	DEPARTMENT OF CORRECTIONS AND REHABILITATION CORRECTIONS ADMINISTRATION POLICY AND PROCEDURES	EFFECTIVE DATE: January 01, 2024	POLICY NO.: COR.09.04
		SUPERSEDES (Policy No. & Date): COR.10.1B.03 of July 31, 2017	
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1.0 PURPOSE

The purpose of this policy is to establish general sanitary guidelines for a sanitary kitchen with proper food handling, storage, and preparation maintained.

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 Corrections and Rehabilitation (DCR), Policy & Procedures Manual (P&P), COR.07.16, Food Handling.
- b. DCR, P&P, COR.08.27, Tool/Equipment Control.
- c. Food Service Manual, U.S. Department of Justice, September 2011.
- d. Hawaii Administrative Rules (HAR), Title 11, Department of Health, Chapter 50, Food Safety Code.
- e. ServSafe Manager 7th Edition, 2017, National Restaurant Association.

.2 Definitions

- a. Evidence trays: Also known as “Dead Man’s Tray” or “Sample Trays” contains a five-day sampling of the meals served to the inmates. Freezing preserves the sample trays. The purpose of these trays is to identify the possible causative agent(s) in any breakout of foodborne illnesses. The trays may also be used during kitchen audits to match food and portions actually served to the food listed on the cycle menu for the indicated days.
- b. FDA: Food and Drug Administration.
- c. IFSM: Institutional Food Service Manager.

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- d. Kitchenware: Tools, utensils, dishes, and cookware used in food preparation or the serving of food.
- e. mg/L: Milligrams per Liter, the metric equivalent of parts per million (PPM).
- f. pH: The symbol for the negative logarithm of the hydrogen ion concentration, a measure of the degree of acidity or alkalinity of a solution.
- g. Perishable Food: Any food of such type or in such condition as may spoil.
- h. RTE: Ready to Eat Food.
- i. Sanitization: The application of cumulative heat of chemicals on cleaned food-contact surfaces that, when evaluated for efficacy, is sufficient to yield a reduction of 5 logs (reducing the microorganisms on a surface by 100,000 time to 1), which is equal to a 99.999% reduction of representative disease microorganisms of public health importance.
- j. Tableware: Eating, drinking, and serving utensils for table use such as flatware including forks, knives, and spoons; hollowware including bowls, cups, serving dishes and tumblers, and plates.
- k. Time/Temperature Control for Safety (TCS) Food: Also known as Potentially Hazardous Food (PHF), is 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.
- l. Utensil: A food-contact implement or container used in the storage, preparation, transportation, dispensing, sale, or service of food such as kitchenware or tableware that is multiuse, single-service, or single-use;

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gloves used in contact with food; temperature sensing probes for food temperature measuring devices; and probe-type price or identification tags used in contact with food.

- m. Warewashing: The cleaning, washing, and sanitizing of utensils and food-contact surfaces of equipment.

.3 Forms

- a. DCR 0551 – Food Temperature Report form (attached)
- b. DCR 0552 – Refrigeration Temperature Log form (attached).
- c. DCR 8239 – Tool/Equipment Inventory form (attached).
- d. DCR 8519 – Weekly Self-Inspection Checklist form (attached).
- e. DCR 8520 – Sanitizer Concentration Log form (attached).

4.0 POLICY

Food service employees and inmate workers shall comply with the State of Hawaii, Department of Health guidelines and requirements for kitchens to ensure clean and sanitary kitchens and work areas, reduce the possibility of cross-contamination of food, and eliminate the possibility of transmission of food-borne illnesses.

5.0 PROCEDURES

- .1 DCR 8519 shall be utilized during food service hours, to ensure sanitary and food safe conditions are maintained.
 - a. It is the responsibility of the IFSM to ensure that DCR 8519 is completed weekly.
 - b. DCR 8519 shall be kept by the IFSM for one (1) year in paper form and/or electronic copy.
- .2 Kitchens and Work Areas:
 - a. Food service equipment must meet the American National Standards Institute (ANSI) standard for sanitation safety and be certified of listed by a

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nationally recognized testing agency. Food contact surfaces of equipment may not be modified after purchase.

