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| <b>Section-07 Inspection Standards</b>                             | <b>OP-070201</b>  | <b>Page: 1</b>           | <b>Effective Date: 01/12/2022</b> |
| <b>Food Service Standards</b>                                      | <b>ACA Standards: 2-CO-4C-01, 5-ACI-2E-06, 5-ACI-2E-07, 5-ACI-5C-02, 5-ACI-5C-09M, 5-ACI-5C-11M, 5-ACI-5C-13M, 5-ACI-5C-14, 4-ACRS-4A-04M, 4-ACRS-4A-06, 4-ACRS-4A-07, 4-ACRS-4A-08</b> |                          |                                   |
| <b>Scott Crow, Director<br/>Oklahoma Department of Corrections</b> |   | <b>Signature on File</b> |                                   |

## Food Service Operations and Inspection Standards

To ensure adequate health protection for staff and inmates, established food service

inspections provide monitoring and enforcement of safety and sanitation standards for the Oklahoma Department of Corrections (ODOC). (2-CO-4C-01)

Food service areas will be defined as any area that stores, prepares, packages, serves, vends or otherwise provides food for human consumption, such as a kitchen, canteen or warehouse.

I. Food Service Inspections

Food service inspections of ODOC facilities will be performed according to the following guidelines to ensure compliance with Oklahoma Health Department food licensing requirements for food services and canteen services:

A. Daily Inspections (5-ACI-5C-13M, 4-ACRS-4A-07)

1. The facility food service manager or designee will inspect all kitchen preparation, production, storage, ware washing, and serving areas. In addition, the food service manager or designee will inspect satellite serving areas to include, serving lines and dining halls. These inspections will be documented on [Attachment B](#) entitled "Food Service Inspection Sheet" (attached). Additionally refrigerator, freezer, and dry storage temperatures will be documented three times a day using the "Daily Work Production Schedule" ([Attachment A](#), attached).
  - a. Copies of the completed inspections will be retained by the facility and distributed to the regional food service quality assurance coordinator and facility head.
2. Warehouse and canteen refrigerator, freezer, and dry storage temperatures will be monitored and recorded daily on a temperature log.
3. Facility inspections will include the following as applicable:
  - a. Refrigerator temperatures;
  - b. Freezer temperatures;
  - c. Dry storage temperatures;
  - d. Dishwasher temperatures;
  - e. Hot water temperatures;
  - f. Food serving temperatures, to include food transported in portable containers;

- g. Ensure food that is removed from temperature control is served within four hours; and
- h. Monitoring for health and cleanliness of food service workers. (5-ACI-5C-11M b#4)

4. Copies of inspections will be maintained in the food service area.

B. Weekly Inspections (5-ACI-5C-13M, 4-ACRS-4A-04M, 4-ACRS-4A-07)

- 1. Weekly inspections of each institution's food service areas will be conducted by the facility health services unit, administrative staff or food service staff to ensure compliance with all sanitation and health codes and national standards regarding food service operations.
- 2. These inspections will be documented on the "Food Service Inspection Sheet" ([Attachment B](#), attached). Copies of the completed inspections will be distributed to the Food Service Operations unit, facility head and facility's food service unit.

C. Monthly Inspections

In accordance with [OP-130107](#) entitled "Standards for Inspections," the facility head or designee will conduct a monthly inspection of the food service area, food warehouse storage area if separate from the food service unit, and canteen.

- 1. Regional Food Service Quality Assurance Coordinators will conduct unannounced monthly facility food service operations inspections utilizing the "Monthly Food Service Inspection Report" ([Attachment C](#), attached). Areas of inspection will include, but are not limited to, food safety and sanitation standards, compliance with ODOC policy and procedure, and the Oklahoma State Department of Health Food Division.

D. Quarterly Food Service Sanitation Inspections

Facilities owned/leased and operated by ODOC will receive a quarterly food service inspection, in accordance with "Quarterly Food Service Inspection Report" ([OP-130107](#), [Attachment B](#)).

