Cafeteria Use & Food Safety

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• Food Borne Illness
PREVENTING UNAUTHORIZED USE OF FOOD, SUPPLIES, AND EQUIPMENT

THE FOLLOWING POLICIES HAVE BEEN ESTABLISHED TO PREVENT THE UNAUTHORIZED USE OF FOOD AND OTHER CAFETERIA SUPPLIES AND EQUIPMENT:

✓ No food or beverage served to students or cafeteria personnel may be taken home by anyone. THERE ARE NO EXCEPTIONS.

✓ Leftover food to be disposed of should be put down the garbage disposal. For sanitary and safety reasons, leftover food should not be thrown in a trash container.

✓ Except for Nutrition Services Branch employees who receive a specified meal allowance, or Nutrition Service Management staff on official business visiting a school site, no other adult is to be given free food. This includes school administrators, teachers, classified staff members, parents, and other members of the community. Food must be paid for by those adults authorized to eat in the cafeteria.

✓ No cafeteria supplies or equipment are to be taken home by anyone, even on a temporary loan. This includes items such as empty metal cans, aluminum pans, broken equipment, etc. If you need assistance in this area, contact your Nutrition Services Manager.

✓ Security problems arising from the misuse or misappropriation of cafeteria food, supplies, equipment, or any other property should be reported promptly to the Nutrition Services Branch, the Security Office, and the school principal.
December 15, 2008

Mr. Timothy Buzbee
Long Beach Fire Department
Bureau of Fire Prevention
3205 Lakewood Blvd.
Long Beach, CA 90808

Dear Mr. Buzbee:

Thank you for assisting Long Beach Unified School District (LBUSD) Nutrition Services Branch personnel working to resolve issues related to the school district's use of non-code approved* commercial cooking ventilation systems. Since this type of ventilation system is found in many of our older kitchens, resolution is critical. As I understand, you have requested a statement on official letter head that will outline the usage of our equipment.

LBUSD Nutrition Services Branch does not use deep-fat fryers or employ methods when preparing meals for students in kitchens equipped with non-code approved* commercial cooking ventilation systems that produce any grease laden vapors. Though the District kitchens are equipped with ranges that have open-top burners, they are not used for any frying or grease-type cooking. The ranges are used to heat water, cook pasta, beans etc., and to re-heat canned or frozen vegetables. All Nutrition Services Branch personnel have been instructed that any kind of cooking method that produces grease-laden vapors, such as frying is not permitted. Furthermore and to insure that only correct cooking methods are followed, it is the school district’s policy that only Nutrition Services Branch personnel are authorized to use the kitchen equipment at the school site cafeterias.

The school district follows the Division of the State Architect (DSA) Directives when performing modernization projects under their jurisdiction. All plans and specifications are submitted to DSA for approval prior to any working being done on the project and a DSA inspector is on-site during construction.*

We would appreciate authorization that will allow the school district's kitchens to operate under the above stated conditions. Thank you.

Sincerely,

Kim Stallings
Chief Business and Financial Officer

c: Cecelia Slater, Nutrition Services Director

* 2007 California Fire Code, Chapter 9, Section 904.11
904.6.2 Fusible link maintenance. Fixed temperature-sensing elements shall be maintained to ensure proper operation of the system.

904.7 Foam systems. Foam-extinguishing systems shall be installed, maintained, periodically inspected and tested in accordance with Title 19 California Code of Regulations, Chapter 5 and NFPA 11, NFPA 11A and NFPA 16 and their listing.

904.7.1 System test. Foam-extinguishing systems shall be inspected and tested at intervals in accordance with Title 19 California Code of Regulations, Chapter 5.

904.8 Carbon dioxide systems. Carbon dioxide extinguishing systems shall be installed, maintained, periodically inspected and tested in accordance with Title 19 California Code of Regulations, Chapter 5 and NFPA 12 and their listing.

904.8.1 System test. Systems shall be inspected and tested for proper operation at 12-month intervals.

904.8.2 High-pressure cylinders. High-pressure cylinders shall be weighed and the date of the last hydrostatic test shall be verified at 6-month intervals. Where a container shows a loss in original content of more than 10 percent, the cylinder shall be refilled or replaced.

