



## Standard Operating Procedure Cover Sheet

**Establishment Name:** \_\_\_\_\_

**Address, City:** \_\_\_\_\_

√ or NA	
<b>All Food Establishments:</b>	
	Handwashing
	Personal hygiene, including cuts and sores
	Preventing bare hand contact with ready-to-eat food (gloves, utensils, etc.)
	Employee Illness Policy, including clean-up of vomiting and diarrheal events
	Purchasing food from approved sources, list of food purveyors
	Cleaning and sanitizing food contact surfaces, including frequency
	Emergency Action Plans for: Interruption of electrical service, Interruption of water service, Contaminated water supply (biological), Sewage back-up, Fire, Flood
	Cross-contamination prevention (food/chemicals: during preparation and storage)
	Warewashing (manual and mechanical, if necessary)
<b>When applicable to the establishment:</b>	
	Date-marking ready-to-eat, TCS* food
	Using time only (not time and temperature) as a method to control bacterial growth
	Thawing TCS* food
	Cooking TCS* food
	Cooling TCS* food
	Reheating TCS* food
	Hot holding TCS* food
	Cold holding TCS* food
	Catering, off-site, satellite food service
	Protection of food and equipment with large outer openings/outdoor food preparation/dining (i.e. garage doors, barbeque, bars)
<b>Special transitory food units (STFU's) and Mobile Food Establishments:</b>	
	Menu with descriptions
	Storage of the vehicle, food, and equipment
	Water supply
	Wastewater disposal
	Proposed route and operating hours
	Accessibility to restrooms
	Operating during cold weather months (below 32 degrees F)

\*Time/temperature control for safety food means a food that requires time/temperature control for safety (TCS) to limit pathogenic microorganism growth or toxic formation.

The documents noted above were reviewed and found to be technically correct:

Agency Representative/ Date: \_\_\_\_\_

Notes: