

# ICE/DRO RESIDENTIAL STANDARD

## FOOD SERVICE

**I. PURPOSE AND SCOPE.** Residents are provided a nutritionally balanced diet that is prepared and presented by a sanitary and hygienic food service operation.

**II. EXPECTED OUTCOMES.** The expected outcomes of this Standard are:

1. All residents will be provided nutritionally balanced diets that are reviewed at least quarterly by food service personnel, and at least annually by a certified dietician.
2. Sound safety and sanitation practices will be applied in all aspects of food service and dining room operations.
3. Dining room facilities and operating procedures will provide sufficient space and time for residents to eat meals in a relatively relaxed, unregimented atmosphere.
4. Food service facilities and equipment will meet established government health and safety codes, as documented by an independent, outside source.
5. Any resident assigned to work in food service operations. Will be screened and cleared medically in advance.
6. Food service areas will be continuously inspected by food service staff and other assigned personnel on schedules determined by the food service administrator and in accordance with applicable policy requirements.
7. Stored food goods will be maintained in accordance with required conditions and temperatures.
8. Therapeutic medical diets and supplemental food will be provided as prescribed by appropriate clinicians.
9. Special diets and special ceremonial meals will be provided for residents whose religious beliefs require the adherence to religious dietary laws.
10. Where required, residents have regular access to translation services and/or are provided information in a language that they understand.
11. The standard complies with federal laws and with DHS regulations regarding residents with special needs.

**III. DIRECTIVES AFFECTED.** None

### IV. REFERENCES

The First Edition National Residential Standards were written using a variety of methodologies including previous and current practices, review and comment from various subject matter experts, review and comment from various government and non-government organizations, and a review of current state codes in Pennsylvania and Texas. Each standard is written in a manner that affords each resident admission and continuous housing to a family residential facility in a dignified and

respectful manner. There are no specific codes, certifications, or accreditations that deal specifically with unique management requirements of families awaiting the outcome of their immigration proceeding in a non-secure custodial environment.

American Correctional Association Standards for Adult Local Detention Facilities, 4th Edition: 4-ADLF-4A-01 through 4A-18. (Five of those Expected Practices are mandatory for accreditation: 4A-07, 4A-11, 4A-13, 4A-15, and 4A-16.)

## V. EXPECTED PRACTICES

### 1. Administration

**Food Service Administrator or Equivalent.** The food service program shall be directly supervised by a professional food service administrator (FSA) who is responsible for:

- Planning, controlling, directing, and evaluating food service
- Training and developing the cook foremen
- Managing budget resources
- Establishing standards of sanitation, safety, and security
- Developing nutritionally satisfactory menus and evaluating their acceptance by residents
- Developing specifications for the procurement of food, equipment, and supplies
- Establishing a training program that ensures operational efficiency and a high-quality food service program.

Ordinarily, a food service department is also staffed by one or more cook supervisors (CS) and cook foremen (CF). Organizational structure may differ between facilities, particularly when food service is provided by a food service contractor. References to the CS and CF in this Residential Standard describe typical duties for those positions, although the functions may be performed by others in the organizational structure.

### 2. Security

#### a. Custody and Security

The facility's custody and security policy and procedures shall address the buildings or portions of buildings housing the food service department.

The facility's training staff shall devise and provide appropriate training in resident custodial issues to all food service personnel. This training shall include, but not be limited to, ICE/DRO's Residential standards.

#### b. Knife Control

**The knife cabinet must be equipped with an approved locking device. The on-duty CF, under direct supervision of the CS, shall maintain control of the key that locks the device.**

Knives must be physically secured to workstations when used outside a secure

cutting room. Any resident using a knife must receive direct staff supervision at all times.

Knife approved for use must have a steel shank through which a metal cable can be mounted. The facility's tool control staff is responsible for mounting the cable to the knife through the steel shank.

The FSA/CS shall monitor the condition of knives and other food service utensils, disposing of items not in good working order and ordering replacements. If a knife is misplaced or lost, staff shall immediately notify the FSA and assistant facility administrator for operations. Concurrent with this notification, staff shall hold residents who may have had access to the missing knife in the area until a thorough search is conducted. The responsible CS shall provide the details of the loss in a written report to the assistant facility administrator for operations.

#### **c. Key Control**

The knife cabinet shall meet the tool-control standards of the U.S. Occupational Safety and Health Administration, as well as any site-specific standards developed by the facility.

The control room staff shall issue keys only in exchange for a name chit from receiving staff. Under no circumstances shall residents have access to facility keys.

The CS shall return the keys to the control room before going off duty. At no time may anyone carry facility keys outside the facility.

#### **d. Controlled Food Items/Hot Items**

All facilities shall have procedures for handling food items including but not limited to the following:

##### **1) Yeast or Yeast Products**

All yeast and yeast products must be stored in an area with no resident access, preferably in a locked metal yeast cabinet for which the food service department has only one key. The locked yeast cabinet should be kept in a locked area.

Until the yeast is thoroughly incorporated as an ingredient in the item being prepared, only one member of the food service staff, closely supervised, may handle and dispense it.

Staff shall keep a record of the yeast inventory (in pounds and ounces), indicating quantity of receipt and issue, balance on hand, and the record-keeper's initials.

##### **2) Other Food Items**

Mace, nutmeg, cloves, sugar, and alcohol-based flavorings also require special handling and storage.

- The purchase order for any of these items shall specify the special-handling requirements for delivery.
- Staff shall store and inventory these items in a secure area in the food service department.

- Staff shall directly supervise use of these items.

### **3. Resident Workers**

#### **a. Resident Workforce**

Residents may volunteer for work in accordance with the Residential Standard on "Voluntary Work Program."

The number of residents assigned to the food service department shall be based on a quota developed by the FSA and approved by the facility administrator. The quota shall provide staffing according to actual needs, eliminating over- or understaffing.

#### **b. Resident Job Descriptions**

The FSA shall review resident job descriptions annually to ensure that they are accurate and current with requirements. Before starting work in the department, the resident shall sign for receipt of his or her job description. A copy of the resident's job description shall remain on file for as long as the resident continues to work in the food service department.

#### **c. Resident Orientation and Training**

To ensure a quality food service program and instill good work habits, each CS shall instruct newly-assigned resident workers in the rules and procedures of the food service department. During orientation and training sessions, the CS shall explain and demonstrate safe work practices and methods, and shall identify the safety features of individual products and equipment.

Training shall also include workplace hazard recognition and deterrence, including the safe handling of hazardous materials. Residents shall learn to use and understand protective devices and clothing, and to report any malfunctions or other safety-related problems to their supervisors.

The CS must document all training in each resident's Residential File.

#### **d. Resident Work Hours and Pay**

Residents shall work and be paid in accordance with the Residential Standard on "Voluntary Work Program."

#### **e. Meals for Food Service Workers**

The FSA shall establish the meal schedules for resident food service workers.