904.8.3 Low-pressure containers. The liquid-level gauges of low-pressure containers shall be observed at one-week intervals. Where a container shows a content loss of more than 10 percent, the container shall be refilled to maintain the minimum gas requirements.

904.8.4 System hoses. System hoses shall be examined at 12-month intervals for damage. Damaged hoses shall be replaced or tested. At five-year intervals, all hoses shall be tested.

904.8.4.1 Test procedure. Hoses shall be tested at not less than 2,500 pounds per square inch (psi) (17 238 kPa) for high-pressure systems and not less than 900 psi (6206 kPa) for low-pressure systems.

904.8.5 Auxiliary equipment. Auxiliary equipment, such as switches, door and window releases, interconnected valves, damper releases and supplementary alarms, shall be manually operated at 12-month intervals to ensure that such components are in proper operating condition.

904.9 Halon systems. Halogenated extinguishing systems shall be installed, maintained, periodically inspected and tested in accordance with Title 19 California Code of Regulations, Chapter 5 and NFPA 12A and their listing.

904.9.1 System test. Systems shall be inspected and tested for proper operation at 12-month intervals.

904.9.2 Containers. The extinguishing agent quantity and pressure of containers shall be checked at 6-month intervals. Where a container shows a loss in original weight of more than 5 percent or a loss in original pressure (adjusted for temperature) of more than 10 percent, the container shall be refilled or replaced. The weight and pressure of the container shall be recorded on a tag attached to the container.

904.9.3 System hoses. System hoses shall be examined at 12-month intervals for damage. Damaged hoses shall be replaced or tested. At 5-year intervals, all hoses shall be tested.

904.9.3.1 Test procedure. For Halon 1301 systems, hoses shall be tested at not less than 1,500 psi (10 343 kPa) for 600 psi (4137 kPa) charging pressure systems and not less than 900 psi (6206 kPa) for 360 psi (2482 kPa) charging pressure systems. For Halon 1211 hand-hose line systems, hoses shall be tested at 2,500 psi (17 238 kPa) for high-pressure systems and 900 psi (6206 kPa) for low-pressure systems.

904.9.4 Auxiliary equipment. Auxiliary and supplementary components, such as switches, door and window releases, interconnected valves, damper releases and supplementary alarms, shall be manually operated at 12-month intervals to ensure such components are in proper operating condition.

904.10 Clean-agent systems. Clean-agent fire-extinguishing systems shall be installed, maintained, periodically inspected and tested in accordance with Title 19 California Code of Regulations, Chapter 5 and NFPA 2001 and their listing.

904.10.1 System test. Systems shall be inspected and tested for proper operation at 12-month intervals.

904.10.2 Containers. The extinguishing agent quantity and pressure of the containers shall be checked at 6-month intervals. Where a container shows a loss in original weight of more than 5 percent or a loss in original pressure, adjusted for temperature, of more than 10 percent, the container shall be refilled or replaced. The weight and pressure of the container shall be recorded on a tag attached to the container.

904.10.3 System hoses. System hoses shall be examined at 12-month intervals for damage. Damaged hoses shall be replaced or tested. All hoses shall be tested at 5-year intervals.

904.11 Commercial cooking systems. Commercial cooking equipment that produces grease laden vapors shall be provided with a Type I hood, in accordance with the California Mechanical Code, and an automatic fire-extinguishing system that is listed and labeled for its intended use as follows:

1. Wet-chemical extinguishing system, complying with UL 300.
2. Carbon dioxide extinguishing systems.
3. Automatic fire sprinkler systems.

All existing dry-chemical and wet-chemical extinguishing systems shall comply with UL 300, no later than the second required servicing of the system following the effective date of this section.

Exception: Public school kitchens, without deep-fat fryers, shall be upgraded to a UL 300 compliant system during state-funded modernization projects that are under the jurisdiction of the Division of the State Architect.
FIRE PROTECTION SYSTEMS

All systems shall be installed in accordance with the California Mechanical Code, appropriate adopted standards, their listing and the manufacturers' installation instructions.

Exception: Factory-built commercial cooking recirculating systems that are tested, listed, labeled and installed in accordance with UL 710B.

