

Procedures for Field Standardization Of Trainers



Michigan Department of Agriculture
Food and Dairy Division
Food Service Program
Revised August 2008

Table of Contents

Chapter 1 – Introduction¹

Forward.....	1
The 2005 Food Code.....	1
Minimum Program Requirements.....	1
Role of the Standardized Field Trainer.....	2
Qualifications.....	2
Definitions.....	2

Chapter 2 - Pre-Qualification for Standardization..... 4

Overview.....	4
Eligibility Requirements.....	4
Endorsement Considerations.....	5
Resource Commitment.....	5

Chapter 3 - Field Requirements for Standardization..... 6

Pre-Standardization Exercise Requirements.....	6
Overview.....	6
Post-Standardization Exercise Requirements.....	9
Standardization – Pass/Fail.....	9
Required Maintenance.....	9

Chapter 4- Procedures for Re-Evaluation Of Local Health Department Standardized Field Trainers..... 10

Required Maintenance Activities.....	10
Evaluation.....	11
Current Performance to Conduct Inspections as a Standardized Trainer.....	11
Resource commitment.....	12

Chapter 5- Certificate Suspension or Revocation 12

Procedure for Suspension or Revocation.....	12
Appeal Process.....	14

Recommended Changes Form.....	Appendix A
Standardized Field Trainer Nomination Form.....	Appendix B
Standardized Field Trainer Re-evaluation Form.....	Appendix C
FDA Standardization Inspection Report Form	Appendix D
FDA Standardization Marking Instructions.....	Appendix E

Chapter 1 – Introduction

Forward

Michigan local health departments, in partnership with the Michigan Department of Agriculture, are committed to the protection of the public's well being through education, regulatory enforcement; problem solving, leadership, and expertise related to food safety issues. The Michigan Department of Agriculture's main goal is to reduce the risk of foodborne illness from food served at licensed food establishments. Two basic objectives form the foundation upon which the program standards are built:

1. Reduce the occurrence of the CDC identified risk factors that are known to cause foodborne illness and other factors that may contribute to foodborne illness; and
2. Establish a food service evaluation program framework within which the controls of these risk factors are realized.

MDA Standards (FDA Certified Inspection/Training Officers), will evaluate inspectors to be Standardized Field Trainers. MDA will incorporate the FDA Standardized Risk Based Inspection model as presented in Annex 5 of the FDA 2005 Food Code.

The standardization process has value in maintaining uniformity of the food service evaluation process and continuing a chain of knowledge and skills from the national level to the state and on to the local health jurisdictions.

The FDA 2005 Food Code:

The responsibility for food safety is shared between the food service industry and all levels of government to ensure that food does not become a vehicle in a disease outbreak or in the transmission of a communicable disease.

Accordingly, the provisions of the Food Code provide a system of prevention and overlapping safeguards designed to minimize foodborne illness by promoting employee health, industry manager knowledge, safe food handling, use of nontoxic and cleanable equipment, and acceptable levels of sanitation on food establishment premises; and promote fair dealings with the consumer. (FC, 2005)

Minimum Program Requirements (MPR's):

MDA is dedicated to the promotion of an effective food safety program. Local health department employees entering the food service program are required to train with a MDA Standardized Field Trainer. The food service employee training process must follow the requirements listed in the current MPR Accreditation guidance document as stated for MPR 16 and 17 which includes:

- MPR 16: The food service inspection employee's training record indicates they have completed training in the six designated skill areas: (a) Public health principles, b) Communication skills, c) Microbiology, d) Epidemiology,

- e) Food Law, Food Code, & related policies, and f) HACCP; within 12 months of being assigned to the program.
- MPR 17: The food service inspection employee's training record indicates that 25 joint inspections, 25 independent inspections under the review of the trainer, and five evaluation inspections have been completed.

Role of the Standardized Field Trainer:

The MDA Accreditation Program recommends that staff conducting evaluations undergo a training process similar to the one described in this document and Annex 5 of the 2005 Food Code. The standardization process provides uniformity in the application and interpretation of applicable regulations, inspection methodology, and report writing.

The goal of standardization is to assess not only technical knowledge but also determine the inspector's ability to apply the knowledge and skills obtained from the local health department's training curriculum, and address the five performance areas outlined in chapter 3 of this document.

Qualifications

The MDA Standardized Field Trainer must be an effective communicator, possessing the knowledge and skills needed to perform competent and concise evaluations. Ideally, the standardized field trainer is the local health department's most qualified food service sanitarian. The field trainer is the in-house expert on all matters regarding the: Michigan Food Law 2000, as amended; the 2005 Food Code; and the evaluation process. In addition, the field trainer should have the desire, skills, and ability to be a mentor, teacher, and leader, in order to inspire new employees and help them develop into competent food safety professionals.

Definitions:

Candidate means an applicant who successfully meets the eligibility requirements as outlined in chapter 2 of this document.

Certificate means the document issued by MDA to candidates who have successfully completed the MDA Standardized Field Trainer exercise.

Complex Full Service Operations: means a food service operation wherein multiple food processes are involved in the preparation of a food item. For example, food is stored, prepared, cooked, cooled, reheated, held hot, and served.

