

# Standard Operating Procedures for

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

## Cooling

<b>Why:</b>	Cooling food too slowly can allow bacteria to grow or toxins to be produced, causing foodborne illness. It takes longer to cool large batches of food.
<b>Who:</b>	Food production employees who are responsible for cooling. <input type="checkbox"/> _____
<b>When:</b>	Whenever you are cooling Potentially Hazardous Foods (PHFs). <input type="checkbox"/> _____
<b>Where:</b>	<input type="checkbox"/> ice bath <input type="checkbox"/> commercial reach-in <input type="checkbox"/> walk-in freezer or cooler <input type="checkbox"/> blast chiller <input type="checkbox"/> _____
<b>How:</b>	<p>For all foods:</p> <ul style="list-style-type: none"> <li>○ Make sure there is adequate air circulation around containers.</li> <li>○ Do not cover until food is cooled, then cover.</li> <li>○ Stir foods to cool them faster and more evenly.</li> <li>○ Do not overload the capacity of refrigeration units / freezers.</li> <li>○ Use a clean and calibrated thermometer to check the temperature at the center of the food. Make sure that it reaches <b>70°</b> within 2 hours, and <b>41°</b> within an additional 4 hours.</li> </ul> <input type="checkbox"/> _____
<b>Thin Liquids</b>	
<input type="checkbox"/> Modify recipes to use cold water or ice. <input type="checkbox"/> Divide food into smaller batches or portions. <input type="checkbox"/> Use cooling wand/ice bath or cold running water and stir frequently. <input type="checkbox"/> Put in shallow containers (<2" thick) and refrigerate or freeze. <input type="checkbox"/> _____	
<b>Thick Liquids</b>	
<input type="checkbox"/> Modify recipes to use cold water or ice. <input type="checkbox"/> Divide food into smaller batches or portions. <input type="checkbox"/> Put in shallow containers (<2" thick) and refrigerate or freeze. <input type="checkbox"/> Use cooling wand/ice bath or cold running water and stir frequently. <input type="checkbox"/> _____	
<b>Semi-Solids</b>	
<input type="checkbox"/> Divide food into smaller batches or portions. <input type="checkbox"/> Put in shallow containers (<2" thick) and refrigerate or freeze. <input type="checkbox"/> _____	

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

# Standard Operating Procedures for

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

## Cooling (continued)

<p><b>Solids</b></p> <p><input type="checkbox"/> Divide food into smaller batches or portions.</p> <p><input type="checkbox"/> Put in shallow containers (&lt;2" thick) and refrigerate or freeze.</p> <p><input type="checkbox"/> _____</p>	
<b>Optional Records:</b>	<p>"Cooling Log" – Record times and temperatures during cooling:</p> <p><input type="checkbox"/> each time <input type="checkbox"/> hourly <input type="checkbox"/> daily <input type="checkbox"/> weekly <input type="checkbox"/> other _____</p> <p><input type="checkbox"/> _____</p>
<b>Correction:</b>	<p><input type="checkbox"/> Throw away food if the cooling times and temperatures have not been reached.</p> <p><b>OR</b></p> <p><input type="checkbox"/> If food has not cooled in the proper time/temp, immediately reheat food and begin the process again (only reheat once to 165°F).</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Make sure that refrigeration unit is adequate to support food volume and cooling method, and is not overloaded.</li> <li><input type="checkbox"/> Check that the refrigeration unit is operating properly.</li> <li><input type="checkbox"/> Throw out PHF held at room temperature for more than 4 hours.</li> <li><input type="checkbox"/> Throw out food if proper procedure not followed or cooling time/temps were not reached.</li> </ul> <p><input type="checkbox"/> _____</p>
<b>PIC Verification:</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Spot check cooling procedures and temperatures for each item.</li> <li><input type="checkbox"/> Thermometers are used and calibrated.</li> </ul> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p>

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

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