

Franchisee Name: _____

Franchisee ID: _____

Store Name/Number: _____



OXOXOX

Standard Sanitation Operating Procedure

& Methods Manual
pH 135

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Introduction

Advanced Fresh Concepts Franchise Corporation (AFC) is dedicated to providing and maintaining excellence in our products and service through quality assurance, food safety, and safe operating practices. AFC is firm on its belief that proper training and practices are the keys to success.

All franchisees are required to attend training at AFC headquarters. Training includes: operating the sushi bar, sushi making, food safety and sanitation practices, and 16 hours of ServSafe® training.

This manual is designed to provide you with instruction on the fundamentals of operating the sushi bar in accordance with sanitary regulations and safe food handling. You and your employees must learn and follow all procedures to ensure the safety of the food you produce in your operation.

Please familiarize yourself with the details and procedures in this manual as well as your ServSafe Essentials textbook.

AFC is a strong advocate of world-class quality, world-class service, and world-class safety.

AFC Manuals

AFC has provided you with three different manuals that must be kept at the sushi bar. You may not take or keep these manuals at home under any circumstance.

Manuals Kept at the Sushi Bar	Contents	Binder Color
1. SOM - Standard Operation Manual	General operation procedures for the sushi bar	Green
2. SSOP - Standard Sanitation Operating Procedures & Methods Manual	AFC policies and procedures that pertain to safe food handling in accordance with local enforcement agencies	Blue
3. Daily Log Journal	pH Controlled or TTC Logs	Red
* Delivery Log	Delivery Log	Orange

* Delivery Logs are only required for sushi bars that deliver sushi to other AFC approved delivery locations.

T.T.C. vs. pH Controlled Locations

pH Controlled – pH controlled locations are required to have a pH meter and take the pH of each batch of prepared white sushi rice. pH controlled locations have an approved variance or HACCP plan with the local enforcement agency which enables you to store the prepared white sushi rice at room temperature.

T.T.C. – stands for Time & Temperature Control. These locations are not required to use the pH meter to measure the pH of their prepared white sushi rice. Instead, time and temperature is used to control bacterial growth in the rice.

You may not voluntarily switch your T.T.C. location to pH, or pH controlled location to T.T.C. under any circumstance. Contact your local Regional Manager or AFC headquarters if you are unsure whether your sushi bar location is T.T.C. or pH controlled.

Daily Logs

You are required to maintain your Daily Log Journal on site. Logs must be completed diligently and completely. Falsification of logs is NOT acceptable under any circumstance. At least 6 months worth of logs must be available for review at the sushi bar. Logs must be stored in chronological order in a neat and orderly manner. It is highly recommended that you keep at least 2 years worth of logs at home. If you have any questions regarding filling out the logs, you may contact your Regional Manager or AFC Headquarters (Franchise Services or Food Safety) for support.

Your Daily Log Journal, the red binder, contains 6 months worth of logs. Detailed instructions and an example on filling out the Daily Logs are available at the **Instructions tab** in the Daily Log Journal. Logs must be filled out daily after each task is completed. After 6 months has elapsed, AFC will mail you 6 months of replacement logs to place into the binder. Place the old logs into another folder and keep it at the sushi bar. A sample copy of the "Daily Logs" can be found at the **Appendix tab** in this manual.

Rules for Providing Safe Food

- Practice good personal hygiene and personal cleanliness.
- Purchase food from approved suppliers.
- Hold food at proper temperatures.
- Practice proper cooling procedures.
- Practice proper food storage.
- Properly clean and sanitize food contact surfaces.

Personal Hygiene & Personal Cleanliness

INFECTED LESION

- An infected lesion is a cut or injury infected with pathogens.
- Food handlers with an infected lesion on their hand are required to properly wash and bandage the lesion, and wear disposable gloves over the bandage prior to touching food or equipment.
- A dry, durable, tight-fitting bandage must cover infected lesions that are located on other parts of the body.

HAIR RESTRAINT

- Hair restraints are used to keep hair away from food, and the food handler's hands away from their hair.
- Food handlers must always wear a hair net, or a hair net and their Happi Hats, no exceptions!
- Food handlers with excessive arm or body hair must wear clothing that covers the hair adequately to effectively keep it from contaminating food and food contact surfaces.

SINGLE-USE GLOVES

- Disposable gloves used at the food facility must be food grade and latex free.
- Disposable gloves **MUST ALWAYS** be worn when handling ready to eat food.
- Remove and dispose the gloves when leaving the sushi bar or after the gloves have been contaminated.

Example:

You must change your gloves after; touching raw meat, handling an allergen, touching yourself, taking out the trash, going to the restroom or break.

- Disposable gloves are only to be used one time and are never reused.
- Disposable gloves are only to be used **AFTER** proper hand washing.
- Cover open cuts or sores on your hands with a bandage before putting on gloves.

HAND WASHING

Most foodborne illnesses are caused by improper hand washing. Hand washing is very simple and the best way to prevent foodborne illness. It is very important to always wash your hands when appropriate and to wash your hands properly.

Hand Washing Station

- The hand washing station is for hand washing only and not to be used for food preparation, to clean or warewash. Do not store food in basin.
- The hand washing station must be supplied with liquid hand soap and single use paper towel.
- The hand washing station may be equipped with hand sanitizer. Hand sanitizer is used to lower the number of microorganisms on your hands and can only be used after proper hand washing, not in place of.
- Do not wash your hands at the food preparation sink or the 3-compartment sink.
- The hand washing station must be maintained easily accessible at all times. In other words, do not block the hand washing station with a trash can or place empty containers into the basin, this is not easily accessible!
- The hand washing station is for hand washing only.

Steps for Proper Hand Washing

- 1.** Turn on the hot water. Make sure the water is hot, and then turn on the cold water until the water is at a comfortable temperature to wash your hands. Water must be at least 100°F for hand washing.
- 2.** Apply liquid soap to your hands.
- 3.** Rub and lather your hands and the exposed portions of your arms with soap for at least 20 SECONDS.
- 4.** If available, clean under your fingernails using a nail scrub or brush.
- 5.** Rinse your hands and the exposed portions of your arms thoroughly under warm water.
- 6.** Only use paper towels to dry your hands. **DO NOT USE CLOTH OR SHARED TOWELS.**
- 7.** Use the paper towel to turn off the water. Do not use your clean hands.
- 8.** If available, use hand sanitizer to sanitize your hands.

Wash your hands **BEFORE**:

- Entering a food service station
- Handling raw and ready-to-eat foods
- Touching serving utensils, equipment, and unwrapped single service and single use articles
- Putting on new gloves
- Handling raw foods of different animal origin
- Serving foods

Wash your hands AFTER:

- Visiting the restroom
- Touching yourself
- Taking out the trash
- Working with raw food
- Cleaning or handling cleaning chemicals
- Activities that contaminate your hands
- Handling live animals
- Coughing, sneezing, or using a tissue
- Using tobacco, eating, or drinking
- Handling soiled equipment or utensils

Example:

Food handlers must to wash their hands after using the restroom. Upon returning to the sushi bar, he/she must wash their hands again.

DISCHARGING FROM EYES, NOSE, AND MOUTH

Food handlers that are constantly sneezing, coughing, or have a runny nose that causes discharging from eyes, nose, or mouth, are not allowed to work at the sushi bar.

EATING, DRINKING, OR TOBACCO USE

Eating, drinking, or tobacco use is prohibited in any food preparation, food storage, equipment storage, or equipment cleaning areas.

PROPER ATTIRE ON THE JOB

- Hair – Hair past the shoulders must be tied or clipped back. A hair net, or a Happi Hat and hair net, must be worn.
- Hands – Fingernails must be trimmed, filed, and clean. No false nails or nail polish.
- Uniform – Happi Coat, Happi Hat, name badge, and apron must be worn and kept clean at all times of operation. No baseball caps unless they are issued to you by the store you are operating at. The uniform may not be worn anywhere outside of the store. The uniform must be removed prior to going on breaks or going home, and the uniform may not be worn from home.
- Jewelry – No earrings, bracelets, watches, large dangling necklaces, and rings. Only one solid wedding band is allowed.

