

Food Safety Plan Edinburg Common School

Developed January of 2020 by the Cafeteria Manager for the Edinburg Common School District and is intended for use at the Edinburg Common School. The program follows USDA guidance on developing a food safety program based on the Process Approach. All standards in this plan are based on 2020, NY 45-AM55.

Food Service Staff as of February 6, 2020

- Constance Breda - Cook Manager
- Jenifer Rockwell – Cook

Revised: February 14, 2023

Food Service Equipment Inventory

| Type | Quantity |
|------------------|----------|
| Mixer, floor | 1 |
| Mixer, counter | 1 |
| Food processor | 1 |
| Walk-in Cooler | 1 |
| Freezer | 1 |
| Milk Cooler | 1 |
| Oven, Convection | 1 |
| Salad Bar | 1 |
| Steam Table | 1 |
| Dish machine | 1 |
| Toaster | 1 |
| Oven/range | 1 |
| Coffee maker | 1 |
| Slicer | 1 |
| Heating lamp | 1 |

Menu Items

Recipes are located in the foodservice office contained in a binder on the shelf and will be kept on file for as long as needed. Monthly menus are located in the filing cabinet and will be kept on file for 5 years.

The Edinburg Common School will assign each menu item using the Process Approach, Process #1 – No cook Preparation, Process #2 – Same Day Service Preparation Process, and #3 – Complex Food Preparation Process. The monthly menu hanging on the wall will address planned ahead meals, items needing to be pulled and items needing to be ordered. Changes to the menu items will be reflected on the daily production sheets.

All food service personnel, including permanent and substitute employees, will be given an overview of the Process Approach. Periodic refresher training for employees will be provided yearly along with any needed changes to the standardized recipes.

An easily accessible copy of an explanation of the Process Approach taken from the USDA Guidance document will be available in the filing cabinet under the label Administrative Review in a yellow folder.

Monitoring

The food service manager is responsible for monitoring the overall performance of standard operating procedures (specific details regarding monitoring are addressed in each SOP).

Monitoring will be a constant consideration. Managers will use daily use production sheets to record temperatures of menu items. Walk-in temperatures are recorded on sheets outside of the walk-in along with freezer temperatures.

Foodservice staff is responsible for controlling hazards during food preparation as well as practices and procedures defined in the standard operating procedures (SOPs).

Correcting Problems

The Edinburg Common School will be responsible for developing solutions to problems (corrective actions) for the most common deviations from the measures used to control hazards. These solutions will be reviewed and updated annually. Foodservice staff will be responsible for documenting problems and solutions during the food preparation processes as well as any action taken while performing standard operating procedures.

Employees and substitute staff will be trained on a continuous basis in making the right decisions and the importance of finding and fixing problems. A list of corrective actions will be included in the standard operating procedures.

Recordkeeping

All foodservice staff will be held responsible for recordkeeping duties. Overall, the foodservice manager will be responsible for making sure that records are being taken and for filing records in the proper place. Employees and substitute staff will be trained on recordkeeping. Recordkeeping procedures are outlined below and may also be outlined in the standard operating procedures.

Recordkeeping Procedure

- All pertinent information on temperatures, times and corrective actions will be kept on the daily usage sheet in the kitchen for ease of use. At the end of the day it will be transferred to the production records.
- Daily record keeping will be completed as soon as possible.
- All completed forms will be filed in the manager's office.

- The foodservice manager is responsible for making sure that all forms are updated, available for use, and filed properly after completion.
- The foodservice manager is also responsible for educating all foodservice personnel on the use and importance of recording critical information.

The Edinburg Common School food safety SOPs are below. Employees will be trained to follow all applicable food safety SOPs. These SOPs are based on the HACCP guidelines but are modified for the needs of the Edinburg Common School.

Cooking Potentially Hazardous Foods

Purpose: To prevent foodborne illness by ensuring that all foods are cooked to the appropriate internal temperature

Scope: This procedure applies to foodservice employees who prepare or serve food.