Critical Control Point (CCP): means a point or procedure in a specific food system where loss of control may result in an unacceptable health risk.

Evaluation: means a food safety audit, inspection, or food safety and sanitation assessment, whether announced or unannounced, that identifies violations or verifies compliance with this act and determines the degree of active control by food establishment operators over foodborne illness risk factors.

Food Code Interventions means the following set of preventative measures:

1. Demonstration of knowledge
2. Employee health
3. Hands as a vehicle of contamination
4. Time – Temperature relationships
5. Consumer Advisory

HACCP means Hazard Analysis Critical Control Point.

HACCP Principles mean the 7 principles of the HACCP system adopted by the National Advisory Committee on Microbiological Criteria for Foods:

1. Conduct a Hazard Analysis
2. Identify the CCPs
3. Establish critical limits for each CCP
4. Monitor each CCP
5. Establish effective record keeping procedures
6. Establish corrective action to be taken when monitoring indicates a deviation from the established critical limit
7. Establish a procedure to verify that the HACCP system is working correctly

Hazard means a biological, chemical, or physical property that may cause a food to become unsafe for consumption.

Risk-based Inspection means an inspection approach focused on identifying significant behaviors and practices inherent to the food service establishment operations with particular emphasis on the Food Code interventions and risk factors.

Risk Control Plan means a mutually agreed upon written plan between the regulatory agency and food establishment management that describes a management system for the control of foodborne disease risk factors. The plan delineates necessary records, responsible personnel, what needs to be controlled, and how it will be controlled.

Risk Factors means improper practices or procedures, which have been identified by the Centers for Disease Control and Prevention, through epidemiological data as the most prevalent contributing factors of foodborne illness or injury. Risk factors include:

1. Poor personal hygiene
2. Food from unsafe sources
3. Inadequate cooking
4. Improper holding temperatures
5. Contaminated equipment

Standardization means the process whereby the candidate demonstrates knowledge and skills under the “Procedures for Field Standardization of Trainers”.

Standard is the MDA auditor who is an FDA Certified Inspection/Training Officer.

Chapter 2 - Pre-Qualification for Standardization

Overview:

The field standardization process is intended for candidates who have a significant level of training, along with a considerable amount of experience conducting inspections. The 2005 Food Code supports a comprehensive risk-based HACCP approach in concert with traditional inspection techniques.

The procedure is not intended to provide basic training to individuals; rather it is designed to evaluate and attest that an individual who is well prepared meets a standard of performance in food service evaluations. The procedure examines the candidate's knowledge, understanding, and practical application of risk-based inspection techniques, Michigan's Food Law and interpretations, HACCP principles as a risk-based food safety evaluation tool, and the ability to work with operators to develop risk control plans.

Eligibility Requirements:

- The candidate shall be trained as a food inspector under the minimum requirements as stated in MPR 16 & 17 of the MDA Food Service Program current MPR Accreditation guidance document.
- The candidate shall have attended the MDA Food Code/Food Law 3 day training course.
- The candidate shall have at least one year of full time experience in a food service evaluation program conducting food service evaluations under the MFL 2000 or an equivalent as determined by the Local Health Department Environmental Director.
- It is recommended that the candidate take and pass a Food Service Manager Certification Program.

In Addition the candidate for MDA field standardization shall be responsible for one or more of the following:

- | |
|--|
| <ul style="list-style-type: none">a) Conducts evaluations on a regular basisb) Conducts food safety and/or HACCP trainingc) Is responsible for standardizing inspection personneld) Is responsible for evaluating the department's food service program and makes recommendations for improvement |
|--|

Candidates who have been reviewed and endorsed by the Environmental Health Director as meeting these requirements will be considered eligible for field standardization. The Environmental Health Director must submit a copy of the "Standardized Field Trainer Nomination Form" (Appendix B) to MDA to request a training exercise for the endorsed candidate. By signing the "Standardized Field Trainer Nomination Form" the Environmental Health Director is ensuring that the candidate has met all eligibility requirements.

Endorsement Considerations:

The candidate for standardization should be a model Inspector with excellent communication skills whom management would like staff to emulate. The Environmental Health Director should review Chapters 2 and 3 of this document with the candidate to determine if the candidate has the skills, experience, and knowledge to pass the MDA standardization process.

Acknowledgement of Nomination:

A MDA Standard will strive to fill all requests within 90 days of receiving the nomination form. The MDA Standard will contact the candidate to review pre-standardization exercise requirements and discuss the standardization process.

Resource Commitment:

The exercise is normally completed within 2 to 3 days with each evaluation taking approximately 2 hours. The initial fieldwork should provide the MDA representative the information necessary to determine if the candidate is qualified.

Chapter 3 - Field Requirements for Standardization

Pre-Standardization Exercise Requirements:

Prior to scheduling the standardization exercise the candidate shall:

- Become familiar with use and application of the MDA/FDA Standardization Inspection Report form and the MDA/FDA Inspection Report Marking Instruction guide.
- Become familiar with Annex 4 and Annex 5 of the 2005 FDA Food Code.
- Complete 2 risk-based inspections using the MDA/FDA Inspection Report Form.
- Submit these forms to the MDA Standard along with any questions or comments about the use of the form and the up coming standardization exercise.
- Submit one risk control plan that has been completed in the last 6 months.

