packed frozen items to allow the product to bloom</p> <p>f. Place product on platters – one layer only – to promote even thawing</p> <p>g. Cover platter tray containing product with butcher paper before placing platter tray on ready rack to be transported to meat cooler for overnight thawing</p> <p>h. The following morning during opening sequence – remove all thawed product from the cooler</p> <p>i. Remove any paper and plastic from product</p> <ul style="list-style-type: none"> • No IVP product should ever be displayed in the original plastic <p>j. Follow steps 2e – 2g for packaging guidelines</p>
Result	Properly handled and packaged fresh and frozen seafood
Task standards	<ul style="list-style-type: none"> • Seafood safely handled • Fresh seafood stored properly • Fresh seafood inspected for freshness • Frozen seafood thawed properly • Fresh seafood processed within 3 days of delivery • Seafood packaged and displayed to guidelines




Sequence of Events - Market






Purpose	<ul style="list-style-type: none"> • Department is properly conditioned to service customers throughout the day • Clean, sanitized market department ready for safely preparing food 		
Start	In the morning, or at the beginning of each shift, after clocking in		
Materials	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> • Standard Practice documents as needed • Technical manuals as needed • Authorized cleaning material • Replenishment guide • Safety gloves </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> • Meat processing equipment • Short date list • Ground beef log • Merchandising notes & Ad Planner • Food service gloves (plastic) </td> </tr> </table>	<ul style="list-style-type: none"> • Standard Practice documents as needed • Technical manuals as needed • Authorized cleaning material • Replenishment guide • Safety gloves 	<ul style="list-style-type: none"> • Meat processing equipment • Short date list • Ground beef log • Merchandising notes & Ad Planner • Food service gloves (plastic)
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When:	Do This:
<p>1. Immediately after clocking in</p> <div style="border: 1px solid black; background-color: yellow; padding: 5px; margin-top: 10px;"> <p>NOTE: Market Associates without computer access should ask MOD to print needed information</p> </div>	<p>a. Check EMS & Hot Topics, and email for time sensitive information</p> <p>b. Wednesdays Only:</p> <ul style="list-style-type: none"> • Perform price change procedures • Print new replenishment guides <p>c. By Friday:</p> <ul style="list-style-type: none"> • Print next ad week’s merchandising notes and ad planner for planning purposes <p>d. Sundays:</p> <ul style="list-style-type: none"> • Print 7 blank 2-page ground beef logs for week’s use <p>e. Set up 3 compartment sink</p> <p>f. Assemble all equipment needed</p>
<p>2. Before 9:00 a.m.</p>	<p>a. Condition fresh meat case, making necessary reductions for:</p> <ul style="list-style-type: none"> • Tube and/or case ready ground beef with a.m. timestamp • Off quality product • Expiring items from short date list <p>b. Pull items with a sell by date of “today” by 9:00 a.m.</p> <ul style="list-style-type: none"> • Fresh items – beef, pork, poultry, seafood • Pre-packaged items by utilizing the short date list <p>c. Assess department for:</p> <ul style="list-style-type: none"> • Ad item availability • Signage <p>d. Assess customers’ special orders and react accordingly</p>
<p>3. Within 2 hours of clocking in</p>	<p>a. Grind all trimmings from yesterday</p> <ul style="list-style-type: none"> • Fully disassemble and clean grinder immediately after <p>b. Grind tube grinds needed to meet core and morning’s business needs</p> <div style="border: 1px solid black; background-color: #ADD8E6; padding: 5px; margin-top: 10px;"> <p>! Always remember to record all primals, ground beef production, tube grinds, and grinder cleaning on the correct ground beef logs for each day</p> </div>




When:	Do This:
<p>4. Before Noon</p> <div style="border: 1px solid black; background-color: #ffcc00; padding: 5px; width: fit-content;"> <p>⚠ Caution Remember to clean and sanitize prep area and processing equipment between species (table, knives, safety glove, saw)</p> </div>	<p>a. Use replenishment guide to determine missing items to ensure core compliance for beef, pork, poultry, and seafood</p> <ul style="list-style-type: none"> • Must be core by noon <p>b. Process and stock product only the number of packages needed to meet core requirements</p> <ul style="list-style-type: none"> • May require processing of partial primals. The remainder must be processed within 48 hours. • Will require processing partial boxes of seafood
<p>5. 12:00 p.m. – 4:00 p.m.</p> <div style="border: 1px solid black; background-color: #add8e6; padding: 5px; width: fit-content;"> <p>NOTE: It is required that the grinder be partially cleaned before grinding the next product if the lean to fat grind sequence is broken (This means only if/when a leaner content than the grind before must be ground)</p> </div>	<p>a. Project and process ad items to ensure great selection and variety to support sales for the second half of today and first half of tomorrow (beef, tube grinds, pork, and seafood)</p> <ul style="list-style-type: none"> • Stock as needed <p>b. Scale label pre-packed pork and poultry ad items to support sales for the second half of today and first half of tomorrow</p> <ul style="list-style-type: none"> • Stock as needed <p>c. Use replenishment guide to determine business needs so that all core and ad items are 100% in stock</p> <p>d. Process, scale label and stock number of packages needed to meet allocation requirements listed on replenishment guide – for core and optional items – to build to peak business by 4:00 p.m.</p> <p>e. Maintain 3-Compartment sink as needed between cleanings</p>
<p>6. 4:00 p.m. - close</p>	<p>a. Stock lunchmeat, frozen and heat & eat items from delivery and/or back stock</p> <ul style="list-style-type: none"> • Reduce items as needed by using short day list • While stocking first delivery of week, make a 10 day short date list <p>b. Condition department as product is stocked</p> <p>c. Continue to stock processed or scale labeled product as needed – ad, core and optional – to have full representation at end of business day</p> <p>d. Ensure quality standards are maintained, making reductions as needed</p> <p>e. Ensure all product expiring tomorrow is reduced by 4:00 p.m.</p> <p>f. By 4:00:</p> <ul style="list-style-type: none"> • Reduce all 78/22 % ground beef made from trimmings • Reduce tube ground beef expiring tomorrow - with p.m. time stamp • Remove tube ground beef that was reduced this morning <p>g. Pull anticipated needs for thaw & sell product</p> <p>h. Fully disassemble and clean all equipment, entire department and cooler</p> <p>i. Fully condition department 100% and fill any missing varieties</p> <ul style="list-style-type: none"> •Lunchmeat •Frozen •Heat & Eat •Fresh Case •Seafood <p>j. Walk department with Manager on Duty, correcting issues if necessary</p> <p>k. 78/22% ground beef must be removed from floor by store's closing</p>

