

Standard Operating Procedure:

Produce Distribution as part of the Fresh Fruit and Vegetable Program

PURPOSE: To prevent foodborne illness and cross contamination by ensuring all fruit and vegetable snacks are distributed in a sanitary manner.

SCOPE: This standard operating procedure (SOP) applies to all individuals involved in distributing snacks as part of the Fresh Fruit and Vegetable Program.

INSTRUCTIONS:

1. Train individuals involved in the program on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Wash hands thoroughly before beginning procedure, when changing tasks, before putting on gloves, and before distributing snack.
4. Sanitize surfaces where snack will be distributed and consumed using an approved sanitizer and a clean rag or single use paper towel.
5. Retrieve prepared snack from designated spot.
6. If snack requires refrigeration, check and record temperature of refrigerator using the "Refrigeration Log."
7. If applicable, remove snack from fridge no more than ten minutes prior to service to minimize the amount of time food will be unrefrigerated.
8. Use clean, single-use, disposable gloves to distribute the snack among students.
9. Immediately return all refrigerated snack items to the refrigerator.
10. When students are finished eating/drinking, discard any leftover snack portions that were distributed to students. Sanitize surfaces where snack was distributed and consumed using an approved sanitizer and a clean rag or single use paper towel.

MONITORING:

1. Designated individual will monitor fruit and vegetable snack distribution to ensure procedures are followed.
2. Designated individual will monitor refrigeration log and corrective action form to ensure forms are being consistently and accurately completed.

CORRECTIVE ACTION:

1. Record any corrective action on the "Correcting Problems" form.
2. Retrain any individual found not following the procedures in this SOP.
3. If refrigerator temperature is greater than 40°F or less than 32°F contact foodservice manager and/or maintenance director immediately. If inside of refrigerator and/or snack

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no longer feel cool or cold to the touch, discard snacks without distributing any to students.

4. If cold snacks will be unrefrigerated for an extended period of time, snacks must be placed on/in ice to maintain safety of the snack. Snack must be discarded after four hours of non-refrigerated time – even if snack is on ice.
5. If a snack is touched with bare hands during distribution, discard snack.

VERIFICATION AND RECORD KEEPING:

Individuals involved in fruit and vegetable snack distribution will record temperature of snack refrigerator, if applicable, on the “Refrigeration Log.” Any corrective action taken will be recorded on the “Correcting Problems” form. Designated individual will monitor snack distribution to ensure procedures are followed. Designated individual will monitor Refrigeration Log, if applicable, and Correcting Problems form to ensure forms are being consistently and accurately completed.