Key Words: Cross-Contamination, Temperatures, Cooking

Instructions:

1. Train foodservice employees who prepare or serve food on how to use a food thermometer and cook foods using this procedure.
2. If a recipe contains a combination of meat products, cook the product to the highest required temperature.
3. Follow State or local health department requirements regarding internal cooking temperatures.
4. following temperatures:
5. 145 °F for 15 seconds and allow to rest for at least 3 minutes
 - a. Beef, Pork, Veal & Lamb (steaks, chops roast)
6. 160 °F for 15 seconds
 - a. Ground products containing beef, pork, or fish
 - b. Fish nuggets or sticks
 - c. Eggs held on a steam table
 - d. Cubed or Salisbury steaks
7. 145 °F for 15 seconds and allow to rest for at least 3 minutes
 - a. Ham, fresh or smoked (uncooked)
8. 165 °F for 15 seconds, 140°F for hams packaged in USDA-inspected plants.
 - a. Fully Cooked Ham (to reheat)
9. 165 °F
 - a. All poultry (breasts, whole bird, legs, thighs, wings, ground poultry, giblets, and stuffing)
10. 160 °F for 15 seconds
 - a. Eggs
11. 145 °F for 15 seconds
 - a. Fish & Shellfish
12. 165 °F for 15 seconds
 - a. Leftovers
13. 165 °F for 15 seconds
 - a. Casseroles

Monitoring:

1. Use a clean, sanitized, and calibrated probe thermometer.

Cooling Potentially Hazardous Foods

Purpose: To prevent foodborne illness by ensuring that all potentially hazardous foods are cooled properly

Scope: This procedure applies to foodservice employees who prepare, handle, or serve food.

Key Words: Cross-Contamination, Temperatures, Cooling, Holding

Instructions:

1. Train foodservice employees who prepare or serve food on how to use a food thermometer and how to cool foods using this procedure.
2. Prepare and cool food in small batches.
3. Chill food rapidly using an appropriate cooling method:
 - Place food in shallow containers (no more than 4 inches deep) and uncovered on the top shelf in the back of the walk-in or reach-in cooler
 - Stir the food in a container placed in an ice water bath
 - Add ice as an ingredient
 - Separate food into smaller or thinner portions
 - Pre-chill ingredients and containers used for making bulk items like salads
2. Follow State or local health department requirements regarding required cooling parameters.
3. If State or local requirements are based on the *2001 FDA Food Code*, chill cooked hot food from:
 - 135 °F to 70 °F within 2 hours. Take corrective action immediately if food is not chilled from 135 °F to 70 °F within 2 hours.
 - 70 °F to 41 °F or below in remaining time. The total cooling process from 135 °F to 41 °F may not exceed 6 hours. Take corrective action immediately if food is not chilled from 135 °F to 41 °F within the 6 hour cooling process.
4. Chill prepared, ready-to-eat foods such as tuna salad and cut melons from 70 °F to 41 °F or below within 4 hours. Take corrective action immediately if ready-to-eat food is not chilled from 70 °F to 41 °F within 4 hours.

Monitoring:

1. Use a clean, sanitized, and calibrated probe thermometer to measure the internal temperature of the food during the cooling process.
2. Monitor temperatures of products every hour throughout the cooling process by inserting a thermometer into the center of the food and at various locations in the product.

Corrective Action:

1. Reheat cooked hot food to 165 °F for 15 seconds and start the cooling process again using a different cooling method when the food is
 - Above 70 °F and 2 hours or less into the cooling process; and
 - Above 41 °F and 6 hours or less into the cooling process.
2. Discard cooked hot food immediately when the food is
 - Above 70 °F and more than 2 hours into the cooling process; or
 - Above 41 °F and more than 6 hours into the cooling process.
3. Use a different cooling method for prepared ready-to-eat foods when the food is above 41 °F and less than 4 hours into the cooling process.
4. Discard prepared ready-to-eat foods when the food is above 41 °F and more than 4 hours into the cooling process.

Holding Hot and Cold Potentially Hazardous Foods

Purpose: To prevent foodborne illness by ensuring that all potentially hazardous foods are held at the proper temperature

Scope: This procedure applies to foodservice employees who prepare or serve food.

Key Words: Cross-Contamination, Temperatures, Holding, Hot Holding, Cold Holding, Storage

Instructions:

1. Train foodservice employees who prepare or serve food about proper hot and cold holding procedures. Include in the training a discussion of the temperature danger zone.
2. Follow State or local health department requirements regarding required hot and cold holding temperatures.
 - Hold hot foods at 140 °F or above; and
 - Cold foods at 41 °F or below.
3. Preheat steam tables and hot boxes.