E. Inspections by Outside Agencies

Copies of all inspections performed by outside agencies, with plans of corrective actions, will be sent to the facility head, appropriate administrator, Food Service Operations unit and Environmental Health and Safety unit. (5-ACI-5C-09M)

F. Biannual Inspections

The Environmental Health and Safety unit will conduct biannual, in-depth inspections of all food service areas. These inspections will be performed in accordance with [OP-130106](#) entitled "Environmental Health, Safety and Sanitation Inspections" and all agency food service operational policies.

G. Corrective Action

Corrective action will be developed and implemented for all weekly, monthly, biannual and outside agency inspections.

II. Standards for Equipment Storage and Physical Facilities

A. Physical Facilities

1. Food service physical facilities used by ODOC will meet the following specifications:
  - a. Potentially hazardous foods and non-frozen items will be refrigerated between 35 and 40 degrees Fahrenheit; (5-ACI-5C-14)
  - b. Frozen items will be maintained at 0 degrees Fahrenheit or below; (5-ACI-5C-14) and
  - c. Cooked potentially hazardous food will be cooled from 135 to 70 degrees Fahrenheit within two hours and from 70 degrees Fahrenheit to 40 degrees Fahrenheit or below within four hours.
2. All refrigerators and freezers (food service, canteen, and warehouse areas) will be equipped with internal thermometers; temperatures will be checked and documented daily. Numerically scaled thermometers accurate to plus/minus two degrees Fahrenheit will be located in the refrigerator/freezer unit and will be easily readable.
3. Hot food storage facilities will maintain foods at a required temperature of 135 degrees Fahrenheit or above. No food will be heated solely from steam tables or holding warmers. (4-ACRS-4A-07)
4. Dry storage facilities will be adequately ventilated and storage temperature will be between 45 degrees Fahrenheit and 80 degrees Fahrenheit. Air ducts will be constructed in a manner to prevent

entrance of dust, dirt, and other contaminating matter. (5-ACI-5C-14, 4-ACRS-4A-07)

5. Aisles and working spaces between units of equipment and walls will be unobstructed and of sufficient width to permit employees to perform their duties readily without contamination of food or food-contact surfaces by clothing or personal contact. Movable storage equipment such as pallets, racks, and dollies will be positioned to provide accessibility to working areas. Aisles will be a minimum of 30 inches in width.
6. Storage and office doors will remain locked at all times except when under direct supervision of a staff member. Entry doors into the food service units will remain locked except when under supervision of a staff member, or when entrance and exit is required during scheduled dining hours.
7. Grease traps will be accessible for cleaning and cleaned daily.
8. Baking pans and cooking pots will be free of baked-on debris and residue.
9. All electrical systems and connections will be inspected by the Oklahoma State Fire Marshal in accordance with [OP-130106](#) entitled "Environmental Health, Safety and Sanitation Inspections."
10. The grounds surrounding food service facilities will be maintained in accordance with [OP-130107](#) entitled "Standards for Inspections."
11. Food service kitchen and dining area walls will be painted as needed.
12. Leaks in kitchen roofs will be repaired within 48 hours. Condensation which causes water to drip from the ceiling will not be permitted.
13. Potable water for the needs of the food facilities will meet the standards of the Oklahoma State Department of Health.
  - a. Potable water systems will prevent backflow.
  - b. Devices will be installed to protect against backflow and back siphonage in fixtures where an air gap of at least twice the diameter of the water supply inlet is not provided between the water supply inlet and the fixture flood level rim.
  - c. A backflow prevention device will be provided at all hose bib connections.

