

<i>HACCP</i> Europa.com	STANDARD OPERATING PROCEDURE	<i>Issue: 1</i>	<i>Ref No:</i>
		<i>Issued by:</i>	
	Preventing Cross-Contamination During Storage and Preparation	<i>Approved by:</i>	
		<i>Issue date:</i>	
		<i>Approval date:</i>	
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SCOPE: This procedure applies to anyone who is responsible for receiving, storing, preparing, and serving food.

PURPOSE: To reduce foodborne illness by preventing unintentional contamination of food.

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. Wash hands properly. Refer to the Washing Hands SOP.
2. Avoid touching ready-to-eat food with bare hands. Refer to Using Suitable Utensils When Handling Ready-To-Eat Foods SOP.
3. Separate raw animal foods, such as eggs, fish, meat, and poultry, from ready-to-eat foods, such as lettuce, cut melons, and lunch meats during receiving, storage, and preparation.
4. Separate different types of raw animal foods, such as eggs, fish, meat, and poultry, from each other, except when combined in recipes.
5. Store raw animal foods in refrigerators or walk-in coolers by placing the raw animal foods on shelves in order of cooking temperatures with the raw animal food requiring the highest cooking temperature, such as chicken, on the lowest shelf.
6. Separate unwashed fruits and vegetables from washed fruits and vegetables and other ready-to-eat foods.
7. Use only dry, cleaned, and sanitized equipment and utensils. Refer to Cleaning and Sanitizing Food Contact Surfaces SOP for proper cleaning and sanitizing procedure.
8. Touch only those surfaces of equipment and utensils that will not come in direct contact with food.
9. Place food in covered containers or packages, except during cooling, and store in the walk-in refrigerator or cooler.

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10. Designate an upper shelf of a refrigerator or walk-in cooler as the “cooling” shelf. Uncover containers of food during the initial quick cool-down phase to facilitate cooling.
11. Clean the exterior surfaces of food containers, such as cans and jars, of visible soil before opening.
12. Store damaged goods in a separate location. Refer to Segregating Damaged Goods SOP.

MONITORING:

1. A designated employee will continually monitor food storage and preparation to ensure that food is not cross-contaminated.

CORRECTIVE ACTION:

1. Retrain any employee found not following the procedures in this SOP.
2. Separate foods found improperly stored.
3. Discard ready-to-eat foods that are contaminated by raw eggs, raw fish, raw meat, or raw poultry.

VERIFICATION AND RECORD KEEPING:

1. The manager will visually observe that employees are following these procedures and taking all necessary corrective actions during all hours of operation.
2. The manager will periodically check the storage of foods during hours of operation and complete the Food Safety Checklist daily.
3. Employees will document any discarded food on the Damaged and Discarded Product Log.
4. The manager will verify that appropriate corrective actions are being taken by reviewing, initialing, and dating the Damaged and Discarded Product Log each day.

RECORDS APPLIED TO THIS PROCEDURE:

- Food Safety Checklist
- Damaged or Discarded Product Log

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DOCUMENTATION RETENTION:

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