



# Food Safety Training for MANNA FoodBank Partners



# About Food Safety Training

- Training provides certification for 3 years
- Required for all staff and volunteers who handle food
- It is up to the agency leader to ensure everyone is trained
- This video may be printed out as a PDF
- For meal sites, the person (s) overseeing all food preparation and service must have Manager level training, others may use this video
- 60 days to update training when certified holder leaves



## Does your agency serve meals?

**STOP!** This is not the training you seek.

Instead, you are required to complete:

**ServSafe for Food Managers or  
NC Safe Plates for Food Protection  
Managers.**

Please see our website, or reach out to  
the Agency Relations team, for more  
information.



# Covered In This Training

1. How Food Becomes Unsafe
2. Personal Hygiene
3. Receiving, Storing, and Delivering Food
4. Cleaning and Sanitizing
5. Food Recalls
6. Safety Data Sheets
7. Food Safety Quiz Next Steps



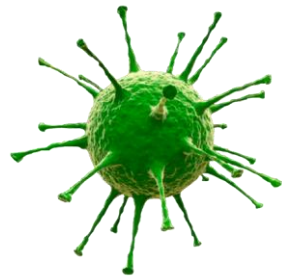
# How Food Becomes Unsafe



# How Food Becomes Unsafe

## 1. Biological Hazards

Bacteria  
Viruses  
Parasites  
Fungi



## 2. Physical Hazards

Glass, Plastic, Ceramics, etc.  
Jewelry  
Bandage



## 3. Chemical Hazards

Cleaners  
Sanitizers  
Pesticides



## 4. Poor Personal Hygiene

- Transferring pathogens from one's body to food
- #1 cause of foodborne illness





# How Food Becomes Unsafe

## 5. Cross-Contamination

- Transferring pathogens from one food surface to another

## 6. Time-Temperature Abuse

- Keeping food too long at temperatures that are conducive to pathogen growth
- **41° to 135°** is the danger zone
- **70° to 125°** causes rapid bacterial growth, especially with moisture



## 7. Poor Cleaning and Sanitizing

- Incorrectly cleaned surfaces can transfer pathogens to food



When a food that contains an allergen comes in contact with another food and their proteins mix this is called cross-contact.



**MILK**



**EGGS**



**FISH**



**SHELLFISH**



**TREE NUTS**



**PEANUTS**



**WHEAT**



**SOY**





# Prevent Cross-Contact

- **Clean & sanitize** all surfaces that come in contact with foods containing allergens
- **Inspect food packaging** to ensure there are no leaks or spills
- When possible, store foods containing allergens **separately**
- **NEVER** store allergen foods **above** allergen-free foods
- **Wash hands and change gloves** after handling allergen foods



# Cleaning Up Food Spills

- Immediately **isolate spills containing an allergen** away from other foods
- **Inspect nearby products** to ensure they have not come in contact with the spill
- **Toss any open product** that may have come in contact with the spill. If closed packaging may be safely cleaned and sanitized, it can be saved.
- **Clean & sanitize** the area



# Personal Hygiene



# Proper Hand-Washing

## 1. Wet arms & hands

- Water as hot as comfortable
- As far up to your elbows as possible

## 2. Apply enough soap for a good lather

## 3. Scrub arms & hands vigorously for at least 15 seconds

- Clean between fingers & under fingernails

## 4. Rinse arms & hands thoroughly

## 5. Dry arms & hands

- Use single-use paper towel
- Never use apron or clothing
- Use a paper towel to turn off the faucet and to open restroom door



# Post a reminder in the bathroom...

**Each Employee's Hands Must Be Washed Thoroughly, Using Soap, Warm Water and Sanitary Towel Or Approved Hand-Drying Device, Before Beginning Work and After Each Visit to the Toilet.**

**By Order Of The  
N. C. Department of Environment  
and Natural Resources  
Division of Environmental Health  
Raleigh, N. C.**

DENR 1026 (Revised 1/98)  
Environmental Health Services Section



# Wash Hands After:

- Using the restroom
- Touching face, hair, body, clothing, apron, or cell phone
- Handling raw meat (before, too!)
- Taking out garbage
- Sneezing, coughing, or using a tissue
- Handling chemicals or cleaning supplies
- Smoking, or chewing gum or tobacco
- Eating or drinking
- Completing a task and beginning a new one
- Leaving and then returning to food-handling areas
- Touching anything at all that may contaminate hands