Sinks - Clean and Sanitize		  
Purpose	<ul style="list-style-type: none"> • To clean and sanitize sinks to meet sanitation guidelines, preventing cross contamination and spread of germs 	
Start	<ul style="list-style-type: none"> • After final use of day • When switching from raw to ready to eat food • When switching between different species of meat in food prep sink or when cleaning materials in 3 compartment sink • Every 4 hours when in continuous use in food prep sink 	
Materials	<ul style="list-style-type: none"> • 3 Compartment Sink • Hand Washing Sinks • Portable Foaming Station 	<ul style="list-style-type: none"> • Food Preparation Sinks • Authorized Cleaning Materials • Clean bucket
PPE	<ul style="list-style-type: none"> • Safety Goggles 	<ul style="list-style-type: none"> •
References	<ul style="list-style-type: none"> • SPTA - Foaming Station Operation Procedures • DOC - Authorized Cleaning Materials by Department 	<ul style="list-style-type: none"> • SPTA - Wash, Rinse, Sanitize Procedures • SPTA – Hand Washing Procedures

Actions:	Steps/Details:
<p>1. Drain sink</p> 	<ol style="list-style-type: none"> a. Drain sink to be cleaned b. Dispose of any debris

Actions:	Steps/Details:
<p>2. Wash, Rinse, and Sanitize Sink using <i>Chemical Dispensing Unit</i></p> 	 <ol style="list-style-type: none"> a. Spray each compartment with cleaning solution from chemical dispensing unit b. Use a scrub brush or scrub pad to scrub all areas of sink <ul style="list-style-type: none"> • Base of sink • Walls of sink • Around drains • Inside of drains • Drain boards • Faucets • Faucet handles • Chemical dispensing unit and knobs • Backsplash • Spraying nozzle c. Use spraying nozzle to rinse all areas of the sink d. Sanitize all areas of the sink with sanitizer solution from the chemical dispensing unit <div style="background-color: #ff8c00; padding: 5px; border: 1px solid black;"> <p>⚠ Caution Sanitizing solution must have at least 60 seconds of contact time before using sink again.</p> </div>

Actions:	Steps/Details:
<p>3. Wash, Rinse, Sanitize Sink - <i>Portable Foaming Station</i></p> 	 <ol style="list-style-type: none"> a. Put on applicable Personal Protective Equipment (PPE) b. Spray each compartment with cleaning solution from foaming station c. Use a scrub brush or scrub pad to scrub all areas of sink <ul style="list-style-type: none"> • Base of sink • Walls of sink • Around drains • Inside of drains • Drain boards • Faucets • Faucet handles • Backsplash • Sprayer nozzle • Knee or foot pedals d. Spray all areas of the sink with clean water e. Spray all areas of the sink with sanitizing solution <div style="border: 1px solid black; background-color: #ff8c00; padding: 5px; margin-top: 10px;"> <p>⚠ Caution Sanitizing solution must have at least 60 seconds of contact time before using sink again.</p> </div>

<p>Actions:</p>	<p>Steps/Details:</p>
<p>4. Wash, Rinse, Sanitize sinks - <i>Without chemical dispensing unit or Portable Foaming Station</i></p> 	 <ol style="list-style-type: none"> a. Spray sink with authorized cleaner or use a clean buck of "Wash" solution from chemical dispensing unit b. Use a scrub brush or scrub pad to scrub all areas of sink <ul style="list-style-type: none"> • Base of sink • Walls of sink • Around drains • Inside of drains • Faucets • Faucet handles • Backsplash • Sprayer nozzle • Knee or foot pedals c. Rinse entire sink with a bucket of clean water or a spray bottle of clean water d. Spray entire sink with a bottle of authorized sanitizer <div style="border: 1px solid black; background-color: #ff8c00; padding: 5px; margin-top: 10px;"> <p>⚠ Caution Sanitizing solution must have at least 60 seconds of contact time before using sink again.</p> </div>
<p>5. Wash hands</p>	 <ol style="list-style-type: none"> a. Wash hands before returning to food service and prep area, using proper hand washing procedures
<p>Result</p>	<ul style="list-style-type: none"> • Sinks are clean and sanitized – meeting sanitation guidelines
<p>Task standards</p>	<ul style="list-style-type: none"> • Sinks are properly washed, rinsed, and sanitized after last use of the day • Sinks are properly washed, rinsed, and sanitized between handling species of meat in food prep sink • Sinks are properly washed, rinsed, and sanitized between handling raw and ready to eat food in food prep sink





