

Standard Operating Procedures for

Facility Name: _____

Cooling

Why:	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.
Who:	Food production employees who are responsible for cooling. <input type="checkbox"/> _____
When:	Whenever you are cooling Potentially Hazardous Foods (PHFs). <input type="checkbox"/> _____
Where:	<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"/> _____
How:	<p>For all foods:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Make sure there is adequate air circulation around containers. <input type="checkbox"/> Do not cover until food is cooled, then cover. <input type="checkbox"/> Stir foods to cool them faster and more evenly. <input type="checkbox"/> Do not overload the capacity of refrigeration units / freezers. <input type="checkbox"/> Use a clean and calibrated thermometer to check the temperature at the center of the food. Make sure that it reaches 70° within 2 hours, and 41° within an additional 4 hours. <input type="checkbox"/> _____
Thin Liquids	
<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"/> _____	
Thick Liquids	
<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"/> _____	
Semi-Solids	
<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: _____

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Cooling (continued)

<p>Solids</p> <p><input type="checkbox"/> Divide food into smaller batches or portions.</p> <p><input type="checkbox"/> Put in shallow containers (<2" thick) and refrigerate or freeze.</p> <p><input type="checkbox"/> _____</p>	
Optional Records:	<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>
Correction:	<p><input type="checkbox"/> Throw away food if the cooling times and temperatures have not been reached.</p> <p>OR</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"> <input type="checkbox"/> Make sure that refrigeration unit is adequate to support food volume and cooling method, and is not overloaded. <input type="checkbox"/> Check that the refrigeration unit is operating properly. <input type="checkbox"/> Throw out PHF held at room temperature for more than 4 hours. <input type="checkbox"/> Throw out food if proper procedure not followed or cooling time/temps were not reached. <p><input type="checkbox"/> _____</p>
PIC Verification:	<ul style="list-style-type: none"> <input type="checkbox"/> Spot check cooling procedures and temperatures for each item. <input type="checkbox"/> Thermometers are used and calibrated. <input type="checkbox"/> _____ <input type="checkbox"/> _____

Prepared or revised by: _____ Date: _____

Signature: _____