Beetlebung Farm

521 South Rd, Chilmark, MA 02535

Value-Added Production and Packaging PLAN

7/12/2023

VALUE-ADDED FOOD SAFETY PLAN

Products: Salad Dressings and Quick Pickles

Intended Use: Sold in farmstand

Time/Shelf-Life: 7 Days under cold storage ($\leq 41^{\circ}$ F)*

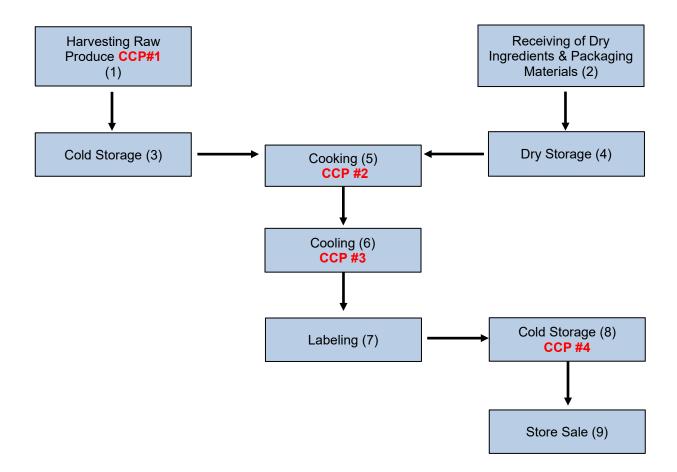
PROCESS DESCRIPTION

Beetlebung Farm's value-added production and packaging: We grow all of our vegetables, and purchase all pantry items from approved and licensed suppliers and inspect them during receiving for temperature (41°F or below) and quality. The handling, prepping, cooking, cooling, packaging, storing, transporting and monitoring of packaged products are conducted by employees who have thorough understanding of this safety plan.

Food will be prepared in the Martha's Vineyard Charter School commercial kitchen. Food items will be prepped, cooled to proper temperatures, packed and pH tested when necessary, on-site at MVCS. Then they will be transported in coolers with ice. A temperature log will be kept with temperatures before departure and after arrival at Beetlebung Farm.

Packaged food will be held in our farmstand refrigerator to be sold.

FLOW DIAGRAM



HAZARD ANALYSIS

			PROCESS STEP		
Process Step	Potential Hazards (B) Biological, (C) Chemical, (P) Physical	Hazard Significa nt?	Justification of Decision	Preventative Measures	Is this step a CCP?
Harvesting Raw Produce (1)	(B) Salmonella, E. coli, Campylobacter jejune, Clostridium Botulinum, etc.	Yes	Raw produce is known to contain pathogens	All farm workers will follow the Beetlebung Farm harvesting, washing, storing SOP's. See attached	Yes CCP1
Receiving Dry Ingredients & Bags (2)	(C) Deleterious Chemicals (P) Foreign Material.	No		Letters of guarantee ensuring bags ingredients are from approved sources and appropriate for product use	No
Cold Storage of Raw Produce (3)	(B) Salmonella, E. coli, Campylobacter jejune, Clostridium Botulinum, etc.	Yes	Potential growth of pathogens	All meat and poultry will be immediately stored in coolers and freezers.	No
Storage of Dry Goods & Bags (4)	(P) Foreign Material.	No		Visual inspection of packaging materials to ensure no foreign material is present.	No
Cooking (5)	B) Salmonella, E. coli, Campylobacter jejune, Clostridium Botulinum, Listeria, etc.	Yes	Survival of bacterial spores if products are not properly cooked to correct internal temperatures.	Products will be cooked to as required in MA Food Code. All acidified products will have a pH of 4.6 or lower.	Yes CCP 2
Cooling (6)	B) Salmonella, E. coli, Campylobacter jejune, Clostridium Botulinum, Listeria, etc.	Yes	Improperly cooling can lead to growth of spore-forming pathogens	Products will be cooled to 41°F as described in MA Food Code. All acidified products will have a pH of 4.6 or lower.	Yes CCP 3
Labeling (8)	B) Salmonella, E. coli, Campylobacter jejune, Clostridium Botulinum, Listeria, etc.	Yes	Improperly labeled products will result in outdated or unsafe products	Each bag will be properly labeled with product name, date packaged, and 'Use-By' date	No
Cold Storage (9)	Salmonella, E. coli, Campylobacter jejune, Clostridium Botulinum, Listeria, etc.	Yes	Potential growth of pathogens if proper temperatures and time are not maintained.	Value added products packaged and labeled products will be monitored for time and temperature control.	Yes CCP 4

