
USING AND CALIBRATING A THERMOMETER
PROCEDURE (FSD-P010)
Milford Public School District

1.0 SCOPE:

- 1.1 This procedure applies to Food Service employees who prepare, cook and cool food in the Milford Public Schools. In order to prevent food-borne illness, the appropriate type of thermometer is used to measure internal product temperatures and that the thermometers used are calibrated correctly.

The on-line version of the work instruction is official. Therefore, all printed versions are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Food Service Manager
2.2 Food Service Staff

Authorized Signature on File

Signature

Date

3.0 APPROVAL AUTHORITY:

- 3.1 Food Service Director

4.0 DEFINITIONS:

- 4.1 Calibration: The process of adjusting an instrument or compiling a deviation chart so that its reading can be correlated to the actual value being measured.
- 4.2 Thermometer: a device used to measure temperatures or temperature changes.

5.0 PROCEDURE:

- 5.1 All food service staff will be trained on proper calibration procedure.
- 5.2 Follow the food thermometer manufacturer's instructions for use.
- 5.3 Food service employees will use either the ice-point method or the boiling method to verify accuracy of food thermometers.
- 5.4 To use the ice-point method:
- 5.4.1 Insert the thermometer probe into a cup of crushed ice.
 - 5.4.2 Add enough cold water to remove any air pockets that might remain.
 - 5.4.3 Allow the temperature reading to stabilize before reading temperature.
 - 5.4.4 Temperature measurement should be 32° (F) (or 0° C). If not, adjust according to manufacturer's instructions.
- 5.5 To use boiling-point method:
- 5.5.1 Immerse at least the first 2 inches of the probe in the boiling water.
 - 5.5.2 Allow the temperature reading to stabilize before reading temperature.
 - 5.5.3 Reading should be 212° (F) (or 100 C). This reading may vary at higher altitudes. If adjustment is required, follow manufacturer's instructions.

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5.6 CORRECTIVE ACTIONS:

- 5.6.1 Retrain any food service employee not found following this procedure.
- 5.6.2 For an inaccurate, bi-metallic, dial-faced thermometer, adjust the temperature by turning the dial while securing the calibration nut (located under the dial) with pliers or a wrench.
- 5.6.3 For an inaccurate digital thermometer reading, press reset button and adjust thermometer according to manufacturer's instructions.
- 5.6.4 If an inaccurate thermometer cannot be adjusted on-site, discontinue use and follow the manufacturer's instructions for having a thermometer calibrated.

5.7 MONITORING:

- 5.7.1 Food service employees will check the accuracy of food thermometers at regular intervals.
- 5.7.2 Calibration should take place at least once per week.
- 5.7.3 If thermometer is dropped, thermometer should be checked again.
- 5.7.4 If thermometer is used to measure extreme measures, it should also be checked again.
- 5.7.5 Thermometer should be checked whenever accuracy is in question.
- 5.7.6 Staff will record and maintain the Calibration Temperature Log.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Measurement and Calibration of Equipment (FSD-W002)
- 6.2 Calibration Temperature Log (FSD-F011)

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Calibration Temperature Log	Schools' Kitchen	3 years	Discard as desired	Locked Room

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Revision #:</u>	<u>Description of Revision:</u>
07/17/2006	A	Initial Release

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