

**Standard Operating Procedure for
 Selecting, Handling and Preparing Fresh Seafood for Restaurant Service
 01-SEA, Release 2**

SOP Scope: FDA
 Seafood HACCP Regulations
 Local Restaurant Health Code Standards

Functional Group: Food Preparation
 Purchasing
 Maintenance – Cleaning Staff
 Management

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**Standard Operating Procedure
For
Selecting, Handling and Preparing
Fresh Seafood for Restaurant Service**

1. PURPOSE

This document describes health and safety procedures for the purchasing and receiving, storage, and preparation of fresh seafood, and for maintaining a clean food preparation and dining area at the “Pacific Skipper” restaurant that is in full compliance with federal and local codes.

2. SCOPE

This Standard Operating Procedure applies to the selection, handling and preparation of fresh seafood in strict adherence to all FDA regulations and HACCP (Hazard Analysis Critical Control Point) safeguards for processing and importing of fish and fishery products, and the training of staff and proper maintenance of all areas where the handling of raw seafood and meat occurs.

3. RESPONSIBILITY

3.1 Managers and Purchasers are responsible for:

- 3.1.1 Selecting fish and shellfish for purchase.
- 3.1.2 Staying current on FDA and international marine wildlife alerts, with regard to toxicity, overfishing and similar concerns.
- 3.1.3 Assuring that all suppliers’ fishing and processing practices are in strict compliance with Seafood HACCP regulations.
- 3.1.4 Purchasing and upgrading equipment.
- 3.1.5 Creating and finalizing menus.
- 3.1.6 Overseeing facility and ensuring compliance with city and county codes.

3.2 Food Prep and Janitorial Staff are responsible for:

- 3.2.1 Timely refrigeration and preparation of fresh seafood
- 3.2.2 Removal of all food past its safe serving time.
- 3.2.3 Proper cleaning and dressing of fish.
- 3.2.4 Ensuring that all seafood is thoroughly cooked and checking the internal temperature of all cooked meats.
- 3.2.5 Ensuring raw or lightly cooked seafood is safely prepared according to FDA / HACCP regulation.
- 3.2.6 Thorough cleaning and disinfecting of equipment and food contact surfaces.
- 3.2.7 Washing hands with antibacterial soap and wearing protective gear while handling seafood.
- 3.2.8 Regular maintenance of the kitchen / prep area.

4. ASSOCIATED FORMS

- 4.1 FDA Seafood List, DNA-based Seafood Identification – Standard Reference Guide
- 4.2 Seafood Purchasing Form
- 4.3 Seafood preparation area checklist
- 4.4 Seafood cooking temperature guide
- 4.5 Hazard Analysis Worksheet

5. DEFINITIONS

- 5.1 HACCP: Hazard Analysis Critical Control Point

6. REFERENCES (OPTIONAL)

“Fish and Fishery Products, Hazard and Controls Guidance – 4th ed.”, April 2011, US Department of Health and Human Services, FDA.

HACCP-Based Standard Operating Procedures”, 2005, USDA, National Food Service Management Institute, University of Mississippi.

7. SAFETY

- 7.1 Persons responsible for purchasing and receiving fish must be very thorough in the selection process to avoid serious harm to both customers and staff. They must be fully aware of health and safety alerts for every species considered. These may include natural hazards and external, environmental hazards. They must also be certain to properly identify all fish, as many species are regularly sold under misleading market names, in many cases as entirely different species. This practice can have very serious health ramifications.
- 7.2 All food-handling staff must be highly trained in handling and preparation techniques, particularly for potentially hazardous species. Great care must be taken to ensure a sanitary prep area and maintain personal hygiene at all times.
- 7.3 Vertebrae Species Related Hazards
 - 7.3.1 Parasites
 - 7.3.1.1 Refers to naturally occurring parasites such as *anisakid nematodes* (roundworms) and *Diphyllobothrium tapeworm*. Cooking at minimal internal temperature of 145°F for at least 15 seconds or freezing at -4°F for at least seven days is generally sufficient to kill parasites.

7.3.2 Natural Toxins

7.3.2.1 Refers to naturally occurring toxins present in feeding areas, mainly marine algae, and toxins naturally present in certain species that can lead to food poisoning in humans.

