



**U.S. Department of Justice**  
**Federal Bureau of Prisons**

**PROGRAM STATEMENT**

OPI: HSD/FDS

NUMBER: 4700.07

DATE: April 8, 2024

## **Food Service Manual**

/s/

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Director, Federal Bureau of Prisons

### **1. PURPOSE AND SCOPE**

To standardize management of Food Service operations within the Bureau of Prisons (Bureau).

#### **a. Summary of Changes**

##### *Policies Rescinded*

P4700.06, CN-1 Food Service Manual (6/8/2022)

T4701.02 Food Service Technical Reference Manual (8/21/1998)

- The terms “staff” and “staff member (s)” have been replaced with the term “employee (s).”
- The term “SENTRY” has been replaced with the term “applicable Bureau inmate information system.”

##### *Chapter 1. Administration*

- Edited text to be current.
- Edited custody/security requirements, work schedules, and employee dining information.

##### *Chapter 2. National Menu Planning*

- Edited text to be current.
- Edited information on menu changes and National Menu requirements.
- Removed requirement for certifying bottom of signed menu.
- Changed requirement for inmate preference survey distribution from April to second quarter.
- Edits to menu review, to include the requirement of a National Menu Advisory Group.

- Edits to Nutritional Analysis and Nutritional Information, to include the removal of individual salt packets.

### *Chapter 3. Computerized Food Service Management*

- Edited text to be current.
- Edits to Operational Procedures and Budget Management.

### *Chapter 4. Religious Diet Program*

- Updated to include implementation of halal menu to the Certified Food Component.
- Edits to Menu Review, to include the requirement of a National Menu Advisory Group.
- Removed requirement of a separate Certified Foods prep area.
- Updates to ceremonial meals.

### *Chapter 5. Medical Diets/Self-Selection on Mainline*

- Clarification to medical diets procedures.
- Removed supplemental feeding specific items.

### *Chapter 6. Specialized Food Service Programs*

- Clarified alternate menu and transportation meals contents.

### *Chapter 7. Food Safety – Management, Personnel, and Receiving Requirements*

- Added requirement for Food Service employees.
- Edited frequency of inspections.
- Edited text to reflect U.S. Food and Drug Administration (FDA) Food Code.
- Added requirement of delivery rejection procedures.

### *Chapter 10. Food Safety – Limitation of Growth of Organisms of Public Health Concern*

- Edited text to reflect FDA Food Code.
- Clarified use of cleaning supplies and single-use gloves.
- Clarified dry storage area temperature monitoring.

### *Chapter 11. Food Safety – Equipment*

- Edited text to reflect FDA Food Code.
- Removed all text regarding Reduced Oxygen Packaging (Cook Chill) criteria.
- Clarified text on food equipment certification.
- Removed text on securing access to energized circuits and gas components.
- Clarified text on equipment maintenance and security, as well as equipment safety.

### *Chapter 12. Institution Garden Operations*

b. **Program Objectives.** Expected results of this program are:

- Inmates will be provided with nutritionally adequate meals, prepared and served in a manner that meets established government health and safety codes.
- Essential resources will be planned, developed, and managed to meet the operational needs of the Food Service Program.
- Inmates assigned to work in the Food Service Department will be given opportunities to acquire skills and abilities that may assist in obtaining employment after release.
- Inmates will be provided with nutritional information that enables them to determine and establish healthy eating habits that may enhance their quality of life.

## 2. DEFINITIONS

**Beverage.** A liquid for drinking, including water.

**Dry Storage Area.** A room or area designated for the storage of packaged or containerized bulk food that is not time/temperature control for safety food and dry goods, such as single-service items.

**Food Contact Surface.** A surface of equipment or a utensil with which food normally comes into contact, or a surface of equipment or a utensil from which food may drain, drip, or splash into a food or onto a surface normally in contact with food.

**Food Product Dating.** Refer to the United States Department of Agriculture (USDA) website for the definitions of “Best if Used By/Before,” “Sell-By,” and “Used-By” dates.

**Handwashing Sink.** A lavatory, basin or vessel for washing, a wash basin, or plumbing fixture especially placed for use in personal hygiene, designed for the washing of hands; includes an automatic handwashing facility.

**Hazard Analysis Critical Control Point Plan (HACCP).** A written document delineating formal procedures for following the HACCP principles developed by the National Advisory Committee on Microbiological Criteria for Foods.

**Hermetically Sealed Container.** A container designed and intended to be secure against the entry of microorganisms and, in the case of low-acid canned food, to maintain the commercial sterility of its contents after processing.

**Injected.** Manipulating a meat so that infectious or toxigenic microorganisms may be introduced from its surface to its interior through tenderizing with deep penetration or injecting the meat by

processes that may be referred to as injecting, pinning, or stitch pumping.

**Medical Diet.** A diet to supplement a medical regimen. Medical diets will be provided by mainline self-selection from the items available on the National Menu for that meal unless menu items fail to meet the medical requirement.

**mg/L.** Milligrams per liter, the metric equivalent of parts per million (ppm).

**National Menu.** Menu and variants approved by Central Office Food Service Branch.

**No-Flesh.** The item is free of the flesh of all animals, fish, or birds.

**pH.** The symbol for the negative logarithm of the hydrogen ion concentration, a measure of the degree of acidity or alkalinity of a solution.

**Ready-to-Eat Food.** Food that is edible without additional preparation to achieve safety. A ready-to-eat food may receive additional preparation for palatability or aesthetic purposes.

**Satellite Meal Service.** Service of the National Menu in an area other than where it was prepared.

**Self-Selection.** The main method of providing medical diets to inmates, whereby an inmate is educated on how to select the items needed to meet the prescribed diet from the items available on the National Menu, and the inmate self-selects the appropriate items.

**Special Diet.** Also referred to as a therapeutic diet, is ordered only by authorized Health Services employees noted in the Program Statement **Patient Care** when self-selection of a medical diet is not possible.

**Specifications.** A specification is a written description of a USDA food, and it includes the specific requirements the vendor must follow to meet the United States Department of Agriculture's (USDA) contract for producing and delivering USDA food. The National Food Service Administrator (NFSA) or designee makes the final determination on whether a product meets National Specifications.

**Supplemental Feeding.** A method of providing inmates additional food through "snack" offerings, if clinically indicated, as part of the treatment regimen.

**Time/Temperature Control for Safety Food (formerly “potentially hazardous food” (PHF)).**

- 1) “Time/temperature control for safety food” means a food that requires time/temperature control for safety (TCS) to limit pathogenic microorganism growth or toxin formation.
- 2) “Time/temperature control for safety food” includes:
  - a) See current FDA Food Code requirements.
- 3) “Time/temperature control for safety food” does not include:
  - a) See current FDA Food Code requirements.

For other definitions, see the most current U.S. Food and Drug Administration (FDA), Food Code, Chapter One, Purpose and Definitions.

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## **Chapter 1. ADMINISTRATION**

### **1. GENERAL POLICY**

The Food Service Branch of the Health Services Division, under the direction of the Bureau's Assistant Director, Health Services Division, coordinates training, policy, and program development for Food Service Programs.

At the Central Office level, the Food Service Program is under the direct supervision of the National Food Service Administrator (NFSA). The NFSA interprets the Bureau Food Service Policy and provides support through institution visits, classroom training, distance learning and other means as directed by the Assistant Director, Health Services Division.

At the Regional level, the Food Service Program is under the direct supervision of the Regional Food Service Administrator (RFSA). The RFSA provides support through institution visits, distance learning, remote assessment, and other means as directed by the Regional Director.

At the institution level, the Food Service Department is under the direct supervision of the Food Service Administrator (FSA).

### **2. INSTITUTION ORGANIZATION AND EMPLOYEE RESPONSIBILITIES**

a. **Food Service Administrator (FSA).** Institution Food Service operations will be supervised by a Food Service Administrator experienced in Food Service management. The FSA has oversight and direction of Food Service functions in the institution; ensures compliance with Bureau policies relating to Food Service; and performs duties in the Standardized Position Description for Food Service Administrator.

b. **Assistant Food Service Administrator (AFSA).** The AFSA assists the FSA in the daily management of Food Service operations; ensures compliance with Bureau policies relating to Food Service; and performs duties in the Standardized Position Description for Assistant Food Service Administrator.

c. **Cook Supervisor Responsibilities.** Under the supervision of the FSA or AFSA, Cook Supervisors are responsible for inmate supervision specifically related to food production, food service, and sanitation, with emphasis on food safety. Cook Supervisors perform duties in the Standardized Position Description for Cook Supervisors; ensure compliance with Bureau policies relating to both Food Service and locally developed Post Orders.

d. **Food Service Administrative Assistant.** Under the supervision of the FSA or AFSA, Food Service Administrative Assistants are responsible for clerical duties within the Food Service office and warehouse. Food Service Administrative Assistants perform duties in the Standardized Position Description for Food Service Administrative Assistants; ensure compliance with Bureau policies relating to both Food Service and locally developed Post Orders.

e. **Food Service Material Handler Supervisor.** Under the supervision of the FSA or AFSA, Food Service Material Handler Supervisors are responsible for receiving, storing, and delivering Food Service supplies, including clerical work as necessary within the Food Service office and warehouse. Food Service Material Handler Supervisors perform duties in the Standardized Position Description for Food Service Material Handler Supervisors; ensure compliance with Bureau policies relating to both Food Service and locally developed Post Orders.

### 3. CUSTODY AND SECURITY

All Food Service employees reference the Program Statement **Correctional Services Procedures Manual** to ensure custody and security are maintained. In addition, the following procedures are adhered to:

- Only one key is issued to the knife cabinet in the Food Service Department.
- Only one key is issued to the yeast cabinet. Yeast is managed and dispensed only by Food Service employees. Once issued, yeast must be under close supervision until thoroughly incorporated into the item being prepared. Items such as mace, nutmeg, cloves, and alcohol-based flavorings, if maintained in the institution, will be handled like yeast.
- Only instant or instant active yeast is used in the Food Service Department. Yeast is stored in a locked metal cabinet behind a locked door in an appropriate storage area to prevent inmate access. Empty yeast bags or containers and uncooked dough are controlled until rendered inactive or properly disposed of. An inventory record includes:
  - Date and quantity of issue.
  - Date and quantity of receipt.
  - Balance on hand.
  - Initials of employee making the entry.
- For official counts, inmates are sitting or standing in one section of the dining room/secured area of the Food Service Department and moved to the other side as their names are called. Inmates are identified by using detail cards or inmate identification cards. At no time are any inmates allowed to remain in their work area for an official count.
- All knife points will be rounded or blunted with the exception of boning knives.
- All large (three feet or longer) metal paddles will be secured with a cable to prohibit removal from the food preparation area. Exceptions to this policy may be made at institutions when

deemed appropriate by the Institutional Correctional Service Tool Classification Supplement (e.g. Federal Prison Camps).

- Milk bladders will be destroyed by cutting, and then disposed of by employees.
- Cut-resistant gloves in sufficient sizes and quantities must be shadowed in the Food Service Class A knife cage and issued for use during cutting and slicing procedures as outlined in the department hazard assessment. Cut-resistant gloves must be 100% food-safe, a minimum of ANSI 105:2016 Level 5 protection, and machine washable.
- Knives must be shadowed in the Food Service Class A knife cage. All knives will be issued utilizing the chit system, as well as sign-out sheets. All knives in the Food Service Department must be attached to a metal cable and, when removed from the Class A knife cage, secured to a workstation in a secure area. This cable should be of significant size and strength to not be cut by the attached knife. Intermittent staff supervision must be provided. If a knife is not used in a secure area, it must be under direct staff supervision, even if attached to a cable.