The submitted forms will not be used as part of the grading component. This is intended to assist the candidate in understanding how these forms are utilized in the standardized inspection process.

Overview:

Five performance areas, each having unique features, shall be successfully completed to pass the standardization process. These performance areas will be completed by the candidate with minimum guidance and assistance from the MDA representative. These performance areas include:

- I. Communication skills
- II. Understanding and applying HACCP principles
- III. Correctly applying and interpreting the Michigan Food Law 2000 / 2005 Food Code
- IV. Risk-based inspection technique and evaluation of Good Retail Practices
- V. Correct use of food service inspection equipment

I. The communication skill element consists of the following components. The candidate will:

- Review establishment file for previous inspection report, noting complaints, citation and correction of violations, risk control plans if applicable, any variances or HACCP plans if required.
- Initiate the evaluation with the appropriate introduction of all participants, present credentials and identification, provide an explanation of the purpose of the inspection, describe the benefits to the person in charge, and provide an outline of the overall flow of the visit.
- Conduct a menu review with the person in charge for the purpose of: a) Assessing the knowledge of the person-in-charge. b) Identifying food safety hazards associated with the menu items. c) Understanding the flow of food through the establishment. d) Determining if the critical control points are under control. e) Evaluating standard operating procedures, and f) Assessing employee health and hygiene.
- Conduct an exit interview for the purpose of summarizing the findings of the inspection using a balanced approach that recognizes good practices and focuses upon those risk factors that have a significant impact upon food safety in relation to specific food code

violations. He/she will discuss recommended corrective actions and answer any questions of the person in charge or staff.

- Prepare a written evaluation report. A report will be prepared for each evaluation conducted using either the MDA evaluation form or on an approved electronic evaluation report writing system. At least two of the reports must be hand written for a new Standardization and one report for a Re-Standardization. The report will include the appropriate section number of the Food Code, whether or not a violation is critical, and a description of the problem, code requirements, and a summary of the expected corrected condition.
- Assist the operator in the preparation of a written Risk Control Plan that considers the underlying causes of the uncontrolled hazards in order to achieve long term compliance and Active Managerial Control.

II. The HACCP skill element will encompass the following components:

- The candidate shall be familiar with the seven principles of HACCP as defined by the National Advisory Committee on Microbiological Criteria for Foods, and shall be able to demonstrate use of the HACCP principles and risk-based inspection techniques during the standardization process.
- While following the establishment's procedures for handling food from delivery through service, the candidate shall determine and document Food Code conformance or violation after significance of the observed condition has been evaluated.

III. The ability to correctly apply and interpret Michigan's Food Law and 2005 Food Code element will include the following components:

- Standardization Format: The MDA/FDA Standardization Inspection Report form will assist in grading the candidate. This form is found in Annex D of this document.
- The MDA Training Officer and the candidate will complete a MDA/FDA Standardization Inspection Report for each establishment. The candidate shall show proficiency in the use of the MDA/FDA Standardization Inspection Report form by matching the MDA trainer's MDA/FDA Inspection Report form in the section on "Foodborne Illness Interventions and Risk Factors" with a score of 90%.
- The candidate shall show proficiency in completing an approved MDA evaluation report form by submitting a report for each establishment they evaluate using proper report writing skills. At least two of the reports must be hand written for a new Standardization and one report for a Re-Standardization.
- The candidate shall determine if any variances or HACCP plans are being followed and meet the requirements of the food law and food code.

IV. Risk-based inspection technique and evaluation of Good Retail Practices:

- A minimum of five inspections of complex full service operations shall be conducted in accordance with Michigan's Food Law 2000 requirements for all new candidates. The MDA representative will take the lead on the first inspection while the candidate observes. The candidate will take the lead on the next four inspections while the MDA representative observes and evaluates the candidate's inspection technique.
- The candidate will review the menu for the establishment together with the person in charge. The candidate will determine the types of critical processes that are being employed in the establishment (cooking, cooling, hot/cold holding, and reheating) by asking how the various menu items are prepared and served. The candidate will

evaluate the procedures and the person-in-charge's knowledge for handling food safely as part of making a determination of compliance.

- The candidate will identify the food safety hazards known to be associated with the menu items which are reasonably likely to occur based upon experience, epidemiological data, and information from the technical literature.
- The candidate will make direct observation, take measurements as needed, and ask appropriate questions to the person in charge or kitchen staff to determine if important standard operating procedures are under control in accordance with law. Important standard operating procedures may include:
 - a) The establishment's policies relative to employee health and hygiene;
 - b) The establishment's policy for prevention of bare hand contact with ready-to-eat foods;
 - c) Purchasing of foods from approved sources;
 - d) Receiving and storage practices of food and supplies;
 - e) Appropriate and effective monitoring of food time/temperature requirements and hot/cold holding equipment;
 - f) Warewashing/Sanitization operation and monitoring;
 - g) Handling of poisonous and toxic materials; and
 - h) Other relevant Good Retail Practices.
- The candidate will demonstrate the ability to properly identify violations based upon the information obtained through the interview process and/or direct observation.
- The candidate will conduct a thorough inspection of the establishment to document significant food code violations. Significant violations are those that clearly demonstrate that a certain practice is not under control. Violations that tend to be the exception to the overall operation are considered to be insignificant and are not to be marked. For example, an establishment having clean utensils stored on the floor, under exposed sewer lines, on dirty surfaces, and under open stairwells, significantly shows that the practice of handling clean utensils is not under control. Conversely, the presence of a few pans that are not stored inverted, while other aspects of handling clean utensils is satisfactory, would be considered to be insignificant. The candidate must exercise good judgment.
- Violations must be correctly interpreted and marked on the MDA/FDA Standardization Inspection Report Form. The use of the MDA/FDA Report Marking Instructions and Food Code Reference documents should be utilized when determining how to mark this report form.
- The candidate will answer questions asked by the MDA representative to determine the candidate's competence. The candidate's ability to describe the relationship between the observed violations and their impact upon food safety will be a primary challenge requiring accurate identification and interpretation.

