



Facility Name: _____

Department: _____

Policy No: _____

STANDARD OPERATING PROCEDURE

Storage

Policy: All food, chemicals, and supplies should be stored in a manner that protects quality and safety of food that will be served..

Procedure: Employees who receive and store food maintain the storage areas, including dry, refrigerated, and freezer storage, by following these steps:

Storage Upon Receiving:

1. Place Temperature Controlled for Safety (TCS foods in the proper storage area immediately after Receiving to avoid bacterial growth:
 - 41°F or lower – refrigerator temperatures
 - 26°F to 32°F – deep chill storage temperatures
 - 0°F or below – freezer temperatures (some raw fish stored below 0°F)
 - 50°F to 70°F at 50% to 60% humidity – dry storage temperatures
2. Place TCS foods into appropriate storage areas in the following order:
 - a. Refrigerated foods – Store foods in designated refrigerators. If food products are stored together in a refrigerator, they should be placed on shelves in the following order:

Prepared or ready-to-eat foods	(top shelf)
Fish and seafood items	
Whole cuts of raw beef	
Whole cuts of raw pork	
Ground or processed meats	
Raw poultry	
	(bottom shelf)

- b. Frozen food
 - c. Dry goods
3. Keep all food items on shelves at least 6" above the floor to facilitate air circulation and proper cleaning.
4. Store food out of direct sunlight.
5. Place chemicals and supplies in appropriate storage areas, away from food.
6. Rotate goods when placing them in storage by placing the new items behind the old items to ensure that the older items are used first (First In, First Out inventory rotation).
7. Make sure all packages (i.e. each can in the case) are dated with receiving date and use-by date.
8. Store food in original container if the container is clean, dry, and intact. If necessary, repackage food in clean, date marked and well-labeled, airtight containers. This also can be done after a package is opened. Food is NEVER put in chemical containers and chemicals are NEVER placed in food storage containers.
9. Store time/temperature controlled foods no more than 7 days at 41°F from date of preparation, which counts as "day 1."
10. Store pesticides and chemicals away from food handling and storage areas. They must be stored in original, labeled containers.

Storeroom sanitation:

Storage, continued

1. Maintain clean and uncluttered storage areas. Storage areas should be positioned to prevent contamination from garbage.
2. Dispose of items that are beyond the expiration or “use by” dates.
3. Store all items on shelves at least 6” above the floor to facilitate air circulation and proper cleaning.
4. Check for signs of rodents or insects. If there are signs of the presence of rodents or insects, notify the restaurant manager.

Temperature Control:

1. Check the temperature of all refrigerators, freezers, and dry storerooms at the beginning of each day.
 - Refrigerator temperatures should be between 36°F and 41°F.
 - Freezer temperatures should keep the products frozen. Storeroom (dry storage) temperatures should be between 50°F and 70°F.
2. Record temperatures on the appropriate temperature log and initial.
3. Take corrective actions if temperatures are out of the recommended range.
4. Don't overload refrigerated storage areas, as this prevents airflow and makes the unit work harder to stay cold.
5. Use caution when cooling hot food in the refrigerator, as this warms the unit and puts other foods into the temperature danger zone.
6. Keep units closed as much as possible to maintain proper temperatures.
7. Defrost all units on a regular schedule to aid in proper maintenance and air circulation.

The restaurant manager will:

1. Check logs and temperatures of storage rooms, freezers, and refrigerators.
2. Review logs to make sure there are no temperature deviations.
3. Document all corrective action taken on the appropriate forms.
4. File logs with HACCP records.