

### OVERVIEW

Every five years, with food safety experts from all key segments, we complete a new Job Task Analysis (JTA), which specifies the fundamental knowledge, skills and abilities a foodservice manager needs to know to ensure food safety. The *ServSafe® Manager Book* and *ServSafe Coursebook* have been updated to the 7th edition to reflect the most recent JTA.

This document details the content changes for both 7th edition books and provides information regarding the instructional transition between the 6th (6R) and 7th edition books.

**Important:** The 7th edition of the *ServSafe Manager Book* and *ServSafe Coursebook* will be released in May. The *ServSafe Food Protection Manager Certification Exam*, based on the new JTA, will not be released until August. To assist you in transitioning from the 6th edition JTA to the 7th edition JTA, the following is recommended:

- **If you still have ServSafe 6th edition (6R) books:** Continue teaching the 6th edition (6R) content.
- **If you have purchased ServSafe 7th edition books:** Teach the new content, and continue teaching the 6th edition (6R) content indicated in the third column of the table on the following pages.

This summer we will provide new PowerPoint® presentations with additional content updates and new Leader's Guides.

**ServSafe Manager Book Chapter 2–Forms of Contamination**  
**ServSafe Coursebook Chapter 3–Contamination, Food Allergens, and Foodborne Illness**

Content Changes in 7e	7th Edition Page References (if applicable)	Continue Teaching This 6th Edition (6R) Content Until Notified	6th Edition (6R) Page References
<p><b>1 Preventing chemical contamination (deleted content).</b> The direction to consult the MSDS (SDS), and keep them current and accessible has been removed from prevention measures for chemical contaminants.</p>		<p><b>Chemical Contaminants</b></p> <p><b>Prevention</b>                      Keep MSDS current, and make sure they are accessible to staff at all times.</p>	<p><i>ServSafe Manager Book:</i>                      Chemical Contaminants 2.9</p> <p><i>ServSafe Coursebook:</i>                      Chemical Contaminants 3-3</p>
<p><b>2 Cross-contact (revised content).</b> The definition of cross-contact was revised to include food-contact surfaces in addition to food.</p> <p><b>Kitchen Staff</b>                      Staff must make sure that allergens are not transferred from food or food-contact surfaces containing an allergen to the food served to the customer. This is called cross-contact.</p>	<p><i>ServSafe Manager Book:</i>                      Kitchen Staff 2.23</p> <p><i>ServSafe Coursebook:</i>                      Kitchen Staff 3.8</p>	<p><b>Preventing Allergic Reactions</b></p> <p><b>Kitchen Staff</b>                      Staff must make sure that allergens are not transferred from food containing an allergen to the food served to the customer. This is called cross-contact.</p>	<p><i>ServSafe Manager Book:</i>                      Kitchen Staff 2.19</p> <p><i>ServSafe Coursebook:</i>                      Kitchen Staff 3-6</p>