V. The Correct Use of Food Service Inspection Equipment element will include the following:

- To facilitate the required fieldwork by the candidate, specific types of inspection equipment are required to effectively and accurately conduct the inspection. The candidate will be evaluated on their use and understanding of the inspection equipment during the standardization inspections. Experience has shown that specific types of equipment are necessary to effectively conduct inspections and

evaluate food safety and food service operations. The following is a list of minimum equipment recommended to evaluate a food service operation:

- a. Necessary inspection forms (or computer) and administrative materials.
- b. Head cover: baseball cap, hair net, or equivalent.
- c. Temperature measuring device for food and ambient air (thermocouple or thermistor preferred).
- d. Maximum registering thermometer or temperature sensitive tapes for verifying hot water warewasher final rinse temperatures.
- e. Chemical test kits for different chemical sanitizers.
- f. Flashlight.
- g. Alcohol swabs.

Post Standardization Exercise Requirements:

Once the standardization training exercise is completed the candidate shall submit within 2 weeks of the training exercise:

- A completed MDA/FDA Standardization Inspection Report form for each inspection conducted by the candidate,
- A routine inspection report on an MDA approved evaluation report form for each of the four inspections conducted by the candidate, (2 of which are to be handwritten), and
- One risk control plan.

All required forms shall be submitted no later than 30 days from the date of the standardization exercise unless prior approval from the MDA Standard has been received. Failure to submit the required forms in the designated time frame will result in termination of the candidate's standardization exercise.

Standardization – Pass/Fail:

The MDA Standard will make an objective evaluation of the candidate's communication skills, knowledge of HACCP principles, knowledge of the Michigan Food Law 2000 / 2005 Food Code and policies, and the correct use of food service inspection equipment. Candidates must have a 90% level of agreement in the "Foodborne Illness Interventions and Risk Factors" section of the "FDA Standardization Inspection Report" with the MDA Standard. The candidate must also demonstrate significant knowledge and good judgment. A certificate will be issued to successful candidates. MDA will prepare a report defining specific skill areas in need of improvement for those who do not pass.

LHD Standardized Trainer Required Maintenance Requirements:

In order to maintain proficiency the Standardized Field Trainer is expected to:

- Attend the regularly scheduled MDA Standardized Trainer workshops,
- Perform a minimum of 2 standardized training exercises with either new or established food service sanitarian personnel yearly **OR** conducts quality assurance field evaluation risk-based inspections routinely **OR** conducts routine food service inspections on a regular bases, and
- Go through the MDA Re-standardization exercise every 3 years.

Chapter 4

Procedures for Re-Evaluation of Standardized Field Trainers

Field Standardization Cycle: Upon successful completion of the standardization process to the satisfaction of the MDA Standard, the title of “Standardized Field Trainer” shall be awarded to the candidate for a period of three years.

Every three years, the MDA Standard will re-evaluate standardized field trainers. The Environmental Health Director shall submit a completed “Standardized Field Trainer Re-Evaluation” form for the Standardized Field Trainer. By signing the “Standardized Field Trainer Re-Evaluation” form the Environmental Health Director is ensuring that the candidate has met all eligibility requirements.

The procedure will have three areas of focus:

1. Required Maintenance Activities:

In order to maintain proficiency the Standardized Field Trainer is expected to:

- Attend the regularly scheduled MDA Standardized Trainer workshops,
- Perform a minimum of 2 standardized training exercises with either new or established food service sanitarian personnel yearly **OR** conducts quality assurance field evaluation risk-based inspections routinely **OR** conduct routine food service inspections on a regular bases, and
- Go through the MDA Re-standardization exercise every 3 years.

In addition the standardized trainer shall be responsible for one or more of the following activities:

- | |
|--|
| <ul style="list-style-type: none">a) Conducts inspections on a regular basisb) Conducts food safety and/or HACCP trainingc) Is responsible for standardizing inspection personneld) Is responsible for evaluating the department’s food service program and makes recommendations for improvement |
|--|

2. Evaluation:

MDA will determine if the Standardized Field Trainer routinely applies the standardized inspection techniques by:

- Interviewing new employees to determine if they are being taught the risk-based inspection procedures according to this document.
- Asking the candidate to produce examples of inspection reports and Risk Control Plans that he/she has completed.
- Asking the candidate to produce records of training and/or program quality assurance reviews that focus attention to the risk-based inspection process and determination of Active Managerial Control.
- Ask the candidate to produce records of maintenance requirements.

