



STANDARD OPERATING PROCEDURES

FOOD SAFETY TRAINING and DOCUMENTATION

It is important to document food safety at the agency level. This Guide describes the methods the River Valley Regional Food Bank will use to meet to ensure the safe and proper handling of food through its West Central Arkansas network.

A. River Valley Regional Food Bank Staff Training

Food Bank staff whose duties include overseeing USDA agency compliance should receive a training refresh annually. The annual update should include a review of the information outlined in the “Contents of Training” section below along with a discussion of typical agency questions.

B. Setting Agency Expectations

1. Announcement at Agency Meetings. The food safety training requirement will be announced and explained at each meeting of RVRFB member agencies. Training materials will be made available.
2. Bi-Annual Inspection. RVRFB will articulate food safety training requirements at each inspection.
3. New Agencies. Orientation for new member agencies will include a discussion of this requirement.

C. Meeting the training requirement

Agencies can meet the training requirement by participating in training sessions provided by RVRFB, which may be by telephone conference or in-person meetings, or during RVRFB monitoring and on-site visits.

D. Training Content

Food and other items distributed by the Food Bank are routinely checked to ensure quality and safety. Nevertheless, we encourage our member agencies to look over all items at the time of acquisition, before public distribution or when used to prepare meals. Whenever you have trouble making a decision regarding product integrity, it is always best to just discard any item in question.

“When in doubt, throw it out!”

Look for any problems or contaminations in, on, and around containers:

- Spills and/or leaks
- Pest infestation (gnaw marks, droppings)
- Significant damage (rips, fractures, sharp dents)
- Deterioration (rotten odors, discoloration)

If any of these are present, throw the product away.

The following items should also be thrown away:

- Cans with bulging end or body or with pitted rust that cannot be rubbed off
- Cans where the end of can moves in and out when pressed, or sharp, deep dents in cans especially at seams
- Homemade items, including canned products
- Infant formulas and infant food beyond the date printed on container
- Unlabeled ammonia, bleach or other household chemical
- Leaking personal care items such as shampoo, hand lotion or liquid soap
- Aerosol container missing the outer lid and/or the inner button, unless these pieces can be replaced
- Cans, jars, bottles and packages without the manufacturer's name and ingredients
- Food service items such as paper plates, napkins, cups, foil, etc. in torn packaging
- Food items that are mixed in boxes with non-food items (ex: crackers in box with bleach)

Storage Guidelines:

Dry storage area:

- Keep storage floor clean of dust build-up, cobwebs and soil
- Keep all product 6 inches or more off the floor by means of shelving, pallets or other platform
- Maintain space between walls and ceilings and food items. ○ Target storage temperatures between 50F and 70F
- Follow "First In, First Out" process
- Distribute food with oldest or closest container date first. ○ Rotate stock every 2-3 months and avoid stockpiling
- Keep food, paper products and chemicals all separate, at least 4-6 feet and preferably in a separate room. If stored in the same area, the chemicals should be on the lowest level

Refrigerator/Cooler and Freezers:

- Keep refrigerator clean
- Do not crowd refrigerator with food
- Make sure door seals are tight
- Maintain temperatures at or below 40F in cooler and below 0F in freezers
- Store raw meat products BELOW produce, ready to eat and prepared foods
- Equip each refrigerator with an internal thermometer
- Record temperatures on log sheets as frequently as possible, at minimum three times a week; check temperatures when refrigerator is not being opened and closed continuously
- Label the receiving date of each item or case of items
- Follow "First In, First Out" process. ○ Rotate stock at least every 1-2 months
- No refrigerated or freezer items should sit out for more than 30 minutes as those items will spend some time in transit with the person who takes them home

E. Training Documentation

1. Documentation of Training Each agency trainee who receives training should sign a document to acknowledge that she or he has received training. In group settings, the document may be a sign-in sheet. (Note, however, that in a group setting where multiple agencies are represented, each agency should have a separate sign-in sheet. This will facilitate filing the sheets in appropriate agency files as described below.) In one-on-one trainings, the document could be a simple memo on which the individual acknowledges receiving the training. In any case, the document should include a summary outline of the topics that were covered during the training. See Attachment A.
2. Agency Files Each agency should maintain on file all documentation of training (including both trainer and trainee signatures).
3. Monitoring In addition to the documentation described above, at each monitoring visit, the Director of Agency Relations will inquire about food safety training compliance.

Appendix A

AGENCY FOOD SAFETY TRAINING

Agency Name: _____ Agency Number: _____
Date of Training: _____

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Signature of Trainer

Signature of Trainee

Date