904.11.1 Manual system operation. A manual actuation device shall be located at or near a means of egress from the cooking area a minimum of 10 feet (3048 mm) and a maximum of 20 feet (6096 mm) from the kitchen exhaust system. The manual actuation device shall be installed not more than 48 inches (1200 mm) nor less than 42 inches (1067 mm) above the floor and shall clearly identify the hazard protected. The manual actuation shall require a maximum force of 40 pounds (178 N) and a maximum movement of 14 inches (356 mm) to actuate the fire suppression system.

Exception: Automatic sprinkler systems shall not be required to be equipped with manual actuation means.

904.11.2 System interconnection. The actuation of the fire extinguishing system shall automatically shut down the fuel or electrical power supply to the cooking equipment. The fuel and electrical supply reset shall be manual.

904.11.3 Carbon dioxide systems. When carbon dioxide systems are used, there shall be a nozzle at the top of the ventilating duct. Additional nozzles that are symmetrically arranged to give uniform distribution shall be installed within vertical ducts exceeding 20 feet (6096 mm) and horizontal ducts exceeding 50 feet (15 240 mm). Dampers shall be installed at either the top or the bottom of the duct and shall be arranged to operate automatically upon activation of the fire-extinguishing system. When the damper is installed at the top of the duct, the top nozzle shall be immediately below the damper. Automatic carbon dioxide fire-extinguishing systems shall be sufficiently sized to protect all hazards venting through a common duct simultaneously.

904.11.3.1 Ventilation system. Commercial-type cooking equipment protected by an automatic carbon dioxide extinguishing system shall be arranged to shut off the ventilation system upon activation.

904.11.4 Special provisions for automatic sprinkler systems. Automatic sprinkler systems protecting commercial-type cooking equipment shall be supplied from a separate, readily accessible, indicating-type control valve that is identified.

904.11.4.1 Listed sprinklers. Sprinklers used for the protection of fryers shall be tested in accordance with UL 199E, listed for that application and installed in accordance with their listing.

904.11.5 Portable fire extinguishers for commercial cooking equipment. Portable fire extinguishers shall be provided and maintained in accordance with Title 19 California Code of Regulations, Chapter 3.

904.11.5.1 Portable fire extinguishers for solid fuel cooking appliances. All solid fuel cooking appliances, whether or not under a hood, with fireboxes 5 cubic feet (0.14 m³) or less in volume shall have a minimum 2.5-gallon (9 L) or two 1.5-gallon (6 L) Class K wet-chemical portable fire extinguishers located in accordance with Section 904.11.5.

904.11.5.2 Class K portable fire extinguishers for deep fat fryers. When hazard areas include deep fat fryers, listed Class K portable fire extinguishers shall be provided in accordance with Title 19 California Code of Regulations, Chapter 3 as follows:

1. For up to four fryers having a maximum cooking medium capacity of 80 pounds (36.3 kg) each. One Class K portable fire extinguisher of a minimum 1.5 gallon (6 L) capacity.

2. For every additional group of four fryers having a maximum cooking medium capacity of 80 pounds (36.3 kg) each: One additional Class K portable fire extinguisher of a minimum 1.5 gallon (6 L) capacity shall be provided.

3. For individual fryers exceeding 6 square feet (0.55 m²) in surface area: Class K portable fire extinguishers shall be installed in accordance with the extinguisher manufacturer's recommendations.

904.11.6 Operations and maintenance. Commercial cooking systems shall be operated and maintained in accordance with Title 19 California Code of Regulations, Chapter 5 and this section.

904.11.6.1 Ventilation system. The ventilation system in connection with hoods shall be operated at the required rate of air movement, and classified grease filters shall be in place when equipment under a kitchen grease hood is used.

904.11.6.2 Grease extractors. Where grease extractors are installed, they shall be operated when the commercial-type cooking equipment is used.

904.11.6.3 Cleaning. Hoods, grease-removal devices, fans, ducts and other appurtenances shall be cleaned at intervals necessary to prevent the accumulation of grease. Cleanings shall be recorded, and records shall state the extent, time and date of cleaning. Such records shall be maintained on the premises.

904.11.6.4 Extinguishing system service. Automatic fire-extinguishing systems shall be serviced at least every 6 months and after activation of the system. Inspection shall be by qualified individuals, and a certificate of inspection shall be forwarded to the fire code official upon completion.