Food Safety FORM

					ССР				
(1) Critical	(2) Hazard	(3)		Monitor	ring		(8)	(9)	(10) Record-
Control Point	Descriptio n	Critical Limits	(4) What	(5) How	(6) Frequency	(7) Who	Corrective Action	Verification Activities	keeping Procedures
Harvest ing Raw Produc e (CCP1)	Pathogens	Temperatures	Product temperature	Use of cooler thermometer	2 x Daily checks	Trained farm staff	See Farm Food Safety document attached	Temperature and tracking logs	Bin tracking system and logs
Cooking (CCP 2)	Pathogens	Temperatures pH levels	Product temperature	Use of thermometer Use of pH testing strips	One Jar/ Bottle	Designate d food worker	Continue cooking and adjust circulator temps if below designated temp for product	Cooking Log reviewed daily by chef. All Acidified products will be tested for a pH of 4.6 or lower.	Cooking Log Thermometer Validation Log pH testing strips
Cooling (CCP 3)	Pathogens	Temperatures: 140°F to 70°F in 2hrs or less; 70°F to 41°F in additional 4hrs or less. pH levels	Product temperature	Use of thermometer Use of pH testing strips	Every hour Once product is cooled	Designate d food worker	Reheat to cooking temp and restart cooling process if not cooled to 70°F in first 2hrs. Discard product if product not cooled to 41°F within 4hrs of reaching 70°F.	Cooling Log reviewed daily by chef. All Acidified products will be tested for a pH of 4.6 or lower.	Cooling Log Thermometer Validation Log pH testing strips

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Cold Storage (CCP 4)	Pathogens	Temperatures: 41°F or less	Cooler and product temperature	Use of thermometer	2x Daily plus	Designate d food worker	Immediately discard product if temp exceeds 41°F. Identify and	Refrigerator/F reezer Log reviewed daily by manager.	Refrigerator/F reezer Log
		Time Limit:		Data loggers	Continues		eliminate cause of deviation.		Thermometer Validation Log
		7 days or less	Date on Packaging	Visual check of the labels on the bag	Daily	Designate d food worker	Identify out of date products and discard them.	Product Date/ Label Log will be reviewed daily by chef.	Product Date and Label Log

Packaging PROCEDURES

- 1. **Harvest Raw Produce (CCP #1):** Follow BBF Farming Standards temperature and quality and verify product temps are at or below 41°F.
- 2. **Receiving Packaging Materials:** Inspect the condition of dry goods and packaging materials upon receipt. Verify products are in good condition.
- 3. **Cold Storage:** Immediately store all perishable products in the designated coolers with temperatures at or below 41°F.
- 4. **Dry Storage:** Store non-perishable products in clean location that is separated from any potential sources of contamination.
- 5. **Cooking (CCP #2):** Critical Limit: Only vegetables being used in these recipes therefore CCP is not critical.
- 6. <u>Monitoring:</u> Check temperature of the product and record the cooking temps for each product on the Cooking Log.
- 7. <u>Corrective Action:</u> If temperature is not at the required temperature, continue cooking.
- 8. <u>Verification:</u> Chef must verify that designated employees are monitoring and checking cooking temperatures daily by visually monitoring employees during their shift and reviewing Cooking Logs on daily basis.
- 9. **Cooling (CCP #3):** Place hot product in a metal container and place the container in an ice bath. Stir the ice bath every 10 minutes.
- 10. <u>Critical Limit:</u> Cool the products to 70°F within 2 hours of reaching 140°F and to 41°F within 2 hours of reaching 70°F.
- 11. <u>Monitoring:</u> Check temperature of largest of product per batch and frequency to monitor requirements and record the temps on the Cooling Log.
- 12. <u>Corrective Action:</u> If product is not cooled to 70°F within the first 2 hours, reheat product to required cooking temperature and restart cooling process or discard. If product is not cooled to 41°F within 4 hours of reaching 70°F, discard product.
- 13. <u>Verification:</u> Chef must verify that designated employees are monitoring and checking cooling temperatures daily by visually monitoring employees during their shift and reviewing Cooling Logs on daily basis.
- 14. **Labeling:** Properly label each package with name of product and use-by date. Ensure to use the premade labels that have the statement "Keep refrigerated" and ensure the use-by date is within 7 days of packaging.

