

Serving Traditional Foods in NWT Health and Social Services Facilities

Guidelines for Developing Operational Policies and Procedures for Donated Traditional Foods.

Table of Contents

ACKNOWLEDGEMENTS	4
INTRODUCTION.....	4
PURPOSE OF GUIDELINES FOR SERVING TRADITIONAL FOODS.....	4
SCOPE AND USE OF THE GUIDELINES	5
SERVING TRADITIONAL FOODS IN HEALTH AND SOCIAL SERVICES FACILITIES.....	5
Goal	5
Food Service Objectives	5
DEFINITION OF TRADITIONAL FOODS	5
Traditional Foods of the Northwest Territories	6
Who can donate traditional foods?	6
MODELS OF FOOD SERVICE FOR SERVING DONATED TRADITIONAL FOODS	7
Models of food service	7
Best Practice for serving donated traditional foods.....	7
OPERATIONAL POLICIES AND PROCEDURES FOR SERVING TRADITIONAL FOODS.....	7
Overview	7
1. Acquisition of Traditional Foods	8
2. Receiving Donations of Wild Game Meat and Fish	10
2.1 Receiving Wild Game Meat and Fish – Food Grade Packaging	11
3. Storing Raw Donated Wild Game Meats and Fish	12
4. Metal and Bone Shard Detection	13
5. Menu Planning and Recipe Selection	14
6. Food Production for a Frozen Entrée System	15
7. Storing Frozen Entrées.....	17
8. Food Production for a Conventional Cook-Serve System.....	18
9. Traditional Broth Production	20
10. Meal Service	22
11. Service of Frozen-Raw or Fermented-Aged Wild Game Meats and Fish	23
12. Inventory Control	23
13. Continuous Quality Improvement.....	24
REFERENCES	25

APPENDIX A: GLOSSARY	26
APPENDIX B: FORMS	29
Form 1: Harvester’s Questionnaire for Plants and Berries	29
Form 2: Fisher’s Questionnaire	29
Form 3: Hunter/Outfitter Questionnaire.....	30
Form 4: Quality Control Form for Donated Food	32
Form 5: Cooking Quality Indicator Check List.....	33
Form 6: Traditional Food Request Form	34
Form 7: Sample Traditional Entrée and Broth Inventory Tracking Form.....	35
Form 8: Sample Wild Game Meat and Fish Inventory Tracking Form.....	36
Form 9: Sample Traditional Food Services Satisfaction Survey.....	37
Form 10: Traditional Food Services Satisfaction Audit	38
Form 11: Sample Daily Refrigerator and Freeze Temperature Log.....	39
Form 12: Sample Traditional Foods Monthly Usage Tracking.....	40
Form 13: Wild Game Meat Donation Label.....	41
APPENDIX C: Traditional Food Services Operational Policies and Procedures Checklist	42

ACKNOWLEDGEMENTS

These Guidelines are the result of collective efforts under the Government of the NWT's (GNWT) "Healthy Choices Framework," Nutrition priority, through the collaboration with the Departments of Health and Social Services (HSS), Environment and Climate Change (ECC), Fisheries and Oceans Canada (DFO), Environment and Climate Change Canada and the Northwest Territories Health and Social Services Authority (NTHSSA). We gratefully acknowledge the guidance and support from the Indigenous Health Cultural Program at Whitehorse General Hospital, Whitehorse, Yukon and Territorial Nutrition, Department of Health, Government of Nunavut.

INTRODUCTION

The Department of Health and Social Services recognizes the importance of providing traditional foods to Indigenous patients, residents and clients in NWT health and social services facilities. Providing traditional foods gives a sense of comfort and well-being that in turn maintains quality of life, supports healing and improves health outcomes. It is widely recognized that during times when a person is recovering from illness and building strength, nourishing food and an environment that encourages food consumption is important. Studies have shown that malnourished patients stay two to three days longer in hospital than nourished patients, and malnourished patients are at higher risk of readmission within 30 days.¹

PURPOSE OF GUIDELINES

The majority of traditional wild game meat, birds and plants to be served in NWT health and social service facilities is acquired by donation. Fish may be donated or purchased from commercially licensed fishers. The Guidelines provide food service operators with recommendations for operational policies and procedures, samples of required forms and references for the safe procurement, handling and service of traditional foods.

Successful food service operations require collaboration and coordination among food service providers, suppliers (hunters, harvesters, fishers, Butchers, local community agencies), health care providers, facility operators and advice and education from traditional knowledge keepers.

The Department of Environment and Climate Change (ECC) regulates the harvest of wildlife through the *Wildlife Act* and promotes conservation and respect for wildlife through existing programs and regulations (e.g. wastage). The *Northwest Territories Fishery Regulations* outline the terms and conditions for donations of lawfully caught sport fish. Additionally, the Department of Health and Social Services regulates food establishments through the *Public Health Act*. The Guidelines have been developed to align with the relevant sections of these Acts and Regulations.

The Guideline has been adapted from, and with the permission of, the Indigenous Health Cultural Program, Whitehorse General Hospital, Whitehorse, Yukon.

¹ Dietitians of Canada. 2014. An Inter-professional approach to malnutrition in hospitalized adults. <https://www.dietitians.ca/DietitiansOfCanada/media/Documents/Resources/An-Interprofessional-Approach-to-Malnutrition-in-Hospitalized-Adults.pdf?ext=.pdf>

SCOPE AND USE OF THE GUIDELINES

These Guidelines identifies operational policies, procedures and resources for use by food service operators in health and social services facilities of all sizes in the NWT. Small and medium-sized facilities (under 20 beds) may use and/or adapt the guidelines to meet the needs of their operation. Larger facilities (20 beds or more) are more complex in their operations. They may need a greater number and wider scope of guidance documents.

Staffing of food service operations vary from facility to facility. Therefore, position titles indicated in the policies and procedures are suggestions and are defined in the glossary. The scope of food service described in these Guidelines is intended for patients admitted into hospital, residents of long term care or supported living facilities. It is not within the scope of the Guidelines to address issues pertaining to environmental contaminants and zoonotic diseases affecting wildlife and fish or the availability and sustainability of wildlife and fish as food sources.

While these Guidelines are intended for use by health and social services food service operators, facilities operated by the Department of Justice may adapt the Guidelines for their use. Other users of the Guidelines include non-government organizations, Indigenous Governments, and NWT Education Bodies that might use wildlife and fish for meal service, recreational and cultural enrichment activities. Appendix C shows suggested use of the policies and procedures for different food service operations.

SERVING TRADITIONAL FOODS IN HSS FACILITIES

Goal

Indigenous patients, clients and residents of NWT health and social services facilities are provided traditional foods which support personal preferences, meet nutritional needs and are safely prepared to prevent food-borne illnesses.

Food Service Objectives

1. To offer traditional foods which are lawfully harvested in the NWT, safely handled and prepared according to traditional practices.
2. To create a nourishing menu consisting of foods prepared according to traditional practices.
3. To provide traditional foods year-round, subject to availability.