Resident workers shall receive the same fare as other residents. Cook supervisors may not allow residents to prepare "special" dishes or condiments for their own (or another resident's) consumption. Food service employees shall also ensure that resident workers do not eat between meals.

Resident workers assigned to the staff dining room may be allowed to eat in that area. All others shall eat in the main dining room. When scheduling permits, resident workers are allowed to eat with their family members.

#### **f. Resident Clothing**

Residents assigned to the food service department shall have a neat and clean

appearance.

Unless the facility administrator establishes another policy, the resident uniform shall consist of the following: white, summer-type uniform pants and short-sleeved shirts; safety work shoes; and a white paper hat or white "baseball" cap. White aprons or smocks of either cloth or disposable plastic may be part of the uniform.

- Residents with hair shoulder-length or longer shall be required to wear a hair net on their hair, under their hats or caps.
- Residents with facial hair shall be required to wear beard guards when working in the food preparation or food serving areas.
- Residents working in the garbage room, dish machine room, pan-washing area, etc., shall be required to wear rubber or plastic aprons suited to the task and rubber boots, if required for sanitation or safety.
- Residents working in refrigerated and freezer areas shall be provided appropriately insulated clothing.

#### **4. Food Service Dining Room/Satellite Feeding Operations**

##### **a. General Policy**

Residents shall be served three meals every day, at least two of them hot. The dining room schedule must allow no more than 14 hours between the evening meal and breakfast.

Meals shall always be prepared, delivered, and served under staff (or contractor) supervision.

Meals shall be served in as unregimented a manner as possible. To this end, the FSA's table arrangement must facilitate free seating, ease of movement and must accommodate all ages including infants and toddlers. Residents must be afforded a reasonable amount of time to complete their meal while assisting children. No time limits shall be established regarding total time allowed to complete meals.

## Display and Service

The following procedures apply to the display, service, and transportation of food to the mainline:

- 1) Before and during the meal, the CS in charge shall inspect the line to ensure:
  - All menu items are ready for consumption
  - Food is appropriately presented
  - Sanitary guidelines are observed, with hot foods maintained at a temperature of at least 140° F (120° F in food trays), and foods that require refrigeration maintained at 41° F or below.
- 2) Every open food item and beverage shall be protected from contaminants by easily cleaned sneeze-guards, cabinets, display cases, or other such equipment.
- 3) Servers must wear plastic gloves whenever direct contact with food or beverage is possible. They must use tongs, forks, spoons, ladles, or other such utensils to serve any food or beverage; serving with hands alone, with no utensil, is strictly prohibited.
- 4) Servers shall use scoops, tongs, or other approved utensils when handling or dispensing ice for consumption. The FSA should consider the practicability of purchasing automatic ice-dispensing equipment.
- 5) Utensils shall be sanitized:
  - As often as necessary to prevent cross-contamination and other food-handling hazards during food preparation and service
  - After every food preparation or service session
  - Again, if necessary, immediately before being used
- 6) Sugar, condiments, seasonings, and dressings available for self-service shall be provided in individual packages, closed dispensers, or automated condiment-dispensing systems. Salad dressings may be served in open containers if the serving ladle extends beyond the top edge of the container.
- 7) If the facility does not have enough equipment to maintain the minimum or maximum temperature required for food safety, the affected items (for example, salad bar staples such as lettuce, meat, eggs, cheese) must be removed and discarded after two hours at room temperature.

Food shall be delivered from one place to another in covered containers. These may be individual containers, such as pots with lids; or larger conveyances that can move objects in bulk, such as enclosed, satellite-feeding carts.

All food safety provisions (sanitation, safe handling, storage, etc.) shall apply to food in transit.

- 8) Soiled equipment and utensils must be transported to the appropriate receptacles in closed containers.

**b. Dining Room Supervision**

The facility shall assign a supervisor to be responsible for supervising the dining room and for ensuring the safety and welfare of residents.

**c. Dining Room Workers**

The CF in charge shall train dining room workers in the requirements of the job, including how to perform specific tasks. A basic task of all dining room workers is to keep the tables and floors clean during the meal service. Once the meal service is over and the residents have left the room, the workers can undertake major cleaning tasks.

**d. Serving Lines**

The serving counter shall be designed and constructed to separate and insulate hot foods from cold foods. The serving line shall be constructed in a manner that allows residents to view and choose from a variety of selections. A transparent "sneeze guard" is required.

**e. Salad Bars and Hot Bars**

Food items at salad bars and hot bars shall be arranged for logical and efficient service. Salad bars shall be set up for self-service. A transparent "sneeze guard" is required.

**f. Beverage Counter/Bar**

Self-service beverage-and-ice stations shall be designed for quick and easy access. These stations shall be designed for service that is sanitary and efficient, including traffic flow.

**g. Meal tickets**

The facility may establish a meal ticket program for employees and guests. ICE/DRO staff are prohibited from receiving free meals from any contractor.

**Menu Planning**

**h. General Policy**

The FSA shall base menu selections on a nutritional program that meets minimum government guidelines. The suggested ICE/DRO standard menu cycle is 35 days.

The food service program significantly affects morale and attitudes of residents and staff, and creates a climate for good relations between the facility and the residents.

The overall goal of a quality food service program is to provide access to appetizing meals that meet the nutritional needs of the residential population. The FSA shall consider the ethnic diversity of the facility's resident population when developing menu cycles. While each facility must meet all ICE/DRO standards and follow required procedures, individuality in menu planning is encouraged.

The FSA is responsible for food service program planning, and resource allocation and use.

**i. Nutritional Analysis**

A registered dietitian with experience in both adult and pediatric meal service shall conduct a complete nutritional analysis, at least annually, of every master-cycle menu planned by the FSA. The dietitian must certify menus before implementation. If necessary, the FSA shall modify the menu in light of the nutritional analysis, to ensure nutritional adequacy.

If the master-cycle menus changes exceed five percent of the menu during the year, the cycle should be reevaluated, to maintain the integrity of the nutritional analysis.

**5. Food Preparation**

**a. General Policy**

The CS or equivalent is responsible for ensuring that all items on the master-cycle menu are prepared and presented according to approved recipes. This includes assessing the availability and condition of ingredients required by particular recipes, and communicating supply needs to the FSA. Therefore, the CS shall review upcoming menu items as much in advance as possible.

The CS has the authority to change menu items when necessary. Every such change or substitution must be documented and forwarded to the FSA. The CS shall exercise this menu changing authority as infrequently as possible. Resident cooks, bakers and vegetable-preparers can prepare the same items with consistency only by repeatedly following the approved recipes.

Knowledge of ingredients, quantities, and food-preparation techniques and procedures is essential for producing quality products.

**b. Preparation Guidelines**

Food shall be prepared with minimal manual contact. Food service workers shall thoroughly wash fruits and vegetables with fresh water before cooking or serving them raw.

A worker shall only taste test with a clean fork or spoon; using a food-preparation utensil awaiting washing is prohibited. Test-tasting utensils, unless disposable, must be washed after every use.

