



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

Section 1: Food Establishment Information

Establishment Name		Phone (xxx) xxx-xxxx	
Street (Physical Address)	City	ZIP	Email
Contact Name		Title / Position	

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.

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

Section 3: Date Marking Method

Select the marking method used	Select the date that will be used
<input type="checkbox"/> Sticker	<input type="checkbox"/> Date/day of preparation/container opening
<input type="checkbox"/> Color code	<input type="checkbox"/> Last date/day of service/discard
<input type="checkbox"/> Marker	<input type="checkbox"/> Date frozen/thawed (must be included if frozen)
<input type="checkbox"/> Other:	<input type="checkbox"/> Other:

Section 4: Verification

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**
- 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

Employee Training: Employees must be properly trained. Select all that apply

<input type="checkbox"/>	How are employees trained? <input type="checkbox"/> Read & sign document <input type="checkbox"/> Marking system and discard requirements <input type="checkbox"/> Other:
<input type="checkbox"/>	How often are employees trained? <input type="checkbox"/> At hire <input type="checkbox"/> Annually <input type="checkbox"/> When errors observed <input type="checkbox"/> Other:

Section 6: Additional Facility-Specific Information

Section 7: Signature

Plan prepared by:

Signature	Date	Printed Name	Phone (xxx) xxx-xxxx
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Soft and Soft-Ripened Cheeses Need Date Marking

Cheeses sliced on-site or in opened packages must be date marked and used within 7 days.

*Common cheeses are listed in **bold font**.*

Alemtejo	Cambridge	Formagelle	Queso de Hoja
Alpin	Camembert	Gournay	Queso del Pais
Anari	Cottage	Livarot	Queso de Puna
Bakers	Coulommiers	Maitre	Queso Fresco
Banbury	Cream	Mignot	Provatura
Barbery	Crescenza	Mont d'Or	Ricotta
Bel Paese	Damen	Mozzarella	Scamorze
Bella Milano	Farmers	Neufchatel	Villiers
Bondon	Ferme	Queso Blanco	Void
Brie	Feta		

Date Marking Exemptions

The following foods are not required to be date marked.

- NonTCS foods
- TCS foods kept refrigerated 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.

Asadero	Cotija	Lapland	Reggiano
Abertam	Coon	Lorraine	Sapsago
Appenzeller	Derby	Oaxaca	Sassenage (blue veined)
Asiago medium or old	Emmentaler	Parmesan	Stilton (blue veined)
Bra	English Dairy	Pecorino	Swiss
Cheddar	Gex (blue-veined)	Queso Anejo	Tignard (blue veined)
Christalina	Gloucester	Queso Chihuahua	Vize
Colby	Gjetost	Queso de Prensa	Wensleydale (blue veined)
Edam	Gruyere	Romanello	
Cotija Anejo	Herve	Romano	

Examples of semi-soft cheeses not required to be date marked. Contain 39-50% moisture.

Asiago soft	Fontina	Manchego	Robbiole
Battelmatt	Gorgonzola (blue veined)	Monterey	Roquefort (blue veined)
Bellelay (blue veined)	Gouda	Muenster	Samsoe
Blue	Derby	Oka	Tilsiter
Brick	Havarti	Port du Salut	Trappist
Camosum	Konigskase	Provolone	
Chantelle	Limburger	Queso de Bola	
Edam	Milano	Queso de la Tierra	

Examples of deli meats not required to be date marked. The following are shelf-stable and fermented or salt-cured.

Basturma	Prosciutto
Breasaola	Country-cured ham
Coppa/Capocollo	Parma ham
Pepperoni	
Dry salami	

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