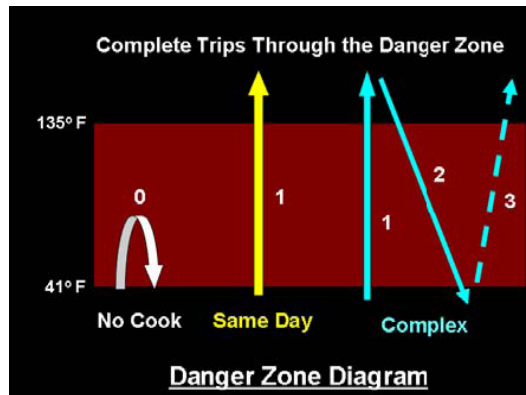


HACCP Checklist

- | Has each school in the LEA met the following HACCP requirements? | Yes/No |
|---|---------------|
| <ul style="list-style-type: none"> • Step 1: Developed, documented, and implemented Standard Operating Procedures (SOPs)? _____ | _____ |
| <ul style="list-style-type: none"> • Step 2: Identify and document in writing all menu items according to the Process Approach to HACCP? _____ <ul style="list-style-type: none"> ○ Process #1-No Cook (no danger zone). ○ Process #2-Same Day Service (through danger zone once). ○ Process #3- Complex Food Preparation (through danger zone two or more times). | _____ |



Danger Zone is between 41°-135° F

- | | |
|---|-------|
| <ul style="list-style-type: none"> • Step 3: Identify and document control measures and critical limits (CCP) in recipes and in SOPs? _____ | _____ |
| <ul style="list-style-type: none"> • Step 4: Establish monitoring procedures? _____ | _____ |
| <ul style="list-style-type: none"> • Step 5: Establish corrective action? _____ | _____ |
| <ul style="list-style-type: none"> • Step 6: Which of the following records are kept? _____ <ul style="list-style-type: none"> ○ Food Preparation Records <ul style="list-style-type: none"> ▪ End point cooking temperature log (Daily) _____ ▪ Holding time and temperature log (Daily) _____ ▪ Cooling temperature log (As Needed) _____ | _____ |

- Equipment and Facility Records
 - Receiving temperature log (Each Delivery) _____
 - Refrigerator temperature log (Daily) _____
 - Freezer temperature log (Daily) _____
 - Dry storage temperature log (Daily) _____
 - Dish machine sanitation log (Daily) _____
 - Food contact surface cleaning/sanitizing solution log (Daily) _____
 - Thermometer calibration log (Every 2 weeks) _____
 - Damaged and discarded product log (As Needed) _____
- Review Records
 - Food safety checklist (Monthly) _____
- Training Records
 - Food safety trainings (with each training provided) _____
- Corrective Action Records (As Necessary) _____
- **Step 7:** Review and Revise your overall food safety program periodically? _____
- Does the school/LEA have food safety training? _____
- Is the food service staff following HACCP procedures? _____

Comments and Corrective Action: