

## HACCP-Based SOPs

### Summary Table for Monitoring and Verifying HACCP-Based SOP Record

**Directions:** Identify the foodservice employee who will be responsible for monitoring and verifying records. Maintain this record for a minimum of 1 year.

Standard Operating Procedure	Record	Monitored by Whom	Verified by Whom
Cleaning and Sanitizing Food Contact Surfaces	Food Safety Checklist Food Contact Surfaces Cleaning and Sanitizing Log		
Controlling Time and Temperature during Food Preparation	Food Safety Checklist Production Log		
Cooking	Cooking and Reheating Temperature Log		
Cooling	Cooling Temperature Log		
Date Marking	Food Safety Checklist		
Employee Health Policy	To be determined by school officials and State or local health department.		
Handling a Food Recall	Food Safety Checklist Damaged or Discarded Product Log		



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National Food Service Management Institute  
The University of Mississippi

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Standard Operating Procedure	Record	Monitored by Whom	Verified by Whom
Holding Foods	Hot and Cold Holding Temperature Log Refrigeration Log		
Personal Hygiene	Food Safety Checklist Damaged or Discarded Product Log		
Preventing Contamination at Food Bars	Food Safety Checklist Damaged or Discarded Product Log Hot and Cold Holding Temperature Log		
Preventing Cross-Contamination during Storage and Preparation	Food Safety Checklist Damaged or Discarded Product Log		



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Standard Operating Procedure	Record	Monitored by Whom	Verified by Whom
Receiving Deliveries	Receiving Log		
Reheating Potentially Hazardous Foods	Cooking and Reheating Temperature Log		
Serving Food	Food Safety Checklist		
Storing and Using Toxic Chemicals	Food Safety Checklist Damaged or Discarded Product Log		
Transporting Foods to Remote Sites	Food Safety Checklist Hot and Cold Holding Temperature Log Receiving Log		
Using and Calibrating a Food Thermometer	Food Safety Checklist Thermometer Calibration Log		



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Standard Operating Procedure	Record	Monitored by Whom	Verified by Whom
Using Suitable Utensils When Handling Ready-to-eat Foods	Food Safety Checklist		
Using Time Alone as a Public Health Control	Food Safety Checklist		
Washing Fruits and Vegetables	Food Safety Checklist		
Washing Hands	Food Safety Checklist		