3. Current Performance to Conduct Inspections as a Standardized Trainer:

Two evaluations will be conducted by the standardized trainer with an MDA Standard in accordance with the "Procedures for Field Standardization of Trainers".

Resource Commitment:

The exercise is normally completed within 1 to 2 days. The exercise should provide the MDA representative the information necessary to determine if the candidate is qualified for re-standardization.

Chapter 5

Certificate Suspension or Revocation

Expiration: A certificate shall expire 3 years from the date of issuance.

Suspension or Revocation: The Michigan Department of Agriculture may suspend or revoke a certificate mid-term for the following reasons:

- Failure to maintain eligibility requirements.
- Failure to perform the required maintenance activities.
- Recommendation for suspension or revocation is received from the Environmental Health Director.
- Substantiated evidence is received through the accreditation process, complaints, or other sources to indicate that the standardized trainer lacks the competencies required to hold the certificate.

Procedure for Suspension or Revocation:

MDA shall notify the certificate holder and their Environmental Health Director in writing of the reasons for the intent to suspend or revoke a certificate and offer the opportunity for a conference to hear the reasons for the intended action. The certificate holder may either respond in writing or request an administrative conference to be scheduled.

Responses in Writing:

- All responses in writing shall be directed to the supervisor of the Food Service Program section.
- All responses must be submitted within 30 days upon receipt of the reasons of intent to suspend or revoke the certificate. When a written response is not made within 30 days, the intended action becomes final.

Administrative Conference:

- A request for an administrative conference must be made within 30 days upon receipt of the reasons of intent to suspend or revoke the certificate. When a request for an administrative conference is not made within 30 days, the intended action becomes final.
- When a conference is requested, the conference shall be conducted by the supervisor of the Food Service Program section and be scheduled within 30 days upon the receipt of the request.
- At the conference, the certificate holder may present arguments, including documents and/or witnesses, in order to testify why MDA should not suspend or revoke the certificate.
- At the conference, MDA representatives may present witnesses or other evidence to justify the intended action.

Disposition:

Upon review of the testimony and evidence, the supervisor of the MDA Food Service Program section shall decide to either:

- Take no action.
- Send a warning letter to the certificate holder.
- Temporarily suspend the certificate with notice regarding the conditions for reinstatement; or
- Revoke the certificate.

MDA shall notify both the certificate holder and the local health department of the decision.

Appeal and Final Disposition:

- A certificate holder may appeal a decision, in writing, to the Director of MDA Food and Dairy Division within 30 days. If a request for an appeal is not made, the decision of the supervisor of the Food Service Program section is final.
- The decision of the Director of the Food and Dairy Division is final.

Reinstatement of Suspended or Revoked Certificate:

A person who has a suspended or revoked certificate may apply for re-instatement of the certificate in accordance with the following:

- Submit a request, in writing, to the supervisor of the Food Service Program section to reinstate the certificate along with documentation to verify that the reasons for suspension or revocation have been corrected.
- Submit a letter from the Environmental Health Director that indicates a review of the candidate's performance and eligibility requirements has been made and the candidate is again qualified to hold the certificate.
- Successfully complete the Procedures for "Field Standardization of Trainers" with the MDA Standard.

APPENDIX A RECOMMENDED CHANGE FORM

The following changes are recommended to the Procedures for Field Standardization of Trainers Personnel document administered by the MDA:

ISSUE OF CONCERN:

SPECIFIC SECTION OF PROCEDURE FOR CHANGE:

EXPLAIN WHAT CURRENT SECTION OF PROCEDURE DOES NOT ACCOMPLISH AND WHY LANGUAGE IN SECTION SHOULD BE CHANGED:

RECOMMENDED LANGUAGE FOR CONSIDERATION:

Name of Submitter: _____

Date: _____

**APPENDIX B
STANDARDIZED FIELD TRAINER NOMINATION FORM**

TO: MDA Food Service Sanitation Section
FROM: (Applicant's Supervisor)
SUBJECT: REQUEST FOR MDA FIELD STANDARDIZATION

APPLICANT INFORMATION

NAME: _____

TITLE: _____

AGENCY: _____

OFFICE TELEPHONE NUMBER: _____

ADDRESS: _____

I have reviewed the eligibility requirements in Chapter 2 of "Procedures for Field Standardization of Trainers" and consider
_____ qualified for participation in the
MDA Standardization procedure.

(Environmental Health Director Signature)

(Date)

APPENDIX C
STANDARDIZED FIELD TRAINER RE-EVALUATION FORM

TO: MDA Food Service Program

FROM: _____(Applicant's Supervisor)

In addition to meeting the required maintenance activities as listed in Chapter 4
Please check one or more of the following that apply for the Standardized Trainer.

