

## **Use of Insulated Milk Bags for Holding Half-pints of Milk During Breakfast in the Classroom Standard Operating Procedure**

**PURPOSE:** To prevent foodborne illness by ensuring that potentially hazardous foods are not held in the temperature danger zone during meal transport or service.

**SCOPE:** This procedure applies to foodservice employees who set up the milk bags, teachers serving the milk, and foodservice employees who receive the bags after service.

Milk bags will be used for:

- Breakfast in the classroom
- Breakfast carts
- Lunch in the classroom
- Other (please describe):

### **INSTRUCTIONS:**

Insulated milk bags will only be used for short term storage of milk during meal transport and/or service. Inserts for the bags will be removed from the freezer and placed in the milk bags prior to the start of meal service. A calibrated thermometer should be kept inside the milk bag.

1. Frozen ice-packs or inserts will be placed into the milk bag prior to filling the bag. The insert must be frozen before placing into the bag.
2. The ambient air temperature of the milk bags will be monitored prior to filling the bags with half-pints of milk. This can be done by placing a calibrated thermometer in the bag. The date, time and temperature of the milk bag will be noted on the temperature log when the unit reaches 41° F. or below. When the temperature has reached 41° F. or below, the milk will be placed in the bag.
3. The milk bags will be kept closed until service. Milk bags should stay closed unless a student is taking milk from the bag.
4. The temperature of the milk will be taken after service. This will be done by placing a calibrated thermometer between two cartons at the top of the milk bag. The time and temperature of the milk cartons in the bags will be recorded on the temperature log.
5. Unopened, half -pints of milk held in the milk bags with an internal temperature of 41° F. or below will be returned for long term storage in refrigeration units under mechanical operation when meal service is concluded.
6. The ice-packs or inserts will be placed in the freezer for next day's meal service.

### **Corrective Action:**

1. If the temperature of the milk cartons in the bag registers above 41° F. when the temperature is monitored, the half-pints of milk remaining in the bag will be discarded.
2. Retrain any food service employee or volunteers that do not follow procedures outlined in this SOP.

**Monitoring procedures:** Each milk bag will have a monitoring log; label the milk bag and the corresponding log. A designated employee will record the temperature of the milk bag after putting the frozen inserts into the bag and before putting the milk in the bag. Once milk is returned, a designated employee will record the temperature on the monitoring log and the action taken. Frozen inserts will be



placed into the freezer for the next day. Food Service Manager will monitor the logs and complete the Food Safety Checklist monthly. Keep all Food Safety Checklists, logs and recalls on file for one year plus the current year.

**VERIFICATION AND RECORD KEEPING:**

1. Record milk temperature on Temperature Logs
2. Record the air temperature of refrigeration/coolers/milk coolers.
3. Food Service Manager will insure the food safety checklist is completed monthly.
4. Keep all Food Safety records one year plus the current.

**DATE IMPLEMENTED:** \_\_\_\_\_ **BY:** \_\_\_\_\_

**DATE REVIEWED:** \_\_\_\_\_ **BY:** \_\_\_\_\_

**DATE REVISED:** \_\_\_\_\_ **BY:** \_\_\_\_\_ 18

