

Standard Operating Procedure 03

Cafeteria Food Shipments (Receiving)

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1. Purpose and Scope

This standard operating procedure (SOP) is designed to help prevent the introduction of invasive species to University of Hawai'i (UH) managed lands on Maunakea. Inspection of all Mauna Kea Support Services (MKSS) food items is required during loading and upon arrival at Halepōhaku. Vehicle procedures carrying food items, are described in *SOP 01: Cleaning of Vehicles and Personal Belongings*. All food products must be inspected by the kitchen staff for animals (i.e. insects, slugs, snails, rodents), earthen material, and unintended plant parts not part of the food product. Guidelines within this SOP include inspection procedures for non-perishable items, frozen and refrigerated goods, and fresh produce; corrective action requirements if insects or other organisms are found; and guidance regarding containment and disposal. Be sure to read *Section 4: Corrective Action* before disposing any invasive species.

2. Preparation

Those delivering food products to Halepōhaku are **encouraged** to:

- Self-inspect deliveries at point of origin. This does not alter inspection requirements below.
- Maintain clean storage, workshop, and shipping locations that are free of invasive plants, insects, and other animals.

Delivery vehicles and personnel are **required** to:

- Follow all guidelines in *SOP 01: Cleaning of Vehicles and Personal Belongings*
- Comply with all state and federal regulations including the Food and Drug Administration (FDA) Food Safety Modernization Act (FSMA).

3. Inspection Procedures

Those loading food (in Hilo or elsewhere) for delivery to Halepōhaku **must** conduct an inspection of the outer packaging of food products. In addition, all cafeteria food products **must** be inspected by kitchen staff upon arrival (the day of arrival) at Halepōhaku. Documentation of contaminated food items must be recorded in the kitchen's delivery log book and reported to OMKM (omkm@hawaii.edu or 933-0734) the same day as the delivery.

- 1) **Non Perishables (canned goods, rice, boxed items), & Frozen/ Refrigerated goods (milk, meat, cheese, not including fresh produce):** Non-perishable, and frozen/ refrigerated goods **must be inspected** for insects and other organisms upon arrival. Inspection includes observing the edges, sides, and corners of the box for any insects and organisms that are not part of the food product. If any insects or organisms are observed, go to *Section 4: Corrective Action*.
- 2) **Fresh Produce:** Fresh produce **must be** inspected for insects and other organisms upon arrival, and **immediately stored in the refrigerator**. Any produce **not stored in the refrigerator must be rinsed**. Fresh produce inspection includes opening the outer box or packaging and visually inspecting for insects, unintended plant material, soil, and other organisms (i.e. snails, slugs, rodents). Inspection of each individual produce item is not required, just a visual inspection of the whole. If produce is in a bundle or bag (i.e. potatoes), then *inspection of the outer package is required*, the bundle/ bag itself does not need to be opened. If any insects or organisms are observed go to *Section 4: Corrective Action*.
 - a) **Rinsing:** Rinsing produce in the sink is an efficient method to **clean** and remove soil or other organisms. Rinsing **must** be done if the food product is not immediately refrigerated, and **must** occur in a sink that drains into the sanitary sewer system. **Rinsing may not occur outside, or in a sink that drains outside.** All insects and organisms must be rinsed off before use or storage. After rinsing the produce, be sure to rinse the sink, and inspect the food item and sink for any insects or organisms that may be left over. Any insects or other animals should be contained and OMKM staff contacted as outlined below.

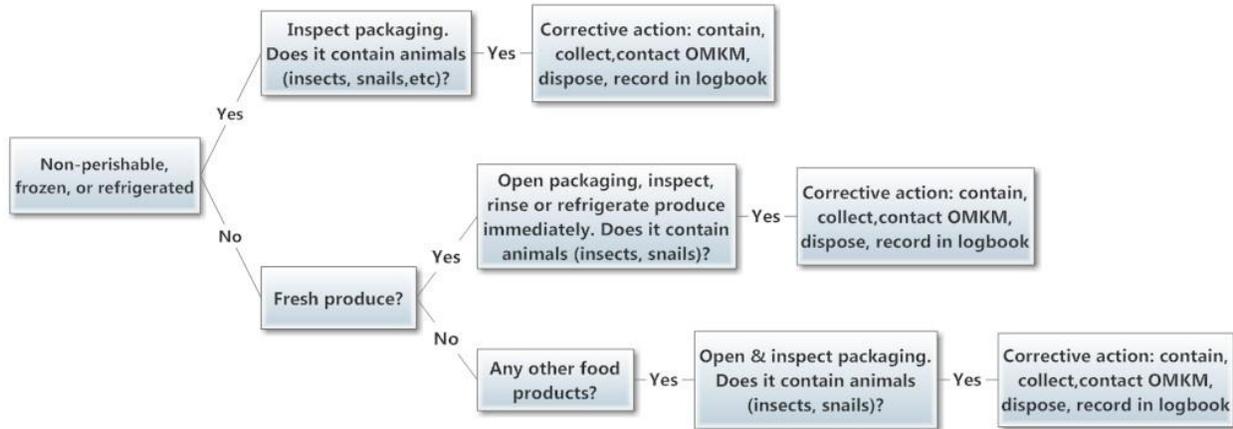
4. Corrective Action

If any unintended animals (insects, snails, slugs, rodents, etc.), plants, or organisms are found on food items, corrective action is required. Common issues like soil remnants in lettuce stalks or an errant plant leaf may be rinsed down a sanitary sewer and no further action is required. Otherwise, corrective action includes containing the delivery and contaminants, collecting a sample of the unintended materials in a sealed plastic bag, and contacting OMKM for further treatment or disposal guidance.

- 1) **Containment:** If insects or organisms are found on any food products, the food product **must** be contained. Containment will restrict the spread of organisms found. Insects and organisms observed on food products may be contained using a sealed plastic bag, container, jar, rubbish bag, or plastic wrap and placed in the freezer. Freezing the contaminated food item will kill organism, and stop decomposition so the specimen can later be identified and disposed of properly. *If the organism cannot be contained; contact a Maunakea Ranger and or OMKM staff immediately at 808-933-0734.
- 2) **Collect:** Once the organism has been contained, collect samples of the organism for OMKM staff to identify.
- 3) **Contact:** Contact OMKM immediately (the same day as delivery) to notify them of the situation and for instructions of how to properly treat or dispose of the contaminated food item(s); inspections-grp@hawaii.edu or 808-933-0734.

- 4) **Disposal:** Contaminated or infested food items must be disposed of properly to ensure insects and other organisms do not spread or become established. Contaminated food items are not to be disposed of in the regular garbage. Contact OMKM for proper disposal instructions, which will vary with the type of item to be disposed and the contamination present.

5. Decision Tree for Food Shipment Inspections



6. Revision History Log

Previous Version #	Version Date	Author	Changes Made	Reason for Change	New Version #
Add rows as needed for each change or set of changes associated with each version.					

7. Recommended Citation

Kirkpatrick, J. and F.Klasner. 2015. *Standard Operating Procedure 03, Cafeteria Food Shipments (Receiving)*. 3 pp. In: Vanderwoude, C., F. Klasner, J. Kirkpatrick and S. Kaye. 2015. Maunakea Invasive Species Management Plan. Technical Report No. 191. Pacific Cooperative Studies Unit, University of Hawai'i, Honolulu, Hawai'i.