

	<b>DEPARTMENT OF PUBLIC SAFETY</b>	<b>EFFECTIVE DATE:</b> MAR 20 2009	<b>POLICY NO.:</b> COR.07.16
	<b>CORRECTIONS ADMINISTRATION  POLICY AND PROCEDURES</b>	<b>SUPERSEDES (Policy No. &amp; Date):</b> COR.07.16 & 11/03/93	
<b>SUBJECT:</b> <b>FOOD TEMPERATURE MAINTENANCE/MONITORING</b>		Page 1 of 5	

## 1.0 PURPOSE

To establish standards and guidelines for maintaining adequate food temperatures during meal preparation, distribution, serving and storage. To comply with the applicable regulations pertaining to food preparation and service, ensuring the wholesomeness and safety of the foods served to staff and prisoners.

## 2.0 REFERENCES AND DEFINITIONS:

### .1 References

- a. Spear Consent Decree of June 12, 1985, and Decree Supplement of January 21, 1987.
- b. Administrative Rules of the Department, Sections 17-203-45 and 17-203-46, Food Preparation and Food Service.
- c. Food Service and Food Establishment Sanitation Code, Chapter 1-A, Department of Health, State of Hawaii.
- d. Food Service Manual, 9/1/88, Federal Bureau of Prisons, U.S. Department of Justice.
- e. Food Service Manual, 1985, American Correctional Food Service Association.
- f. 1976 FDA Model Food Ordinance and Code.
- g. Policy COR.01.07, Liberty Interest Disclaimer.

### .2 Definitions

- a. **Potentially Hazard Food** - Any perishable food which is capable of supporting rapid and progressive growth of infectious or toxigenic organisms. Foods considered potentially hazardous include, but are not limited to:

Meats: Beef, pork, poultry, fish, seafood, meat by-products.

Dairy Products: Milk, eggs, butter, milk products, mayonnaise, egg products.

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Other Products: Cooked rice, cooked potatoes, cooked vegetables.

- b. Perishable Food - Any food of such type or in such condition as may spoil.
- c. Safe Temperatures - As applied to potentially hazardous food, shall mean temperatures of 45° F or below and 140° F or above for foods that are to be served cold or hot respectively.
- d. Wholesome - In sound condition, clean, free from adulteration, and otherwise suitable for use as a human food.

### 3.0 POLICY

- .1 All correctional facility food service operations shall prepare, store, transport, and serve all food and beverages in a manner that is safe for human consumption. Proper food temperatures shall be maintained during storage, transport, preparation, and serving to ensure all foods are free from spoilage and contamination.
- .2 Facility administrators and food service staff shall properly maintain and rotate the food inventory to minimize possible contamination from naturally occurring microorganisms which have the potential to transmit food-borne illness to humans.
- .3 The food inventory shall be properly maintained and rotated to ensure accountable and cost effective use of products.
- .4 Equipment used to transport, or store potentially hazardous foods, such as refrigeration units, freezers, hot boxes, or steam tables, shall be operated in accordance with the manufacturer's specifications. Equipment shall be routinely maintained to assure efficient and proper performance.

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#### 4.0 PROCEDURES

##### .1 Maintenance of Food Preparation/Serving Temperatures

- a. Potentially hazardous foods shall be kept at 45° F or below when cold or 150° F or above when hot. Temperatures will be maintained during storage, preparation, transport, and service. Potentially hazardous foods stored for long-term, up to six months, shall be kept frozen at 0° F.
- b. Prepared foods that are to be served cold shall be maintained at temperatures of 45° F or below from the time of preparation until the completion of serving.
- c. Prepared foods that are to be served hot shall be maintained at temperatures of 140° F or above from the time of preparation until the completion of serving.

