

# Part 1

## Reviewing Your Current Food Safety Efforts: A Checklist for Food-Safe Schools

This checklist will help you assess your current food safety efforts and provide you with an outline of actions you can take to enhance your efforts. Upon completion of the checklist, you will have an understanding of the food safety strengths within your child nutrition program(s), as well as areas that may need improvement. Remember, the checklist can be applied to your district as a whole or to an individual school. Use it in a way that best suits *your* needs.

The principal questions in the checklist correspond directly to the steps identified in the Action Sheets in Part 2 of this Guide. The secondary questions correspond to content that can be found in the resources listed in the Action Sheets in Part 2.

Completing the checklist is your first step toward building food-safe schools; it will acknowledge important food safety efforts that have already been accomplished, as well as actions you can take to strengthen and expand on those efforts. As you work through this process, remember that building food-safe schools isn't simply about "checking all the boxes." It's about creating a culture of food safety throughout your school community to safeguard students' health while providing them with the nutritious food they need to succeed!

### Action Guide Checklist ✓

#### The National School Lunch Act: Food Safety Requirements

	Yes	No
Have you implemented a school food safety program based on HACCP principles throughout your district?		
Does your school food safety plan apply to every <i>location</i> where food is stored, prepared, or served for child nutrition programs?		
Does each school in your district obtain at least two food safety inspections each school year from the State or local agency responsible for conducting food safety inspections?		
Does each school in your district post the most recent food safety inspection report in a publicly visible location and provide a copy of the report to the public upon request?		

## A School Food Safety Program Based on Hazard Analysis and Critical Control Points (HACCP) Principles

	Yes	No
Have you developed and implemented a written food safety plan based on HACCP principles at each school within your district that:		
Classifies food preparation into three broad categories according to the process approach to HACCP?		
Identifies hazards associated with the three broad categories of food preparation (Process 1, Process 2, and Process 3)?		
Determines the critical control points (CCPs) in food preparation processes (Process 1, Process 2, and Process 3)?		
Establishes critical limits for each CCP?		
Establishes monitoring procedures for each critical limit?		
Establishes procedures to take corrective action when critical limits are not met?		
Establishes a system to maintain written records that document important food safety activities?		
Establishes procedures to verify that school nutrition employees are monitoring CCPs and critical limits, taking corrective actions when necessary, and keeping records?		
As part of a food safety plan based on HACCP principles, have you developed and implemented written Standard Operating Procedures (SOPs) at each school within your district that address:		
General Safety Considerations		
Personnel		
Product Procurement		
Receiving Deliveries		
Storing Food		
Transporting Food		
Holding Hot and Time/Temperature Control for Safety (TCS) Foods formerly Potentially Hazardous Foods		
Preparing Food		
Cleaning and Sanitizing (Food Contact Surfaces)		
Cooking Time/Temperature Control for Safety (TCS) Foods formerly Potentially Hazardous Foods		
Cooling Time/Temperature Control for Safety (TCS) Foods formerly Potentially Hazardous Foods		
Reheating Time/Temperature Control for Safety (TCS) Foods formerly Potentially Hazardous Foods		
Do you use HACCP-based recipes in your school nutrition operation?		

## Training and Education

	Yes	No
Do you hold a certification as a food protection manager through an accredited program?*		
Have you developed and implemented a food safety training program for all nutrition employees within your school district?		
Have you encouraged each school nutrition manager within your school district to earn a certification as a food protection manager or a certificate in food safety and sanitation?		
Do you provide continuing education opportunities to help foodservice managers and employees learn existing and new food safety practices at least once per school year?		