- 15. **Cold Storage (CCP #4):** Place Value-Added containers in coolers immediately after labeling.
 - <u>Critical Limit:</u> Products must be at or below 41°F and held in packaging for no more than 7 days.
 - <u>Monitoring:</u> The designated employees must visually check and record temperatures of coolers containing value-added products at least twice a day during business operating times and record temperatures on the Refrigeration/Freezer Log. Data logger must continuously log temperatures.
 - The designated employees must also visually check labels of value-added products for use-by dates and record the check and any corrective action on Product Date/Label Log.
 - <u>Corrective Action:</u> If ambient cooler temperatures exceed 41°F, check actual product temperatures and if above 41°F, discard the product and notify the Manager on Duty that the cooler is not properly working. Record corrective actions on the Refrigerator/Freezer Log.
 - If the Use-By dates are past the designated date, discard the product and record corrective actions on the Product Date and Label Log.
 - <u>Verification:</u> Manager on Duty must verify that designated employees are monitoring and checking value added product temperatures and use-by dates daily by visually monitoring employees during their shift and reviewing Refrigeration/ Freezer logs and Product Date/Label Logs on daily basis.

Refrigeration / Freezer Log

Instructions: The designated foodservice employee must record the location or description of holding unit, date, time, air temperature, corrective action, and initials on this Log on daily bases. Chef or manager must verify that foodservice workers have taken the required temperatures by visually monitoring food workers during their shift, and must review, initial, and date this log daily. This log should be maintained for a minimum of 6 months.

Location/ Unit Description	Date	Time	Temp	Corrective Action	Initials	Verified By

Product Date/Label Log

Instructions: The designated foodservice employee must check the date and label of vacuum packaged products and ensure they do not exceed the use-by date. The employee must record daily date and time the product label is checked, any corrective action, and initial on this Log. Chef or manager must verify that foodservice workers have checked ROP product dates and labels by visually monitoring food workers during their shift, and must review, initial and date this log daily. This log should be maintained on file for a minimum of 6 months.

Location/ Unit Description	Date	Time	Past Use- By Date?	Corrective Action	Initials	Verified By

Thermometer Validation Log

Instructions: The designated foodservice employee(s) must record the validation temperature and corrective action taken each time a thermometer is validated. Accuracy of thermometers will be validated using slurry ice water. The Chef or manager must verify that foodservice employees are using and validating thermometers properly by making visual observations of employee activities during all hours of operation. The supervisor must review and initial the log daily. This log should be maintained for a minimum of 6 months.

Date	Time	Thermometer ID#	Method Used (Ice Slurry)	Thermometer Reading	Accurate (Yes/No)	Corrective Action	Initials	Verified By

Cooking and Reheating Temperature Log

Instructions: Record product name, time, the temperatures/times taken, and any corrective action taken on this form. The supervisor of the food operation will verify that food workers have taken the required cooking temperatures by visually monitoring food workers and preparation procedures during the shift and reviewing, initialing, and dating this log daily. This log should be maintained for a minimum of 6 months.