#### 4. STORAGE AND REQUISITION OF SUPPLIES

The FSA is responsible for accountable Food Service stores in areas controlled by Food Service. To ensure safety and security of stores, the FSA:

- Ensures that provisions of the Program Statements **Food Service Manual**, **Correctional Services Procedures Manual**, **Environmental Management Systems**, **National Occupational Safety and Health Policy**, **National Environmental Protection Policy**, **National Fire Protection Policy**, and **Workers' Compensation Program** are followed.
- Ensures accountable stores are secured to prevent unauthorized access, use, or theft.
- Authorizes or delegates authority to requisition stores from Food Service accountable storage areas. Authorization to remove stores is shown by the signature of the FSA or designee on the requisition. The person filling the order must not routinely be the authorizing official.

No stores will be removed from inventory or record balances altered unless the items are properly requisitioned, surveyed, or transferred by the approved food expenditure cost accounting system software or BP-A0100, Stores Requisition, Invoice & Transfer Receipt.

#### 5. ORDERING AND RECEIPT OF CONTROLLED STORES

When ordering controlled items, the FSA or Cost Center Manager will identify on the purchase request that items are controlled to alert warehouse employees to provide special handling (i.e., knives, mace, yeast, nutmeg, cloves) in accordance with the Program Statement **Correctional Services Procedures Manual**.

## 6. STOCK ROTATION

Supplies are drawn on a first-in, first-out basis. To ensure proper stock rotation, accountable non-perishable food items are marked with a color identifying the quarter received:

- First Quarter = Red.
- Second Quarter = Blue.
- Third Quarter = Green.
- Fourth Quarter = Yellow.

## 7. INVENTORY OF ACCOUNTABLE FOOD SERVICE STORES

The FSA or designee conducts an inventory of Food Service stores during each fiscal quarter, with adjustments posted before running the quarterly Budget Projection Report. Inventory balances are adjusted per the Program Statement **Property Management Manual**. This responsibility will not be delegated below the AFSA level.

## 8. FILE MANAGEMENT

Food Service files and reports are kept per the Records and Information Disposition Schedules (RIDS: N1-129-01-07 for Central Office, N1-129-00-16 for Regional Offices, and N1-129-00-11 for institution Food Service Departments.).

Reports required for Regional and Central Office retention are accessed via the Bureau of Prisons Intranet or transmitted via intra-agency email to the RFSA. To ensure national consistency, report names begin with the three-letter designation for institution, followed by the two-number designation for fiscal year, followed by the two-number designation for month. The RFSA forwards reports submitted by their institutions to Central Office as a complete package.

## 9. POST ORDERS

The FSA develops and maintains post orders governing the daily routine and assignment of posts in the department. Delegation of authority within Food Service is clearly defined in the post orders and conforms to the **Master Agreement**. At a minimum, post orders are reviewed annually by the FSA. All changes may be subject to local negotiation.

## 10. EMPLOYEE MEETINGS

Food Service employee meetings will be held as detailed in the Program Statement **Staff Meetings**. A Food Service employee meeting will be held at least monthly at each institution.

When employee meetings are held the Union President will be notified in accordance with the **Master Agreement**. Employee meeting minutes will include:

- Attendance.
- Areas of Interest (i.e., Issues with operational impact to include National Menus).
- Physical Plant and Equipment, to include inoperable equipment.
- Open Discussion.

Minutes of each meeting will be forwarded to Food Service employees within the department, the Regional Food Service Administrator, and the Local Union. To assure maximum participation at complexes, employees will be provided the opportunity to teleconference to attend employee meetings.

## 11. POSTING EMPLOYEE WORK SCHEDULES

Employee work schedules are posted in accordance with the law, **Master Agreement**, and other locally negotiated agreements and must be accessible to all Food Service employees.

Reasonable efforts are made to ensure equitable rotation of Acting FSA and AFSA assignments by voluntary selection among qualified employees when possible. Acting assignments are made per the Code of Federal Regulations, Title 5, and national and locally negotiated agreements (such as compressed/flexible work schedules).

In institutions having one or more AFSAs, the FSA and/or AFSA(s) must be scheduled to optimize management coverage, to include weekends and holidays.

## 12. EMPLOYEE TRAINING AND REFERENCE MATERIALS

The FSA will ensure all Food Service employees have access to the FDA Food Code, Food Service Branch on the Bureau intranet site and all directives and standards referenced in this policy. The FSA will develop a training program that ensures employees are aware of the policies and procedures required to perform their assigned duties. Equipment training will contain:

- Proper operation, cleaning, and sanitizing.
- Inherent dangers of each piece of equipment.
- Symptoms of malfunction.
- Employees' responsibility to report hazards, malfunctions, or unsafe conditions to their supervisors.
- Supervisors' responsibility to report unsafe and hazardous conditions to their employees once notified and verified.

### 13. EMPLOYEE DINING

If employee dining is offered locally, meals purchased will be provided to employees through the employee dining room or other designated area of each facility. All employees should be served the same food inmates are served. Provisions will be made to ensure employees are served in a timely manner. Food will be served in disposable containers which protect food from contamination if transporting to alternate locations.

### 14. JOB ORIENTATION TRAINING

Each inmate assigned to Food Service receives job orientation training prior to beginning work, as detailed in the Program Statement **National Occupational Safety and Health Policy**.

### 15. TEMPERATURE/SANITIZER DOCUMENTATION

Documentation is maintained for acceptable ranges and current readings for:

- Chemical sanitizer concentration (manual or mechanical) and exposure time (pot and pan, dish machine if applicable) – start of each meal.
- Manual warewashing hot water sanitization and immersion time if chemical sanitizer not used (pot and pan) – start of each meal.
- Manual warewashing wash temperature (pot and pan) – start of each meal.
- Mechanical warewashing equipment, wash solution temperature (dish machine, main wash tank, pot and pan machine if applicable) – start of each meal.
- Mechanical warewashing equipment hot water sanitization temperature (dish machine/final rinse tank) – start of each meal.
- Mechanical warewashing equipment sanitization pressure (dish machine) – start of each meal.
- Walk-in refrigeration and freezer units (beginning of the morning shift and end of the evening shift). These temperatures can be verified by electronic, telephonic, or other effective means. Reach in coolers and freezers which are intended for daily use will not require documented readings.

## **Chapter 2. NATIONAL MENU PLANNING**

### **1. GENERAL POLICY**

The National Menu and Central Office approved variations, which includes the approved menu, recipes, and product specifications, will be used for food procurement, preparation, and meal service at all institutions. National Menu data are kept at the national level by the NFSA and made available under the Food Service Branch on the Bureau intranet site. When National Menu data change, the NFSA notifies regional and institutional FSAs via intra-agency email.

### **2. MENU CHANGES**

Planned changes or substitutions to the approved National Menu, recipes, or product specifications will not be made at the local or regional level, although an alternate menu may be used for national holidays, ceremonial meals, or other situations authorized by policy (see Chapter 6).

Due to service methods required at detention centers, transportation centers, Communications Management Units, or other institutions where the majority of inmates are served in their cells or units, Wardens at these institutions may approve service of the heart healthy alternative on the National Menu in place of fried food.

If unplanned menu changes are required due to extenuating circumstances (e.g., late food delivery, temporarily inoperative equipment, etc.), Food Service employees, including cook supervisors preparing the meal, may make necessary substitutions of like items as required and ensure managers are aware that an unplanned change was required.

All changes to the planned menu are documented by creating an as-served menu. A dated as-served menu is printed, reviewed to ensure compliance with the basic daily servings, and signed by the FSA or designee. The as-served menu is kept per the Records and Information Disposition Schedules (RIDS).

In cafeteria service scenarios, all inmates must have the opportunity to select fruit regardless of the other items they may select.

In pre-plated or controlled plating serving scenarios, inmates will be served fruit when listed on the National Menu, regardless of other dietary food offerings (e.g., regular, no-flesh, heart healthy), unless clinically contraindicated.

All items listed on the National Menu should be displayed on the serving line, space permitting.

### **3. MENU ADDITIONS**

At the Warden's discretion items may be added to the National Menu by adding to a salad bar, hot bar, beverage bar (if these are part of the Food Service program). Items added in this manner may also be added to satellite trays. Consideration should be given to the impact on the overall Food Service budget when making additions.

To ensure equity for adding items to the National Menu at detention centers, transportation centers, Communications Management Units, or other institutions where the majority of inmates are served in their cells or units, items may be added to the National Menu at these institutions by adding salad to a tray and serving rice and beans as a variation for potatoes.

### **4. MENU VARIANCE**

If a unique condition at an institution restricts the ability to serve the National Menu as written, the Warden may request a menu variance. A memorandum that states the specific variance requested and the reason for the request is forwarded through the Regional Director to the Assistant Director, Health Services Division, for evaluation and approval. A variance does not extend beyond the fiscal year in which it is granted.

### **5. MENU REVIEW**

The National Menu is reviewed at least annually to assess responsiveness to inmate eating preferences, operational impact, product pricing, and nutritional content.

During the second quarter each fiscal year, the NFSA will initiate a survey of inmates to determine eating preferences. At that time the RFSA will also request input from each institution to ensure all Food Service employees have the ability to provide input into the menu update process (see Chapter 1, Section 10, Employee Meetings). The review and update process is a collaborative effort and a National Menu Advisory Group will meet to determine any changes to the National Menu and Specifications. The Advisory Group will involve the National Food Service Branch, Regional Food Service Administrators, and any additional employees at the discretion of the NFSA. Notification through email will be sent to the National Union President once scheduled.

The updated menu data to include the menu, recipes and product specifications are available under the Food Service Branch on the Bureau intranet site by July 20 each year and go into effect the first full week in October.



The NFSA will maintain a feedback page on the Bureau intranet site to collect information from all employees concerning changes to the National Menu.

## **6. NUTRITIONAL ANALYSIS**

Following the annual menu update and before the updated menu is implemented, a nutritional analysis is conducted by a Registered Dietitian to ensure the menus consider the Dietary Reference Intakes (DRIs) developed by the Institute of Medicine of the National Academy of Sciences.

Nutritional analyses are certified in writing by a Registered Dietitian. The NFSA will ensure the nutritional analysis is available under the Food Service Branch on the Bureau intranet site.

Pepper may be offered as a condiment, however, salt or salt containing seasonings may not be offered in inmate dining areas or on satellite feeding trays.

Menu alternatives are reviewed during nutritional analysis to ensure adequate nutritional substitutions are made.

If the National Menu is changed substantially after the initial nutritional analysis is completed, the analysis is verified by a Registered Dietitian.

## **7. NUTRITIONAL INFORMATION**

The FSA will make nutritional information available to inmates to help them establish healthy eating habits. The information summarizes how to read the menu and assists with determining the choices available including: benefits of heart healthy alternatives, controlling portion sizes, and achieving better eating habits.

## **8. MEAL PLANNING**

When planning meals, the following considerations are made:

- Meals contain a variety of nutrient-dense foods among the basic food groups.
- Money, manpower, and materials required to produce the menu.
- Food flavor, texture, temperature, and appearance.
- Eating preferences of the population.

