

Guidelines for Documenting Standard Cooling Procedures

Once a facility has demonstrated a consistent working knowledge of how to properly cool foods through cooling charts and inspector observation, the Allegheny County Health Department's Food Safety Program encourages the development of Standard Cooling Procedures. After the necessary documentation has been submitted and approved by this Department, maintaining cooling charts on a daily schedule will no longer be required.

The following information must be included in a *written* Standard Cooling Procedure:

- 1) A statement that the required cooling standards are being met; e.g. 135°F to 70°F in 2 hours or less, and from 70°F to 41°F in 4 additional hours or less for a total cool-down time of no more than 6 hours;
- 2) List of all foods to be cooled by standardized method. Standardized recipes must be utilized and included in the standardized cooling procedure.
- 3) The step-by-step method that is used to cool each hot food. Include the type and size of container, depth and quantity of food, location for cooling (refrigerator or freezer, food prep sink), and method such as stirring, use of ice, or other procedure;
- 4) Recent cooling charts for each of the foods cooled showing that the proposed method achieves the desired result; Submit at least 30 days of charts, with no fewer than 10 examples of each food cooled; *no photocopies accepted*;
- 5) A statement that temperatures will continue to be monitored for verification of a safe process;
- 6) In the event that the cooling procedure is not being met by the Standard Method, a corrective action for rapid cooling must be in place and outlined as part of the plan; and
- 7) A statement that the information has been reviewed with and understood by all pertinent staff, and that the procedures will be overseen by the PIC.

A copy of the approved procedure with the supporting cooling charts must be kept on file at the facility.

Proposed procedures can be mailed or faxed to the Food Safety Program.
Please contact the office if you have any questions or need clarification.

Allegheny County Health Department Food Safety Program

2121 Noblestown Rd., Suite 210
Pittsburgh, PA 15205-3917

phone: 412.578.8044 • fax: 412.578.8190