Date	Time	Food Item	Internal Temp/Tim	Internal Temp/Tim	Corrective Action Taken	Initials	Verified By

Cooling Temperature Log

Instructions: Record temperatures every hour during the cooling cycle. Record corrective actions, if applicable. The Chef or manager of the food operation will verify that the designated food worker is cooling food properly by visually monitoring the food worker during the shift and reviewing, initialing, and dating the log daily. This log must be maintained for a minimum of 6 months.

Date	Food Item	Tim/	Tim/	Tim/	Corrective Actions Taken	Initials	Verified
	- 0000 - 000-	Temp	Temp	Temp			By
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Beetlebung Farm Field Harvesting/Washing/Storing SOP

7.1 Pre-Harvest Risk Assessment

Before each harvest, the farm manager will inspect the farm's growing area and perimeter to identify any potential sources of contamination, such as animal feces or spilled fuel or soil amendments.

Any possible contamination is recorded in our Pre-Harvest Field Inspection Log and appropriate corrective actions are taken, including disposing of all potentially infected produce and delineating the boundaries of infected areas.

7.2 Harvesting Equipment

Before and after each harvest on the farm, all harvest-related equipment (including harvest bins, storage bins, harvest knives, etc.) are inspected for workability and both cleaned and sanitized. These regular cleanings are documented in our Harvest Equipment Cleaning Log.

All farm employees are trained to never use dirty harvest equipment and to wash harvest equipment as frequently as necessary while a harvest is underway.

All harvest and storage bins are used <u>for food storage or transport only</u>, and are never used for other purposes, including the storage of culled vegetables discarded in the field or wash area. These culled vegetables are stored in 5 gallon buckets specifically used for this purpose that are washed and sanitized at the end of each harvest. All 5 gallon buckets will only ever be used for transporting culled vegetables, and will never be used for storing or transporting produce destined for human consumption.

All farm employees are trained to store food-contact containers in a way that minimizes their risk of becoming contaminated as much as possible. These best practices include storing food-contact containers off the ground at all times and regularly inspecting (and cleaning, if necessary) the shelves or pallets that are used to elevate the containers. Only clean, new wooden pallets are used to hold the containers; Any old or damaged pallets are disposed of or put to another use on the farm.

7.3 Field Handling

Any crops that are at all damaged or decayed are sorted from the rest of the harvest and placed in special "cull" buckets that are not used for any other purpose. These buckets are emptied into the compost pile at the end of each harvest.

Any "dropped" crops (i.e. crops that do not grow in or on the ground but somehow came into contact with the ground by being dropped or falling from the plant) are culled from the harvest and composted.

7.4 Produce Transport

Produce is transported to wholesale clients or to the farmers market using either the farm truck or the farm van. Since neither vehicle is used exclusively for the transportation of food products, both vehicles will be thoroughly washed before produce is loaded into them. These cleanings will be tracked in the Vehicle Cleaning Log.

7.4 Record Keeping

A Pre-Harvest Field Inspection Log, Harvest Equipment Cleaning Log and Vehicle Cleaning Log are all maintained in our Foods Safety Records binder in the farm office.

All wholesale, farm-stand and farmer's market sales logs are kept in a "Sales" binder in the farm office.

Section 8: Wash Area Activities

8.1 Wash Area Design

The farm's existing, temporary wash area is structured to minimize the risk of contamination. The farm's current wash area will only be used through 2023, at which point a new, indoor wash area will be built within the farm's forthcoming barn.

The wash area's linear layout--moving from "dirty" to "clean"--is designed to ensure that washed and unwashed produce never come into contact with one another and are not placed in the same location. Clean and packed produce is moved immediately into the farm;s walk-in cooler, or into the back of a delivery vehicle.

Beetlebung Farm Food Safety Plan

All grey water generated by the wash area is designed to drain through ~18" of gravel and filter fabric under the wash area.

8.2 Wash Area Protocols

The wash area is cleaned and sanitized before and after every use, and these cleanings are recorded in the farm's Wash Area Cleaning Log. The farm uses Simple Green for cleaning food contact surfaces as necessary, and uses only chlorine bleach (EPA# 5813-100) for sanitizing food contact surfaces.