DEFINITION OF TRADITIONAL FOODS

Traditional foods are defined as wildlife, birds, fish and plants that are gathered, hunted, fished, trapped, and snared from the land, rivers, creeks, sea and sky over millennia by Indigenous peoples of the NWT. The traditional practices related to acquiring, preparing and eating traditional foods are deeply ingrained in the cultural identity of Indigenous people.

As such, traditional foods are more than just a diet; it is a way of life for the Indigenous people of the NWT that contributes not only to good nutritional outcomes but also many of the Social Determinants of Health², such as:

- Social inclusion – community members contribute/share wild game meat with Indigenous patients.
- Preserving and strengthening traditional practices, by transferring knowledge and skills.
- Promoting the value of traditional foods for healing and well-being.

Traditional foods are especially good sources of protein, iron and vitamins A and B. A study in British Columbia found that when Indigenous participants consumed traditional foods, they had higher daily intakes of nutrients that are important for healing, such as protein, vitamin D, iron, and zinc.³

Traditional Foods of the Northwest Territories

Each region in the NWT relies on different types of animals, fish and plants to provide nutrients needed to live in a harsh environment. The chart below identifies the traditional foods from the land, sky and waters of the NWT.

LIST OF TRADITIONAL FOODS OF THE NORTHWEST TERRITORIES				
WILDLIFE FROM THE LAND AND SKY				
Caribou	Moose	Dall Sheep	Bison	Reindeer
Bear	Beaver	Rabbit	Squirrel	Muskox
Porcupine	Muskrat	Ptarmigan	Grouse	Goose
Duck	Swan			
WILDLIFE AND FISH FROM THE WATERS				
Lake Trout	White Fish	Inconnu (Coney)	Arctic Grayling	Arctic Char
Loche (Burbot)	Dolly Varden	Northern Pike	Salmon	Bull Trout
Pickrel	Fish Eggs	Beluga	Bowhead Whale	Whale Oil
Seal	Seal Oil			
PLANTS				
Cloud Berries	Low Bush Cranberries		Saskatoon Berries	Crowberries
Blueberries	High Bush Cranberries		Spruce Tree Tips	Raspberries
Labrador Tea	Strawberries			

Who can donate traditional foods?

Wildlife may be donated by experienced community harvesters/hunters and outfitters who have lawfully harvested wild game meats according to NWT Wildlife Act and Wildlife General Regulations. Renewable Resources Officers may donate wild game meats which

² Mikkonen, J., & Raphael, D. 2010. Social Determinants of Health: The Canadian Facts. Toronto: York University School of Health Policy and Management. http://thecanadianfacts.org/the_canadian_facts.pdf

³ Troian, Martha. 2014. Traditional foods boost Indigenous health: Culturally appropriate foods making headway in hospitals. <https://ricochet.media/en/249/traditional-foods-boost-indigenous-health>

were unlawfully harvested. Fish may be donated by fishers holding sport fishing or commercial fishing licenses. Plants may be donated by community harvesters. No license is required to harvest plants.

FOOD SERVICE MODELS FOR SERVING DONATED TRADITIONAL FOODS

Food service is described as a system to plan, organize, acquire, prepare, store and serve food for a group of people. The NWT Department of Health and Social Services operates food services mainly in hospitals, long term care, group homes and supported living facilities.

Models of food service

Conventional cook-serve food service systems with centralized meal assembly are the most common in the NWT health care facilities. In this type of food service, food is cooked, held for a short period of time under controlled temperatures and served. In the past, there have been attempts to use a re-thermalization system where food is cooked, frozen and re-heated when required.

Best Practice for serving donated traditional foods⁴

Supply of wild game meats is often limited to seasonal availability. Therefore, a blended model of conventional cook-serve system with production of frozen entrees works best when wild game meats are not readily available all year around. Furthermore, successful service depends on food service operators working together in a team with traditional knowledge keepers, suppliers (harvesters, trappers, hunters, fishers & outfitters), facility administrators and registered dietitians to plan, organize and deliver traditional foods in facilities.

OPERATIONAL POLICIES AND PROCEDURES

Overview

Operational policies and procedures are determined by the food service operator in accordance with operational standards. Operational policies provide direction to food service staff in the delivery of the food service. Procedures are step-by-step instructions to achieve the processes which are required to deliver quality services.

The following section outlines recommended policies and procedures written in accordance with the *NWT Wildlife Act Regulations* and the *NWT Public Health Act* and *Food Establishment Safety Regulations*. Food service operators are not limited to the policies and procedures listed in this section and may use their own formatting and wording to meet operational standards.

⁴ Communications from Whitehorse General Hospital Corporation's Indigenous Health Cultural Program

1. Acquisition of Traditional Foods

Effective Date: mm/dd/yyyy

Policy:

Wild game meat is acquired by donation from experienced community harvesters/hunters and outfitters who lawfully harvest wild game meats.

Purchase of wild game meats from community harvesters/hunters and outfitters is not permitted as per land claim agreements unless the hunter/harvester holds a commercial tag.

Roadkill is not accepted for donation.

Fish is acquired by donation from licenced sport fishers or purchased from licenced commercial fishers.

Processed products including canned, ground or dried wild game meats, dry fish, aged or fermented products are not accepted.

Berries, Spruce tree tips and Labrador Tea may be donated. Wild mushrooms are not accepted.

Roles and Responsibilities:

1. The **Manager, Food Services or the Traditional Foods Coordinator (or designate)** is responsible for soliciting donations of wild game meats, fish and plants via notice to: Indigenous governments, regional corporations, Band offices, local community organization, outfitters, Renewable Resource offices, and Hunters' and Trappers' Associations by using a variety of methods.
2. The **Manager, Food Services or the Traditional Foods Coordinator (or designate)** is responsible for ensuring that all donators are aware of the safe handling practices of wild game as it pertains to donation of wild game accepted for the purpose of making traditional foods available to Indigenous patients, clients and residents in health and social services facilities.

Procedures:

1. Donated wild game meat is delivered to the Butcher designated by the health facility or directly to the health facility (to be determined by the Manager, Food Services or the Traditional Foods Coordinator).
2. Butchering costs are covered by the facility.
3. Wild game meat donations must be accompanied by a completed ***Hunter/Outfitter Questionnaire-Receipt*** form. If the form is not fully completed by the harvester/hunter, efforts need to be made by food service staff to obtain answers all questions. If the form remains incomplete despite all efforts, the wild game meat donation will not be accepted.
4. Plant (berry) donations must be accompanied by a completed ***Harvester's Questionnaire***.
5. Acceptable donated wild game meats, fish and plants are listed in the Traditional Foods of the Northwest Territories table below.