**ServSafe Manager Book Chapter 3–The Safe Food Handler**  
**ServSafe Coursebook Chapter 4–The Safe Food Handler**

Content Changes in 7e	7th Edition Page References (if applicable)	Continue Teaching This 6th Edition (6R) Content Until Notified	6th Edition (6R) Page References
<p><b>1 Handwashing procedure (revised content).</b> The first three steps of the handwashing process were revised.</p> <p><b>How to Wash Hands</b></p> <p><b>1 Wet hands and arms.</b> Use running warm water.</p> <p><b>2 Apply soap.</b> Make sure there is enough soap to build up a good lather. Follow the manufacturer’s recommendations.</p> <p><b>3 Scrub hands and arms vigorously for 10 to 15 seconds.</b> Clean the fingertips, under fingernails, and between fingers.</p>	<p><i>ServSafe Manager Book: How to Wash Hands 3.5</i></p> <p><i>ServSafe Coursebook: How to Wash Hands 4.5</i></p>	<p><b>How to Wash Hands</b></p> <p>To wash hands or prosthetic devices correctly, follow the steps shown below.</p> <p><b>1 Wet hands and arms.</b> Use running water as hot as you can comfortably stand. It should be at least 100°F (38°C).</p> <p><b>2 Apply soap.</b> Apply enough to build up a good lather.</p> <p><b>3 Scrub hands and arms vigorously.</b> Scrub them for 10 to 15 seconds. Clean under fingernails and between fingers.</p>	<p><i>ServSafe Manager Book: How to Wash Hands 3.5</i></p> <p><i>ServSafe Coursebook: How to Wash Hands 4-5</i></p>
<p><b>2 False nails and nail polish (revised content).</b> The position on wearing false nails and nail polish has been revised to align with the FDA Food Code.</p> <p><b>False fingernails</b> Do NOT wear false fingernails. They can be hard to keep clean. False fingernails also can break off into food. However, false fingernails can be worn if the food handler wears single-use gloves.</p> <p><b>Nail polish</b> Do NOT wear nail polish. It can disguise dirt under nails and may flake off into food. However, nail polish can be worn if the food handler wears single-use gloves.</p>	<p><i>ServSafe Manager Book: Hand-Care Guidelines 3.8</i></p> <p><i>ServSafe Coursebook: Hand-Care Guidelines 4.8</i></p>	<p><b>Hand Care</b></p> <p><b>False fingernails</b> Do NOT wear false fingernails. They can be hard to keep clean. False fingernails also can break off into food. Some local regulatory authorities allow false nails if single-use gloves are worn.</p> <p><b>Nail polish</b> Do NOT wear nail polish. It can disguise dirt under nails and may flake off into food. Some regulatory authorities allow polished nails if single-use gloves are worn.</p>	<p><i>ServSafe Manager Book: Hand Care 3.7</i></p> <p><i>ServSafe Coursebook: Hand Care 4-6 and 4-7</i></p>

**ServSafe Manager Book Chapter 3-The Safe Food Handler**  
**ServSafe Coursebook Chapter 4-The Safe Food Handler** **(continued)**

Content Changes in 7e	7th Edition Page References (if applicable)	Continue Teaching This 6th Edition (6R) Content Until Notified	6th Edition (6R) Page References
<p><b>3 Reporting illnesses (revised content).</b> The language around reporting symptoms and illnesses has been revised.</p> <p><b>Reporting Illness Restriction:</b>  <i>When food handlers are sick, you may need to restrict them from working with exposed food, utensils, and equipment. Sometimes you may even need to exclude sick employees from coming into the operation. This is especially important if they have these symptoms:</i></p> <ul style="list-style-type: none"> <li>• Vomiting</li> <li>• Diarrhea</li> <li>• Jaundice (a yellowing of the skin or eyes)</li> <li>• Sore throat with fever</li> <li>• Infected wound or boil that is open or draining (unless properly covered)</li> </ul> <p><i>Staff must also tell you when they have been diagnosed with an illness from one of these pathogens:</i></p> <ul style="list-style-type: none"> <li>• Norovirus</li> <li>• Hepatitis A</li> <li>• Shigella spp.</li> <li>• Shiga-toxin producing E. coli (STEC)</li> <li>• Salmonella Typhi</li> <li>• Nontyphoidal Salmonella</li> </ul> <p><i>They must also tell you if they live with someone who has been diagnosed with any of these illnesses, except nontyphoidal Salmonella. If a food handler is diagnosed with an illness from any of these pathogens, you must report the illness to your regulatory authority.</i></p>	<p><i>ServSafe Manager Book: Reporting Illness 3.17</i></p> <p><i>ServSafe Coursebook: Reporting Illness 4.14</i></p>	<p><b>Policies for Reporting Health Issues Restriction:</b>  <i>When food handlers are ill, you may need to restrict them from working with or around food. Sometimes, you may need to exclude them from working in the operation.</i></p>	<p><i>ServSafe Manager Book: Policies for Reporting Health Issues 3.12</i></p> <p><i>ServSafe Coursebook: Reporting Health Issues 4-10</i></p>

**ServSafe Manager Book Chapter 5–The Flow of Food: Purchasing, Receiving, and Storage**  
**ServSafe Coursebook Chapter 6–The Flow of Food: Purchasing and Receiving**