Steam Shellfish

Purpose To steam shellfish for filling customers orders

Start Upon customer request

- Materials**
- Lobster bags
 - Seasonings
 - Scales
 - Marker
 - Tongs / Gloves
 - Potable water
 - Steamer
 - Gallon Pitcher
 - Lobster Rake

Actions:	Do this:								
<p>1. Prepare unit for steaming</p> <div style="display: flex; flex-direction: column; gap: 10px;">   </div>	<p>a. Press on/off power key to on position</p> <p>b. Fill water reservoir</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%; text-align: left; padding: 5px;">IF</th> <th style="text-align: left; padding: 5px;">THEN</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Allto-Shaam Combitherm or Southbend SEZ5</td> <td style="padding: 5px;">Automatic water fill, no action necessary</td> </tr> <tr> <td style="padding: 5px;">Hobart HPX5</td> <td style="padding: 5px;"> <ul style="list-style-type: none"> • Close drain valve • Pour water into the cooking compartment filling it to the water level mark located on the back wall of sham • Close door and wait approximately 10 minutes for heater light to go off </td> </tr> <tr> <td style="padding: 5px;">Stellar/Colburn Model Capelb 4</td> <td style="padding: 5px;"> <ul style="list-style-type: none"> • Pour 2 ½ gallons of water into reservoir through door opening to about 1" below door. </td> </tr> </tbody> </table> <div style="margin-top: 10px;"> <div style="border: 1px solid black; padding: 5px; display: inline-block; width: 150px;"> <p>Caution: Refill water throughout day as green (add water) light comes on</p> </div> <div style="border: 1px solid black; padding: 5px; display: inline-block; width: 180px; margin-left: 20px;"> <p>Note: Water level sensor probe must be covered for steamer to operate water, should not touch bottom of pan</p> </div> </div>	IF	THEN	Allto-Shaam Combitherm or Southbend SEZ5	Automatic water fill, no action necessary	Hobart HPX5	<ul style="list-style-type: none"> • Close drain valve • Pour water into the cooking compartment filling it to the water level mark located on the back wall of sham • Close door and wait approximately 10 minutes for heater light to go off 	Stellar/Colburn Model Capelb 4	<ul style="list-style-type: none"> • Pour 2 ½ gallons of water into reservoir through door opening to about 1" below door.
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Stellar/Colburn Model Capelb 4	<ul style="list-style-type: none"> • Pour 2 ½ gallons of water into reservoir through door opening to about 1" below door. 								

<p>2. Place product in steamer</p>	<p>a. Secure the product customer is requesting</p> <table border="1" data-bbox="656 205 1464 661"> <thead> <tr> <th>IF</th> <th>THEN</th> </tr> </thead> <tbody> <tr> <td>Lobster</td> <td> <ul style="list-style-type: none"> • Use lobster rake to remove lobster from tank • Place lobster in steamer pan </td> </tr> <tr> <td> <ul style="list-style-type: none"> • Shrimp </td> <td> <ul style="list-style-type: none"> • With gloved hands remove shrimp from seafood case and place in plastic bag • Place product on scale and key in steamed shrimp PLU number to generate scale label • Secure scale label for packaging after product is steamed • Pour shrimp into steamer pan </td> </tr> </tbody> </table> <p>b. Add old bay to product if guest requests</p> <p>c. Close door on steamer</p>	IF	THEN	Lobster	<ul style="list-style-type: none"> • Use lobster rake to remove lobster from tank • Place lobster in steamer pan 	<ul style="list-style-type: none"> • Shrimp 	<ul style="list-style-type: none"> • With gloved hands remove shrimp from seafood case and place in plastic bag • Place product on scale and key in steamed shrimp PLU number to generate scale label • Secure scale label for packaging after product is steamed • Pour shrimp into steamer pan
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<p>3. Steam the product</p> <p>Note: If using Alto-Shaam Combi-therm, you must press start/stop key to begin the steaming. All other steam models will begin when time and temperature are set and door is shut</p>	<p>a. Set temperature by pressing the up/down keys on the temperature adjustment knob to 212°</p> <p>b. Select time on timer setting according to product</p> <table border="1" data-bbox="669 921 1435 1037"> <thead> <tr> <th>IF</th> <th>THEN</th> </tr> </thead> <tbody> <tr> <td>Lobster</td> <td>10 minutes per 1 ½ lb lobster</td> </tr> <tr> <td>Shrimp</td> <td>1 ½ minutes per pound of shrimp</td> </tr> </tbody> </table> <p>Caution: Steam to a temperature of 145 degrees for 15 seconds. Different models of steamers may require different steam times. Please record the temperature on the Daily Cooked Seafood Temperature Log which is located on Leo.</p>	IF	THEN	Lobster	10 minutes per 1 ½ lb lobster	Shrimp	1 ½ minutes per pound of shrimp
IF	THEN						
Lobster	10 minutes per 1 ½ lb lobster						
Shrimp	1 ½ minutes per pound of shrimp						
<p>4. Remove product</p> <p>Caution: Product will be hot!</p>	<p>a. When buzzer goes off, indicating end of cooking cycle, open the door</p> <p>b. Write personalized message on bag (ex. Enjoy! Thank you!) And sign your name.</p> <p>c. Place product in lobster bag</p> <p>d. Fold down top of bag to close</p> <p>e. Seal bag with steamed PLU scale label previously printed</p> <p>f. Hand bag to the customer</p>						
<p>5. Check your work</p>	<p>Result: Shellfish is steamed per customer request</p> <p>Task standards:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Product steamed per cooking time standards <input type="checkbox"/> Correct steamed PLU # used on label <input type="checkbox"/> Personal message written on bag 						

MATERIAL SAFETY DATA SHEET



STRIDE CITRUS SC (SUPER CONCENTRATE)

HMIS		NFPA	Personal protective equipment
Health	2	2	None / Aucune / Ninguno
Fire Hazard	0	0	
Reactivity	0	0	

Version Number: 4

Preparation date: 2007-12-20

1. PRODUCT AND COMPANY IDENTIFICATION

Product name: STRIDE CITRUS SC (SUPER CONCENTRATE)

MSDS #: 113909004
Product Code: 03909, 04315, 3063390

Recommended use: Industrial/Institutional. Cleaning product. This product is intended to be diluted prior to use.

