1) Distribute food into shallow, uncovered containers
   a. To better release heat from food
2) Stir food to release some heat before placing the food in a cooler. Then, place uncovered containers in a cooler* so that the food may start to cool**
3) Take the temperature of the food after 2 hours of cooling have passed
   a. Food must cool from 135° F to 70° F in 2 hours
4) If the food DID NOT cool to at least 70° F, then the food must be discarded
5) If the food DID cool to 70° F or below, keep the food in the cooler to continue cooling
6) Take the temperature of the food 4 hours after the 2 hour mark
   a. Food must cool to 41° F or less in those 4 hours
7) If the food DID NOT cool to at least 41° F, then the food must be discarded
8) If the food DID cool to 41° F or below...Congratulations! The cooling process is complete

*Be careful when storing food in the cooler to avoid contamination since it is uncovered

**Check the temperature of the food about 1 hour after cooling has begun to ensure that the temperature is dropping fast enough. If it is not dropping fast enough, the food may be placed in the freezer to lower it more quickly