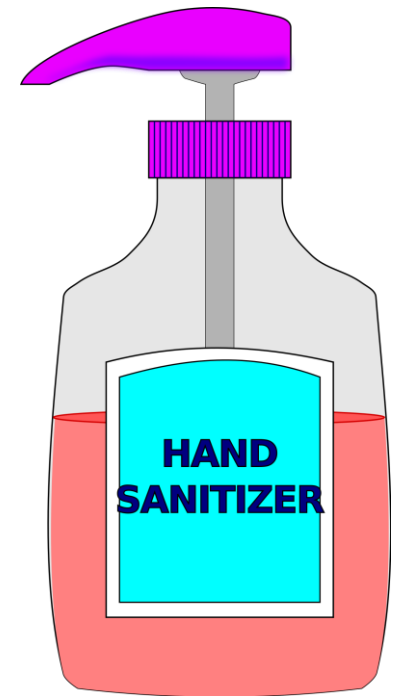


# Proper Hand-Washing

- Hand sanitizer is NEVER a replacement for proper hand-washing
- Hand sanitizer may be applied only after washing hands
- Let hand sanitizer dry before touching food or equipment, or putting on gloves
- Wash hands in designated hand-washing sink only
- Never use hand-washing sinks for other uses such as dumping mop water or washing produce or equipment

**Ensure hand-washing sinks are not blocked, and are stocked with:**

- Hot and cold water
- Liquid soap (no bars)
- Single-use paper towels
- Clean & covered trash bin



# Gloves

- Only use single-use gloves when handling food
- Only use gloves approved for foodservice
- Always wear when handling ready-to-eat foods
- NEVER wash, rinse, or reuse gloves
- Never blow into gloves to open them
- Wash hands before putting on gloves when starting a new task



## Change gloves when...

- They become dirty or torn
- You've handled raw meat
- You'll be handling ready-to-eat foods
- You're about to start a new task
- You've handled foods containing allergens
- You've touched any part of your body or clothing
- You've touched your cell phone



# More Proper Hygiene Considerations...

- Keep fingernails short and clean
- When handling exposed food, you must wear gloves if you're wearing:
  - Nail polish
  - False nails
- Any wounds on hands or wrists must be covered in a bandage and a glove
- Dress wounds on arms or body in a dry, durable, tight-fitting bandage
  - If a wound is difficult to properly cover, excuse yourself from service until it is healed



**If you have any of the following symptoms,  
excuse yourself from service:**

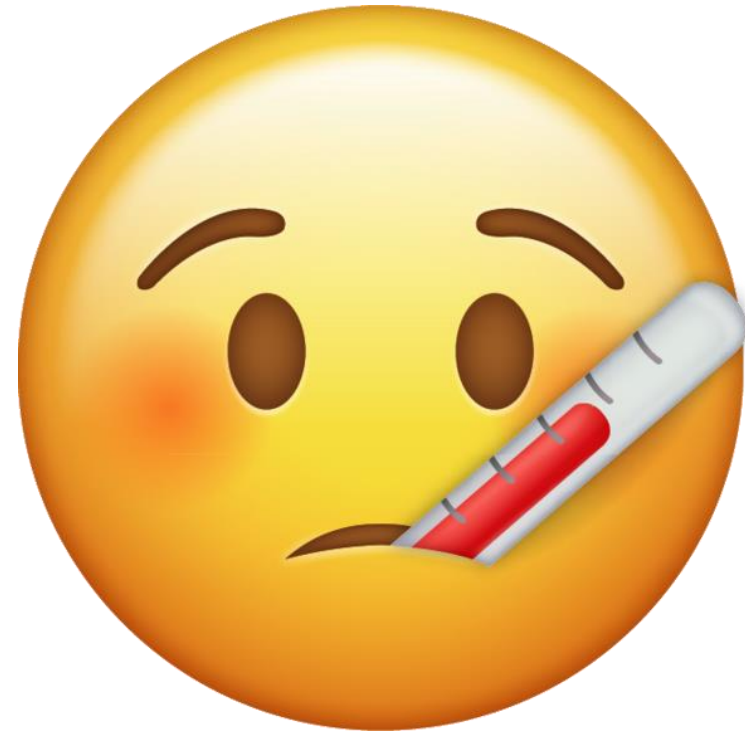
**Vomiting**

**Diarrhea**

**Jaundice (yellowing of eyes or skin)**

**Sore throat**

**Fever**



## More Proper Hygiene Considerations...

- Always wear a hat or hair covering in areas used for food prep or equipment cleaning
  - Men with beards should also wear a beard restraint
  - For long hair, also restrain with a ponytail holder
  - Wear close-toed shoes
  - Wear a shirt with sleeves
- Always wear clean clothes when handling food
- Store personal belongings away from food
- When handling exposed food or working in food-handling areas, do not wear:
  - Rings, except for plain bands
  - Bracelets and Watches
  - Other jewelry that may fall into food, such as piercings and necklaces
- NEVER eat, drink, smoke , or chew gum or tobacco in food-handling and storage areas