Three meals are served each day, two of which are hot. A sandwich meal may be offered on the same day as a continental breakfast if a hearty hot soup is offered with the sandwich meal.

No more than 14 hours may elapse between the evening and breakfast meals. Variations are allowed based on weekend and holiday Food Service demands, provided basic nutritional needs are met.

Pork is not served as the only entree on holiday meals.

## **9. MENU REQUIREMENTS**

The planned menu will be available for review at least one week in advance, accessible to employees and posted so that inmates can examine it before reaching the serving counter.

Food items, to include heart healthy items, no-flesh alternatives, and items prepared or seasoned with pork, will be identified on the National Menu.

## **Chapter 3. COMPUTERIZED FOOD SERVICE MANAGEMENT**

### **1. GENERAL POLICY**

The approved software for computerized Food Service management will be used at all institutions. Program definition, technical information and operating instructions are available under the Food Service Branch on the Bureau intranet site. This software is a food expenditure cost accounting system designed to determine cost per inmate per meal.

### **2. RESPONSIBILITY**

The FSA ensures the software is operated in accordance with Bureau policies, including maintenance of National Menu data and approved recipes. The FSA delegates authority to perform software functions depending on the expertise and job specialty of the personnel.

All requests to provide training for Cook Supervisors on the Food Service management system must be approved by the NFSA. When training for the Food Service management system is offered to Cook Supervisors an Official Training Announcement will be utilized.

### **3. OPERATIONAL PROCEDURES**

To ensure adequate operational procedures are in place, the FSA:

- Ensures employees who have software access are trained to perform required functions.
- Uses no other system for inventory, menu, recipe, food production, or budget in place of the approved software.
- Ensures all items served appear on a menu as an inventory item or within a recipe.
- Ensures inventory items listed on menus are ready to eat without further processing or cooking and that accurate serving size information is relayed to employees. This does not apply to instances where preparation methods can vary, and manufacturer recipes are available (such as cake or other dry mixes).
- Ensures acceptability information for each menu item is accurate indicating the actual number of portions to be produced.
- Ensures approved recipes, scaled to produce the actual number of portions to be prepared, are provided to, and followed by employees responsible for production.
- Maintains production data to ensure the approved menu is used as the main planning tool.

Product groups may be developed locally to track costs within groups or categories of products. The FSA may break product groups into smaller groups than listed; however, at a minimum, the following categories are kept within the authorized software:

- Certified Foods
- Dairy
- Fruit
- Meat
- Vegetables.
- Other Foods
- Non-edible supplies.

#### **4. BUDGET MANAGEMENT**

The Budget Projection Report is used to estimate requirements and is the main planning device for Food Service operations.

The Budget Projection Report acts as a statement of known requirements when submitted to the Contracting Specialist to ensure purchase of supplies at wholesale and other favorable prices and conditions. The report submitted includes estimated monetary requirements for all Food Service supplies to support the National Menu, to include Religious Diet items. If items are omitted from the budget due to undelivered orders, pricing concerns, etc., the Food Service Administrator must ensure all items necessary to support the National Menu are purchased.

Although not required, the Food Service Administrator may choose to itemize non-edible supplies on the quarterly budget.

The Budget Projection Report is submitted to the Contracting Specialist by the 5th day of August, November, February, and May.

The FSA or acting FSA reviews and initials local bid abstracts before the award is made to ensure specifications and pricing of items accurately reflects the national specifications. In the absence of the FSA or AFSA, the Regional Food Service Administrator will be consulted for guidance.

#### **5. SOFTWARE UPDATES**

The NFSA liaisons with company officials relating to software revision requests from the field. Field and regional employees submit requests for program changes to the NFSA via intra-agency email.

## Chapter 4. RELIGIOUS DIET PROGRAM

### 1. CERTIFIED FOOD

The Certified Food Menu, which includes the approved menu and product specifications, will be used for food procurement and meal service at all institutions. Certified Food Menu data is kept at the national level by the NFSA and available under the Food Service Branch on the Bureau intranet site. When updates are made to Certified Food Menu data, the NFSA notifies the National Chaplaincy Administrator (NCA), RFSAs and FSAs via intra-agency email. Any changes to the national Certified Food Program, to include operational procedures, will be approved by the NFSA.

a. **Menu Review.** The Certified Food Menu is reviewed at least annually to assess responsiveness to inmate eating preferences, operational impact, product pricing, and nutritional content.

During the second quarter each fiscal year, the NFSA will initiate a survey of inmates to determine eating preferences. At that time the RFSAs will also request input from each institution to ensure all Food Service employees have the ability to provide input into the menu update process (see Chapter 1, Section 10, Employee Meetings). The review and update process is a collaborative effort with involvement of the National Food Service Branch, RFSAs, and institutional FSAs.

A National Menu Advisory Group will meet to determine any changes to the Certified Food Menu and Specifications. The Advisory Group will involve the National Food Service Branch, Regional Food Service Administrators, and any additional employees at the discretion of the NFSA.

The updated menu data to include the menu and product specifications are available under the Food Service Branch on the Bureau intranet site by July 20 each year and go into effect the first full week in October.

The NFSA will maintain a feedback page on the Bureau intranet site to collect information from all employees concerning changes to the Certified Food Menu.

b. **Menu Nutritional Analysis.** Following the annual menu update and before the updated menu is implemented, a nutritional analysis is conducted by a Registered Dietitian to ensure the Menus consider the Dietary Reference Intakes (DRIs) developed by the Institute of Medicine of the National Academy of Sciences.

Nutritional analyses are certified in writing by a Registered Dietitian.

Pepper may be offered as a condiment, however, salt or salt containing seasonings may not be offered in inmate dining areas or on satellite feeding trays.

If the Certified Food Menu is changed substantially after the initial nutritional analysis is completed, the analysis is verified by a Registered Dietitian.

c. **Menu Changes.** Planned changes or substitutions to the approved Certified Food Menu or product specifications will not be made at the local or regional level, although an alternate menu may be used when authorized by policy (see Chapter 6).

If unplanned menu changes are required due to extenuating circumstances such as late delivery, temporarily inoperative equipment, etc., Food Service employees, including the Cook Supervisor preparing the meal, may make necessary substitutions of nutritionally equivalent Certified Foods and ensure managers are aware an unplanned change was required. In most cases substitutions on the Certified Food Menu will require substituting an entire meal on the menu with another meal, with the exception of bread, fruit, beverages, and condiments. Refer to the Food Service Branch on the Bureau intranet site for additional guidance.

d. **Certified Food Procedures.** There are two components within the Certified Food Program: certified kosher and certified halal. Prepared foods purchased for use on the Certified Food Menu will be certified by a nationally accepted Orthodox Kashrut supervision service or World Halal Food Council (WHFC) member (only items indicated by an “H” on the posted menu require this standard for halal items). Access the Food Service Branch on the Bureau intranet site for Religious Certification reference material. In addition to the Kashrut certification, bread, margarine, potato chips, vegetable juice, salad dressing, ketchup, and mustard used for the Certified Food Menu must be Certified Parve meaning they are certified to contain neither meat nor dairy products.

Prepared foods (except bread and beverages as detailed immediately below) will be procured and served in sealed individual serving packages marked with the appropriate Religious Certification (see religious diet specifications for list of required items). Any item to be heated is double-wrapped and sealed in a package that may be heated in a conventional or microwave oven.

Nothing cut, processed, prepared, or served from a container is offered except:

- Loaf bread, which may be served directly from a package that contains the Kosher Parve certification or removed from that same package and packaged by servers in a disposable single-use sealable plastic bag immediately before service.

- Beverages from dedicated sealed dispensing equipment, individually packaged beverage, or instant beverage powder is provided to be reconstituted by the inmate.
- When ordered by the Warden, due to packaging that may be a security concern, food may be removed from an individual container and placed in a covered or wrapped disposable container to serve.

Any time food is removed from the original manufacturer's packaging as authorized above, care should be given to ensure the religious integrity of the product. Only disposable single-use utensils (serving spoons, plates, cups, etc.) and single-use disposable plastic gloves will come into direct contact with Certified Food when handling is authorized.

e. **Participation.** The FSA ensures procedures are in place to provide a Religious Diet participant list and production worksheet to Food Service employees.

Inmates participating in the Certified Food Component are not authorized to consume mainline or hot bar food items; however, they may consume items from a salad bar (where salad bars are part of the Food Service program), knowing that salad bar items may not meet their religious dietary needs. Violations will be reported as required by the Program Statement **Religious Beliefs and Practices**.

## 2. NO-FLESH OPTION

A no-flesh protein option will be provided at both noon and evening meals whenever a main entree containing flesh is offered. No-flesh production requirements will be determined by the FSA.

Vegetables and starches seasoned with flesh will have an alternate no-flesh option.

## 3. ANNUAL CEREMONIAL MEALS

The Religious Ceremonial Menu is derived from the National Menus and constitutes the mainline meal available to all inmates. The Chaplain will consult with the Food Service Administrator to develop the menu for each ceremonial or commemorative meal at least 45 days before the scheduled date of the observance. All ritual/traditional food items will be approved and funded by Chaplaincy Services, procured by the Food Service department, and served only to ceremonial meal participants. No other foods are authorized for ceremonial meals. Inmates participating in the Certified Food Menu will receive the Certified Food Menu and not participate in the food from mainline for the ceremonial meal.

#### 4. **FASTS**

The FSA will accommodate meal service and Chaplaincy bag meal requests for inmates participating in public fast days, per the Program Statement **Religious Beliefs and Practices**. Unless refrigeration is provided, or the period between the time the bag breakfasts are removed from temperature control and consumed is less than four hours, bag breakfasts contain only non-perishable items - ultra-high pasteurized milk, fresh fruit, peanut butter, dry cereal, etc.

Inmates being provided bag meals for public fast days will receive these meals during normal meal service either in the Food Service department or via Satellite Meal Service.

#### 5. **RAMADAN**

During Ramadan, inmates participating in the Certified Food Component receive the approved lunch and dinner menu after sundown in the Food Service Department or Special Housing Unit (SHU). At high rise institutions, Special Management Units, etc., participants will receive meals by Satellite Meal Service. In the case of an institutional emergency, all participants will be provided meals via Satellite Meal Service.

Inmates who are not participating in the Certified Food Component, but elect to observe Ramadan, may receive a combination of the mainline lunch and dinner menu after sundown in the Food Service Department or SHU. The mainline meal will contain a non-pork entree.

Each institution may provide a bag breakfast or allow inmates to go to Food Service for the breakfast meal before dawn. Unless refrigeration is provided or the period between the time the bag breakfasts are removed from temperature control and consumed is less than 4 hours, bag breakfasts must contain only non-perishable items – ultra-high pasteurized milk, fresh fruit, peanut butter, dry cereal, etc. Inmates being provided bag meals will receive these meals during Ramadan meal service either in the Food Service Department or via Satellite Meal Service.

If sunrise and sunset sequences occur at a time that prevents orderly provision of Ramadan, a variance will be disseminated via memorandum from the Assistant Director, Health Services Division and Assistant Director, Correctional Programs Division. The variance details procedures required to ensure orderly provision of Ramadan during these solar sequences.