LIST OF NWT TRADITIONAL FOODS WHICH MAY BE DONATED				
WILDLIFE FROM THE LAND AND SKY				
Caribou	Moose	Dall Sheep	Bison	Reindeer
Bear	Beaver	Rabbit	Squirrel	Muskox
Porcupine	Muskrat	Ptarmigan	Grouse	Goose
Duck	Swan			
WILDLIFE AND FISH FROM THE WATERS				
Lake Trout	White Fish	Inconnu (Coney)	Arctic Grayling	Arctic Char
Loche (Burbot)	Dolly Varden	Northern Pike	Salmon	Bull Trout
Pickerel	Fish Eggs	Beluga	Bowhead Whale	Seal
PLANTS				
Cloud Berries	Low Bush Cranberries		Saskatoons	Crowberries
Blueberries	High Bush Cranberries		Spruce Tree Tips	Raspberries
Labrador Tea	Strawberries			

Documentation:

Documents listed in this section become records for the food service and must be retained for a minimum of three (3) years for audit purposes.

- Communications around donations including newspaper notices, public service announcements, letters, social media advertising.
- Hunter/Outfitter Questionnaire-Receipt and Harvester's Questionnaire.

Evaluation:

- Assessment and evaluation include completion of all necessary documentation.
- Assessment by Manager, Food Service or the Manager, Indigenous Wellness Program is to ensure that all necessary forms are completed and returned in a timely manner, and that the necessary processes are followed accordingly.

2. Receiving Donations of Wild Game Meat and Fish

Effective Date: mm/dd/yyyy	
-----------------------------------	--

Policy: All donated fresh or frozen wild game meat and fish received must be of high quality, is labelled and packaged in food grade packaging (section 2.1) and received directly from an approved donator or from a designated Butcher.

Partially thawed wild game meat or fish will not be accepted.

Roles and Responsibilities:

1. The **Manager, Food Services or Traditional Foods Coordinator or designate** tracks donations by collecting the completed ***Hunter/Outfitter Questionnaire-Receipt*** forms. The food service may establish additional wildlife and fish donations tracking systems which record assigned tracking numbers for the donator, licence number, date received, species, where donation was caught/harvested, and weight of donation (or number of fish). This is best accomplished using electronic database or spreadsheet programs.
2. The **Manager, Food Services or Traditional Foods Coordinator or designate** receives and labels packaged meat and fish from the approved donator or from a designated Butcher including the Butcher's invoice.
3. **Manager, Food Services** assigns inventory control to Traditional Foods Coordinator or designate.

Procedures:

1. The Manager, Food Services or Traditional Foods Coordinator or designate obtains the completed ***Hunter/Outfitter Questionnaire-Receipt*** from an approved donator or a designated Butcher upon delivery of the wild game meat or fish. The Manager, Food Services or Traditional Foods Coordinator or designate may assist the approved donator to complete the Hunter/Outfitter Questionnaire-Receipt.
2. A ***Quality Control Form*** is completed by the designated Butcher. Where there is no designated Butcher, the Manager, Food Services, Traditional Foods Coordinator and elder or designate completes the Quality Control Form to decide whether or not to accept the donation.
3. The Manager, Food Services or Traditional Foods Coordinator or designate:
 - Checks to ensure packaged meat is packed in boxes weighing 22.7 kg (50 lbs) or less (for safety reasons).
 - Creates and attaches labels onto donated food with information from the Hunter/Outfitter Questionnaire-Receipt: Receipt number, hunter's name and license number, type of animal, cut, weight and date of receipt of donation. Refer to Appendix B – Form 13 "Labels."
 - Checks to ensure packaged meat and fish have been labelled and tracking codes applied for each donation.
4. Receipt of wild game meats from a designated Butcher or from a donor will be tracked electronically or on a paper form.
5. Cooks (or designated staff) are instructed to store packaged meat in a refrigerator or freezer in an appropriate and timely manner as determined by the food service operator. All meat and fish in the freezer must be rotated prior to storage of newly received meat or fish using the 'First In - First Out' method.

Documentation:

- Health Facility will have these records available for review by an Environmental Health Officer, Department of Health and Social Services, (GNWT) and a Renewable Resources Officer, Department of Environment and Natural Resources (GNWT) at any time:
 - Quality Control Form
 - ***Hunter/Outfitter Questionnaire-Receipt*** Wild Game and Fish Tracking database/system established by the food service operator. The tracking system records a tracking number; name and licence of donator, date received, species, where donation was caught/harvested, and weight of donation (or number of fish). This is best accomplished using electronic database or spreadsheet programs.

Evaluation:

- Assessment by the Manager, Foods Services or Manager, Indigenous Wellness Program or designate will include:
 - Checking all incoming donations for required identification information.
 - Ensuring labelling of donations occurs accurately and consistently.
 - Ensuring tracking system for donated traditional foods is being used consistently.
 - Maintaining records of Quality Control Forms, Wild Game Tracking Forms, Butcher's invoices, and Hunter/Outfitter/Fisher Questionnaires.

2.1 Receiving Wild Game Meat and Fish: Food Grade Packaging

Policy: Donated wild game meats or fish that arrive in non-food grade packaging or damaged packaging, should be placed in food grade packaging immediately and properly labelled and stored.

- Food grade packaging is made of material that is safe for storing food.
- Packaging which is safe for storing food includes butcher paper, aluminum foil, parchment paper, wax paper, and food grade plastic wrap or re-sealable plastic bags.
- Packaging that is not safe for storing food includes newspaper, cardboard, grocery bags and garbage bags.

3. Storing Raw Donated Wild Game Meat and Fish

Effective Date: mm/dd/yyyy	
-----------------------------------	--

Policy: Donated raw wild game meats and fish will be labelled and stored in a designated freezer to ensure safety, security and quality.

Segregation of wild game meats and fish from other meats and fish is not required if the wild game meat and fish are dressed, clean, wrapped and labelled properly. If donated wild game meats and fish are not properly dressed, wrapped and labelled, the donation should be stored separately away from other meats and fish until it has been dressed, packaged and labelled.

Roles and Responsibilities:

1. The **Manager, Food Services** is responsible for designating a staff member to store raw donated wild game meats and fish from a designated Butcher or directly from an approved donator according to accepted procedures.

Procedures:

1. Store all food at least 6 inches above floor on shelves. Shelves must be made of smooth, non-porous materials, such as stainless steel and easily cleaned. Shelves must be maintained in good condition.
2. Items are properly packaged/covered and labelled with the donor's name, type of animal, cut, weight and date of receipt as shown in Appendix B – Form 13 Labels.
3. Organize food to prevent contamination or cross-contamination. For example, raw meats and fish should be on lower shelves. Ready-to-cook or ready-to eat foods should be on upper shelves.
4. Ensure all foods are consistently rotated. Outdated food is documented and discarded; 'first in-first out' (FIFO) principle applies.
5. Internal refrigerator temperature must be maintained at 4°C or colder. Temperatures warmer than 4°C should be reported to the Manager, Food Services immediately.
6. Internal freezer temperature must be maintained at -18°C or colder. Temperature fluctuation warmer than -18°C should be reported to the Manager, Food Services immediately.
7. Ensure that freezers and refrigerators are equipped with calibrated thermometers.
8. Maintain food inventory records. Fresh, raw wild game or fish is stored no longer than 2-3 days at refrigerated temperatures 4°C or colder and frozen wild game meat or fish is stored no longer than 10-12 months at -18°C or colder.
9. Refreezing of thawed meats or fish is not permitted.