- b. The following items will not be used in food service:
 - 1) Sponges.
 - 2) Copper, brass, lead, or pewter in contact with food.
 - 3) Equipment, utensils, or cutting implements not specifically manufactured by the food service industry under accredited safety standards.
 - 4) Wood and wicker, except in the following instances:
 - a) Hard maple or an equivalent hard, close-grained wood may be used for cutting blocks, bakers' tables, and utensils such as rolling pins and doughnut dowels.
 - b) Whole, uncut, raw fruits and vegetables and nuts in the shell may be kept in wood shipping containers they were received in until used.
 - c) Wooden pallets, skids and racks may be used to store and transport large quantities of packaged foods received from a supplier in a cased and/or overwrapped lot, and designed to be move by hand, hand trucks and/or forklifts.
- c. A direct connection may not exist between the sewage and a drain originating from equipment in which food, portable equipment, or utensils are placed.
- d. Walk-in refrigerator and freezer units:
 - 1) Will be provided with a plastic strip curtain, air curtain, or other means to reduce cold air loss as a person passes through the doorway.
 - 2) Will not be held or propped open at any time.
 - 3) Must have a device that allows the door to be opened from the inside of the even if locked from the outside.

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- e. Lubricants must be certified food grade if they are used on food contact surfaces, bearing and gears located on or within food contact surfaces, or bearings and gears located so that lubricants may leak, drip, or be forced into or on food contact surfaces.
- f. Floors, walls, ceilings, fire sprinklers, smoke detectors, ducts, vents, equipment, and gauges shall be in good repair and free from dirt, dust or food particles.
- g. Traps and drains shall be free from odor, standing water and debris.
- h. Chemicals and sharps shall be clearly labeled, secured, inventoried, and stored away from food and food preparation areas. The IFSM or Cook III Supervisor shall be responsible for the proper use, control, and inventory of kitchen tools. DCR 8239 shall be utilized to inventory kitchen tools, including knives.
 - 1) Kitchen knives are considered Class A tools and should be kept on a shadow board in accordance with DCR P&P COR.08.27, Tools/Equipment Control, and in a secured, locked cabinet, cage, or case, which is securely affixed to the floor or wall.
 - a) The shadow board shall be double-locked – in a locked cabinet, cage, or case, which is located in a locked office, room, or closet.
 - 2) All knives/tools shall be inspected and logged at the time they are issued and when the tools are returned.
 - a) An inventory of the knives/tools prior to being issued to workers shall be taken.
 - b) An inventory of the knives/tools upon return to the shadow board shall be taken.
 - c) Knives shall be returned by the staff member who was issued the knife. Inmates shall not be issued knives or allowed to return knives issued to a staff member.
 - d) Knives/tools shall be inspected when issued and returned to verify that the knives/tools are not damaged and/or missing parts.

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3) Kitchen knives shall be tethered to the work stations, when in use.

a) Kitchen knives shall not be left unattended at work stations even though the knives are tethered to the work station.

i. Food shall be stored off the floor in closed containers labeled with contents and expiration dates.

j. Staff and inmate bathrooms shall be clean and properly stocked.

k. Emergency exits and diagrams are clearly posted in strategic locations.

l. Garbage is removed from the kitchen at established times during the day and stored for disposal in appropriate receptacles. Receptacles and the area where the receptacles are located are cleaned after every garbage pickup.

m. Temperatures on hot and cold appliances and equipment are maintained at appropriate temperatures and are logged daily in accordance with public health requirements.

1) DCR 0551 shall be utilized to record the hot equipment for each meal. The temperature for holding hot foods shall be 135°F or higher.

2) DCR 0552 shall be utilized to record the temperature of each of the refrigerators and freezers twice daily.

.3 Warewashing and Sanitizing

a. Cooking, baking equipment, utensils, and food trays shall be properly washed, rinsed, and sanitized.

b. Chemical manual and mechanical operations, including application of sanitizing chemicals by immersion, manual swabbing, brushing, or pressure spraying, are done using a solution and exposure time as specified by the manufacturer and the material safety data sheet.

1) Utensils and food-contact surfaces of equipment shall be sanitized before use, after cleaning.

