

## **Milk Service as part of the Special Milk Program Standard Operating Procedures**

**PURPOSE:** To prevent foodborne illness by ensuring the quality and safety of milk products being served as part of the Special Milk Program.

**SCOPE:** This standard operating procedure (SOP) applies to all individuals involved in serving milk for the Special Milk Program.

### **INSTRUCTIONS:**

1. Train individuals involved in the program on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Wash hands thoroughly before beginning procedure, when changing tasks, and before serving milk.
4. When receiving milk deliveries test and record the temperature of the milk upon receipt using a calibrated thermometer. Record temperature on the "Receiving Log." Check "use by" date on milk to ensure it will not expire before expected use.
5. Sanitize surfaces where milk will be served using an approved sanitizer and a clean rag or single use paper towel.
6. Check and record temperature of fridge/cooler where milk is stored using the "Refrigeration Log."
7. Check milk cartons to ensure all are intact and free of leaking, punctures or openings.
8. Check exterior of milk cartons for cleanliness.
9. When distributing milk cartons, pick cartons up by the sides to avoid contact between bare hands and the drinking surface of the carton.
10. Immediately following service, replace any cartons not served to students in refrigerator or milk cooler. Check cooler to ensure it is closed tightly.
11. When students are done drinking/eating, discard any leftover milk. Milk may not be reserved, even if unopened. Sanitize surfaces where milk was served using an approved sanitizer and a clean rag or single use paper towel.
12. Keep milk refrigerators clean. Follow daily, weekly and monthly cleaning schedules.
13. Clean spills and leaks up immediately.

### **MONITORING:**

1. Designated individual will monitor milk service to ensure procedures are followed.
2. Designated individual will monitor refrigeration log, receiving log and corrective action form to ensure all forms are being consistently and accurately completed.
3. Individuals will use either the ice-point method or boiling-point method to verify the accuracy of food thermometers. This is known as calibration of the thermometer.
4. To use ice-point method:
  - a. Insert the thermometer probe into a cup of crushed ice.
  - b. Add enough cold water to remove any air pockets that might remain.
  - c. Allow the temperature reading to stabilize before reading temperature.
  - d. Temperature measurement should be 32 °F (+ 2 °F) [or 0 °C (+ 1 °C)]. If not, adjust according to manufacturer's instructions.
5. Individuals will check the accuracy of the food thermometers:
  - a. At regular intervals (at least once per week)
  - b. If dropped
  - c. If used to measure extreme temperatures, such as in an oven
  - d. Whenever accuracy is in question



6. Individuals will check milk temperature by opening one carton of milk, inserting thermometer and waiting for temperature to stabilize. Carton of milk is then discarded.

**CORRECTIVE ACTION:**

1. Record any corrective action on the “Correcting Problems” form.
2. Retrain any individual found not following the procedures in this SOP.
3. If milk temperature is greater than 41°F upon receipt, refuse the milk and request a delivery of milk that is within the appropriate temperature range (32 - 41°F). If “use by” date will expire before expected use, refuse the milk and request milk with a later use by date.
4. If refrigerator/cooler temperature is greater than 41°F or less than 32°F contact foodservice manager and/or maintenance director immediately. Test temperature of milk using a calibrated thermometer. If milk temperature is greater than 41F, discard milk.
5. If milk cartons are found to be leaking, punctured or open, discard.
6. If exterior of milk cartons are dirty, sanitize cartons using an approved sanitizer and a clean rag or single use paper towel.
7. If drinking surface of carton comes in contact with bare hands, sanitize cartons using an approved sanitizer and a clean rag or single use paper towel.
8. If cartons not served to students are not immediately replaced in fridge/cooler, test temperature of milk using a calibrated thermometer. If milk temperature is greater than 41°F, discard milk.
9. Discard any milk that is beyond its “use by” date or reserve to return to vendor for credit, if possible.
10. Food Service Manager will verify milk logs weekly

**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 Approved** \_\_\_\_\_ **BY:** \_\_\_\_\_

**Date Reviewed** \_\_\_\_\_ **BY:** \_\_\_\_\_

**Date Revised** \_\_\_\_\_ **BY:** \_\_\_\_\_