Any food cooked at a lower temperature than provided below constitutes a food safety hazard, and shall not be served. Food service staff and resident workers involved in cooking shall ensure that foods are cooked at the required temperatures:

- Raw eggs, fish, meat, and foods containing these items -- 145° F, or higher.
- Game animals, comminuted (ground) fish and meats, injected meats, and eggs not intended for immediate consumption --155 F° degrees or higher.
- Stuffing containing fish, meat or poultry -- 165° F or higher.

- Roast beef and corned beef -- 145° F or higher.
- Potentially hazardous foods that have been cooked and then refrigerated should be quickly and thoroughly reheated at a minimum of 165° F before being served. Steam tables, warmers, and similar hot food holding equipment are prohibited for the rapid reheating of these foods.
- After being reheated to 165° F, the food may be maintained at 140° F on a heated steam line, or equivalent warming equipment.

The facility shall obtain pasteurized milk and milk products from approved facilities only. Manufactured milk products shall meet federal standards for quality.

The facility may use reconstituted dry milk and dry milk products for cooking and baking, and in instant desserts and whipped items. If reconstituted in-house, the dry milk and milk products shall be used for cooking purposes only. Powdered milk reconstituted in an approved milk-dispensing machine, or "mechanical cow," may be used for drinking purposes. To ensure wholesomeness, an approved laboratory shall test milk produced in the mechanical cow for presence of bacteria twice monthly. The mechanical cow shall be disassembled, cleaned, and sanitized before and after each use.

Powdered milkshake or ice cream mix reconstituted in an approved ice cream machine may be used. An approved laboratory shall test dairy-based products produced in the machine for the presence of bacteria monthly. The ice cream machine shall be disassembled, cleaned, and sanitized before and after each use.

Liquid, frozen, and dry eggs and egg products are pasteurized at temperatures high enough to destroy pathogenic organisms that might be present; however, because of the possibility of contamination or recontamination after opening, thawing, or reconstitution, these products should be primarily used in cooking and baking.

Nondairy cream and whitening or whipping agents may be reconstituted in-house only if immediately stored in sanitized, covered containers not larger than one gallon and cooled to 41° F or lower within four hours of preparation.

The CF shall use thermometers to ensure the attainment and maintenance of proper internal cooking, holding, or refrigeration temperatures of all potentially hazardous foods.

To prevent cross-contamination, separate cutting boards must be used for raw and cooked foods. The cutting boards must be washed, rinsed, and sanitized between each use.

The FSA may require use of color-coded cutting boards, which reduce the risk of cross-contamination during food preparation.

### **c. Food Cooling**

Potentially hazardous food must be cooled from 140° F to 70° F degrees within two hours of cooking, and from 70° F to 41° F degrees or below within four hours. Foods prepared from ingredients at ambient temperature, such as

reconstituted foods and canned tuna, must be cooled to 41° F degrees within two hours of cooking.

The food service department can meet time and temperature requirements for cooling by using any or all of the following techniques to expedite cooling:

- Placing the food in a shallow pan
- Separating food into smaller or thinner portions
- Using rapid cooling equipment
- Stirring the food in a container placed in an ice-water bath
- Using containers that facilitate heat transfer
- Adding ice as an ingredient
- Using a commercial blast-chiller

During cooling, the food containers shall be arranged in cooling or cold-holding equipment in a way that maximizes heat transfer through the walls of the containers.

Food protected from overhead contamination should be left uncovered during the cooling period. If the risk of overhead contamination exists, the food must be loosely covered to facilitate heat transfer from the surface of the food.

d. **Food Thawing.** Potentially hazardous food shall be thawed by any or all of the following methods:

- 1) Under refrigeration that maintains the food at 41° F or below.
- 2) Submerged in running water:
  - At a water temperature of 70° F or below.
  - With sufficient water velocity to agitate and float off loose particles in an overflow.
  - For a period that does not allow thawed portions of ready-to-eat food to rise above 41° F.
  - For period that does not allow any portion of raw meat to be thawed for more than four hours preceding being cooked.
  - The allowed periods for thawing includes the time that the food is exposed to the running water, the time to prepare food for cooking, and the time it takes under refrigeration to cool the food to 41° F degrees.
- 3) As part of a cooking process, provided there is continuous (uninterrupted) cooking throughout the process.

e. **Food Protection - General Requirements**

Food and ice shall be protected from dust, insects and rodents, unclean utensils and work surfaces, unnecessary handling, coughs and sneezes, flooding, drainage, overhead leakage, and other sources of contamination. Protection shall be continuous, whether the food is in storage, in preparation, on display, or in transit.

All food storage units must be equipped with accurate easy-to-read thermometers. New heating and refrigeration equipment purchases should include a zone-type thermometer with temperature graduations. Refrigeration equipment shall be designed and operated to maintain temperature of 41° F or below.

**f. Hermetically Sealed Foods**

Canned food that has abnormal color, taste, or appearance, or that is contained in cans that show abnormalities, such as bulging at ends, swelling, or leakage, shall not be served. Unsuitable canned food shall be surveyed and destroyed.

**g. Potential Hazardous Foods**

Potentially hazardous foods are those foods that provide a good medium for bacteria growth. They include any perishable food that consists in whole or part of milk, milk products, eggs, meat, poultry, fish or shellfish - that is, high protein foods.

Potentially hazardous foods shall be prepared with a minimum of manual contact. Such products shall be prepared from chilled ingredients whenever feasible. The surfaces of equipment, containers, cutting boards, and utensils used for preparation and subsequent storage of potentially hazardous food shall be effectively cleaned after each use.

Potentially hazardous food should be prepared as close to serving time as practicable. Potentially hazardous raw frozen food should be cooked from the frozen state whenever practical. Tempering shall be accomplished by refrigeration at 40° F or below; or with potable (safe-to-drink) running water, at 70° F or below. The potable water technique may be used only if the product is sealed in its original container. At no time shall potentially hazardous food thaw at room temperature.

All precooked, potentially hazardous, refrigerated, or frozen food intended for reheating shall be heated rapidly to a temperature above 165° F.

**h. Leftovers**

Prepared food items that have not been placed on the serving line may be retained for no more than 24 hours. Leftovers offered for service a second time shall not be retained for later use, but shall be discarded immediately after offering. All leftovers shall be labeled to identify the product, preparation date, and time.

**6. Religious/Special Diets**

**a. General Policy**

ICE/DRO requires all facilities to provide residents requesting a religious diet a reasonable and equitable opportunity to observe their religious dietary practice, within the constraints of budget limitations and the security and orderly running of the facility, through a common fare menu. The resident shall provide a written statement articulating the religious motivation for participation in the common fare program. To participate in the religious diet program, a resident shall initiate an Authorization for Common Fare Participation Form (Attachment A) for

consideration by the chaplain.

Residents whose religious beliefs require adherence to particular dietary laws shall be referred to the chaplain. After verifying the religious dietary requirement by reviewing files and/or consulting with local religious representatives, the chaplain shall issue specific written instructions. Special diets shall be kept simple, and as similar to the food served on the main line as possible.