#### 6. **PASSOVER**

During the eight days of Passover, inmates identified by Religious Services are given the Kosher for Passover menu in place of the Certified Food Menu. Kosher for Passover menu data are kept at the national level by the NFSA under the Food Service Branch on the Bureau intranet site and



at the local level by the FSA.

When updates are made to Kosher for Passover menu data, the NFSA coordinates with the NCA and notifies the regional and institutional FSAs via intra-agency email. Each institutional FSA ensures Food Service employees have access to Kosher for Passover menu data.

The list of participants must be received eight weeks before Passover from Religious Services to allow time to procure the required items. Food Service should order an adequate number of meals to provide Passover meals to new commitments. The FSA will ensure procedures are in place to provide a Passover participant list and production worksheet to Food Service employees.

Jewish inmates participating in the Certified Food Component receive the Kosher for Passover meals in place of the Certified Food Meals for that period.

If Passover meals are not consumed during Passover, those meals that are not consumed may be used as a substitute for the national Certified Food Menu meals. However, these meals will not be utilized during the next year's Passover observance.

## **7. RELIGIOUS MEAL ACCOMMODATION**

If religious meal accommodation is requested by the Chaplain, a roster of participants will be provided by Chaplaincy Services to Food Service employees for meal preparation purposes.

## **Chapter 5. MEDICAL DIETS/SELF-SELECTION ON MAINLINE**

### **1. GENERAL POLICY**

The FSA will provide medical diets at all institutions. A Bureau Registered Dietitian should certify the most common medical diet food offerings (i.e., reduced carbohydrate, calorie controlled, sodium controlled, low fat). A copy of the certification memorandum/letter will be maintained on the Bureau intranet site or in the FSA office.

Menu item replacements may not always be provided when inmates may have to avoid certain foods in the self-selection process.

If there is concern the medical diet self-selection process is not adequate to meet the nutritional needs, a Bureau Registered Dietitian should be consulted to determine if a special diet is indicated. Special diets are based on the Guidance for Medical Diets which is available on the Food Service Branch intra-agency webpage. If separate special diets are prescribed other than those listed in the Guidance for Medical Diets, the FSA should consult with a Bureau Registered Dietitian. If a special diet is determined to be required to ensure adequate nutrition, it will be provided by pre-plating or controlled plating.

### **2. RESPONSIBILITIES**

The FSA ensures heart healthy menu items are prepared according to approved recipes by regularly monitoring recipe use. The FSA will determine the number of heart healthy portions to be prepared.

The FSA will ensure a roster is provided to Food Service employees for all Special Diets.

The FSA will develop procedures to ensure inmates who are unable to self-select due to circumstances such as satellite feeding, a medical treatment/trip, or other reasons beyond their control receive proper food items.

**Altered Diet Requirements** – The FSA will develop procedures that ensure inmates who have a Medical Diet, Special Diet, or a supplemental feeding order will receive the proper food items, including those they would normally self-select in a cafeteria setting, if the inmates are unable to attend mainline or pick up an ordered tray due to a medical treatment/trips or other reasons beyond their control.

### 3. SUPPLEMENTAL FEEDINGS

Supplemental feedings (i.e., snacks) are provided when ordered only by authorized Health Services employees as noted in the Program Statement **Patient Care**. The list of approved supplemental feeding options may be found on the Bureau intranet site.

## **Chapter 6. SPECIALIZED FOOD SERVICE PROGRAMS**

### **1. GENERAL POLICY**

All inmates, except those on medical or religious diets, should be served the same meals in a dining room setting when consistent with the security and orderly operation of the institution. The FSA develops specialized Food Service programs to meet routine and emergency Food Service operations beyond the dining room setting, as directed by the Warden. Procedures will be developed by the FSA to ensure food safety is maintained throughout the preparation, delivery and service process for all specialized Food Service programs.

### **2. SATELLITE MEAL SERVICE**

Ordinarily, Satellite Meal Service is provided in a Special Housing Unit (SHU), Communication Management Unit (CMU), or similar units within an institution; however, it can include transportation to another institution or work detail. When satellite trays are provided to a work detail on an ongoing basis, a suitable dining room area under the control of the FSA will be provided.

### **3. SATELLITE MEAL PERIODS**

Three meal periods corresponding to the times breakfast, lunch, and dinner are normally served in situations where inmates are secured in their cells or units.

### **4. SATELLITE MENU SELECTIONS**

Inmates receiving Satellite Meal Service are given the opportunity to request a no-pork or no-flesh tray. No-pork trays are provided by replacing a pork entree with a no-flesh protein alternative. Procedures are developed locally to ensure Food Service receives advance notice of the number and types of trays required.

### **5. ALTERNATE MENU**

Food will not be withheld, or the standard menu varied, as a disciplinary measure. The Warden or Acting Warden, may authorize an alternate menu:

- When an inmate uses food products, Food Service items, or the feeding process itself in a manner that poses a threat to the safety, security, or orderly operation of the institution, or to the inmate themselves, other inmates, or employees. A written explanation of the reason(s) for alternate meal status must be included in the Warden's authorization. After seven days,

the inmate is removed from the alternative meal service or, if necessary, a new authorization is generated.

- In emergency situations, such as an institution lockdown, when Satellite Meal Service is not practical, and it is authorized by the Warden.
- In routine situations, such as an outside or nighttime work detail, when Satellite Meal Service is not practical, and it is authorized by the Warden.

## 6. ALTERNATE MENU CONTENTS

The FSA will provide a minimum bag meal consisting of two sandwiches with two ounces of protein each (non-pork), one of which will be a no-flesh sandwich, one portion of fruit, and one beverage. The use of cheese as a no-flesh sandwich is not authorized.

If an inmate is (or inmates in the case of a lockdown are) served a bag meal for more than seven days, the FSA will provide the Bag Lunch Alternate Menu listed under the Food Service Branch of the Bureau intranet site until the inmate (or inmates) are returned to regular menu service.

Inmates participating in the Certified Food Component of the Religious Diet Program being served an alternate menu will be served the Bag Lunch Alternative Menu (Certified) listed under the Food Service Branch on the Bureau intranet site until the inmate (or inmates) are returned to regular meal service.

## 7. TRANSPORTATION MEALS

- a. **Providing Meals.** Meals are provided for inmates being transferred from one institution to another, as requested by the transporting authority. The Department Head/Supervisor of Correctional Systems will notify the FSA at least 24 hours in advance of the number of meals required.
- b. **Contents.** Meals consist of an institutionally prepared box meal, or a prepackaged box meal purchased from a vendor. In institutions with a high volume of transportation meals, purchased box meals are the preferred delivery method. When a box meal is provided, minimum contents consist of two sandwiches with two ounces of protein each (non-pork), one of which will be a no-flesh sandwich, one portion of fruit, and one beverage.
- c. **Preparation.** Transportation meals are prepared and assembled by an employee or come prepackaged and sealed from a vendor.

**Reimbursement for Expenses.** When an item is purchased for bus or airlift, the coding below is used. A BP-A0100, Stores Requisition, Invoice & Transfer Receipt is kept on file for one year to support the reimbursement. Bus/Air Meals are priced at actual cost. The following “Local Level” ACTCLASS and Project numbers provide cost accounting for inmate movements:

<b>Fund</b>	<b>ACTCLASS</b>	<b>Project</b>
02	FP **** XX BA	35C (Bus Movement)
02	FP **** XX AA	46C (Airlift Movement)

\*\*\*\* = insert appropriate Institution Code

XX = insert appropriate Institution Security Level

## **Chapter 7. FOOD SAFETY – MANAGEMENT, PERSONNEL, AND RECEIVING REQUIREMENTS**

### **1. RESPONSIBILITY**

The FSA is responsible for food safety within the department. Food Service employees monitor and maintain food safety during all periods the department is in operation.

### **2. SUPERVISION**

Based on the risks of foodborne illness inherent in a Food Service operation, all employees assigned posts monitoring food production and safety, including food/machine temperatures and service of food on serving lines and self-service areas during all hours of operation, must be qualified full-time Food Service employees and have a working knowledge of the Food Service Manual. These employees should possess an active Food Protection Manager certification.

### **3. VERIFICATION OF COOKING AND COOLING TEMPERATURES**

All Food Service employees ensure cooking and cooling temperatures are monitored regularly as work is in progress. Temperature monitoring devices, (e.g., food thermometers) will be readily available to all employees required to monitor food temperatures.

### **4. INSPECTIONS**

Inspections focusing on foodborne illness risk factors will be conducted by the FSA or designee to prevent, eliminate, or reduce the occurrence of foodborne risk factors. Areas under the control of the FSA/AFSA will be included in the formal inspection process at least once per week, with daily follow-up. At a Correctional Complex, the FSA conducts at least one inspection monthly of each Food Service area. Inspections by employees outside Food Service, such as Safety or Health Services, will not be substituted to meet the weekly inspection requirement.

Inspections are not delegated below Acting FSA or AFSA.

Completed inspection reports conducted by Food Service personnel document:

- Employees conducting the inspection.
- Discrepancies noted.

Procedures and reports for inspections conducted by Food Service personnel are developed locally or standardized inspection forms found under the Food Service page of the Bureau intranet site can be utilized.

## 5. HEALTH AND HYGIENE

a. **Orientation.** The FSA ensures job orientation documentation signed by inmates assigned to Food Service contains health reporting information required by the Program Statement **Patient Care**.

b. **Health Service Clearance.** Inmates not assigned to Food Service are prohibited from working in Food Service. Institutions that have a “stand-by” work assignment will not be considered assigned, regardless of status in the applicable Bureau inmate information system and will be prohibited from Food Service work until placement into a permanent job. Unit Team employees responsible for assigning inmates to work in Food Service:

- Check the Medical Duty Status (MDS) of any inmate being considered for a Food Service assignment in the applicable Bureau inmate information system.
- Ensure inmates with an MDS “No Food Service Work” are not assigned to a Food Service work detail.
- Ensure only inmates with an MDS acknowledging “Yes Food Service Work” are assigned to a Food Service work detail.

c. **Monitoring.** The FSA or AFSA monitors employees assigned to Food Service for health and cleanliness.

All Food Service employees are responsible for observing inmates for obvious health conditions and personal hygiene issues – open sores, skin irritations, cold or flu symptoms, yellow eyes, or jaundiced skin, etc. Annual physicals are not required.

If inmates report or are observed to have symptoms that may indicate they should be precluded from Food Service work, they will be referred to Health Services for re-examination before being assigned Food Service work.

The FSA ensures any inmate removed from Food Service for medical reasons is cleared to return to Food Service work.

