

# Breakfast in the Classroom (BIC) Standard Operating Procedure

## Purpose

- To prevent foodborne illness by ensuring that food temperatures are maintained during transportation and contamination is prevented in BIC insulated totes and in packed breakfast items.

## Scope

This procedure applies to Food Service staff/teachers/school staff who are responsible for BIC.

## Key Words

Hot Holding, Cold Holding, Transporting Food, Contamination, BIC.

## Instructions

Food Service staff must prepare and store breakfasts, milk and fruit according to standard operating procedures, particularly in regards to taking, recording and maintaining correct temperatures. Food Service staff will provide insulated bags and cold packs to keep food at proper temperatures.

1. Train Food Service Staff on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. If State or local health department requirements are based on the 2022 FDA Food Code:
  - Maintain the temperature of refrigerated, potentially hazardous foods at 41°F or below and cooked foods that are transported hot at 135°F or above.
4. Use only food carriers for transporting food approved by the National Sanitation Foundation International or that have otherwise been approved by the state or local health department.

5. Prepare the food carrier before use:
  - a. Ensure that all surfaces of the food carrier are clean.
  - b. Wash, rinse, and sanitize the interior surfaces.
  - c. Ensure that the food carrier is designed to maintain cold food temperatures at 41°F and hot food temperatures at 135°F or above.
  - d. Place a calibrated stem thermometer in the warmest part of the carrier if used for transporting hot food. Refer to the Using and Calibrating Thermometers SOP.
  - e. Preheat or pre-chill the food carrier according to the manufacturer's instructions.

Teachers or school staff who order BIC must:

1. Use the day's menu choice provided and submit your order the day before you need it.
2. Submit your order to the Food Service staff with the total number of breakfasts needed.  
Note allergy students if any.
3. Only order the milk you think you will need to reduce waste. They do not have to take milk.
4. Make sure every student is taking a reimbursable meal.
5. Implement a share table if the student doesn't want all of the components.
6. Observe appropriate food handling techniques including:
  - a. Washing or sanitizing hands prior to taking food.
  - b. Maintaining cold or hot temperatures of food.
  - c. Returning all insulated totes, ice packs and leftovers to the School Nutrition department after breakfast.

The Kitchen Lead will:

1. Take the order form from a teacher/staff member.
2. Enter the total number of breakfast orders into POS.
3. Prepare appropriate menu options.
4. Record temperatures in BIC log.
5. Pack out breakfast, fruit and milk for pick up by teacher/school staff or students.

6. Take temperatures of any returned food. If it's cold and pre-packed you can reuse it or if it is milk that can be cooled down to 41°F or less within 2 hrs it can be used again. Use it first.
7. Discard any food that cannot be accounted for or was out of the temperature range too long.
8. Fill out the waste log.
9. Wash and sanitize the insulated bags for next use. Let dry properly.
10. Follow up as necessary.

## **Monitoring**

1. Monitor and record temperatures of food in the BIC Log.
2. Continually monitor ice packs to ensure food is within the correct temperature.

## **Corrective Action**

1. Retrain any Food Service employee/teacher/school staff found not following the procedures in this SOP.
2. Remove and discard contaminated food.
3. Discard the food if it cannot be determined how long the food temperature was above
4. 41°F for cold food and below 135°F for hot food.

## **Verification and Record Keeping**

- The Kitchen Lead will verify that Food Service staff are assigned to fill BIC orders.
- Food Service staff will record temperatures in the BIC Log. This form is to be kept on file for a minimum of 3 years.
- Food Service staff will document any discarded food on the Damaged or Discarded Product Log. The
- Kitchen Lead will verify that appropriate corrective actions are being taken by reviewing, initialing, and dating the Damaged or Discarded Product Log each day. The Production Log and the Damaged or Discarded Product Log are to be kept on file for a minimum of 3 years.

Date Implemented \_\_\_\_\_ By \_\_\_\_\_

Date Reviewed \_\_\_\_\_ By \_\_\_\_\_

Date Revised \_\_\_\_\_ By \_\_\_\_\_