­Cold, ready-to-eat Time/Temperature Control for Safety (TCS) food prepared in the establishment or an opened/unsealed commercial package must be served, sold, frozen, or discarded within **7 days** to reduce Listeria bacteria. Refrigerated TCS food stored for more than 24 hours must be marked with either a prep/open date or discard date to ensure it is used or frozen within **7 days**. This document is provided to help review procedures and train staff. See page 2 for a list of exempt foods. ***This form is a guideline to develop a date marking system for your facility.***

**Section 1: Food Establishment Information**

|  |  |
| --- | --- |
| **Establishment Name**      | **PR #**      |
| **Person in Charge (PIC) Name and Title/Position**      | **PIC Email**      | **ZIP CODE**      | **PIC Phone #**      |
| **Site Address**     **Section 2**: **Menu Evaluation**Review exempt foods list. Check cold TCS food you keep for *more than 24 hours* after you prepare or open the package. | **City**      |

|  |  |
| --- | --- |
| [ ]  Deli meat (opened package) | [ ]  Soft or semi-soft cheeses (such as brie, cream cheese, ricotta) |
| [ ]  Pasteurized milk (opened package) | [ ]  House-made salads (such as garden/lettuce, potato, macaroni) |
| [ ]  Cut produce (such as melon or lettuce cut in-house) | [ ]  Cooked and cooled foods:       |
| [ ]  House-made dressings:  | [ ]  Other:       |

**Section 3**: **Date Marking Method**

**Section 4: Verification**

|  |
| --- |
| **Select the marking method used Select the date that will be used**[ ]  Sticker [ ]  Date/day of preparation/container opening[ ]  Color code [ ]  Last date/day of service/discard[ ]  Marker [ ]  Date frozen/thawed (must be included if frozen)[ ]  Other:      [ ]  Other:       |

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| Who will verify the procedure is being followed correctly? Procedure should be verified daily. Select all that apply.[ ]  PIC/Manager [ ]  Cook [ ]  Server Other:       |
| [ ]  **Temperature Monitoring Harvey Balls 100% with solid fill** Make sure refrigerator is keeping food at 41°F or below[ ]  **Proper date marks are on required TCS foods*** TCS foods held longer than 24-hours are marked
* Foods that are frozen include the first date of preparation and the dates of freezing/thawing on the label
* Mixed foods keep the date marking of the earliest prepared ingredient
* Foods unmarked or past the date mark are discarded

**Section 5**: **Employee Training** |

**Section 6**: **Additional Facility-Specific Information**

|  |
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| **Employee Training**: Employees must be properly trained. Select all that apply |
|  | How are employees trained?[ ]  Read & sign document [ ]  Marking system and discard requirements [ ]  Other:       |
|  | How often are employees trained?[ ]  At hire/Once [ ]  Annually [ ]  When errors observed [ ]  Other:       |

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|       |

**Section 7: Signature**

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| Plan prepared by:  |
|                   |
| Signature Date | Printed Name Phone |

**Soft and Soft-Ripened Cheeses Need Date Marking**

|  |
| --- |
| **Cheeses sliced on-site or in opened packages must be date marked and used within seven days**. |
| AlemtejoAlpinAnariBakersBanburyBarbereyBel PaeseBella MilanoBondon**Brie** | Cambridge**Camembert****Cottage**Coulommiers**Cream**CrescenzaDamenFarmersFerme**Feta** | FormagelleGournayLivarotMaitreMignotMont d’Or**Mozzarella****Neufchatel****Queso Blanco** | Queso de Hoja Queso del PaisQueso de Puna**Queso Fresco**Provatura**Ricotta**ScamorzeVilliersVoid |

**Date Marking Exemptions**

|  |
| --- |
| **The following foods are not required to be date marked**. |
| * NonTCS foods
* TCS foods kept refrigerated for less than 24 hours
* TCS foods that are not ready-to-eat
* TCS foods in the sealed, commercial package
* Shellstock (in-shell oysters, clams, mussels)
* Commercially prepared deli salads
 | * Hard cheeses (see samples below)
* Semi-soft cheeses, low moisture (see samples below)
* Cultured dairy (yogurt, sour cream, buttermilk)
* Shelf-stable, fermented, and salt-cured meats (see samples below)
* Preserved fish (pickled herring and dried/salted cod)
 |
| **Examples of hard cheeses not required to be date marked**. Contain 39% or less moisture. |
| AsaderoAbertamAppenzellerAsiago medium or oldBraCheddarChristalinnaColbyEdamCotija Anejo |  CotijaCoonDerbyEmmentalerEnglish DairyGex (blue-veined)GloucesterGjetostGruyereHerve |  LaplandLorraineOaxacaParmesanPecorinoQueso AnejoQueso ChihuahuaQueso de PrensaRomanelloRomano | ReggianoSapsagoSassenage (blue veined)Stilton (blue veined)SwissTignard (blue veined)VizeWensleydale (blue veined) |
| **Examples of semi-soft cheeses not required to be date marked**. Contain 39-50% moisture. |
| Asiago softBattelmattBellelay (blue veined)BlueBrickCamosumChantelle | EdamFontinaGorgonzola (blue veined)GoudaDerbyHavartiKonigskase | LimburgerMilanoManchegoMontereyMuensterOkaPort du Salut | ProvoloneQueso de BolaQueso de la Tierra RobbioleRoquefort (blue veined)SamsoeTilsiterTrappist |
| **Examples of deli meats not required to be date marked**. The following are shelf-stable and fermented or salt-cured. |
| BasturmaBreasaolaCoppa/CapocolloPepperoni | Dry salamiProsciuttoCountry-cured hamParma ham |

If you have questions, please contact your inspector or our offices at Chinook Building in Seattle:

206-263-9566 / Eastgate in Bellevue: 206-477-8050.