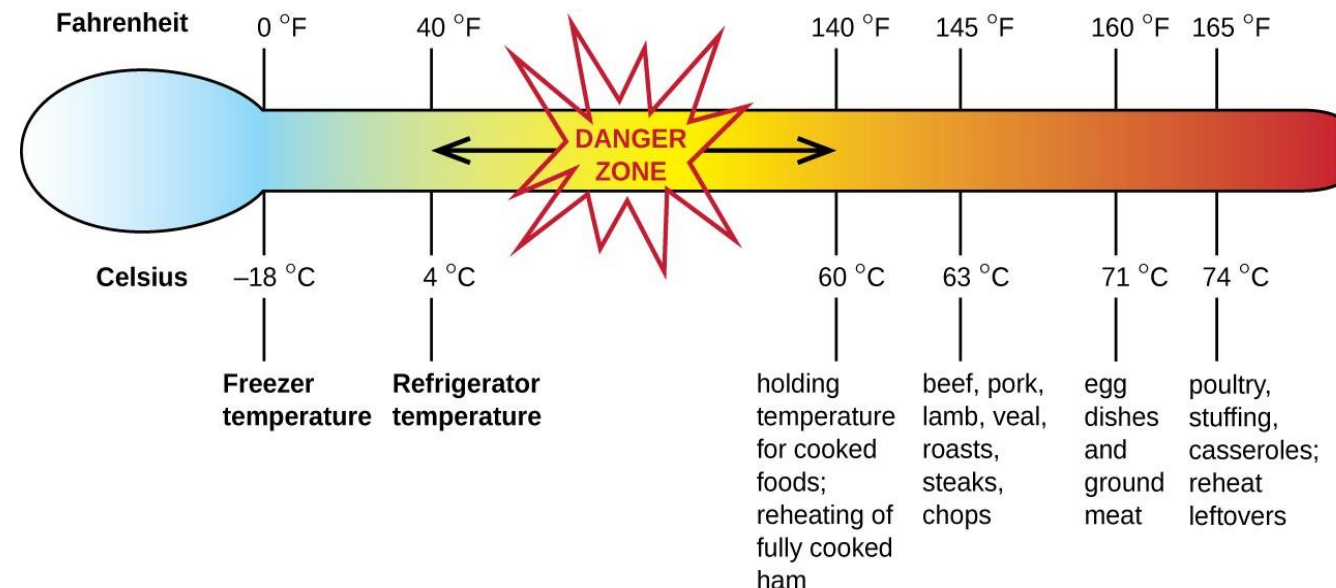
# Receiving, Storing, and Transporting Food Safely



# Receiving & Storing Food Safely

## Controlling Time & Temperature During Receiving

- Time and temp must be controlled every second from pick-up or delivery to the moment it's distributed.
- This is the “cold chain”, and if it's broken can result in foodborne illness.
- The **temperature danger zone is 41°F to 135°F**



# Time & Temperature Control for Safety (TCS)

- TCS foods require strict time and temp control to limit pathogen growth or toxin formation.
- TCS food must be cooled from 135°F to 70°F within 2 hours and completely cooled to below 41°F within 6 hours. TCS food held in the danger zone for 4 or more hours must be discarded. Check every 2 hours, when there is still time to correct.
- TCS foods include: dairy products, eggs, meat, poultry, fish, shellfish and crustaceans, baked potatoes, tofu and soy proteins, sprouts and sprout seeds, cut melons, cut tomatoes, and cut leafy greens.
- Temperatures must be taken, and documented, when receiving and delivering TCS foods to ensure safety, including retail donations.
- TCS foods must be transported using an active temperature retention system such as a refrigerated vehicle, coolers, thermal blankets, or cambros for hot foods.



# Time/Temperature Control for Safety (TCS) Foods

Also known as Potentially Hazardous Foods, or PHFs



StateFoodSafety  
Food Safety Training & Certification

## TO GROW, BACTERIA NEED:



FOOD



WARMTH



MOISTURE

## TO STOP BACTERIA FROM GROWING:



- Control food temperature
- Control the amount of time food spends in the Temperature Danger Zone (41°F-135°F)





[illegible]

# Thermometers



## 1. Infrared

- Only measure surface temps
- Instant display
- Prevents cross-contamination because they don't touch food
- Must be sent to manufacturer to recalibrate



## 2. Thermocouples

- Don't need to be inserted deeply to get accurate reading
- Quick display
- May need to be sent to manufacturer to recalibrate

## 3. Bimetallic Stemmed

- Must be inserted from stem to dimple for accurate reading
- At least 15 seconds for final reading
- Must be calibrated regularly, easy to do...





