

Food Pantry Food Safety Self Assessment Guide

**NEW YORK STATE DEPARTMENT OF HEALTH
Division of Nutrition
Hunger Prevention and Nutrition Assistance Program**

SECTION A. DRY STORAGE (Critical)

1. Check appropriate boxes. Any item meeting criteria below must be discarded.

	ITEM FOUND?	DATE DISCARDED
Cans with ends that give when the other end is pushed.	<input type="checkbox"/> Yes <input type="checkbox"/> No	__/__/__
Cans that bulge or swell.	<input type="checkbox"/> Yes <input type="checkbox"/> No	__/__/__
Home-canned goods or goods appearing to be home-canned.	<input type="checkbox"/> Yes <input type="checkbox"/> No	__/__/__
Cans that leak.	<input type="checkbox"/> Yes <input type="checkbox"/> No	__/__/__
Cans with no label	<input type="checkbox"/> Yes <input type="checkbox"/> No	__/__/__
Cans with open, incomplete or miswelded seams.	<input type="checkbox"/> Yes <input type="checkbox"/> No	__/__/__
Cans with rust that cannot be wiped off.	<input type="checkbox"/> Yes <input type="checkbox"/> No	__/__/__
Cans with very sharp dents or dents that prevent stacking.	<input type="checkbox"/> Yes <input type="checkbox"/> No	__/__/__
Cans with dents on their seams and/or rims.	<input type="checkbox"/> Yes <input type="checkbox"/> No	__/__/__
Cans with dirt under pull tab.	<input type="checkbox"/> Yes <input type="checkbox"/> No	__/__/__
Cans, jars or bottles with popped-up safety seals.	<input type="checkbox"/> Yes <input type="checkbox"/> No	__/__/__
Bottles or jars with loosened lids.	<input type="checkbox"/> Yes <input type="checkbox"/> No	__/__/__

NOTE: When in doubt if there is a problem with a can or bottle, throw it out.

Contents should be emptied before can is thrown away.

2. Take a look at all the packaged items - noting which have a single layer of packaging (no inner bag) and those which have two layers of packaging (inner bag/outer box). Record your findings.

For foods with a single layer of packaging (e.g., sugar, flour, pasta), discard any that have:

	FOUND	DATE DISCARDED
Breaks, tears or other openings.	<input type="checkbox"/> Yes <input type="checkbox"/> No	__/__/__
Signs of contamination (e.g., stains, off-odors).	<input type="checkbox"/> Yes <input type="checkbox"/> No	__/__/__
Taped repairs made to the package prior to your getting it.	<input type="checkbox"/> Yes <input type="checkbox"/> No	__/__/__

For foods with a double layer of packaging (e.g., cereals, Hamburger Helper) throw out any if:

The inner packaging has any breaks, tears or other openings.	<input type="checkbox"/> Yes <input type="checkbox"/> No	__/__/__
The inner package shows signs of contamination. (look for insects, insect parts, moving objects)	<input type="checkbox"/> Yes <input type="checkbox"/> No	__/__/__
The inner vacuum packs have lost their seals.	<input type="checkbox"/> Yes <input type="checkbox"/> No	__/__/__

NOTE: If you have any doubt, discard the entire package. If the inner package is unbroken and only the outer package is broken, repair package with tape.

3. Are all cleaning supplies and other toxic materials:

Stored away from food?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Clearly labeled?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Stored only in original containers?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Used according to directions?	<input type="checkbox"/> Yes <input type="checkbox"/> No

4. Is there any sign of spillage of any of the toxic materials?

Yes No

5. Pesticides are applied by licensed pesticide applicator only

Yes No

6. Rodent bait stations are covered and placed away from food storage areas?

Yes No

SECTION A. DRY STORAGE (General)

1. General storage guidelines for both food and non-food items in your dry storage area:

Is everything stored on shelves, racks or platforms at least 6 inches above floor?
(no food on floor)

Yes No

Is everything stored away from the walls?

Yes No

Is everything stored away from ceiling?

Yes No

Are heavy packages stored on lower shelves so that shelving does not tip over?

Yes No

2. Is the storage room fairly dry and well-ventilated?

Yes No

3. Are canned goods removed from cartons to shelving as much as possible to prevent insect or rodent nesting?

Yes No

4. Have empty cartons and other trash been removed from the storage area?

Yes No

5. Is area free from insects or rodents?

(e.g., insect webbing, flour spills, rodent droppings, tracks, and gnawing marks)?