Manufacturer, importer, supplier:
 US Headquarters
 JohnsonDiversey, Inc.
 8310 16th St.
 Sturtevant, Wisconsin 53177-1964
 Phone: 1-888-352-2249
 MSDS Internet Address:
 www.johnsondiversey.com

Canadian Headquarters
 JohnsonDiversey - Canada, Inc.
 2401 Bristol Circle
 Oakville, Ontario L6H 6P1
 Phone: 1-800-668-3131

Emergency telephone number: 1-800-851-7145 (Prosar); 1-651-917-6133 (Int'l Prosar); 01-800-710-3400 (México)

2. HAZARDS IDENTIFICATION

EMERGENCY OVERVIEW

CAUTION. CAUSES EYE AND SKIN IRRITATION.

Principle routes of exposure: Eye contact. Skin contact. Inhalation.

Eye contact: Moderately irritating to the eyes.

Skin contact: Moderately irritating to the skin.

Inhalation: None known.

Ingestion: May cause irritation to mouth, throat and stomach .

3. COMPOSITION/INFORMATION ON INGREDIENTS

Hazardous ingredients

Ingredient(s)	CAS #	Weight %	LD50 Oral - Rat (mg/kg)	LD50 Dermal - Rabbit	LC50 Inhalation - Rat
Alcohol ethoxylates	34398-01-1	10 - 20%	1000	Not available	Not available

4. FIRST AID MEASURES

Eye contact: Flush immediately with plenty of water. If irritation persists, get medical attention.

Skin contact: Flush immediately with plenty of water. If irritation persists, get medical attention.

Inhalation: No specific first aid measures are required.

Ingestion: If swallowed, give a cupful of water or milk.

Aggravated Medical Conditions: Persons with pre-existing skin disorders may be more susceptible to irritating effects.

5. FIRE-FIGHTING MEASURES

Suitable extinguishing media: Extinguish fire using agent suitable for surrounding fire.

Specific hazards: None known.

Unusual hazards: None known.

Specific methods: No special methods required

Special protective equipment for firefighters: As in any fire, wear self-contained breathing apparatus pressure-demand, MSHA/NIOSH (approved or equivalent) and full protective gear

Extinguishing media which must not be used for safety reasons: No information available

6. ACCIDENTAL RELEASE MEASURES

6. ACCIDENTAL RELEASE MEASURES

Personal precautions: Use personal protective equipment
Environmental precautions and clean-up methods: No information available

7. HANDLING AND STORAGE

Handling:

Avoid contact with skin, eyes and clothing. Wash thoroughly after handling. FOR COMMERCIAL AND INDUSTRIAL USE ONLY.

Storage:

Protect from freezing. Keep tightly closed in a dry, cool and well-ventilated place. KEEP OUT OF REACH OF CHILDREN.

8. EXPOSURE CONTROLS / PERSONAL PROTECTION

Engineering measures to reduce exposure:

No special ventilation requirements. General room ventilation is adequate.

Personal Protective Equipment

Eye protection:	No special requirements under normal use conditions.
Hand protection:	No special requirements under normal use conditions
Skin and body protection:	No special requirements under normal use conditions.
Respiratory protection:	No special requirements under normal use conditions.
Hygiene measures:	Handle in accordance with good industrial hygiene and safety practice

9. PHYSICAL AND CHEMICAL PROPERTIES

Physical State:	Liquid	Bulk density:	No information available
pH:	7.5	Dilution pH:	No information available.
Appearance:	Aqueous solution	Vapor density:	No information available
Color:	Orange	Evaporation Rate	No information available
Odor:	Citrus	Boiling point/range:	Not determined
Specific gravity:	1.009	Melting point/range:	Not determined
Density:	8.43	Decomposition temperature:	Not determined
VOC:	0.009% *	Autoignition temperature:	No information available
Flash point:	>200°F >93.3°C	Partition coefficient (n-octanol/water):	No information available
Solubility:	completely soluble	Solubility in other solvents:	No information available
Viscosity:	No information available	Elemental Phosphorus:	0 %P

* - Title 17, California Code of Regulations, Division 3, Chapter 1, Subchapter 8.5, Article 2, Consumer Products, Sections 94508

10. STABILITY AND REACTIVITY

Stability:	The product is stable
Polymerization:	Hazardous polymerization does not occur
Hazardous decomposition products:	None reasonably foreseeable.
Conditions to avoid:	Do not freeze.

11. TOXICOLOGICAL INFORMATION

Acute toxicity:	Oral LD50 estimated to be greater than 5000 mg/kg	Oral LD50 estimated to be > 2000 mg/kg
Component Information:	See Section 3	
Chronic toxicity:	None known	
Specific effects		
Carcinogenic effects:	None known	
Mutagenic effects:	None known	
Reproductive toxicity:	None known	
Target organ effects:	None known	

12. ECOLOGICAL INFORMATION

Environmental Information: No data available

13. DISPOSAL CONSIDERATIONS

13. DISPOSAL CONSIDERATIONS

Waste from residues / unused products:

Dispose of according to all federal, state and local applicable regulations

14. TRANSPORT INFORMATION

DOT/TDG: Please refer to the Bill of Lading/receiving documents for up to date shipping information

15. REGULATORY INFORMATION

International Inventories

All components of this product are listed on the following inventories: U.S.A. (TSCA), Canada (DSL/NDSL), Europe (EINECS/ELINCS/NLP), New Zealand (NZIoC).

