## **Standard Operating Procedure**

## Use of Insulated Milk Bags for Holding Half-pints of Milk During Breakfast in the Classroom

\*Schools selecting this option may reuse milk if the temperature log shows that milk has been maintained at 41 °F. or below when temperature of the barrel is monitored.\*

**PURPOSE**: To prevent foodborne illness by ensuring that potentially hazardous foods are not held in the temperature danger zone during meal transport or service.

**SCOPE**: This procedure applies to foodservice employees who set up the milk bags, teachers serving the milk, and foodservice employees who receive the bags after service.

Milk bags will be used for:
Breakfast in the classroom
Breakfast carts
Lunch in the classroom
Other (please describe):

## **INSTRUCTIONS:**

Insulated milk bags will only be used for short term storage of milk during meal transport and/or service. Inserts for the bags will be removed from the freezer and placed in the milk bags prior to the start of meal service. A calibrated thermometer should be kept inside the milk bag.

- **1.** <u>Frozen ice-packs or inserts</u> will be placed into the milk bag prior to filling the bag. The insert must be frozen before placing into the bag.
- 2. The ambient air temperature of the milk bags will be monitored prior to filling the bags with half-pints of milk. This can be done by placing a calibrated thermometer in the bag. The date, time and temperature of the milk bag will be noted on the temperature log when the unit reaches 41° F. or below. When the temperature has reached 41° F. or below, the milk will be placed in the bag. Note: Allow approximately 7 to 8 minutes for ambient air temperature to reach 41 degrees before adding milk. Pre-chilling milk bags in cooler, will decrease time needed to bring ambient temperature to 41° F. Always verify ambient air temperature prior to loading milk.
- **3.** The milk bags will be kept closed until service. Milk bags should stay closed unless a student is taking milk from the bag.
- **4.** The temperature of the milk will be taken after service. This will be done by placing a calibrated thermometer between two cartons at the top of the milk bag. The time and temperature of the milk cartons in the bags will be recorded on the temperature log.
- **5.** Unopened, half -pints of milk held in the milk bags with an internal temperature of 41° F. or below will be returned for long term storage in refrigeration units under mechanical operation when meal service is concluded.
- **6.** The ice-packs or inserts will be placed in the freezer for next day's meal service.
- 7. Bags, ice-packs or inserts should be cleaned as needed or at a minimum of weekly.

## **Corrective Action:**

- 1. If the temperature of the milk cartons in the bag registers above 41° F. when the temperature is monitored, the half-pints of milk remaining in the bag will be discarded.
- **2.** Retrain any food service employee or volunteers that do not follow procedures outlined in this SOP.

**Monitoring procedures:** Each milk bag will have a monitoring log; label the milk bag and the corresponding log. A designated employee will record the temperature of the milk bag after putting the frozen inserts into the bag and before putting the milk in the bag. Once milk is returned, a designated employee will record the temperature on the monitoring log and the action taken. Frozen inserts will be placed into the freezer for the next day.

MONITORING LOG FOR MILK BAG:	

Any milk returned that is not at 41°F or lower must be thrown out. One monitoring log per milk bag in use must be used. Label each milk bag and log accordingly.

Date	Bag Temp when milk inserted	Time Milk Inserted	Initials	Milk bag return time	Milk return temp	Number of Milk cartons leftover	Number of Milk cartons discarded	Initials