Once a religious diet has been approved, the FSA shall issue, in duplicate, a special-diet identification card.

This diet-identification card shall contain the following:

- 1) Resident name and A-number
- 2) The type of religious diet prescribed
- 3) The expiration date, within 30 days of its issuance
- 4) The signature of the FSA

The FSA shall contact the appropriate individual or department to obtain a photo of the resident, and attach the photo to the identification card. The FSA shall ensure that the food service department receives one copy of the identification card. The second identification card shall be issued to the resident, who at every meal must present the card to the cook on duty. The second copy of the consultation sheet shall be filed in the resident's file.

When a resident on a religious diet refuses a meal or accepts the regular main-line meal, the cook on duty *shall notify the FSA in writing*.

**b. Common Fare Menu**

Common fare is intended to accommodate residents whose religious dietary needs cannot be met on the main line. The Common Fare Menu is based on a 14-day cycle, with special menus for the 10 federal holidays. The menus must be certified as exceeding minimum daily nutritional requirements.

**c. Changes to the Standard Common Fare Menu**

Modifications of the standard Common Fare Menu may be made at the local level. Seasonal variations, for example, affect the availability of fresh produce in different locations, making menu modifications inevitable.

Therefore, with the facility administrator's concurrence, the FSA may make temporary, nutritionally equal substitutions with fresh seasonal produce that violates no religious dietary laws. The chaplain or local religious representatives shall be consulted if technical questions arise.

**d. Hot Entree Availability**

To the extent practicable, a hot entree shall be available to accommodate residents' religious dietary needs, for example, kosher and/or halal products. Hot entrees shall be offered daily and may be purchased precooked, heated in their sealed containers, and served hot. Other cooking is not permitted in the Common Fare program.

**e. Religious Requirements**

With the exception of fresh fruits and vegetables, the facility's kosher food purchases shall be fully prepared ready-to-use, and bearing the symbol of a recognized kosher-certification agency. Any item containing pork or a pork product is prohibited. Only bread and margarine labeled "pareve" or "parve" shall be purchased for the Common Fare Menu for those residents requesting kosher food.

**f. Nutritional Requirements**

Common Fare Menus meet U.S. recommended daily allowances (RDAs). A resident who chooses the Common Fare Menu shall select only beverages from the regular menu.

**g. Instant Food and Beverages**

The food service shall provide a hot-water urn for reconstituting instant beverages and foods, for use by residents eating main-line fare.

**h. Plates and Utensils**

A supply of reusable plates and utensils will be set aside for Common Fare service only. Separate cutting boards, knives, food scoops, food inserts, and other such tools, appliances, and utensils shall be used to prepare Common Fare foods, and shall be identified accordingly. Meat and dairy food items and the service utensils used with each group shall be stored in areas separate from each other. A separate dishpan shall be provided for cleaning these items, if a separate or three-compartment sink is not available.

The chaplain shall escort other clergy to the Common Fare preparation area for frequent, irregular monitoring of compliance with religious dietary requirements.

**i. Application and Removal**

The facility administrator, in consultation with the Chaplain, shall be the approving official for a resident's removal from the Common Fare program.

Food service staff shall refer to the daily roster to identify residents in the Common Fare program. Staff shall not use this information to disparage a resident's religion or religious views, or to attempt to dissuade him or her from participating in the program.

- The FSA shall monitor the food selections of all residents participating in the Common Fare program, to ensure the legitimacy of their participation.
- Staff shall train and supervise all residents with Common Fare Menu preparation assignments.
- A resident's temporary adoption of a medically-prescribed diet shall not affect his or her access to Common Fare meals, which the facility hospital provides; however, if a prescribed medical diet conflicts with the Common Fare diet, the medical diet shall take precedence.
- A resident who has been approved for a Common Fare Menu must notify the chaplain in writing if he or she wishes to withdraw from the religious diet.

The chaplain may recommend withdrawal from a religious diet if the resident is documented as being in violation of the terms of the religious diet program to which the resident has agreed in writing. If a resident misses three consecutive Common Fare meals, the chaplain shall ordinarily recommend in writing that the facility administrator remove the resident from the program.

To preserve the integrity and orderly operation of the religious diet program and to prevent fraud, residents who withdraw (or are removed) may not be immediately re-established into the program.

The process of re-approving a religious diet for a resident who voluntarily withdraws or is removed ordinarily may take up to ten days. Repeated withdrawals (voluntary or otherwise), however, may result in the resident's being subjected to a waiting period of up to one month. The decision to remove a resident rests with the facility administrator, in consultation with the chaplain and/or local religious representatives, if necessary.

Although the facility administrator has authority to remove and reinstate residents' participation in the program, ordinarily this authority is delegated to the chaplain. To participate in the Common Fare program, a resident shall initiate an **Authorization for Common Fare Participation Form (Attachment A)** for consideration by the chaplain (or FSA). If participation is approved, the chaplain or FSA shall forward a copy of the form for inclusion in the resident's Residential file.

**j. Annual Ceremonial Meals**

The Chaplain, in consultation with the local religious leaders, if necessary, shall develop the ceremonial-meal schedule for the next calendar year, providing it to the facility administrator. This schedule shall include the date, religious group, estimated number of participants, and special foods required. Ceremonial and commemorative meals shall be served in the food service facility, unless otherwise approved by the facility administrator.

The food service department shall be the only source of procurement for food items. To maintain equity in menu design, all meals shall be limited to food items on the facility's master-cycle menu. To facilitate food preparation, consultations between the FSA and local religious representatives concerning appropriate menus shall occur six to eight weeks in advance of the scheduled observance. The religious provider may, through the food service department, procure the ritual-observance food items (in minimal quantities). Such items shall not generally constitute the main entree for the ceremonial meal.

**k. Religious Fasts and Seasonal Observances**

The Common Fare program shall accommodate residents abstaining from particular foods or fasting for religious purposes at prescribed times of year.

**1) Ramadan**

During Ramadan, Muslims participating in the fast shall receive the approved meals after sundown, for consumption in the food service department.

During the annual fast, vegetarian or hot fish dishes shall replace meat

entrees. Fasters shall receive both lunch and dinner meals after sundown. Residents not participating in the Common Fare program but electing to observe Ramadan or the December fast shall be served the main line meal after sundown. If the main-line menu does not meet religious requirements, the resident may participate in the Common Fare program during the period in question.

Each facility may provide a bag breakfast or allow residents to go to the food service department for breakfast before dawn. Bag breakfasts should contain nonperishable items, such as ultra-high pasteurized milk, fresh fruit, peanut butter, dry cereal, etc. The menu for the Common Fare program cannot be used for a bag breakfast.

## 2) **Passover**

The facility shall have the standard Kosher-for-Passover foods available for Jewish residents during the eight-day holiday. The food service shall be prepared to provide Passover meals to new arrivals.

No-flour meals will also be provided during Passover.

