

Time Control Policy

Here at _____ located at _____ we will
(Establishment Name) (Address, City, State, Zip)

be using time as a control for the following potentially hazardous food items held for immediate consumption:

We will implement this time control policy by doing the following:

- Documenting, on a Time Control Log, both the time and temperature of these foods when they are removed from temperature control.
- Documenting, on a Time Control Log, the time 4 hours past the temperature control removal time, to signify the point at which we must discard these food items.
- Documenting, on a Time Control Log, the time that these food items have either been sold or consumed, within their allowed 4 hour time period (provided they are sold or consumed prior to the end of the 4 hour time period).
- Keeping the Time Control Log for a minimum of 3 months, to refer to if needed.
- All remaining food will be discarded after the 4 hour period has expired.

We will begin to implement this policy on _____.
(Date)

Owners, Managers, and/or Employees who will be responsible for implementing and documenting this policy.

(Sign)

(Date)

(Sign)

(Date)

(Sign)

(Date)

(Sign)

(Date)