Content Changes in 7e	7th Edition Page References (if applicable)	Continue Teaching This 6th Edition (6R) Content Until Notified	6th Edition (6R) Page References
<p><b>1 Inspecting cans (revised content).</b> This section has been revised to include additional requirements for inspecting the condition of cans during receiving.</p> <p><b>Packaging:</b> Likewise, reject cans if they have any of these problems:</p> <ul style="list-style-type: none"> <li>• Severe dents in the can seams</li> <li>• Deep dents in the can body</li> <li>• Missing labels</li> <li>• Swollen or bulging ends</li> <li>• Holes and visible signs of leaking</li> <li>• Rust</li> </ul>	<p><i>ServSafe Manager Book: Packaging 5.7</i>  <i>ServSafe Coursebook: Packaging 6.7</i></p>	<p><b>Packaging</b> Likewise, reject cans with labels that are not intact or have bulging or swollen ends, rust, or dents.</p>	<p><i>ServSafe Manager Book: Packaging 5.5</i>  <i>ServSafe Coursebook: Packaging 6-6</i></p>

**ServSafe Manager Book Chapter 7—The Flow of Food: Service**  
**ServSafe Coursebook Chapter 9—The Flow of Food: Service**

Content Changes in 7e	7th Edition Page References (if applicable)	Continue Teaching This 6th Edition (6R) Content Until Notified	6th Edition (6R) Page References
<p><b>1 Serving utensil storage (revised content).</b> The content on the storage of in-use serving utensils was revised.</p> <p><b>Kitchen Staff Guidelines:</b> <b>Serving utensils:</b> Store serving utensils in the food with the handle extended above the rim of the container. Or if you are serving a non-TCS food item, you can place them on a clean and sanitized food-contact surface.</p>	<p><i>ServSafe Manager Book: Kitchen Staff Guidelines 7.6</i>  <i>ServSafe Coursebook: Kitchen Staff Guidelines 9.6</i></p>	<p><b>Kitchen Staff Guidelines:</b> <b>Serving utensils:</b> Store serving utensils in the food with the handle extended above the rim of the container. You can also place them on a clean and sanitized food-contact surface.</p>	<p><i>ServSafe Manager Book: Kitchen Staff Guidelines 7.5</i>  <i>ServSafe Coursebook: Kitchen Staff Guidelines 9-5</i></p>
<p><b>2 Sneeze guards (deleted content).</b> The requirements for the height and distance of sneeze guards have been removed.</p>		<p><b>Self Service Areas</b> <b>Sneeze Guards:</b> Food on display can be protected from contamination using sneeze guards. They should be located 14 inches (36 centimeters) above the counter and should extend 7 inches (18 centimeters) beyond the food.</p>	<p><i>ServSafe Manager Book: Self-Service Areas 7.8</i>  <i>ServSafe Coursebook: Self-Service Areas 9-6</i></p>

## ServSafe Manager Book Chapter 8—Food Safety Management Systems

Content Changes in 7e	7th Edition Page References (if applicable)	Continue Teaching This 6th Edition (6R) Content Until Notified	6th Edition (6R) Page References
<p><b>HACCP (deleted content).</b></p> <p><b>1</b> The seven HACCP principles and specialized processing methods were removed in ServSafe Manager.</p> <p><i>Note: Specialized processing methods are covered in <b>The Flow of Food: Preparation</b> chapter</i></p>		<p><b>The HACCP Approach</b>  <i>A HACCP plan is based on seven basic principles. They were created by the National Advisory Committee on Microbiological Criteria for Foods. These principles are the seven steps that outline how to create a HACCP plan.</i></p> <p><b>The Seven HACCP Principles</b>  <i>Each HACCP principle builds on the information gained from the previous principle. You must consider all seven principles, in order, when developing your plan.</i></p> <p><i>Here are the seven principles.</i></p> <ol style="list-style-type: none"> <li><b>1</b> Conduct a hazard analysis.</li> <li><b>2</b> Determine critical control points (CCPs).</li> <li><b>3</b> Establish critical limits.</li> <li><b>4</b> Establish monitoring procedures.</li> <li><b>5</b> Identify corrective actions.</li> <li><b>6</b> Verify that the system works.</li> <li><b>7</b> Establish procedures for record keeping and documentation.</li> </ol> <p><i>In general terms, the principles break into three groups.</i></p> <ul style="list-style-type: none"> <li>▪ Principles 1 and 2 help you identify and evaluate your hazards.</li> <li>▪ Principles 3, 4, and 5 help you establish ways for controlling those hazards.</li> <li>▪ Principles 6 and 7 help you maintain the HACCP plan and system, and verify its effectiveness.</li> </ul>	<p><i>ServSafe Manager Book: The HACCP Approach, The Seven HACCP Principles, Another HACCP Example, and Specialized Processing Methods and HACCP 8.4–8.10</i></p>