Handling Employee Illnesses

EXCLUDING ILL EMPLOYEES

Employees are required to report to the person in charge information about their health and activities as they relate to diseases that are transmissible through food. The employee shall report the information in a manner that allows the person in charge to reduce the risk of foodborne disease transmission, including providing necessary additional information, such as the date of onset of symptoms and an illness, or of a diagnosis without symptoms, if the employee:

1. Has any of the following symptoms:
 - Vomiting,
 - Diarrhea,
 - Jaundice,
 - Sore throat with fever, or
 - A lesion containing pus such as a boil or infected wound that is open or draining and is:
 - On the hands or wrists, unless an impermeable cover such as a finger cot or stall protects the lesion and a single-use glove is worn over the impermeable cover,
 - On exposed portions of the arms, unless the lesion is protected by an impermeable cover, or
 - On other parts of the body, unless the lesion is covered by a dry, durable, tight-fitting bandage;
2. Has an illness diagnosed by a health practitioner due to:
 - Norovirus,
 - Hepatitis A virus,
 - *Shigella* spp.,
 - Enterohemorrhagic or shiga toxin-producing *Escherichia coli*, or
 - *Salmonella* Typhi;
3. Had a previous illness, diagnosed by a health practitioner, within the past 3 months due to *Salmonella* Typhi, without having received antibiotic therapy, as determined by a health practitioner;
4. Has been exposed to, or is the suspected source of, a confirmed disease outbreak, because the employee consumed or prepared food implicated in the outbreak, or consumed food at an event prepared by a person who is infected or ill with:
 - Norovirus within the past 48 hours of the last exposure,
 - Enterohemorrhagic or shiga toxin-producing *Escherichia coli*, or *Shigella* spp. within the past 3 days of the last exposure,
 - *Salmonella* Typhi within the past 14 days of the last exposure, or
 - Hepatitis A virus within the past 30 days of the last exposure; or
5. Has been exposed by attending or working in a setting where there is a confirmed disease outbreak, or living in the same household as, and has knowledge about, an individual who works or attends a setting where there is a confirmed disease outbreak, or living in the same household as, and has knowledge about, an individual diagnosed with an illness caused as listed in #4.

The person in charge shall exclude the employee from the food facility when an employee exhibits any of the symptoms as listed in #1.

The person in charge shall notify AFC and the local enforcement agency and exclude the employee from the food facility when an employee is diagnosed or exposed to an illness listed in #2 - #5.

REINSTATING EXCLUDED EMPLOYEES

The person in charge may reinstate an employee who was excluded, as specified in the previous section under "Excluding Ill Employees" #1, if the food employee:

1. Is asymptomatic for at least 24 hours; or
2. Provides the person in charge written medical documentation from a health practitioner that states the symptom is from a noninfectious condition.

The person in charge may reinstate a employee who was excluded, as specified in the previous section under "Excluding Ill Employees" #2 - #3, if the food employee:

1. Obtains approval from the local enforcement agency and
2. Employees excluded for jaundice has been jaundiced for more than 7 calendar days.
3. Employees that were excluded due to hepatitis A virus, or *S. typhi*, or Norovirus infection, the employee must provide to the person in charge written medical documentation from a health practitioner stating that the employee is free of the infection.
4. Employees that were excluded due to *Shigella* spp., or Enterohemorrhagic or shiga toxin-producing *Escherichia coli* infection, the employee must provide to the person in charge written medical documentation from a health practitioner stating that the employee is free of the infection based on test results showing 2 consecutive negative stool specimen cultures that are taken:
 - Not earlier than 48 hours after discontinuance of antibiotics, and
 - At least 24 hours apart.

Reinstate a employee who was excluded and was exposed to one of the following pathogens, as specified in the previous section under "Excluding Ill Employees" #4 - #5:

1. Norovirus and one of the following conditions is met:
 - More than 48 hours have passed since the last day the employee was potentially exposed; or
 - More than 48 hours have passed since the employee's household contact became asymptomatic.
2. *Shigella* spp. or Enterohemorrhagic or shiga toxin-producing *Escherichia coli* and one of the following conditions is met:
 - More than 3 calendar days have passed since the last day the employee was potentially exposed; or
 - More than 3 calendar days have passed since the employee's household contact became asymptomatic.
3. *S. Typhi* and one of the following conditions is met:
 - More than 14 calendar days have passed since the last day the employee was potentially exposed; or
 - More than 14 calendar days have passed since the employee's household contact became asymptomatic.
4. Hepatitis A virus and one of the following conditions is met:
 - The employee is immune to hepatitis A virus infection because of a prior illness from hepatitis A;
 - The employee is immune to hepatitis A virus infection because of vaccination against hepatitis A;
 - The employee is immune to hepatitis A virus infection because of IgG administration;
 - More than 30 calendar days have passed since the last day the employee was potentially exposed;
 - More than 30 calendar days have passed since the employee's household contact became jaundiced.

ILLNESS POLICY FORM

You and your employees must read and sign the "Illness Policy Form" prior to starting the first day of work in the sushi bar. The "Illness Policy Form" can be found at the **Appendix tab** in this manual. A copy of the signed agreement for all chefs and helpers must be kept at the sushi bar at all times.

Storage of Personal Belongings

Employee personal belongings such as tea pots, coffee cups, bottled water, lunch bags, sweaters, etc., must be stored in an area separate from all areas in the kitchen including, preparation, storage, and dishwashing areas. Your lunch or personal drink may not be stored inside the sushi bar's reach in cooler. Sweaters or jackets may not be stored at dry storage areas. Talk to the Deli or Store Manager, or contact your local Regional Manager if you have any problems with locating an area to store your personal belongings.

Equipment

APPROVED

Equipment such as rice cookers, cutting boards, food storage containers, and storage units must be NSF® approved. Equipment used in the food facility cannot be made from lead, copper, brass, zinc, antimony, and cadmium. These metals can react with and contaminate food. Look for the symbol on your food containers and food preparation equipment.



FOOD CONTACT SURFACES

All food contact surfaces must be:

- Smooth, non absorbent and easy to clean
- Free from breaks, open seams, cracks, chips, inclusions, pits, and similar imperfections
- Free from sharp internal angles, corners, and crevices

WOOD

Equipment or utensils made from or containing any wood parts cannot be used at the sushi bar.

CUTTING BOARDS THAT ARE NOT REMOVABLE

Your workstation may include a white polyethylene (cutting) board that is permanently affixed to your cooler. These boards are not removable and cannot be sufficiently cleaned. If your workstation does include a cutting board that is not removable for sufficient cleaning, you must place a separate cutting board on top that can be removed for cleaning.

CONDITION

All equipment or utensils being used in the sushi bar must be maintained, clean, and in good condition or good repair. Glue or tape cannot be used to try to repair equipment.

Examples:

- Vegetable peeler – must be discarded if the metal blades start to rust.
- Vegetable shredder – must be clean when in storage. Always check to make sure none of the screws on the shredder are missing after you have shredded vegetables.
- Cutting board – must be replaced if there are deep cuts running throughout the board or dark stains that cannot be removed.
- Knives – must be replaced if they have broken tips or cracked handles.
- Rice cooker lid – replace if the handle is cracked, broken, or missing. Replacement rice cooker lids can be ordered from AFC Distribution.

Thermometers

A thermometer must be used for taking internal temperatures of food that are recorded on your logs. To be an accurate indicator, the thermometer must be calibrated daily and inserted properly. You can use digital thermometers that are easy to calibrate by pushing a button. Bi-metallic stemmed thermometers must include a calibration tool. A functional thermometer must be available for use at the sushi bar.

TAKING TEMPERATURES

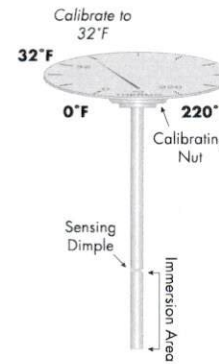
The stem of the thermometer must be washed, rinsed, and sanitized prior to and after use. Sanitize the stem of the thermometer prior to and between taking temperatures of food by using approved alcohol wipes or sanitizer. When taking temperatures, insert the stem of the thermometer into the thickest part of the food, wait for the temperature on the thermometer to stabilize before you take your reading.

TYPES OF THERMOMETERS

- Digital Thermometer PDT300 – This thermometer provides a very fast and accurate reading and the numbers are displayed digitally on the thermometer’s screen. It is capable of reading temperatures between -58°F to 300°F . The sensing area takes the temperature of your food. This thermometer uses batteries, so it is recommended that you keep extra batteries at your sushi bar in case the batteries run out.



