

<i>HACCEuropa.com</i>	<b>STANDARD OPERATING PROCEDURE</b>	<i>Issue: 1</i>	<i>Ref No:</i>
		<i>Issued by:</i>	
	<b>Cooling Potentially Hazardous Foods</b>	<i>Approved by:</i>	
		<i>Issue date:</i>	
		<i>Approval date:</i>	
		<i>Page: 1 of 3</i>	

**SCOPE:** This procedure applies to foodservice employees who prepare or serve food.

**PURPOSE:** To prevent foodborne illness by ensuring that all potentially hazardous foods are cooled properly.

**RESPONSIBILITY:** It is the responsibility of the management to ensure that the following procedures are adhered to and understood by all relevant personnel and the personnel follow State or local health department requirements.

Management is responsible for modification menus, production schedules, and staff work hours to allow for implementation of proper cooling procedures.

**INSTRUCTIONS:**

1. Prepare and cool food in small batches.
2. Chill food rapidly using an appropriate cooling method:
  - Place food in shallow containers no more than 4 inches deep and uncovered on the top shelf in the back of the walk-in or reach-in cooler.
  - Use a quick-chill unit such as a blast chiller.
  - Stir the food in a container placed in an ice water bath.
  - Add ice as an ingredient.
  - Separate food into smaller or thinner portions.
  - Pre-chill ingredients and containers used for making bulk items such as salads.
3. Chill cooked, hot food from:
  - 57°C to 22°C within 2 hours. Take corrective action immediately if food is not chilled from 57°C to 22°C within 2 hours.
  - 22°C to 5°C or below in remaining time. The total cooling process from 57°C to 5°C may not exceed 6 hours. Take corrective action immediately if food is not chilled from 57°C to 5°C within the 6 hour cooling process.
4. Chill prepared, ready-to-eat foods such as tuna salad and cut melons from 22°C to 5°C or below within 4 hours. Take corrective action immediately if ready-to-eat food is not chilled from 22°C to 5°C within 4 hours.

<b>HACCP</b> <i>Europa.com</i>	<b>STANDARD OPERATING PROCEDURE</b>	<i>Issue: 1</i>	<i>Ref No:</i>
		<i>Issued by:</i>	
	<b>Cooling Potentially Hazardous Foods</b>	<i>Approved by:</i>	
		<i>Issue date:</i>	
		<i>Approval date:</i>	
		<i>Page: 2 of 3</i>	

**MONITORING:**

1. Use a clean, sanitized, and calibrated probe thermometer to measure the internal temperature of the food during the cooling process.
2. Monitor temperatures of products every hour throughout the cooling process by inserting a probe thermometer into the center of the food and at various locations in the product.

**CORRECTIVE ACTION:**

1. Any foodservice employee found not following the procedures in this SOP to be retrained
2. Reheat cooked, hot food to 74°C for 15 seconds and start the cooling process again using a different cooling method when the food is:
  - Above 22°C and 2 hours or less into the cooling process; and
  - Above 5°C and 6 hours or less into the cooling process.
3. Discard cooked, hot food immediately when the food is:
  - Above 22°C and more than 2 hours into the cooling process; or
  - Above 5°C and more than 6 hours into the cooling process.
4. Use a different cooling method for prepared ready-to-eat foods when the food is above 5°C and less than 4 hours into the cooling process.
5. Discard prepared ready-to-eat foods when the food is above 5°C and more than 4 hours into the cooling process.

**VERIFICATION AND RECORD KEEPING:**

1. Employees will record temperatures and corrective actions taken on the Cooling Temperature Log.
2. Employees will record if there are no foods cooled on any working day by indicating “No Foods Cooled” on the Cooling Temperature Log.
3. The Manager will verify that employees are cooling food properly by visually monitoring employees during the shift and reviewing, initialing, and dating the temperature log each working day.

<i>HACCEuropa.com</i>	<b>STANDARD OPERATING PROCEDURE</b>	<i>Issue: 1</i>	<i>Ref No:</i>
		<i>Issued by:</i>	
	<b>Cooling Potentially Hazardous Foods</b>	<i>Approved by:</i>	
		<i>Issue date:</i>	
		<i>Approval date:</i>	
		<i>Page: 3 of 3</i>	

**RECORDS APPLIED TO THIS PROCEDURE:**

- Cooling Temperature Log

**DOCUMENTATION RETENTION:**

The records applied to this procedure are to be kept on file for a minimum of 3 years.