# Calibrating a Bimetallic Stemmed Thermometer...

1. Fill a large container with crushed ice water and mix well
2. Place the stem, or probe, into the ice water
  - Ensure water covers up to the dimple
  - Do Not let any part of thermometer touch the container
  - Wait 30 seconds, or until indicator stops
3. Adjust thermometer to 32°F, or 0°C
  - Hold the calibration nut with wrench or other tool
  - Rotate until it reads proper temp



# Refrigerator-Freezer Thermometers



## REQUIRED:

Every fridge & freezer must have a thermometer and a temp log that is kept *at least* once a week.

For TEFAP agencies: dry storage temp logs are also required, and ALL temp logs must be recorded *at least* 5 days a week.



# FOOD STORAGE TEMPERATURE CHART

Dry Storage Temperature 50°F-70°F Cooler Storage Temperature 35°F-40°F  
Freezer Storage Temperature -10°F-0°F

Circle One  
Refrigerator, Freezer or Dry Storage

Circle One  
Refrigerator, Freezer or Dry Storage

Unit: A \_\_\_\_\_

Unit: B \_\_\_\_\_

Month/Day/Year Temperature Checked By

9/1/22	39°	AG
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Month/Day/Year Temperature Checked By

9/1/22	-2°	AG
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# Inspecting Food for Safety During Receiving

## Check:

- Overall condition of vehicle
- For signs of pests in vehicle and product
- Condition of the product
- For presence of questionable product,  
such as home-canned goods
- Temperature of vehicle and food





# Reject:

- Refrigerated food above 41°F
- Cut produce above 41°F
- Frozen food that is not frozen solid
- Home-canned goods
- Items with signs of pests
- Baby food, OTC products, or TEFAP food that is past date



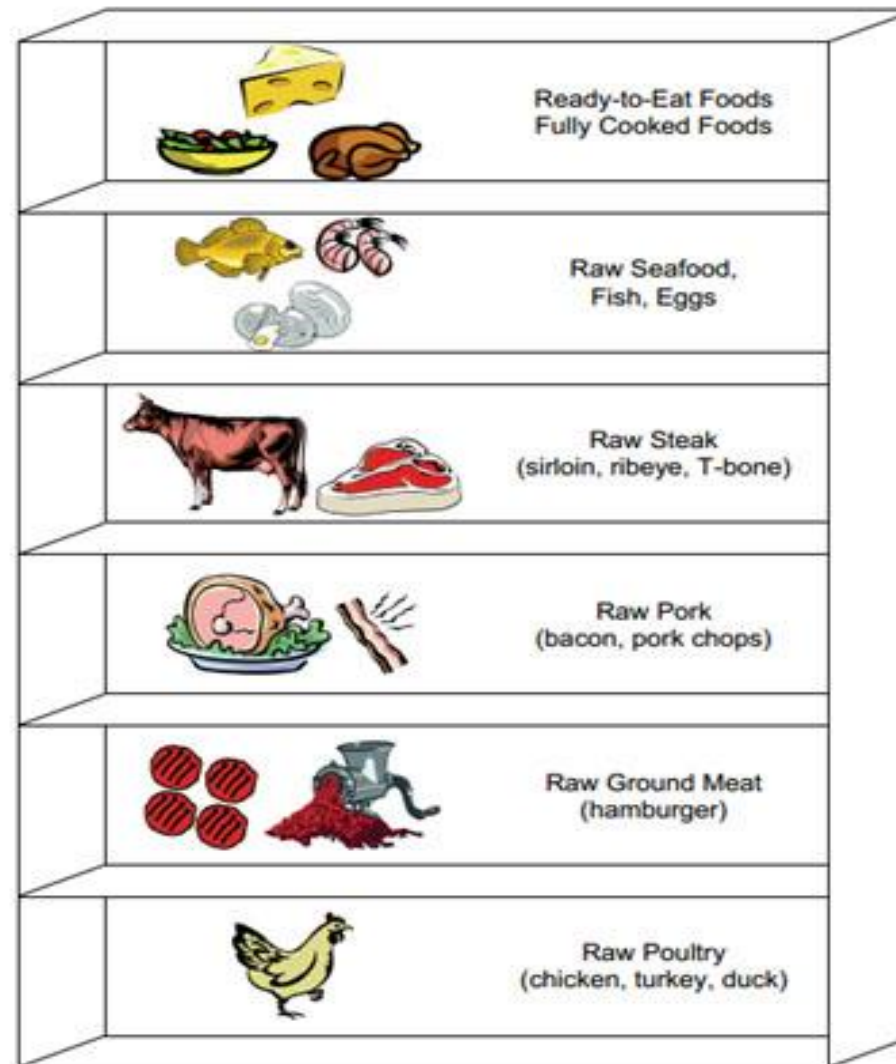


## Storing Food Safely

- Refrigerated foods and cut produce at 40°F or below
- Keep frozen food frozen solid at 0°F or below
- Dry storage should be between 50°F-70°F and well-ventilated
- Store food in areas designated for food only
- Don't stockpile food, 3-month supply maximum
- Store all food at least 6 inches off the floor
- Store food away from walls to allow airflow
- Store food only in containers made for food storage
- Store ready-to-eat foods above all other foods, and never on the same shelf