U.S. Regulations

California Proposition 65: This product is not subject to the reporting requirements under California's Proposition 65

STATE RIGHT TO KNOW

Ingredient(s)	CAS #	MARTK:	NJRTK:	PARTK:	RIRTK:
Water	7732-18-5	-	-	-	-
Sodium xylene sulfonate	1300-72-7	-	-	-	-
Alcohol ethoxylates	34398-01-1	-	-	-	-

CERCLA/ SARA

None

CAA HAP/CAA ODS/CWA Priority Pollutants: None

SARA 311/312 Hazard Categories

Canada




WHMIS hazard class: D2B Toxic materials.










16. OTHER INFORMATION





Reason for revision: Not applicable
Prepared by: NAPRAC
Additional advice: None



Notice to Reader: This document has been prepared using data from sources considered technically reliable. It does not constitute a warranty, express or implied, as to the accuracy of the information contained within. Actual conditions of use and handling are beyond seller's control. User is responsible to evaluate all available information when using product for any particular use and to comply with all Federal, State, Provincial and Local laws and regulations.





Utensil, PPE and Surface Cleaning				
Purpose	Properly clean Utensils, Personal Protective Equipment, and Surfaces			
Start	Daily, as needed, to meet sanitation guidelines			
Materials	<ul style="list-style-type: none"> • Authorized Cleaning Materials • 3 - Compartment Sink 	<ul style="list-style-type: none"> • Personal Protective Equipment - as needed • Foaming Station - as needed 		
PPE	<ul style="list-style-type: none"> • Gloves (Safety) 	<ul style="list-style-type: none"> • Safety Goggles 		
References	<ul style="list-style-type: none"> • DOC - Authorized Cleaning Products by Department • SPTA - Wash, Rinse, Sanitize Procedures 	<ul style="list-style-type: none"> • SPTA - Foaming Station Operation Procedures • SPTA - 3 Compartment Sink - Set Up 		



Actions:	Steps/Details:
<p>Determine applicable Utensils, Personal Protective Equipment to be cleaned</p>  	<p>a. Applicable Utensils, PPE, surfaces and hand contact surfaces</p> <ul style="list-style-type: none"> • Knives • Fruit/Vegetable peelers • Mixing / Serving spoons, forks, tongs, spatulas • Pizza cutters • Baking pans and sheets • Mixing and Serving bowls • Bone scraper • Cuber comb • Dough cutter • Stainless steel scraper (removing blood from cutting blocks) • Red market pan • Red market pan rolling rack • Table tops / shelves • Tops of scales • Glass case fronts • Oven hoods • Pot/Pan racks • Safety cutting gloves (cloth, metal mesh) • Safety goggles • Chemical resistant gloves • Cleaning brushes • Door handles • Equipment nozzles


Actions:	Steps/Details:						
<p>2. Wash, Rinse, Sanitize Food Service Utensils</p>    	<div style="text-align: center;">  </div> <p>a. Using proper wash, rinse, sanitize procedures, properly clean all food service utensils in 3 Compartment Sink as needed:</p> <ul style="list-style-type: none"> • Between species • After each use • Between each job function or task (bulk salads) • Switching between raw and ready to eat foods • At department closing <p>b. NOTE: Keep the following in mind when cleaning utensils</p> <table border="1" data-bbox="558 747 1442 1180"> <thead> <tr> <th data-bbox="558 747 915 793">IF Cleaning:</th> <th data-bbox="920 747 1442 793">THEN</th> </tr> </thead> <tbody> <tr> <td data-bbox="558 793 915 1024"> Sharp Utensils: Knives </td> <td data-bbox="920 793 1442 1024"> <p>⚠ Caution Place on sink, not in soapy water. Always clean while holding in one hand and using a brush in the other</p> <p>⚠ Caution Store in the appropriate utensil holder to prevent injuries</p> </td> </tr> <tr> <td data-bbox="558 1024 915 1180"> Utensils with metal surface and plastic handles Knives, Scrapers </td> <td data-bbox="920 1024 1442 1180"> <p>⚠ Caution Use a brush to scrub the area where the metal meets the plastic, as food debris can easily accumulate</p> </td> </tr> </tbody> </table> <div style="background-color: yellow; border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>NOTE: All trays, pans, or service bowls and storage racks are not used daily. It is important to rotate the usage of these utensils so all can be washed, rinsed, and sanitized throughout the week.</p> </div>	IF Cleaning:	THEN	Sharp Utensils: Knives	<p>⚠ Caution Place on sink, not in soapy water. Always clean while holding in one hand and using a brush in the other</p> <p>⚠ Caution Store in the appropriate utensil holder to prevent injuries</p>	Utensils with metal surface and plastic handles Knives, Scrapers	<p>⚠ Caution Use a brush to scrub the area where the metal meets the plastic, as food debris can easily accumulate</p>
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Utensils with metal surface and plastic handles Knives, Scrapers	<p>⚠ Caution Use a brush to scrub the area where the metal meets the plastic, as food debris can easily accumulate</p>						