All Jewish residents observing Passover shall be served the same Kosher-for-Passover meals, whether or not participating in the Common Fare program.

## 3) **Lent**

During the Christian season of Lent, a meatless meal (lunch or dinner) shall be served on the main line on Fridays and on Ash Wednesday.

## I. **Common Fare Record-keeping and Costs**

The FSA shall estimate quarterly costs for the Common Fare program, including this figure in the quarterly budget. The FSA shall maintain a record of the actual costs of both food and non-food items.

## 7. **Medical Diets**

### a. **Therapeutic Diets**

Residents with certain conditions -- chronic or temporary; medical, dental, or psychological -- shall be prescribed special diets as appropriate.

Special (therapeutic) diets shall be authorized by the clinical director (CD) on Form I-819, *Resident Special Need(s)*. The form shall specify the type of therapeutic diets to be prescribed and, if necessary, shall be renewable every 30 days.

Once a medical diet has been prescribed, the medical department shall issue, in duplicate, a special diet identification card.

The special diet identification card shall contain:

- Resident name and A-number
- Type of diet

- Duration (up to 30 days)
- CD signature

The CD shall contact the appropriate individual or department to obtain a photo of the resident and attach the photo to the identification card. The CD shall ensure that the food service department receives one copy of the identification card. The second identification card shall be issued to the resident, who must present the card at each meal to the cook on duty.

The cook on duty shall notify the FSA and/or CS in writing any time a resident on a therapeutic diet refuses the special meal or accepts the regular main-line meal.

The second copy of the consultation sheet shall be filed in the resident's file.

**b. Snacks or Supplemental Feedings**

The physician may order snacks or supplemental feedings for such reasons as:

- Insulin-dependent diabetes
- A need to increase protein or calories for pregnancy, cancer, AIDS, etc.
- Prescribed medication that must be taken with food

**8. Specialized Food Service Programs**

**a. Snack Menus**

The FSA shall ensure availability of snacks, fruits, juice and milk - particularly for the minor population. These snacks shall be available via self-service within each housing unit. Snack items shall be restocked twice daily. Snack items shall not count against a daily calorie count. It is the responsibility of the FSA to ensure removal of all expired items.

**b. Toddler and Infant meals**

The FSA shall develop and implement a food service program that provides for the minimum nutritional needs of toddlers and infants, ranging in age from newborn to four years old. The FSA shall ensure that its menu programs meet recommended government guidelines for well-baby and well-child growth and development. The FSA is also responsible for insuring that infant and toddler bottles and utensils are properly sterilized.

**c. Sack Meals**

**All meals shall be served from established menus in the dining room or housing units. In some circumstances, residents may be provided sack meals.**

Sack meals shall be provided for: residents being transported from the facility; residents arriving/departing between scheduled meal hours; and residents in transit during scheduled meal hours.

**1) Quality**

Sack meals shall be of the same quality as other meals prepared by the food service.

## **2) Preparation**

Members of the food service staff shall prepare sack meals for bus or air service. While resident volunteers assigned to the food service shall not be involved in preparing meals for transportation, they may prepare sack meals for on-site consumption.

A designated member of the bus or plane crew shall pick up from the food service all sack meals prepared to be used during transportation. Before departing, this crewmember shall inspect the sacks for:

- Quality of contents
- Proper wrapping
- Correct individual counts

## **3) Contents**

For any resident who will be transported by JPATS, the sack lunch must comply with JPATS criteria. Otherwise, the following requirements are applicable:

Each sack shall contain at least two sandwiches per meal, of which at least one shall be meat (non-pork). Commercial bread or rolls may be preferable because they include preservatives. To ensure freshness, facility-made bread may be used only if made on the day of lunch preparation. Sandwiches should be individually wrapped or bagged in a secure fashion, to prevent the food from deteriorating. Meats, cheeses, etc., should be freshly sliced the day of sandwich preparation. Leftover cooked meats shall not be used after 24 hours.

In addition, each sack shall include:

- One piece of fresh fruit or properly packaged canned fruit (paper cup with lid), complete with a plastic spoon.
- One ration of a dessert item, for example, cookies, doughnuts, and fruit bars.

Extremely perishable items, for example, fruit pie, cream pie, other items made with milk, cream, or other dairy ingredients shall be excluded.

- Such extras as:
  - Properly packaged fresh vegetables, for example, celery sticks, and carrot sticks.
  - Commercially packaged "snack foods," for example, peanut butter crackers, cheese crackers, and individual bags of potato chips. These items enhance the overall acceptance of the lunches.

## **4) Packaging**

Preferably, the food service shall pack sack meals intended for bus or air service in disposable "snack boxes," are designed for proper placement of contents and to afford maximum protection during handling, packaging and transporting.

If necessary, paper bags may be used.

These lunches shall be stored in a secured, refrigerated area until pickup.

## **9. Safety and Sanitation**

### **a. General Policy**

All food service employees are responsible for maintaining a high level of sanitation in the food service department.

Food service staff shall teach resident workers personal cleanliness and hygiene; sanitary methods of preparing, storing, and serving food; and the sanitary operation, care and maintenance of equipment, including automatic dishwashers and pot-and-pan washers.

An effective food sanitation program both prevents health problems and creates a positive environment of pride and cooperation, as evidenced in the wearing of uniforms by food service staff and residents, including hats, hair nets, plastic gloves, and any other items that are useful in proper preparation and delivery of food service in a safe and sanitary environment..

Head coverings, gloves, and beard guards are encouraged, but not required, when covered serving trays are distributed by staff.

### **b. Personal Hygiene of Staff and Residents**

- 1) All food service personnel shall wear clean garments, maintain a high level of personal cleanliness, and practice good hygiene while on duty. They shall wash hands thoroughly with soap or detergent before starting work, and as often as necessary during the shift to remove soil or other contaminants.
- 2) Staff and residents shall not resume work after visiting the toilet facility without first washing their hands with soap or detergent. The FSA shall post signs to this effect.
- 3) All staff and residents working in food preparation and service areas shall use effective hair restraints. Personnel with hair that cannot be adequately restrained shall be prohibited from food service operations.
- 4) Resident food service workers shall be provided with and use clean white uniforms while working in a food preparation area or on the serving line.
- 5) Approved rubber soled safety shoes shall be provided and used by all food service personnel working in food service.
- 6) To prevent cross-contamination, staff and residents who prepare or serve food shall not be assigned to clean latrines, garbage cans, sewers, drains, grease traps, or for other duties during the period of food preparation. (For instance, persons just finishing cleaning garbage cans would not go directly to preparing food without bathing and changing clothes.)
- 7) Only authorized food service personnel shall be used to prepare and serve food.
- 8) Authorization to work in food service is based on approval from the facility's

Health Services Department.

- 9) Only authorized personnel shall be allowed in the food preparation, storage, or utensil cleaning areas of the food service area.