14. All sewage and liquid waste will be disposed of by a public sewage system or by an approved sewage disposal system as specified in the Public Health Code of the Oklahoma State Department of Health Rules and Regulations.
15. Plumbing will be sized, installed, and maintained according to the Oklahoma Plumbing License Act and any local ordinances.
16. Each food service area will have an accessible, completely enclosed toilet and lavatory facilities that provides a tight-fitting self-closing door for food service personnel. Dispensers containing soap and paper towels will be maintained in the toilet and lavatory area. Hand towel disposable receptacles will be in all restrooms and those located in female restrooms must have lids. Hand washing signs will be posted. (5-ACI-2E-07, 4-ACRS-4A-08)
17. Garbage and refuse areas will be maintained in accordance with Oklahoma State Department of Health Rules and Regulations.
18. All outside openings will be effectively protected against the entrance of rodents and other pests.
  - a. Outside openings will be protected against the entrance of insects by tight-fitting self-closing doors, closed windows, screening, controlled air currents, or other means.
  - b. Screen doors will be self-closing, and screens for windows, doors, skylights, transoms, intake and exhaust air ducts, and other openings to the outside will be tight-fitting and free of breaks.
  - c. Screening material will not be less than 16 mesh to the inch.
19. All food service floor areas to include food storage areas, ware-washing areas, toilet facilities and vestibules will be constructed of smooth durable material such as sealed concrete, terrazzo, ceramic tile, durable grades of linoleum or plastic, or tight wood impregnated with plastic and will be maintained in good repair.
  - a. Use of anti-slip floor covering is allowable in areas where it is necessary for safety reasons.
  - b. Properly installed trapped floor drains will be provided in floors that are water flushed for cleaning or receive discharges of water or other fluid waste from equipment, or in areas where pressure spray methods for cleaning equipment are used. All such floors and drains will be graded to drain.

- c. Floors will be free of cracks, missing tile, or missing grout.
20. Plans for all new food service units or remodeling of existing units will be reviewed and approved by the Food Service Operations unit and the Environmental Health and Safety unit. Proposed plans will take into account population size, type of food preparation and method of meal service. (5-ACI-2E-06)

B. Standards for Food Service Equipment

Food service equipment used by ODOC will meet the following specifications:

1. Metal, stem-type and numerically scaled thin tipped thermometers, accurate to plus or minus two degrees Fahrenheit, will be provided and used to ensure the attainment and maintenance of proper internal cooking, holding, or refrigeration temperatures of all potentially hazardous foods.
2. Display equipment will be designed to provide protection of displayed food from contamination by the use of packaging or by the use of easily cleanable counters, serving line, or salad bar protector devices, display cases, or by other effective means. Hot or cold food facilities will be available to maintain the required temperature of food to be served.
3. Multi-use equipment and utensils will be constructed and repaired with food safe materials, including finishing materials; will be corrosion resistant and non-absorbent; and will be smooth, easily cleanable, and durable under conditions of normal use. Equipment, utensils and single-service articles will not impart odors, color, or taste, nor contribute to the contamination of food. Multi-use equipment will be maintained in good repair. All equipment and utensils, including plastic-ware, will be durable under conditions of normal use and will be resistant to denting, buckling, pitting, chipping, and cracking.
4. Milk dispensing equipment will ensure milk is maintained and served at appropriate temperature.
5. Garbage grinders will be installed and maintained according to the Oklahoma Plumbing License Act and any local ordinances. Garbage grinders will have safety covers and be turned on only during times of actual operation.

6. Food serving lines will be of a 30-inch minimum height with a six-inch minimum space underneath for cleaning.
  - a. Serving lines will have a shield enclosure constructed of stainless steel or approved plastic materials that construct in front of the serving line to prevent sneezing or coughing into food on the line.
  - b. Serving line equipment will keep potentially hazardous food at an internal temperature of 40 degrees Fahrenheit or below, or an internal temperature of 135 degrees Fahrenheit or above during display and service.
7. Fixed equipment to be cleaned and sanitized by pressure spray methods will have sealed electrical wiring, switches, and connections.
8. Surfaces of equipment not intended for contact with food, but which are being exposed to splash or food debris or which otherwise require frequent cleaning, will be smooth, washable, free of unnecessary ledges, projections, or crevices, and readily accessible for cleaning, and will be of such material and in such repair as to be easily maintained in a clean and sanitary condition.
9. Ventilation hoods and devices will prevent grease or condensation from collecting on walls and ceilings, and from dripping into food or onto food-contact surfaces. Filters or other grease extracting equipment will be readily removable for cleaning and replacement unless designed to be cleaned in place, and cleaned at least weekly.
10. Equipment, to include ice makers and ice storage equipment, will not be located under open stairwells, sewer lines or water lines upon which condensate or other sources of contamination may form.
11. Equipment placed on tables or counters, unless portable, will be sealed to the table or counter or elevated on legs to provide at least a four-inch clearance between the table or counter and equipment, and will be installed to facilitate the cleaning of the equipment and adjacent areas.
12. Equipment is considered portable if any of the following features are present:
  - a. It is small and light enough to be moved easily by one person;
  - b. Has no utility connection or has a utility connection that disconnects quickly;