2) After being cleaned, equipment food-contact surfaces and utensils shall be sanitized in:

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- a) Hot water manual operations by immersion for 30 seconds in hot water maintained at 171°F or higher; or
 - b) Hot water mechanical operations by being cycled through equipment and achieving a utensil surface temperature of 160°F as measured by an irreversible registering temperature indicator: or
 - c) Chemical manual and mechanical operations, including the application of sanitizing chemicals by immersion, manual swabbing, brushing, or pressure spraying methods, as outlined in HAR Title 11, Chapter 50.
- 3) During the course of using sanitizing chemicals and/or soaps, if any of the chemicals and/or soaps are accidentally ingested or come into contact with bare skin, a Safety Data Sheet (SDS) shall be consulted for the proper treatment.
- c. A test kit of device that accurately measures the concentration in mg/L of a quaternary sanitizing solution is provided.
 - d. Warewashing machine wash and rinse tanks are equipped with baffles, curtains, or other means to minimize cross-contamination.
 - e. The warewashing machine is equipped with a temperature measuring device that shows the water temperature in each wash as the water enters the hot water sanitizing final rinse manifold or the chemical sanitizing solution tank.
 - f. The warewashing machine is designed and equipped to automatically dispense detergents and sanitizers, and allows verification by visual means, or a visual or audible alarm, that detergents and sanitizers are delivered to the washing and sanitizing cycles.
 - g. A warewashing sink with at least three (3) compartments is provided for manual washing, rinsing and sanitizing equipment and utensils. Sink compartments are large enough to immerse the largest equipment and utensils. If the equipment or utensils are too large, a warewashing machine of alternative equipment is used. Alternative manual warewashing equipment may be used when there are special cleaning needs or

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- constraints, and such use is approved by the Institutional Food Service Manager. A warewashing sink shall not be used for hand washing.
- h. If a warewashing sink is used to wash produce or thaw food, it is to be cleaned and sanitized before and after each use.
 - i. When used for warewashing, the wash compartment of a sink, mechanical warewasher, or wash receptacle of alternative manual warewashing equipment, contains a wash solution of one of the following: soap, detergent, acid cleaner, alkaline cleaner, degreaser, abrasive cleaner, or other cleaning agent per the cleaning agent manufacturer's label instructions.
 - j. For manual warewashing equipment, the temperature of the wash solution is kept at or above that specified on the cleaning agent manufacturer's label instructions.
 - k. The temperature of the wash solution is spray-type warewashers that use hot water to sanitize may not be less than:
 - 1) For a stationary-rack, single-temperature machine, 165°F.
 - 2) For a stationary-rack, dual-temperature machine, 150°F.
 - 3) For a single-tank, conveyor, dual-temperature machine, 160°F.
 - 4) For a multi-tank, conveyor, multi-temperature machine, 150°F.
 - 5) The temperature of the wash solution in spray-type warewashers that use chemicals to sanitize may not be less than 120°F.
 - l. If immersion in hot water is used for sanitizing in a manual operation, the temperature is kept at 171°F or above, and the equipment or utensil is immersed for 30 seconds.
 - m. In mechanical operation, the operation of the fresh hot water sanitizing rinse as it enters the manifold may not be more than 194°F, or less than:
 - 1) 165°F for a stationary-rack, single-temperature machine.
 - 2) 180°F for all other machines.

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- 3) However, the maximum temperature of 194°F does not apply to high pressure and temperature systems with wand-type or hand-held spraying devices used for in-place cleaning and sanitizing.
- n. The flow pressure of the fresh hot water sanitizing rinse in a warewashing machine may not be less than 15 pounds or more than 25 pounds per square inch, as measured in the water line immediately downstream or upstream from the fresh hot water sanitizing rinse control valve.
- o. Manual and mechanical warewashing equipment, chemical sanitization – temperature, pH, concentration, and hardness.
 - 1) An iodine solution has a minimum temperature of 68°F, a pH of 5.0 or less (or no higher than the level for which the manufacturer specifies the solution is effective), and a concentration between 12.5 mg/L and 25 mg/L.
 - 2) A quaternary ammonium compound solution has a minimum temperature of 75°F, a concentration as required by the manufacturer's directions on the label and is used only in water with a hardness no greater than specified by the label.
 - 3) Concentration of the sanitizing solution is determined using a test kit or other device. Test strips will not be saved as a means of determining the tested level.
 - a) The concentration level shall be recorded on DCR 8520. This log shall be kept by the IFSM for one (1) year. The log may be kept as an electronic copy or hard copy.

.4 Cleaning of Equipment and Utensils

- a. Equipment food-contact surfaces and utensils not in use will be clean to sight and touch. Food-contact surfaces of cooking equipment and pans are to be kept free of grease deposits and soil accumulations. Non-food contact surfaces are kept free of dust, dirt, food residue, and other debris.
- b. Equipment food-contact surfaces and utensils shall be cleaned:
 - 1) Before each use with a different raw animal food such as beef, fish, lamb, pork, or poultry.
 - 2) Each time there is a change from working with raw foods to working with RTE foods.