- Bi-metallic Stemmed Thermometer – This thermometer is very inexpensive and must be capable of reading temperatures between 0°F to 220°F . In order for the bi-metallic stemmed thermometer to take an accurate reading, the thermometer stem must be placed deep enough into the food so that the immersion area and sensing dimple are inside the food.
- Laser Gun Style Thermometers – MAY NOT be used to take food temperatures at the sushi bar.
- Cooler or Freezer Thermometers – Coolers, freezers, and display cases must be equipped with a temperature measuring device to measure the warmest part of the unit. Most coolers and freezers are equipped with thermometers that are permanently affixed to the unit. It is recommended that you place an additional thermometer inside the unit in case the permanently affixed thermometer malfunctions.



CALIBRATION

Calibrate – to make sure your thermometer gives accurate readings by adjusting to a standard.

- All thermometers must be calibrated daily. The bi-metallic thermometer must also be re-calibrated when dropped.

Ice-Point Method – calibrating using the freezing point of water (32°F). This method is performed using ice and water.

- Digital Thermometer PDT300 Calibration
 1. Completely fill a container with ice and add enough water to cover the ice. Stir.
 2. Turn on the thermometer; place the stem of the thermometer into the ice water covering the sensing area.
 3. Press and hold down the D-H button until you see the word "CAL" on the digital display.
 4. "32" will appear on the digital display. Calibration is now complete.
- Bi-metallic Stemmed Thermometer Calibration
 1. Completely fill a container with ice and add enough water to cover the ice. Stir.
 2. Place the thermometer into the calibrating tool so the calibrating nut is aligned with the wrench of the tool.
 3. Place the stem of the thermometer into the ice water covering the immersion area and sensing dimple.
 4. Wait for the dial to stop moving.
 5. Turn the calibration nut to adjust the thermometer to 32°F. Do not remove the thermometer from the ice water while adjusting. Calibration is now complete.

Purchasing Food and Supplies

All food must be purchased from AFC approved suppliers. Due to food safety and quality assurance purposes, all food products such as meats, rice, and sauces as well as food content items (i.e. sushi containers) must be purchased from AFC approved suppliers. Some locations have a produce purchasing program available where you are required to purchase all your produce from a certain vendor; otherwise, you are required to purchase produce from an approved identifiable supplier. Consult with your local Regional Manager to verify whether the location you are working at participates in a produce purchasing program.

Letters of Guarantee

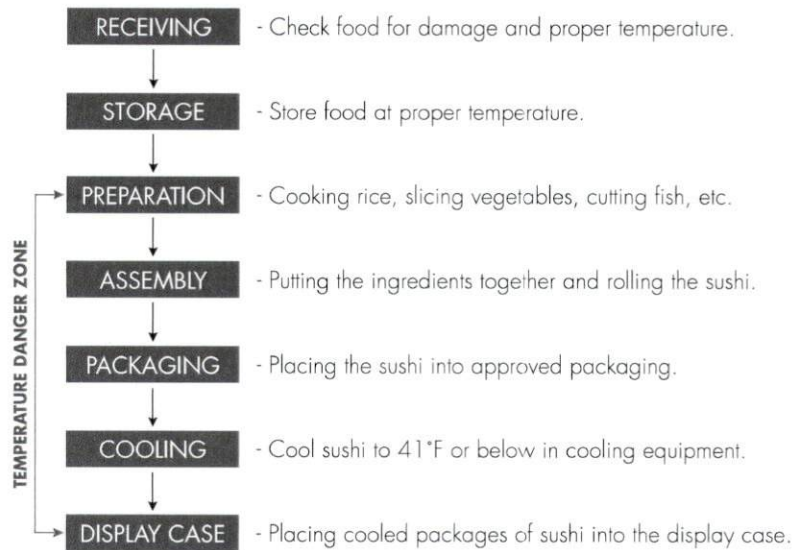
Suppliers write letters guaranteeing the frozen fish has been properly processed for use in the sushi bar. These letters are required by local enforcement agencies and can be found at the **Letters of Guarantee tab** in this manual. Updated "Letters of Guarantee" are mailed to you annually, or sooner as required by local regulations. It is your responsibility to keep "Letters of Guarantee" in this manual up-to-date and available for review at all times.

Contact your Regional Manager or AFC Headquarters if you have not received or cannot locate up-to-date Letters of Guarantee.

Flow of Food

Flow of Food – path of food from receiving, storage, preparation, cooking, cooling, holding and serving.

The chart below is an example of the flow of food for your sushi bar.



Food Storage

HOW TO & LOCATION

Food must be stored in a clean and sanitary manner in a clean, dry location, at least 6 inches off the floor where it is not exposed to splash, dust, or other contamination. Food may only be stored less than 6 inches off the floor if it is stored on wheels or on a pallet where it can be easily moved.

Do not store food in your home, personal vehicle, locker or break rooms, restrooms, garbage rooms, mechanical rooms, or under sewer lines that are not shielded to intercept potential drips, under any leaking water lines, or under any sources of contamination.

HOLDING FOOD AT PROPER TEMPERATURE

Temperature Danger Zone – temperatures between 41°F and 135°F. This is the temperature range where bacteria may grow.

- Always hold cold foods 41°F or below, and hot foods 135°F or above.



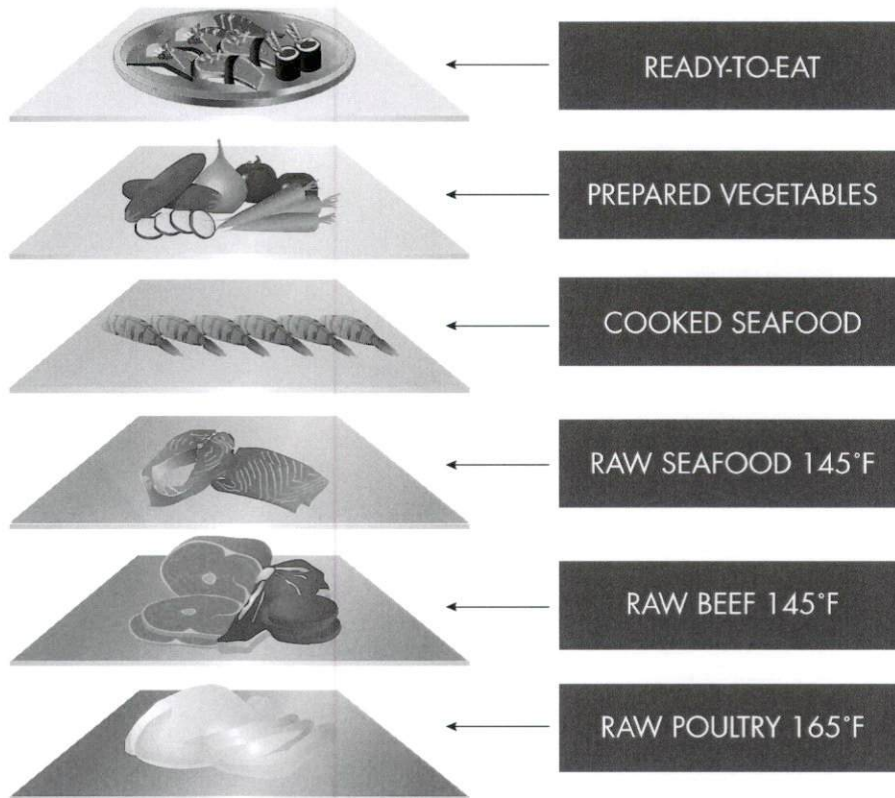
Temperature Abuse – when food is held at the Temperature Danger Zone for extended periods of time.

- Always practice diligent preparation by only bringing out enough food necessary for immediate use.

REFRIGERATED STORAGE

Foods that are required to be stored under refrigeration must be stored inside the cooler at 41°F or below. Foods must be properly labeled and stored in a manner as to prevent cross contamination and must be stored according to their minimum cooking temperature requirement. Below is a diagram of how foods are stored according to their minimum cooking requirements.

Proper Food Storage in the Refrigerator



*Raw foods must be stored BELOW ready-to-eat.

FREEZER STORAGE

Frozen foods must be stored in the freezer unit and maintained solidly frozen.

DRY STORAGE

Foods stored in dry storage must be held between 50°F to 70°F and humidity between 50 - 60%.