**ServSafe Manager Book Chapter 8—Food Safety Management Systems (continued)**

Content Changes in 7e	7th Edition Page References (if applicable)	Continue Teaching This 6th Edition (6R) Content Until Notified	6th Edition (6R) Page References
		<p><b>Principle 1: Conduct a Hazard Analysis</b>  <i>First, identify and assess potential hazards in the food you serve. Start by looking at how food is processed in your operation. Many types of food are processed in similar ways. Here are some common processes.</i></p> <ul style="list-style-type: none"> <li>▪ <i>Prepping and serving without cooking (salads, cold sandwiches, etc.)</i></li> <li>▪ <i>Prepping and cooking for same-day service (grilled chicken sandwiches, hamburgers, etc.)</i></li> <li>▪ <i>Prepping, cooking, holding, cooling, reheating, and serving (chili, soup, pasta sauce with meat, etc.)</i></li> <li>▪ <i>Look at your menu and identify items that are processed like this.</i></li> <li>▪ <i>Next, identify the TCS food. Determine where food safety hazards are likely to occur for each TCS food. There are many types of hazards to look for. These can come from biological, chemical, or physical contaminants.</i></li> </ul> <p><b>Principle 2: Determine Critical Control Points (CCPs)</b>  <i>Find the points in the process where the identified hazard(s) can be prevented, eliminated, or reduced to safe levels. These are the critical control points (CCPs). Depending on the process, there may be more than one CCP.</i></p> <p><b>Principle 3: Establish Critical Limits</b>  <i>For each CCP, establish minimum or maximum limits. These limits must be met to prevent or eliminate the hazard, or to reduce it to a safe level.</i></p>	

**ServSafe Manager Book Chapter 8—Food Safety Management Systems (continued)**

Content Changes in 7e	7th Edition Page References (if applicable)	Continue Teaching This 6th Edition (6R) Content Until Notified	6th Edition (6R) Page References
		<p><b>Principle 4: Establish Monitoring Procedures</b>  <i>Once critical limits have been created, determine the best way for your operation to check them. Make sure the limits are consistently met. Identify who will monitor them and how often.</i></p> <p><b>Principle 5: Identify Corrective Actions</b>  <i>Identify steps that must be taken when a critical limit is not met. These steps should be determined in advance.</i></p> <p><b>Principle 6: Verify That the System Works</b>  <i>Determine if the plan is working as intended. Evaluate it on a regular basis. Use your monitoring charts, records, hazard analysis, etc.; and determine if your plan prevents, reduces, or eliminates identified hazards.</i></p> <p><b>Principle 7: Establish Procedures for Record Keeping and Documentation</b>  <i>Maintain your HACCP plan and keep all documentation created when developing it. Keep records for the following actions.</i></p> <ul style="list-style-type: none"> <li>▪ <i>Monitoring activities</i></li> <li>▪ <i>Taking corrective action</i></li> <li>▪ <i>Validating equipment (checking for good working condition)</i></li> <li>▪ <i>Working with suppliers (i.e., shelf-life studies, invoices, specifications, challenge studies, etc.)</i></li> </ul>	

**ServSafe Manager Book Chapter 9—Safe Facilities and Pest Management**  
**ServSafe Coursebook Chapter 11—Safe Facilities and Equipment**

Content Changes in 7e	7th Edition Page References (if applicable)	Continue Teaching This 6th Edition (6R) Content Until Notified	6th Edition (6R) Page References
<p><b>1 Handwashing station signage (deleted content).</b>                      The requirement that handwashing sink signage should be in all languages was removed.</p> <p>The information that some jurisdictions allow the use of automatic handwashing facilities was also removed.</p>		<p><b>Handwashing stations</b>  <i>A clearly visible sign or poster must tell staff to wash hands before returning to work. The message should be in all languages used by staff in the operation.</i></p> <p><i>Some jurisdictions allow the use of automatic handwashing facilities in an operation. Check with your local regulatory authority for more information.</i></p>	<p><i>ServSafe Manager Book: Handwashing Stations 9.4</i>  <i>ServSafe Coursebook: Handwashing Stations 11-8</i></p>