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- 3) Between uses with raw fruits and vegetables, and with TCS food.
 - 4) Before using or storing a food temperature measuring device.
 - 5) At any time during operation when contamination may have occurred.
- c. If used continuously with TCS food, food-contact surfaces and utensils are to be cleaned throughout the day at least every 4 hours, except:
- 1) In storage, containers of TCS food and their contents are maintained at safe temperatures specified in this policy and containers are cleaned when they are empty.
 - 2) Utensils and equipment are used to prepare TCS food in a refrigerated room and the 4-hour time limit is exceeded.
 - 3) Utensils and equipment are cleaned at the frequency in the following chart that corresponds to the temperature and cleaning frequency based on the ambient temperature of the refrigerated room, and the temperature is checked regularly and documented:

Temperature	Cleaning Frequency
41°F or less	24 hours
>41°F to 45°F	20 hours
>45°F to 50°F	16 hours
>50°F to 55°F	10 hours

- 4) Containers in serving situations, such as salad bars and cafeteria lines holding ready-to-eat TCS food maintained at safe storage temperatures, are intermittently combined with additional supplies of the same food that are at the required temperature, and the containers are cleaned after the completion of each meal.
- 5) Temperature-measuring devices are maintained in contact with food, such as a container of deli food or in a roast, held at safe storage temperatures.
- 6) Equipment is used for storage of food such as a reach-in refrigerator and is cleaned as necessary to prevent soil accumulation.

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- d. Surfaces of utensils and equipment contacting food that are not TCS, are cleaned any time when contamination may have occurred, and:
 - 1) At least every 24 hours for iced tea dispensers.
 - 2) After each meal for self-service utensils such as tongs, scoops, or ladles.
 - 3) In equipment such as beverage/condiment dispensing nozzles and enclosed components of equipment such as cooking oil storage tanks and distribution lines, beverage and syrup dispensing lines or tubes, and water vending equipment, at a frequency specified by the manufacturer.
 - 4) Ice machine storage bins that continually store ice are emptied, cleaned, and sanitized per the manufacturer's specifications.
- e. Non-food contact surfaces of equipment are cleaned as necessary to prevent soil accumulation.
- f. Equipment food contact surfaces and utensils are washed to remove soils by manual or mechanical means.
- g. If washing in sink compartments or a warewashing machine is impractical, such as when the equipment is fixed or the utensils are too large, wash is done using alternative equipment such as:
 - 1) Brushes, steel sponges or other implements.
 - 2) High-pressure detergent sprayers, low- or line-pressure spray detergent foamers, or detergent-supplied hoses (only if the equipment does not have electrical or gas component).
 - 3) Other task-specific cleaning equipment that does not harm gas or electrical components.
 - 4) And shall be washed in accordance with the following procedures:
 - a) Equipment is disassembled as necessary to allow detergent access to all parts.

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- b) Components and utensils are scraped or rough-cleaned to remove food particles.
 - c) Equipment and utensils are washed as specified in this section hereinabove.
 - h. Washed utensils and equipment are rinsed before sanitizing so that abrasives are removed, and cleaning chemicals are removed or diluted by either:
 - 1) Using a freshwater spray with a control nozzle which only sprays rinse water when physically activated, is only used when equipment or utensils have no electrical or gas components, and in three-compartment sink operations with the rinse sink left empty.
 - 2) Other effective means when rinsing equipment or utensils with utility connections, ensuring the process does not harm electrical or gas components.

.5 Protection of Clean Items

- a. After cleaning and sanitizing, staff will ensure that equipment and utensils are:
 - 1) Air-dried or adequately drained before contact with food.
 - 2) Completely air-dried before storage. Air drying racks designed for specific pans, trays and utensils will be used when possible.
 - 3) May not be cloth-dried.
- b. Clean, air-dried equipment and utensils are stored covered or inverted. Single-service and single-use articles are stored in a clean, dry location and kept in the original package or stored using other means that protect from contamination until use.
- c. Single-Service and single-use kitchenware and tableware, and clean and sanitized utensils are handled, displayed, and dispensed so that contamination of food and lip-contact surfaces is prevented.
- d. Knives, forks, and spoons that are not pre-wrapped shall be presented so that only the handles are touched by staff and inmates employed in food service, if self-service is provided.