KEEP ORIGINAL BOXES

The original boxes or containers that the food comes shipped in must be retained or kept until all the contents in the box have been used up. The original boxes contain important information on them such as manufacturer name, origin, and lot number. The enforcement agency may need to review this information during inspections, or in case AFC needs to perform a product recall.

DISPLAY CASE

Sushi temperature must be 41°F or below.

- All packages of sushi must be properly cooled down to 41°F or below prior to placing into the display case. The display case is for cold holding, not cooling!
- DO NOT stack packages of sushi higher than 2 in the display case or past the load line (if applicable).
- DO NOT block the air vents.

GENERAL FOOD STORAGE & CROSS CONTAMINATION

It is very important to always store cooked, raw, and foods of different animal origin in separate containers to prevent and/or minimize cross contamination. Never store more than one food product in the same container during defrosting, preparation, or storage. Each product must be stored in its own individual container.

Examples:

- Do not store eel and baby shrimp in the same container. Eel and baby shrimp are different allergens. Refer to the "Food Allergens" section for additional information on allergens.
- Do not store tuna and grilled chicken in the same container. Tuna is an allergen and a raw meat product.

FOOD STORAGE CONTAINERS

- All food storage containers used in the sushi bar must be NSF® approved. Using the Deli or Seafood Department's disposable plastic/paper containers, foam/plastic trays, or plastic bags for food storage is prohibited since these containers are not NSF approved and are considered disposable.
- All containers of food must be covered with a tight fitting lid with the exception of food being cooled.
- Containers of unprepared foods with excessive water may be lined with soak pads, not paper towels.
- Prepared sushi and salads may only be stored inside sushi containers purchased from an AFC approved source.

SCOOPING FOOD FROM CONTAINERS

Scoops used for dispensing food from containers must have a handle. Ice machine style scoops are best for scooping food from large bulk containers, such as rice. Do not use deli containers, bowls, food storage containers, disposable containers, or any containers without a handle as a scoop for food. The handle of the scoop must also be stored upright and away from the food. The handle may not be touching or buried inside the food.

Receiving

Inspection – making sure that the shipment meets safety requirements. This includes checking the temperature, appearance, and packaging.

- Items not meeting receiving criteria are to be rejected and returned to the driver. Ask the driver for an "Exception Report" and contact AFC Distribution Department for a credit memo.

Receiving – taking in shipments, inspecting, accepting or rejecting, labeling and storing.

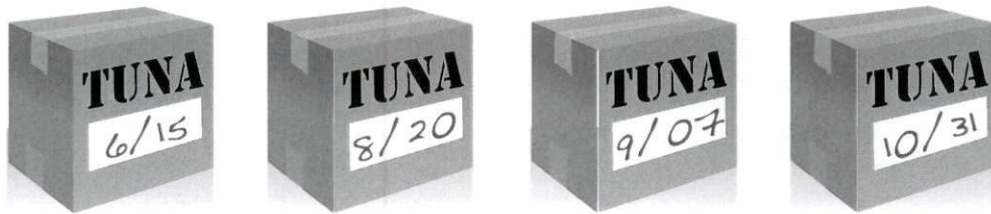
- Shipments must be received when there is enough time to take temperatures and inspect all items.
- All Products must be sanitary, free from moisture, offensive odors, and contaminants.
- When testing food product temperature, ensure temperature is taken from the thickest part (center or middle of the food product) or multiple places. Refrigerated foods must be received at 41°F or below.
- Frozen foods must be received solidly frozen. Frozen foods that have large ice crystals and water stains on the box have been defrosted and refrozen and must be rejected.
- Dry foods must be received between 50°F to 70°F. Canned foods must have the label intact and in good condition. Reject cans that are swollen, rusted, expired, or missing labels.

- Food product or packages – that appear soiled, contaminated, beaten up, punctured, attacked by vermin, spoiled/moldy, expired, or showing any signs of abuse during transportation must be rejected.
- Fresh produce – must be fresh, firm to the touch, and free from mold or contamination. Soft, rotting, severely bruised, or moldy produce must be rejected.

FIFO – FIRST IN FIRST OUT

FIFO – a method of supply rotation where older supplies are used first and newer supplies are used later.

- Label your shipments during receiving. In FIFO, the product with the earliest date would be used first.



In this case the box labeled with the date 6/15 would be used first, then the box labeled 8/20.

Food Allergens

Millions of Americans suffer from food allergies. Allergies are a body's negative reaction to the food they eat. Some occur quickly while others may take several hours.

Some Symptoms:

- Itching in and around the mouth, face or scalp
- Tightening in the throat
- Hives
- Wheezing or shortness of breath
- Swelling of the face, eyes, hands, or feet
- Abdominal cramps, diarrhea, vomiting
- Loss of consciousness
- Death

Top Foods That People May Be Allergic To:

- Milk
- Eggs
- Fish
- Crustacean shellfish (example: shrimp, crab)
- Tree nuts
- Peanuts
- Wheat
- Soybeans

People who are allergic to crustacean shellfish may not be allergic to fish, and vice versa. So do not commingle or store different allergens in the same container and prepare food in a manner that prevents cross contamination between allergens.

Examples:

- Do not store shrimp inside the container of ginger. Shrimp is an allergen and will transfer its juices onto the ginger.
- Roll your sushi in groups according to the type of allergens. Sanitize your equipment, change your gloves, and change the plastic wrap on your makisu before rolling sushi containing different allergens.

Food Preparation

All food offered for sale at the sushi bar must be prepared at an approved food facility and cannot be prepared at home. Food cannot be prepared at one food facility and transported to another location without AFC's approval.

Examples:

- You cannot cook a full pot of rice at one location and transport half of the rice to another location.
- You cannot prepare your fish or vegetables at one location and transport it to another location.
- You cannot prepare packages of sushi at one location and transport them to another location unless you are approved by AFC to deliver sushi.

DILIGENT PREPARATION

Food left out at room temperature for extended periods of time may grow dangerous bacteria. Only bring out enough food necessary for immediate preparation.

PHYSICAL CONTAMINANTS

Physical contaminants are foreign objects that may be found in food. Physical contaminants include rocks, pebbles, jewelry, hair, metal, plastic wrap, paper, fish bones, etc. Always visually inspect all food during preparation for physical contaminants. Physical contaminants must be removed from food. Contact AFC Distribution Department immediately if you suspect that a physical contaminant found in your food is due to a manufacturing problem.

TASTING FOOD

Utensils used for tasting food cannot be used more than once. If you choose to use your gloved hands for tasting food, you must remove the gloves and wash your hands after each tasting.

FOOD PREPARATION SINK

- Food preparation that includes the use of water for washing or defrosting must be performed at the food preparation sink.
- Do not wash your hands or clean equipment or utensils at the food preparation sink!
- Do not use the food preparation sink to store dirty equipment or utensils, or chemicals such as soap and sanitizer.

PREPARING SUSHI RICE

Instructions may be found at the **AFC Sushi Rice Recipes and pH Procedure tab** in this manual. The AFC Sushi Rice Recipe must be followed when preparing sushi rice. You may not create your own sushi rice recipe or adjust the AFC Sushi Recipe.

PREPARING TAPIOCA PAPER (ROLL N' WRAP™ PRODUCTS)

1. Moisturize the rice paper inside an NSF® approved container with potable hot water from the prep sink.
2. The water must be changed every hour.

VEGETABLE WASH SINK

- Some locations have vegetable wash sinks available and will require for you to clean all your vegetables using this sink.
- Some vegetable wash sinks include approved chemicals for you to thoroughly clean your vegetables. An example of an approved chemical for cleaning vegetables is "Victory™."
- Follow the manufacturer's instructions on the amount and proper use of these chemicals for cleaning your vegetables.

VEGETABLES

1. Check the vegetables for freshness. Discard vegetables that are rotten or not fresh.
2. Wash the vegetables using running water inside the food preparation sink or at an approved vegetable wash sink if available.
3. Prepare vegetables.
4. Place soak pads inside the bottom of an NSF® approved container and store prepared vegetables in container.
5. Label the container. Refer to the "Food Storage" section under "PROPER LABELING OF CONTAINERS OF FOOD" for proper labeling.