**c. Medical Examination**

- 1) All food service personnel (both staff and resident) shall receive a pre-employment medical examination. The purpose of this examination is to exclude those who have a communicable disease in any transmissible stage or condition. Residents who have been absent from work for any length of time for reasons of communicable illness (including diarrhea) shall be referred to Health Services for a determination as to fitness for duty prior to resuming work.
- 2) The food service workers' examination shall be conducted in sufficient detail to determine absence of:
  - Acute or chronic inflammatory condition of the respiratory system
  - Acute or chronic infectious skin disease
  - Communicable disease
  - Acute or chronic intestinal infection

**d. Daily Health Checks**

The CF shall inspect all resident food service workers daily at the start of each work period. Residents who exhibit signs of illness, skin disease, diarrhea (admitted or suspected), or infected cuts or boils shall be removed from the work assignment and immediately referred to Health Services for determination of duty fitness. The residents shall return to work only after the FSA has received written clearance from Health Services staff.

**e. Environmental Sanitation and Safety**

All facilities shall meet the following environmental standards in food service areas:

- 1) Clean, well-lit, and orderly work and storage areas.
- 2) Overhead pipes removed or covered, to eliminate the food-safety hazard posed by leaking or dusty pipes.
- 3) Routinely cleaned walls, floors, and ceilings in all areas.
- 4) Ventilation hoods, to prevent grease buildup and wall or ceiling condensation that can drip into food or onto food-contact surfaces. Filters or other grease-extracting equipment shall be readily removable for cleaning and replacement.
- 5) A minimum 18-inch clearance underneath sprinkler deflectors.

Hazard-free storage areas:

Bags, containers, bundles, etc., stored in tiers; stacked, blocked, interlocked; and limited in height for stability and security against sliding or collapsing.

- 6) No flammable material; no loose cords, debris, or other obvious accident-causers (stumbling, tripping, falling, etc.); no pest harborage.
- 7) Aisles and passageways shall be kept clear and in good repair, with no obstruction that could create a hazard or hamper egress.
- 8) To prevent cross-contamination, kitchenware and food-contact surfaces should be washed, rinsed, and sanitized after each use, and after any interruption of operations during which contamination could occur.
- 9) A ready supply of hot water (105°-120° F).
- 10) Garbage and other trash shall be collected and removed as often as possible. The garbage/refuse containers shall have sufficient capacity for the volume of garbage, and shall be kept covered, cleaned frequently, and insect- and rodent-proof. The facility shall comply with all applicable regulations (local, state, and federal) on refuse-handling and disposal and the Residential Standard on "Environmental Health and Safety."
- 11) The premises shall be maintained in a condition that precludes harboring or feeding of insects and rodents. Outside openings shall be protected by tight-fitting screens, windows, and doors that are self-closing; controlled air curtains; etc.

**f. Equipment Sanitation**

Information about the operation, cleaning, and care of equipment shall be obtained from manufacturers or their local distributors. A file of this reference material should be maintained in the food service department, and used in developing training procedures for equipment cleaning. In the purchase and placement of equipment, sanitation shall be a primary consideration.

Equipment shall be installed for ease of cleaning, including the removal of soil, food materials, and other debris that collects between pieces of equipment or between the equipment and walls or floor. Although older facilities may not have the advantage of the latest designs and equipment, they can meet sanitation standards through careful planning, training, and supervising.

The FSA shall develop a schedule for the routine cleaning of equipment.

## **g. Equipment and Utensils**

### **1) Information**

All food service equipment and utensils shall meet the National Sanitation Foundation International (NSF) standards or equivalent standards of other agencies.

### **2) Materials**

- a) Materials used in the construction or repair of multi-use equipment and utensils shall:
  - Be nontoxic, corrosion-resistant, nonabsorbent, durable under normal use, smooth, and easily cleanable.
  - Impart no odors, color, or taste
  - Retain their original properties under repeated use, creating no risk of food-adulteration as they deteriorate
- b) Paint on any surface that could come into contact with food is prohibited.
- c) Milk-dispensing tubes shall be cut diagonally about two inches from the cutoff valve. Bulk milk dispensers shall be equipped with thermometers.

## **h. Design and Fabrication**

- a. All food service equipment and utensils (including non-disposable plastic ware) shall be designed and fabricated for durability under normal use.

Such equipment shall be readily accessible, easy to clean, and resistant to denting, buckling, pitting, chipping, and cracking.

- b. Equipment surfaces not intended for contact with food, but located in places exposed to splatters, spills, etc., require frequent cleaning. Therefore, they shall be reasonably smooth, washable, free of unnecessary ridges, ledges, projections, and crevices, and with upkeep that contributes to cleanliness and sanitation.

## **i. Installation**

- a. Equipment shall be installed in accordance with the manufacturer's instructions and good engineering practices.
- b. Installers shall allow enough space between pieces of equipment and between equipment and walls to facilitate routine cleaning. Adjacent pieces may be butted together if the gap between them is sealed.

## **j. General Cleaning Procedures**

- a. Moist cloths for wiping food spills on kitchenware and food-contact surfaces on equipment shall be clean, rinsed frequently in sanitizing solution, and used solely for this purpose. They shall soak in the sanitizing solution between uses.

- b. Moist cloths used for non-food-contact surfaces, such as counters, dining-table tops and shelves, shall be cleaned, rinsed, and stored in the same way as the moist cloths used on food-contact surfaces. They shall be used on non-food-contact surfaces only.
- c. Detergents and sanitizers must have U.S. Food and Drug Administration approval for food service uses.

**k. Manual Cleaning and Sanitizing**

- a. A sink with at least three labeled compartments is required for manually washing, rinsing, and sanitizing utensils and equipment. Each compartment shall have the capacity to accommodate the items to be cleaned. Each shall be supplied with hot and cold water.
- b. Drain boards or easily movable dish tables shall be provided for utensils and equipment before and after cleaning.
- c. Equipment and utensils shall be pre-flushed, pre-scraped, and, when necessary, presoaked to remove gross food particles. A fourth sink compartment, with garbage-disposer, is useful for these purposes, and shall be included in plans for facilities being built or renovated.
- d. Except for fixed equipment and utensils too large to be cleaned in sink compartments, the following procedures apply:
  - 1) Wash in the first sink compartment, using a hot detergent solution changed frequently to keep it free from soil and grease.
  - 2) Rinse in or under hot water in the second compartment, changing the rinse water frequently. This compartment should be kept empty, and a sprayer used for rinsing, to prevent rinse water from becoming soapy or contaminated.
  - 3) Sanitize in the third compartment using one of the following methods:
    - i. Immerse for at least 30 seconds in clean water at a constant temperature of 171° F, maintained with a heating device and frequently checked with a thermometer. Use dish baskets to immerse items completely.
    - ii. Immerse for at least 60 seconds in a sanitizing solution containing at least 50 parts per million (ppm) chlorine and at a temperature of at least 75° F.
    - iii. Immerse for at least 60 seconds in a sanitizing solution containing at least 12.5 ppm iodine, with a pH not higher than 5.0, and a temperature of at least 75° F.
    - iv. Immerse in a sanitizing solution containing an equivalent sanitizing chemical at strengths recommended by the Public Health Service.
    - v. Periodically check, and adjust as necessary, the chemical concentrations in a sanitizing solution, using a test kit.