- c. Has a flexible utility connection line of sufficient length to permit the equipment to be moved for easy cleaning;
  - d. Can be table mounted, such as powered mixers, grinders, slicers, tenderizers, and similar equipment;
  - e. Does not exceed 30 pounds; or
  - f. Equipped with a mechanical means of safely tilting the unit for cleaning.
- 13. Floor-mounted equipment, unless readily movable, will be sealed to the floor, or installed on a six-inch raised platform or elevated on legs to provide a six-inch clearance between the floor and equipment.
- 14. Vertically mounted floor mixers may be elevated to provide at least a four-inch clearance between the floor and equipment if no part of the floor under the mixer is more than six inches from cleaning access.
- 15. Moveable equipment will be mounted on wheels, casters, gliders, or rollers; or provided with a mechanical means to safely tilt a unit of equipment for cleaning; and has no utility connection, a utility connection that disconnects quickly, or a flexible utility connection line of sufficient length to allow the equipment to be moved for cleaning of the equipment and adjacent area.
- 16. Cleaned and sanitized utensils and equipment will be stored at least six inches above the floor in a clean, dry location to protect from contamination.
  - a. Glasses and cups will be stored inverted.
  - b. Other stored utensils will be covered or inverted.
  - c. If authorized, facilities for the storage of knives, forks and spoons will be designed and used to present the handle to the user, unless tableware is pre-wrapped.
  - d. If authorized, cook style knives, cleavers, blades, sharpening devices, and meat prongs will be stored in a secure cabinet.
    - (1) These items will be logged in and out by an authorized staff member.
    - (2) Only staff members and authorized inmate food service workers will be allowed to check out tools.

- (3) Procedures for controlling and logging these type tools will be in accordance with [OP-040107](#) entitled "Tool Control Standards."

### III. Safety Standards (5-ACI-5C-11M)

#### A. Responsibility

Personnel will be thoroughly familiar with safety standards, including fire prevention control, the proper use of food service equipment and other agency safety standards. Food service managers will be responsible for the training, instruction and compliance of safety standards within the food service area to include housekeeping techniques.

1. Training will be conducted for all new personnel within the first two weeks of hiring and at least quarterly thereafter for all personnel.
2. Inmate training will be conducted in accordance with [OP-070203](#) entitled "Food Service Management" and in accordance with safety and sanitation as outlined in this procedure.
3. Training will be documented with records maintained in the food service area.
  - a. Copies of training documentation will be forwarded the Food Service Operations unit.

#### B. Safety Guidelines

Food service safety will be in accordance with the following guidelines:

1. Each food service facility will have a floor plan and fire evacuation plan posted in a visible area(s) with exit signs and directional arrows for traffic flow. Fire drills will be conducted and documented quarterly on all shifts.
2. Fire suppression systems will be maintained in areas where ventilation hoods are located over equipment and will be inspected by an outside agency at least annually or more frequently as required.
3. Each food service facility will be equipped with emergency lights, maintained in an operative condition.
4. Grease filters will be cleaned at least weekly to prevent buildup and potential fire hazard.