## **SAFE REFRIGERATOR STORAGE**



Info on longer term food storage may be found at [USDA.gov](http://USDA.gov) or [FoodSafety.gov](http://FoodSafety.gov)



## Ensure...

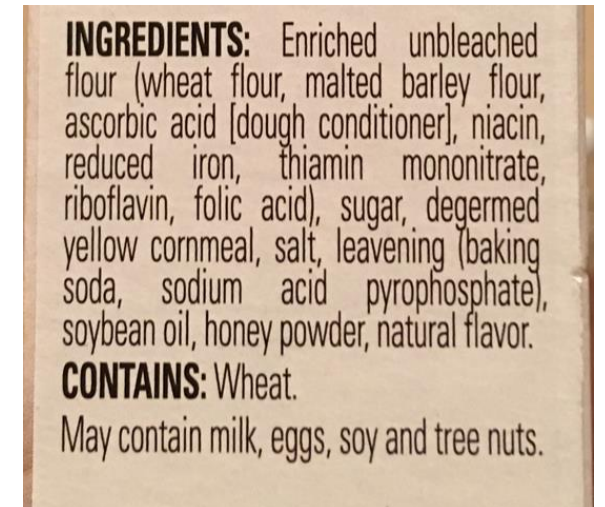
- All doors and windows seal tightly
- All doors and openings are closed when not in use
- Walls, ceilings, and floors are clean and in good condition
- No exposed pipes to leak or drip on food
- All lighting is shielded to prevent physical hazards
- Pantry and all surrounding areas are free of pests, or evidence of
- Grass is cut and at least 2 feet away from edge of building



# Labeling Food for Storage



- All food must be labeled with product information such as nutrition facts, ingredients, and allergy warnings
- The Fair Packaging and Labeling Act says all products must be labeled with:
  - common name of product,
  - name and place of manufacturer, packer, or distributor
  - net quantity of contents
  - common name of each ingredient listed in descending order
- When MANNA repacks bulk food we will always provide these labels on the product
- It is best practice to label food with the month and year it is received to aid in First In, First Out (FIFO) rotation



# Food Dating

## Packing or Manufacturing Date

- Used for tracking and recalls
- Not an expiration date

## Sell-by Date

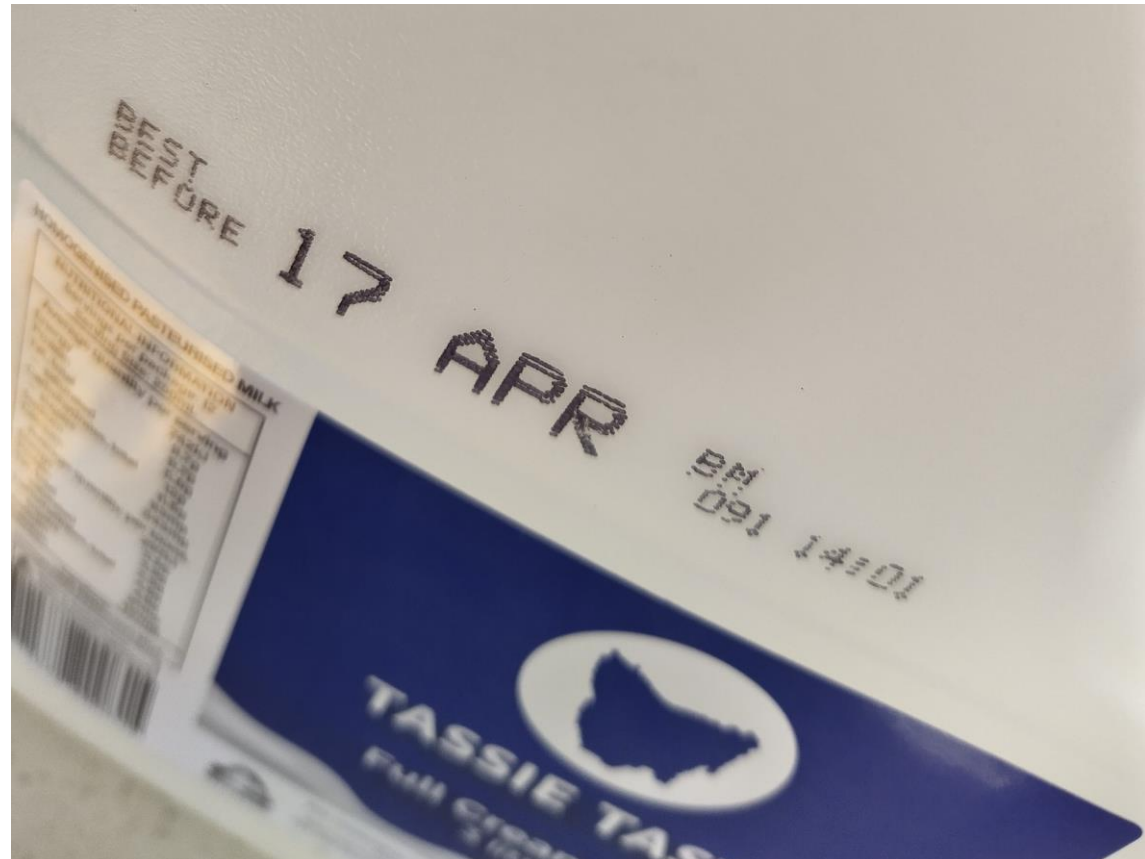
- This is a quality date
- Tells store when to replace
- Food is still safe past this date