904.11.6.5 Fusible link and sprinkler head replacement. Fusible links and automatic sprinkler heads shall be replaced at least annually, and other protection

SECTION 905
STANDPIPE SYSTEMS

905.1 General. Standpipe systems shall be provided in new buildings and structures in accordance with this section. Fire
NO FRYING OR GREASE COOKING OF ANY KIND PERMITTED*

*2007 California Fire Code, Chapter 9, Section 904.11
ONLY LBUSD NUTRITION SERVICES PERSONNEL ARE AUTHORIZED TO USE KITCHEN EQUIPMENT AT ANY TIME

Authorized: Kim Stallings
Chief Business and Financial Officer
USE OF CAFETERIA FACILITIES
FOOD AND COMMUNITY SAFETY

Please share the following information, regarding the use of cafeteria facilities and the safe handling of food with your staff, PTA/PTO, and outside groups as well.

✔ An Application and Permit for Use of School Facilities must be completed and approved prior to the use of the cafeteria. A copy of this form is on page 101-102 of this handbook. Permits are required for any group outside of the school itself. This would include PTA’s, boosters, etc.

✔ If the cafeteria kitchen is unlocked during the course of an approved event, a Nutrition Services Branch worker must be employed for the time the kitchen is being used, for a minimum of two (2) hours. The Nutrition Services Branch employee must be in a paid status during the event. This is required by the Fair Labor Standards Act. For rate information, please refer to BD 1-5001. The cafeteria employee will assist in the use of equipment and in closing the cafeteria to assure that the facility is left in a clean and sanitary condition.

✔ The District is required to follow the Long Beach Fire Department, Bureau of Fire Prevention’s protocol with regards to the use cafeteria equipment. Only Nutrition Services Branch personnel are authorized to use the District’s kitchen equipment. Please refer to pages 95-100 for further information.

✔ Homemaking rooms, lounges, and restrooms may not be used for preparation and service.

✔ Because of health and safety reasons, cafeteria personnel must receive prior approval from their Nutrition Service Manager before any request to store food in refrigerators or freezers and/or use of cooking equipment is granted. This includes the storage of food for school site potlucks.

✔ Individuals or groups planning to hold events that are open to the public must obtain a temporary permit. If your school site is in the City of Long Beach, you may contact Jackie Hampton, EHS, Bureau of Environmental Health Food Program, at (562) 570-4144, for more information. If your school site is not in the City of Long Beach, you may contact Scott Abbott, R.E.H.S., M.P.A., Environmental Health Chief, Program Planning and Development at 626-430-5217.

✔ To help assure the safety of food items being offered on campus, all persons offering food must comply with Division 104 Environmental Health; Part 7 California Retail Food Code (CalCode). Article 3 references Food from Approved Sources. Section 114021, “Compliance with food law (a) FOOD shall be obtained from sources that comply with all applicable LAWs. (b) FOOD prepared in a private home may not be used or offered for sale in a FOOD FACILITY. Section 113789 describes a FOOD FACILITY in part as “An operation where FOOD is consumed on or off the PREMISES, regardless of whether there is a charge for the FOOD.”
FOOD BORNE ILLNESS

Outbreaks of food-borne illness have been traced back to food improperly handled at temporary events. Improper cooking, cooling, reheating, hot holding methods, and lack of hand washing cause most food-borne illness outbreaks. We have to be particularly careful with Potentially Hazardous Foods and the methods in which we handle food.

✔ Potentially Hazardous Foods are any food that consists in whole or in part of milk or milk products, eggs, meat, poultry, fish, shellfish, all cut melons, or other ingredients capable of supporting rapid and progressive growth of infectious or toxicogenic microorganisms. Examples are hamburgers, tacos, hot dogs, spaghetti, nachos and chili. Cooked rice, potatoes and beans are also considered to be potentially hazardous because they will support rapid bacterial growth.

✔ Crock-pots or other hot holding devices must not be used for heating foods. They are to be used only for holding food at 140°F or above. It is important to bring the food temperature up to at least 165°F within 30 minutes prior to placing in a crock pot for holding.