5. Fire extinguishers will be strategically located in the kitchen and dining areas for easy accessibility in case of fire, but not too close to fire hazards. Each will have an approved date for operability and be inspected each month. Discharged fire extinguishers will be replaced immediately.
6. Safety devices of food service equipment will be in use when operating equipment.
  - a. Guards that protect the motor or moving parts of equipment, switches to turn machines on and off, and non-splintering tapers or blocks for pushing food through grinders will be standard equipment.
  - b. A spring switch will be available on slicers, saws, and grinders, which enables the machine to operate only while it is depressed.
  - c. The cover guard of slicing machines will only be removed to be cleaned.
7. Food service areas will have sufficient ventilation to keep them free from heat, steam, condensation, vapors, obnoxious odors, smoke, and fumes. Ventilation systems, when vented to the outside, will not create a hazardous discharge. Vent systems will be atmospheric or power operated as necessary to meet ventilation requirements.
8. Only those materials necessary for cleaning and sanitizing equipment and utensils will be present in food establishments. Any containers of hazardous or toxic materials will be prominently and distinctly labeled according to law for easy identification of contents. Storage of such substances will be separate from any food items in accordance with [OP-150310](#) entitled "Hazard Communications Program." Chlorine sanitizers will contain at least 50 to 100 parts per million of sanitizing solution.
9. All sharps and chopping tools will be stored in a clean cabinet with the handles easily accessible for selection and prevention of handling of the blade. The cabinet will be locked as a security measure.
  - a. When sharps and chopping tools are checked out, they will remain in the area where they are being used until the work is completed.

- b. Sharps and chopping tools will be attached to a leash and locked onto tables or sinks during use, excluding community corrections facilities.
  - c. After washing, they will be checked in by the appropriate staff member and properly stored.
  - d. A tool control log will be maintained on sharps and/or chopping tools with check in/out procedures in accordance with [OP-040107](#) entitled "Tool Control Standards."
- 10. All areas of the kitchen, dining room, and storage areas will be free from standing water.
- 11. Insulated mittens or pads will be available and easily accessible for workers who handle hot pans. At no time will dishtowels be used in place of hot pads.
- 12. Each food service facility will be provided a first aid kit from the facility's health services unit. The food service manager will ensure the first aid kit is restocked by the health services unit when needed.

#### IV. Sanitation

##### A. Responsibility

All food service staff members/staff assigned to work or supervise inmates in food service are responsible for maintaining acceptable sanitary standards in the food service department and for monitoring and training inmate food service workers on personal cleanliness and hygiene. Supervisors are responsible for the sanitary preparation, storage, and service of food, to include the operation, care and maintenance of the equipment assigned to food service. (4-ACRS-4A-06)

##### B. Personal Hygiene

- 1. All food handlers will be in good health and free from disease or infection that could jeopardize the wholesomeness of the food or surroundings in which it is prepared and served. Food service managers/supervisors will ensure that staff or inmate food service workers who are ill are dismissed from food service duty until they are free from communicable disease or infection as specified in [OP-070203](#) entitled "Food Service Management." (5-ACI-5C-11M b#1, 4-ACRS-4A-04M)
- 2. All food handlers will be clean in appearance at all times. All kitchen personnel will dress in appropriate clean clothes, including long

pants, shirt with sleeves, and closed-toed shoes. Fingernails must be short and clean with no fingernail polish.

3. Hairnets and/or hats and beard guards will be worn to confine hair to prevent food contamination. All food handlers with long hair will tie their hair back as well as wear a hat or hairnet. Hats, hairnets, and beard guards will be clean at all times.
4. Plastic food handler's gloves will be used in handling prepared food items.
5. All food handlers will be instructed to wash their hands with soap and hot water upon reporting to duty and after using toilet facilities to prevent cross contamination. Toilet facilities will have signs posted to remind food handlers of hand washing requirements. (5-ACI-5C-11M b#3)