Documentation:

- Inventory Tracking Form (Appendix B)
- Daily Refrigerator and Freezer Temperature Log (Appendix B)

Evaluation:

- Ensuring that procedures are followed is the responsibility of the Manager, Food Services.

4. Metal and Bone Shard Detection

Effective Date: mm/dd/yyyy

Policy: All donated wild game meat used for traditional meals is thoroughly assessed to ensure an absence of bullets or other metal objects and bone shards.

Roles and Responsibilities:

1. The cook or designate is responsible for metal and bone shard detection prior to and after food production.

Procedures:

1. Raw game bones and meat, particularly birds, are scanned for metal prior to production.
2. When scanning is complete, check off the section in the traditional food ***Cooking Quality Indicator Form*** pertaining to metal and bone shard detection.
3. After a meat or bird entrée is cooked, the cook or designate places portions of the entree on a plastic or other non-metallic surface and passes a **hand-held metal detector** over the portions.
4. Any entrée containing metal objects (positive result) as per the metal detector will be removed from service.
5. The cook completes metal detection and checks off section in the traditional food ***Cooking Quality Indicator Form***. Records should reflect how frequently metal is found in donated meat or birds
6. The cook places the completed Cooking Quality Indicator Form in a designated binder which is easily accessible by staff.

Documentation:

- Cooking Quality Indicator Form (Appendix B)

Evaluation:

- Assessment by the Manager, Food Services.

5. Menu Planning and Recipe Selection

Effective Date: mm/dd/yyyy	
-----------------------------------	--

Policy: There will be a menu planned with supporting recipes for service of traditional foods. Collaborative menu planning and recipe selection are key to any food service operation. Traditional knowledge keepers (elders), food service staff, Indigenous health and wellness staff and registered dietitians make up the core group for collaborative menu planning. The types of food, ingredients, cooking method, length and rotation of the menu, equipment required and flexibility of the menu will be decided by the collaborative menu planning group.

Roles and Responsibilities:

1. The **Collaborative Menu Planning Group** decides on roles and responsibilities of its members. Typically, the Indigenous Health/Wellness Program manager or designate (Traditional Food Coordinator) chairs the Planning Group. In the absence of an Indigenous Health/Wellness Program, the Manager, Food Services chairs the Planning Group.

Procedures:

1. The Planning Group meets regularly to plan a menu according to principles of menu planning: nutritional adequacy, patient/resident acceptability, staff skills, food availability, equipment and flexibility.
2. Satisfaction surveys may be conducted to evaluate the acceptability of menu items.
3. Planning Group selects and/or develops recipes and uses standardized recipe formats which indicate recipe's ingredients, amounts required for each ingredient, cooking methods, yields and portion sizes.
4. Recipe testing is conducted by food service or Indigenous health/wellness program staff.

Documentation:

- Recipes
- Satisfaction Survey (oral or print)

Evaluation:

- Assessment by the Manager, Food Services and the Traditional Foods Coordinator.

6. Food Production for a Frozen Entrée System

Effective Date: mm/dd/yyyy	
-----------------------------------	--

Policy: Planning and production of traditional Indigenous food menu is a collaborative effort by food service staff, Traditional Foods Coordinator, Indigenous Wellness Program staff and advisors and registered dietitians. Food production is conducted in a safe and organized manner using traditional recipes.

Roles and Responsibilities:

1. The Manager, Food Services or Traditional Foods Coordinator (or designate) collaborates with Indigenous advisors and registered dietitians to select recipes and establish a menu.
2. The Manager, Food Services or Traditional Foods Coordinator (or designate) develops an entrée production schedule for the preparation and cooking of traditional foods and a batch food coding system.

Procedures:

1. Eight (8) days before a scheduled food production shift, the Cook or designate completes a ***Traditional Entrée Inventory Tracking Form***
2. Seven (7) days before a scheduled food production shift, the Manager, Food Services Traditional Foods Coordinator or designate determines two traditional meal items to be prepared.
3. Production plan should include one soup or stew and one roast or meatloaf; and should plan to produce no more than 50-70 servings of traditional food at a time.
4. The Manager, Food Services or Traditional Foods Coordinator or designate provides recipes and quantities to be produced to the Cook.
5. The Cook determines the amount of game and other ingredients to be pulled from the freezer for tempering and checks with the Manager, Foods Services or Traditional Foods Coordinator or designate if the amounts are correct.
6. The Cook completes an entrée production schedule which identifies:
 - Production date;
 - Cook's name
 - Recipes to be produced
 - Amounts to be produced.
7. Two to five (2- 5) days prior to the scheduled food production, the Cook removes wild game meats, fish or birds from the freezer and places them for tempering in designated bins. The bins are labelled with the food item then placed in the refrigerator until food is thawed. Large fish or meat portions will take longer to thaw than smaller fish or meat portions.
8. Entrée labels are created by appropriate staff. The labels identify the entrée name, production date and wild meat, fish or bird source(s). The labels are stored in a designated location.
9. Cooked entrees are labelled by the Cook or alternate.
10. The Cook writes the date and who has removed meat from freezer on the traditional food ***Cooking Quality Indicator Form***.
11. The day of traditional meal production, the Cook will prepare the traditional meals and ensure the following process takes place:
 - Raw game meat and bones are scanned for metal prior to production. When scanning is complete, tick off section in the traditional food cooking quality indicator sheet.
 - Record cooking temperature reached (must be greater than 74°C) on the Traditional Food Cooking Quality Indicator Form.

- Blast chill or use other cooling methods until the food reaches 4°C or lower within appropriate time frame. Ensure the internal temperature is reduced to 20°C or less within 2 hours and 4°C or less within 4 hours.
 - Completes the traditional food ***Cooking Quality Indicator Form*** and stores it in a binder in a designated location.
12. The Traditional Foods Coordinator or designate will arrive in the kitchen on traditional foods cooking day at an agreed upon time and follow safe food handling practices including handwashing, use of hair net and appropriate clothing. They will assist the Cook with cooking, packaging and labeling of traditional meals.
 13. The Cook takes one sample (approximately 100 gm) from each batch and puts it into a freezable container. Each sample container must be labelled with production date, game source, production staff and the word “sample” and be placed in a sample box. The sample traditional entrée will be kept in the freezer overnight and will be placed in inventory for entrée samples the following day.
 14. The Cook places labelled frozen entrees into inventory using “First In-First Out” method and ensure entrees are stored on designated freezer rack.

Documentation:

- Traditional Entrée Inventory Tracking Form (Appendix B)
- Recipes as determined by food service operator
- Cook Quality Indicator Form (Appendix B)
- Entrée production schedule as determined by the food service operator.

Evaluation:

- Assessment by Manager, Food Services.

7. Storing Frozen Entrées

Effective Date: mm/dd/yyyy	
-----------------------------------	--

Policy: Cooked wild game meats and fish will be stored in a designated freezer to ensure safety, security and quality. Segregation of cooked wild game and fish from other meats and fish is not required.

