

**West Virginia Department of Health & Human Resources  
Jefferson County Health Department**

**Standard Operating Procedures (SOP's)**

Your SOP's should include definitive practices and expectations to ensure that:

- 1) The transmission of foodborne disease is prevented by managing job applicants and food employees as specified under Subpart 2-201 of the Food Code.
- 2) Food is received from approved sources only as specified under 3-201.11 of the Food Code.
- 3) Food is managed so that the safety and integrity of the food from the time of delivery to the establishment throughout its storage, preparation, and transportation to the point of sale or service to the consumers is protected.
- 4) Potentially hazardous food (PHF) is maintained, including freezing, cold holding, cooking, hot holding, cooling, reheating, and serving in conformance with the temperature and time requirements specified under Part 3-4 and 3-5.
- 5) Ware washing is effective, including assurance that the chemical solutions and exposure times necessary for cleaning and sanitizing utensil and food-contact surfaces are provided as specified under Parts 4-6 and 4-7, and
- 6) Records that are specified under 3-203.11, 3-203.12, and 5-205.13 are retained for inspection.

**\*\* You must obtain a copy of the 1999 Food Code and this must be kept at the facility during operation along with your SOP's.**

Your SOP's should also include: How you will train your employees regarding food safety as it relates to their position and duties. Prior to the health dept. performing your pre-operational inspection you should have definitive practices and expectations in place of how the management of the proposed food service establishment (temporary or permanent facilities) plans to comply with the requirements set forth under the Food Code which requires the person-in-charge to assure that food employees are properly trained in food safety as it relates to their assigned duties.