Yes No

6. Does an exterminator come to the pantry on a regular basis?

Yes No

If yes, how often? _____

NOTE: Pesticides should never be used by pantry staff (see critical section).

7. Do you use a first in, first out system of storage so that older stock is distributed before newer?

Yes No

8. Is a written food inventory sheet or card used to keep track of what foods are on hand and/or what is needed?

Yes No

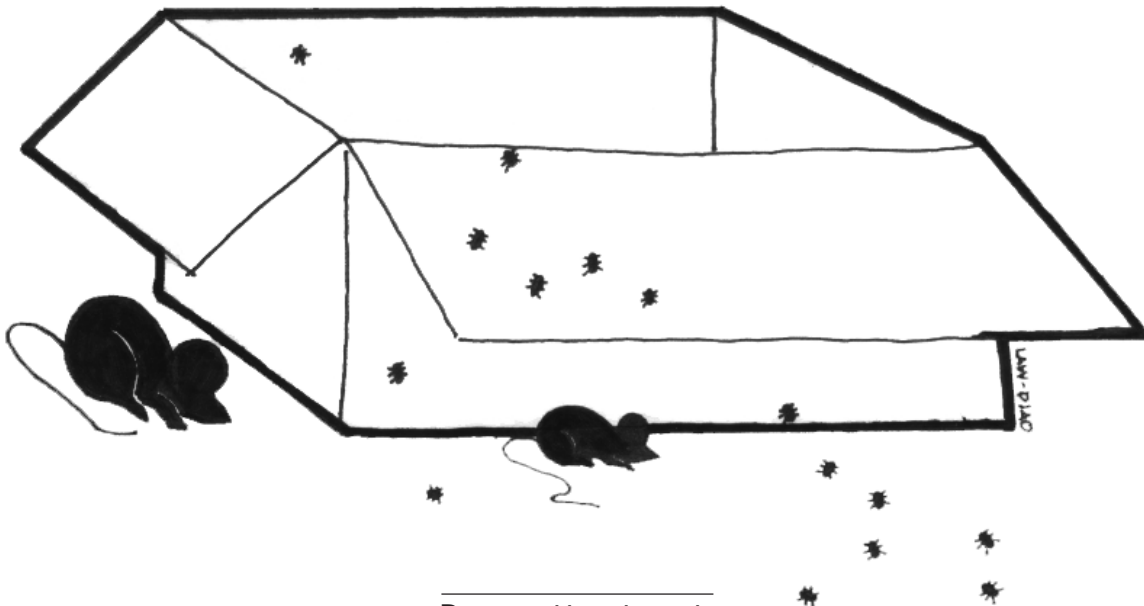
9. Is everything in your storage area labeled and dated so that the contents and storage date can be seen?

Yes No

HINT: Date food as it comes in so that you know what to distribute first.

10. Are conditions likely to harbor pests corrected (floors, walls, ceilings are free of holes, screens are installed during fly season, doors are not propped open, etc.)

Yes No



Boxes attract pests.

Complete if you have a refrigerator or freezer.

SECTION B. REFRIGERATOR AND FREEZER STORAGE (Critical)

1. Is there a thermometer in each refrigerator and freezer being used? Yes No

2. For each refrigerator, check and record temperature now

RECORDED TEMPERATURE*

_____ time
_____ date

3. Is the food temperature below ~~45°F~~ 40 degrees F? Yes No

If yes, good! If no, throw the food out.

4. For each freezer, check and record temperature now.

RECORDED TEMPERATURE*

_____ time
_____ date

40 degrees F

*NOTE: Thermometers should be checked at the beginning and end of every day the pantry is open. The refrigerator temperature should stay at or below 45°F and that the freezer temperature should stay at or below 0°F. The time and temperature should be recorded on a check sheet kept in a visible location on the refrigerator and also initiated by the worker.

Keep cold foods cold. (Below ~~45°F~~ 40 degrees F)

5. Are refrigerators and freezers free from odors? Yes No

This might be a sign of spoiled foods, foods not covered tightly enough, etc.

6. Bacteria from raw food must not contaminate ready-to-eat or prepared foods:

Are ready-to-eat foods stored separate from raw foods (e.g., thawing chicken)

so that juices and drippings will not accidentally fall into the other foods? Yes No

If ready-to-eat foods are contaminated by drippings, dispose of food!