✔ Hot held foods, which have not been used by the end of the day, must be discarded. Please be particularly careful with nacho cheese sauce.
**ABC Child Nutrition Program**

**Application for Permit to use School Facilities**

Completed application must be submitted **AT LEAST 30 DAYS** prior to date of use.

**SCHOOL DESIRED**

**ORGANIZATION OR GROUP NAME**

**TYPE OF PROGRAM OR EVENT**

*(Attach an additional sheet to fully describe permit activity if necessary)*

**NUMBER EXPECTED**

*(Minimum of 15 required)*

**FACILITIES TO BE USED:**

- Auditorium [ ]
- Full Stage [ ]
- Dressing Rooms [ ]
- Rehearsal
- Performance
- Cafeteria Dining Room
- Cafeteria Kitchen
- Faculty Dining Room
- Classroom/Bungalow Number(s)
- Gymnasium
- Other

*(Libraries, Faculty Dining Rooms, and Student Lounges are not available for use by non-district groups)*

Light refreshments (limited to drink and one item such as a cookie or doughnut) may be served ONLY in Cafeteria facilities or in social rooms in gymnasiums.

When the kitchen is used, a Cafeteria worker normally will be employed (to protect the interest of the District) for the time the kitchen is used, or a minimum of 3 hours. This employee will assist in use of equipment, dishes, silverware, and cleaning of cafeterias, but the applicant will make all necessary arrangements for serving, dishwashing, and general clean-up.

Additional charges will be made for breakage, soap and similar items, and mopping if required. The Cafeteria **MUST BE LEFT IN THE CONDITION IN WHICH IT WAS FOUND**.

Do you need any Cafeteria equipment in addition to that in cafeteria? **Yes** [ ] **No** [ ]

If you desire use of any equipment, or installation or relocation of facilities or equipment, please give detailed information:

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**PERMIT NO.**

**Cleared**

**Fee**

**Board Action**

**Granted Facilities-Use Office**

**Date**

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**NO BUILDING WILL BE OPENED UNTIL RENTAL IS PAID AND LIABILITY INSURANCE PROVIDED. PAYMENT IS DUE ONE WEEK IN ADVANCE OF USE, BY MONEY ORDER, CASH, CERTIFIED OR CASHIER’S CHECK ONLY.**

**TOBACCO AND ALCOHOL USE ARE PROHIBITED ON ALL LBUSD PROPERTY. NO BARBECUES ALLOWED ON LBUSD PROPERTY!**

1. Applicant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individuals thereof, and all officers, agents, employees, representatives, and volunteers from and against any and all demands, debts, losses, damages, liability, costs, expenses (including, but not by way of limitation attorneys' fees and costs actually incurred, whether or not litigation has commenced), judgments or obligations, actions, or causes of action whatsoever, for or in connection with injury, damage, or loss (including, but not limited to, death) to any person or property, including, but not limited to injury, damage or loss to District employees, students, visitors, and properties, arising from or in connection with the use of District Facilities. Applicant further agrees to waive all rights of subrogation against the District.

2. Applicant further states that he/she has read the rules and regulations on the reverse side of this application and agrees to abide by and enforce the same.

3. The undersigned states that, to the best of his/her knowledge, the school property for use of which application is hereby made will not be used for the commission of any act which is prohibited by law.

4. Applicant hereby agrees and understands that the Long Beach Unified School District does not sponsor or endorse the subject activity. Applicant further agrees that any promotional literature or media shall include the following disclaimer language, presented in a manner that is clearly and obviously visible and/or audible: “This activity is neither sponsored nor endorsed by the Long Beach Unified School District or any of its schools.”

**Signature of applicant below must be officer of group, or present written authority from organization making this application.**

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**Manual Signature**

**Print Name**

**Name of Sponsoring Organization**

**Address**

**City**

**State**

**Zip Code**

**Residence**

**Telephone**

**Business**

**Telephone**

**Date**

**Distribute to:**

**Comm. Use of Fac.**

**Principals**

**Custodian**

**Applicant**

**(School Safety) (Stage Tech)**

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**Approved permit will be provided to Applicant.**

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**ABC Child Nutrition Program**

**7.9**

**01/2014**
SECTION I - Fire and Safety Regulation

1. At no time shall there be more persons admitted to the auditorium, other assembly room or facility than the legal seating capacity will accommodate.

