	<b>DEPARTMENT OF CORRECTIONS AND REHABILITATION</b> <b>CORRECTIONS ADMINISTRATION</b> <b>POLICY AND PROCEDURES</b>	<b>EFFECTIVE DATE:</b> January 01, 2024	<b>POLICY NO.:</b> COR.07.16
		<b>SUPERSEDES (Policy No. &amp; Date):</b> COR.07.16 of November 17, 2023	
<b>SUBJECT:</b> <p style="text-align: center;"><b>FOOD HANDLING</b></p>		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. U.S. Department of Justice, Food Service Manual, September 2011.
- b. Hawaii Administrative Rules (HAR), Title 11, Department of Health, Chapter 50, Food Safety Code.
- c. ServSafe Manager, 7<sup>th</sup> 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.
- 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

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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. DCR 0551 – Food Temperature Report form (attached).
- b. DCR 0552 – Refrigeration Temperature Log form (attached).
- c. DCR 8521 – Hot Holding Log form (attached).
- d. DCR 8522 – Cold Holding Log form (attached).
- e. DCR 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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.23 Food Temperatures:

a. Raw animal foods such as eggs, fish, meat, poultry, and foods containing these raw animal foods, must be cooked to heat all parts of the food to a temperature and for a time that complies with one of the following methods:

1) 145° F or above for 15 seconds for:

- a) Raw shell eggs that are broken and prepared in response to a consumer's request and for immediate consumption; and
- b) Unless otherwise specified, fish, meat and pork, including game animals, commercially raised for food.

2) 155° F for 15 seconds for:

- a) Raw shell eggs that are not prepared as specified above (eggs cooked to 155° are hard cooked);
- b) Fish, meat and game animals commercially raised for food and have been reduced in size by chopping, flaking, grinding or mincing, except for injected meats and ratites (emu, ostrich, etc.) as follows:

<b>Minimum Temperature and Time for Injected Meats and Ratites</b>	
<b>Temperature (F°)</b>	<b>Time</b>
145°	3 minutes
150°	1 minute
158°	instantaneous

3) 165° or above for 15 seconds for poultry, game animals, stuffed fish, stuffed meat, stuffed pasta, stuffed poultry, stuffed ratite, or stuffing containing fish, meat, poultry, or ratites.

4) Whole beef roasts, corned beef roasts, pork roasts, and cured pork roasts such as ham, are cooked:

- a) In an oven preheated to the temperature specified for the roast's weight in the following chart and held at that temperature:

<b>Oven Temperature Based on Roast Weight</b>
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Oven Type	Less than 10 lbs.	More than 10 lbs.
Still Dry	350° F or more	250° F or more
Convection	325° F or more	250° F or more
High Humidity*	250° F or less	250° F or less

\* Relative humidity greater than 90% for at least 1 hour as measured in the cooking chamber or exit of the oven, or in a moisture-proof bag that provides 100% humidity

- b) As specified in the following chart, to heat all parts of the food to a temperature and for the holding time that corresponds to that temperature:

Temperature (F)	Time in Minutes	Temperature (F)	Time in Seconds
130°	112	147°	134
131°	89	149°	85
133°	56	151°	54
135°	36	153°	34
136°	28	155°	22
138°	18	157°	14
140°	12	158°	0
142°	8		
144°	5		
145°	4		

- c) Whole-muscle, intact steaks can be cooked on a grill, but must meet the same standard in time and temperature as beef roasts.
- b. Reheating for hot holding:
- 1) Except as specified below, potentially hazardous food that is cooked, cooled and reheated for hot holding shall be reheated so that all parts of the food reach at least 165° F for 15 seconds.
  - 2) Ready-to-eat food taken from a commercially processed, hermetically sealed container, or from an intact package from a food processing plan inspected by the USDA, will be heated to at least 135° F for hot holding.