- vi. Air-dry utensils and equipment after sanitizing.
- vii. Steam clean oversized equipment, provided the steam can be confined to the piece of equipment. Alternatively rinse, spray, or swab with a chemical sanitizing solution mixed to at least twice the strength required for immersion sanitizing.

#### **I. Mechanical Cleaning and Sanitizing**

Spray- or immersion-dishwashers or devices, including automatic dispensers for detergents, wetting agents, and liquid sanitizer, shall be maintained in good repair. Utensils and equipment placed in the machine must be exposed to all cycles.

- 1) The pressure of the final-rinse water must be between 15 and 25 pounds per square inch (psi) in the water line immediately adjacent to the final-rinse control valve
- 2) Install machine- or water line-mounted thermometers to check water temperature in each dishwasher tank, including the final-rinse water.
- 3) Use baffles, curtains, etc., to prevent wash water from entering rinse-water tanks. Time conveyors to ensure adequate exposure during each cycle.
- 4) Place equipment and utensils on conveyors or in racks, trays, baskets to expose all food-contact surfaces to detergent and wash and clean-rinse waters without obstruction and to facilitate free draining.
- 5) Maintain the following temperatures for hot-water sanitizing:
  - a. Single-tank, stationary rack, dual-temperature machine: wash temperature of 150° F; final rinse at 180° F.
  - b. Single-tank, stationary rack, single-temperature machine: wash and rinse temperature of 165° F.
  - c. Multi-tank, conveyor machine: wash temperature of 150° F; pumped rinse, 160° F; final rinse at 180° F.
  - d. Single-tank, pot/pan/utensil washer (stationary or moving rack): wash temperature of 140° F; final rinse at 180° F.
    - When using a chemical spray in a single-tank, stationary rack, glass-washer, maintain a wash temperature of at least 120° F unless otherwise specified by the manufacturer.
    - Air-dry all equipment and utensils after sanitizing, by means of drain-boards, mobile dish-tables, and/or carts.

#### **m. Equipment and Utensil Storage**

Eating utensils should be picked up by their bases or handles only. Utensils shall be stored in perforated pans only.

Glasses, tumblers, and cups shall be inverted before storing; other tableware and utensils may be either covered or inverted.

**n. Storage of Clothing and Personal Belongings**

Clothes and other personal belongings, for example, jackets, shoes, etc. shall be stored in designated areas apart from:

- Areas for the preparation, storage, and serving of food and
- Areas for the washing and storing of utensils.

The FSA shall identify space for storing resident belongings.

**o. Lavatories**

Adequate and conveniently located toilet facilities shall be provided for all food service staff and resident workers.

- Toilet fixtures shall be of sanitary design and readily cleanable.
- Toilet rooms and fixtures shall be kept clean and in good repair.
- Signs shall be prominently displayed.
- Lavatories shall have readily available hot and cold water.
- Soap or detergent and paper towels or a hand-drying device providing heated air shall be available at all times in each lavatory.
- Waste receptacles shall be conveniently placed near the hand-washing facilities.

**p. Pest Control**

Good sanitation practices are essential to an effective pest control program. The FSA is responsible for pest control in the food service department, including contracting the services of an outside exterminator.

Air curtains or comparable devices shall be used on outside doors where food is prepared, stored, or served to protect against insects and other rodents.

**q. Hazardous Materials**

Only those toxic and caustic materials required for sanitary maintenance of the food service facility, equipment, and utensils shall be used in the food service department.

- All food service staff shall know the location and amount of toxic, flammable, or caustic materials that are available, and be aware that their use must be controlled and accounted for daily.
- Residential-type combination locks shall not be used to secure such material.
- All containers of toxic, flammable, or caustic materials shall be prominently and distinctively labeled for easy identification.
- All toxic, flammable, and caustic materials shall be segregated from food products, and stored in a locked and labeled cabinet or room.
- Cleaning and sanitizing compounds shall be stored apart from food products.
- Toxic, flammable, and caustic materials shall not be used in a manner that could contaminate food, equipment, or utensils, or could pose a hazard to personnel or residents working with or consuming food service products.
- A system for intermediate storage of received hazardous substances shall secure the materials from the time of receipt to the time of issue.

The FSA shall obtain and file for reference Material Safety Data Sheets (MSDSs) on all flammable, toxic, and caustic substances used in the facility, in accordance with the requirements of the Residential Standard on “**Environmental Health and Safety.**”

**r. General Safety Guidelines**

- 1) Extension cords shall be UL-listed and UL-labeled and may not be used in tandem.
- 2) All steam lines within seven feet of the floor or working surface, and with which a worker may come in contact, shall be insulated or covered with a heat-resistant material, or be otherwise guarded from contact. Inaccessible steam lines that are guarded by their location need not be protected from contact.
- 3) Machines shall be guarded in compliance with OSHA standards:
  - Fans within seven feet of the floor or work surface shall have blade-guard openings no larger than two inches.
  - Protective eye and face equipment shall be used, as appropriate, to avert risk of injury. Dangerous areas presenting such risks shall be conspicuously marked with eye-hazard warning signs.
  - Safety shoes shall be worn in FSA-designated foot-hazard areas.
  - Meat saws, slicers, and grinders shall be equipped with anti-restart devices.
  - The maintenance manager shall provide ground-fault protection wherever needed in the food service department, and shall document the protection for the FSA.
- 4) Light fixtures, vent covers, wall-mounted fans, decorative materials, and similar equipment and materials attached to walls or ceilings shall be maintained in good repair.

- 5) Lights in food-production areas, utensil- and equipment-washing areas, and other areas displaying or storing food, equipment, or utensils, shall be equipped with protective shielding.
- 6) An approved, fixed, fire-suppression system shall be installed in ventilation hoods over all grills, deep fryers, and open flame devices. A qualified contractor shall inspect the system every six months. The fire-suppression system shall be equipped with a locally audible alarm and connected to the control room's enunciator panel.

Hood systems shall be cleaned after each use to prevent grease accumulation, which constitute fire risks. All deep-fryers and grills shall be equipped with automatic fuel or energy shut-off controls.

**s. Mandatory Inspection**

The facility shall implement written procedures for administrative, medical, and/or dietary personnel to conduct weekly inspections of all food service areas, including dining, storage, equipment, and food-preparation areas.

All components of the food service department (ranges, ovens, refrigerators, mixers, dishwashers, garbage disposal, etc.) require frequent inspection to ensure their sanitary and operable condition. Staff shall check refrigerator and water temperatures daily, recording the results.

The FSA or CS shall inspect food service areas weekly.

An independent, external source shall conduct annual inspections to ensure that the food service facilities and equipment meet governmental health and safety codes.

Personnel inspecting the food service department shall note any needed corrective actions in a written report to the facility administrator. The facility administrator shall establish the date(s) by which identified problems shall be corrected.

