

HACCP-Based SOPs

Transporting Food to Remote Sites (Satellite Kitchens)

PURPOSE: To prevent foodborne illness by ensuring that food temperatures are maintained during transportation and contamination is prevented.

SCOPE: This procedure applies to foodservice employees who transport food from a central kitchen to remote sites (satellite kitchens).

KEY WORDS: Hot Holding, Cold Holding, Reheating, Cooling, Transporting Food

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. If State or local health department requirements are based on the *2001 FDA Food Code*:
 - Keep frozen foods frozen during transportation.
 - Maintain the temperature of refrigerated, potentially hazardous foods at 41 °F or below and cooked foods that are transported hot at 135 °F or above.
4. Use only food carriers for transporting food approved by the National Sanitation Foundation International or that have otherwise been approved by the state or local health department.
5. Prepare the food carrier before use:
 - Ensure that all surfaces of the food carrier are clean.
 - Wash, rinse, and sanitize the interior surfaces.
 - Ensure that the food carrier is designed to maintain cold food temperatures at 41 °F and hot food temperatures at 135 °F or above.
 - Place a calibrated stem thermometer in the warmest part of the carrier if used for transporting cold food, or the coolest part of the carrier if used for transporting hot food. Refer to the Using and Calibrating Thermometers SOP.
 - Pre-heat or pre-chill the food carrier according to the manufacturer's recommendations.
6. Store food in containers suitable for transportation. Containers should be:
 - Rigid and sectioned so that foods do not mix
 - Tightly closed to retain the proper food temperature
 - Nonporous to avoid leakage
 - Easy-to-clean or disposable
 - Approved to hold food

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Transporting Food to Remote Sites (Satellite Kitchens), continued

INSTRUCTIONS, continued:

7. Place food containers in food carriers and transport the food in clean trucks, if applicable, to remote sites as quickly as possible.
8. Follow Receiving Deliveries SOP when food arrives at remote site.

Prior to transport, employees at central or regional kitchen should:

1. Take temperature of food during loading. Hot foods should be at or above 140°F and cold food should be at or below 41°F.
2. Record temperatures in log and initial the entry.

Employees at Satellite Location:

1. Take and record food temperatures upon arrival at the satellite location. Employee should initial entry.
2. Take and record temperature of food before it is returned to the central kitchen if leftover food is not discarded. Employee should initial entry.

Following return of transport, employees at central kitchen should:

1. Take and record temperature of food and employee initials upon return from a satellite location.
2. Discard cold foods that are not at or below 41°F and hot foods that are not at or above 140°F.
3. Cool hot cooked food that is at or above 140°F. The product must be cooled to 70°F in 2 hours from the last 140°F reading. If food temperature has not reached 70°F within 2 hours, dispose of the food. Recommended procedure is cooling food to 70°F within 2 hours and to 41°F within 4 additional hours.
4. Record the product name, date, temperature, and time on the product.
5. Store chilled food in refrigerator or freezer.

General Principles:

1. Preheat holding equipment.
2. Calibrate thermometers each week or sooner, if dropped or inaccurate.
3. Use calibrated thermometers to take food temperatures.
4. Record temperature and time in **Service Temperature Log** with employee initials.

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MONITORING:

1. Check the air temperature of the food carrier to ensure that the temperature suggested by the manufacturer is reached prior to placing food into it.
2. Check the internal temperatures of food using a calibrated thermometer before placing it into the food carrier. Refer to the Holding Hot and Cold Potentially Hazardous Foods SOP for the proper procedures to follow when taking holding temperatures.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Continue heating or chilling food carrier if the proper air temperature is not reached.
3. Reheat food to 165 °F for 15 seconds if the internal temperature of hot food is less than 135 °F. Refer to the Reheating Potentially Hazardous Foods SOP.
4. Cool food to 41 °F or below using a proper cooling procedure if the internal temperature of cold food is greater than 41 °F. Refer to the Cooling Potentially Hazardous Foods SOP for the proper procedures to follow when cooling food.
5. Discard foods held in the danger zone for greater than 4 hours.

VERIFICATION AND RECORD KEEPING:

Before transporting food to remote sites, foodservice employees will record food carrier temperature, food product name, time, internal temperatures, and any corrective action taken on the Hot and Cold Holding Temperature Log. Upon receipt of food at remote sites, foodservice employees will record receiving temperatures and corrective action taken on the Receiving Log. The foodservice manager at central kitchens will verify that foodservice employees are following this SOP by visually observing employees and reviewing and initialing the Hot and Cold Holding Temperature Log daily. The foodservice manager at the remote site(s) will verify that foodservice employees are receiving foods at the proper temperature and following the proper receiving procedures by visually observing receiving practices during the shift and reviewing and initialing the Receiving Log daily. All logs are kept on file for a minimum of 1 year. The foodservice manager will complete the Food Safety Checklist daily. The Food Safety Checklist is to kept on file for a minimum of 1 year.

DATE REVIEWED: _____ **BY:** _____