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- e. Knives, forks, and spoons that are pre-wrapped, such as in a napkin, and not individually sealed in plastic, shall be stored in a way that prevents contamination.
- f. A food-dispensing utensil is available for each container dispensed at a self-service unit, such as a buffet or salad bar.
- g. The cutting or piercing parts of can openers shall be kept sharp to minimize creation of metal fragments that can contaminate food when the container is opened, and shall be readily removable for cleaning and replacement.
- h. Surfaces such as cutting blocks and boards, which are subject to scratching and scoring, are resurfaced if they can no longer be effectively cleaned and sanitized or discarded if not capable of being resurfaced.
- i. The bulk milk container dispensing spigot shall be cleaned and sanitized after each use. Milk containers are used for dispensing powdered, instant milk.

.6 Temperature Measuring Devices

- a. Food temperature measuring devices shall be readily available to attain and maintain specific temperatures. A device with a small-diameter probe designed to measure the temperature of thin masses is used to accurately measure temperatures in food such as meat patties and fish filets. Food temperature measuring devices should be:
 - 1) Easily readable.
 - 2) Calibrated daily.
 - 3) Be accurate to plus or minus one degree Celsius, or to plus or minus two degrees Fahrenheit.
 - 4) Washed and sanitized before and after each use.
- b. Cold or hot holding equipment used for TCS food is equipped with at least one integral or permanent temperature measuring device located to allow easy viewing.
- c. This section does not apply to equipment for which a temperature measuring device is not practical for measuring ambient air because of the

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design, type, and use of the equipment, such as heat lamps, cold plates, steam tables, insulated food transport containers and salad bars.

- .7 Oven Maintenance and Security
 - a. Maintenance and repairs on ovens are performed only by a staff member from maintenance/facilities or a qualified third-party that is contracted by DCR.
 - b. Oven mechanical/electrical/gas components are secured whenever the oven is not under direct staff supervision.
 - c. The interior of revolving tray ovens is inspected regularly and cleaned to ensure grease does not build up.
- .8 Machine guarding shall be in place during operation. Access panels leading to energized circuits and gas components are secured with a lock or security screws to prevent unauthorized access.
- .9 Deep fat frying shall be done only in equipment specifically designed for it. Tilting skillets or other deep-sided equipment is used only for pan frying and shall contain no more grease than required to keep the cooking surface coated.
- .10 Waste Handling
 - a. Receptacles for refuse, recyclables, and returnables, and for use with materials containing food residue are durable, cleanable, insect- and rodent-resistant, leakproof and non-absorbent.
 - b. Receptacles and waste handling units for refuse and unclean recyclables are kept covered:
 - 1) Inside food service if they contain food residue and are not in continuous use.
 - 2) With tight-fitting lids or doors if kept outside food service.
 - c. Soiled receptacles and waste handling units for refuse, recyclables, and returnables are cleaned as often as necessary to prevent them from developing soil build-up or attracting insects and rodents.
 - d. When using processes that produce large amounts of fats, oils, and grease, recycle these through a local grease rendering or food recycling

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company. If this is not an option, the fats, oils, and grease are stored in sealed containers and properly disposed of as solid waste. Never dump down drains.

- 1) Empty drip pan contents of grills, roasters, and broilers into a sealed container for recycling. Wipe grease-laden pots and pans with towels and dispose of towels as waste.
- 2) Excess liquid food products such as syrup, batter, gravy, sauce, and dairy items are handled as solid waste. Never dump these down the drain.
- 3) Butter and butter by-products: pre-scrape utensils and containers before washing and dispose of non-recyclable materials as solid waste.
- 4) Dispose of meat scraps and trimmings as solid waste.
- 5) Pulpers and garbage disposals send unwanted food by-products into the sewer and should not be used.
- 6) Frequently clean sink strainers and dispose of contents as solid waste. Sinks are not to be used if strainers are removed – this applies to both basin and floor type sinks.
- 7) Regularly inspect containers used to store recyclable liquids. Store containers in locations where sanitary drains are not located. Each facility IFSM shall develop a spill prevention and cleanup plan that can be implemented promptly.

.11 Rodent and Insect Control

- a. Areas shall be free from rodents and insects.
- b. Insects, rodents, and other pests are controlled by:
 - 1) Routinely inspecting incoming food and supplies.
 - 2) Having the food service staff routinely inspect the food service area(s) for evidence of pests and report findings to the facility IFSM for reporting to the appropriate department or to a contracted pest elimination service.