##### 2. Temperature Monitoring

- a. The temperature of each refrigeration unit located in the main food services preparation and storage areas and used for food or beverage storage shall be monitored twice a day. The temperatures shall be monitored at the start of the first shift and just prior to closing the area for the day. Form DOC 0552, Refrigeration Temperature Log (Attachment A) shall be used to record refrigeration unit temperatures as required.
- b. In housing units and areas where refrigeration units are located and used for food or beverage storage, the temperature of the refrigeration units shall be measured at the start of the breakfast, lunch and supper meal. The temperature readings shall be logged under the appropriate meal being served on Form DOC 0551, Food Temperature Report Form (Attachment B). A sample of a completed form is attached (Attachment C).
- c. A temperature reading of all potentially hazardous foods on the menu for each meal period shall be recorded along with the recording of the food name, date, person's initial taking the temperature readings, and time. The temperature shall be monitored and recorded in the kitchen prior to transport to the satellite serving or general population serving site, upon

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receipt by the satellite serving location and at the end of the meal serving period.

- 1) The food service manager shall designate on form DOC 0551 Food Temperature Report Form (Attachment B), foods and beverages to be monitored. Food service staff so designated shall complete sections entitled: Facility, Site, Date, #Pans, Portion Size and Meal.
- 2) The temperature and time shall be measured and recorded by Central Kitchen staff on form DOC 0551, prior to transporting to satellite serving locations. Staff registering the information shall sign in the appropriate section of the form. The form shall be attached to the transport cart for receipt by satellite serving location staff.
- 3) The adult corrections officer (ACO) at the satellite serving site shall measure and record the food temperatures and time upon the food arrival at the serving site. At the time of serving completion, the ACO shall record the time and food temperatures. The ACO shall sign the completed form.
- 4) To prevent cross-contamination, it is vital to wash the bimetal thermometers in hot, soapy water or clean with a disposable alcohol wipe before use, after measuring each food item, and before putting the thermometer back into it's case.
- 5) Copies of the completed form shall be distributed as follows:
  - Original: Forward to the Department Audit and Compliance Officer, Inspections and Investigations Office, through the Food Services Branch Administrator, Corrections Program Services Division. The originals will be kept for six (6) months.
  - Pink: Food Service Manager.
  - Yellow: Retained at the satellite serving location.

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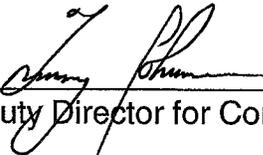
.3 Record Maintenance

- a. The original of the Refrigeration Temperature Log (DOC 0552) shall be maintained on file in the office of the food service manager for a period of 6 months and then destroyed.
- b. Copies of the Food Temperature Report (DOC 0551) shall be maintained on file in the office of the food service manager and the satellite serving operations for a period of 6 months and then destroyed.

4.0 SCOPE

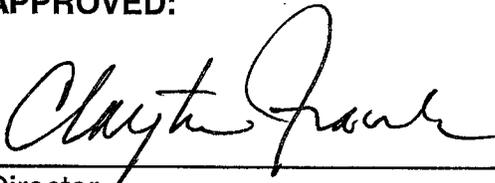
This policy applies to all correctional facilities.

**APPROVAL RECOMMENDED:**

  
 Deputy Director for Corrections

3/20/09  
 Date

**APPROVED:**

  
 Director

3/20/09  
 Date

**STATE OF HAWAII  
DEPARTMENT OF PUBLIC SAFETY  
FOOD TEMPERATURE REPORT FORM**

**Facility:** \_\_\_\_\_ **Site:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Meal (Circle One):**      **Breakfast**                      **Lunch**                      **Dinner**

Food Item	FSU				SITE				COMMENTS
	# Pans	Port Size	Dist Time	Dist Temp	Arr Time	Arr Temp	End Time	End Temp	

\_\_\_\_\_  
FSU STAFF

\_\_\_\_\_  
SITE STAFF

DISTRIBUTION:  
Original: EHSO  
Copies: Food Service; Satellite



**STATE OF HAWAII  
DEPARTMENT OF PUBLIC SAFETY**

**REFRIGERATION TEMPERATURE LOG**

**Month/Year:** \_\_\_\_\_ **Facility:** \_\_\_\_\_

**Location:** \_\_\_\_\_ **Refrigerator ID #:** \_\_\_\_\_

<b>Date</b>	<b>Time 1</b>	<b>Temp. 1</b>	<b>Time 2</b>	<b>Temp. 2</b>	<b>Initials</b>	<b>COMMENTS</b>
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