All farm employees are trained to wash vegetables in ways that minimize the possibility of contamination. These best practices include:

- Regularly emptying and refilling the "dump tank" used to remove dirt from root crops, or doing so as soon as the water becomes too murky to see through.
- Washing ground-contact crops separately from other vegetables.
- Moving all damaged or otherwise impaired produce into special "cull" bins as soon as it is detected.
- Not washing crops that do not need to be washed.
- Cleaning the wash area between each crop that is washed, and as needed additionally throughout the harvest.

8.3 Cooling Facilities

Produce from the farm is stored in a walk-in cooler on the farm property. The cooler is kept below 41°F at all times, and is monitored regularly to ensure that the temperature does not climb above that point.

The farm's walk-in is used exclusively for produce storage and never houses meat or non-food items.



424 State Rd. West Tisbury, MA 02575 * P: 508-693-9900 * F: 508-696-9008 * www.mvpcs.org

June 21, 2023

Dear Chilmark and West Tisbury Boards of Health,

We are happy to partner with Beetlebung Farm for July 2023 through October 2023. They will be using our kitchen on weekends when our business will be closed, and no one else will be using the kitchen during that time. Beetlebung will bring their own ingredients each visit, and nothing will be stored overnight in our kitchen. We will designate a shelf in our refrigerator for them to use as storage as needed while they are using the kitchen. This shelf will be used solely by Beeltebung to prevent cross-contamination, and we will sanitize it after they leave and before we use it again. Trash will be disposed of on-site, and waste will be managed by us.

As always, we will sanitize with food-grade cleaning solution after our last use of the kitchen before they arrive.

Best,

Peter Steedman

Martha's Vineyard Public Charter School

Proposed Value-added Food Items for Beetlebung Farm Summer 2023

Food will be prepared in the Martha's Vineyard Charter School commercial kitchen. Food items will be packed, cooled to proper temperatures, and pH tested when necessary, on-site at MVCS. Then they will be transported in coolers with ice to Beetlebung Farm refrigeration.

Packaged food will be held in our farmstand refrigerator to be sold.

Salad Dressing Recipe #1: (All ingredients are added to a food processor and then jared and refrigerated)

- Olive Oil
- Apple Cider Vinegar
- Garlic
- Anchovy (gutted)
- Mustard
- Miso
- Nutritional Yeast
- Salt & Pepper
- Herbs

Salad Dressing Recipe #2: (Cashews are toasted in an oven for 10-15 minutes at 250°F and then left to cool for 15 minutes. All ingredients are added to a food processor and then jared and refrigerated)

- Cashews
- Olive Oil
- Lemon juice
- Lemon Zest
- Garlic
- Parmesan Cheese
- Salt & Pepper
- Onion powder
- Herbs

Carrot Romesco Dip (Carrots & Peppers are roasted in the oven for 2 hours on a sheet pan, left to cool for 1 hour. Ingredients are then put into a food processor and then jared and refrigerated)

- Roasted Carrots
- Sun Dried tomatoes
- Roasted Red Peppers
- Garlic
- Oregano
- Anchovy (gutted)
- Olive Oil
- Red Wine Vinegar
- Capers
- Smoked Paprika
- Salt & Pepper

Roasted Beet Dip (Beets roasted in the oven for 2 hours on a sheet pan, left to cool for 1 hour. Ingredients are then put into a food processor and then jared and refrigerated)

- Roasted Beets
- Feta
- Garlic
- Sumac
- Dill
- Olive Oil
- Vinegar
- Salt & Pepper

Quick Pickled/Preserved Things:

Quick Refrigerator Veggie Pickles (Vinegar and spices brought to a boil, veggies added and cooled before refrigerating in canning jars)