7.3.3 Scombrototoxin (Histamine)

7.3.3.1 Scombrototoxin forms in decaying fish that has been inadequately refrigerated or preserved, leading to food borne illnesses. It is not considered a natural toxin.

7.3.4 Environmental Chemicals and Toxins

7.3.4.1 Refers to unnatural contaminants, including heavy metals, PCBs, industrial pollutants and other chemicals present in marine environments.

7.3.5 Aquaculture Drugs

7.3.5.1 Drugs used to treat farm-raised fish are subject to FDA approval and controls.

7.4 Invertebrate Species Related Hazards

7.4.1 Pathogens

7.4.1.1 Refers to illness causing bacteria that may be *indigenous* (present in marine environments), such as vibrio, or *nonindigenous* (externally contracted or process related), such as salmonella or e.coli.

7.4.1.2 Especially harmful to pregnant women, young children and those with weakened immune systems.

7.4.2 Parasites

7.4.3 Natural Toxins

7.4.4 Environmental Chemicals

7.4.5 Aquaculture Drugs

7.5 Process Related Hazards

7.5.1 Pathogenic Bacteria Growth

7.5.2 Pathogenic Bacteria Contamination

7.5.3 C. Botulinum Toxin

7.5.4 Allergens / Additives

7.5.4.1 Additives may include preservatives, coloring or flavoring that can cause allergic reactions in some consumers.

7.5.5 Metal Inclusion

7.5.6 Glass Inclusion

7.5.6.1 Metal and glass fragments may be present if these substances were present in processing.

8. MATERIALS AND EQUIPMENT

8.1 Storage

8.1.1 Refrigerators

8.1.2 Freezers

8.1.3 Thermometers: Metal Stem or Bi-metallic

8.1.4 Fully sealable containers, plastic and aluminum wrap.

8.1.5 Food labels

8.2 Cooking

8.2.1 Pots

8.2.2 Pans

8.2.3 Utensils – Sharpened Knives

8.2.4 Cutting surfaces

8.2.5 Food Thermometers

8.3 Cleaning and Maintenance

8.3.1 3-Compartment Sink

8.3.2 Sanitizing Solution

8.3.3 High-Pressure Sprayers

8.3.4 Anti-Bacterial Soap

9. PROCEDURES

9.1 Purchasing and Menu Development

9.1.1 Identify Fish Species and Origin

9.1.1.1 Identify the *True Name* and *Market Name* of all fish and seafood considered for purchase.

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- 9.1.1.2 Caution: Many species of fish are frequently misbranded. Toxins, parasites and other potential hazards in the true species might not be identified under the market name. Table 3-1: FDA-DHHS Fish and Fishery Hazard and Controls Guide lists several frequently misbranded species.
 - 9.1.1.3 Warnings: Refer to latest FDA publications for information on health and environmental warnings for marine wildlife.
 - 9.1.1.4 Regularly check updates on international fishing regulations and practices, and identify country of origin.
 - 9.1.1.5 Confirm suppliers' seafood handling and processing practices and ensure they have a HACCP plan in place. Purchase only from approved, licensed suppliers.
 - 9.1.2 Carefully inspect all seafood for contaminants, pathogens and other hazards described in Section 7 – Safety, prior to storage.
 - 9.1.3 Determine how fish will be prepared and the final form(s) in which they will be served.
 - 9.1.4 Determine cooking temperature and other special preparation methods required to remove or neutralize any pathogens or toxic contaminants in the fish.
 - 9.1.5 Prepare documentation instructing food prep staff on how to safely prepare individual species.
 - 9.2 Storage of Seafood and Meat
 - 9.2.1 Store all food on clean shelves at least 6 inches off the floor.
 - 9.2.2 Refrigerated Storage
 - 9.2.2.1 Refrigerate all potentially hazardous foods at 39°F or colder.
 - 9.2.2.2 Follow first in, first out (FIFO) guideline for all refrigerated storage.
 - 9.2.2.3 Cover all raw, unpackaged seafood and other perishables in plastic wrap, aluminum foil or in tightly sealed, food-grade containers.
 - 9.2.2.4 Label all food by product name, quantity, month / day / year received and removed from original packaging.
 - 9.2.2.5 Keep fish packed in ice if delivered that way.
 - 9.2.2.6 Store cooked and ready-to-eat foods above raw foods in refrigerator. Store items in the following order:
 - ❖ Prepared or ready-to-eat food (Top shelf)

- ❖ Fish and seafood, eggs
- ❖ Raw beef or pork, whole cuts
- ❖ Ground or processed meats
- ❖ Raw and ground poultry (Bottom shelf).