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- 3) If pests are found, contact the pest elimination service, use trapping devices, or other methods of controls.
- 4) Eliminate harborage conditions.
- c. Insect control devices used to electrocute or stun flying insects are designed to keep the insect within the device. These devices are never installed over a food preparation area or so that dead insects and insect fragments fall on food, equipment, utensils, and linens.
- d. Outer openings of the food service areas are protected against insects and rodents by
 - 1) Filling or closing holes and other gaps along floors, walls, and ceilings.
 - 2) Closed, tight-fitting windows, or if the windows are kept open, the windows shall be screened.
 - 3) Solid, self-closing, tight-fitting doors, except:
 - a) Exterior doors need not be self-closing if they are limited-use such as not used except as a designated emergency exit.
 - b) If doors are kept open for deliveries, the openings shall be protected by air curtains to control flying insects.
- .12 After use, mops are to be placed where they can air-dry without soiling walls, equipment, or supplies.
- .13 Brooms, mops, vacuum cleaners, and similar items shall be stored so that they do not contaminate food, equipment, utensils, linens and in a way that facilitates cleaning the storage area.
- .14 Food service shall be kept free of unnecessary items, such as equipment that is nonfunctional or no longer used, and litter.
- .15 Laundering
 - a. Wiping cloths are replaced with clean cloths daily.
 - b. Soiled linens are kept in clean, nonabsorbent receptacles of clean, washable laundry bags and stored and transported to prevent

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contamination of food, equipment, utensils, and single-service and single-use items.

- c. Linens are mechanically washed and dried.
 - d. Laundry facilities in food service are used only for items used in food service operations.
 - e. If a mechanical clothes washer or dryer is provided in food service, it is located so that it is protected from contamination and where there is no exposed food, clean, equipment, utensils, and linens, or unwrapped single-use or single-service articles.
- .16 The dining area shall be adequate to allow for meals to be served, affording each inmate the opportunity to have at least 20 minutes of dining time for each meal.
- .17 The food preparation area includes a space for food preparation based on population size, type of food preparation and methods of meal service.
- .18 Toilet rooms will be conveniently located and accessible to staff and inmates during all hours of operation. There shall be at least one toilet room and not fewer than the toilets required by law shall be provided.
- .19 Hand Washing Sinks
- a. There shall be at least one hand washing sink to allow for convenient use by staff and inmate workers in food preparation, food dispensing and warewashing areas; and one in or immediately adjacent to the toilet rooms.
 - b. It must be accessible to all staff and inmate workers to use at all times.
 - c. A hand washing sink may not be used for any purpose other than for hand washing.
 - d. Procedures for hand washing in accordance with DCR P&P, COR.07.16, Food Handling.
 - e. If approved, an automatic hand washing facility may be substituted for a hand washing sink.

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- f. If approved, when food exposure is limited and hand washing sinks are not conveniently available, staff and inmate workers may use hand antiseptics to lower the number of pathogens on their skin. If used, the hand antiseptics must comply with the Code of Federal Regulations (CFR) and FDA standards.
- g. When using alcohol-based hand sanitizer:
 - 1) Apply a quarter-sized amount of product to the palm of one hand.
 - 2) Rub hands together.
 - 3) Rub the product over all surfaces of hands and fingers until hands are dry. This process should take at least 20 seconds.
 - 4) Hand sanitizers are not as effective when hands are visibly dirty.
- h. All hand wash sinks shall have the sign "Please...WASH YOUR HANDS" affixed to the wall above or next to the sink.

.20 Evidence trays


- a. Full portions of every item served to inmates shall be collected from each meal, placed in a tray and stored in the freezer.
- b. Each tray is to be marked with the date and time the food was cooked and the time it was stored. Food items on these trays are not for consumption.
- c. Each tray shall be kept chilled for five (5) days.
- d. If there is a complaint of food poisoning, the tray(s) shall be set aside and kept chilled until the tray(s) may be turned over to Department of Health officials investigating the food poisoning complaint.
- e. The tray may also be used as evidence to address inmate complaints on portion sizes.
- f. After five (5) days, if there are no complaints of food poisoning, the trays may be disposed of.

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DCR P & P M	SUBJECT: KITCHEN SANITATION	POLICY NO.: COR.09.04
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- .21 Staff and inmates working in food service shall only eat or drink in designated areas where contamination of exposed food, clean equipment, utensils, linens, or other items needing protection cannot result.
- .22 Staff and inmate workers within the food service area will wear hair restraints such as hats, hair coverings or nets, and beard guards. These items must be designed to effectively keep hair from contacting exposed food, clean equipment, utensils, and linens.
- .23 The facility safety officer shall conduct inspections of the kitchen, including but not limited to, the equipment, the frozen, refrigerated, and dry food storage areas; food preparation areas; serving areas and dining rooms at least monthly with evidence of corrective actions for negative findings.
- .24 Emergency exhibits and diagrams shall be clearly posted in strategic locations.