- Any seasonal vegetable from the farm
- Vinegar
- Dried herbs/spices

The Food Flow Process

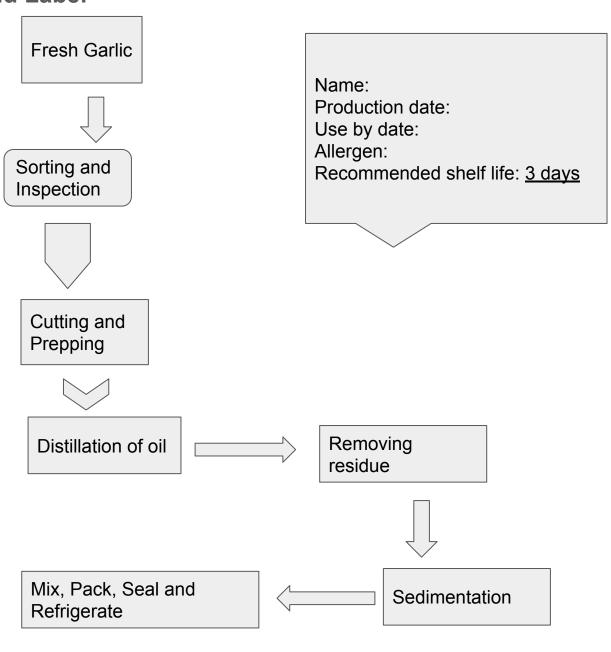
- 1. **Receiving:** All food will be received from approved sources including our own farm. All received items will be cross-checked against an invoice or receiving order to confirm intact packaging, and all items will be stored appropriately and quickly. Temperatures of frozen and refrigerated items will be measured upon receipt to be sure they have been kept cold enough during transport, and perishable foods will be put away as quickly as possible.
- 2. **Storage:** All items are stored in properly allocated storage, (cooler, freezer, dry storage). We will follow the FIFO principle—first in, first out— rotating foods so that the newest ingredients are in the back of the storage area, while the older products are moved to the front. If food packages do not have dates, we will be dating packages when they are received. All items must be stored a minimum of 6 inches above ground. (*Proper food storage guidelines can be found in Appendix 1*).
- 3. **Preparation:** We will separate ready to eat food during preparation in order to avoid cross contamination. When large quantities of Time Control for Safety (TCS) foods are being prepared, we will follow the batch method for food safety. We will conduct risk assessments during preparation, and if any TCS foods are held in the Danger Zone (41°F to 135°F) for more than four hours, the food will be discarded.

The Food Flow Process

- 4. **Cooking**: Cooked food will be temperature checked with a thermometer to ensure that it is adequately cooked. We will follow the specific temperatures and times required when cooking TCS food to ensure that the pathogens are destroyed. (See Appendix 2 for cooking temps)
- 5. **Cooling and storage:** All cooked food will be cooled in small batches using the ice bath method to avoid pathogen growth. All cooled food will be stored in food safe containers and marked with the date of production and shelf life.
- 6. **Holding:** All food will be held below 41°F to keep TCS foods out of the Danger Zone. TCCS foods will be held in approved refrigerated serving units, and the temperature of foods will be checked at least every four hours.
- 7. **Serving:** Food will be prepped on a sanitized, cleaned, food safe surface. It will be prepackaged and sold in an approved refrigerator for self service. All prepackaged food will be labeled with a **SELL BY DATE**, **ALLERGEN INFORMATION**, and **KEEP REFRIGERATED**.

Appendix Garlic in dressing

Chart and Label



Beetlebung Farm SOP and Guidelines

Subject: Standard Operating Procedure Fermented Food production and flow chart

The safety plan that is submitted will be implemented and reviewed if any part of the process changes.

Critical Control Points

A step at which control can be applied and is essential to prevent or to eliminate a food safety hazard or to reduce it to an acceptable level.

Critical limits

Critical limits are the acceptable levels in which your critical control points must function. Our critical limit for the final pH of the product is 4.6 or below.

Training

Anyone who prepares and packages food on our behalf will be trained to follow the food safety plan you outline below.

The product will be stored

Refrigerated -

The equipment to be used in the production process.

