

Standard Operating Procedures For Food Handling Information and Procedures

Facility Name:	
Facility Mailing Address:	
Owner Name:	
Phone Number:	
Below, please find topics which you will need to address. Describe after each, the procedures for educating your staff regarding food safety and good retail practices in order to help eliminate possible introduction of pathogens, chemical and physical objects into foods.	
Section 1Employee Orientation and Training List the topics you will cover and the frequency of the training:	
Section 2Employee Health and Hand Washing Describe the proper attire for your food service workers:	
Describe your policy for propo	er hair restraint:

How you will react to employees who report with flu-like symptoms or who are sick:
How you will educate your employees on proper hand washing (when and how to properly wash their hands):
How you will treat cuts and abrasions on the skin:
How you plan to correct any deficiencies found:
Section 3Food Sources, Receiving and Storage Describe how you will ensure that all foods come from approved sources per COMAR 10.15.03.02B(3):
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Describe how you will ensure that all foods come from approved sources per COMAR 10.15.03.02B(3): Where you will keep egg and shellfish records and for how long: Describe the receiving and storage of products so as to prevent possible contamination between raw meat and seafood with "ready to eat" products or food product with possible contamination

Describe how you will ensure that refrigerated or frozen foods are received at the proper temperatures:
Describe how you will monitor equipment for the proper cold holding temperatures:
Describe how you will monitor foods for proper rotation:
Describe what will be done should product be found which is out of temperature, canned items are found with dents, leakage, or swelling, or should you suspect any possible contamination of the product:
Specify whether any prepared foods will be distributed off premises (COMAR 10.15.03.06D):
Specify whether any refrigerated foods are received which require storage temperatures below 41°F (COMAR 10.15.03.06B(9) and (10):
Section 4Thermometers Describe the types of food thermometers that the staff will be using:
Describe how you will instruct your staff on the proper use and cleaning of the thermometers:

Describe how the thermometers will be calibrated and how often:	
Describe how you will ensure that the refrigeration and freezer equipment will be monitored using thermometers:	
Section 5Sanitization Describe the proper manual dish washing procedure for a 3 compartment sink:	
What type of chemical sanitizer that you will be using in the 3 part sink:	
What is the proper concentration of your sanitizer and how you will monitor this:	
Describe the dish machine, how it will be calibrated and how often:	
Describe how work surfaces will be sanitized and at what strength:	
Will you be using wiping rags? If so, describe how they will be stored during use.	

Section 6Thawing Describe process for ensuring frozen potentially hazardous food will be thawed in an approved manner (COMAR10.15.03.09D):
Section 7Preparation Indicate whether any special processing of foods will be conducted on site (i.e., Reduced Oxygen Package/ROP, Sous Vide, Smoking, Curing, Fermenting, Dehydration, Sushi, etc.):
Describe how you will prepare foods to ensure there is no potential between foods which are "ready to eat" and raw meats or seafood:
Include specific information for any process or procedure which incorporates 'pooling' of eggs (COMAR 10.15.03.09C):
Describe how staff will prepare foods in order to eliminate bare hand contact with the foods that are "ready to eat":
Describe how foods will be prepared so as to minimize the time that the food is out of refrigeration:
Section 8Cooking Where will you look to find the required cooking temperatures of food in Maryland.

Describe how you will monitor cooked foods to ensure the correct minimum internal temperature is reached:
Describe what actions will be taken if the food is found below the minimum internal cooking temperature:
Include specific information for any food processes or procedure which incorporates 'time-only' control (COMAR 10.15.03.08):
Include specific information for any process or procedure with incorporates serving raw or undercooked animal foods (COMAR 10.15.03.10 C, D & F):
Section 9Hot Holding Describe how you will hot hold product for service:
Describe how you will monitor the product to ensure the internal temperature is above 135°:
Describe what will be done if the product's internal temperature is found below 135°:

Section 10Cold Holding Describe how you will cold hold frozen or refrigerated product:
Describe how you will monitor the product to ensure the internal temperature is below 0° in the freezer or 41° in the refrigerator:
Describe what will be done if the product's internal temperature is found above 41°:
Describe how you will cold hold product for service:
Section 11Cooling Cooked or Hot Held Foods Describe where foods will be cooled:
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List foods that will be prepared 24 hours or more in advance (COMAR 10.15.03.33C (3)(b)(i)):
Section 12Reheating of Foods List foods that will be received pre-packaged commercially processed that will be reheated for hot holding:
Describe where and how the food will be reheated:
Describe how you will monitor the product to ensure the proper internal temperature is reached:
Section 13Maintenance of the Facility Describe where the cleaning supplies will be stored:
Describe the cleaning of the facility:
Describe the maintenance of the used oil and trash bins:

Section 14Water Supply, Sewer and Grease Trap Describe the source of potable water to the facility: If the facility is on a private well, the water supply will need to be sampled quarterly for bacteria and yearly for nitrates.
Describe the sewer system of the facility:
If the facility is on a private septic system how will it be maintained:
Describe the grease trap and how it will be maintained:

NOTE: Please refer to Maryland COMAR regulations 10.15.03 for the regulations regarding food service facilities and the answers to these questions. The regulations may be found on the Maryland COMAR regulation website or on the Queen Anne's County Department of Health web site under Environmental Health.