PREVENTING CROSS CONTAMINATION DURING FOOD PREPARATION

- Cross contamination is when harmful substances are transferred from one surface or food to another.
- Always prepare rolls in groups – vegetable, cooked, raw fish, and shrimp.
- Always clean and sanitize the cutting board and knife in between different groups of rolls prepared. Refer to the "Cleaning and Sanitizing" section for additional information on proper cleaning and sanitizing.
- Three makisu must be used for rolling different types of sushi:
 1. Cooked meat fillings such as chicken, eel, or shrimp
 2. Raw fish
 3. Vegetables only

The makisu must be marked or easily distinguished as to whether it is to be used for raw, cooked, or vegetables. The makisu must be covered with plastic wrap while in use and changed at least once every 4 hours.

- Always change the plastic wrap between rolling fish or shrimp products, they are different allergens.
- Anything other than food cannot be stored on your cutting board, this includes the styrofoam or cardboard boxes that your food comes delivered in. Boxes and other objects are dirty and can contaminate your cutting board.
- Always clean and sanitize your cutting board every morning and when returning from break.

FRYERS

Personal fryers are not allowed at the sushi bar and none of the food products require frying as any part of preparation. Do not bring your own fryer to the sushi bar for use. Personal fryers are not approved for use at the sushi bar and can cause grease fires. AFC reserves the right to remove any personal fryers that are being used at the sushi bar.

Do not use the fryer at the food facility your sushi bar is located at. Food you are frying in the fryer may become contaminated with unwanted allergens or cause all the oil in the fryer to become contaminated with an allergen. Refer to the "Food Allergens" section in the manual for information on food allergens.

TIMERS

Rice soaking in water at room temperature can grow dangerous bacteria that can cause illness to your customers. Ingredients for rice must be weighed and prepared immediately unless stated otherwise. Timers may not be used on rice cookers at the sushi bar. Timers can cause electrical fires at the sushi bar. AFC reserves the right to remove any timers that are being used at the sushi bar.

Cooling Food

STAGES

One-stage cooling – Cooling food from ambient temperature to 41°F within 4 hours.

Two-stage cooling – Cooling food from 135°F - 70°F in 2 hours, then from 70°F - 41°F or below in an additional 4 hours. TOTAL time: 6 hours

- This method is used when cooling rice that is not controlled by pH.
- It is also required for white sushi rice at T.T.C. locations, in certain jurisdictions where required, and for locations that are not yet approved to use pH as a method of control.

METHODS

1. Placing the food into the cooler or freezer.
2. Utilizing a Blast Chiller (If available at the location).
3. Ice-water Bath – Cooling by placing a container of hot food into another container of ice water. Stir the food frequently to bring the temperature down faster.
4. Adding ice as an ingredient or using an ice paddle – this method can only be used for soups and stews. Do not use this method to cool cooked rice!

DISPLAY CASE

The display case is COLD HOLDING EQUIPMENT AND CANNOT BE USED TO COOL DOWN FOODS. The display case will not bring food items down to 41°F or below within the 4 hour period. Only place products that have been cooled to 41°F or below in the display case.

COOLING RICE

Instructions on cooling rice may be found at the **AFC Sushi Rice Recipes and pH Procedure tab** in this manual. The AFC Sushi Rice Recipe must be followed when preparing sushi rice. You may not create your own sushi rice recipe or adjust the AFC Sushi Recipe.

COOLING PREPARED SUSHI

Do not place sushi that has just been prepared directly into the display case! All prepared sushi must be placed into cooling equipment for additional cooling prior to placing it into the display case. Do not place the sushi into the display case until its internal temperature has reached 41°F or below. Measure the internal temperature of the sushi using a calibrated thermometer.

1. Place loosely covered or uncovered prepared packages of sushi onto a tray in one flat even layer.
2. Place the tray of sushi into the cooling equipment. The tray of sushi must be stored in an area where it is protected from contamination or overhead leakage. Do not stack the packages of sushi or stack the trays of sushi on top of one another.
3. The sushi has 4 hours to cool to 41°F or below (one-stage cooling).
4. Using a calibrated thermometer, monitor and record when the sushi reaches an internal temperature of 41°F or below. The cooling process must be recorded on your log.
5. The packages of sushi can be transferred to the display case after it has cooled to 41°F or below.

Defrosting

Defrost – defrost is to thaw a food that is frozen. Do not refreeze foods that have been defrosted.

IN THE COOLER

Remove the food from the package and place it into an NSF® approved container. Cover the container and allow it to thaw in the refrigerator overnight at 41°F or below. Do not leave the food inside the hermetically sealed packaging during cooler defrost.

IN THE FOOD PREPARATION SINK (FOR EMERGENCIES!)

1. Place the packaged frozen product into an NSF container and place it into the food preparation sink.
2. Turn on the water and completely submerge the food under cold running potable (drinkable) water in the food preparation sink. The velocity of the water must be sufficient to agitate and float off any loose particles in an overflow. Do not turn off the water.
3. The cold running water cannot exceed a temperature of 70°F and must remain running throughout defrosting.
4. The temperature of any part of the food defrosting under cold running water cannot exceed 41°F at any time.

DEFROSTING METHODS THAT ARE NOT TO BE USED BY AFC SUSHI CHEFS

- Microwave if the food is to be cooked immediately.
- Thaw as part of cooking process.
Example: Cooking frozen meat.

Protecting Food During Service

HOLDING HOT FOODS

- Foods that must be stored hot are stored in hot holding equipment. Hot holding equipment is designed to hold food at 135°F or above.
- Check and record the temperature of hot foods at appropriate times.
- Frequently stir and if possible, keep the food covered.
- If possible, keep the food covered.
- Never mix newly cooked foods with old cooked foods.
- Never mix raw foods to cooked foods.

HOLDING COLD FOODS

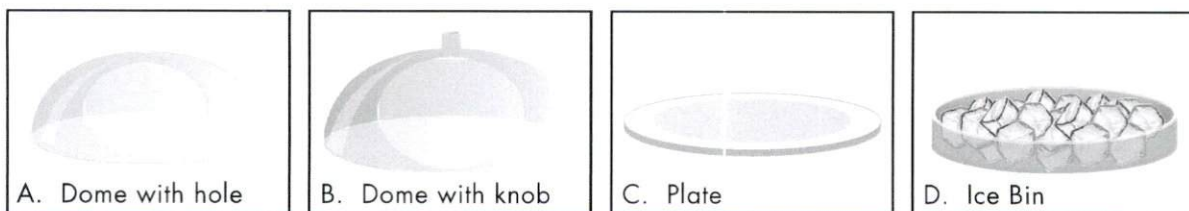
- Foods that must be stored cold are stored in cold holding equipment. Cold holding equipment is designed to hold food at 41°F or below.
- Check and record the temperature of cold foods every 4 hours.
- Keep the food covered with the exception of food being cold.
- Never store food directly on ice.

Food Sampling

Samples cannot be held at the Temperature Danger Zone and must be held at 41°F or below or 135°F or above. Sampling must be conducted in a clean and sanitary manner. Sample tables may not be set up any further than fifty feet from your preparation area. Samples are intended for adults only and may not be given to small children unless they receive approval from an adult.

FOOD DOME

You must purchase your food dome from an AFC approved source if you are planning to perform food sampling. The food dome you will be using comes in four parts: A. dome with a hole. B. dome with a hole and a small twisty knob on the top. C. plate. D. an ice bin. The sample dome must be stored in a clean and sanitary manner and in an area where it does not become a safety hazard.



METHODS

There are 2 types of sampling methods listed below, manned and unmanned. You must follow one of these methods during sampling. Samples must be provided with a suitable utensil for dispensing or provided in individual sample cups. Sample cups are disposable and may not be reused. The samples in a cup must be stored on the plate, never directly on ice. The plate must be cleaned and sanitized prior, between uses and after. A trash receptacle must be available next to the sampling area so customers do not litter in the store or place used sample cups back into the sample dome.

Types of Sampling

- Unmanned Sampling – Conducted without someone physically handing out the samples.
 - The samples are stored and dispensed from an approved sample dome where customers may serve themselves.
 - Attention must be provided to the sampling area as frequently as possible or at least every 30 minutes to ensure the area is maintained sanitary and samples are still available.
- Manned Sampling – Conducted with someone physically handing out samples to customers or standing behind the samples table. You may not leave the samples unattended at any time.
 - Personal hygiene – you must wash your hands and wear disposable gloves during sampling. If you happen to soil your gloves, you must return to your preparation area, remove the soiled gloves and properly wash your hands. Put on a new pair of gloves prior to proceeding with sampling.