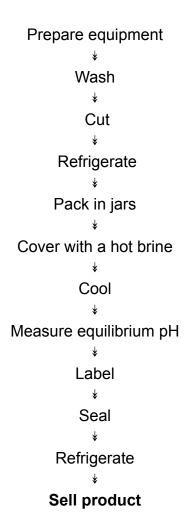
Monitoring Devices:

- Thermometer
- Digital pH meter
- pH strips

Utensils

- Large metal pots
- Knife
- Jars
- Non-wooden cutting board
- Metal spoons
- Mandolin
- Funnel
- Vegetable peeler
- Strainer
- Blender

Flow Chart



Confirming pH Levels are Safe:

Requires the preserved fruits and vegetables to have a pH not greater than **4.6** to prevent botulism. But our target for the Recipe is **4.3** and below to keep a buffer for any changes.

We are using a very accurate tester with an accuracy of 0.01.

Label will clearly state: KEEP REFRIGERATED

VERIFICATION

I agree to follow the food safety plan described above and to inform my local health department in advance via written notice of any significant changes in the process or ingredients that may affect the accuracy or effectiveness of the plan, and to update my food safety plan accordingly.

I certify that I will train persons that are making food to follow the food safety plan described above.

Signature: Kate Woods Date: 6/25/23

Beetlebung Farm SOP and Guidelines

Subject: Standard Operating Procedure Food production and flow chart for Salad Dressings/preventing bacterial growth

The safety Plan that is Submitted will be implemented and reviewed if any of the process changes.

Critical Control Points

A step at which control can be applied and is essential to prevent or to eliminate a food safety hazard or to reduce it to an acceptable level.

Critical limits

Critical limits are the acceptable levels in which your critical control points must function. Our critical limit for the final pH of your product is 4.6 or below.

Training

Anyone who prepares and packages food on our behalf will be trained to follow the food safety plan you outline below.

The product will be stored

Refrigerated *

The equipment to be used in the production process.

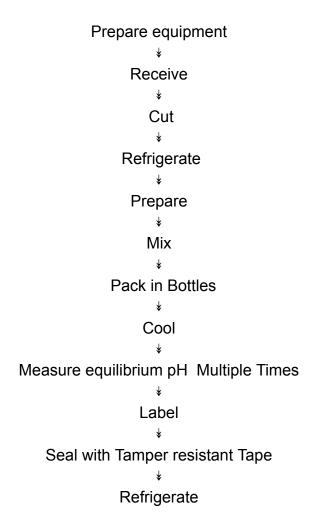
Monitoring Devices:

- Thermometer
- Digital pH meter
- pH strips

Utensils

- Clean sanitized Bottles
- Non-wooden cutting board
- Metal spoons
- Funnel cleaned and Sanitized
- Blender

Flow Chart



Date and inform with KEEP REFRIGERATED label before Selling the product

Confirming pH Levels are Safe:

It is generally accepted that in Clostridium botulinum both growth and toxin formation are completely inhibited at pH values below 4.6.

Requires the contents to have a pH between the range of 3.5 - 3.7 to prevent growth of bacteria.

We are using a very accurate tester with an accuracy of 0.01.

VERIFICATION

I agree to follow the food safety plan described above and to inform my local health department in advance via written notice of any significant changes in the process or ingredients that may affect the accuracy or effectiveness of the plan, and to update my food safety plan accordingly.

I certify that I will train persons that are making food to follow the food safety plan described above.

Signature: Kate Woods Date: 6/25/23

Handling a Food Recall Standard Operating Procedure

PURPOSE: To prevent foodborne illness in the event of a product recall.

SCOPE: This procedure applies to s employees who prepare or sell food.

