

## Template 5 – Log for 2-hour/4-hour rule

| Food | Date | Time out of refrigeration (above 5°C) | Activity (e.g. sandwich prep, display) | Time back in temp control (<5°C) | Total time out | 2-hr/4-hr action (refrigerate, use or discard) | Staff initials |
|------|------|---------------------------------------|--|----------------------------------|----------------|--|----------------|
|      |      |                                       |  |                                  |                |  |                |
|      |      |                                       |  |                                  |                |  |                |
|      |      |                                       |  |                                  |                |  |                |
|      |      |                                       |  |                                  | Total 4 hrs    | Discard  |                |
|      |      |                                       |  |                                  |                |  |                |
|      |      |                                       |  |                                  |                |  |                |
|      |      |                                       |  |                                  |                |  |                |
|      |      |                                       |  |                                  | Total 4 hrs    | Discard  |                |
|      |      |                                       |  |                                  |                |  |                |
|      |      |                                       |  |                                  |                |  |                |
|      |      |                                       |  |                                  |                |  |                |
|      |      |                                       |  |                                  | Total 4 hrs    | 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.

**Re-refrigerate/use/discard:** If the potentially 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.