

# Standard Operating Procedures for

Facility Name: \_\_\_\_\_

## Cold Holding

<b>Why:</b>	Bacteria can multiply at warm temperatures. Store and display food at cold temperatures to prevent bacteria from multiplying. Protect food from contamination, and Ready-to-Eat (RTE) food from cross contamination.
<b>Who:</b>	Food production employees who are responsible for cold holding. <input type="checkbox"/> _____
<b>When:</b>	Cold holding Potentially Hazardous Food (PHF). <input type="checkbox"/> _____
<b>Where:</b>	All cold holding units used for storage, display, service and transport: <input type="checkbox"/> display lines <input type="checkbox"/> salad bars <input type="checkbox"/> sandwich units <input type="checkbox"/> walk in cooler <input type="checkbox"/> holding cabinets <input type="checkbox"/> reach in coolers <input type="checkbox"/> commercial refrigerator <input type="checkbox"/> other _____
<b>How:</b>	<p>For all foods</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Make sure indicating thermometers are correctly placed and working properly in cold holding units.</li> <li><input type="checkbox"/> Check PRODUCT with calibrated, clean and sanitized thermometer at determined frequency.</li> <li><input type="checkbox"/> Keep the cold holding unit at <b>41°F</b> or colder.</li> <li><input type="checkbox"/> Place prepared food into the cold holding unit as soon as possible.</li> <li><input type="checkbox"/> Do not mix old food with fresh batches of food.</li> <li><input type="checkbox"/> Do not overload the cold holding unit.</li> <li><input type="checkbox"/> Separate raw from RTE, and raw from each other (ex beef over chicken)</li> </ul> <input type="checkbox"/> _____
<b>Thin Liquids</b>	
<input type="checkbox"/> Ice <input type="checkbox"/> display lines <input type="checkbox"/> salad bars <input type="checkbox"/> sandwich units <input type="checkbox"/> walk in cooler <input type="checkbox"/> holding cabinets <input type="checkbox"/> reach in coolers <input type="checkbox"/> commercial refrigerator <input type="checkbox"/> _____	
<b>Thick Liquids</b>	
<input type="checkbox"/> Ice <input type="checkbox"/> display lines <input type="checkbox"/> salad bars <input type="checkbox"/> sandwich units <input type="checkbox"/> walk in cooler <input type="checkbox"/> holding cabinets <input type="checkbox"/> reach in coolers <input type="checkbox"/> commercial refrigerator <input type="checkbox"/> _____	
<b>Semi-Solids</b>	
<input type="checkbox"/> Ice <input type="checkbox"/> display lines <input type="checkbox"/> salad bars <input type="checkbox"/> sandwich units <input type="checkbox"/> walk in cooler <input type="checkbox"/> holding cabinets <input type="checkbox"/> reach in coolers <input type="checkbox"/> commercial refrigerator <input type="checkbox"/> _____	
<b>Solids</b>	
<input type="checkbox"/> Ice <input type="checkbox"/> display lines <input type="checkbox"/> salad bars <input type="checkbox"/> sandwich units <input type="checkbox"/> walk in cooler <input type="checkbox"/> holding cabinets <input type="checkbox"/> reach in coolers <input type="checkbox"/> commercial refrigerator <input type="checkbox"/> _____	
<b>Optional Records:</b>	<p>“Cold Holding Log” – for Storage Units            “Cold Holding Display Log” – for Display Units            Record Temperatures:  <input type="checkbox"/> each time <input type="checkbox"/> hourly <input type="checkbox"/> daily <input type="checkbox"/> weekly <input type="checkbox"/> other _____</p>

Prepared or revised by: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Standard Operating Procedures for

Facility Name: \_\_\_\_\_

## Cold Holding (continued)

<b>Correction:</b>	<ul style="list-style-type: none"><li>○ Call a repairman if the refrigerator / cooler can not keep food at <b>41°F</b> or colder, have serviced regularly.</li><li>○ Throw away PHF that have been warmer than <b>41° F</b> for <b>4</b> hours.</li><li>○ Throw away RTE food that has been contaminated by raw food.</li><li>○ Clean refrigerators and coolers regularly.</li><li>○ Transfer PHF that has not been warmer that <b>41° F</b> for <b>4</b> hours to cooler unit.</li></ul> <input type="checkbox"/> _____
<b>PIC Verification:</b>	<ul style="list-style-type: none"><li>○ Spot check cold holding procedures and temperatures.</li><li>○ Thermometers are used and calibrated.</li></ul> <input type="checkbox"/> _____

Prepared or revised by:

Signature: \_\_\_\_\_ Date \_\_\_\_\_