Actions:	Steps/Details:						
<p>3. Wash, Rinse, Sanitize 'Cleaning Utensils'</p> 	<div style="text-align: center;">  </div> <p>a. Using proper wash, rinse, sanitize procedures, properly clean all 'cleaning utensils' in 3 Compartment Sink as needed:</p> <ul style="list-style-type: none"> • Cleaning between species • At Department closing <p>b. NOTE: Keep the following in mind when cleaning the 'cleaning utensils'</p> <table border="1" data-bbox="560 646 1442 1197"> <thead> <tr> <th data-bbox="560 646 917 688">IF Cleaning:</th> <th data-bbox="922 646 1442 688">THEN</th> </tr> </thead> <tbody> <tr> <td data-bbox="560 688 917 1045">Small Cleaning Brushes Scrub pads</td> <td data-bbox="922 688 1442 1045"> <ul style="list-style-type: none"> • To prevent cross contamination, always clean as last thing before changing the water in the 3 compartment sink between species • Clean at night after cleaning all other materials </td> </tr> <tr> <td data-bbox="560 1045 917 1197">Deck Brushes</td> <td data-bbox="922 1045 1442 1197">Never clean deck brushes in the 3 compartment sink. Deck brushes should be cleaned in the mop sink or maintenance sink</td> </tr> </tbody> </table>	IF Cleaning:	THEN	Small Cleaning Brushes Scrub pads	<ul style="list-style-type: none"> • To prevent cross contamination, always clean as last thing before changing the water in the 3 compartment sink between species • Clean at night after cleaning all other materials 	Deck Brushes	Never clean deck brushes in the 3 compartment sink. Deck brushes should be cleaned in the mop sink or maintenance sink
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Deck Brushes	Never clean deck brushes in the 3 compartment sink. Deck brushes should be cleaned in the mop sink or maintenance sink						
<p>4. Wash, Rinse, Sanitize Personal Protective Equipment (PPE)</p> 	<div style="text-align: center;">  </div> <p>a. Using proper wash, rinse, sanitize procedures, properly clean applicable PPE in 3 Compartment Sink as needed:</p> <ul style="list-style-type: none"> • Between species • After each use (Gloves used to handle Rotisserie Chickens) • At Department closing <div style="border: 1px solid black; background-color: #e0f0ff; padding: 5px; margin-top: 10px;"> <p>! While some PPE may never come in contact with raw or ready to eat food, it is important to clean those as well, because they can still trap germs that can be transferred by touching the PPE.</p> </div>						





Actions:	Steps/Details:
<p>5. Wash, Rinse, Sanitize Surfaces</p> 	 <p>a. Using proper wash, rinse, sanitize procedures, properly clean all surfaces as needed:</p> <ul style="list-style-type: none"> • Between species • At Department closing <p>b. Pay close attention to surfaces that are touched daily but easily missed, such as:</p> <ul style="list-style-type: none"> • Dispensing unit handles • Door handles and knobs • Water faucets and handles in mop or maintenance sinks
Result	All utensils, PPE, and surfaces are cleaned to meet sanitation guidelines
Task standards	<ul style="list-style-type: none"> • Utensils, PPE, and surfaces are properly washed, rinsed and sanitized daily between species or at department closing



Wash, Rinse, Sanitize Procedures		  
		
Purpose	To properly “Wash, Rinse, and Sanitize” equipment, surfaces, and utensils	
Start	As needed, as indicated by Standard Practices	
Materials	<ul style="list-style-type: none"> • 3 Compartment Sink • Authorized Cleaning Materials 	<ul style="list-style-type: none"> • Foaming Station (if applicable)
PPE	<ul style="list-style-type: none"> • Gloves (Safety - as needed) 	<ul style="list-style-type: none"> • Safety Goggles (as needed)
References	<ul style="list-style-type: none"> • DOC - Authorized Cleaning Materials by Department • SPTA - 3 Compartment Sink - Set Up • SPTA – Sinks – Clean and Sanitize 	<ul style="list-style-type: none"> • SPTA - Sanitizer Solution - Test Concentration • SPTA – Foaming Station Operation Procedures