PROCEDURES

The procedures listed below must be followed for:

- Unmanned Sampling

- 1.** When you first receive your sample dome, you must wash, rinse and sanitize the entire unit prior to use.
- 2.** Fill the ice tray with crushed ice or ice cubes. In order to be efficient, the ice must be filled all the way to the top of the tray so when the plate is placed on top, the ice will touch the bottom of the plate.
- 3.** Prepare your samples and place them onto the sample dome plate. Samples that are going to be placed into the sample dome do not need to be cooled in the cooler or freezer since they are stored on a tray of ice while in display.
- 4.** Place the plate of samples on top of the ice tray. Cover your samples by placing the dome with the hole on first and then place the dome with the twisty knob on top of it. Twist the cover on the dome so the holes or openings on the dome do not line up and the samples are completely covered.
- 5.** Place a label on the sample plate with the date and time sampling has started and the date and time the sampling period will end. Dome sampling is conducted in 2 hour periods.
- 6.** The sampling dome may be refilled at any time within a sampling period.
- 7.** After two hours has elapsed, all leftover samples must be discarded regardless of how long they were on display.
- 8.** The sample dome plate must be washed, rinsed and sanitized prior to the start of another sampling period. Drain the water from the ice tray and place additional ice inside so it is completely filled again.



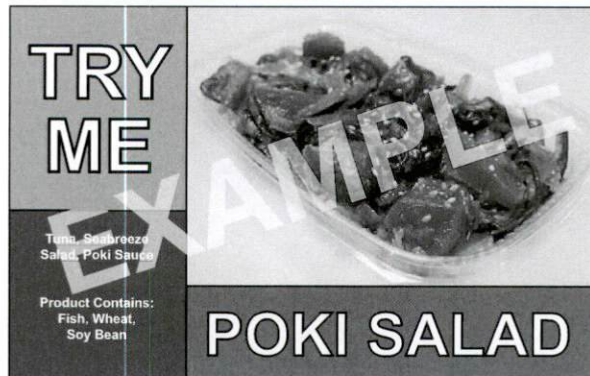
- Manned Sampling

- 1.** Place the individual sample cups onto a plate. The samples do not need to be cooled in the cooler or freezer since they are stored on a tray of ice during the sampling period.
- 2.** Place a label on the plate with the date and time sampling has started and the date and time the sampling period will end. Manned sampling is conducted in 2 hour periods.
- 3.** The sample plate may be refilled at any time within a sampling period.
- 4.** After two hours has elapsed, all leftover samples must be discarded regardless of how long they were on the plate.
- 5.** The sample plate must be washed, rinsed and sanitized prior to the start of another sampling period.



LABELING SAMPLES

- **Unmanned**
Unmanned samples will have a sampling sign that lists the item name and allergens in the food. The sign must be easily visible to the consumer. Sampling signs are provided by AFC for each sushi bar location.
- **Manned**
Manned samples will not be labeled. Chefs that are manning the samples must have the proper knowledge to answer any questions that customers may have regarding the samples available.



Proper Labeling

PACKAGES OF SUSHI

All packaged sushi must be labeled with the proper label created using your scan book, approved labels purchased from an approved AFC supplier, and your label printer. Rolls of labels may be purchased from AFC. Your scanner and scan book are pre-programmed to print out the product name, ingredients, and any additional information that is required by law. Making up your own labels or printing on unapproved labels is prohibited.

All packaged sushi stored at the display case must be properly labeled using approved AFC printer labels with the following information on the package:

1. Product Name
2. Ingredients – some sushi items require that you manually mark or check the ingredient contained in the product. It is very important that you mark these ingredients because it informs your customers with food allergies or on restrictive diets on the contents of the food.

Example: Spicy Roll may be made with shrimp, salmon, or tuna, check off the ingredient that you used for that roll. Summer rolls may be packaged with peanut sauce or chili sauce, check off the sauce you placed into that package.

3. Quantity or net weight
4. "Sell-By-Date"

The product name, ingredients, and quantity or net weight are exempt only if a customer asks for a customized roll that you do not have a label for. For customized rolls, write "made to order" on the AFC printer label and affix it to the container. Put on the use by date and **HAND THE PACKAGE TO THE CUSTOMER**. "Made to order" rolls may not be stored in the display case.

CONTAINERS OF FOOD

- Containers of food must be labeled with their content name.

Example: Label your dry rice container with the word "rice" or your container of tuna with the word "tuna".

- All containers must also be labeled with its respective "use by" date if applicable. Use by dates of various items may be found at the "Sushi Bar Shelf Life Reference Guide" at the **Appendix tab** in this manual.

Item: _____
Pull/Prep: _____
Use By: _____

AFC Preparation Label

Shelf Life

Shelf Life – is time period during which food may be stored and remain suitable for use. THE DATE OF PREPARATION IS DAY 1. The shelf life of various foods used at your sushi bar may be found at the "Sushi Bar Shelf Life Reference Guide" at the **Appendix tab** in this manual.

"SELL BY" DATE

All foods stored in the display case such as packaged sushi, wraps, sauces, salads, etc., must be labeled with a "sell by" date. Items with a "sell by" date must be discarded first thing in the morning on their "sell by" date.

Examples:

- Packaged sushi has day of production + 1 day, so if today's date is 1/1/08, the "sell by" date placed on the packaged sushi will be 1/2/08. On the morning of 1/2/08, any sushi left in the display case must be discarded.
- Packaged sauces has 5 days, so if today's date is 1/1/08, the "sell by" date placed on the packed sauces will be 1/5/08. On the morning of 1/5/08, any packaged sauce left in the display case must be discarded.

DISPOSAL OF FOODS EXCEEDING THEIR "SELL BY" DATE

Foods stored in the display case that have exceeded their "sell by dates" must be disposed of entirely first thing in the morning. You may not save the any part of the food product, soy sauce packet, container, or decorative item. The entire package including its contents must be disposed of.

"USE BY" DATE

With the exception of dry foods, all food to be used for preparation must be labeled with a "use by" date. The "use by" date is the last day that the food may be used and must be discarded by the end of that day. Foods stored in the display case are not labeled with "use by" dates.

Examples:

- Squeeze bottles of sauces have a 5 day shelf life. So if today's date is 1/1/08, the "use by" date placed on your squeeze bottle will be 1/5/08. The bottle must be emptied out and properly cleaned before the end of 1/5/08.
- Prepared vegetables have a 2 day shelf life. So if today's date is 1/1/08, the "use by" date placed on a container of prepared vegetables will be 1/2/08. Any vegetables left over by the end of this day must be discarded.
- Frozen salmon has a 2 day shelf life. It is taken out of the freezer to defrost in the cooler over night for tomorrow's use. If today's date is 1/1/08, the "use by" date is 1/3/08 (day of defrosting does not count as day 1). Any salmon left over by the end of 1/3/08 must be discarded.
- Frozen salmon has a 2 day shelf life. It is taken out of the freezer to defrost under cold running water during the afternoon (emergency). If today's date is 1/1/08, the "use by" date is 1/2/08. Any salmon left over by the end of 1/2/08 must be discarded.

Cleaning and Sanitizing

Clean and sanitize all areas in your sushi bar as indicated on the "Cleaning Log" in your Daily Log Journal. It is your responsibility for ensuring your sushi bar is maintained in a clean and sanitary manner. You may clean areas more frequently if necessary.

You are required to have a sanitizer bucket, sanitizer spray bottle, or both available at your sushi bar prior to starting work. The sanitizer bucket and sanitizer spray bottle must contain the proper sanitizer strength. Always check the strength of the sanitizer prior to use using the appropriate test strips.

SANITIZER

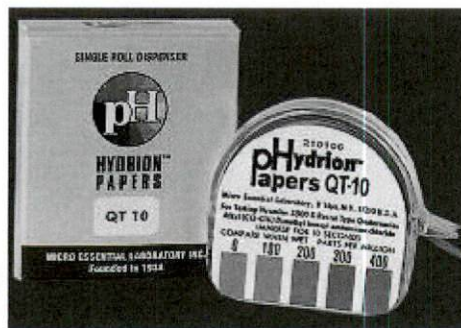
Sanitizer – is a chemical used to sanitize surfaces. The three most common chemicals are Chlorine, Iodine, and Quat (Quaternary Ammonia). Below is a chart of acceptable sanitizer strengths.