<p><input type="checkbox"/> Conducts inspections on a regular basis</p> <p><input type="checkbox"/> Conducts food safety and/or HACCP training</p> <p><input type="checkbox"/> Is responsible for standardizing inspection personnel</p> <p><input type="checkbox"/> Is responsible for evaluating the department's food service program and makes recommendations for improvement</p>
--

APPLICANT INFORMATION

NAME: _____

TITLE: _____

AGENCY: _____

OFFICE TELEPHONE NUMBER: _____

EMAIL ADDRESS: _____

FAX NUMBER: _____

I have reviewed the eligibility requirements in Chapter 4 of "Procedures for Field Re-Evaluation of Standardized Field Trainers" and consider

_____ qualified for participation in the
MDA Standardization procedure.

(Environmental Health Director Signature)

(Date)

MDA/FDA Standardization Inspection Report (FDA 7-31-06)			
Establishment Name:		Type of Facility:	
Physical Address:		Person in Charge:	
City:	State:	Zip:	County:
Inspection Time In:	Inspection Time Out:	Date:	Candidate's Name:
Agency:	STANDARD's Name:	Indicate Person Filling Out Form: (circle one) Candidate's Form / STANDARD's Form	

*For each item, indicate one of the following for OBSERVATIONAL STATUS:

IN – Item found in compliance

N.O. – Not observed

OUT – Item found out of compliance

N.A. – Not applicable

The Standard may mark an item "S" to reflect a disagreement in a case where the Candidate has the opportunity to make an observation or take a measurement and fails to do so, and intervention by the Standard would alert the Candidate to the missed opportunity

FOODBORNE ILLNESS INTERVENTIONS AND RISK FACTORS

* Indicates critical items

STATUS	1. Management and Supervision
IN OUT	A. Responsibility – Person in Charge Present. *
IN OUT	B. Demonstration – Code compliance, certified via testing with accredited program, or responses to safety questions regarding operation*.
IN OUT	C. Duties of the Person in Charge.
	2. Employee Health
IN OUT	A. Management awareness and policy regarding handling employee health situations*.
IN OUT	B. Visible or known symptoms or known diagnosis dealt with according to Food Code*.
	3. Consumer Advisory*
IN OUT NA	Inform consumers about the increased risk associated with especially vulnerable consumers when eating animal foods in raw or undercooked form via disclosure and reminder.

- IN OUT **4. Food from Approved Source**
- A. All food from regulated food processing plants, no home prepared or canned foods, standards for eggs, milk, juice*.
- IN OUT B. All shellfish from NSSP listed sources, no recreationally caught
NA NO shellfish received or sold*, all fish commercially caught, raised*.
- IN OUT C. Game animals and wild mushrooms approved by regulatory
NA NO authority*.
- IN OUT D. Food received at proper temperatures, protected from
contamination during transportation and receiving,
safe and unadulterated food*.
- IN OUT E. Written documentation of parasite destruction maintained for fish
NA NO products for 90 days.
- 5. Time/Temperature Controls.**
- 5.1 Inadequate Cook***
- IN OUT A. Raw eggs broken on request and prepared for immediate service
NA NO cooked to 63°C (145°F) for 15 seconds. Raw eggs broken, but not
prepared for immediate service cooked to 68°C (155°F) for 15
seconds.
- IN OUT B. Comminuted fish, meat, and game animals cooked to 68°C (155°F)
NA NO for 15 seconds.
- IN OUT C. Pork roasts and beef roasts, including formed roasts, cooked to
NA NO 54°C (130°F) for 112 minutes or as chart specified and according to
oven parameters per chart.
- IN OUT D. Ratites and injected meats cooked to 68°C (155°F) for 15 seconds.
NA NO
- IN OUT E. Poultry; stuffed fish/meat/pasta/poultry/ratites; or stuffing containing
NA NO fish, meat, poultry, or ratites cooked to 74°C (165°F) for 15
seconds.
- IN OUT F. Wild game animals cooked to 74°C (165°F) for 15 seconds.
NA NO

Procedures for Field Standardization of Local Health Department Trainers

IN OUT
NA NO

G. Whole-muscle, intact beef steaks cooked to surface temperature of 63°C (145°F) on top and bottom. Meat surfaces have a cooked color.

IN OUT
NA NO

H. Raw animal foods rotated, stirred, covered, and heated to 74°C (165°F) in microwave. Food stands for 2 minutes after cooking.

IN OUT
NA NO

I. All other raw animal foods cooked to 63°C (145°F) for 15 seconds.

5.2 Reheating for Hot Holding

IN OUT
NA NO

A. PHF/TCS Food that is cooked and cooled on premises is rapidly reheated to 74°C (165°F) for 15 seconds for hot holding*.

IN OUT
NA NO

B. Food reheated to 74°C (165°F) or higher in a microwave* for hot holding.

IN OUT
NA NO

C. Commercially processed RTE food reheated to 57°C (135°F) or above* for hot holding.

IN OUT
NA NO

D. Remaining sliced portions of roasts reheated for hot holding using minimum oven parameters*.

5.3 Treating Juice

IN OUT
NA

When packaged in a food establishment, juice is treated under an HACCP Plan to reduce pathogens or labeled as specified in the Food Code.

5.4 Cooling*

IN OUT
NA NO

A. Cooked PHF/TCS Food cooled from 57°C (135°F) to 21°C (70°F) within 2 hours and from 57°C (135°F) to 7°C/5°C (45°F/41°F) or below within 6 hours.