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- 3) Reheating for hot holding must be done rapidly, so that the time the food is between 41° F and 165° F and does not exceed 2 hours.
  - 4) Prepared foods heated in their original sealed container are cooked according to manufacturer's directions.
- c. Frozen potentially hazardous food will be kept at or below 0° F in storage.
  - d. Potentially hazardous foods will be thawed:
    - 1) Under refrigeration that maintains the food temperature at 41° F or less.
    - 2) As part of the cooking process if the frozen food is cooked according to this policy.
    - 3) When not possible by either method above, completely submerged under running water either:
      - a) At a water temperature of 70° F or below, with sufficient water velocity to agitate and float off loose particles in an overflow, for a period that does not allow thawed portions of ready-to-eat food to rise above 41° F.
      - b) For a period that does not allow thawed portions of raw food requiring cooking to be above 41° F for more than 4 hours, including the time the food is exposed to the running water and the time needed for preparation and cooking, or the time it takes to lower the food to 41° F, if it is not being immediately cooked.
  - e. Potentially hazardous foods shall be kept at 41° F or below when cold, or 135° 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.
  - f. Prepared foods that are to be served cold shall be maintained at temperatures of 41° F or below from the time of preparation until the completion of serving.
    - 1) The temperatures of the foods, including the date and time of recordation, and food product, shall be recorded on DCR 8522.

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- 2) Temperature recording shall be done twice a day, at opening and at closing.
  - 3) The logs shall be kept for one (1) year, either as a hard copy or electronic copy.
- g. Prepared foods that are to be served hot shall be maintained at temperatures of 135° F or above from the time of preparation until the completion of serving.
- 1) The temperatures of the foods, including the date and time of recordation, and food product, shall be recorded on DCR 8521.
  - 2) Temperature recording shall be done twice a day, during the period after cooking, and while meal service is being conducted.
  - 3) The logs shall be kept for one (1) year, either as a hard copy or electronic copy.
- h. If only time is used as a public health control for a working supply for potentially hazardous food before cooking, or for ready-to-eat potentially hazardous food that is displayed, or held for service:
- 1) The food will be marked or otherwise identified to indicate the time 4 hours from the point when it is removed from temperature control.
  - 2) The food will be cooked and served, or served if ready to eat, or discarded, within 4 hours from the point when it is removed from temperature control.
  - 3) Food in unmarked containers or marked to exceed the 4-hour time limit, is discarded.
  - 4) Written procedures are provided to personnel for ensuring proper disposition of food when time is used as a public health control outside of Food Service.

**.24 Cooling and Cooling Methods:**

- a. Cooked potentially hazardous foods will be cooled within 2 hours from 135° F to 70° F and within a total of 6 hours from 135° F to 41° F or less.

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- b. Potentially hazardous foods will be cooled within 4 hours to 41° F or less if prepared from ingredients at room temperature, such as reconstituted foods and canned tuna. Ingredients should be pre-chilled in original containers to ensure these requirements are met.
- c. Cooling is done per time and temperature by one or more of the following methods, based on the type of food:
  - 1) Using rapid cooling equipment if available;
  - 2) Placing the food in shallow pans;
  - 3) Separating food into smaller or thinner portions;
  - 4) Stirring the food in a container placed in an ice water bath;
  - 5) Using containers that facilitate heat transfer;
  - 6) Using ice as an ingredient; and
  - 7) Other effective methods.
- d. When placed in cool or cold holding equipment, food containers in which food is being cooled are:
  - 1) Arranged in the equipment to provide maximum heat transfer through the container walls.
  - 2) Loosely covered, or uncovered if protected from overhead contamination, during the cooling period to facilitate heat transfer from the surface of the food.
- e. Leftovers which have not been cooled by the time, temperature and methods listed in this policy will be disposed of and not served.
- f. Cooling temperatures for leftovers shall be recorded on DCR 8523 and shall be kept for one (1) year, either as a hard copy or electronic copy.