Sanitizer	Strength
Quaternary Ammonia	200 ppm
Chlorine (Bleach)	100 ppm
Iodine	25 ppm

NOTE: Some facilities do not allow the use of chlorine or bleach. You cannot use chlorine or bleach under any circumstance if it is prohibited at the facility.

SANITIZER TEST STRIPS

Sanitizer Test Strips are used to measure the strength of the sanitizer.



SANITIZER BUCKET

The sanitizer bucket contains sanitizer solution. Sanitizer buckets are used to hold wiping cloths or cloth towels that are used to sanitize surfaces. Sanitizer in the sanitizer bucket must be changed at least once every 2 hours or as often as necessary. Towels used for wiping or sanitizing surfaces must be stored in the sanitizer bucket at all times. Towels may not be stored on the counter at any time.

SANITIZER SPRAY BOTTLE

The sanitizer spray bottle contains sanitizer. Sanitizer spray bottles are used with single use paper towels to sanitizer surfaces. Sanitizer in spray bottles must be changed every 4 hours.

CHEMICAL SANITIZING

Chemical Sanitizing is to expose food contact surfaces to an approved sanitizing solution for a period of time to reduce or eliminate the number of microorganisms on that surface. The temperature of the sanitizing solution should be 75°F - 120°F. Always follow the manufacturer's directions for use. Equipment must be air dried after sanitizing.

- Sanitizer in the 3-compartment sink must be changed at least once every 2 hours or as often as necessary.
- Some store groups or local enforcement agencies may require for you to hold your knives in sanitizer. The sanitizer used for holding your knives must be changed at least once every 2 hours or as often as necessary. You must wipe the knife with a sanitized wiping cloth or single service paper towel prior to using it to cut food.

WATER TEMPERATURES:

- Hand washing station – must be able to supply water at a temperature of at least 100°F for proper hand washing.
- Food Preparation Sink and 3-Compartment Sink – must be able to supply water at a temperature of at least 120°F.

NOTE: If the water temperatures listed above are not met, you must notify the store manager immediately.

EQUIPMENT & UTENSIL WASHING FREQUENCY

- Food Contact Surfaces must be cleaned:
 1. Before each use with a different type of raw meat product such as beef, fish, lamb, pork, or poultry.
 2. Each time there is a change from working with raw meat products and ready to eat foods.
 3. Between uses with raw fruits and vegetables and other raw or ready to eat foods.
 4. At any time when contamination may have occurred.
 5. In addition to the requirement set forth in 1-4, all food contact surfaces must be cleaned at least once every 4 hours.
 6. Food contact surfaces such as in use food storage containers may be cleaned when all the contents have been used.
- Non-Food Contact Surfaces must be cleaned in a manner as to prevent any visual accumulation of dirty or debris.

CLEAN IN PLACE (C.I.P.)

Clean in Place (C.I.P.) equipment that cannot be placed into the 3-compartment sink for cleaning. C.I.P. is only approved for locations that use a high-pressure hose to clean equipment (usually used in the seafood or meat department). Consult with the manager of the department your sushi bar is located at whether you may use a high pressure hose to clean your larger pieces of equipment and instructions on how to properly C.I.P.

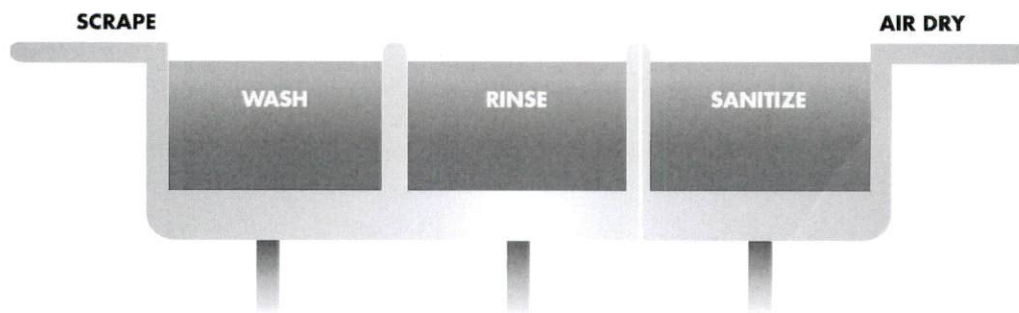
WAREWASHING

Warewashing Sink

- The warewashing sink may have either 2 or 3 compartments and may also be called a 3-compartment sink.
- The washing of equipment or utensils must be performed at the warewashing sink. Do not wash your hands or prepare food at the warewashing sink.

Steps for Proper Warewashing

1. Scrape off loose food.
2. Wash with warm water and detergent using an approved brush or scrubber.
3. Detergent must be fully rinsed off with warm water prior to the sanitizing process. The detergent will limit the effectiveness of the sanitizer.
4. Soak in 200 PPM quaternary ammonia solution for at least 1 minute or per manufacturer's directions. The strength of the sanitizer must be verified using sanitizer test strips. If heat sanitizing, water must be maintained at least 171°F with a 30 second immersion time.
5. Air dry equipment by placing containers upside down. Do not stack containers until they are completely dry.



Chemical Storage

Chemicals stored at your sushi bar such as a sanitizer bucket, spray bottle, or buffer solutions must be stored away from food preparation, and food and equipment storage areas. All chemicals must be stored at their own designated area at least 6 inches off the floor. Always follow the manufacturer's instructions for proper disposal of any chemical.

- Sanitizer Bucket – If the facility you are working at allows for the use of a sanitizer bucket, the sanitizer bucket may not be stored on top of your sushi preparation area. Storing the sanitizer bucket on top of your sushi preparation area may cause contamination of food. Sanitizer buckets must be clearly marked with the word "Sanitizer" on the outside of the bucket.
- Sanitizer Spray Bottles – Sanitizer spray bottles cannot be stored on top of sushi prep area, hanging off equipment or food storage racks at the sushi bar. Sanitizer spray bottles must be labeled with the words "Sushi Bar Sanitizer."
- Buffer Solutions – Buffer solutions must be stored in their original container. Transferring buffer solutions to different containers is prohibited.

Maintenance of Shared Spaces

RESTROOMS

The restroom is shared amongst you and other employees and sometimes customers too. It is the store's responsibility to maintain the restroom fully supplied as well as clean and sanitary. Please inform the store manager or person in charge if the restroom is in need of supplies or some attention.

HAND WASHING STATION

Your hand washing station must be supplied with warm running water, soap, and single service paper towels. You are responsible for keeping it fully supplied. You are to notify the store manager if you are having problems with your hot water supply or if your faucet needs to be repaired.

FOOD PREPARATION SINK & 3-COMPARTMENT SINK

The food preparation sink and 3-compartment sink must be properly cleaned and sanitized before and after use. It is very important that these items be maintained clean because they are used to clean food and food storage equipment.

Pest Control

PCO – PEST CONTROL OPERATOR

A PCO is a certified technician who monitors pest control programs. They are the only source of pest control to be implemented.

Your sushi bar is located in a facility that will provide you with approved pest control at least once a month. Pest control records may be obtained from store management at each location. Notify store management immediately if you observe any pest activity around your sushi bar.

All insect control devices in the food establishment must be used according to local law and the manufacturer's directions. Do not try to control pest by using Raid® or any other unapproved pesticides.

IPM – INTEGRATED PEST MANAGEMENT

IPM is a program using prevention to keep pests from entering an establishment and eliminate any pests that do get inside. Best way for pest prevention is to eliminate food supplies for the pests by cleaning and sanitizing food preparation and storage areas.

HACCP

HACCP – HAZARD ANALYSIS CRITICAL CONTROL POINT

HACCP is a food safety system first developed by NASA to keep foods safe during manned space flights. HACCP is based on the idea that if hazards are identified in the food's flow, they can be prevented, eliminated, or reduced to safer levels.

CCPs – CRITICAL CONTROL POINTS & CRITICAL LIMITS

CCPs are points in the process where you can prevent, eliminate, or reduce hazards.

- Acidification of white sushi rice – For pH locations, the pH of cooked rice must be between 3.30 to 4.10.
- Cooling the sushi rice – To follow proper cooling procedure, rice must cool from 135°F to 70°F in 2 hours and 70°F to 41°F or below within an additional 4 hours.
- Cooling of prepared sushi – Prepared sushi must cool to 41°F or below within 4 hours.
- Cold holding of food – Foods in “cold holding” must be 41°F or below.

MONITORING

Monitoring is analyzing whether your critical limits are being met.

