To cool foods in a shallow pan follow these steps:

1. Remove food from heat source. Place food into a shallow pan. Food cannot exceed a depth of **2 inches**.
2. Place the *uncovered*, shallow pan on the top shelf of the refrigerator (or away from other foods) to protect from cross-contamination.
3. Leave the pan uncovered during the cooling process.
4. Once the hot food is cooled to 41° F or below, cover the pan with either a tightly fitting cover, plastic wrap or aluminum foil.

**Hot food must be cooled to 41° F or below as quickly as possible.**