APPROVAL RECOMMENDED:




Deputy Director for Corrections

JAN 0 1 2024

Date

APPROVED:



DIRECTOR

JAN 0 1 2024

Date

NOT CONFIDENTIAL

**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
DEPARTMENT OF CORRECTIONS AND REHABILITATION**

REFRIGERATION TEMPERATURE LOG

Month/Year: _____ Facility: _____

Location: _____ Refrigerator ID#: _____

Date	Time 1	Temp 1	Initials	Time 2	Temp 2	Initials	Comments
01							
02							
03							
04							
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Food Service Manager Weekly Self-Inspection Checklist

DATE: _____
OBSERVER: _____

Use this checklist once a week to determine areas in you operation requiring corrective action. Record corrective actions taken and keep completed records on file for one year

PERSONAL DRESS AND HYGIENE

	Yes	No	Corrective Action		Yes	No	Corrective Action
Employees wear proper uniform including proper shoes	<input type="checkbox"/>	<input type="checkbox"/>	_____	Hands are washed thoroughly using proper hand-washing procedures	<input type="checkbox"/>	<input type="checkbox"/>	_____
Hair restraint is worn	<input type="checkbox"/>	<input type="checkbox"/>	_____	Eating and drinking are observed only in designated areas away from work area	<input type="checkbox"/>	<input type="checkbox"/>	_____
Fingernails are short, unpolished and clean	<input type="checkbox"/>	<input type="checkbox"/>	_____	Appropriate action is taken when coughing or sneezing	<input type="checkbox"/>	<input type="checkbox"/>	_____
Jewelry is limited to watch, simple earrings and plain ring	<input type="checkbox"/>	<input type="checkbox"/>	_____	Open sores, cuts, or splints and bandages are completely covered while handling food	<input type="checkbox"/>	<input type="checkbox"/>	_____
Hands are washed and gloves are changed at critical points	<input type="checkbox"/>	<input type="checkbox"/>	_____				

FOOD STORAGE AND DRY STORAGE

	Yes	No	Corrective Action		Yes	No	Corrective Action
All food and paper supplies are 6 to 8 inches above the ground	<input type="checkbox"/>	<input type="checkbox"/>	_____	There is no bulging or leaking canned goods in storage	<input type="checkbox"/>	<input type="checkbox"/>	_____
All food is is dated with delivery date	<input type="checkbox"/>	<input type="checkbox"/>	_____	Food is protected from contamination	<input type="checkbox"/>	<input type="checkbox"/>	_____
The FIFO (First In, First Out) method of inventory is being practiced.	<input type="checkbox"/>	<input type="checkbox"/>	_____	Chemicals are stored away from food	<input type="checkbox"/>	<input type="checkbox"/>	_____
All surfaces and floors are clean	<input type="checkbox"/>	<input type="checkbox"/>	_____	No signs of rodent infestation	<input type="checkbox"/>	<input type="checkbox"/>	_____

EQUIPMENT

	Yes	No	Corrective Action		Yes	No	Corrective Action
Food slicer is clean to sight and touch	<input type="checkbox"/>	<input type="checkbox"/>	_____	All other equipment are clean to sight and touch-serving lines, storage shelves, cabinets, ovens, ranges, and steam equipment	<input type="checkbox"/>	<input type="checkbox"/>	_____
Food slicer is sanitized between uses	<input type="checkbox"/>	<input type="checkbox"/>	_____	Exhaust hood and filters are clean	<input type="checkbox"/>	<input type="checkbox"/>	_____
All small equipment and utensils, including cutting boards, are sanitized between uses	<input type="checkbox"/>	<input type="checkbox"/>	_____	Small equipment is inverted, covered, or otherwise protected from dust or contamination when stored	<input type="checkbox"/>	<input type="checkbox"/>	_____
Small equipment and utensils are air dried	<input type="checkbox"/>	<input type="checkbox"/>	_____	Work surfaces are clean to sight and touch	<input type="checkbox"/>	<input type="checkbox"/>	_____
Thermometers are washed and sanitized between each use	<input type="checkbox"/>	<input type="checkbox"/>	_____	Work surfaces are washed and sanitized between uses	<input type="checkbox"/>	<input type="checkbox"/>	_____
Can opener is clean to sight and touch	<input type="checkbox"/>	<input type="checkbox"/>	_____	Carts are washed and sanitized between uses	<input type="checkbox"/>	<input type="checkbox"/>	_____
Ice machine is clean (interior)	<input type="checkbox"/>	<input type="checkbox"/>	_____	Carts are clean to sight and touch	<input type="checkbox"/>	<input type="checkbox"/>	_____