Roles and Responsibilities:

1. The Manager, Food Services is responsible for designating a staff member to store frozen entrees.

Procedures:

1. Store all food at least 6 inches above floor on shelves. Shelves must be made of smooth, non-porous materials, such as stainless steel and easily cleaned. Shelves must be maintained in good condition.
2. Food (entrées) is properly packaged/covered and labelled with the entrée name, production date and game source(s).
3. Organize food to prevent contamination or cross-contamination. For example, raw meats and fish should be on lower shelves. Ready-to-cook or ready-to eat foods should be on upper shelves.
4. Ensure all stock is consistently rotated and outdated meals documented and discarded; 'first in-first out' (FIFO) principle applies.
5. Internal freezer temperature must be maintained at -18°C or colder. Temperature fluctuation warmer than -18°C should be reported to the Manager, Food Services immediately.
6. Freezer is equipped with calibrated thermometer.
7. Frozen entrees are stored no longer than 4 months (120 days)
8. Refreezing of thawed meats or fish is not permitted.

Documentation:

- Inventory Tracking Form (Appendix B)
- Daily Refrigerator and Freezer Temperature Log (Appendix B)

Evaluation:

- Ensuring that procedures are followed is the responsibility of the Manager, Food Services.

8. Food Production for a Conventional Cook-Serve System

Effective Date: mm/dd/yyyy

Policy: Planning and production of traditional Indigenous food menu is a collaborative effort by food service staff, Traditional Foods Coordinator, Indigenous Wellness Program staff and advisors and registered dietitians. Food production is conducted in a safe and organized manner using traditional recipes.

Roles and Responsibilities:

1. The Manager, Food Services or Traditional Foods Coordinator (or designate) collaborates with Indigenous advisors and registered dietitians to select recipes and establish a menu.
2. The Manager, Food Services or Traditional Foods Coordinator (or designate) develops a food production schedule for the preparation and cooking of traditional foods.

Procedures:

1. Food production schedule, which is based on available wild game meat or fish, is established by the Manager, Food Services or the Traditional Foods Coordinator or designate.
2. The Manager, Food Services or Traditional Foods Coordinator or designate provides recipes and quantities to be produced to the Cook.
3. The Cook determines the amount of game and other ingredients to be taken from the freezer for tempering and checks with the Manager, Food Services or Traditional Foods Coordinator or designate if the amounts are correct.
4. The Cook completes an entrée production schedule which identifies:
 - Production date;
 - Cook's name;
 - Recipes to be produced;
 - Amounts to be produced.
5. Entrée Stickers are created by appropriate staff. The stickers will identify the entrée, production date and game source(s). The stickers are located in a designated spot.
6. Two to five (2- 5) days prior to the scheduled food production, the Cook removes wild game meats, fish or birds from the freezer and places them for tempering in designated bins. The bins are labelled with the food item then placed in the refrigerator until food is thawed. Large fish or meat portions will take longer to thaw than smaller fish or meat portions.
7. Entrée labels are created by appropriate staff. The labels identify the entrée name, production date and wild meat, fish or bird source(s). The labels are stored in a designated location.
8. Cooked entrees are labelled by the Cook or alternate.
9. The Cook writes the date and who has removed meat from freezer on the traditional food ***Cooking Quality Indicator Form.***
10. The day of traditional meal production, the Cook will prepare the traditional meals and ensure the following process takes place:
 - Raw game meat and bones are scanned for metal prior to production. When scanning is complete, tick off section in the traditional food cooking quality indicator sheet.
 - Record cooking temperature reached (must be greater than 74°C) on the Traditional Food Cooking Quality Indicator Form.

- Blast chill or use other cooling methods until the food reaches 4°C or lower within appropriate time frame. Ensure the internal temperature is reduced to 20°C or less within 2 hours and 4°C or less within 4 hours.
 - Completes the traditional food ***Cooking Quality Indicator Form*** and stores it in a binder in a designated location.
11. The Traditional Foods Coordinator or designate will arrive in the kitchen on traditional foods cooking day at an agreed upon time and follow safe food handling practices including handwashing, use of hair net and appropriate clothing. They will assist the Cook with cooking, packaging and labeling of traditional meals.
 12. The Cook takes one sample (approximately 100 gm) from each batch and puts it into a freezable container. Each sample container must be labelled with production date, game source, production staff and the word “sample” and be placed in a sample box. The sample traditional entree will be kept in the freezer overnight and will be placed in inventory for entrée samples the following day.
 13. The Cook places labelled frozen entrees into inventory using “First In-First Out” method and ensure entrees are stored on designated freezer rack.

Documentation:

- Recipes as determined by the food service operator;
- Cooking Quality Indicator Form (Appendix B);
- Entrée production schedule as determined by the food service operator.

Evaluation:

- Assessment by Manager, Food Services.

9. Traditional Broth Production

Effective Date: mm/dd/yyyy

Policy: Food Services will prepare, portion and store nutritious, safe, and quality traditional broth in appropriate quantities for consumption by hospital patients and long-term care residents. House-made traditional broth will replace commercial bouillon broth to enhance patient nutrition and cultural needs.

Roles and Responsibilities:

1. The Manager, Food Services or Traditional Foods Coordinator (or designate) collaborates with Indigenous advisors and registered dietitians to determine the recipes for traditional broths.
2. The Manager, Food Services or Traditional Foods Coordinator (or designate) determines and acquires the volume of bones required from the designated Butcher or approved donators.
3. The Manager, Food Services or Traditional Foods Coordinator (or designate) develops a production schedule for the preparation and cooking of traditional broths.
4. Cooks are responsible for managing broth inventory.

Procedures:

1. Broths may be made with “allowed” vegetables generated from food production. These will be called “vegetable scraps.”
2. Raw bones are stored in the freezer for a period of no longer than 6 months.
3. Vegetable scraps will be washed, collected daily in designated bins, labelled with collection date and refrigerated. Collected vegetables must be used within 5 days of collection.
4. Cooks prepare broth according to standardized recipes.
5. Broth is strained using fryer filter paper and transferred into 4” deep pan for chilling in blast chiller or refrigerator.
6. Blast chill or use other cooling methods until the food reaches 4°C or lower within appropriate time frame. Ensure the internal temperature is reduced to 20°C or less within 2 hours and 40C or less withing 4 hours.
7. Complete the traditional food Cooking Quality Indicator Form and store it in a binder in a designated location.
8. Chilled broth is portioned in pre-determined portion sizes into food grade plastic containers, or into molds and frozen.
9. Frozen broth is labelled with contents, production date, and stored in designated freezer.
10. Frozen broth is thawed in designated refrigerators and reheated to 80° C before serving.

Vegetables allowed for collection	Vegetables not allowed for collection
✓ Carrot peels and small ends ✓ Celery ends and leaves ✓ Onion and skins ✓ Green onion or leek ends ✓ Mushroom stems ✓ Lettuce	✗ Potato ✗ Sweet Potato ✗ Cabbage ✗ Broccoli ✗ Cauliflower ✗ Beets ✗ Radish ✗ Cucumber ✗ Turnip ✗ Bell Pepper ✗ Tomato

Documentation:

- Recipes as determined by the food service operator.
- Cooking Quality Indicator Form (Appendix B).