**.25 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

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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. DCR 0552 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 DCR 0551.
- 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 receipt by the satellite serving location and at the end of the meal serving period.
  - 1) The food service manager shall designate on DCR 0551, the 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 DCR 0551 prior to transporting to satellite serving locations. Staff registering the information shall sign 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 its case.
  - 5) The completed form shall be retained by the IFSM at the facility for a period of six (6) months.

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.26 Food Service equipment shall be in accordance with DCR P&P, COR.09.07, Kitchen Sanitation.

.27 The following items will not be used in Food Service:

- a. Sponges;
- b. Copper, brass or pewter in contact with food;
- c. Equipment, utensils, or cutting equipment not specifically manufactured by the Food Service industry under accredited safety standards; and
- d. No wood and wicker, except:
  - 1) Hard maple or an equivalent hard, close-grained wood may be used for cutting boards, cutting blocks, bakers tables, and utensils such as rolling pins and doughnut dowels.
  - 2) Whole, uncut, raw fruits and vegetables and nuts in the shell may be kept in the wood shipping containers they were received in until used.
  - 3) Wood pallets may be used to store canned goods and other non-absorbent containers.


.28 Record Maintenance

- a. DCR 0552 shall be retained in the office of the IFSM for a period of six (6) months and then destroyed.
- b. DCR 0551 shall be retained in the office of the IFSM and the satellite serving operations, respectively, for a period of six (6) months and then destroyed.
- c. Records retained may be either hard copies or digitized copies.


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APPROVAL RECOMMENDED:

  
\_\_\_\_\_  
Deputy Director for Corrections                      JAN 01 2024  
Date

APPROVED:

  
\_\_\_\_\_  
Director    JAN 01 2024  
Date

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**STATE OF HAWAII  
DEPARTMENT OF CORRECTIONS AND REHABILITATION**

**FOOD TEMPERATURE REPORT FORM**

Facility: \_\_\_\_\_ Site/Module: \_\_\_\_\_ Date: \_\_\_\_\_

Meal (Circle One):                      Breakfast                      Lunch                      Dinner

Food Item	FSU				Site/Module				Comments
	# of Pans or Trays	Portion Size	Dist Time	Dist Temp	Arrival Time	Arrival Temp	End Time	End Temp	

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

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

**STATE OF HAWAII  
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**REFRIGERATION TEMPERATURE LOG**

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

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

Date	Time 1	Temp 1	Initials	Time 2	Temp 2	Initials	Comments
01							
02							
03							
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**STATE OF HAWAII**  
**DEPARTMENT OF CORRECTIONS AND REHABILITATION**

**COLD FOOD HOLDING LOG**

Facility/Location: \_\_\_\_\_

Hot Holding Unit: \_\_\_\_\_

Prepared food that is to be served cold shall be maintained at temperatures  
of  $\leq 41^{\circ}\text{F}$  from the time of preparation until the completion of serving.

Date	Time	Food Product	Internal Temp ( $^{\circ}\text{F}$ )	Initials	Comments

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**COOLING TEMPERATURE LOG**

- Hot foods must be cooled from  $\geq 135^{\circ}\text{F}$  to  $70^{\circ}\text{F}$  within 2 hours, then  $70^{\circ}\text{F}$  to  $\leq 41^{\circ}\text{F}$  within another 4 hours.
- Total cooling time must not exceed 6 hours.
- Use a digital metal-stem thermometer to measure the internal food temperature.
- Recommended cooling methods:
  - Divide foods into smaller portions.
  - Use shallow containers.
  - Place container of hot food inside an ice bath, stirring often.

Date	Food Product	Initial Cooling Start: Product is $\geq 135^{\circ}\text{F}$		After first 2 hours must reach $\leq 70^{\circ}\text{F}$		After 4 hours from $70^{\circ}\text{F}$ , must reach $\leq 41^{\circ}\text{F}$		Initials	Comments
		Time	Temp	Time	Temp	Time	Temp		