



## SOP to Reduce Food Waste in School Cafeterias

This SOP is a guide to help schools monitor food safety hazards that could exist when implementing shared tables and donations of leftover food prepared at the school that has not been served.

### Monitors of Shared tables

Shared tables shall be monitored by a person who is educated in food safety requirements (ie ANSI Food handler card, in house training). This person will be responsible for ensuring food safety regulations are followed and logs maintained as required.

### Time/temperature control for safety food (TCS):

Means a FOOD that requires time/temperature control for safety (TCS) to limit pathogenic microorganism growth or toxin formation.

**This SOP only applies to food provided by the School Nutrition Program; no homemade food can be placed on shared tables or donated.**

**Any unpackaged or open food that has been served to students cannot be placed on shared tables or donated.**

### Type I – Unopened Packaged Non-Perishable Food and Whole Produce with Inedible Skin

1. Individually unopened packaged non-perishable food (Non-TCS food) (ie. Individually prepackaged Crackers, muffins, cookies)
  - Monitor package and food integrity (ie. wrapping not opened, food in good condition)
2. Whole produce with inedible skin (ie. banana, orange)
  - Monitor that the produce skin is not cut, punctured, or removed.

## Type II – Unopened Packaged Perishable Food and Whole produce with Edible Skin

1. Individually unopened packaged perishable food (TCS Food) (ie. Milk, Yogurt)
  - Equipment: For cold foods use refrigeration or ice and for hot foods use steam tables or hot boxes to maintain proper temperatures.
  - Monitoring of food temperature and time: (see attached example)
    - Logs shall be maintained verifying the temperature of food and time.
      - Cold food 41° F or colder, hot food 135° F or hotter.
    - If food is found to be out of temperature it shall be consumed or discarded within 4 hours of losing temperature control. Food cannot be reserved if the temperature is not maintained.
  - Monitor package integrity
    - Do not re-serve if package has been opened.
2. Whole produce with edible skin (ie. apple, peach)
  - Produce must be rewashed before being re-served.

## Donation of Unserved Leftover Food Prepared by the School Cafeteria

**Due to the complexity of this process, donations of food can only be done by trained cafeteria staff.**

1. Leftover food prepared by the school cafeteria that will be donated.
  - Food must be maintained and donated at the proper temperature.
    - 41° F or colder for Cold Foods.
    - 135° F or hotter for Hot Foods.
  - Food that is cooked and cooled to 41° F shall be done in accordance with regulations.
    - Logs maintained to show proper cooling of food from 135° F to 41° F in accordance with the regulations.
    - If you have questions on proper cooling of food, please contact your local NMED field office.
  - Recommended handling instructions for consumer:
    - Refrigerate immediately.
    - Reheat to an internal temperature of 165° F
    - Use or discard within 3 days.

*Please note this is a working document and is subject to change.  
Version 1 - November 3, 2023*

### **District I**

#### **Albuquerque**

121 Tijeras Ave NE, Suite  
1000  
Albuquerque, NM 87102  
Ph: 505-222-9500  
Fax: 505-222-9510  
M-F 8-5  
Closed for lunch 12-1

#### **Clovis**

100 E Manana, Unit 3  
Clovis, NM 88101  
Ph: 575-762-3728  
Fax: 575-769-2527  
Office Hours:  
M-F 8-5  
Closed for lunch 12-1

#### **Gallup**

1720 East Aztec Avenue  
Gallup, NM 87301  
Ph #1: (505) 470-2473  
Ph #2: (505) 670-5754  
Fax: 505-863-2664  
Office Hours:  
M-F 8-5 closed for lunch 12-1

#### **Milan**

708 Uranium Ave.  
Milan, NM 87021  
Ph: 505-209-4042  
Fax: 505-285-2977  
Office hours by appointment  
call 1-505-209-4042

### **District II**

#### **Santa Fe**

2540 Camino  
Edward Ortiz  
Santa Fe, NM 87507  
Ph: 505-827-1840  
Fax: 505-827-1839  
Office Hours:  
M-F 8-5  
Closed for lunch 12-1

#### **Espanola**

912 N. Railroad  
Avenue  
Espanola, NM  
87532  
Ph: 505-753-7256  
Fax: 505-753-1840  
Office Hours:  
M-F 8-5  
Closed for lunch 12-1

#### **Farmington**

1800 E 30th St,  
Suite B  
Farmington, NM  
87401  
Ph: 505-566-9741  
Fax: 505-566-9757  
Office Hours:  
M-F 8-5 closed for  
lunch 12-1

#### **Las Vegas**

2538 Ridgerunner  
Road  
Las Vegas, NM  
87701  
Ph: 505-454-2800  
Fax: 505-425-6604  
Office Hours:  
M-F 8-5 closed for  
lunch 12-1

### **District III**

#### **Las Cruces**

2301 Entrada Del Sol  
Las Cruces, NM 88001  
Ph: 575-288-2050  
Fax: 575-526-6162  
Office Hours:  
M-F 8-5  
Closed for lunch 12-1

#### **Alamogordo**

811 E First St, Suite D  
Alamogordo, NM 88310  
Ph: 575-437-7115  
Fax: 575-434-1813  
Office Hours:  
M-Thurs – 8 – 6  
Fri 8-12  
Closed for lunch 1-2

#### **Carlsbad**

406 N Guadalupe, Suite C  
Carlsbad, NM 88220  
Ph: 575-885-9023  
Fax: 575-887-9283  
Office Hours:  
M-F 8-5 closed for lunch  
11:30 -12:30.

### **District I**

#### **Los Lunas**

475 Courthouse Rd SE, Suite B  
Los Lunas, New Mexico 87031  
Ph: 505-841-5280  
Office Hours:  
M-F 8-5  
Closed for lunch 12-1

#### **Rio Rancho**

4359 Jager Drive NE, Suite B  
Rio Rancho, NM 87144  
Ph: 505-771-5980  
Fax: 505-771-5981  
Office Hours:  
M-F 8-5  
Closed for lunch 12-1

#### **Tucumcari**

113 W Center  
Tucumcari, NM 88401  
Ph: 575-461-1671  
Fax: 575-461-1864  
Office Hours:  
Office hours by appointment  
call 1-575-461-1671

### **District II**

#### **Raton**

1277A S 2nd Street  
Raton, NM 87740  
Ph: 575-445-3621  
Fax: 575-445-3376  
Office Hours:  
By appointment  
505-454-2800

#### **Taos**

145 Roy Road,  
Suite B  
Taos, NM 87571  
Ph: 575-758-8808  
Fax: 575-758-9851  
Office Hours:  
M-F 8-5  
Closed for lunch 12-1

### **District III**

#### **Hobbs**

2120 N Alto  
Hobbs, NM 88240  
Ph: 575-397-6910  
Fax: 575-397-6916  
Office Hours:  
M,T,Th 8-12

#### **Roswell**

1914 W 2nd  
Roswell, NM 88201  
Ph: 575-624-6046  
Fax: 575-624-2023  
Office Hours:  
M-F 8-5  
Closed for lunch 11:30-12:30

#### **Ruidoso**

1216 Mechem Dr., Bldg 2  
Ruidoso, NM 88345  
Ph: 575-258-3272  
Fax: 575-258-4891  
Office Hours:  
Monday-Thurs 8:00-12:00 and 1:00 -5:00  
Friday 8:00-4:00 PM

#### **Silver City**

3082 32nd Street Bypass,  
Suite D  
Silver City, NM 88061  
Ph: 575-388-1934  
Fax: 575-388-3258  
Office Hours:  
M-F 8-5  
Closed for lunch 12-1

