­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: |

|  |
| --- |
| 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**

|  |  |
| --- | --- |
| **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: |

|  |
| --- |
|  |

**Section 7: Signature**

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

**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. | | | | |
| Asadero  Abertam  Appenzeller  Asiago medium or old  Bra  Cheddar  Christalinna  Colby  Edam  Cotija Anejo | Cotija  Coon  Derby  Emmentaler  English Dairy  Gex (blue-veined)  Gloucester  Gjetost  Gruyere  Herve | | Lapland  Lorraine  Oaxaca  Parmesan  Pecorino  Queso Anejo  Queso Chihuahua  Queso de Prensa  Romanello  Romano | Reggiano  Sapsago  Sassenage (blue veined)  Stilton (blue veined)  Swiss  Tignard (blue veined)  Vize  Wensleydale (blue veined) |
| **Examples of semi-soft cheeses not required to be date marked**. Contain 39-50% moisture. | | | | |
| Asiago soft  Battelmatt  Bellelay (blue veined)  Blue  Brick  Camosum  Chantelle | | Edam  Fontina  Gorgonzola (blue veined)  Gouda  Derby  Havarti  Konigskase | Limburger  Milano  Manchego  Monterey  Muenster  Oka  Port du Salut | Provolone  Queso de Bola  Queso de la Tierra Robbiole  Roquefort (blue veined)  Samsoe  Tilsiter  Trappist |
| **Examples of deli meats not required to be date marked**. The following are shelf-stable and fermented or salt-cured. | | | | |
| Basturma  Breasaola  Coppa/Capocollo  Pepperoni | | | Dry salami  Prosciutto  Country-cured ham  Parma 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.