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Food Safety Supervisor’s signature:

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| 2 Hour / 4 Hour Record Sheet | | | | | | | |
| Food | Date | Time out of refrigeration (above 5°C) | Activity (e.g. sandwich prep, display, etc.) | Time back in temp control (≤5°C) | Total time out | 2-hr/4-hr action (re-refrigerate/use/discard – see below) | Staff initials |
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|  |  |  |  | Total  4 Hr | Discard |  |
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|  |  |  |  | Total  4 Hr | Discard |  |
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|  |  |  |  | Total  4 Hr | Discard |  |

**This rule applies to ready -to-eat potentially hazardous food brought out of refrigeration.**

The time periods are cumulative – each time the food is kept between 5°C and 60°C needs to be added up to reach a total time. See Appendix 2 for more information.

**Re-refrigerate/use/discard**: If the potential hazardous food is brought out of refrigeration and held between 5°C and 60°C **for less than 2 hours**, it can be re-refrigerated or used immediately; for longer than **2 hours but less than 4 hours**, it can be used immediately; longer than 4 hours, it must be discarded.