Evaluation:

- Assessment by Manager, Food Services.

10. Meal Service

Effective Date: mm/dd/yyyy	
-----------------------------------	--

Policy: Indigenous patients and/or residents have the opportunity to choose a traditional meal at a designated time as determined by the food service operator in collaboration with Indigenous Wellness/Health Services or Elders Council. Typically, traditional meals are offered during the lunch meal service.

Roles and Responsibilities:

1. Manager, Food Services coordinates meal service with the Traditional Foods Coordinator, food service staff and the Registered Dietitian.

Procedures:

1. Traditional Food Coordinator or designate meets with Indigenous patients for food preferences and communicates preferences and requests to the food service operations via a Traditional Food Request Form.
2. Traditional Food Coordinator submits a copy of the completed request form to the main kitchen staff using a method agreed upon by all (internal communication system, telephone, email, internal mail service, fax).
3. The Registered Dietitian is notified by food service staff of the meal request and checks that meal requests are consistent with a patient's diet order.
4. If traditional food requests are not consistent with a patient's diet order, the registered dietitian will notify the Traditional Food Coordinator via email or other agreed upon method of any changes made.

Documentation:

- Traditional Foods Request Form (Appendix B)

Evaluation:

- Assessment by the Manager, Food Services.

11. Service of Frozen-Raw, Dried or Fermented-Aged Wild Game Meat and Fish

Effective Date: mm/dd/yyyy

Policy: Frozen-raw, dried or fermented-aged wild game meats, mammals or fish are not permitted for service or for any food-related activities in Health and Social Services facilities. Muktuk will not be served as there is insufficient evidence about the safety of this food to permit service at this time.

However, individual patients and residents often receive gifts of these foods and can consume them as desired but may need to complete waivers as required by the facility.

12. Inventory Control

Effective Date: mm/dd/yyyy

Policy: An inventory control system is established to maintain and manage an adequate supply of wild game meats, fish and frozen entrées where a frozen entrée system exists.

Roles and Responsibilities:

1. The Manager, Food Services designates the Traditional Foods Coordinator, cook or another staff to carry out inventory control.

Procedure:

1. Traditional Foods Coordinator, cook or designate conducts a monthly inventory of all portioned meals and raw wild game meat and fish using the Inventory Tracking form.
2. Traditional Foods Coordinator provides a list of recipes to the Manager, Food Services if and when there is enough traditional food for production of required recipes.
3. Traditional Foods Coordinator, cook or designate provides as much advanced notice as possible when inventory is low.
4. When inventory is low, the Traditional Foods Coordinator and cook will revise the current menu accordingly.
5. Manager, Food Services maintains (stores) inventory records for minimum of three years along with other quality assurance documentation.

Documentation:

- Inventory Tracking Form (Appendix B)

Evaluation:

- Assessment by the Manager, Food Services and Traditional Foods

13. Continuous Quality Improvement

Effective Date: mm/dd/yyyy

Policy: An on-going system is established to effectively assess and monitor the quality of traditional foods procured, stored, prepared and served in health facilities.

Roles and Responsibilities:

1. The Manager, Food Services or designate works in collaboration with the health facility's quality assurance team, nutrition services, Indigenous Health/Wellness Program, the designated Butcher and cooks to assure quality in the procurement, storage, preparation and service of traditional foods.
2. Where an Indigenous Health/Wellness Program exists, the responsibilities may be shared and appropriately documented.

Procedures:

1. The Manager, Food Services will implement quality assurance measures as follows:
 - **Hunter/Outfitter/Fisher Questionnaire Forms** have been completed.
 - Designated food service staff or Butcher has completed the **Quality Control Form**.
 - Cooks complete the **Cooking Quality Indicator** form.
 - Time and temperature audits are conducted on a weekly basis or any time there is a scheduled shift for preparing and cooking traditional foods.
2. The Manager, Food Services monitors and analyzes monthly reports and patient/ resident/client satisfaction surveys according to set benchmarks to identify opportunities for improvement and appropriate corrective action is taken, as needed.
3. Documentation records for serving traditional foods must be retained for a minimum of three (3) years.

Documentation:

- Harvester/Fisher/Hunter/Outfitter Questionnaire-Receipts (Appendix B)
- Quality Control Form (Appendix B)
- Cooking Quality Indicator Form (Appendix B)
- Patient/Resident/Client Satisfaction Survey (Appendix B)
- Other quality improvement monitoring tools

Evaluation:

- Assessment and evaluation includes completion of all necessary documentation.
- Monthly communications with Facilities Management Team and communications with relevant stakeholders as necessary.

REFERENCES

Wildlife Act and General Regulations <https://www.justice.gov.nt.ca/en/files/legislation/wildlife/wildlife.r14.pdf>

NWT Public Health Act – Food Establishment Safety Regulations R-097-2009 Section 30 (2)

Northwest Territories Fisheries Regulations: <http://laws-lois.justice.gc.ca/eng/regulations/C.R.C., c. 847/page-2.html#docCont>

Manual of Procedures: Meat and Poultry Products, Canada Food Inspection Agency, Chapter 17 Annex G- Game and Meat Preparation.

Edible Plants of the NWT http://northernbushcraft.com/guide.php?ctgv=edible_plants®ion=nt

APPENDIX A: GLOSSARY

TERM	DEFINITION
Approved donors/donors of traditional food	Approved donors of wild game meats and fish are experienced community harvesters/hunters and outfitters who have lawfully harvested wild game meats. Donated plants are provided by community harvesters.
Client	A person who receives social services and/or treatment usually in a hospital or social services setting.
Cook Serve Food Service System	A type of food service where food is cooked, held for a short period of time and served.
Designate	A person who is assigned a particular duty or responsibility by the person in charge of food service operations. Designates may include but are not limited to cooks, food service aides, dietary technologists, personal support workers, traditional-cultural program staff.
Donated Wild Game Meats	Wild game meats which are given as a gift to a recipient without payment or remuneration.
Federally inspected meat	Meat that comes from food establishments such as abattoirs, manufacturers and processors which are registered with the Canada Food Inspection Agency. Examples of registered establishments include Sysco Canada, Campbell Soups, Sunrise Poultry and Maple Leaf Foods.
Food-safe packaging	Food-safe packaging is butcher paper, aluminum foil, wax paper, and food grade plastic wrap or re-sealable bags. Garbage bags, plastic kitchen waste liners, grocery store bags, newspaper, and cardboard are not food-safe.
Food service operators	Individuals, small groups or large companies which operate food services within hospitals, long term care, or supported living facilities. Operators may be a single cook, a group of cooks and cook's helpers, or a team of food service managers and associate staff.
Frozen entrée-rethermalization system	Menu items are produced and frozen or chilled for service at a future time. Food is not served immediately but held and reheated when required.

