

## Checklist for Standard Operation Procedure Plan (Outdoor Food Transfer)

The following information should be submitted to the DOHMH for any FSE in **pre-operational status** that transports food from one floor to another via outdoor access. It should be submitted as a packet, hard copy no fax. Every piece of the plan should include the name of the operation and the camis number so that we can keep the file together.

- Location of the additional preparation or storage area in relationship to FSE, and how the area is accessed. Provide a description and photographs of the area. In addition, address the following:
  1. How far is the area from the FSE entrance?
  2. Is the path between the FSE and the additional preparation or storage area shielded from the weather?
  3. What is the area used for?
  4. Is the area vermin and garbage free?
  
- Security of the area:
  1. Is the area locked?
  2. How is it locked?
  3. Who has access etc?
  4. How is the area monitored or protected, security camera, fence etc?
  
- SOP to include:
  1. What foods are stored or prepared in the area? (i.e. raw, cooked PHF, non-PHF, fruits/vegetables, etc.)
  2. How are the foods stored? (i.e. boxes, cans, covered trays, etc.?)
  3. How are the foods transported to and from the area to the establishment's kitchen?
  4. How often are foods transported to and from the area to the kitchen?
  5. Is the area well maintained?
  6. How often is this area utilized?
  7. How often and by whom is the area cleaned?
  8. Who has access to the area?
  9. Any other security measures in place?
  10. Traffic control plan
  
- Any other relevant information relating to the protection of the food during transport from the additional preparation or storage area to the FSE Kitchen.