C. Food Storage

1. Containers of food will be stored at least six inches above the floor and at least six inches from the wall, protected from splash and other forms of contamination and allow for easy cleaning of the storage area. The only exceptions to this rule are metal pressurized beverage containers. Items stored on top shelves should be 18 inches from the ceiling if sprinklers are present and 24 inches from non-sprinkled ceilings. Storage racks and pallets will be at least six inches away from walls.
  - a. All storage containers will be free from holes, severe dents, rust, broken seals, spillage, or any other condition such as swollen cans that could jeopardize the wholesomeness of the enclosed product.
  - b. All containers will be properly labeled and clearly state the name of the product for identification purposes. The label should be affixed to the container body and not the lid; lids can be easily switched.
  - c. All foods will be stored in containers with food covers that are clean and prevent the food from becoming contaminated. All food containers used for ingredient storage must have a scoop with an inverted handle. All food items not in preparation or service will be covered at all times.
  - d. Containers will be marked with a receipt date to ensure appropriate rotation.

2. All storage areas will be locked unless under staff supervision to prevent unauthorized entrance and pilferage of food items. Food, equipment, utensils, or single service articles will not be stored in toilet rooms or vestibules.

D. Rodent and Pest Control

1. Outside openings to the food service unit will have tight-fitting, self-closing doors, closed windows, screening or controlled air currents. The area will be kept in a condition that does not favor the harboring or feeding of insects and rodents.
2. There will be an adequate number of garbage containers with lids for the food service unit to prevent excessive walking from one area to another to dispose of trash. Lids will be present on full containers to prevent attraction of flies and rodents and to prevent odors from filtering through the kitchen.
3. The application of pesticides will only be done by a licensed exterminator. The process will be performed only after utensils, food, or other food contact surfaces are protected from contamination.

E. Sanitation and Care of Eating Utensils

1. The operating temperatures for the wash, rinse, and sanitizing cycles will be recorded on each inspection sheet. Dishwashers attached with a chemical type system must maintain a minimum wash cycle of 52 seconds and a minimum rinse of 25 seconds with the following wash temperatures and minimum chemical concentration:
  - a. 120-130 degrees Fahrenheit at 25 parts chemical per million.
  - b. 100–119 degrees Fahrenheit at 50 parts chemical per million.
  - c. 55-99 degrees Fahrenheit at 100 parts chemical per million.
2. All other dish machines which sanitize by heat must wash at the following temperatures:
  - a. Single tank, stationary rack, single temperature  
Wash 165 degrees Fahrenheit  
Final rinse 165 degrees Fahrenheit
  - b. Single-cycle tank conveyor  
Wash 160 degrees Fahrenheit  
Final rinse 165 degrees Fahrenheit

- c. Multi-tank conveyor  
Wash 150 degrees Fahrenheit  
Final rinse 180 degrees Fahrenheit
- 3. De-liming agents will be used as necessary to free dish machines from accumulation of lime deposits.
- 4. Proper detergent, sanitizing and dry/rinsing agents will be used in dishwasher washing process as required. An appropriate detergent agent will be used for all dishwashing machines. When the final rinse temperature does not reach heat sterilization temperature, an appropriate chemical sanitizing agent will be used.
- 5. Correct pot and pan washing procedures will be used as indicated below:
  - a. A three compartment sink will be available to wash, rinse, and sanitize;
  - b. Pots and pans will be scraped thoroughly before being placed in the first washing tank;
  - c. Hot water and an institutional strength detergent will be used;
  - d. Water will be changed as needed to ensure proper cleaning of pots and pans;
  - e. Pots and pans will be immersed in sanitizing solution for at least 10 seconds and air dried; and
  - f. Pots and pans should not be stacked during drying in order to ensure appropriate air circulation.

F. General Sanitation (4-ACRS-4A-06)

Equipment will be cleaned as often as necessary to prevent the accumulation of food particles, dust, or any other matter that can affect its sanitary status. Daily and appropriate cleaning is required.

All food contact surfaces will be washed, rinsed, and sanitized periodically as necessary to prevent the accumulation of food particles, bacteria, grease, or other matter which can contaminate food and hands.

- 1. The floor, tables, and chairs of the dining area will be kept clean during mealtime and thoroughly cleaned and sanitized after each meal. When chairs are stacked on top of tables, proper cleaning and sanitizing is required before service use of the tables.