2. District representative may permit use of auditorium or other assembly room only if applicant shows certificate of flame-proofing of decorations and flammable scenery, as required by the State Health and Safety Code.

3. No device which produces flame, sparks, smoke, or explosions shall be used in the auditorium or other assembly room without the approval of the Fire Chief and the District.

SECTION II - General Rules

4. Sections 38130-38139 of the Education Code of California are the basis for these rules and are hereby incorporated in this application, even though not herein duplicated.

5. No use may legally be granted if school facilities are needed for school purposes. Final approval for use of school facilities shall normally be granted more than six (6) months in advance, nor for more than a 6-month period.

6. Any permit may be revoked where conflicting dates have resulted or where the need of the property for public school purposes has subsequently developed. The district shall incur no liability for such action.

7. There shall be no use of tobacco of any kind on any school premises, no use of intoxicants or narcotics; nor shall profane language, quarreling, or gambling be permitted. Violations of this rule or any other rule set forth herein during occupancy shall be sufficient cause of denying further use of school premises to the organization.

8. The program offered in or during the use of any school premises shall at no time contain matter which might tend to cause breach of the peace.

9. "The governing board--may appoint a person who shall have charge of the grounds, preserve order and protect the school property." (Ed. Code Sec. 38133(b)).

10. Unless special permission to extend the closing hour has been granted by the permit-issuing office, all activities will terminate by 10:00 p.m.

11. All groups including, juvenile organizations, must have adequate adult sponsorship and supervision.

12. School furniture or apparatus may not be removed or displaced by any permittee without permission from and under the supervision of the school district employee in charge.

13. Where the stage is to be used, full details of equipment and District personnel required must be furnished in advance. Attach a list showing lights needed, curtains, number of dressing rooms, use of box office, number of stage hands, electricians, ushers, etc. It is further understood that no personnel are furnished by the District except one (1) representative in charge, and that all stage hands and others used by the organization in staging its show are to be paid by the organization.

14. The school principal has full responsibility for supervision and management of all property of that school during school hours which extend generally from early morning to late afternoon.

15. The Chief Business and Financial Officer of the school district or his designated representative, is authorized to issue all permits for use and occupancy of school property during non-school hours by authorized individuals, groups, or organizations; and during school hours by all individuals, groups, or organizations other than those named in the foregoing paragraph. Such permits will be issued at the Office of Community Use of School Facilities.

16. All permits granted under this application are in accordance with the laws of the State of California and under the authority of the Board of Education.

17. This permit is not transferable.

SECTION III - Financial Arrangements

18. If a rental charge and/or deposit is required, it shall be paid in advance to the Office of Community Use of School Facilities, 2201 E. Market St., Long Beach, California 90805. Opening of the building or facility for use shall be contingent upon the showing of an approved permit by the user to the person in charge.

SECTION IV - Liability Insurance

19. Prior to use of facilities, Applicant shall procure a Commercial General Liability Insurance (CGL) with a combined single limit of not less than $1,000,000 each occurrence/$2,000,000 in the annual aggregate at Applicant's own cost and expense for the duration of the Permit. Such insurance is to be placed with insurers admitted in the State of California with a current A.M. Best's rating of no less than A-FSC VIII unless otherwise approved by the District.

Each insurance required by this Permit shall be endorsed to state that "except for non-payment of premium, in which case ten (10) days notice of cancellation shall be given, coverage shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail return receipt requested, has been given to District in accordance with the notice provisions of this Agreement.

The liability policy shall be endorsed to name the District, its officers, officials, employees, and volunteers as additional insureds and to waive all right of subrogation against District, its officers, officials, employees, and volunteers for losses arising from or in connection with the use of District Facilities.

Applicant shall furnish District with original certificates and amendatory endorsements effecting coverage required by this Permit. The certificates and endorsements for each policy are to be signed by a person authorized by the insurer to bind coverage on its behalf. The District reserves the right to require complete, certified copies of all required insurance policies at any time, including endorsements affecting the coverage required by these specifications.
EMERGENCY PROCEDURES FOR POSSIBLE
FOOD BORNE ILLNESS, ACCIDENT OR CONTAMINATION

For assistance call the Office of the Nutrition Services Director at (562) 427-7923, or Nursing Services at (562) 997-8000, ext. 7172.