**ServSafe Manager Book Chapter 10—Cleaning and Sanitizing**  
**ServSafe Coursebook Chapter 12—Cleaning and Sanitizing**

Content Changes in 7e	7th Edition Page References (if applicable)	Continue Teaching This 6th Edition (6R) Content Until Notified	6th Edition (6R) Page References
<p><b>1 Dishwashing machines (revised content).</b> The requirements for preparing items to be cleaned in a dishwashing machine were revised.</p> <p><b>Preparing items for cleaning</b>  <i>Scrape items before washing them. If necessary, items can be rinsed or presoaked. This may be necessary when handling items with dried-on food.</i></p> <p>The requirements for storing and stacking items when removed from a dishwashing machine were revised.</p> <p><b>Drying items</b>  <i>Make sure they (items that have been washed in a dishwasher) are completely dry before stacking or storing them.</i></p>	<p><i>ServSafe Manager Book: Dishwasher Operation 10.9, 10.10</i>  <i>ServSafe Coursebook: Dishwashing Machine Operation 12.10</i></p>	<p><b>Preparing items for cleaning (in a dishwasher)</b>  <i>Scrape, rinse, or soak items before washing. Presoak items with dried-on food.</i></p> <p><b>Drying items</b>  <i>Air-dry all items. Never use a towel to dry items. You could recontaminate them.</i></p>	<p><i>ServSafe Manager Book: Dishwasher Operation 10.8</i>  <i>ServSafe Coursebook: Dishwashing Machine Operation 12-9</i></p>

**ServSafe Manager Book Chapter 10—Cleaning and Sanitizing (continued)**  
**ServSafe Coursebook Chapter 12—Cleaning and Sanitizing**

Content Changes in 7e	7th Edition Page References (if applicable)	Continue Teaching This 6th Edition (6R) Content Until Notified	6th Edition (6R) Page References
<p><b>2 Manual dishwashing (revised content).</b> The first step in the cleaning and sanitizing process in a three-compartment sink has been revised.</p> <p><b>Cleaning and Sanitizing in a Three-Compartment Sink</b></p> <p>❶ <i>Scrape items before washing them. If necessary, items can be rinsed or soaked.</i></p> <p>The exception in the fourth step of cleaning and sanitizing in a three-compartment sink was removed.</p> <p>❷ <i>Sanitize items in the third sink.</i></p> <p><i>Change the sanitizing solution when the temperature of the water or the sanitizer concentration falls below requirements.</i></p> <p><i>NEVER rinse items after sanitizing them. This could contaminate their surfaces.</i></p> <p>A requirement for drying items cleaned and sanitized in a three-compartment sink was added.</p> <p>❸ <i>Air-dry items on a clean and sanitized surface. Place the items upside down so they will drain. NEVER use a towel to dry items, as it could contaminate them.</i></p>	<p><i>ServSafe Manager Book: Cleaning and Sanitizing in a Three-Compartment Sink 10.11</i></p> <p><i>ServSafe Coursebook: Cleaning and Sanitizing in a Three-Compartment Sink 12.11</i></p>	<p><b>How to Clean and Sanitize in a Three-Compartment Sink</b></p> <p>❶ <b>Rinse, scrape, or soak items before washing them.</b>  <i>If items are being soaked in the first sink, change the solution when food bits start to build up or the suds are gone.</i></p> <p>❷ <b>Sanitize items in the third sink.</b>  <i>Change the sanitizing solution when the temperature of the water or the sanitizer concentration falls below requirements. NEVER rinse items after sanitizing them. This could contaminate their surfaces. The only exception to this rule is when you are washing items in a dishwasher that can safely rinse items after they have been sanitized.</i></p> <p>❸ <b>Air-dry items on a clean and sanitized surface.</b>  <i>Place the items upside down so they will drain.</i></p>	<p><i>ServSafe Manager Book: How to Clean and Sanitize in a Three-Compartment Sink 10.9</i></p> <p><i>ServSafe Coursebook: How to Use a Three-Compartment Sink 12-10</i></p>

**ServSafe Manager Book Chapter 10—Cleaning and Sanitizing (continued)**  
**ServSafe Coursebook Chapter 12—Cleaning and Sanitizing**