The FSA or designee reviews the applicable Bureau inmate information system roster weekly to verify the MDS status of inmates assigned to Food Service acknowledge “Yes Food Service Work”.



d. **Handwashing Procedures.** Persons assigned work in Food Service must keep their hands and arms clean. Proper handwashing procedures are:

- Hands are cleaned by vigorous friction on the surface of the lathered fingers, fingertips, areas between the fingers, hands, and arms using a cleaning compound and warm water.
- Cleaned areas are thoroughly rinsed under clean running warm water.
- Immediately follow with thorough drying using individual disposable towels, a continuous towel system, or a heated-air hand dryer.
- Hands will not be cleaned in any sink used for food preparation, warewashing, or in a service or mop sink area, nor shall handwashing supplies be provided in these areas.
- Soap dispensing equipment is used to dispense handwashing soap. Bar soap is not used.
- Approved automatic handwashing devices may substitute for the washing method noted above if procedures are used to ensure chemicals are dispensed properly.

e. **Handwashing Requirements.** Employees and inmates in Food Service will wash their hands:

- After using the toilet room.
- When returning to work after a break.
- Immediately before engaging in food preparation, including working with exposed food, clean equipment and utensils, and unwrapped single-service and single-use articles.
- After coughing, sneezing, using a handkerchief or disposable tissue, using tobacco, eating, or drinking.
- After touching bare human body parts other than clean hands and clean, exposed portions of the arms.
- After handling soiled equipment or utensils.
- During food preparation, as often as necessary to remove soil and contamination and to prevent cross-contamination when changing tasks.
- When switching between working with raw foods to working with ready-to-eat foods.
- Before donning gloves to initiate a task that involves working with food.
- After engaging in other activities that contaminate the hands.

f. **Handwashing Signs.** A sign or poster instructing employees and inmates in Food Service to wash their hands will be provided at handwashing locations and restrooms.

g. **Hand Sanitizers.** Hand sanitizers may be used only after handwashing. Never use them in place of handwashing.

h. **Fingernails.** Persons preparing or serving food or handling clean equipment or utensils must keep their fingernails trimmed and maintained so the edges and surfaces are easily cleanable.

- i. **Fingernail Polish, Artificial Nails.** Unless wearing intact gloves in good repair, persons handling food, equipment, utensils, and linens may not wear fingernail polish or artificial fingernails.
- j. **Jewelry.** Except for a plain ring such as a wedding band, no jewelry will be worn including medical information jewelry on the arms and hands when working with food.
- k. **Outer Clothing.** Employees and inmates in Food Service wear clean outer clothing to prevent contamination of food, equipment, utensils, and linens:
  - The inmate uniform is determined locally but will include a complete outer uniform used only for Food Service work, or a smock/apron that covers clothing authorized for wear in other areas of the institution.
  - Safety shoes are worn as required in the Program Statement **National Occupational Safety and Health Policy**.
- l. **Storage of Clothing and Personal Belongings.** The FSA will identify areas for storing authorized clothing and personal belongings such as jackets and shoes. Designated areas must be away from food preparation, storage, and serving areas, as well as utensil washing and storage areas.
- m. **Eating or Drinking.** Employees and inmates in Food Service may eat or drink only in designated areas where contamination of exposed food, clean equipment, utensils, linens or other items needing protection cannot result.
- n. **Hair Restraints.** Food Service employees and all Food Service inmates working directly with exposed food, clean equipment, utensils, or linens will wear hair restraints such as hats, hair coverings or nets, and beard guards. Hair restraints are designed and worn to effectively keep hair from contacting exposed food, clean equipment, utensils, linens, and unwrapped single-service/single-use articles.

This section does not apply to employees employed in Food Service or Food Service inmates who pose a minimal risk of contaminating exposed food, clean equipment, utensils, or linens. This will include supervising meal service, beverage service, or wiping tables. “Minimal Risk” will be determined by the Food Service Administrator.

## 6. FOOD RECEIVING REQUIREMENTS

- a. **Temperature.** Temperature of time/temperature control for safety food is checked when it is received. Items impractical for probe temperature monitoring (eggs, milk, etc.) are determined

to be in compliance by monitoring the temperature of the transport container. Immediate notification is made to the FSA, AFSA, or designee to determine disposition of any item not within the limits described below. Due to the immediate notification and disposition requirements, logs documenting receiving temperatures are not required.

- Refrigerated time/temperature control for safety foods will be at a temperature of 41°F or below when received.
- A food that is labeled frozen and shipped frozen by a food processing plant will be received frozen.
- Hot time/temperature control for safety foods delivered from outside sources will be at a temperature of 135°F or above when received.
- Raw eggs will be received and stored in refrigerated equipment that maintains an ambient air temperature of 45°F or less.
- Upon receipt, time/temperature control for safety foods are free of evidence of previous temperature abuse.

**b. Eggs and Milk Product Requirements**

- Shell eggs are received clean and sound and may not exceed the restricted egg tolerances for U.S. Consumer Grade B.
- Egg products will be obtained pasteurized.
- Fluid/dry milk and milk products comply with Grade A standards and are pasteurized.
- Frozen milk products, such as ice cream, will be obtained pasteurized per “Frozen Dessert” standards.
- Cheese will be obtained pasteurized.

**c. Juice Products.** Pre-packaged 100% juice products will be obtained pasteurized.

**d. Package Integrity.** Packages must be in good condition and protect the integrity of the contents so that contents are not exposed to adulteration. Product specifications are verified upon receipt at the warehouse and against purchasing documents to ensure proper contents and quality assurance. If unable to verify or questions arise, the FSA or AFSA will be contacted for guidance. Updated specifications can be found under the Food Service Branch on the Bureau intranet site.

**e. Delivery Inspection.** To ensure compliance with these receiving requirements, delivery inspections will be conducted. When receiving delivery of food items, a random sample of no less than 10% of delivered items will be thoroughly searched and inspected for package integrity, evidence of temperature abuse, and adherence to the National Menu Specifications. The most current National Menu Specifications must be used to evaluate acceptability of delivered items.

f. **Food Service Delivery Rejection Report.** If receiving employees identify a concern with a delivery, the FSA or designee will be made aware of the concern. When it is determined by the FSA or designee that a consumable item should be rejected, a form BP-A1137, Food Service Delivery Rejection Report, must be completed. The Food Service Administrator or designee is responsible for ensuring the report is correct and accurate. The completed report will be signed by the Food Service Administrator or designee and forwarded with any digital photos and/or supporting documentation to the Regional Food Service Administrator and institutional contracting employees. The Regional Food Service Administrator will review, sign, and forward to the Central Office Food Service Branch. The Food Service Branch will review and determine if further actions are necessary. The Food Service Branch will maintain a link on the Bureau intranet site with delivery rejection report information pertaining to rejected items.

## **Chapter 8. FOOD SAFETY – PROTECTION AFTER RECEIVING**

### **1. PREVENTING CONTAMINATION FROM HANDS**

Inmates are prohibited from cleaning rest rooms, garbage cans, sewers, drains, and grease traps if they will then return to an assignment that involves contact with exposed food, clean equipment, utensils, or linens.

Food Service employees will ensure food handlers effectively clean their hands by routinely monitoring handwashing.

Except when washing fruits and vegetables, employees and inmates in Food Service may not contact exposed ready-to-eat food with their bare hands. Single-use gloves and utensils such as deli tissue, spatulas, tongs, or dispensing equipment are used to avoid contact. Employees and inmates must minimize bare hand contact with exposed food that is not ready to eat. Employees serving covered satellite trays are not required to wear single-use gloves.

### **2. PREVENTING CONTAMINATION WHEN TASTING**

Employees and inmates in Food Service may not use a utensil more than once to taste food.

### **3. PACKAGED AND UNPACKAGED FOOD - SEPARATION, PACKAGING, AND SEGREGATION**

Food will be protected from cross-contamination by:

- Separating raw animal foods (such as beef, fish, lamb, pork, and poultry) during storage, preparation, holding, and display from raw ready-to-eat food (such as vegetables) and cooked ready-to-eat food.
- Except when combined as ingredients, separating raw animal foods from each other during storage, preparation, holding, and display by:
  - Using separate equipment for each type or arranging each type in equipment so that cross-contamination is prevented.
  - Preparing each type of food at different times or in separate areas.
- Storing food in packages, covered containers, or wrappings, except whole uncut raw fruits and vegetables, and nuts in the shell that require peeling before consumption.
- Cleaning hermetically sealed food containers of visible soil before opening and separating fruits and vegetables from ready-to-eat food before they are washed.

#### **4. FOOD STORAGE CONTAINERS IDENTIFIED WITH COMMON NAME OF FOOD**

Working containers holding food or food ingredients that are removed from their original packages will be identified with the common name of the food, except containers holding food that can be unmistakably recognized, such as dry pasta, need not be identified.

#### **5. WASHING FRUITS AND VEGETABLES**

Raw fruits and vegetables will be thoroughly washed in water to remove soil and other contaminants before being cut, combined with other ingredients, cooked, or served.

#### **6. STORAGE OR DISPLAY OF FOOD IN CONTACT WITH WATER OR ICE**

Packaged food may not be stored in direct contact with ice or water if water might enter because of the nature of its packaging, wrapping, or container, or its positioning in the ice or water.

Unpackaged food may not be stored in direct contact with un-drained ice, except:

- Whole, raw fruits or vegetables; cut, raw vegetables such as celery or carrot sticks or cut potatoes; and tofu may be immersed in ice or water.
- Raw chicken and raw fish received immersed in ice in shipping containers may remain in that condition while in refrigerated storage awaiting preparation.

#### **7. FOOD CONTACT WITH EQUIPMENT AND UTENSILS**

Food must only contact surfaces of equipment and utensils that are cleaned and sanitized as specified in Chapter 11, Food Safety – Equipment.

#### **8. IN USE UTENSIL STORAGE**

During pauses in food preparation and dispensing, utensils are stored:

- In the food, with their handles above the top of the food and the container.
- In a food that is not time/temperature control for safety with their handles above the food within containers or equipment that can be closed, such as bins of sugar, flour, or cinnamon.
- On a clean part of the food preparation table or cooking equipment, if the utensil and the food contact surface are cleaned and sanitized per Chapter 11, Section 7, Cleaning of Equipment and Utensils.
- In a clean, protected location if the utensils, such as ice scoops, are used only with a food that is not time/temperature control for safety food.

## **9. LINENS, NAPKINS, WIPING CLOTHS, USE LIMITATION**

Linens, napkins, and wiping cloths may not be used in contact with food. Cloths used for wiping are either:

- Dry and used for wiping food spills from tables.
- Wet and stored in a chemical sanitizer at a concentration specified by the manufacturer and used for wiping spills from food contact and non-food contact surfaces.

Dry or wet cloths used with raw animal foods are kept separate from cloths used for other purposes. Wet cloths used with raw animal foods are kept in a separate sanitizing solution.

Steel scrubbers and scouring pads used to remove or completely loosen soils do not require storage in a chemical sanitizer. Steel scrubbers and scouring pads will not be used for sanitizing purposes on any food contact surface.

## **10. GLOVES, USE LIMITATION**

Wash hands prior to putting gloves on. Single-use gloves are used for only one task and discarded when damaged or soiled, or when interruptions occur in the operation. Never blow into gloves or roll gloves to make them easier to put on or wash and reuse.

Cut-resistant gloves used to protect the hands during operations requiring cutting are only used in contact with food that is subsequently cooked and are covered by a single-use glove.

## **11. USING CLEAN TABLEWARE FOR SECOND PORTIONS AND REFILLS**

Except for filling a drinking cup, used tableware is not used to get second portions from self-service areas.

## **12. FOOD STORAGE**

Food will be protected from contamination by storing it:

- In a clean, dry location.
- Where it is not exposed to splash, dust, or other contamination.
- At least six inches above the floor, except:
  - Cased food in waterproof containers such as bottles or cans may be stored less than six inches above the floor on pallets.

- Dairy containers in plastic crates may be stored in a refrigerator on a floor that is clean and not exposed to moisture.

### **13. FOOD STORAGE, SHELF STABLE**

Shelf-stable foods are stored between 45°F and 80°F when possible. The national health code specifies that dry storage areas are not considered time/temperature control items, and therefore would not require temperature monitoring and recording.