CARE OF ILL PERSONS

In the event any student or adult becomes ill and food prepared or served on District property is suspected as a cause of the illness or injury, the following steps are to be taken by school-based personnel:

A. Refer the person to the school nurse, if one is at the site. The nurse should be telephoned, if he or she is at another site. The individual has the right to call the Health Department, if they so choose.

B. Notify the site administrator. If a pupil is ill or injured, the school nurse or office staff will attempt to notify the parent or guardian immediately.

C. If an adult becomes ill or injured, the designated contact person on the emergency card should be notified. Care should be taken to safeguard the adult's personal property (purse, wallet, etc.) if the adult is sent to a hospital or clinic for treatment.

REPORTING REQUIREMENTS

A. School-based personnel will report information concerning the suspected food poisoning incident or injury to the following persons immediately:

1. The Site Administrator
2. The Nutrition Services Director at (562) 427-7923
3. Nursing Services at (562) 997-8000, ext. 7172.

B. The Nutrition Services Office will notify the following:

1. The Nutrition Services Manager
   *(The manager will visit the site, investigate the situation, and arrange for taking food samples). The manager will complete the “Food Borne Illness/Accident Claim Report and Investigation.”*
2. Chief Business and Financial Officer
HANDLING FOOD SAMPLES FOR TESTING

A. All suspected food shall be removed from use immediately, labeled clearly, and placed under refrigeration. If available, keep package or box labels with the product for identification of pack date and product code.

B. Samples of the suspected food must be kept for the Long Beach City Health Department and/or the Nutrition Services Branch.

FOREIGN OBJECTS IN FOOD

If foreign objects are found in cafeteria food, the school staff should keep the object(s) found and the food item in which it was found. Call the Nutrition Services Branch at (562) 427-7923 for further instructions.

FOOD PREPARED OFF SCHOOL GROUNDS

Because the District cannot oversee food preparation methods used elsewhere, food prepared in private homes and brought on to school grounds for distribution at special events is restricted in accordance with Division 104 Environmental Health; Part 7 California Retail Food Code (CalCode); Article 3 Food from Approved Sources; Section 114021, Compliance with food law (a) FOOD shall be obtained from sources that comply with all applicable LAWS. (b) FOOD prepared in a private home may not be used or offered for sale in a FOOD FACILITY. Section 113789 describes a FOOD FACILITY in part as “An operation where FOOD is consumed on or off the PREMISES, regardless of whether there is a charge for the FOOD.

LONG BEACH HEALTH & HUMAN SERVICES DEPARTMENT

A. The Nutrition Services Branch will work closely with the Health Department to resolve any known or suspected problems.

B. Information that will lead the Health Department to investigate a claim of food poisoning or contamination:

1. An outbreak from numerous individuals who have shared a common meal.
2. One case of botulism.
3. One case of fish toxicity.
Standard Operating Procedure

FOOD BORNE ILLNESS/ACCIDENT CLAIM REPORT AND INVESTIGATION
(completed by a manager)

Ask the following questions:

1. Caller’s Name________________________________ Date Notified:________________
   Address____________________________________________________________________
   Phone Number________________________________________________________________
   Name of individual who is making Claim________________________________________
   Circle: Student or Adult

   If “student” is circled, include parent's name and phone number_____________________
   __________________________________________________________________________

2. School Cafeteria or Site location_______________________________________________

3. Food eaten___________________________________________________________________

4. Product code and name________________________________________________________

5. Date and time served and eaten________________________________________________

6. When did claimant become ill/injured___________________________________________

7. What are claimant’s symptoms__________________________________________________

8. Have they improved or worsened_______________________________________________

9. Does claimant have any food allergies or intolerances____________________________

10. Has claimant seen a physician__________________ If so, what is the physician’s
    name and phone number_______________________________________________________

11. Have there been any other occurrence of illness/injury at this site that may be
    related_______ If so, list names and identify problem________________________________

Call the kitchen involved with the production and service of the food item and inquire about
production, cooking, heating, retherming, holding and serving. Were temperatures taken, do
they have samples?

Completed by:__________________________________________
Manager’s Signature __________________________ Date __________

ABC Child Nutrition Program 7.13 01/2014