Daily checks of equipment temperatures shall follow this schedule:

- Dishwashers: during every meal period
- Pot- and pan-washers: daily, if water in the third compartment of a three-compartment sink is used for sanitation, and the required minimum temperature is 80° F
- Refrigeration/freezer equipment (walk-in units): site-specific schedule, established by the FSA

All temperature-check documentation shall be filed and accessible.

The FSA shall develop a cleaning schedule for each food service area, and post it for easy reference. All areas (walls, windows, vent hoods, etc.) and equipment (chairs, tables, fryers, ovens, etc.) shall be grouped by frequency of cleaning, for example, After Every Use, Daily, Weekly, Monthly, Semiannually, or Annually.

## **10. Food Storage, Receiving, and Inventory**

### **1. General Policy**

Since control and location for storing and receiving food is site-specific, each FSA shall establish procedures for storing, receiving, and inventorying food.

On the purchase request for potentially dangerous items (knives, mace, yeast, nutmeg, cloves and other items that are considered contraband if found in a resident's possession), the FSA shall mark them "hot," signaling the need for special handling.

### **2. Receiving**

The first step in receiving is matching incoming items with vendor, purchase order, and control specifications. Receiving staff shall examine deliveries promptly to determine acceptability both for quantity and quality, consistent with the contract.

If immediate examination is not practical upon delivery because the inspection will involve time-consuming tests, the vendor shall receive a receipt confirming delivery of a particular number or gross weight of containers in good condition (noting any exceptions). Weekly deliveries of fresh produce, meats, and other perishable items shall be inspected for freshness, quality, and general appearance. Staff shall supplement their inspections of perishables with random checks of weight, count, size, etc.

### **3. Food Receipt and Storage**

The following procedures apply when receiving or storing food:

- 1). Inspect the incoming shipment for damage, contamination, and pest infestation. Rats, mice, or insects may be hiding in the middle of a pallet. For example, look for fecal droppings or chewed bits of food at or near food sources.
- 2). Promptly remove damaged pallets and broken containers of food. Separate damaged food containers from other food, and store separately for disposal. Take special care in handling flour, cereal, nuts, sugar, chocolate, and other products highly susceptible to contamination.
- 3). Contact the FSA/CS for instructions on the next course of action upon finding that an incoming food shipment is contaminated.
- 4). Store all products at least six inches from the floor and sufficiently far from walls to facilitate pest-control measures. A painted line may guide pallet placement.
- 5). Store food items at least two inches from the walls and at least six inches above the floor. Wooden pallets may be used to store canned goods and other non-absorbent containers, but not to store dairy products or fresh produce.

- 6). Store perishables at 35° - 40° F to prevent spoilage and bacterial action; maintain frozen foods at or below zero degrees Fahrenheit.
- 7). Prevent cross-contamination by storing foods requiring washing or cooking separately from those that do not.
- 8). For rapid cooling, use shallow pans (depth not exceeding four inches). Cover or otherwise shield refrigerated food from contamination.
- 9). Do not store food in locker rooms, toilet rooms, dressing rooms, garbage rooms, or mechanical rooms; or under sewer lines, potentially leaking water lines, open stairwells, or other sources of contamination.

#### **4. Inventory**

Determining inventory levels and properly receiving, storing, and issuing goods are critical to controlling costs and maintaining quality. While the FSA shall base inventory levels on facility needs, each facility shall, at all times, stock a 15-day-minimum food supply.

Procedures for checking the quality and quantity of food and other supplies, and distribution to point of use shall comply with industry-established policies and financial management practices.

Food service inventory represents significant financial resources converted into goods in the form of food, supplies, and equipment. All food service personnel must be aware of the value of the inventory and of his or her responsibility for the security of these goods upon receipt.

The master-cycle menus offer guidance to managers planning inventory levels.

Inventory levels are established, monitored, and periodically adjusted to correct excesses or shortages.

#### **5. Stock Rotation**

Each facility shall establish a written stock-rotation schedule.

#### **6. Perpetual Inventory**

The process of recording details of all purchases and food is called keeping a perpetual inventory. Although details may vary, the information recorded always includes the quantity on hand, quantity received, quantity issued, and unit cost for each food and supply item.

Perpetual inventory records are important because they provide the FSA with up-to-date information on product usage and give direction for further purchases.

For accurate accounting of all food and supplies, a perpetual inventory record is insufficient. An official inventory of stores on hand must be taken annually.

All food service departments shall complete a physical inventory of the warehouse quarterly.

#### **7. Housekeeping: Storeroom/Refrigerator**

- a. **The Dry Storeroom.** Proper care and control of the dry storeroom involves

the following.

- Keeping it dry and cool (45°-80° F) to prevent swelling of canned goods and general spoilage.
- Sealing, or otherwise making impenetrable, all wall, ceiling, and floor openings, to prevent entry of dirt, water, pests, etc.
- Vigilant housekeeping, to keep the room clean and free from rodents and vermin. A drain for flushing is desirable.
- Securing it under lock and key to prevent pilferage, with the FSA responsible for key distribution.

**b. Refrigerators**

Butter, milk, eggs, and cream shall be separated from foods having strong odors. Eggs shall not be subjected to freezing temperatures.

Refrigeration units shall be kept under lock and key when not in use. Walk-in boxes shall be equipped with safety locks that require no more than 15 pounds of pressure to open easily from the inside. If latches and locks are incorporated in the door's design and operation incorporates, the interior release-mechanism must open the door with the same amount of pressure even when locks or bars are in place.

Whether new or after-market, the inside lever of a hasp-type lock must be able to disengage locking devices and provide egress. The FSA, along with the facility safety manager, shall review the walk-in freezers and refrigerators to ensure they operate properly.

**Standard Approved:**



**John P. Torres**  
**Director**  
**Office of Detention and Removal**

**DEC 21 2007**

**Date**

## AUTHORIZATION FOR COMMON FARE PARTICIPATION

**Name of Resident** \_\_\_\_\_

**A-Number** \_\_\_\_\_

I hereby request authorization to participate in the Common Fare Program. I agree to comply with the program requirements. I understand that if I am observed consuming main-line foods or violating other program requirements, I may be temporarily removed from program participation, and shall not be eligible for immediate reinstatement. Repeated program violations may result in removal from the program for up to one year. I further understand that the same conditions for reinstatement may apply if I voluntarily withdraw from the program for any reason.

I understand that I must have a recorded religious preference in order to be eligible for the program, and that I must provide a written reason for requesting to participate in the religious diet program.

**Religious Preference:** \_\_\_\_\_

**Specific reason for wanting to participate in the Common Fare Religious Diet Program:**

**Signature of Resident** \_\_\_\_\_

**A-Number** \_\_\_\_\_

**Signature of Chaplain** \_\_\_\_\_ **Date** \_\_\_\_\_

Record Copy – Resident Residential File; Copy - Chaplaincy File; Copy – Resident