Government of NWT funded Health and Social Services facilities	For the purposes of these Guidelines, the <i>Hospital Insurance and Health and Social Services Administration Act</i> (HIHSSA) defines facility as premises in or from which health services or social services are provided. The “facility” provides health services that include: (a) services for the protection, promotion and maintenance of physical and mental health; (b) services for the prevention, diagnosis and treatment of illness, disease and injury; (c) palliative services; (d) rehabilitative care services; (e) insured services; and, (f) health programs and services approved by the Minister as health services. The “facility” provides social services that include: (a) services for the protection of children; (b) services in respect of the guardianship of adults; and, (c) social programs and services approved by the Minister as social services. Examples of Health and Social Services facilities which may adopt these Guidelines include hospitals, long term care facilities, territorial treatment centers (Yellowknife, Trailcross), and supported living facilities which employ food service staff.
Guidelines	Recommendations for users to take action or streamline certain processes according to best practices. Guidelines are flexible, may be adapted to specific situations and are subject to interpretation.
High-quality wild game meats and fish	High-quality wild game meats are free of disease, cysts, discolouration and foul odour, and harvested according to the <i>NWT Wildlife Act</i> and traditional practices by licenced hunters, fishers, and outfitters.
Manager, Food Services	Position which oversees food service operations in a facility. Typically, managers of food services are graduates of accredited food service management programs at the College level and hold membership in the Canadian Society of Nutrition Management.
Menu	A list of foods served day by day in a facility. Menus may be defined by meal times such as breakfast, lunch and dinner menus or types of foods served.
Operational Policy	Operational policies are statements which identify specific issues or practices which impacts organizational processes and the scope of that issue.
Patient	A person who receives health care services and/or treatment, usually in a hospital or health centre setting.

Procedures	Detailed step-by-step instructions to achieve a given task or objective.
Properly labelled traditional food	Donated traditional foods require proper labelling which shows the name and hunting license number of donor, species donated, cut, date of harvesting, date of receipt, weight of donation.
Registered Dietitian	A registered dietitian is a graduate of an accredited university program and undergoes rigorous training in science, nutrition and food service management. Registered dietitians are licensed and regulated by a provincial board or college.
Resident	A person who resides in a facility which provides 24 hour services for rehabilitation, restorative care or assistance with activities of daily living.
Standard	Mandatory actions that give formal policies support and direction. Standards indicate expected behaviours in organizations. Standards identify what is required of the organization or provider of programs and services.
Social Determinants of Health	Many factors influence health. In addition to our individual genetics and lifestyle choices, where we are born, grow, live, work and age also have an important influence on our health. Determinants of health are the broad range of personal, social, economic and environmental factors that determine individual and population health. Social determinants of health refer to a specific group of social and economic factors within the broader determinants of health. These relate to an individual's place in society, such as income, education or employment. Experiences of discrimination or historical trauma are also important social determinants of health for certain groups such as Indigenous Peoples.
Traditional Foods	Traditional foods are defined as wildlife and plants that are gathered, hunted, fished, trapped, snared from the land, rivers, creeks, sea and sky over millennia by Indigenous peoples of the NWT
Traditional Foods Coordinator	Position in an Indigenous health-cultural program or food services. Typically, traditional foods coordinators are the link between Indigenous patients/residents/clients and the food service operations. Traditional food coordinators are knowledgeable in procuring and preparing traditional foods.
Traditional Knowledge Keeper(s)	Traditional knowledge keepers are Indigenous people who have lived experiences, knowledge and skills in harvesting and preparing food from the land, sky and waters of the NWT.

APPENDIX B: FORMS

Form 1: Harvester's Questionnaire for plants and berries

PART A HARVESTER'S INFORMATION	
Name of Harvester	
Date of Donation or Purchase from Harvester	
Was Item Donated or Purchased? (circle response)	
Item	
Location of harvest (plants/berries)	

Form 2: Fisher's Questionnaire

- Complete one questionnaire for each type of fish.
- Questionnaire to be completed by the Fisher or the Fisher and food service staff.

PART A: FISHER INFORMATION	
Name of Fisher:	
Fishing License # or Name of Organization/Band/Métis Nation	
Date of donation:	
PART B: FISH INFORMATION	
1. Type of fish donated (species)	
2. Whole or fillets?	
3. Skin left on whole fish? Skin left on fillets?	
4. Number of whole fish or fillets donated	
5. Place fish was caught	

Form 3: Hunter/Outfitter Questionnaire-Receipt

- Complete one questionnaire for each species
- To be completed by the hunter/outfitter or by the hunter/outfitter with food service staff.
- Questions marked with * **must** be answered.

PART A: HUNTER/OUTFITTER INFORMATION					RECEIPT #:	
*Name of Hunter/Outfitter:				*Hunter/Outfitter Signature		
*Hunting License # or Name of Organization/Band/Métis Nation						
*Date of donation:						
PART B: ANIMAL INFORMATION						
*Type of wild game meat donated (species)						
Date harvested:						
Date Butchered:						
How long was meat hung?						
Did any meat spoil while being transported or hung? If yes, please describe:						
*Parts and Weight of the animal donated: (check box)						
	Hind Quarter	Weight		Other		
	Front Quarter	Weight				
	Whole Animal	Weight				
	Side	Weight				
PART C: TRANSPORTATION INFORMATION						
*Temperature during transport:						
Weather conditions: (check box)						
	Sunny		Snowy		Rainy	
	Hot		Warm		Cold	
*Meat transported in: (check box)						
	Tarp		Cheese Cloth		Clean Sheets	
	Willow		Garbage Bags		Other	
Was there air circulation around the meat during transport?					Yes	No
Length of time to transport meat to the facility/Butcher?						

PART D: ANIMAL HEALTH			
Were there cysts in the meat or other signs of infection? (check box)	☐	Yes	No
Note anything 'not normal' about the animal's teeth, mouth, hide, or organs:			

If you have any questions regarding this questionnaire, please contact XXXXX, Phone: 867 XXXXX.
 Email: XXXXX; Fax: 867 XXXX.

Mársı | Kinana skomitin | Hąı' | Quana | Qujannamiik | Quyanainni | Máhsı | Máhsı | Mahsı

Form 4: Quality Control Form for Donated Food

- Form is to be completed by the health facility's designated food service staff or Butcher.
- Form is a checklist for processing, packaging and storage of wild game meat and fish to ensure appropriate safety and accountability measures are in place.