Actions:	Steps/Details:								
<p>1. Locate Proper Cleaning Materials and Tools</p>	<p>a. Gather all authorized cleaning materials listed on “Authorized Cleaning Materials by Department” document</p> <p>b. Determine if surface, equipment, or utensil should be cleaned in the 3 compartment sink or cleaned “in place”</p> <ul style="list-style-type: none"> • “In Place” refers to equipment or equipment bases that cannot be moved and must be cleaned where it is stationed 								
<p>2. Wash, Rinse, Sanitize - 3 Compartment Sink</p>  	<p>a. Before washing anything in the 3 Compartment sink, ensure it is clean, has been set up properly and the Sanitizer Solution has been tested</p> <p>b. Wear applicable Personal Protective Equipment (PPE)</p> <p>c. Remove loose food debris from removable equipment parts or utensils and discard</p> <p>d. Place removable equipment parts or utensils in the “Wash” compartment of the 3 Compartment sink</p> <p>e. Allow to soak to loosen any residual food or debris</p> <p>f. Using authorized scrub brush or scrub pad, scrub the entire surface area of the utensil or removable part</p> <table border="1"> <thead> <tr> <th>IF removable part/utensil is / has</th> <th>THEN use</th> </tr> </thead> <tbody> <tr> <td>Sharp (i.e. saw blade, knives)</td> <td>Scrub brush</td> </tr> <tr> <td>Porous, grooved surface, has hard to reach areas (i.e. cutting boards, slotted utensils, small parts)</td> <td>Scrub brush</td> </tr> <tr> <td>Solid metal surface (i.e. baking pans, bowls)</td> <td>Scrub pad</td> </tr> </tbody> </table>	IF removable part/utensil is / has	THEN use	Sharp (i.e. saw blade, knives)	Scrub brush	Porous, grooved surface, has hard to reach areas (i.e. cutting boards, slotted utensils, small parts)	Scrub brush	Solid metal surface (i.e. baking pans, bowls)	Scrub pad
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Actions:	Steps/Details:								
	<p>g. Rinse removable part or utensil in “Rinse” compartment</p> <ul style="list-style-type: none"> • Ensure all suds are removed <p>h. Place removable parts in “Sanitize” compartment</p> <p>i. Allow all removable parts to remain submerged in the “Sanitizer” for at least 60 seconds</p> <p>j. Remove items from the “Sanitizer” and place on the drying side of the sink or in a clean, sanitized area</p> <p>k. Reassemble equipment / use utensils</p> <table border="1" data-bbox="570 583 1333 1180"> <thead> <tr> <th data-bbox="570 583 919 653">IF equipment / utensil is being cleaned for</th> <th data-bbox="919 583 1333 653">THEN Reassemble or use</th> </tr> </thead> <tbody> <tr> <td data-bbox="570 653 919 947"> Normal daily business needs, and is needed for further customer service </td> <td data-bbox="919 653 1333 947"> As needed. <ul style="list-style-type: none"> • Equipment or utensils should be allowed to air dry as long as possible • Equipment can be used immediately after sanitizing if needed. Ensure any pooling or access sanitizer is drained prior to use </td> </tr> <tr> <td data-bbox="570 947 919 1180"> Department closing procedures </td> <td data-bbox="919 947 1333 1180"> The next day. <div style="background-color: yellow; border: 1px solid black; padding: 5px; margin-top: 5px;"> NOTE: All equipment cleaned at department closing, must air dry overnight and assembled prior to use the next day </div> </td> </tr> </tbody> </table>	IF equipment / utensil is being cleaned for	THEN Reassemble or use	Normal daily business needs , and is needed for further customer service	As needed. <ul style="list-style-type: none"> • Equipment or utensils should be allowed to air dry as long as possible • Equipment can be used immediately after sanitizing if needed. Ensure any pooling or access sanitizer is drained prior to use 	Department closing procedures	The next day. <div style="background-color: yellow; border: 1px solid black; padding: 5px; margin-top: 5px;"> NOTE: All equipment cleaned at department closing, must air dry overnight and assembled prior to use the next day </div>		
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<p>3. Wash, Rinse, Sanitize - “In Place”</p> 	<p>a. Before cleaning anything “In Place” ensure that the Sanitizer Solution has been properly tested</p> <p>b. Wear applicable Personal Protective Equipment (PPE)</p> <p>c. Remove an loose food debris from the equipment and discard</p> <p>d. Use a spray bottle, bucket, or foaming station (if applicable) with authorized cleaner along with an authorized scrubbing brush or scrub pad to scrub all cleanable surfaces of the “In Place” equipment or surfaces</p> <table border="1" data-bbox="558 1528 1453 1850"> <thead> <tr> <th data-bbox="558 1528 1000 1570">IF “In Place” equipment is</th> <th data-bbox="1000 1528 1453 1570">THEN use</th> </tr> </thead> <tbody> <tr> <td data-bbox="558 1570 1000 1608">Sharp (i.e. deli slicer blade)</td> <td data-bbox="1000 1570 1453 1608">Scrub brush</td> </tr> <tr> <td data-bbox="558 1608 1000 1745">Porous, grooved surface, has hard to reach areas (i.e. stationary cutting board, grinder)</td> <td data-bbox="1000 1608 1453 1745">Scrub brush</td> </tr> <tr> <td data-bbox="558 1745 1000 1850">Solid metal surface (i.e. stainless steel table tops)</td> <td data-bbox="1000 1745 1453 1850">Scrub pad</td> </tr> </tbody> </table>	IF “In Place” equipment is	THEN use	Sharp (i.e. deli slicer blade)	Scrub brush	Porous, grooved surface, has hard to reach areas (i.e. stationary cutting board, grinder)	Scrub brush	Solid metal surface (i.e. stainless steel table tops)	Scrub pad
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Result	All equipment, surfaces, utensils are washed, rinsed, and sanitized properly						
Task standards	<ul style="list-style-type: none"> • Equipment, surfaces, utensils are cleaned as needed per standard practice • Proper cleaning tools are used for applicable equipment, surfaces, tools • Equipment is left disassembled to air dry overnight when closing the department 						