IN OUT
NA NO

B. PHF/TCS Food (prepared from ambient temperature and pre-chilled ingredients) cooled to 7°C/5°C (45°F/41°F) or below within 4 hours.

IN OUT
NA NO

C. Foods (mild/shellfish) received at a temperature according to LAW cooled to 7°C/5°C (45°F/41°F) within 4 hours.

IN OUT
NA NO

D. Raw shell eggs after receiving immediately placed in 7°C (45°F) ambient air temperature.

Procedures for Field Standardization of Local Health Department Trainers

- 5.5 PHF/TCS Food Cold and Hot Holding***
- IN OUT A. PHF/TCS Food maintained at 7°C/5°C (45°F/41°F) or below, except during preparation, cooking, cooling, or when time is used as a public health control.
- IN OUT
NA NO B. PHF/TCS Food maintained at 57°C (135°F) or above, except during preparation, cooking, or cooling or when time is used as a public health control.
- IN OUT
NA NO C. Roasts held at a temperature of 54°C (130°F) or above.
- IN OUT
NA NO D. Untreated shell eggs stored in 7°C (45°F) ambient air temperature.
- 5.6 Date Marking and Discarding***
- IN OUT
NA NO A. Date marking for RTE, PHF/TCS Food prepared on-site or opened commercial container held for more than 24 hours.
- IN OUT
NA NO B. Discarding RTE, PHF/TCS Food prepared on-site or opened commercial container held at $\leq 5^{\circ}\text{C}$ (41°F) for ≤ 7 days or $> 5^{\circ}\text{C} - 7^{\circ}\text{C}$ (41°F - 45°F) for ≤ 4 days.
- 5.7 Time***
- IN OUT
NA NO When only time is used as a public health control, food is cooked and served with 4 hours or 6 hours as permitted.
- 6. Food and Food Preparation for Highly Susceptible Populations***
- IN OUT
NA A. Prepackaged juice/beverage containing juice with at warning label (21 CFR, Section 101.17[g]) not served.
- IN OUT
NA B. Use pasteurized eggs in recipes if eggs are to be undercooked; or are combined unless: cooked to order and immediately served; used immediately before baking and thoroughly cooked; or prepared under an HACCP plan controlling *Salmonella* Enteritidis.
- IN OUT
NA C. Raw or partially cooked animal food, and raw seed sprouts not served.
- IN OUT
NA D. Foods not re-served under certain conditions.

Procedures for Field Standardization of Local Health Department Trainers

- | | |
|-----------------|--|
| IN OUT
NA NO | 7. Protection From Contamination*
A. Separating raw animal foods from raw RTE food and separating raw animal foods from cooked RTE food. |
| IN OUT
NA NO | B. Raw animal foods separated from each other during storage, preparation, holding, and display. |
| IN OUT | C. Food protected from environmental contamination – critical items. |
| IN OUT | D. After being served or sold to a consumer, food is not re-served. |
| IN OUT | E. Discarding or reconditioning unsafe, adulterated, or contaminated food. |
| IN OUT | 8. Food – Contact Surfaces
Food-contact surfaces and utensils are clean to sight and touch and sanitized before use*. |
| IN OUT | 9. Proper, Adequate Handwashing
Hands clean and properly washed*. |
| IN OUT | 10. Good Hygienic Practices*
Food employees eat, drink, and use tobacco only in designated areas; do not use a utensil more than once to taste food that is sold or served; do not handle or care for animals present. Food employees experiencing persistent sneezing, coughing, or runny nose do not work with exposed food, clean equipment, utensils, linens, or unwrapped single-service or single-use articles*. |
| IN OUT
NA NO | 11. Prevention Of Contamination From Hands*
Exposed, RTE food not touched by bare hands*. |
| IN OUT | 12. Handwash Facilities
A. Handwash facilities conveniently located and accessible for employees*. |
| IN OUT | B. Handwash facilities supplied with hand cleanser, sanitary towels, hand drying devices, signage. |
| IN OUT
NA | 13. Chemical
A. If used, no unapproved food or color additives. Sulfites not applied to fresh fruits and vegetables intended for raw consumption*. |

Procedures for Field Standardization of Local Health Department Trainers

- | | | |
|--|----|--|
| IN OUT | B. | Poisonous or toxic materials, chemicals, lubricants, pesticides, medicines, first air supplies*, and other personal care items properly identified, stored, and used. |
| IN OUT
NA | C. | Poisonous or toxic materials held for retail sale properly stored*. |
|
 | | |
| 14 Conformance with Approved/Required Procedures* | | |
| IN OUT
NA | A. | If conducting processing that requires a variance, complies with required variance and required HACCP procedures by monitoring CCPs and taking necessary corrective actions. |
| IN OUT
NA | B. | If conducting reduced oxygen packaging with 2 barriers, HACCP plan required. |

SCORE: Number of disagreements for Interventions/Risk Factors: _____

GOOD RETAIL PRACTICES

*Indicates items that are always critical according to the FDA Food Code. The item requires immediate attention.