9.2.3 Dry Storage

- 9.2.3.1 Follow first in, first out (FIFO) guideline.
- 9.2.3.2 Keep temperature of dry storeroom between 50°F and 70°F.
- 9.2.3.3 Store all dry food in durable, food grade containers.
- 9.2.3.4 Store all food out of direct sunlight.
- 9.2.3.5 Ensure all food items are conspicuously labeled with name and date received on the package.
- 9.2.3.6 Always keep chemicals completely separated from all food, dishes, utensils and single-use items.

9.2.4 Frozen Storage

- 9.2.4.1 First in, first out guideline applies to frozen food as well.
- 9.2.4.2 Cool hot food at room temperature for no more than 15 minutes before placing in freezer.
- 9.2.4.3 Conspicuously label all frozen food with a freezer-safe sticker. Include date received, prepared and frozen.
- 9.2.4.4 Place freezer thermometer on top shelf of freezer. Freeze food items at 0°F unless otherwise noted.

9.2.5 Check Storage Temperatures

- 9.2.5.1 Keep properly calibrated thermometers in all cold storage equipment and dry storage areas.
- 9.2.5.2 Check temperatures of storage areas twice daily.
- 9.2.5.3 Record storage temperatures in daily temperature storage log, along with initials, date and time of inspection. Log should be kept in a conspicuous location adjacent to the storage area.

9.3 Preparation

9.3.1 Personal Hygiene

- 9.3.1.1 All food handling staff must wash hands thoroughly with anti-bacterial soap at beginning and end of shift, following personal or

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- restroom breaks, after handling raw seafood or other meat, and before handling another type of food or batch of the same type.
- 9.3.1.2 All food prep staff will wear disposable latex gloves, aprons or other sterile barrier while cutting, gutting or preparing raw seafood. Never touch raw seafood with bare hands.
- 9.3.2 Cleaning and Preparing.
- 9.3.2.1 Check date and condition of fish and seafood (and all food products) before starting to prepare. Pay special attention to the color and odor of fish. Discard any items that are past date or seem off.
- 9.3.2.2 Prepare all items on a freshly cleaned and disinfected surface.
- 9.3.2.3 Make sure all utensils are washed and disinfected and knives are sharp.
- 9.3.2.4 Remove from refrigeration only as much fish as can be prepared for cooking within 30 minutes. Preparation is defined as: *cutting, dicing, breading or battering*
- 9.3.2.5 Refrigerate or freeze prepared fish (and other meats) within ten minutes of preparation if not cooking immediately.
- 9.3.2.6 Follow preparation guidelines for individual seafood items. All food-prep staff must be competently trained in these techniques. Particular care and training is required for products intended to be served raw or less than thoroughly cooked.
- 9.3.2.7 All staff must be thoroughly trained on FDA Guidelines and HACCP (Hazard Analysis Critical Control Point) procedures for safe seafood handling. Copies of these guidelines will be readily available in the kitchen, food-prep area and break room.
- 9.3.3 Cooking
- 9.3.3.1 Cook or refrigerate all perishable or potentially hazardous food within ten minutes of preparation.
- 9.3.3.2 Cook seafood to minimal safe internal cooking temperature. **Table 1** in the ATTACHMENTS section lists FDA recommended minimal internal temperatures for a range of food items, and many types of seafood can contain pathogens or other agents that require higher temperatures or cooking times. A general guideline follows:

- ❖ Fresh whole or fillet fish - 145°F
- ❖ Shellfish - 145°F
- ❖ Ground, chopped or minced fish - 145°F
- ❖ Stuffed Fish - 145°F

