

LOG FOR 2-HOUR / 4-HOUR RULE



When cooling Potentially Hazardous Food (PHF) use the 2-hr / 4-hr rule and document

Food	Date	Time out of refrigeration (above 5°C)	Activity (e.g. food prep, display, transport.)	Time back in temp control ($\leq 5^{\circ}\text{C}$)	Total time out	2-hr / 4-hr action (re-refrigerate/use/or discard - see below)	Staff initials

- ✓ If PHF food is kept between 5°C and 60°C, this temperature must be monitored and recorded
- ✓ Add up each time period that food is kept between 5°C and 60°C, add up to reach a total time
- ✓ PHF that has been kept between 5°C and 60°C for less than two hours must be refrigerated or used immediately
- ✓ PHF that has been kept between 5°C and 60°C for longer than two hours but less than four hours must be used immediately and not put back in the refrigerator
- ✓ PHF that has been kept between 5°C and 60°C for longer than four hours must be discarded