Content Changes in 7e	7th Edition Page References (if applicable)	Continue Teaching This 6th Edition (6R) Content Until Notified	6th Edition (6R) Page References
<p><b>3 Cleaning after illness (revised content).</b> The requirements and procedures for cleaning up after people who get sick in the operation were revised.</p> <p><b>Cleaning up after People Who Get Sick</b>  <i>If vomit or diarrhea contacts surfaces in the operation, it must be cleaned up correctly. These substances can carry Norovirus, which is very contagious. Cleaning these surfaces correctly can prevent food from becoming contaminated. It will also keep others from becoming sick.</i></p> <p><i>To be effective, operations must have procedures for cleaning up vomit and diarrhea. These procedures must address specific actions that employees must take to minimize contamination and exposure to food, surfaces, and people. It is critical that employees be trained on these procedures.</i></p>	<p><i>ServSafe Manager Book: Cleaning up after People Who Get Sick 10.15</i></p> <p><i>ServSafe Coursebook: Cleaning Up after People Who Get Sick 12.13</i></p>	<p><b>Cleaning up after People Who Get Sick</b>  <i>Check with your local regulatory authority regarding requirements for cleaning up vomit and diarrhea. In many jurisdictions, a written cleanup plan may be required. The way you clean up vomit and diarrhea is different from the way you clean other items in the operation. There are several things to think about when developing a plan for cleaning these substances.</i></p> <ul style="list-style-type: none"> <li>▪ <i>How you will contain liquid and airborne substances, and remove them from the operation</i></li> <li>▪ <i>How you will clean, sanitize, and disinfect surfaces</i></li> <li>▪ <i>When to throw away food that may have been contaminated</i></li> <li>▪ <i>What equipment is needed to clean up these substances, and how it will be cleaned and disinfected after use</i></li> <li>▪ <i>When a food handler must wear personal protective equipment</i></li> <li>▪ <i>How staff will be notified of the correct procedures for containing, cleaning, and disinfecting these substances</i></li> <li>▪ <i>How to segregate contaminated areas from other areas</i></li> <li>▪ <i>When staff must be restricted from working with or around food or excluded from working in the operation</i></li> <li>▪ <i>How sick customers will be quickly removed from the operation</i></li> <li>▪ <i>How the cleaning plan will be implemented</i></li> </ul>	<p><i>ServSafe Manager Book: Cleaning Up After People Who Get Sick 10.12</i></p> <p><i>ServSafe Coursebook: Cleaning Up after People Who Get Sick 12-12</i></p>

**ServSafe Manager Book Chapter 10—Cleaning and Sanitizing (continued)**  
**ServSafe Coursebook Chapter 12—Cleaning and Sanitizing**

Content Changes in 7e	7th Edition Page References (if applicable)	Continue Teaching This 6th Edition (6R) Content Until Notified	6th Edition (6R) Page References
<p><b>4 MSDS (SDS) (deleted content).</b> The requirements for Material Safety Data Sheets were removed.</p>		<p><b>Using Foodservice Chemicals</b></p> <p><b>Material Safety Data Sheets</b>                      The Occupational Safety and Health Administration (OSHA) has requirements for using chemicals. OSHA requires chemical manufacturers and suppliers to provide a Material Safety Data Sheet (MSDS) for each hazardous chemical they sell. An MSDS contains the following information about the chemical.</p> <ul style="list-style-type: none"> <li>▪ Safe use and handling</li> <li>▪ Physical, health, fire, and reactivity hazards</li> <li>▪ Precautions</li> <li>▪ Appropriate personal protective equipment (PPE) to wear when using the chemical</li> <li>▪ First-aid information and steps to take in an emergency</li> <li>▪ Manufacturer’s name, address, and phone number</li> <li>▪ Preparation date of MSDS</li> <li>▪ Hazardous ingredients and identity information</li> </ul> <p>MSDS are often sent with the chemical shipment. You can also request them from your supplier or the manufacturer. Staff have a right to see an MSDS for any hazardous chemical they work with. Therefore, you must keep these sheets where they can be accessed.</p>	<p><i>ServSafe Manager Book: Using Foodservice Chemicals 10.14</i></p> <p><i>ServSafe Coursebook: Material Safety Data Sheets 12-14</i></p>