Monitoring:

1. Use a clean, sanitized, and calibrated probe thermometer to measure the temperature of the food.
2. Take temperatures of foods by inserting the thermometer near the surface of the product, at the thickest part, and at other various locations.
3. Take temperatures of holding units by placing a calibrated thermometer in the coolest part of a hot holding unit or warmest part of a cold holding unit.
4. For hot-held foods:
 - Verify that the air/water temperature of any unit is at 145 °F or above before use.
 - Reheat foods in accordance with the Reheating for Hot Holding.
 - All hot potentially hazardous foods should be 145 °F or above before placing the food out for display or service.
 - Take the internal temperature of food before placing it on a steam table or in a hot holding unit and at least every 2 hours thereafter.
5. For cold foods held for service:
 - Verify that the air/water temperature of any unit is at 41 °F or below before use.
 - Chill foods, if applicable, in accordance with the Cooling.
 - All cold potentially hazardous foods should be 41 °F or below before placing the food out for display or service.

Date Marking Ready-to-Eat, Potentially Hazardous Food

Purpose: To ensure appropriate rotation of ready-to-eat food to prevent or reduce foodborne illness from *Listeria monocytogenes*

Scope: This procedure applies to foodservice employees who prepare, store, or serve food.

Key Words: Ready-to-Eat Food, Potentially Hazardous Food, Date Marking, Cross-Contamination

Instructions:

1. Establish a date marking system and train employees accordingly. The best practice for a date marking system would be to include a label with the product name, the day or date, it is prepared or opened. Examples of how to indicate when the food is prepared or opened include:
 - Labeling food with a calendar date, i.e. cut cantaloupe, 5/26/19,
 - Identifying the day of the week, i.e. cut cantaloupe, Monday, 8:00 a.m., or
 - Using color-coded marks or tags, i.e. cut cantaloupe, blue dot, 8:00 a.m. means “cut on Monday at 8:00 a.m.”.
2. Label ready-to-eat, potentially hazardous foods that are prepared on-site and held for more than 24 hours.
3. Label any processed, ready-to-eat, potentially hazardous foods when opened, if they are to be held for more than 24 hours.
4. Refrigerate all ready-to-eat, potentially hazardous foods at 41° F or below.
5. Serve or discard refrigerated, ready-to-eat, potentially hazardous foods within 5 days.
6. Indicate with a separate label the date prepared, the date frozen, and the date thawed of any refrigerated, ready-to-eat, potentially hazardous foods.
7. Calculate the 5-day time period by counting only the days that the food is under refrigeration. For example:
 - On Monday, 8/1/05, lasagna is cooked, properly cooled, and refrigerated with a label that reads, “Lasagna – Cooked – 8/1/05.”
 - On Tuesday, 8/2/05, the lasagna is frozen with a second label that reads, “Frozen – 8/2/05.” Two labels now appear on the lasagna. Since the lasagna was held under refrigeration from Monday, 8/1/05 – Tuesday, 8/2/05, only 1 day is counted towards the 5-day time period.
 - On Tuesday, 8/16/05, the lasagna was pulled out of the freezer. A third label is placed on the lasagna that reads, “Thawed – 8/16/05.” All three labels now appear on the lasagna. The lasagna must be served or discarded within 4 days.
8. Follow State and local public health requirements.

Monitoring:

All employees will check refrigerators daily to verify that foods are date marked and that foods exceeding the 5-day time period are not being used or stored.

Corrective Measure:

Foods that are not date marked or that exceed the 5-day time period will be discarded.

Verification and Record Keeping:

Food Service manager will check daily for any outdated foods.

Date Implemented: **By:**

Date Reviewed: **By:**

Date Revised: **By:**

Personal Hygiene

Purpose: To prevent contamination of food by foodservice employees

Scope: This procedure applies to foodservice employees who handle, prepare, or serve food

Key Words: Personal Hygiene, Cross-Contamination, Contamination

Instructions:

