

STANDARD OPERATING PROCEDURE (SOP) FOR HOLDING HOT AND COLD POTENTIALLY HAZARDOUS FOODS (PHFs)

(Sample SOP)

PURPOSE: To prevent foodborne illness by ensuring that all potentially hazardous foods are held under the proper temperature.

SCOPE: This procedure applies to foodservice employees who prepare or serve food.

KEY WORDS: Cross-Contamination, Temperature, Hot Holding, Cold Holding,

1. **CROSS-CONTAMINATION** means the passing of bacteria, microorganisms, or other harmful substances indirectly from one surface to another through improper or unsanitary **EQUIPMENT**, procedures, or products.
2. **TEMPERATURE** means the amount of heat or cold measured on a thermometer. This SOP measures temperature in degrees Fahrenheit (°F).
3. **COLD HOLDING** means storing a food product in equipment designed to keep it cold.
4. **HOT HOLDING** means storing a food product in equipment designed to keep it hot.

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP. Refer to the Using and Calibrating Thermometers SOP.
2. Follow Northern Nevada Public Health regulations.
3. Hold hot foods at 135 °F or above.
 - a. Preheat steam tables and hot boxes.
4. Hold cold foods at 41 °F or below.

MONITORING:

1. Use a clean, sanitized, and calibrated probe thermometer to measure the temperature of the food.
2. If using a dial thermometer, make sure the thermometer is inserted into the product past the mark on the probe. If unable to do so due to product size, use a digital thermometer or thermocouple.
3. Take temperatures of foods by inserting the thermometer near the surface of the product, at the thickest part, and at other various locations.
4. Take temperatures of holding units by placing a calibrated thermometer in the coolest part of a hot holding unit or warmest part of a cold holding unit.
5. For hot foods held for service:
 - Verify that the air/water temperature of any unit is at 135 °F or above before use.
 - Reheat foods in accordance with the Reheating for Hot Holding SOP.
 - All hot potentially hazardous foods should be at 135 °F or above before placing in holding units.

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- Take the internal temperature of food before placing it on a steam table or in a hot holding unit and at least every 2 hours thereafter.
6. For cold foods held for service:
 - Verify that the air/water temperature of any unit is at 41 °F or below before use.
 - Chill foods, if applicable, in accordance with the Cooling Potentially Hazardous Foods SOP.
 - All cold potentially hazardous foods should be 41 °F or below before placing the food in holding units.
 - Take the internal temperature of the food before placing it onto any salad bar, display cooler, or cold serving line and at least every 2 hours thereafter.
 7. For cold foods in storage:
 - Take the internal temperature of the food before placing it into any walk-in cooler or reach-in cold holding unit.
 - Chill food in accordance with the Cooling Potentially Hazardous Foods SOP if the food is not 41 °F or below.
 - Verify that the air temperature of any cold holding unit is at 41 °F or below before use and at least every 4 hours thereafter during all hours of operation.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. For hot foods:
 - Reheat the food to 165 °F for 15 seconds if the temperature is found to be below 135 °F and the last temperature was taken within the last 2 hours and was 135 °F or higher.
 - Repair or reset holding equipment before returning the food to the unit, if applicable.
 - Discard the food if it cannot be determined how long the food temperature was below 135 °F.
3. For cold foods:
 - Rapidly chill the food using an appropriate cooling method if the temperature is found to be above 41 °F and the last temperature measurement was 41 °F or below and taken within the last 2 hours:
 - Place food in shallow containers (no more than 4 inches deep) and uncovered on the top shelf in the back of the walk-in cooler.
 - Use a quick-chill unit like a blast chiller.
 - Stir the food in a container placed in an ice water bath.
 - Add ice as an ingredient.
 - Separate food into smaller or thinner portions.
 - Repair or reset holding equipment before returning the food to the unit, if applicable.
 - Discard the food if it cannot be determined how long the food temperature was above 41 °F.

VERIFICATION AND RECORD KEEPING:

Foodservice employees will record temperatures of food items and document corrective actions taken on the Hot and Cold Holding Temperature Log. A designated foodservice employee will

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record air temperatures of coolers and cold holding units on the Refrigeration Logs. The foodservice manager will verify that foodservice employees have taken the required holding temperatures by visually monitoring foodservice employees during the shift and reviewing the temperature logs at the close of each day. The temperature logs are to be kept on file for a minimum of 6 months.

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____