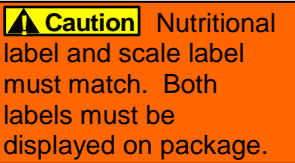
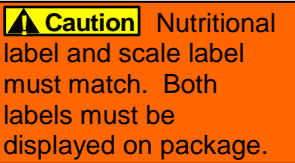
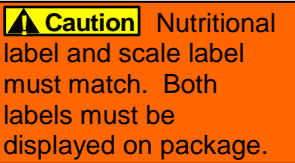
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Result	All equipment, surfaces, utensils are washed, rinsed, and sanitized properly						
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<h1 style="margin: 0;">Wrap and Label Product</h1>		
Purpose	Prepare product for customers to purchase	
Start	<ul style="list-style-type: none"> • Whenever product has been placed in a tray • Within 30 minutes of processing 	
Materials	<ul style="list-style-type: none"> • Product - in correct size tray • Scale/wrapping machine • Labels 	<ul style="list-style-type: none"> • Cutting List • Wrapping film
Actions:	Do This:	
<p>1. Generate label for product on scale</p>	<p>a. Find PLU code for product by referring to replenishment guide</p> <p>b. Enter PLU number on key pad of scale</p> <p>c. Place product on scale to generate label</p> <div style="border: 1px solid black; background-color: #FF8C00; padding: 5px; margin-top: 10px;"> <p>⚠ Caution Willfully or knowingly changing the shelf life of a product beyond the company's published shelf life standard by any associate is sufficient for immediate discharge without warning</p> </div>	
<p>2. Wrap product</p>	<p>a. Make sure the heat pad is in good working condition, with no tears, or rips</p> <p>b. Pull wrapping film up and over product in a single layer</p> <p>c. Allow wrap to momentarily rest on heating bar to cut from roll</p> <p>d. Pull wrap tightly around upper and lower edges of package</p> <p>e. Rest bottom of product, with gathered film on heating pad to seal</p> <ul style="list-style-type: none"> • The package should momentarily be placed on heating pad just long enough for plastic to adhere to itself <p>f. Pull wrap tightly around right and left of package</p> <p>g. Rest bottom of product, with gathered film on heating pad to seal</p> <ul style="list-style-type: none"> • The package should momentarily be placed on heating pad just long enough for plastic to adhere to itself 	

Actions:	Do This:														
<p>3. Label product</p> 	<p>a. Remove printed label from scale</p> <p>b. Place all labels in appropriate position – according to the chart and photos below.</p> <table border="1" data-bbox="537 352 1430 1900"> <thead> <tr> <th data-bbox="537 352 881 401">IF product is</th> <th data-bbox="881 352 1430 401">THEN place</th> </tr> </thead> <tbody> <tr> <td data-bbox="537 401 881 621"> Ground Beef  </td> <td data-bbox="881 401 1430 621"> <ul style="list-style-type: none"> Scale generated label on bottom right corner of package Nutritional label on lower left corner of package </td> </tr> <tr> <td data-bbox="537 621 881 877"> Beef – <ul style="list-style-type: none"> Choice Select </td> <td data-bbox="881 621 1430 877"> <ul style="list-style-type: none"> Scale generated label on bottom right corner of package Cooking method label on lower left corner of package USDA Choice label on the top left hand corner of the package (“Select” stores will not have this label) </td> </tr> <tr> <td data-bbox="537 877 881 1104"> Pork – Fresh </td> <td data-bbox="881 877 1430 1104"> <ul style="list-style-type: none"> Scale generated label on bottom right corner of package Cooking method label on lower left corner of package </td> </tr> <tr> <td data-bbox="537 1104 881 1331"> Seafood - Fresh </td> <td data-bbox="881 1104 1430 1331"> <ul style="list-style-type: none"> Scale generated label on bottom right corner of package Cooking method label on bottom left corner of package Country of origin label directly above scale generated label </td> </tr> <tr> <td data-bbox="537 1331 881 1675"> Prepackaged – <ul style="list-style-type: none"> Smoked Hams Marinated Pork/Turkey Loins Marinated Steaks Whole Fryers Fresh Turkeys/ Turkey Breasts </td> <td data-bbox="881 1331 1430 1675"> <ul style="list-style-type: none"> By law, we cannot cover the nutrition information, or the establishment # Place the label on the back of the package, or on the bottom of the package Ensure that label does not cover any of the pre-printed information from the manufacturer Make every effort to not cover the face of the ham (Circled in picture) </td> </tr> <tr> <td data-bbox="537 1675 881 1900"> Poultry – Fresh </td> <td data-bbox="881 1675 1430 1900"> <ul style="list-style-type: none"> Scale generated label on the top right hand corner of package </td> </tr> </tbody> </table>	IF product is	THEN place	Ground Beef 	<ul style="list-style-type: none"> Scale generated label on bottom right corner of package Nutritional label on lower left corner of package 	Beef – <ul style="list-style-type: none"> Choice Select 	<ul style="list-style-type: none"> Scale generated label on bottom right corner of package Cooking method label on lower left corner of package USDA Choice label on the top left hand corner of the package (“Select” stores will not have this label) 	Pork – Fresh	<ul style="list-style-type: none"> Scale generated label on bottom right corner of package Cooking method label on lower left corner of package 	Seafood - Fresh	<ul style="list-style-type: none"> Scale generated label on bottom right corner of package Cooking method label on bottom left corner of package Country of origin label directly above scale generated label 	Prepackaged – <ul style="list-style-type: none"> Smoked Hams Marinated Pork/Turkey Loins Marinated Steaks Whole Fryers Fresh Turkeys/ Turkey Breasts 	<ul style="list-style-type: none"> By law, we cannot cover the nutrition information, or the establishment # Place the label on the back of the package, or on the bottom of the package Ensure that label does not cover any of the pre-printed information from the manufacturer Make every effort to not cover the face of the ham (Circled in picture) 	Poultry – Fresh	<ul style="list-style-type: none"> Scale generated label on the top right hand corner of package
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Actions:	Do This:
4. Store or Merchandise Product	<p>a. Place product on clean tray on meat rack</p> <ul style="list-style-type: none"> • Product should be one layer high only <p>b. Merchandise wrapped and labeled product in case or store in cooler within 30 minutes from product being removed from cooler</p>
Result	Product is properly wrapped and labeled
Task standards	<ul style="list-style-type: none"> • All cooking method labels are on the lower left package • All scale generated labels are on the bottom right package • All product are on refrigeration within 30 minutes • All raw seafood has a country of origin label • Country of origin labels are directly above scale generated labels • No breaks in wraps to allow air flow or leakage