KEY WORDS: Food Recalls

INSTRUCTIONS:

1. Train employees on using the procedures in this SOP.

- 2. Follow state or local health department requirements.
- 3. Review the food recall notice and specific instructions that have been identified in the notice.
- 4. Communicate the food recall notice to feeding sites.
- 5. Hold the recalled product using the following steps:
- Physically segregate the product, including any open containers, leftover product, and food items in current production that contain the recalled product.
- If an item is suspected to contain the recalled product, but label information is not available, follow the district's procedure for disposal.
- 1. Mark recalled product "Do Not Use" and "Do Not Discard." Inform the entire staff not to use the product.
- 2. Do not destroy any USDA Foods without official written notification from the State Distributing Agency, USDA Food Safety Inspection Services (FSIS), or state or local health department.
- 3. Inform the school district's public relations coordinator of the recalled product.
- 4. Identify and record whether any of the product was received in the district, locate the food recall product by feeding site, and verify that the food items bear the product identification code(s) and production date(s) listed in the recall notice.
- 5. Obtain accurate inventory counts of the recalled products from every feeding site, including the amount in inventory and amount used.
- 6. Account for all recalled product by verifying inventory counts against records of food received at the feeding site.

7.

MONITORING:

1. all employees and manager will visually observe that school sites have segregated and secured all recalled products.

CORRECTIVE ACTION:

- 1. Retrain any employee found not following the procedures in this SOP.
- 2. Determine if the recalled product is to be returned and to whom or destroyed and by whom.

- 3. Notify feeding site staff of procedures, dates, and other specific directions to be followed for the collection or destruction of the recalled product.
- 4. Consolidate the recall product as quickly as possible, but no later than 30 days after the recall notification.
- 5. Conform to the recall notice using the following steps:
- a) Report quantity and site where product is located to manufacturer, distributor, or State agency for collection. The quantity and location of the affected USDA Foods must be submitted to the State Distributing Agency within 10 calendars days of the recall.
- b) Obtain the necessary documents from the State Distributing Agency for USDA Foods. Submit necessary documentation for reimbursement of food costs.
- c) Complete and maintain all required documentation related to the recall including:
- Recall notice
- Records of how food product was returned or destroyed
- Reimbursable costs
- public notice and media communications
- Correspondence to and from the public health department and State agency

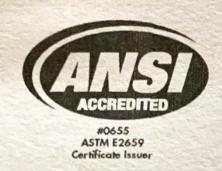
VERIFICATION AND RECORD KEEPING

- 1. Foodservice employees will record the name of the contaminated food, date, time, and the reason why the food was discarded on the Damaged or Discarded Product Log.
- 2. The foodservice manager will verify that appropriate corrective actions are being taken by reviewing, initialing, and dating the Damaged or Discarded Product Log. Maintain the Damaged or Discarded Product Logs for a minimum of 1 year.

DATE IMPLEMENTED: _6/25/23		BY: _Kate Woods_
DATE REVIEWED:	BY:	
DATE REVISED:	BY:	



Certificate of Achievement



This certificate is awarded to KATE WOODS

Congratulations! You have completed

ServSafe[®] Food Handler
Employee Food Safety Online Course and Exam

National Restaurant Association

233 S. Wacker Drive, Suite 3600 Chicago, IL 60606-6383 800.765.2122 in Chicago area 312.715.1010 Restaurant.org | ServSafe.com Certificate Number 5306211

Date 10/17/2021

Expiration Date 10/17/2024



Certificate of Achievement



This certificate is awarded to

PHOEBE COLE-SMITH

Congratulations! You have completed

ServSafe® Food Handler

Employee Food Safety Online Course and Exam

National Restaurant Association

233 S. Wacker Drive, Suite 3600 Chicago, IL 60606-6383 800.765.2122 in Chicago area 312.715.1010 Restaurant.org | ServSafe.com Certificate Number 6435405

Date 6/25/2023

Expiration Date 6/25/2026





Name of Recipient: PHOEBE COLE-SMITH

Certificate Number: 6435469

Date of Completion: 6/25/2023

Date of Expiration: 6/25/2028



The above-named person is hereby issued this certificate for completing an allergen awareness training program recognized by the Massachusetts Department of Public Health in accordance with 105 CMR 590.009(G)(3)(a).

This certificate will be valid for five (5) years from date of completion.



Massachusetts Restaurant Association 333 Turnpike Road, Suite 102 Southborough, MA 01772

www.marcstaurantassoc.org

508-303-9905

ASSOCIATION 800.765.2122
www.restaurant.org