## Best-by Date

- This is a quality date
- Food is still safe past this date

## Use-by or Expiration Date

- Last date of peak quality
- Food is still safe past this date





## More to Consider...

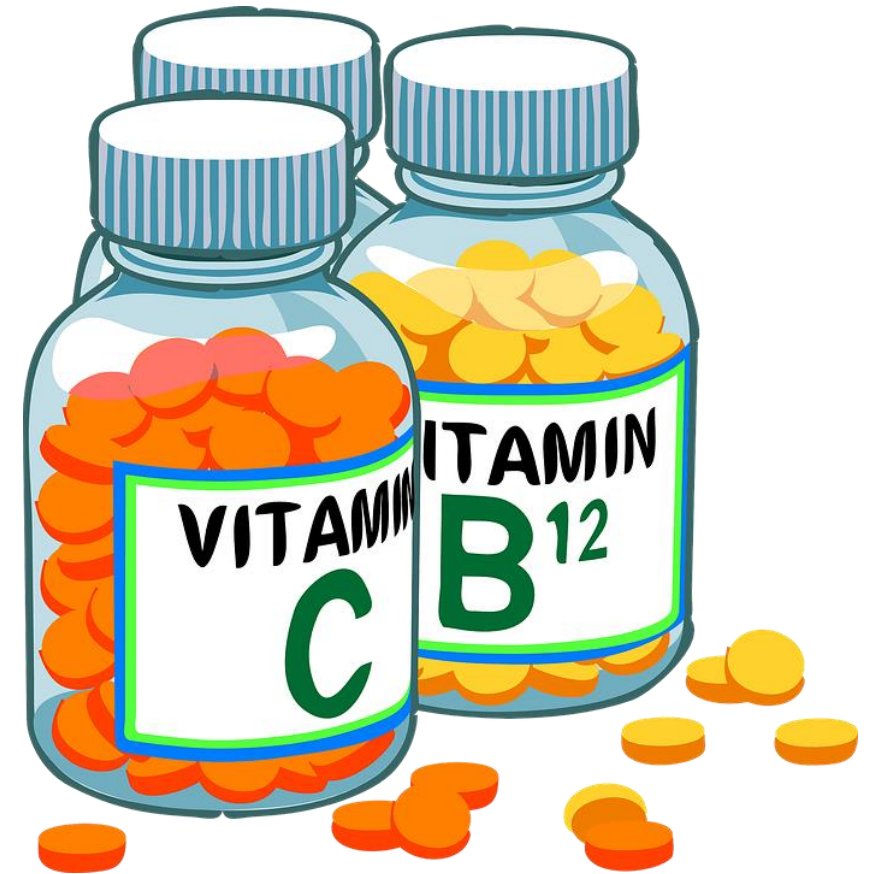
- Most food dates are not related to safety
- Baby Food, OTC products, and TEFAP food must be distributed within expiration dates on label
- Freezing keeps food safe for a longer period of time
- It's important to keep your email current with MANNA for recalls
- Distribute oldest food first using:
  - First In, First Out (FIFO)
  - First Expired, First Out (FEFO)
- Don't stockpile food
- If an item isn't popular in choice-shopping, put it on a "giveaway" table and allow guests to take as much as they want without it counting against other shopping options