2. Carts and transport equipment will be kept thoroughly clean using a detergent and sanitizing solution.
3. Mop heads will be rinsed and sanitized after each use and stored off the floor in an upright position with the mop head not in contact with walls, floors, or shelves.
4. Mop water will be changed when the water becomes dirty. Sanitizing solution will be mixed as appropriate for the product.
5. All kitchen appliances and counter tops will be thoroughly cleaned and sanitized after use using a grease solvent cleanser. Stoves will be thoroughly cleaned to include under heating coils.
6. Ice dispensing machines will be emptied, drained, and thoroughly cleaned, including water flow lines and the ice passageway, at least every 90 days and more frequently, if needed.
7. Toilet facilities, floors, walls, counters, sinks, mirrors, dispensers, toilets, urinals, partitions, and waste receptacles will be kept clean. The area will be free of unpleasant odors. Refilling of toilet paper, soap, and sanitary supplies will be done as needed. Mops, brooms, and dustpans used for cleaning toilet areas will not be used in other food service areas. Bathroom doors will be self-closing.
8. All wiping cloths will be kept in sanitizing solution when not in use.

G. Prevention of Contamination

1. Potentially hazardous frozen food will be thawed using one of the following methods: under refrigeration, at a temperature not to exceed 40 degrees Fahrenheit; under potable running water at or below 70 degrees Fahrenheit with sufficient water velocity to agitate and float off loose food particles into the overflow; or in a microwave oven when the food is to be immediately transferred to conventional cooking facilities as a part of a continuous cooking process, or when the entire cooking process will be completed in the microwave oven, or as part of the conventional cooking process.
2. Food will be handled in a proper manner to prevent contamination. Utensils used to serve food, mix, or prepare in any way will be cleaned, washed, and sanitized before use on separate items to prevent cross-contamination. In addition to plastic gloves, utensils with long handles will be used in order to keep the server's hands out of the food.
3. Previously prepared food items that are under refrigeration will be



labeled, dated, and used or disposed of within 72 hours.

4. Once served, portions of leftover food will not be served again except packaged food that is in sound condition. Packaged food that is potentially hazardous will not be served.

## V. Receiving

### A. Responsibility

The facility food service manager will ensure that an effective check and balance inventory system is used to control food supplies as specified in [OP-070203](#) entitled "Food Service Management." The inventory system will provide for correct requisitioning of supplies and reflect accurate consumption.

### B. Receiving Procedures

All food supplies will be secured until they have been checked and accepted. Receiving personnel will be trained as to which food service items are to be classified as contraband items.

1. When food items are received, they will be identified with the proper vendor, purchase order, and control specifications.
2. When necessary the receiving staff will examine, count, measure, or weigh the items to positively determine the acceptance for quantity and quality.
3. Receipt dates will be marked on the items before being placed in storage.

## VI. Food Storage (5-ACI-5C-02 b#5)

### A. Refrigerator Storage Time

Maximum storage recommendations for fresh, cooked, and processed meat are as follows:

#### MEAT

Beef (raw)  
Poultry (raw)  
Veal (raw)  
Pork (raw)  
Lamb (raw)  
Ground beef, veal, and lamb

#### REFRIGERATOR

Up to 5 days  
Up to 2 days  
Up to 5 days  
Up to 5 days  
Up to 5 days  
Up to 4 days

|                                      |              |
|--------------------------------------|--------------|
| Ground pork                          | Up to 2 days |
| Variety meats                        | Up to 2 days |
| Luncheon meats (unopened)            | 2 weeks      |
| Sausage, fresh pork                  | 1 week       |
| Sausage, smoked                      | Up to 7 days |
| Sausage, dry and semi-dry (unsliced) | Up to 3 days |
| Frankfurters                         | Up to 7 days |
| Bacon                                | Up to 7 days |
| Smoked ham, whole                    | 1 week       |
| Ham slices                           | Up to 4 days |
| Beef, corned                         | 1 week       |
| Leftover cooked meat                 | Up to 7 days |