1. Train foodservice employees on practicing good personal hygiene.
2. Report to work in good health, clean, and dressed in clean attire.
3. Change the apron when it becomes soiled.
4. Wash hands properly, frequently, and at the appropriate times.
5. Keep fingernails trimmed, filed, and maintained so that the edges are cleanable and not rough.
6. Avoid wearing artificial fingernails and fingernail polish.
7. Wear single-use gloves if artificial fingernails or fingernail polish are worn.
8. Do not wear any jewelry except for a plain ring such as a wedding band.
9. Treat and bandage wounds and sores immediately. When hands are bandaged, single use gloves must be worn.
10. Cover a lesion containing pus with a bandage. If the lesion is on a hand or wrist, cover with an impermeable cover such as a finger cot or stall and a single-use glove.
11. Eat, drink, or chew gum only in designated break areas where food or food contact surfaces may not become contaminated.
12. Taste food the correct way:
 - Place a small amount of food into a separate container.
 - Step away from exposed food and food contact surfaces.
 - Use a teaspoon to taste the food. Remove the used teaspoon and container to the dish room. Never reuse a spoon that has already been used for tasting.
 - Wash hands immediately.
13. Wear suitable and effective hair restraints while in the kitchen.
14. No open toed shoes, slip resistant and non-mesh.
15. Follow State and local public health requirements.

Monitoring:

Foodservice manager will inspect employees when they report to work to be sure that each employee is following this SOP. The foodservice manager will monitor that all foodservice employees are adhering to the personal hygiene policy during all hours of operation.

Corrective Action:

Any foodservice employee found not following this procedure will be retrained at the time of the incident. Affected food will be discarded.

Verification and Record Keeping:

The foodservice manager will verify that foodservice employees are following this policy by visually observing the employees during all hours of operation.

Date Implemented: **By:**

Date Reviewed: **By:**

Date Revised: **By:**

Reheating Potentially Hazardous Foods

Purpose: To prevent foodborne illness by ensuring that all foods are reheated to the appropriate internal temperature

Scope: This procedure applies to foodservice employees who prepare or serve food. **Key**

Words: Cross-Contamination, Temperatures, Reheating, Holding, Hot holding

Instructions:

1. Train foodservice employees who prepare or serve food on using a food thermometer and how to reheat foods using this procedure.
2. Follow State or local health department requirements regarding reheating temperatures.
3. Reheat the following products to 165 °F for 15 seconds:
 - Any food that is cooked, cooled, and reheated for hot holding
 - Leftovers reheated for hot holding
 - Products made from leftovers, such as soup
 - Precooked, processed foods that have been previously cooled
4. Reheat food for hot holding in the following manner if using a microwave oven:
 - Heat processed, ready-to-eat foods from a package or can to at least 165 °F for 15 seconds
 - Heat leftovers to 165 °F for 15 seconds
 - Rotate (or stir) and cover foods while heating
 - Allow to sit for 2 minutes after heating
5. Reheat all foods rapidly. The total time the temperature of the food is between 41 °F and 165 °F may not exceed 2 hours.
6. Serve reheated food immediately or transfer to an appropriate hot holding unit.

Monitoring:

1. Use a clean, sanitized, and calibrated probe thermometer.
2. Take at least two internal temperatures from each pan of food.

Corrective Action:

Continue reheating/heating food if the internal temperature does not reach the required temperature.

Verification and Record Keeping:

Foodservice employees will record product name, time, the temperature, and any corrective action taken on the Production Sheets. Foodservice managers will verify that foodservice employees have taken the required reheating temperatures by visually monitoring foodservice employees during the shift. Information is kept on the Production sheets for 5 years.

Date Implemented: **By:**

Date Reviewed: **By:**

Date Revised: **By:**

Receiving Deliveries

Purpose: To ensure that all food is received fresh and safe when it enters the foodservice operation, and to transfer food to proper storage as quickly as possible

Scope: This procedure applies to foodservice employees who handle, prepare, or serve food.

Key Words: Cross-Contamination, Temperatures, Receiving, Holding, Frozen Goods, Delivery

Instructions:

1. Train foodservice employees who accept deliveries on proper receiving procedures.
2. Post the delivery schedule including the names of vendors, and days of deliveries.
3. Establish a rejection policy to ensure accurate, timely, consistent, and effective refusal and return of rejected goods.
4. Organize freezer and refrigeration space, and store rooms before deliveries.
5. Gather product specification lists and purchase orders, pens, and clean loading carts before deliveries.
6. Keep the receiving area clean and well lighted.
7. Do not touch ready-to-eat foods with bare hands.
8. Determine whether foods will be marked with the date of arrival or the “use-by” date and mark accordingly upon receipt.
9. Compare delivery invoice against products ordered and products delivered.
10. Transfer foods to their appropriate locations as quickly as possible.