## Over-the-Counter Medications:

- OTC meds must be discarded if:
  - Past any date on label
  - Any damage to package
  - Missing or unreadable label
  - If they contain ephedrine or pseudoephedrine



# Checking Cans for Safety

## Discard cans with these defects:

- Severe dents in seams
- Deep dents in body
- Crushed cans that aren't stackable
- Missing label
- Unreadable label
- No code dates
- Swollen or bulging ends
- Holes
- Signs of leakage
- Rust that can't be easily wiped off



**MANNA has a machine that vacuum tests dented cans for safety before we distribute them to you!**



# Checking Jars & Bottles for Safety

## Discard jars & bottles with these defects:

- Swollen, rusted, or dented lids
- Missing or unreadable labels
- Signs of mold or foreign objects
- Signs of dirt or mold under lid
- Loose lid
- Button on lid is raised
- Missing seal
- Signs of leakage
- Chipped or broken jars
- Food is discolored
- Food has unusual appearance or separation



# Checking Dry Packaged Foods for Safety

## Discard dry packaged foods with these defects:

- Unlabeled or incorrectly labeled
- Label is unreadable
- Double-packaged food with an inner package that is torn, wet, or stained
- Single-packaged food that is open, torn, ripped, cut, punctured, or split
- Signs of pests
  - Gnaw marks
  - Droppings
  - Insects
  - Pin-sized holes



# Checking Produce for Safety

## Discard produce with these defects:

- Mold
- Decay or rot
- Foul odors
- Signs of insects
- Produce repacked in container not meant for food
- Severe bruising
- Skin not intact
- Cut produce not at 40°F or lower and without code dates

~ **20% spoilage is to be expected**





# Repacking Bulk Food

In most cases, this must only be done at MANNA in our clean room. While repacking cases of whole produce into smaller bags if fine, we ask that you contact our Agency Relations team to ensure the safe repacking of any other items at your facility.





# Bulk Repackaging Requirements



**In order to repackage bulk foods, the following conditions must be met:**

- Must be done in a separate enclosed clean room dedicated to repackaging
- Must prevent environmental contaminants
- Interior surfaces must be durable and easy to clean
- Must be built to commercial foodservice construction standards
- Must meet local health regulations, including licensing by the local health department
- If repacking TCS (**T**ime & **T**emp **C**ontrolled for **S**afety) foods the clean room must maintain a temp of 55°F or lower



# Bulk Repackaging Continued...



- Room must be cleaned and sanitized before repacking
- All equipment must be cleaned and sanitized before and after use, between different products and foods containing allergens
- Only one type of product may be repacked at a time
- Food must only be handled with equipment made for foodservice
- Equipment must be stored so it doesn't become contaminated
- All repacked food must be labeled with: name of food, name and address of manufacturer/packer/distributor, quantity in package, ingredient list in descending order by weight, and list of major allergens
- Several national donors only allow the Feeding America Food Bank (MANNA) to do bulk repackaging of product, or may not allow it at all



# Bulk Repackaging, More Considerations...



- Not having products properly labeled, either food or household items, is potentially very dangerous, particularly in the case of someone with allergies, certain medical needs, or a child or pet who might accidentally ingest something and need to relay specific information for poison control and medical treatment. You may be held liable for any unlabeled items causing harm.
- Pet food also falls under the Fair Packaging and Labeling Act.
- Food must only be stored in containers intended for food use, and that are properly sanitized.
- MANNA is equipped with a bulk repacking room that meets all of these standards. Please reach out to us if you have a need to repackage any items. Otherwise, MANNA and your local Health Department must approve the room and methods used for repacking.



# Loading & Distributing Food Safely

## Preparing your vehicle:

- Clean interior of vehicle at least weekly
- Ensure vehicle is free of pests
- Never deliver food in a vehicle used to haul trash
- Do not bring pets along
- Remove contaminants such as oil or antifreeze
- Lock and seal vehicles when not in use

## Preparing the food:

- Do not leave food unsupervised or outside
- Use clean, sturdy, dry boxes
- Keep meat, poultry, and seafood separated from each other and other foods
- Never put food next to trash bins
- Keep chemicals away from food



# Loading & Transporting Food Safely

- Keep refrigerated food below 40°F
- Keep frozen food frozen solid
- Never store raw food over ready-to-eat food
- Never store allergens over other products
- Cover cold foods with thermal blankets, or pack in coolers with ice packs
- Load cold foods to allow air flow around it
- Check & document temps when food arrives at destination
- Keep drive times in unrefrigerated vehicles to 30 minutes or less





# Outdoor Pantries

- Do not comply with FDA Food Code
  - Exposed to adulteration and contaminants
  - No temperature control
  - No pest control
  - Not protected from liability under Good Samaritan Act
- 
- Offer expanded hours for access, recruit new volunteers, reduce intake barriers, refrigerated lockers