REFRIGERATOR AND FREEZER

	Yes	No	Corrective Action		Yes	No	Corrective Action
Thermometer is visible and accurate	<input type="checkbox"/>	<input type="checkbox"/>	_____	Refrigerator and Freezer temp. logged twice daily	<input type="checkbox"/>	<input type="checkbox"/>	_____
Food is stored 6 inches above the floor	<input type="checkbox"/>	<input type="checkbox"/>	_____	Refrigerated food items stored in the proper stacking order	<input type="checkbox"/>	<input type="checkbox"/>	_____
All food is properly wrapped, labeled and dated	<input type="checkbox"/>	<input type="checkbox"/>	_____	Shelves, racks, walls, floors, doors, and ceiling clean and free from ice build-up.	<input type="checkbox"/>	<input type="checkbox"/>	_____
The FIFO (First In, First Out) method of inventory is being practiced.	<input type="checkbox"/>	<input type="checkbox"/>	_____	All items stored on shelves allow proper air circulation	<input type="checkbox"/>	<input type="checkbox"/>	_____

FOOD AND HOT HOLDING

	Yes	No	Corrective Action		Yes	No	Corrective Action
Food is heated to 165° before placing in hot holding	<input type="checkbox"/>	<input type="checkbox"/>	_____	Temperature of food being held is above 135°	<input type="checkbox"/>	<input type="checkbox"/>	_____
Food is tasted using proper method	<input type="checkbox"/>	<input type="checkbox"/>	_____	Food protected from contamination	<input type="checkbox"/>	<input type="checkbox"/>	_____

GENERAL SANITATION

	Yes	No	Corrective Action		Yes	No	Corrective Action
Dishwashing temperatures reach proper temperatures	<input type="checkbox"/>	<input type="checkbox"/>	_____	Sanitation test kits available and used	<input type="checkbox"/>	<input type="checkbox"/>	_____
Dishwashing sanitation levels are tested and recorded	<input type="checkbox"/>	<input type="checkbox"/>	_____	Cleaning cloths are stored in a sanitizing solution	<input type="checkbox"/>	<input type="checkbox"/>	_____
Hand washing procedures are posted at each handwashing sink	<input type="checkbox"/>	<input type="checkbox"/>	_____	All garbage cans are clean and covered when not in use	<input type="checkbox"/>	<input type="checkbox"/>	_____
Hand washing paper towels and soap dispensers are filled	<input type="checkbox"/>	<input type="checkbox"/>	_____	Dumpsters are clean and covered	<input type="checkbox"/>	<input type="checkbox"/>	_____
Cleaning supplies and equipment are stored away from food and properly labeled	<input type="checkbox"/>	<input type="checkbox"/>	_____	Light fixtures are covered	<input type="checkbox"/>	<input type="checkbox"/>	_____
Dining tables are sanitized after each use	<input type="checkbox"/>	<input type="checkbox"/>	_____	Refrigerator- freezer door gaskets are clean and in good repair	<input type="checkbox"/>	<input type="checkbox"/>	_____
Food contact surfaces are cleaned and sanitized after each use	<input type="checkbox"/>	<input type="checkbox"/>	_____	Ovens and steamers are clean and in good repair	<input type="checkbox"/>	<input type="checkbox"/>	_____
No cracks, holes or loose molding	<input type="checkbox"/>	<input type="checkbox"/>	_____	All areas are free of evidence of insects or pests	<input type="checkbox"/>	<input type="checkbox"/>	_____
All floors, walls and ceilings tiles in place and not cracked	<input type="checkbox"/>	<input type="checkbox"/>	_____	MSDS is updated and available to all staff	<input type="checkbox"/>	<input type="checkbox"/>	_____
No leaks in pipes, faucets, hoses	<input type="checkbox"/>	<input type="checkbox"/>	_____	Emergency stock of food, water, and supplies are available per facility policy	<input type="checkbox"/>	<input type="checkbox"/>	_____
All painted surfaces are clean and not chipped	<input type="checkbox"/>	<input type="checkbox"/>	_____				

COMMENTS AND ACTIONS TO BE TAKEN