Monitoring:

1. Check frozen foods to ensure that they are all frozen solid and show no signs of thawing and refreezing, such as the presence of large ice crystals or liquids on the bottom of cartons.
2. Check the temperature of refrigerated foods.
 - a. For fresh meat, fish, and poultry products, insert a clean and sanitized thermometer into the center of the product to ensure a temperature of 41 °F or below. The temperature of milk should be 45 °F or below.
 - b. For packaged products, insert a food thermometer between two packages being careful not to puncture the wrapper. If the temperature exceeds 41 °F, it may be necessary to take the internal temperature before accepting the product.
 - c. For eggs, the interior temperature of the truck should be 45 °F or below.
3. Check dates of milk, eggs, and other perishable goods to ensure safety and quality.
4. Check the integrity of food packaging.
5. Check the cleanliness of crates and other shipping containers before accepting products. Reject foods that are shipped in dirty crates.

Storing and Using Poisonous or Toxic Chemicals

Purpose: To prevent foodborne illness by chemical contamination

Scope: This procedure applies to foodservice employees who use chemicals in the kitchen.

Keywords: Chemicals, Cross-Contamination, Contamination, Material Safety Data Sheet

Instructions:

1. Train foodservice employees on the proper use, storage, and first aid of chemicals and on the proper use of chemical test kits as specified in this procedure.
2. Designate a location for storing the Material Safety Data Sheets (MSDS).
3. Label and date all poisonous or toxic chemicals with the common name of the substance.
4. Store all chemicals in a designated secured area away from food and food contact surfaces using spacing or partitioning.
5. Store only chemicals that are necessary to the operation and maintenance of the kitchen.
6. Mix, test, and use sanitizing solutions as recommended by the manufacturer, State, or local health department.
7. Use the appropriate chemical test kit to measure the concentration of sanitizer each time a new batch of sanitizer is mixed.
8. Follow manufacturer's directions for specific mixing, storing, and first aid instructions on chemicals.
9. Do not use chemical containers for storing food or water.
10. Label and store first aid supplies in a container that is located away from food or food contact surfaces.
11. Label and store medicines for employee use in a designated area and away from food contact surfaces. Do not store medicines in food storage areas.
12. Store refrigerated medicines in a covered, leak proof container, where they are not accessible to children, and cannot contaminate food.
13. Follow State and local public health requirements.

Monitoring:

Foodservice employees and foodservice managers will visually observe that chemicals are being stored, labeled, and used properly during all hours of operation.

Corrective Action:

Discard any food contaminated by chemicals. Label and/or properly store any unlabeled or misplaced chemicals.

Verification and Record Keeping:

The food service manager will record any needed information on the production sheet for that day. Production sheets are kept on file for a minimum of five years.

Date Implemented: **By:**

Date Reviewed: **By:**

Date Revised: **By:**

Using Suitable Utensils When Handling Ready-to-Eat Foods

Purpose: To prevent foodborne illness due to hand-to-food cross-contamination

Scope: This procedure applies to foodservice employees who prepare, handle, or serve food.

Key Words: Ready-to-Eat food, Cross-Contamination

Instructions:

1. Use proper hand washing procedures to wash hands and exposed arms prior to preparing or handling food or at any time when the hands may have become contaminated.
2. Do not use bare hands to handle ready-to-eat foods at any time unless washing fruits and vegetables.
3. Use suitable utensils when working with ready-to-eat food. Suitable utensils may include:
 - Single-use gloves
 - Deli tissue
 - Foil wrap
 - Tongs, spoodles, spoons, and spatulas
4. Wash hands and change gloves:
 - Before beginning food preparation
 - Before beginning a new task
 - After touching equipment (such as refrigerator doors) or utensils that have not been cleaned and sanitized
 - After contacting chemicals
 - When interruptions in food preparation occur, such as when answering the telephone or checking in a delivery
 - Handling money
 - Anytime a glove is torn, damaged, or soiled
 - Anytime contamination of a glove might have occurred
5. Follow State and local public health requirements.

Monitoring:

Foodservice manager will visually observe that gloves or suitable utensils are used and changed at the appropriate times during all hours of operation.