### **14. STORAGE, PROHIBITED AREAS**

Food, cleaned and sanitized equipment and utensils, laundered linens, single-service/single-use articles must not be stored:

- In locker rooms.
- In toilet rooms.
- In dressing rooms.
- In garbage rooms.
- In mechanical rooms.
- Under sewer lines that are not shielded to intercept potential drips.
- Under leaking water lines, including leaking automatic fire sprinkler heads, or under lines on which water has condensed.
- Under open stairwells.
- Under other sources of contamination.

### **15. FOOD DISPLAY**

Except for nuts in the shell and whole raw fruit intended for hulling or peeling before consumption, food on display will be protected by the use of packaging, sneeze guards, display cases, or other means.

### **16. SELF-SERVICE OPERATIONS**

Self-service operations such as buffets or salad bars for ready-to-eat foods are provided with sneeze guards, utensils, or dispensing methods that protect food from contamination and are monitored by employees trained in safe operating procedures. Self-serve salad/hot bars may not be used unless food is protected from contamination by being kept in dispensers designed to provide protection, protected displays provided with the proper utensils to prevent the handle from coming into contact with the product, original containers designed for dispensing, or individual packages or portions.



## Chapter 9. FOOD SAFETY – DESTRUCTION OF ORGANISMS OF PUBLIC HEALTH CONCERN

### 1. RAW ANIMAL FOODS

Raw animal foods such as eggs, fish, meat, poultry, and foods containing these must be cooked to heat all parts of the food to a temperature and for a time that complies with one of the following methods based on the food being cooked. The most current version of the FDA Food Code will supersede the below cooking requirements when applicable and will be updated for consistency in the Bureau curriculum.

■ 145°F or above for 15 seconds

- Shell eggs that will be served immediately.
- Seafood – including fish, shellfish, and crustaceans.
- Steaks/chops of pork, beef, veal, and lamb.

■ 155°F for 17 seconds

- Ground meat – including beef, pork, and other meats.
- Injected meat – including brined ham and flavor-injected roasts.
- Mechanically tenderized meat.
- Ratites (mostly flightless birds with flat breastbones) – including ostrich and emu.
- Ground seafood – including chopped or minced seafood.
- Shelled eggs that will be held for service.

Minimum Temperature and Time Injected Meats and Ratites	
Minimum Temperature	Minimum Time
145°F	3 minutes
150°F	1 minute
158°F	<1 second (instantaneous)

■ 165°F for <1 second (instantaneous)

- Poultry – including whole or ground chicken, turkey, or duck.
- Stuffing made with fish, meat, or poultry.
- Stuffed meat, seafood, poultry, or pasta.
- Dishes that include previously cooked TCS ingredients (raw ingredients should be cooked to their required minimum internal temperatures).

■ 145°F for 4 minutes

- Roasts of pork, beef, veal, and lamb.
- Roasts may be cooked to the below alternate cooking times and temperatures depending on the type of roast and oven used.
- In an oven preheated to the temperature specified for the roast weight in the following chart and held at that temperature.

Oven Temperature Based on Roast Weight		
Oven Type	Less than 10 lbs	More than 10 lbs
Still Dry	350°F or more	250°F or more
Convection	325°F or more	250°F or more
High Humidity*	250°F or less	250°F or less
* Relative humidity greater than 90% for at least 1 hour as measured in the cooking chamber or exit of the oven, or in a moisture impermeable bag that provides 100% humidity		

- As specified in the following chart, to heat all parts of the food to a temperature and for the holding time that corresponds to that temperature:

Temperature	Time in Minutes	Temperature	Time in Seconds
130°F	112	147°F	134
131°F	89	149°F	85
133°F	56	151°F	54
135°F	36	153°F	34
136°F	28	155°F	22
138°F	18	157°F	14
140°F	12	158°F	0
142°F	8		
144°F	5		
145°F	4		

- Whole-muscle, intact steaks can be cooked on a grill, but must meet the same standard in time and temperature as beef roasts.

■ 135°F (no minimum time)

- Food from plants, including fruits, vegetables, grains (e.g., rice, pasta), and legumes (e.g., beans, refried beans) that will be hot held for service.

## 2. REHEATING FOR HOT HOLDING

Except as specified below, time/temperature control for safety food that is cooked, cooled, and reheated for hot holding will be reheated so that all parts of the food reach at least 165°F for 15 seconds.

Ready-to-eat food taken from a commercially processed, hermetically sealed container, or from an intact package from a food processing plant inspected by the USDA, will be heated to at least 135°F for hot holding.

Reheating for hot holding must be done rapidly, so that the time the food is between 41 °F and 165 °F does not exceed two hours.

Prepared foods heated in their original sealed container are cooked according to manufacturer's directions.

## **Chapter 10 – FOOD SAFETY: LIMITATION OF GROWTH OF ORGANISMS OF PUBLIC HEALTH CONCERN**

### **1. TEMPERATURE CONTROL**

Frozen food will be kept at or below 0°F in storage. Time/temperature control for safety food will be thawed:

- Under refrigeration that maintains the food temperature at 41°F or less.
- As part of the cooking process, if the frozen food is cooked according to this policy.
- When not possible by either method above, completely submerged under running water either:
  - At a water temperature of 70°F or below, with sufficient water velocity to agitate and float off loose particles in an overflow, for a period that does not allow thawed portions of ready-to-eat food to rise above 41°F.
  - For a period that does not allow thawed portions of a raw food requiring cooking to be above 41°F for more than four hours, including the time the food is exposed to the running water and the time needed for preparation and cooking, or the time it takes to lower the food to 41°F if it is not being immediately cooked.

### **2. TIME AS A PUBLIC HEALTH CONTROL**

If time without temperature control is used as the public health control for a working supply of time/temperature control for safety food before cooking, or for ready-to-eat time/temperature control for safety food that is displayed or held for service:

- The food will have an initial temperature of 41°F or less when removed from cold holding temperature control, or 135°F or greater when removed from hot holding temperature control.
- The food will be marked or otherwise identified (e.g., verbally by employees) to indicate the time that is four hours past the point in time when it is removed from temperature control.
- The food will be cooked and served. It will be served at any temperature if ready-to-eat, or if not served, it must be discarded within four hours from the point in time when the food is removed from temperature control.
- Food in unmarked containers or packages or marked to exceed the four-hour time limit will be discarded.
- Written procedures are provided to personnel responsible for ensuring proper disposition of food when time is used as a public health control outside of Food Service (SHU, etc.).

### **3. COOLING**

Cooked time/temperature control for safety foods will be cooled within two hours from 135°F to

70°F and within a total of six hours from 135°F to 41°F or less.

Time/temperature control for safety food will be cooled within four hours to 41°F or less if prepared from ingredients at room temperature, such as reconstituted foods and canned tuna. Ingredients should be pre-chilled in original containers to ensure these requirements are met.

#### **4. COOLING METHODS**

Cooling is done per the time and temperature criteria in this policy by one or more of the following methods based on the type of food:

- Using rapid cooling equipment.
- Placing the food in shallow pans.
- Separating the food into smaller or thinner portions.
- Stirring the food in a container placed in an ice water bath.
- Using containers that facilitate heat transfer.
- Adding ice as an ingredient.
- Other effective methods.

When placed in cooling or cold holding equipment, food containers in which food is being cooled are:

- Arranged in the equipment to provide maximum heat transfer through the container walls.
- Loosely covered or uncovered if protected from overhead contamination during the cooling period to facilitate heat transfer from the surface of the food.

Leftovers which have not been cooled by the time, temperature and methods listed in this chapter will be disposed of and not served.

#### **5. TIME/TEMPERATURE CONTROL FOR SAFETY FOOD, HOT AND COLD HOLDING**

Except during preparation, cooking, or cooling, or when time is used as the public health control, time/temperature control for safety food will be kept at 135°F or above, or at 41°F or less.

#### **6. READY-TO-EAT, TIME/TEMPERATURE CONTROL FOR SAFETY FOOD, DATE MARKING**

Refrigerated, ready-to-eat, time/temperature control for safety food prepared and held in a food establishment for more than 24 hours will be clearly marked to indicate the date or day by which

the food will be consumed on the premises or discarded when held at a temperature of 41°F or less for a maximum of five days. The day of preparation will be counted as Day One.

Refrigerated, ready-to-eat, time/temperature control for safety food prepared and packaged by a USDA-inspected food processing plant will be clearly marked at the time the original container is opened in a food establishment and if the food is held for more than 24 hours, to indicate the date or day by which the food will be consumed on the premises or discarded when held at a temperature of 41°F or less for a maximum of five days. The day the original container is opened in the food establishment will be counted as Day One and the day or date marked by the food establishment may not exceed a manufacturer's use-by date if the manufacturer determined the use-by date based on food safety.

A refrigerated, ready-to-eat, time/temperature control for safety food that is frequently rewrapped, such as lunch meat or roast, or an item for which date marking is impractical, such as soft-serve mix or milk in a dispensing machine, may be marked as noted above, or by an alternative method.

A refrigerated, ready-to-eat, time/temperature control for safety food ingredient or a portion of a refrigerated, ready-to-eat, time/temperature control for safety food that is subsequently combined with additional ingredients or portions of food retains the date marking of the earliest-prepared or first-prepared ingredient.

## **7. FOOD PRESERVATION LIMITATIONS**

No Food Service Department will:

- Freeze food prepared in the department for later use.
- Smoke food for preservation rather than for flavor enhancement.
- Use food additives or components such as vinegar for preservation rather than for flavor enhancement, or to render a food not time/temperature control for safety.
- Cure food.

## **8. SPECIAL FOOD SAFETY REQUIREMENTS**

Foods made with uncooked eggs, such as Caesar salad, hollandaise sauce, mayonnaise, or eggnog, will not be prepared.

The FSA at Care Level III and IV facilities ensures raw seed sprouts are not served.

## **Chapter 11. FOOD SAFETY – EQUIPMENT**

### **1. FOOD EQUIPMENT, CERTIFICATION**

Food Service equipment must meet the American National Standards Institute (ANSI) standard for sanitation and safety and be certified or listed by a nationally recognized testing agency (e.g., National Science Foundation (NSF), Underwriters Laboratories (UL), etc.). Only a nationally recognized testing agency may be considered an independent outside source to certify equipment. Repairs are authorized when the integrity of the equipment is maintained as described in the FDA Food Code and recertification of equipment is not required.

### **2. USE LIMITATIONS**

The following items will not be used in Food Service:

- Sponges.
- Copper, brass, or pewter in contact with food.
- Equipment, utensils, or cutting implements not specifically manufactured by the Food Service industry under accredited safety standards.
- Wood and wicker, except:
  - Hard maple or an equivalent hard, close-grained wood may be used for cutting boards, cutting blocks, bakers tables and utensils such as rolling pins and doughnut dowels.
  - Whole, uncut, raw fruits and vegetables or nuts in the shell may be kept in the wood shipping containers they were received in until used.
  - Wood pallets may be used to store canned goods and other non-absorbent containers.

### **3. BACK-FLOW PREVENTION**

A direct connection may not exist between the sewage system and a drain originating from equipment in which food, portable equipment, or utensils are placed.

