

<i>HACCEuropa.com</i>	<b>STANDARD OPERATING PROCEDURE</b>	<i>Issue: 1</i>	<i>Ref No:</i>
		<i>Issued by:</i>	
		<i>Approved by:</i>	
	<b>Holding Hot and Cold Potentially Hazardous Foods</b>	<i>Issue date:</i>	
		<i>Approval date:</i>	
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**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 held under the proper temperature.

**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.

**INSTRUCTIONS:**

1. Refer to the Using and Calibrating Thermometers SOP.
2. Follow the requirements:
  - Hold hot foods at 58°C or above
  - Hold cold foods at 5°C or below
3. Preheat steam tables and hot boxes.

**MONITORING:**

1. Use a clean, sanitized, and calibrated probe thermometer to measure the temperature of the food.
2. Take temperatures of foods by inserting the thermometer near the surface of the product, at the thickest part, and at other various locations.
3. Take temperatures of holding units by placing a calibrated thermometer in the coolest part of a hot holding unit or warmest part of a cold holding unit.
4. For hot foods held for service:
  - Verify that the air/water temperature of any unit is at 58°C or above before use.
  - Reheat foods in accordance with the Reheating for Hot Holding SOP.
  - All hot potentially hazardous foods should be 58°C or above before placing the food out for display or service.
  - Take the internal temperature of food before placing it on a steam table or in a hot holding unit and at least every 2 hours thereafter.
5. For cold foods held for service:
  - Verify that the air/water temperature of any unit is at 5°C or below before use.

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- Chill foods, if applicable, in accordance with the Cooling Potentially Hazardous Foods SOP.
  - All cold potentially hazardous foods should be 5°C or below before placing the food out for display or service.
  - Take the internal temperature of the food before placing it onto any salad bar, display cooler, or cold serving line and at least every 2 hours thereafter.
6. For cold foods in storage:
- Take the internal temperature of the food before placing it into any walk-in cooler or reach-in cold holding unit.
  - Chill food in accordance with the Cooling Potentially Hazardous Foods SOP if the food is not 5°C or below.
  - Verify that the air temperature of any cold holding unit is at 5°C or below before use and at least every 4 hours thereafter during all hours of operation.

**CORRECTIVE ACTION:**

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. For hot foods:
  - Reheat the food to 74°C for 15 seconds if the temperature is found to be below 58°C and the last temperature measurement was 58°C or higher and taken within the last 2 hours. Repair or reset holding equipment before returning the food to the unit, if applicable.
  - Discard the food if it cannot be determined how long the food temperature was below 58°C.
3. For cold foods:
  - Rapidly chill the food using an appropriate cooling method if the temperature is found to be above 5°C and the last temperature measurement was 5°C or below and taken within the last 2 hours:
    - 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 like 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.
4. Repair or reset holding equipment before returning the food to the unit, if applicable.

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5. Discard the food if it cannot be determined how long the food temperature was above 5°C.

**VERIFICATION AND RECORD KEEPING:**

1. Employees will record temperatures of food items and document corrective actions taken on the Hot and Cold Holding Temperature Log.
2. A designated employee will record air temperatures of coolers and cold holding units on the Refrigeration Logs.
3. The manager will verify that foodservice employees have taken the required holding temperatures by visually monitoring foodservice employees during the shift and reviewing the temperature logs at the close of each day.

**RECORDS APPLIED TO THIS PROCEDURE:**

- Hot and Cold Holding Temperature Log
- Refrigeration Log

**DOCUMENTATION RETENTION:**

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