\* Certification as a food protection manager through an accredited program means earning a certification through a program recognized by the Conference for Food Protection through the American National Standards Institute. A program meeting these requirements would be deemed an accredited program as defined by the model Food and Drug Administration (FDA) *Food Code*. More information on the Conference for Food Protection Standards for Accreditation of Food Protection Manager Certification Programs can be found at [www.foodprotect.org/manager-certification](http://www.foodprotect.org/manager-certification). Accredited programs can be found at <https://www.ansica.org/wwwversion2/outside/ALLdirectoryListing.asp?menuID=8&prgID=8&status=4>

## Employee Health and Personal Hygiene

	Yes	No
Have you developed and implemented a written policy or SOP that requires school nutrition employees to report certain diagnosed illnesses and symptoms of illness?		
Have you developed and implemented a written policy or SOP that restricts or excludes ill school nutrition employees from preparing or serving food and handling food contact surfaces?		
Have you developed and implemented a written policy or SOP that requires employees to properly wash their hands before handling ready-to-eat food?		
Have you developed and implemented a written policy or SOP that requires employees to use gloves or other suitable utensils when handling ready-to-eat food?		

## Produce Safety

	Yes	No
Are you knowledgeable about the State and local public health requirements that apply to fresh produce?		
Have you developed food safety criteria for selecting produce suppliers that allow you to:		
Verify that your suppliers are getting their products from licensed, reputable sources?		
Inspect a supplier's warehouse or plant from time to time and verify that it is clean and well run?		
Determine if your suppliers have implemented a HACCP program or a Good Agricultural Practices plan to ensure product safety?		
Determine if a supplier's employees are trained in food safety?		
Check shipments for consistent product quality, inspect deliveries for unsafe packaging, and inspect the condition of delivery trucks?		
Have you established district-wide food safety specifications for fresh produce that require your suppliers to:		
Use high-quality raw products?		
Use containers that are clean and sturdy enough to protect produce during shipping?		
Ship produce, specifically cut fresh produce, in refrigerated trucks at temperatures between 32 °F and 40 °F?		
Follow good processing methods and procedures?		
Follow a good, ongoing food safety program with documentation?		
Follow good distribution policies?		
Have you established an SOP for handling produce for each school within your district that addresses:		
Purchasing and receiving produce?		
Washing and preparing produce?		
Hand hygiene?		
Serving produce?		
Storing produce?		
Have you started or expanded Farm-to-School activities?		
Have you developed procedures to purchase fruits and vegetables locally?		
Is there a garden at your school in which produce is being grown?		
Are you knowledgeable about the State and local public health requirements that apply to the use in school meals of school garden produce?		

## Managing Food Allergies

	Yes	No
Have you educated yourself and your staff about food allergies?		
Have you, in collaboration with other stakeholders, developed and implemented a written food-allergy management plan for each school in your district that:		
Ensures the daily management of individual children with food allergies?		
Prepares staff for a food-allergy emergency?		
Provides professional development for staff?		
Educates students and family members about food allergies?		
Establishes and maintains a healthy and safe educational environment?		

## Food Defense

	Yes	No
Have you developed and implemented a written food defense plan for each school in your district that includes the following components:		
An assessment of current food defense measures?		
Identification of food defense risks?		
Mitigation of food defense risks?		
An emergency contact list?		
Implementation and maintenance of the food defense plan?		
Have you trained all school nutrition staff in your district on food defense?		
Have you tested your district's readiness to respond to a food defense incident by holding a drill or exercise?		

## Responding to Food Recalls

	Yes	No
Are you aware of how your State agency, processors, suppliers, and distributors will alert your school district to food recalls?		
Have you developed and implemented a recall alert system within your school district to ensure that each school learns about food recalls rapidly and understands how to respond to a food recall alert?		
Have you established an inventory management system that tracks what food is in inventory, when it was received, where it is stored, and when and where it was distributed?		

## Responding to a Foodborne Illness Outbreak

	Yes	No
Have you worked with your State or local health department to determine what records, documents, and information the school nutrition team will need to provide during an outbreak investigation?		
Have you developed procedures for school nutrition employees to maintain complete records, documents, and information—and be able to retrieve them quickly?		