



Chapter:	<b>Food Services</b>	Classification:	<b>Public Document</b>
Subject:	<b>Food Storage</b>		
For:	<b>Correctional Facilities</b>	 Authorized by Executive Director	

**1. Policy**

1.1 The superintendent is responsible to ensure that efficient food storage systems are used by food services personnel including proper refrigeration and storage procedures for all food items as per the *Nova Scotia Food Safety Regulations and Health Protection Act*.

**2. General Requirements**

- 2.1 Food service staff are required to secure and store all food supplies received.
- 2.2 Food supplies will be kept on shelves or on raised pallets at least six (6) inches off the floor and at a distance from the wall to permit examination of the wall area.
- 2.3 Food supplies on shelves will be kept at least 18 inches from the ceiling in areas that have fire sprinklers.
- 2.4 Food products will be managed on a first-in-first-out (FIFO) basis. All perishable foods will be labelled with the date received, the expiration date or when it was stored after preparation.
- 2.5 The food services staff will rotate food supplies on an on-going basis according to the expiration date stamped on them to ensure food supplies are used by their expiration date. Products will never be used past their expiration date.
- 2.6 Dry storage food items will be stored in well lit and ventilated areas designated for food storage and in accordance with Nova Scotia Food Retail & Food Services Code
- 2.7 Food Products that are unclean, temperature abused, contaminated, damaged, or in any way unsafe, shall be rejected and not available for food consumption

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- 2.8 Opened canned foods will be used immediately or transferred to approved storage containers, sealed, labelled, and refrigerated.
- 2.9 Food storage areas will be secured when not in use.
- 2.10 Individuals in custody will not to be permitted direct access to intoxicating substances such as yeast, flavouring extracts, cinnamon, oregano, mace and nutmeg. If these substances are required in the preparation of food, only the food service staff are to handle and use them.
- 2.11 Cleaning compounds, insect sprays and poison will not be stored in food storage areas. All cleaning compounds, sprays and poison will be stored in a separate locked room.

**3. Refrigeration and Freezer Storage**

- 3.1 All food supplies that require refrigeration, i.e. perishable foods, will be stored at 4°C (40°F) or lower.
- 3.2 If separate refrigeration is available for different categories of perishable foods, the temperature and storage guide as outlined in Section 5: *Controls of Hazards Following the Flow of Food* , and the *Sanitation Code for Canada's Food Service* industry can be used for reference.
- 3.3 Raw meat, poultry, and fish will be stored separately from cooked and ready-to-eat foods to prevent cross-contamination.
- 3.4 Foods will be properly wrapped and labelled to prevent cross-contamination, e.g., date frozen, date thawed.
- 3.5 All perishable food supplies which require freezing will be maintained in a solid frozen state at -18°C (0°F) or less and, if thawed, will not be re-frozen.
- 3.6 Foods in refrigerators and freezers will be arranged to allow for circulation of air between supplies.

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- 3.7 All refrigeration or freezer areas will be equipped with a thermometer which accurately indicates the temperature of the area and the temperatures must be recorded at least twice per day.
- 3.8 All food storage areas including refrigerators and freezers will be cleaned and maintained as indicated in the cleaning schedule for the food services area.

**4. Standard Operating Procedures (SOP)**

- 4.1 The superintendent is required to develop SOP to identify
  - 4.1.1 staff responsible for dating food received
  - 4.1.2 staff responsible for recording daily refrigerator temperature
  - 4.1.3 appropriate documentation for recording daily refrigerator temperatures
  - 4.1.4 storage requirements for cleaning compounds.