# Cleaning and Sanitizing



# Cleaning & Sanitizing

## **Surfaces to be cleaned & rinsed:**

- Walls & floors
- Storage shelves
- Trash bins

## **Clean & Sanitize any surface that touches food:**

1. Scrape off visible debris
2. Wash the surface
3. Rinse the surface
4. Sanitize the surface
5. Allow surface to air dry

## **Clean & Sanitize...**

- Before & after use
- After 4 hours of use
- Anytime a surface is contaminated



# Making Sanitizer

- **Prepare a bleach solution by mixing:**
  - 5 tablespoons (1/3<sup>rd</sup> cup) bleach per gallon of room temperature water or
  - 4 teaspoons bleach per quart of room temperature water
- Allow contact time of at least 7 seconds, and up to 60
- Bleach solutions will be effective for disinfection up to 24 hours, then it will need to be remade
- Use regular unscented bleach
- Ensure it's bleach intended for disinfection
- Allow to air dry
- Sanitizer should be tested using chlorine test strips, between 50-99 PPM
- Foodservice-specific cleaners and sanitizers available



# Cleaning & Sanitizing Tools & Utensils



Under most circumstances, only meal sites will need this specific training. Agencies that prepare and serve meals require a higher level of training.

The *only* exception for pantries is offering a cooking demo or taste test. Please reach out to MANNA's Nutrition Works team or your local NC Cooperative Extension office for thorough training.



# Setting up a 3-Compartment Sink

## Sink 1

- Fill with water of at least 110°F
- Add detergent

## Sink 2

- Fill with water, or leave empty if you spray-rinse

## Sink 3

- Fill with water
- Add proper amount of sanitizer
- Test sanitizer level with test strips



# Handling the Trash

- Remove trash ASAP
- Be careful not to contaminate food surfaces when removing
- Never clean trash bins in food storage areas
- Clean inside and outside of trash bins often
- Keep lids on outdoor containers closed
- Only use indoor trash bins that have a cover
- Look out for droppings, nests, or other signs of pests
- Keep all areas clean and free of debris

**Have a licensed professional conduct pest control *at least* quarterly, but monthly is best.**





# Safety Data Sheets and Product Recalls



# Safety Data Sheets (SDS)

## Formerly Material Safety Data Sheets (MSDS)



SDS provide detailed safety information on every chemical that you might find in cleaning supplies and other products.

Any products your agency uses, such as cleaning or maintenance supplies, should ideally have an SDS for that particular product on file, typically in a binder marked SDS in bold lettering and in a conspicuous location. The easiest, and free, way to get an SDS is to look on the manufacturer's website for that product. The manufacturer will have a place on their site from which to access the SDS of all their products, which can then be printed off.

Products that are just pass-throughs (product from MANNA going directly to neighbors) do not have to have an SDS on file



# PRODUCT RECALLS



- Add @MANNAFoodBank.org to your Contacts List so you won't miss our e-mail recall notices, and ensure we have your current contact info
- For a list of the most current food recalls, go to [Foodsafety.gov](https://www.foodsafety.gov).
- The Feeding America national office issues notifications of all national Class I and II recalls—those involving a health hazard situation in which there is reasonable probability that eating the food will cause health problems or death—and other recalls that may affect the safety of food supplied to network members.
- The acronym FANO seen in some recall notices stands for Feeding America National Office.



# Next Steps



# Resources



Find the resources from this presentation on our website at [mannafoodbank.org](http://mannafoodbank.org) in the [Partner Agency Access](#) link under [Food Safety Training & Resources](#).

- Temperature Log
- Temperature Chart
- TCS Foods Log
- Handwashing Signs
- TCS Foods Poster
- Safe Fridge Storage Poster
- Printable PDF of this Training





# Complete the Food Safety Quiz



Thank you for completing this training.

**Please take, and submit, the quiz we have provided for you, and you'll be set for 3 years. The quiz may be found at <http://bit.ly/fstquiz>.**

## ABOUT THE QUIZ

There are 20 multiple choice questions worth 5 points each, and a score of 80 or above is a passing grade. You can retake the quiz if you do not pass the first time. You will receive a certificate of completion at the email you provide in the quiz.

Please reach out to the Agency Relations team if you do not receive your certificate: [ar@mannafoodbank.org](mailto:ar@mannafoodbank.org)



# Thank you!



Sources:

Feeding America ServSafe Food Handler Guide for Food Banking, 7<sup>th</sup> Edition ServSafe Manager, Creative Commons, Feeding America Pantry Food Safety Self-Assessment, MANNA FoodBank