- pH – For pH locations, use a calibrated pH meter to measure the pH of each pot of rice prepared.
- Rice Cooling – Use a calibrated thermometer to measure the temperature. Record the time the rice cools from 135°F to 70°F, and 70°F to 41°F or below.
- Packaged Sushi Cooling – Use a calibrated thermometer to measure the temperature of prepared sushi after cooling.
- Temperature – Use a calibrated thermometer to measure the internal temperatures of food stored at the display case, reach in cooler, walk-in cooler, cold top, and hot display (if available) at times indicated on your temperature log.
- Cleaning – Clean all your equipment and utensils following your cleaning schedule. Fill out the cleaning log as each task has been completed.

CORRECTIVE ACTION

Corrective action are steps taken when critical limits are not being met. Corrective action is used to correct the problem.

- If using pH –
 - pH above 4.10: add an additional 8 to 12 ounces of vinegar and check the pH again.
 - pH below 3.30: rice must be discarded.
- Rice Cooling –
 - If the rice does not cool from 135°F to 70°F within 2 hours, the rice must be discarded.
 - If the rice does not cool from 70°F to 41°F or below within an additional 4 hours, the rice must be discarded.
- Packaged Sushi Cooling –
 - If the temperature of the sushi is not 41°F or below when you measure it, leave it in the cooling equipment longer and check the temperature again later.
 - Packages of sushi that do not cool to 41°F or below within 4 hours must be discarded.
- Temperature Log – Internal temperatures of food must be 41°F or below. If the temperatures are found to be abnormally high, relocate all the food in the equipment and notify the store manager immediately.

VERIFICATION

Verification means the monitoring and corrective actions were completed.

- Logs are reviewed and signed by the person in charge.
- A verifier (an AFC employee) will verify your logs during a routine inspection.

RECORD KEEPING

At least 6 months worth of logs must be available for review at the sushi bar. Logs must be stored in chronological order in a neat and orderly manner. It is highly recommended that you keep at least 2 years worth of logs at home.

Laboratory Analysis Of Sushi Rice

Laboratory analysis of your sushi rice may be required dependent upon the local enforcement agency and your approved HACCP plan. Contact your Regional Manager or AFC if the local enforcement agency requires for you to have a laboratory report for your sushi rice on file. If required, you must keep a copy of the laboratory report at the sushi bar and keep it available for review at all times. The enforcement agency may require for you to periodically update your laboratory report.

Consumer Advisory

DISCLOSURE

You are required to use AFC approved labeling and your labeling machine to print the labels for all your packages of sushi. Refer to the "Proper Labeling" section for information for labeling packages of sushi. The labels printed from your labeling machine provide mandatory disclosure information to your customers as to which items contain raw fish.

REMINDER

You are also required to have printed sushi menus available in the plastic menu holder at your sushi bar. The menus contain information that is required by law and act as a reminder and provide information to your customers as to which items served at the sushi bar contain raw fish and which do not. Sushi menus can be ordered from AFC Distribution Department.

CONSUMER ADVISORY SIGN

Local enforcement agencies in the following states require that a consumer advisory sign be posted at a visible location at the sushi bar at all times:

- Arizona
- Florida
- Massachusetts
- Ohio
- Washington
- Connecticut
- Illinois
- Michigan
- Pennsylvania
- Wisconsin

Please contact your Regional Manager or AFC Franchise Services if you need a consumer advisory sign for your sushi bar.



ServSafe® & Food Handler's Certificate

You and your employees are responsible for obtaining a ServSafe® Food Protection Manager Certificate. The original ServSafe Certificate must be posted at the sushi bar at all times, photocopies (including the color ones), and wallet size certificates are not acceptable. You must keep your ServSafe certificates at the **ServSafe®, Permits, Inspection Reports tab** in this manual if you are not posting your ServSafe certificates at the sushi bar. Certificates issued from other companies other than ServSafe are not acceptable. At least one ServSafe Certified person must be working at the sushi bar at any given time. AFC requires that all ServSafe Certificates be renewed every 3 years from the test date. In addition to the ServSafe Certificate, some local enforcement agencies may also require a Food Handler's Certification or identification card.



Food Service - Business License / Health Permit to Operate

You are responsible for acquiring all necessary licenses and/or permits to operate the sushi bar. YOU MUST KEEP THE ORIGINAL AT THE SUSHI BAR AT ALL TIMES. Please retain an additional copy in the **ServSafe®, Permits, Inspection Reports tab** of this manual. For assistance, please contact your Regional Manager or AFC headquarters and we will aid in obtaining and securing the licenses and/or permits for you. Your failure to renew any necessary licenses and/or permits may result in fines, fees and/or closure of your business.

The Helper

The helper is your employee that works at the sushi bar full time or part time. Helpers that are working alone at the sushi bar must have a ServSafe® Food Protection Manager Certificate (and local enforcement agency issued Food Handler Certificate or ID card if required). Helpers must read and sign the "Illness Policy" prior to employment at the sushi bar. It is your responsibility to provide adequate training to the helper so they understand and follow all AFC policies and procedures. AFC reserves the right to charge you a fee if an AFC employee has to train the helper.

Inspection Reports from Enforcement Agencies

Inspectors from the local Health Department or State Department of Agriculture will conduct routine inspections at your sushi bar. Always ask the inspector for a business card for identification and contact purposes. At the end of the inspection, an inspection report will be left with you or with store management. A COPY OF THIS REPORT MUST BE AVAILABLE FOR REVIEW AT YOUR SUSHI BAR. A copy of the inspection report must be faxed to AFC Headquarters Legal and Compliance Department. Always keep at least one year's worth of inspection reports at the **ServSafe®, Permits, Inspection Reports tab** in this manual. You are responsible for correcting all violations noted on the inspection report in a timely manner.

AFC Internal Audits

An AFC employee or Regional Manager will inspect your sushi bar periodically to ensure compliance is maintained. The results of your inspection will be recorded on the AFC SSOP Inspection Report. The auditor will keep one copy of the report and a copy will be provided for you as well. You must correct all the violations on the SSOP Inspection Report immediately. The SSOP Inspection Report may be used as training guide, and ask questions if there is anything you don't understand. Always keep a copy of the last SSOP inspection report at the **ServSafe®, Permits, Inspection Reports tab** in this manual. A blank copy of the "SSOP Inspection Report" can be found at the **Appendix tab** in this manual should you decide to perform self-audits for your sushi bar.

Delivery Locations

Sushi that is prepared for delivery must be prepared at your full service sushi bar location. You can only deliver sushi if you are authorized by AFC to deliver to other AFC approved delivery locations. Prepared sushi that is delivered to the delivery location must be properly cooled to 41°F or below prior to loading it into the insulated container. The sushi must be properly stored in an insulated container following the instructions below, and must remain at 41°F or below prior to loading the sushi into the display case. Sushi that does not meet the temperature requirements must be disposed of and may not be placed into the display case.

DELIVERY PROCESS

1. Sushi transport must be done using rigid insulated transport containers. Containers must be smooth, nonabsorbent, and easily cleanable.
2. Check the time and internal temperature of the sushi prior to placing it into the transport container. Record these numbers on the "Before Delivery" area indicated on the Delivery Log.
3. Place a layer of ice packs on the inside bottom of the transport container.
4. Place packages of sushi on top of the ice packs, do not stack the packages of sushi any more than two packages high.
5. Cover the sushi products with another layer of ice packs.
6. Repeat steps 4 and 5 until there isn't any more space. The top and bottom layers must be ice packs.
7. Transport the insulated containers to your assigned self-service location(s).
8. Check the time and internal temperature of the sushi when you arrive at the self-service sushi bar. Record these numbers on the "At Delivery" area indicated on the Delivery Log.
9. If the internal temperature of the sushi is higher than 41°F, it must be disposed of and cannot be placed into the display case.

Additional Store Requirements

Each store or store group has their own internal policies and procedures for safe food handling and sanitation that may be stricter or vary from those stated in this SSOP. Some of these variations may include but are not limited to holding temperatures, cooling procedure, acceptable personal hygiene, etc. The store manager or department managers will inform you of their internal policies and procedures if they do vary. Contact your Regional Manager if you have any questions.

Questions?

A list of AFC department contacts is located in your Standard Operation Manual (SOM) under "Trouble Shooting Contacts." For all SSOP or Food Safety related questions, contact your local Regional Manager or AFC Legal & Compliance Department at 310-604-3200.