### **4. WALK-IN REFRIGERATOR AND FREEZER REQUIREMENTS**

Walk-in refrigerator and freezer units will be provided with a plastic strip curtain, air curtain, or other means to reduce cold air loss as a person passes through the doorway. They are not held or propped open at any time. Walk-in refrigerators and freezers must have a device that allows the door to be opened from the inside even if locked from the outside. Mobile refrigerator/freezer trailers which are not permanently fixed or attached to a building are exempt from having a device that allows the door to be opened from the inside.



## 5. LUBRICANTS

Lubricants will be certified food grade when used on food contact surfaces, on the bearings and gears located on or within food contact surfaces, or in locations where leaks, drips or other means will contaminate food contact surfaces.

## 6. WAREWASHING AND SANITIZING

- a. **Sanitizing Exposure Time.** Chemical manual or mechanical operations, including application of sanitizing chemicals by immersion, manual swabbing, brushing, or pressure spraying, are done using a solution as specified in this policy by providing an exposure time specified by the manufacturer.
- b. **Sanitizing Solutions, Testing Devices.** A test kit or other device that accurately measures the concentration in mg/L of sanitizing solutions is provided.
- c. **Warewashing Machines, Internal Baffles.** Warewashing machine wash and rinse tanks are equipped with baffles, curtains, or other means to minimize cross-contamination.
- d. **Warewashing Machines, Temperature Measuring Devices.** A warewashing machine is equipped with a temperature measuring device that shows water temperature in each wash and rinse tank and as the water enters the hot water sanitizing final rinse manifold or the chemical sanitizing solution tank.
- e. **Warewashing Machines, Automatic Dispensing of Detergents and Sanitizers.** A warewashing machine is designed and equipped to:
  - Automatically dispense detergents and sanitizers.
  - Verify by visual means or a visual or audible alarm, that detergents and sanitizers are delivered to the washing and sanitizing cycles.
- f. **Manual Warewashing, Sink Compartment Requirements.** Except as specified below, a sink with at least three compartments is provided for manually washing, rinsing, and sanitizing equipment and utensils.

Sink compartments are large enough to immerse the largest equipment and utensils. If equipment or utensils are too large, a warewashing machine or alternative equipment is used. Alternative manual warewashing equipment may be used when there are special cleaning needs or constraints, and use is approved by the FSA.

g. **Warewashing Sinks, Use Limitation.** If a warewashing sink is used to wash produce or thaw food, it is cleaned and sanitized before and after each use.

h. **Warewashing Equipment, Cleaning Agents.** When used for warewashing, the wash compartment of a sink, mechanical warewasher, or wash receptacle of alternative manual warewashing equipment contains a wash solution of one of the following: soap, detergent, acid cleaner, alkaline cleaner, degreaser, abrasive cleaner, or other cleaning agent per the cleaning agent manufacturer's label instructions.

i. **Manual Warewashing Equipment, Wash Solution Temperature.** The temperature of the wash solution is kept at or above that specified on the cleaning agent manufacturer's label instructions. If none are provided, the FDA Food Code recommends 110°F.

j. **Mechanical Warewashing Equipment, Wash Solution Temperature.** The temperature of the wash solution in spray-type warewashers that use hot water to sanitize may not be less than:

- For a stationary-rack, single-temperature machine, 165°F.
- For a stationary-rack, dual-temperature machine, 150°F.
- For a single-tank, conveyor, dual-temperature machine, 160°F.
- For a multi-tank, conveyor, multi-temperature machine, 150°F.

The temperature of the wash solution in spray-type warewashers that use chemicals to sanitize may not be less than 120°F.

k. **Manual Warewashing Equipment, Hot Water Sanitization Temperatures.** If immersion in hot water is used for sanitizing in a manual operation, the temperature is kept at 171°F or above and the equipment or utensil is immersed for 30 seconds.

l. **Mechanical Warewashing Equipment, Hot Water Sanitization Temperatures.** Except as specified below, in a mechanical operation, the temperature of the fresh hot water sanitizing rinse as it enters the manifold may not be more than 194°F or less than:

- 165°F for a stationary-rack, single-temperature machine.
- For all other machines, 180°F.

The maximum temperature above does not apply to high pressure and temperature systems with wand-type or hand-held spraying devices used for in-place cleaning and sanitizing.

m. **Mechanical Warewashing Equipment, Sanitization Pressure.** The flow pressure of the fresh hot water sanitizing rinse in a warewashing machine may not be less than 15 pounds or more than 25 pounds per square inch, as measured in the water line immediately downstream or upstream from the fresh hot water sanitizing rinse control valve.

n. **Manual and Mechanical Warewashing Equipment, Chemical Sanitization Temperature, pH, Concentration, and Hardness.** An iodine solution has a minimum temperature of 75°F, a pH of 5.0 or less (or no higher than the level for which the manufacturer specifies the solution is effective), and a concentration between 12.5 mg/L and 25 mg/L.

A quaternary ammonium compound solution has a minimum temperature of 75°F, a concentration as required by the manufacturer's directions on the label, and is used only in water with a hardness no greater than specified by the label.

Concentration of the sanitizing solution is determined using a test kit or other device.

## 7. CLEANING OF EQUIPMENT AND UTENSILS

### a. **Equipment, Food-Contact Surfaces, Non-Food-Contact Surfaces, and Utensils.**

Equipment food-contact surfaces and utensils not in use will be clean to sight and touch. Food-contact surfaces of cooking equipment and pans are kept free of grease deposits and soil accumulations. Non-food-contact surfaces are kept free of dust, dirt, food residue, and other debris.

b. **Equipment Food-Contact Surfaces and Utensils.** Equipment food-contact surfaces and utensils will be cleaned:

- Before each use with a different raw animal food such as beef, fish, lamb, pork, or poultry.
- Each time there is a change from working with raw foods to working with ready-to-eat foods.
- Between uses with raw fruits and vegetables and with time/temperature control for safety food.
- Before using or storing a food temperature measuring device.
- At any time during operation when contamination may have occurred.

If used continuously with time/temperature control for safety food, food-contact surfaces and utensils are cleaned throughout the day at least every four hours, except:

- In storage, containers of time/temperature control for safety food and their contents are maintained at safe temperatures specified in this policy and containers are cleaned when they are empty.

- Utensils and equipment are used to prepare time/temperature control for safety food in a refrigerated room and the four-hour time limit is exceeded.
- Utensils and equipment are cleaned at the frequency in the following chart that corresponds to the temperature and the cleaning frequency based on the ambient temperature of the refrigerated room, and the temperature is checked regularly and documented:

Temperature	Cleaning Frequency
41°F or less	24 Hours
>41°F - 45°F	20 Hours
>45°F - 50°F	16 Hours
>50°F - 55°F	10 Hours

- Containers in serving situations, such as salad bars and cafeteria lines holding ready-to-eat time/temperature control for safety food maintained at safe storage temperatures, are intermittently combined with additional supplies of the same food that are at the required temperature, and the containers are cleaned after the completion of each meal.
- Temperature-measuring devices are maintained in contact with food, such as a container of deli food or in a roast, held at safe storage temperatures.
- Equipment is used for storage of food such as a reach-in refrigerator and is cleaned as necessary to prevent soil accumulation.

Surfaces of utensils and equipment contacting food that is not time/temperature control for safety are cleaned any time when contamination may have occurred, and:

- At least every 24 hours for iced tea dispensers.
- After each meal for self-service utensils such as tongs, scoops, or ladles.
- In equipment such as beverage/condiment dispensing nozzles and enclosed components of equipment such as cooking oil storage tanks and distribution lines, beverage and syrup dispensing lines or tubes, and water vending equipment, at a frequency specified by the manufacturer.
- Ice machine storage bins that continually store ice are emptied, cleaned, and sanitized per the manufacturer's recommendation. This should be accomplished at least quarterly when there is no manufacturer's recommendation.

Non-food contact surfaces of equipment are cleaned as necessary to prevent soil accumulation.

c. **Wet Cleaning.** Equipment food contact surfaces will be effectively washed to remove or completely loosen soils by using the manual or mechanical means necessary such as the application of detergents containing wetting agents and emulsifiers; abrasive cleaners; hot water; brushes; scouring pads; high-pressure sprays; or ultrasonic devices.

d. **Washing, Procedures for Alternative Manual Warewashing Equipment.** If washing in sink compartments or a warewashing machine is impractical, such as when the equipment is fixed or the utensils are too large, washing is done using alternative equipment such as:

- Brushes, steel scrubbers or other implements.
- High-pressure detergent sprayers, low- or line-pressure spray detergent foamers, or detergent-supplied hoses (only if the equipment does not have electrical or gas components).
- Other task-specific cleaning equipment that does not harm gas or electric components.

And in accordance with the following procedures:

- Equipment is disassembled as necessary to allow detergent access to all parts.
- Components and utensils are scraped or rough-cleaned to remove food particles.
- Equipment and utensils are washed as specified in this Chapter, Section 7c, Wet Cleaning procedures.

e. **Rinsing Procedures.** Washed utensils and equipment are rinsed before sanitizing so abrasives are removed and cleaning chemicals are removed or diluted by:

- Using a freshwater spray with a control nozzle which only sprays rinse water when physically activated, is only used when equipment or utensils have no electrical or gas components, in three-compartment sink operations with the rinse sink left empty.
- Other effective means when rinsing equipment or utensils with utility connections, ensuring the process does not harm electrical or gas components.
- Handheld sprayers used for rinsing will not be installed with a metal ring that is designed to keep the dispensing action constantly opened.

## 8. PROTECTION OF CLEAN ITEMS

a. **Equipment and Utensils, Air-Drying Required.** After cleaning and sanitizing, employees will ensure equipment and utensils are:

- Adequately drained before contact with food.

- Air-dried before storage, which may restrict air drying - racks designed for specific pans, trays and utensils will be used when possible.
- Not cloth dried.

b. **Equipment and Utensils, Storage.** Clean, air-dried equipment and utensils are stored covered or inverted. Single-service and single-use articles are stored in a clean, dry location and kept in the original package or stored using other means which protect from contamination until used.

c. **Kitchenware and Tableware.** Single-use, single-service, and properly sanitized utensils are handled, displayed, and dispensed preventing food contamination and contamination of contact surfaces.

Knives, forks, and spoons that are not pre-wrapped are presented so that only the handles are touched by employees and inmates employed in Food Service if self-service is provided.

Knives, forks, and spoons that are pre-wrapped, such as in a napkin, and not individually sealed in plastic, are stored in a way that prevents contamination.

## 9. UTENSILS, CONSUMER SELF-SERVICE

A food-dispensing utensil is available for each container dispensed at a self-service unit such as a buffet or salad bar.

## 10. CAN OPENERS

Cutting or piercing parts of can openers are kept sharp to minimize creation of metal fragments that can contaminate food when the container is opened. Mounting to tables must be done according to manufacturer's recommendation.

## 11. CUTTING SURFACES

Surfaces such as cutting blocks and boards which are subject to scratching and scoring are resurfaced if they can no longer be effectively cleaned and sanitized or discarded if not capable of being resurfaced.

## 12. BULK MILK DISPENSERS

The bulk milk container dispensing tube is cut on the diagonal, leaving no more than one inch protruding from the chilled dispensing head. The plastic protective covering over the dispensing

tube will be removed prior to service.