- 9.3.3.3 Ensure accurate internal food temperature readings by using a properly calibrated metal-stem or bimetallic food thermometer. Calibrate all thermometers at least twice daily, or if thermometer is dropped, using the *Ice-Point method (preferred)* or the *Boiling-Point method (for elevation 1000 feet or less.)*
- 9.3.3.4 Take temperature of all foods immediately after removing from cooking equipment.
- 9.3.3.5 Check pan temperature in at least two places near the middle of the pan. Check temperature in a least two locations in every food batch. Record lowest safe temperature in Daily Production Record.
- 9.3.3.6 If temperature reading is below the safe minimum, continue cooking food until minimum safe temperature is reached. Never place food that has not reached the minimum safe internal temperature on the serving line.
- 9.3.3.7 All food must be served no more than twenty minutes after coming out of oven.

9.4 Equipment and Facilities

9.4.1 Clean and Sanitize Equipment

- 9.4.1.1 Wash utensils, pots, pans and contact surfaces immediately after raw-food preparation. Use the following procedure in a 3-Compartment Sink:
- 9.4.1.2 In first sink compartment, wash items with detergent solution, in water at least 110°F.
- 9.4.1.3 In second compartment, rinse with clean water.
- 9.4.1.4 In third compartment, immerse in hot water, 170°F or above, for at least 30 seconds. Alternatively, use sanitizing solution.
- 9.4.1.5 For dishwasher, consult manufacturers instructions. Ensure dishwasher water temperature of at least 160°F for sterilization.
- 9.4.1.6 Regularly monitor water in sink for cleanliness. Drain and refill as necessary.

- 9.4.2 Cleaning and Sanitizing the food prep area
 - 9.4.2.1 Have a routine cleaning regimen in place.
 - 9.4.2.2 All kitchen and food prep staff are responsible for regular cleaning of their work area throughout the day, during down time or as need requires.
 - 9.4.2.3 Sweep food crumbs and scraps that hit the floor as soon as possible.
 - 9.4.2.4 Wipe down countertops with hot water regularly, as time permits.
 - 9.4.2.5 Spray floor and baseboards near food prep and cooking areas with pressurized hot (160°F +) water.
 - 9.4.2.6 Store cleaning chemicals safely, away from food, contact surfaces and equipment.
 - 9.4.2.7 Record regular, twice-daily cleaning activities in Daily Cleaning Log, along with date, time and initials.
- 9.4.3 Facility Inspection
 - 9.4.3.1 Have periodic and spot inspection protocols in place.
 - 9.4.3.2 All staff members are responsible for performing spot inspections throughout the day and addressing any issues as discovered.
 - 9.4.3.3 Managers are responsible for preparing weekly and monthly inspection reports for local restaurant authorities, and for coordinating periodic inspections with city and county health officials.

10. HISTORY

<u>Release No.</u>	<u>Effective Date</u>	<u>Reason/Justification for Change</u>
1	10/21/2013	New
2	11/4/2013	Edited – Updated safety controls and definitions section.

11. ATTACHMENTS

Table 1: Minimum Internal Cooking Temperatures

Food	Temperature	Other Requirements
Meat	41°F	Tightly wrap or place it in a deep container.
Poultry	41°F	Store ice-packed poultry in self-draining containers. Change ice often and sanitize the container regularly.
Fish	41°F	Tightly wrap or store in original packaging.
Shell eggs	41°F	Use within 4-5 weeks of the packing date.
Dairy	41°F	Discard if past the use-by or expiration date.
Ice cream and frozen yogurt	6°F-10°F	Discard if past the use-by or expiration date.
Fresh produce	Temperature varies	If delivered packed on ice, store that way.
MAP, vacuum packed, and sous vide packaged food	41°F	Discard if past the use use-by or expiration date.
UHT products, aseptically packaged	50°F-70°F	Once opened, store all UHT at 41°F or colder. Read the label to determine if the product needs to be refrigerated.
UHT products not aseptically packaged	41°F	Store above raw foods. Read the label to determine if the product needs to be refrigerated.
Canned/dry food	50°F-70°F	If removed from its original packaging, store in airtight, clearly labeled containers.