

NEW YORK STATE DEPARTMENT OF HEALTH
Division of Nutrition Hunger Prevention and Nutrition Assistance Program

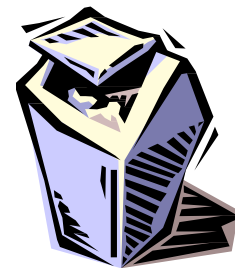
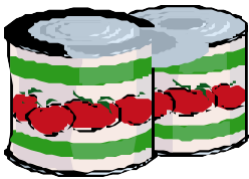
Section I: Dry Storage

A. Food Packaging

1. Inspect all canned items in the storage area. Is storage area free of:

	<u>Found</u>	<u>Date Discarded</u>
• Cans that bulge, swell, leak or have open seams?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/> __/__/__
• Cans with missing labels?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/> __/__/__
• Cans with dents on their seams or very sharp dents?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/> __/__/__
• Cans with rust that cannot be wiped off?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/> __/__/__
• Cans holding foods that are foul-smelling or foamy?	<input type="checkbox"/> Yes <input type="checkbox"/> No*	<input type="text"/> __/__/__
• Jars or bottles with popped-up safety seals or loosened lids?	<input type="checkbox"/> Yes <input type="checkbox"/> No*	<input type="text"/> __/__/__

**Throw out cans with any of these defects (a 'No' answer); note date thrown out or discarded.*



When in doubt, throw it out.

2. Do you have a policy **against** accepting home-canned goods? ☐ Yes ☐ No *

**Throw out any food that is home canned or looks home canned.*

3. Take a look at all the packaged items. Note which items have a single layer of packaging and those that have two layers of packaging where the outer box is opened (inner bag/outer box).

	<u>Found</u>	<u>Date Discarded</u>
<u>*Single layer of packaging:</u> Are these items free from breaks, tears or other openings? Free from contamination (ex: stains, off-odors), or free from taped repair prior to receiving it?	<input type="checkbox"/> Yes <input type="checkbox"/> No*	<input type="text"/> __/__/__

<u>*Double layer of packaging:</u> If outer box is open, is the inner package free from any break, tear, other opening? Is it free from sign of contamination? Is the seal or inner vacuum pack intact?	<input type="checkbox"/> Yes <input type="checkbox"/> No*	<input type="text"/> __/__/__
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**Throw out packaged foods with any of these defects (a 'No' answer); note date discarded.*

4. Are all toxic materials (ex: cleaners, degreasers, dish detergent) stored away from food, stored in their original containers and clearly labeled? ☐ Yes ☐ No

A 'Yes' answer indicates safe food practice. Each 'No' answer must be corrected to ensure safe food practices.

Section I: Dry Storage

B. Insect/Rodent (Pest) Control

1. If you have problems with pests, does a **licensed exterminator** come to your kitchen on a regular basis?

___ Yes ___ No *

** If no, contact a licensed exterminator to provide pest control services.*



2. Are conditions that are likely to shelter pests corrected when discovered?
(For Example : holes in floors, walls and ceiling, screens are installed during fly season, etc.)

___ Yes ___ No

3. Are canned goods removed from cartons and put on shelves as much as possible to prevent insect or rodent nesting in cartons?

___ Yes ___ No

C. Dry Food Stock

1. Do you rotate stock (first in first out - FIFO) so that older foods in stock are used before newer foods in stock ?
2. Do you use a food inventory sheet or card to keep track of what foods are on hand and/or what is needed?
3. Is everything in your dry storage area labeled and dated so the contents and storage date can be seen?

___ Yes ___ No

___ Yes ___ No

___ Yes ___ No*

**Date food containers/cans as they are received.*

D. Organization of Dry Storage Area

1. Is storage area free of empty cartons and other trash?
2. Are single-service items (ex: disposable plates, forks, spoons etc.) covered, so that dust and debris does not settle on them?
3. Is everything stored on shelves, racks or platforms (food at least 6" off the floor)?
4. Is everything stored away from walls and ceiling (to decrease rodent access and allow air circulation)?
5. Are heavy packages stored on lower shelves so that shelving does not tip over?
6. Are bulk foods (ex: sugar, flour, dried beans, etc.) stored:
- In their original containers?
 - Or in tightly covered, clean and sanitized containers?
7. Is the storage room dry and well ventilated? (*room is not stuffy and/or hot*)
8. Is food stored so air can move around it? For example there is space above and below food to allow air to move around the food.

___ Yes ___ No

___ Yes ___ No

___ Yes ___ No

___ Yes ___ No

___ Yes ___ No

___ Yes ___ No

___ Yes ___ No

___ Yes ___ No

___ Yes ___ No

A 'Yes' answer indicates safe food practice. Each 'No' answer must be corrected to ensure safe food practices.