Animal or Fish Species:					
Date received by food service:					
Name of Butcher (if applicable):					
Were there any foul odours from the meat/fish?	Yes	No			
Was there any off-colour/discolouration of the meat/fish?	Yes	No			
Was there any noticeable bruising on the meat?	Yes	No			
Were there any cysts or parasites on the meat/fish?	Yes	No			
At what temperature was the meat/fish held?	During Storage:		°C		
	During Processing:		°C		
	After Processing:		°C		
Weight of meat delivered?					
Weight of meat processed?					
Each package of meat/fish contains the following information (circle Yes or No)					
Date	Yes	No	Type of Meat	Yes	No
Cut of Meat	Yes	No	Weight of package	Yes	No
Was the meat processed according to instructions?	Yes		No		

Reserved for office use

Donation number: _____ Meat approved for facility use: Yes No

Approved by: _____

If not approved, explain and describe actions taken:

Date meat ready to be picked up: _____

Date delivered to Food Services: _____

Butcher's Invoice number: _____

Butcher's Invoice paid: Y/N Date: _____

Form 5: Cooking Quality Indicator Check List

Date of Production:						
Cook's Name:						
Recipe Produced	Amount Produced	Metal and Bone Shard Scan Complete? √Yes	Wild Game Meat or Fish Removed From Inventory Who removed item and on what date?	Tracking Code of Wild Game Meat or Fish	Cooked Final Temperature Must be 74 °C or higher	Chilled Temperature 60 °C to 20 °C in 2 hours and 20 °C to 4 °C in 4 Hours

Form 6: Traditional Food Request Form

- The form is completed by the Traditional Foods Coordinator or designate.
- Form is submitted to the main kitchen food services by XXXX each day by mutually agreed upon communication methods.
- Additions or changes to the request form are communicated (by telephone or electronic means) to the main kitchen no later than XXXXh on the day of service.
- The form is reviewed by the Registered Dietitian before food is served.

Date:			
Patient's Last Name	Patient's First Name	Location: Unit Name and Room #	Food Preference/Intolerances: Cooked food? Frozen raw meats and fish? Dried meat or fish?

Form 7: Sample Traditional Entrée and Broth Inventory Tracking Form

ENTRÉES	UNIT/ PACKAGE SIZE	INVENTORY LEVEL	ON HAND	PRODUCTION: DATE AND AMOUNT TO PRODUCE	COMMENTS
Moose Broth	45x 200ml each flat	3 flats			
Caribou Broth	45x 200ml each flat	3 flats			
Sheep Broth	45x 200ml each flat	3 flats			
Fish Broth	45x 200ml each flat	3 flats			
Moose Burger Soup	45x 200ml each flat	3 flats			
Caribou Burger Soup	45x 200ml each flat	3 flats			
Fish Soup	45x 200ml each flat	3 flats			
Bison Meat Loaf	40 x 150g each flat	3 flats			
Bison Roast with Gravy	40 x 150 g each flat	3 flats			
Moose Stew	40 x 150 g each flat	3 flats			
Caribou Stew	40 x 150g each flat	3 flats			
Caribou Roast	40 x 150 g each flat	3 flats			
Moose Meat Loaf	40 x 150 g each flat	3 flats			
Caribou Meat Loaf	40 x 150g each flat	3 flats			
Moose Steak	40 x 150 g each flat	3 flats			
Moose, Boiled	40 x 150 g each flat	3 flats			
Moose Chili	40 x 150 g each flat	3 flats			
Moose Burger Casserole	40 x 150 g each flat	3 flats			

Form 8: Sample Wild Game Meat and Fish Inventory Tracking Form

Inventory is checked on the first day of each month by a designated food service worker.

ITEM	DATE RECEIVED	AMOUNT RECEIVED (WEIGHT/EACH)	DATE: AMOUNT ON HAND:
Moose Bones			
Moose Hamburger			
Moose Tongue			
Moose Roast			
Moose Stew			
Moose Steaks			
Caribou Stew			
Caribou Steak			
Caribou Roast			
Caribou Hamburger			
Sheep Hamburger			
Sheep Steaks			
Whitefish (whole, eviscerated)			

Form 9: Sample Traditional Food Services Satisfaction Survey

QUESTIONS Date:	Always 1	Most of the time 2	Hardly ever 3	Never 4	Comments
1. Did your food taste good?					
2. Did your food look good?					
3. Are hot foods served hot enough?					
4. Are cold foods served cold enough?					
5. Are you getting enough to eat?					
6. Do you eat most of your meal?					
7. Are those who serve your meals pleasant and friendly?					

Form 10: Traditional Food Services Satisfaction Audit

NAME OF AUDITOR:	
DATE OF AUDIT:	
TOTAL NUMBER OF QUESTIONNAIRES DISTRIBUTED:	
NUMBER OF QUESTIONNAIRES RETURNED:	
OVERALL RESPONSE RATE:	

QUESTIONS	Always 1	Most of the time 2	Hardly Ever 3	Never 4	Total # answers	Question Score (%)
1. Did your food taste good?						
2. Did your food look good?						
3. Are hot foods served hot enough?						
4. Are cold foods served cold enough?						
5. Are you usually getting enough to eat?						
6. Do you eat most of your meal?						
7. Are those who serve your meals pleasant and friendly?						

Question Score: # of “1” + “2” scores ÷ total # of responses to questions X 100

Acceptable Audit Score (70%) for all questions from 1 to 7.

Form 11: Sample Daily Refrigerator and Freezer Temperature Log

Instructions:

- This log is maintained for all refrigerators and freezers in the main kitchen and other food production areas.
- Designated food service worker will record the date, time, and temperature and initial at a minimum of once per shift or twice a day.
- If corrective action is required, highlight the date with marker and indicate corrective action on the reverse of this form.

Refrigerator Temperature: 4° C or 40° F or lower

Freezer Temperature: -18° C or 0° F or lower

Month/Year: _____

Date	Raw Game and Fish Freezer	Beverage Fridge	Snack/Condiments Fridge	Vegetable Fridge	Cooked Foods Walk-in Freezer	Worker's initials
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						

Form 12: Sample Traditional Foods Monthly Usage Tracking

Month/Year	
Item:	Number of Portions Served:
Total for month:	

Form 13: Wild Game Meat Donation Label

Cut and paste this information onto a sheet of labels such as Avery 08164 labels.

Hunter/Outfitter Name: _____

Receipt number (from Hunter/Outfitter Questionnaire-Receipt) _____

Hunting Licence # _____

Date of Donation _____

Type of game (species) donated _____

- Hind Quarter /Weight _____
- Front Quarter/Weight _____
- Side/Weight _____
- Whole/Weight _____

APPENDIX C: TRADITIONAL FOOD SERVICES OPERATIONAL POLICIES AND PROCEDURES CHECKLIST

The following is a checklist that may be used in the planning and development of policies and procedures for traditional food services in facilities of various sizes and functions. Administrators of the facilities are not limited to the policies and procedures identified in the checklist and may modify the procedures to reflect the complexity and size of operations.

Legend:

Y = Yes

O= only if applicable to operations

OPERATIONAL POLICY AND PROCEDURES	MORE THAN 20 BEDS	10- 19 BEDS	9 BEDS AND UNDER
Acquisition of donated traditional foods	Y	Y	Y
Receiving wild game meat and fish	Y	Y	Y
Storing raw wild game meat and fish	Y	Y	Y
Metal and bone shard detection	Y	Y	Y
Menu planning and recipe selection	Y	Y	Y
Food production for frozen entrée system	O	O	O
Storing frozen entrées	O	O	O
Food production for conventional cook-serve system	O	O	O
Traditional broth production	Y	Y	Y
Meal service	Y	Y	Y
Service of frozen-raw, dried or fermented-aged wild game meats and fish	Y	Y	Y
Inventory control	Y	Y	Y
Continuous quality improvement	Y	Y	Y