7. Are potentially hazardous foods* kept in a refrigerator (below ~~45°F~~ 40 degrees F) Yes No

If potentially hazardous food is outside a refrigerator for more than 2 hours it must be disposed of.

*NOTE: Potentially hazardous foods are extra-sensitive to contamination and need special care when being stored and handled. Germs will more easily grow and multiply in them than in other foods. These include:

- raw and cooked meats, poultry, fish
- eggs and egg mixtures (raw and cooked)
- fresh milk and milk products (raw and cooked)

To be on the safe side, handle all foods with special care.

8. Are foods received from approved sources:

Are pasteurized milk/milk products used? Yes No

Are meats and poultry from officially inspected plants? Yes No

SECTION B. REFRIGERATOR AND FREEZER STORAGE (General)

1. Do refrigerators and freezers look clean? For example:

Are they free of mold, debris, food husks, etc.? (including gaskets) Yes No

Are the shelving and walls clean? Yes No

Is the area free of spills? Yes No

Are there any other problems? Yes No

If yes, describe problem: _____

2. Is there enough space in refrigerators and freezers so that air circulates around stored food? For example:

Food stays on shelves (does not tumble out) when the door is opened. Yes No

Shelving is free of linings (e.g., aluminum, paper towels) that block air circulation. Yes No

If the unit has a fan, is it working? Yes No

Are door seals tight? Yes No

Are there any other problems? Yes No

If yes, describe problem: _____

3. How are foods stored in refrigerators and/or freezers?

Cover, label, date

Are they stored in their original containers? Yes No

Are they stored in clean, sanitized, tightly covered containers? Yes No

Are other methods of storing perishable foods used? Yes No

If yes, specify: _____

4. Are open door periods kept to a minimum so that the:

Temperature in the refrigerator stays at or below ~~40°F~~ 40 degrees F? Yes No

Temperature in the freezer stays at or below 0°F? Yes No

SECTION C. Repacking of Food (Critical)

1. Does your pantry repackage any food? Yes No
If no, please skip this section and proceed to SECTION D.
2. Are foods adequately protected from contamination during repacking? Yes No
Are the bags or containers used for repacking food approved for food use? Yes No
Are food pantry workers sent home or assigned to non food contact jobs if they handle food when ill with a disease transmissible by food? Yes No
Are food pantry workers sent home or assigned to non food contact jobs if they have infected cuts or burns on their hands? Yes No
3. Do food pantry workers wash hands, generating lather, before repacking, as often as needed to avoid contamination, for example:
- At the start of the workday? Yes No
After using the bathroom? Yes No
After smoking? Yes No
After touching the face, nose or hair? Yes No
In between direct hand contact with raw and ready-to-eat/ prepared foods? Yes No
Whenever hands are soiled or become contaminated? Yes No
4. Are plastic gloves worn *when touching ready-to-eat foods directly*? Yes No
5. Are utensils (i.e., scoops, spoons, etc.) used when handling food? Yes No

Wear plastic gloves.

SECTION C. Repacking of Food (General)

1. Are foods repacked in a clean, dust-free room? Yes No
2. Are food workers wearing clean outer garments and effective hair restraints? Yes No
3. Are food workers eating, drinking or using tobacco while repacking? Yes No
4. Are repacked products labelled with a list of ingredients, name of food and cooking instructions (if appropriate)? Yes No
5. Are work surfaces being cleaned and sanitized prior to processing food? Yes No

SECTION D. Workplan (Critical)

THESE MUST BE CORRECTED

CRITICAL Food Safety Issues

PROBLEM	WORK PLAN
SECTION A. Dry Storage	How will pantry correct problems? Who will correct problem? _____ Date problem resolved ____/____/____
SECTION B. Refrigerator and Freezer Storage	How will pantry correct problems? Who will correct problem? _____ Date problem resolved ____/____/____
SECTION C. Repacking	How will pantry correct problems? Who will correct problem? _____ Date problem resolved ____/____/____

SECTION D. Workplan (General)

GENERAL Food Safety Issues

PROBLEM

WORK PLAN

SECTION A. Dry Storage

Can problem be corrected?

Yes

No

If not, why?

SECTION B. Refrigerator and Freezer Storage

Can problem be corrected?

Yes

No

If not, why?

SECTION C. Repacking

Can problem be corrected?

Yes

No

If not, why?
