

	DEPARTMENT OF PUBLIC SAFETY	EFFECTIVE DATE: November 13, 2023	POLICY NO.: COR.07.16
	CORRECTIONS ADMINISTRATION POLICY AND PROCEDURES	SUPERSEDES (Policy No. & Date): COR.07.16 of July 31, 2017	
	SUBJECT: FOOD HANDLING	Page 1 of 13	

1.0 PURPOSE

To establish standards and guidelines for handling food, including maintaining adequate food temperatures during meal preparation, distribution, serving, and storage, to ensure the wholesomeness and safety of the foods served to staff and inmates.

2.0 SCOPE

This policy shall apply to all correctional facility food service units in the State of Hawaii.

3.0 REFERENCES, DEFINITIONS & FORMS

.1 References

- a. Department of Public Safety (PSD), Policies and Procedures (P&P), COR.09.07, Kitchen Sanitation.
- b. U.S. Department of Justice, Food Service Manual, September 2011.
- c. Hawaii Administrative Rules (HAR), Title 11, Department of Health, Chapter 50, Food Safety Code.
- d. ServSafe Manager, 7th Edition, 2018, National Restaurant Association.

.2 Definitions

- a. Perishable Food - Any food of such type or in such condition as may spoil.
- b. Raw animal foods – Uncooked foods from animals such as raw eggs, chicken, beef, pork, fish and/or lamb.
- c. Ready-to-eat Foods – Foods that are ready to be eaten or served, whether pre-packaged, such as bread, cookies, canned fruits, etc., or cooked and ready to serve.
- d. Safe Temperatures - As applied to potentially hazardous food, shall mean temperatures of 41° F or below and 135° F or above for foods that are to be served cold or hot respectively.

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- e. Time/Temperature Control for Safety (TCS) Food: Any type of foods that require time/temperature control for safety in order to limit the formation of pathogenic microorganism growth or toxin formation. TCS foods include, but are not limited to:
 - 1) Meats: Beef, pork, lamb, poultry, fish, shellfish and crustaceans.
 - 2) Dairy Products: Milk, and dairy products; shell eggs except for those treated to eliminate *Salmonella* spp.
 - 3) Heat Treated Plant Food: Cooked rice, beans and vegetables.
 - 4) Other Products: Baked potatoes, sprouts and sprout seeds, sliced melons, cut tomatoes, cut leafy greens, tofu, soy protein, synthetic ingredients such as textured soy protein in meat alternatives, and untreated garlic-and-oil mixtures.
- f. Wholesome - In sound condition, clean, free from adulteration, and otherwise suitable for use as a human food.

.3 Forms

- a. PSD 0551 – Food Temperature Report form (attached).
- b. PSD 0552 – Refrigeration Temperature Log form (attached).
- c. PSD 8521 – Hot Holding Log form (attached).
- d. PSD 8522 – Cold Holding Log form (attached).
- e. PSD 8523 – Cooling Temperature Log form (attached).

4.0 POLICY

In accordance with the U.S. Department of Justice Food Service Manual, HAR Title 11, and ServSafe Manager, 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 handling and food temperatures shall be maintained during storage, transport, preparation, and serving to ensure all foods are free from spoilage and contamination.

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5.0 PROCEDURES

- .1 Prior to handling foods, food handlers must clean their hands and exposed areas of the arms, including any prosthetic devices, at the hand washing sink, as follows:
 - a. Rinse under clean, running water;
 - b. Apply the manufacturer's recommended amount of cleaning compound;
 - c. Rub together hands together vigorously for twenty seconds, paying attention to removing the soils from underneath the fingernails and creating friction on the surfaces of the hands, arms, fingertips, and areas between the fingers (including prosthetic devices);
 - d. Thoroughly rinse under clean, running water; and
 - e. Dry with individual, disposable towels or other methods specifically provided for drying of hands (continuous towel system, heated-air dryer, etc.).

- .2 Food handlers must also clean their hands and exposed areas of the arms, as described in 5.1a.-e., in the following situations:
 - a. After touching bare human body parts other than clean hands and clean exposed areas of the arm;
 - b. After using the toilet room;
 - c. After coughing, sneezing, using a handkerchief or disposable tissue, eating and/or drinking;
 - d. After handling soiled equipment or utensils;
 - e. During food preparation as often as needed to remove soil and contamination and to avoid cross contamination when changing tasks;
 - f. When switching between working with raw food and ready-to-eat food;
 - g. Before donning gloves for working with food; and

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- h. After engaging in activities that contaminate the hands and/or exposed areas of the arms.
- .3 A hand antiseptic may be used as a topical application, or a hand antiseptic solution may be used as a hand dip, or a hand antiseptic soap may be used as long as they comply with Food and Drug Administration standards and applied only after cleaning hands and exposed areas of the arms utilizing the method described above.
- .4 Except when washing fruits and vegetables, food handlers may not touch and/or handle ready-to-eat foods with their bare hands and shall use suitable utensils such as deli tissues, spatulas, tongs, serving spoons, single-use gloves, or other food dispensing equipment.
- .5 Food handlers shall minimize bare hand and arm contact with foods not in ready-to-eat form.
- .6 Food handlers may not use a utensil more than once to taste food that is to be served.
- .7 To avoid food cross contamination, raw animal foods shall be kept separate from ready-to-eat-food, including raw vegetables and fruits, and cooked ready-to-eat foods. However, commercially packaged frozen raw animal foods may be stored or displayed with frozen commercially processed and packaged ready-to-eat foods.
- .8 Except when combining ingredients, food handlers must keep the raw animal foods separate during storage, preparation and display by using separate equipment for each, arranging each food in the equipment so that cross-contamination is prevented, and preparing raw animal foods in separate areas and/or at different times.
- .9 Cleaning visible soil from sealed packages before opening.
- .10 Taking care not to slice through the outer wrap of packaged foods when boxes or crates are opened.
- .11 If ice is used to display foods, the ice shall be made from drinking water.
- .12 Once ice has been used to cool and/or display food, it cannot be used as food (to chill drinking water or juice, etc.).

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- .13 Foods displayed in ice must be in leak-proof containers or wrappers.
- .14 Unpackaged food may not be stored in direct contact with undrained ice, except for whole raw fruits and vegetables, cut raw vegetables such as celery or carrot sticks or cut potatoes, and tofu.
- .15 All raw fruits and vegetables must be thoroughly washed in water to remove soil and other contaminants before being cut, combined with other ingredients, cooked, served or offered for human consumption in ready-to-eat form. The exception is raw fruits and vegetables which are intended to be washed by the consumer before consumption. Raw fish and/or poultry received immersed in ice in shipping containers may remain that way until preparation or display.
- .16 Food shall be protected from contamination by storing the food in a clean, dry location where it is not exposed to splashes, dust or other contamination, and at least 6 inches above the floor.
- .17 Food in packages and working containers may be stored less than 6 inches above the floor on apparatuses such as dollies, pallets, racks and skids, which are designed to be moved with hand trucks or a forklift.
- .18 Food may not be stored in locker rooms, toilet rooms, dressing rooms, garbage rooms and/or mechanical rooms; under sewer lines that are not shielded to intercept potential drips, under leaking water lines or under lines on which water has condensed, under open stairwells and/or other sources of contamination.
- .19 Food that has been served, but returned uneaten or unused by a consumer, may not be offered as food for human consumption, unless it is in its original, unopened package and in sound condition (crackers, salt, pepper, etc.).
- .20 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.
- .21 The food inventory shall be properly maintained and rotated to ensure accountable and cost-effective use of products.
- .22 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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