# Standard Operating Procedures for

**Facility Name: ________________________________**

## Cold Holding

**Why:**
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.

**Who:**
Food production employees who are responsible for cold holding.

**When:**
Cold holding Potentially Hazardous Food (PHF).

**Where:**
All cold holding units used for storage, display, service and transport:
- display lines
- salad bars
- sandwich units
- walk in cooler
- holding cabinets
- reach in coolers
- commercial refrigerator
- other __________

**How:**
For all foods
- Make sure indicating thermometers are correctly placed and working properly in cold holding units.
- Check PRODUCT with calibrated, clean and sanitized thermometer at determined frequency.
- Keep the cold holding unit at **41°F** or colder.
- Place prepared food into the cold holding unit as soon as possible.
- Do not mix old food with fresh batches of food.
- Do not overload the cold holding unit.
- Separate raw from RTE, and raw from each other (ex beef over chicken)

### Thin Liquids
- Ice
- display lines
- salad bars
- sandwich units
- walk in cooler
- holding cabinets
- reach in coolers
- commercial refrigerator

### Thick Liquids
- Ice
- display lines
- salad bars
- sandwich units
- walk in cooler
- holding cabinets
- reach in coolers
- commercial refrigerator

### Semi-Solids
- Ice
- display lines
- salad bars
- sandwich units
- walk in cooler
- holding cabinets
- reach in coolers
- commercial refrigerator

### Solids
- Ice
- display lines
- salad bars
- sandwich units
- walk in cooler
- holding cabinets
- reach in coolers
- commercial refrigerator

**Optional Records:**
- “Cold Holding Log” – for Storage Units
- “Cold Holding Display Log” – for Display Units
- Record Temperatures:
  - each time
  - hourly
  - daily
  - weekly
  - other __________

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Prepared or revised by:
Signature: ________________________________ Date __________

Alaska Food Safety and Sanitation Program “Standard Operating Procedure” Template
[www.state.ak.us/dec/eh](http://www.state.ak.us/dec/eh)
Cold Holding (continued)

| Correction: | ○ Call a repairman if the refrigerator / cooler can not keep food at 41°F or colder, have serviced regularly.  
○ Throw away PHF that have been warmer than 41°F for 4 hours.  
○ Throw away RTE food that has been contaminated by raw food.  
○ Clean refrigerators and coolers regularly.  
○ Transfer PHF that has not been warmer that 41°F for 4 hours to cooler unit. |
| PIC Verification: | ○ Spot check cold holding procedures and temperatures.  
☐ Thermometers are used and calibrated. |