



Fresh Fruit and Vegetable Program (FFVP)

Standard Operating Procedure (SOP)

Purpose:

To prevent food borne illness by ensuring that all produce is handled safely by following proper food safety measures during the preparation, storage, and service of the Fresh Fruit and Vegetable Program (FFVP).

Scope:

This procedure applies to food service employees, teachers, and other school personnel who assist with the FFVP preparation, set up, service, and clean up responsibilities.

Instructions:

1. Train all parties involved in the FFVP on the procedures outlined in this SOP.
2. Follow State and local health department regulations.
3. Follow the School Food Authority's (SFA) Food Safety HACCP plan.

The Child Nutrition Team will:

1. Follow hand washing procedures; wash hands thoroughly before beginning or changing tasks, before putting on or changing gloves, and before distributing fresh produce.
2. Wash, rinse, sanitize, and air-dry all food-contact surfaces, equipment, and utensils that will come into contact with produce, such as cutting boards, knives, and sinks.
3. Thoroughly wash all fruits and vegetables to remove soil and other contaminants before being cut, cooked, served, or offered for human consumption in ready-to-eat form.
4. Wash fresh produce vigorously under cold running water, including items with a peel or rind. Packaged fruits and vegetables labeled as being pre-washed and ready-to-eat are not required to be washed until opened and exposed to air.
5. Ensure proper hot and cold holding procedures for time/temperature control are being followed. Train staff on the time and temperature danger zone.
 - a. Hot potentially hazardous foods held at 135°F or above
 - b. Cold potentially hazardous foods held at 41°F or below
6. Use a clean, sanitized, and calibrated thermometer to measure the temperature of food.
7. Maintain temperature logs for potentially hazardous produce, such as, cut produce for the holding, service, and post service of the FFVP.
8. Ensure service equipment is cleaned, sanitized and available; including items such as, gloves, napkins, plates, boats, utensils, etc.
9. Follow proper storage procedures (Refer to the site's storage procedures outlined in their HACCP based Food Safety Plan).
10. Review safe handling procedures with teachers and other school personnel who assist with FFVP transport, set up, service, and clean up responsibilities.



Teachers and other School Personnel will:

1. Wash hands prior to assembling and distributing produce. Proper hand washing shall be observed at all times.
2. Use gloves or utensils to prevent bare hand contact when handling fresh produce
3. Encourage students to practice good personal hygiene and ensure their hands are washed before participating in the FFVP.
4. Serve fresh produce as soon as possible after delivery to classrooms or designated serving area (serve no more than 2 hour after delivery/pickup).
5. Store food at least 6" off the floor. Do not leave bags or containers on the floor.
6. Ensure students properly dispose of partially eaten foods and waste in the receptacles in the classroom or designated area.
7. Clean up areas as necessary, using hot soapy water.
8. Promptly return FFVP bags, leftovers, and other items to the FFVP lead as soon as possible. Do not leave items overnight in the classrooms or other serving locations.

Monitoring:

A designated food service employee will observe that food is being served in a manner that prevents contamination and food borne illness during all hours of service.

- Review safe handling procedures listed above with teachers and other school personnel involved with FFVP transport, set up, serving and clean up responsibilities.
- Routinely visit classrooms or other serving areas to determine if appropriate food safety measures are followed and evaluate set up, assembly, service and clean up procedures.
- Monitor records to ensure temperatures are within the correct range.
- Follow up with site staff if noncompliance is observed.

Corrective Action:

1. Retrain any foodservice employees found in noncompliance with the procedures in this SOP.
2. Replace improperly handled food items or produce.
3. Discard ready-to-eat foods that have been touched with bare hands.
4. Immediately discard potentially hazardous foods that are not stored at a temperature below 41°F and it cannot be determined how long the food temperature was 41°F or above.
5. Conduct follow up training as needed.

Verification and Record Keeping:

- Employees are required to record time and temperatures of potentially hazardous foods when removed from refrigeration.
- Record internal temperature of refrigeration equipment.
- Maintain temperature logs for a minimum of 3 years plus the current year.



Date Implemented: August 1, 2022 **By:** AESD Child Nutrition Team

Date Reviewed: August 3, 2022 **By:** AESD Child Nutrition Team

Date Revised: N/A **By:** N/A