

**Address:** \_\_\_\_\_

[illegible]

## **Instructions**

### **Thermometers should be calibrated before processing and at least once a month.**

New thermometers should be calibrated before initial use. To calibrate a thermometer, insert the stem of the thermometer into water that is at a rolling boil with obvious steam. Temperature should read 212° F. If necessary, use a wrench to hold the nut at the base of the thermometer in place while turning the dial of the thermometer while it is still immersed until it reads the correct temperature.

**pH meter should be calibrated before processing.** It should be done with the buffer solutions for both a pH of 4 and a pH of 7. Be sure that buffer solutions are not out of date, follow the calibration instructions that come with your pH meter.

**All food contact surfaces and utensils must be sanitized and allowed to air-dry prior to processing.** In order ensure that surfaces are adequately sanitized, once the sanitizing solution is made it should be checked with test strips to be sure it strong enough to be effective. Using test strips that are appropriate to the sanitizer (i.e. bleach test strips if you are using bleach) dip the test strip into the solution and match the color on the strip to the color chart that comes with your strips to determine the strength. If using bleach, levels should be between 50 – 200 ppm. Replace test strips if they are out of date or get wet or damaged.

### **The record shall include:**

- 1) The name and location of the processor;
  - 2) The date and time of the activity that the record reflects;
  - 3) The signature of the person performing the operation; and
  - 4) Where appropriate, the identity of the product and the production code, if any.
- Processing and other information shall be entered at the time that it is observed.

The review of calibrating records shall be done by the processor within a reasonable time after the records are made

Any corrective actions shall be documented on the record or in a corrective action log.