

# HACCP-Based SOPs Education Module

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## Ice Machine Usage

**Definition:** To prevent foodborne illness by ensuring that ice is handled in a manner to ensure safety.

**Information:**

1. Wash hands before handling scoop or portioning ice.
2. Use a scoop to transfer ice to a clean and sanitized container. The scoop should be stored in a sanitary manner adjacent to the ice machine. It should never be stored in the ice storage bin. Scoop should be cleaned and sanitized daily.
3. Avoid using bare hands or inserting a glass directly into the ice storage bin. Cross contamination or introduction of a physical hazard (glass) could occur.
4. Store and transport ice in designated containers only. Do not use containers that formerly held chemicals or raw foods.
5. Discard ice used for display (salad bars) or ice baths. Do not use for consumption.
6. Clean and sanitize parts of ice machine considered “food contact surfaces” according to manufacturer’s guidelines.

The unit supervisor will:

1. Monitor employees to ensure that proper ice handling techniques are being followed.
2. Develop an ice machine cleaning schedule, following manufacturer’s guidelines.
3. Provide training and tools for employees to properly clean and sanitize.
4. Follow up as necessary.
5. File logs with HACCP records.

**MONITORING:**

Foodservice employees will:

1. During all hours of operation, visually and physically inspect food contact surfaces of equipment and utensils to ensure that the surfaces are clean and stored properly.

**CORRECTIVE ACTION:**

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Wash, rinse, and sanitize dirty utensils that may come in contact with the ice at anytime. Sanitize food contact surfaces if it is discovered that the surfaces were not properly sanitized.