B. Freezer Storage Time

MEAT

FREEZER

|                             |                 |
|-----------------------------|-----------------|
| Beef (raw)                  | Up to 12 months |
| Poultry (raw)               | Up to 3 months  |
| Veal (raw)                  | Up to 9 months  |
| Pork (raw)                  | Up to 6 months  |
| Lamb (raw)                  | Up to 9 months  |
| Ground beef, veal, and lamb | Up to 4 months  |
| Ground pork                 | Up to 3 months  |
| Variety meats               | Up to 4 months  |
| Luncheon meats              | 1 month         |
| Sausage, fresh pork         | 60 days         |
| Frankfurters                | 2 months        |
| Bacon                       | 1 month         |
| Smoked ham, whole           | 60 days         |
| Ham slices                  | 60 days         |
| Beef, corned                | 2 weeks         |
| Leftover cooked meat        | Up to 7 days    |

C. Vegetable Storage

Warm dry storage - 45-80 degrees Fahrenheit

Sweet potatoes and winter acorn squash      Never store below 36 degrees Fahrenheit

Tomatoes      When green, 80 percent humidity best to ripen

Potatoes      For immediate use, store in a dry room at 70 degrees Fahrenheit,

never store below 36 degrees  
Fahrenheit

D. Cold, Moist Storage (35-40 degrees Fahrenheit)

|                            |                 |
|----------------------------|-----------------|
| Green Beans                | Cucumbers       |
| Lima Beans                 | Egg Plant       |
| Beets                      | Parsley         |
| Broccoli                   | Peas            |
| Cabbage                    | Green Peppers   |
| Carrots                    | Watercress      |
| Cauliflower                | Radishes        |
| Greens (all types)         | Squash (summer) |
| Lettuce (all types)        | Tomatoes (ripe) |
| Corn (refrigerate at once) | Okra            |

E. Dairy Products (35-40 degrees Fahrenheit)

|                |         |
|----------------|---------|
| Milk           | 10 days |
| Cottage Cheese | 10 days |
| Sour Cream     | 10 days |
| Butter         | 30 days |
| Margarine      | 30 days |
| All Cheese     | 45 days |

F. Dairy Products (0 degree Fahrenheit or below)

|                   |               |
|-------------------|---------------|
| Butter            | 3 to 6 months |
| Margarine         | 3 to 6 months |
| Mozzarella Cheese | 3 to 6 months |

G. Dry Storerooms

Dry storerooms should be located near the receiving entrance of the food service department. Dry storage temperatures will be maintained between 45 and 80 degrees Fahrenheit. All food goods will be arranged in a "first in and first out" system. Appropriate dating or coding methods will be used.

VII. References

Policy Statement P-070100 entitled "Provision of Food Services"

OP-040107 entitled "Tool Control Standards"

OP-070203 entitled "Food Service Management"

OP-130106 entitled "Environmental Health, Safety and Sanitation Inspections"

OP-130107 entitled "Standards for Inspections"

OP-150310 entitled "Hazard Communications Program"

63 O.S. § 1-1118

VIII. Action

The appropriate administrator of Institutions/Community Corrections is responsible for compliance with this procedure.

The chief administrator of Auditing and Compliance is responsible for the annual review and revisions.

Any exception to this procedure will require prior written approval of the agency director.

This procedure is effective as indicated.

Replaced: OP-070201 entitled "Food Service Inspection Standards" dated October 28, 2020

Distribution: Policy and Operations Manual  
Agency Website

|                          |           |          |                            |
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| <u>Attachments</u>           | <u>Title</u>                             | <u>Location</u> |
|------------------------------|--|-----------------|
| <a href="#">Attachment A</a> | "Daily Work Production Schedule"         | Attached        |
| <a href="#">Attachment B</a> | "Food Service Inspection Sheet"          | Attached        |
| <a href="#">Attachment C</a> | "Monthly Food Service Inspection Report" | Attached        |