Section II: Refrigerator and Freezer Storage

A. Temperature

1. Is there a working thermometer in each refrigerator and freezer? __Yes __No*

** If 'No', please buy or request a thermometer for each refrigerator and freezer.*

2. For each refrigerator and freezer, check and record the temperature now:

Refrigerator
Temperature

Freezer
Temperature

Refrigerator temperature must be between 35 and 38°F. If it is greater than 38°F, check if refrigerator is operating by taking the temperature of 2 refrigerated food items. If food temperature is over 40°F, the refrigerator may not be operating properly. Potentially Hazardous Foods (PHFs, see below) between 41°F and 70°F must be cooked or thrown out; throw out PHFs at 71°F or more. Rapidly chill other foods (in an ice bath or freezer) to 40°F or less and place in a working refrigerator or freezer.

Freezer temperature should be 0°F or below. If not and the food in the freezer is frozen, it does not need to be thrown away. Turn down freezer so temp reaches 0°F or lower.

Check thermometers at the beginning and end of every day the soup kitchen is open.

Potentially Hazardous Foods (PHFs) are extra-sensitive to contamination. Germs can easily grow and multiply in them. PHFs include:

- Raw or cooked meats, poultry, fish
- Eggs and egg mixtures cooked or raw
- Fluid milk and milk products cooked or uncooked
- Cooked plant foods such as cooked rice, beans, vegetables, potatoes,
- Sliced or cut melons and raw tomatoes
- Raw sprouts and sprout seeds
- Tofu or other soy-protein food
- Synthetic ingredients, such as textured soy protein in meat alternatives



Store below 40°F

B. Bacteria and Food Spoilage

1. Are refrigerators and freezers free from odors (which might be a sign of spoiled food or that food is not covered tightly enough)? __Yes__No*

if no, clean refrigerator as soon as possible and/or tightly cover food.

2. Are raw foods (ex: thawing chicken) stored below ready-to-eat foods so that juices and drippings will not accidentally fall into ready-to-eat foods? __Yes No*

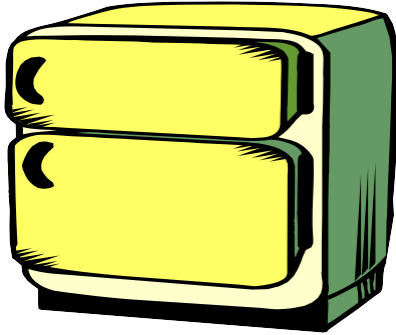
**Throw out ready-to-eat foods contaminated by the drippings of raw food.*

A 'Yes' answer indicates safe food practice. Each 'No' answer must be corrected to ensure safe food practices.

Section II: Refrigerator and Freezer Storage

C. Air Circulation and Cleanliness

1. Do refrigerators and freezers look clean? For example interior is free of mold, food particles, spills; shelves and walls look clean? __Yes No
2. Is there enough space in refrigerators and freezers so that air moves around the food? For example food stays on shelves when the door is opened and does not fall out; there is space above and below food to allow air to move around the food; shelves are free of linings (ex. paper towel) that block air circulation? __Yes__No
3. If a refrigerator or freezer has a fan, is the fan working? __Yes __No
4. Do refrigerator and freezer doors seal tightly? __Yes No
5. Is the amount of time that doors are open kept to a minimum so that the:
 - Temperature in the refrigerator stays between 35 and 38°F? __Yes No
 - Temperature in the freezer stays at or below 0°F? __Yes__No



Keep door closed so cold air stays inside refrigerator and freezer

D. Food Storage

1. Are foods in refrigerators and/or freezers stored in their original containers; or wrapped in moisture-proof materials (ex: wax-coated paper, plastic); or stored in clean, sanitized, tightly covered containers designed for food storage? __Yes__No
2. Are food containers or food packages labeled and dated so you can see the food contents and storage date? __Yes__No

A 'Yes' answer indicates safe food practice. Each 'No' answer must be corrected to ensure safe food practices.

You Are Finished!

Contact Information:

Name: _____

Phone number: _____

E-mail: _____

For Further Information view the following websites:

Food Safety and Inspection Service U.S. Department of Agriculture

- <http://www.fsis.usda.gov>

Government food safety information

- <http://www.FoodSafety.gov>

U.S. Centers for Disease Control and Prevention (CDC) Food Safety Initiative

- <http://www.cdc.gov/foodsafety>

U.S. Food and Drug Administration, Center for Food Safety and Applied Nutrition

- <http://www.cfsan.fda.gov>

National Food Safety Programs: Information Network

- <http://vm.cfsan.fda.gov/~dms/fs-toc.html>