HACCP HELP – SEPTEMBER 2026

HACCP Recordkeeping Requirements

Recordkeeping is part of the HACCP Food Safety Plan requirements, and records will be checked by both KDA inspectors and KSDE consultants. The following are HACCP recordkeeping requirements:

- Take and record temperatures of a sampling of TCS foods at receiving
- Take and record the internal temperature of TCS foods at specific intervals during production and service
- Monitor and record the temperatures of all cold holding units daily
- Calibrate thermometers every 14 days and record results on a log sheet
- Complete the Monthly Food Safety Checklist through visual observation
- Update staff food safety training in KN-CLAIM under the "Training" tab
- Review and revise the site's HACCP Food Safety Plan at least annually

Optional HACCP forms and log sheets can be found at https://cnw.ksde.gov, SNP, Food Service Facts, Ch. 22, HACCP Guidance & Resources. HACCP records must be kept for at least two years. Records may be kept longer than 2 years if desired, since other SNP records have a 5-year retention requirement.

Sprouts vs. Microgreens

Raw sprouts, including alfalfa, clover, radish, and bean sprouts, should not be served to highly susceptible populations, including children, due to their increased potential for causing foodborne illness.

Sprouts and microgreens are two different commodities; microgreens have a lower food safety risk than sprouts and can be served in child nutrition programs. As with any produce item, program operators should carefully review the producer's operations to ensure food-safe growing conditions and handling practices.

Date-Marking TCS Foods

Bacteria can grow to dangerous levels when foods that require time and temperature controls for safety (TCS) are held too long, even under refrigeration. To limit how long food is kept, refrigerated ready-to-eat TCS foods must be date-marked to ensure the food is either consumed or discarded within seven days.

- Food can be kept for seven days if held at 41°F or below.
- The day the food was cooked and cooled, thawed, opened, cut, or altered counts as day one.
- Example: Food was prepared/opened on Monday 8/3 – must be used or discarded by Sunday 8/9.

When to Take & Record Temperatures

School nutrition programs are required to take and record the temperatures of time/temperature control for safety (TCS) foods at certain intervals to show proof the food has been kept safe throughout production and service. Take and record the temperatures of both hot and cold TCS foods at the following intervals:

1) After preparation (cooking or cold prep) and upon entering a holding unit (if applicable).
2) After exiting a hot or cold holding unit and entering the serving line.
3) Between serving periods if service time is long.
4) At the end of the last serving period. If no food is remaining, record "NL" for no leftovers.



Record the temperatures on a designated food temperature log or food production record immediately – don't attempt to remember the temperatures for recording later.

Rinsing Fresh Produce

Fresh fruits and vegetables should be rinsed before eating, cutting, or cooking. Rinsing removes some of the microorganisms on the surface of the food and reduces the risk of foodborne illness. Reminders for rinsing fresh produce:

- Rinse in cool running tap water.
- "Fruit and vegetable cleaners" or other substances are not necessary.
- Very cold water is not recommended – it may drive microorganisms into thin-skinned produce.
- Scrub tough-skinned fruits and vegetables (ex: melons or potatoes) with a vegetable brush under cool running water.
- Gently soak delicate fruits and vegetables (ex: lettuce or berries) for a minute then rinse thoroughly.
- Packaged fruits and vegetables labeled "ready-to-eat," "washed," or "triple washed" do not need to be rinsed again (unless recommended by a public health authority due to a foodborne illness outbreak).
- Bananas do not need to be rinsed unless they will be cut into sections with the peel on.



Sanitizer Test Strips

Test strips for the chemical sanitizer used should be on hand to check the concentration of the prepared sanitizing solution. A food safety inspection violation can occur if test strips are not used or if the test strips are past the effectiveness date stamped on the product.

Reportable Illnesses

The Kansas Food Code requires food service employees to report certain health problems, which may exclude them from working in the kitchen. Symptoms that should be reported to the "person in charge" include vomiting, diarrhea, jaundice, sore throat with fever, or infected lesions on hands, wrists, or arms. Reportable conditions include Norovirus, Hepatitis A virus, Shigella, Shiga Toxin-Producing E coli, Typhoid fever (caused by Salmonella Typhi), and Salmonella (nontyphoidal).

Farm to Plate

Operators across Kansas are helping children discover where food comes from, develop healthy eating habits, and learn how to handle food safely. When appropriate precautions are taken, local foods can be served safely to children.

Foods for child nutrition programs can be obtained from a variety of sources, including **locally grown fruits and vegetables** from family, community, and/or on-site gardens. A letter must be on file from each supplier/vendor stating that they follow safe food handling practices. A sample letter to request information from growers/suppliers is available at https://cnw.ksde.gov, Farm to Plate, F2P Guidance, Farm to School Sample Vendor Letter.

Eggs must be fresh, whole-shell eggs that are clean, meet Grade B quality standards, and are sourced from a Kansas Department of Agriculture (KDA) licensed facility that pays an inspection fee to KDA. More information is available on the KDA website.

Meat products used in Child Nutrition Programs must be slaughtered and processed in a KDA or United States Department of Agriculture (USDA) inspected facility with an inspector present. Processors must also use correct labeling for meat being used within child nutrition programs. These labeling requirements are the same as to sell at farmers' markets or grocery stores; KDA and USDA processors are aware of the correct procedures. However, it is important that sponsors communicate the need for proper labeling when placing their order with the producer. More information on using local meats can be found at https://cnw.ksde.gov, Farm to Plate, F2P Guidance.

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