### 13. TEMPERATURE MEASURING DEVICES

- a. **Food Temperature Measuring Devices.** Food temperature measuring devices are readily accessible to attain and maintain specified temperatures. A device with a small-diameter probe designed to measure the temperature of thin masses is used to accurately measure temperature in foods such as meat patties and fish filets.
- b. **Temperature Measuring Devices, Manual Warewashing.** In manual warewashing operations, a temperature measuring device is readily accessible for frequently measuring washing and sanitizing temperatures.
- c. **Temperature Measuring Devices, Food Storage.** In a mechanically refrigerated or hot food storage unit, the sensor of a temperature measuring device is located to measure the air temperature or a simulated product temperature in the warmest part of a mechanically refrigerated unit and the coolest part of a hot food storage unit.

Except as specified below, cold or hot holding equipment used for time/temperature control for safety food is equipped with at least one integral or permanent temperature measuring device located to allow easy viewing.

This section does not apply to equipment for which a temperature measuring device is not practical for measuring ambient air because of the design, type, and use of the equipment, such as heat lamps, cold plates, steam tables, insulated food transport containers, and salad bars.

Note: Thermometers designed to be accurate to a specific +/- °F will be taken into consideration when monitoring temperatures. Cook Supervisors monitoring food preparation and storage areas will have access to internal probe thermometers at all times to ensure food safety compliance.

Thermometers will be purchased by the Food Service Administrator or designee via the Food Service Cost Center.

### 14. EQUIPMENT MAINTENANCE AND SECURITY

Only Facilities Department employees or qualified non-Bureau personnel perform or supervise maintenance and repairs to Food Service equipment.

Access to Food Service Equipment is controlled as follows:

1. Padlocks will be present on all dish machines and revolving oven main access power panels where padlock compatible locking mechanisms are already present as part of the certified equipment purchased from the manufacturer.
2. All equipment will be maintained according to manufacturer's specifications. Generally, manufacturer's screws will not be replaced with tamper resistant screws as this may void the outside independent source certification. However, security screws may be used as a security enhancement when authorized by the Warden.
3. All employees and inmates receive documented training that access to energized circuits is not authorized, even when screws are missing, and may cause serious injury.

All employees and inmates will adhere to equipment labels and operating instructions that state the power source must be de-energized prior to access and local lockout/tag-out procedures will be followed.

Revolving tray ovens are evaluated by the Safety Administrator to determine if cavities within the oven constitute confined space. If so, the FSA ensures provisions for confined space entry are adhered to. See the Program Statement **National Occupational Safety and Health Policy**. Revolving tray ovens will be inspected regularly and cleaned to ensure grease does not build up.

## 15. EQUIPMENT SAFETY

Machine guarding is in place during operation. Equipment (e.g., vegetable slicer attachments) not equipped with automatic shutoff capabilities, will be operated in accordance with the manufacturer's recommendations. No equipment will be altered to bypass machine guarding safety mechanisms.

## 16. DEEP FAT FRYING

Deep fat frying is only done in equipment specifically designed for it. Tilting skillets or other deep-sided equipment are only used for pan-frying and contain no more grease than required to keep the cooking surface coated.

## 17. WASTE HANDLING

a. **Receptacles.** Receptacles for refuse, recyclables, and returnables and for use with materials containing food residue are durable, cleanable, insect- and rodent-resistant, leakproof, and non-absorbent.

b. **Covering Receptacles.** Receptacles and waste handling units for refuse and uncleaned recyclables are kept covered:



- Inside Food Service if they contain food residue and are not in continuous use.
- With tight-fitting lids or doors if kept outside Food Service.

c. **Cleaning Receptacles.** Soiled receptacles and waste handling units for refuse, recyclables, and returnables are cleaned as often as necessary to prevent them from developing soil buildup or attracting insects and rodents.

d. **Fats, Oils, and Grease.** When using deep fat fryers, or processes that produce large amounts of fats, oils, and grease, recycle these through a local grease rendering or food recycling company. If this is not an option, the fats, oils, and grease are stored in sealed containers and properly disposed of as solid waste. Never dump them down drains. Following are specific practices to help reduce fats, oils and grease entering the sanitary system:

- Put waste oil from deep fat fryers in a sealed container for recycling. Wipe the fryer with towels and dispose of the towels as solid waste. Ensure any spills outside the container are cleaned up.
- Empty drip pan contents of grills, roasters, and broilers into a sealed container for recycling. Wipe grease-laden pots and pans with towels and dispose of the towels as solid waste.
- Excess liquid food products such as syrup, batter, gravy, sauce, and dairy items are handled as solid waste. Never dump these down drains.
- Butter and butter byproducts: pre-scrape utensils and containers before washing and dispose of non-recyclable materials as solid waste.
- Dispose of meat scraps and trimmings as solid waste.
- Pulpers and garbage disposals send unwanted food byproducts into the sewer and should not be used.
- Frequently clean sink strainers and dispose of contents as solid waste. Sinks are not used if strainers are removed. This applies to both basin and floor-type sinks.
- Regularly inspect containers used to store recyclable liquids. Store containers in locations where sanitary and storm drains are not located. Follow the Spill Prevention and Cleanup Plan developed by the Safety Administrator.

## 18. PHYSICAL FACILITIES

a. **Rodent and Insect Control.** Insects, rodents, and other pests are controlled by:

- Routinely inspecting incoming shipments of food and supplies.
- Routinely inspecting the department for evidence of pests and reporting findings to the Safety department.
- If pests are found, using methods such as trapping devices or other controls.

- Eliminating harborage conditions.
- For additional information, refer to the Program Statement **National Occupational Safety and Health Policy** and/or institutional written plan for pest control.

b. **Insect Control Devices, Design, and Installation.** Insect control devices used to electrocute or stun flying insects are designed to keep the insect within the device. They are never installed over a food preparation area or so that dead insects and insect fragments fall on food, equipment, utensils, and linens.

c. **Outer Openings, Protected.** Outer openings of Food Service are protected against insects and rodents by:

- Filling or closing holes and other gaps along floors, walls, and ceilings.
- Closed, tight-fitting windows, or if the windows are kept open, they are screened.
- Solid, self-closing, tight-fitting doors, except:
  - Exterior doors need not be self-closing if they are limited use, i.e., not used except for a designated emergency exit.
  - If the doors are kept open for deliveries, the openings are protected by air curtains to control flying insects.

d. **Drying Mops.** After use, mops are placed where they can air-dry without soiling walls, equipment, or supplies.

e. **Storing Maintenance Tools.** Brooms, mops, vacuum cleaners, and similar items are stored so they do not contaminate food, equipment, utensils, and linens and in a way that facilitates cleaning the storage area.

f. **Maintaining Premises, Unnecessary Items, and Litter.** Food Service is free of unnecessary items, such as equipment that is nonfunctional or no longer used, and litter.

g. **Laundering**

- Wiping cloths are replaced with clean cloths daily.
- Soiled linens are kept in clean, nonabsorbent receptacles or clean, washable laundry bags and stored and transported to prevent contamination of food, equipment, utensils, and single-service and single-use articles.
- Linens are mechanically washed and dried.
- Laundry facilities in Food Service are used only for items used in Food Service operations.
- If a mechanical clothes washer or dryer is provided in Food Service, it is located so that it is

protected from contamination and where there is no exposed food, clean equipment, utensils, and linens, or unwrapped single-use or single-service articles.

- h. **Dining space.** Dining Space is adequate to allow for meals to be served, affording each inmate the opportunity to have at least 20 minutes of dining time for each meal.
- i. **Food Preparation Area.** The food preparation area includes a space for food preparation based on population size, type of food preparation, and methods of meal service.
- j. **Toilet Rooms.** Toilet rooms will be conveniently located and accessible to Food Service employees and inmates during all hours of operation.
- k. **Handwashing Sinks.** A handwashing sink will be located to allow convenient use by employees and inmates in food preparation, food dispensing, and warewashing areas and in, or immediately adjacent to, toilet rooms.

## **Chapter 12. INSTITUTION GARDEN OPERATIONS**

An institution garden is any operation which produces food to be consumed in Food Service and is supervised by a Vocational Training Instructor with specialized training in horticulture.

An approved horticulture program will be responsible for ensuring garden operations are consistent with federal, state, and local laws, regulations, policies and permit requirements for agricultural production, environmental protection, and resource conservation.

- Food produced in a garden and received in Food Service is entered into inventory using the BP-A0100, Stores Requisition, Invoice & Transfer Receipt.

## REFERENCES

### *Program Statements*

1010.03        Staff Meetings (3/11/1999)  
1600.10        Environmental Management Systems (12/14/2007)  
1600.11        National Occupational Safety and Health Policy (6/1/2017)  
1600.12        National Environmental Protection Policy (6/1/2017)  
1600.13 <sup>CN-1</sup>    National Fire Protection Policy (11/9/2017)  
1601.05        Workers' Compensation Program (3/25/2016)  
4400.05 <sup>CN-1</sup>    Property Management Manual (3/13/2015)  
5360.10        Religious Beliefs and Practices (10/24/2022)  
5500.14 <sup>CN-1</sup>    Correctional Services Procedures Manual (8/1/2016)  
6031.04        Patient Care (6/3/2014)

### *Federal Regulations*

Code of Federal Regulations (C.F.R.)

### *Other References*

U.S. Food and Drug Administration (FDA) Food Code (most current version applies)  
Flexible and Compressed Work Schedules Act 1982  
Master Agreement between the Federal Bureau of Prisons and Counsel of Prison Locals (Master Agreement) (most current version applies)  
Federal Bureau of Prisons Guidelines for Medical Diets Clinical Practice Guidelines (October 2012)  
Federal Bureau of Prisons Guidelines for Food Recalls (December 16, 2014)  
National Fire Protection Association (NFPA)

### *Bureau Forms*

BP-A0100, Stores Requisition, Invoice and Transfer Receipt  
BP-A1137, Food Service Delivery Rejection Report

### *ACA Standards*

American Correctional Association 5th Edition Standards for Adult Correctional Institutions: 5-ACI-2E-05, 5-ACI-2E-06, 5-ACI-2E-07, 5-ACI-5C-01, 5-ACI-5C-02, 5-ACI-5C-03, 5-ACI-5C-04M, 5-ACI-5C-05, 5-ACI-5C-06, 5-ACI-5C-07, 5-ACI-5C-08, 5-ACI-5C-09M, 5-ACI-5C-10, 5-ACI-5C-11M, 5-ACI-5C-12, 5-ACI-5C-13M, 5-ACI-5C-14, 5-ACI-5C-15, 5-ACI-5C-16 and 5-ACI-4B-18.

American Correctional Association 4th Edition Standards for Adult Local Detention Facilities: 4-ALDF-4A-01, 4-ALDF-4A-02, 4-ALDF-4A-03, 4-ALDF-4A-04, 4-ALDF-4A-05, 4-ALDF-4A-06, 4-ALDF-4A-07M, 4-ALDF-4A-08, 4-ALDF-4A-09, 4-ALDF-4A-10, 4-ALDF-4A-11M,

4-ALDF-4A-12, 4-ALDF-4A-13M, 4-ALDF-4A-14, 4-ALDF-4A-15M, 4-ALDF-4A-16, 4-ALDF-4A-17, and 4-ALDF-4A-18.

*Records Retention Requirements*

Requirements and retention guidance for records and information applicable to this program are available in the Records and Information Disposition Schedule (RIDS) on the Bureau's intranet site.