Corrective Action:

Washing Fruits and Vegetables

Purpose: To prevent or reduce risk of foodborne illness or injury by contaminated fruits and vegetables.

Scope: This procedure applies to foodservice employees who prepare or serve food.

Keywords: Fruits, Vegetables, Cross-Contamination, Washing

Instructions:

1. Train foodservice employees who prepare or serve food on how to properly wash and store fresh fruits and vegetables.
2. Wash hands using the proper procedure.
3. Wash, rinse, sanitize, and air-dry all food-contact surfaces, equipment, and utensils that will be in contact with produce, such as cutting boards, knives, and sinks.
4. Wash all raw fruits and vegetables thoroughly before combining with other ingredients, including:
 - Unpeeled fresh fruit and vegetables that are served whole or cut into pieces.
 - Fruits and vegetables that are peeled and cut to use in cooking or served ready-to-eat.
5. Wash fresh produce vigorously under cold running water. Packaged fruits and vegetables labeled as being previously washed and ready-to-eat are not required to be washed.
6. Scrub the surface of firm fruits or vegetables such as apples or potatoes using a clean and sanitized brush designated for this purpose.
7. Remove any damaged or bruised areas.
8. Label, date, and refrigerate fresh-cut items.
9. Serve cut melons within 7 days if held at 41 °F or below (see SOP for Date Marking, Ready-to-Eat, and Potentially Hazardous Food).
10. Do not serve raw seed sprouts to highly susceptible populations such as preschool-age children.
11. Follow State and local public health requirements.

Monitoring:

Foodservice manager will visually monitor that fruits and vegetables are being properly washed, labeled, and dated during all hours of operation. In addition, foodservice employees will check daily the quality of fruits and vegetables in cold storage.

Corrective Action:

Washing Hands

Purpose: To prevent foodborne illness caused by contaminated hands

Scope: This procedure applies to anyone who handles, prepares, and serves food.

Keywords: Handwashing, Cross-Contamination

Instructions:

1. Train any individual who prepares or serves food on proper handwashing. Training may include viewing a handwashing video and demonstrating proper handwashing procedure.
2. Post handwashing signs or posters in a language understood by all foodservice staff near all handwashing sinks, in food preparation areas, and restrooms.
3. Use designated handwashing sinks for handwashing only. Do not use food preparation, utility, and dishwashing sinks for handwashing.
4. Provide warm running water, soap, and a means to dry hands. Provide a waste container at each hand washing sink or near the door in restrooms.
5. Keep handwashing sinks accessible anytime employees are present.
6. Wash hands:
 - Before starting work
 - During food preparation
 - When moving from one food preparation area to another
 - Before putting on or changing gloves
 - After using the toilet
 - After sneezing, coughing, or using a handkerchief or tissue
 - After touching hair, face, or body
 - After smoking, eating, drinking, or chewing gum or tobacco
 - After handling raw meats, poultry, or fish
 - After any clean up activity such as sweeping, mopping, or wiping counters
 - After touching dirty dishes, equipment, or utensils
 - After handling trash
 - After handling money
 - After any time the hands may become contaminated
7. Follow proper handwashing procedures as indicated below:
 - Wet hands and forearms with warm, running water (at least 100 °F) and apply soap.
 - Scrub lathered hands and forearms, under fingernails and between fingers for at least 10 - 15 seconds. Rinse thoroughly under warm running water for 5 - 10 seconds.

- Dry hands and forearms thoroughly with single-use paper towels.
- Dry hands for at least 30 seconds if using a warm air hand dryer.
- Turn off water using paper towels.
- Use a paper towel to open the door when exiting the restroom.

Monitoring:

Foodservice manager will visually observe the handwashing practices of the foodservice staff during all hours of operation. In addition, they will visually observe that handwashing sinks are properly supplied during all hours of operation.

Corrective Action:

Employees that are observed not washing their hands at the appropriate times or using the proper procedure will be asked to wash their hands immediately. Employees will be re-trained to ensure proper handwashing procedure.

Verification and Record Keeping:

The food service manager will monitor during shifts.

Date Implemented: **By:**

Date Reviewed: **By:**

Date Revised: **By:**

Reviewing and Revising the Food Safety Program

The school foodservice manager will review the school food safety program at the beginning of each school year and when any significant changes occur in the operation.