- | | |
|---------------------------------|--|
| PERSONNEL | |
| STATUS
IN OUT
NA | 15. Personal cleanliness (fingernails, jewelry, outer clothing, hair restraints.) |
| FOOD AND FOOD PROTECTION | |
| IN OUT | 16. Food source*, original container, properly labeled, condition, used*, honestly presented*, segregated distressed products, shellstock tags maintained for 90 days. |
| IN OUT
NA NO | 17. Plant food cooking for hot holding. |
| IN OUT | 18. Protection from contamination – noncritical items. |
| IN OUT | 19. Facilities, equipment to control product temperature. |
| IN OUT
NA NO | 20. PFH/TCS food properly thawed. |
| IN OUT | 21. Dispensing of food, in-use utensils properly stored. |
| FOOD EQUIPMENT | |
| IN OUT | 22. Thermometers provided, conspicuous, and accurate. |
| IN OUT | 23. Food and nonfood contact surfaces; designed, constructed*, maintained, installed, located, operated, and cleanable*. |

Procedures for Field Standardization of Local Health Department Trainers

- IN OUT 24. Warewashing facility; designed, constructed, installed, located, operated, cleanable, used.
- IN OUT 25. Wiping cloths, linens, napkins, gloves, sponges; properly used, stored.
- IN OUT 26. Storage, handling of clean equipment, utensils.
- IN OUT 27. Single-serve; single-use articles, storage, dispensing, use, no reuse.

WATER

- IN OUT 28. Safe Water Source*, Hot and Cold Under Pressure, Adequate Quantity*.

PLUMBING

- IN OUT 29. Installed, maintained*.
- IN OUT 30. Cross connection*, back siphonage, backflow prevention*.

TOILET FACILITIES

- IN OUT 31. Number, convenient, accessible, designed, installed.
- IN OUT 32. Toilet rooms enclosed, self-closing doors; proper waste receptacles.

SEWAGE

- IN OUT 33. Sewage and waste water disposal*.

GARBAGE AND REFUSE DISPOSAL

- IN OUT 34. Containers or receptacles; covered, adequate number, insect, rodent proof, frequency of removal, clean, area properly constructed, necessary implements, supplies.

PHYSICAL FACILITY

- IN OUT 35. Floors, walls, ceilings; designed, constructed, maintained, clean.
- IN OUT 36. Lighting, ventilation, dressing rooms, designated areas maintained.
- IN OUT 37. Premises maintained free of litter, unnecessary articles, cleaning, maintenance equipment properly stored.
- IN OUT 38. Complete separation from living, sleeping quarters; laundry.

Procedures for Field Standardization of Local Health Department Trainers

PEST AND ANIMAL CONTROL

IN OUT 39. Presence of Insects, rodents minimized; outer openings protected, animals as allowed.

DOCUMENTATION OF PROPOSED VARIANCE

IN OUT
NA 40. Variance obtained for smoking for preservation, curing, using additives as preservatives, or using reduced oxygen (1 barrier only) to package food.

Report Marking Instructions w/ 2005 Food Code References

For each item, indicate one of the following for **OBSERVATIONAL STATUS**:

IN – Item found in compliance

N.O. – Not observed

OUT – Item found out of compliance

N.A. – Not applicable

Where no option occurs for marking N.O. or N.A., these have been removed from the Marking Instructions.

The *STANDARD* may mark an item “S” to reflect a disagreement in a case where the Candidate has the opportunity to make an observation or take a measurement and fails to do so, and intervention by the *STANDARD* would alert the Candidate to the missed opportunity.

THE RELIANCE OF STATEMENTS MADE BY THE PERSON IN CHARGE IN DETERMINING COMPLIANCE WITH PROVISIONS OF THE FOOD CODE

COMMUNICATION

The *FDA Procedures for STANDARDIZATION of Retail Food Inspection/Training Officers* stresses open communication between the *CANDIDATE* and operator. To be an effective communicator, the *CANDIDATE* is expected to ask questions relative to the flow of food through the establishment, preparation and cooking procedures, as well as employee health and normal everyday operation of the facility. Responses to questions give the *CANDIDATE* a better idea of the controlled and uncontrolled *RISK FACTORS* found in the facility and allows for better budgeting of time resources while conducting the inspection. By assessing *RISK FACTORS* that are suspected of being uncontrolled at times other than the inspection (i.e., before or after the inspection), time can be better spent on troubleshooting problems and bringing the *RISK FACTORS* back under control through proper intervention strategies. The *CANDIDATE* is expected to relay deficiencies in the operation to the *PERSON IN CHARGE* so that on-site and long-term corrective action can be initiated.

THE INTERVIEWING PROCESS

During this questioning, statements made by the *PERSON IN CHARGE* (PIC) or *FOOD EMPLOYEES* can often be used to support or augment direct observations and, in some very limited cases, can be used as the sole basis for determining compliance with provisions of the Food Code.

Procedures for Field Standardization of Local Health Department Trainers

**GUIDELINES FOR USING STATEMENTS MADE BY THE PIC OR
FOOD WORKERS TO DETERMINE COMPLIANCE (Further
guidance is provided in the Marking Instructions)**

IN/OUT

Generally, a mark of OUT must be based on actual observations noted in the facility at the time of the inspection. Regulatory action must be based on evidence gathered during an inspection and not based solely on a PERSON IN CHARGE's incorrect answer to a question asked by the CANDIDATE. For instance, the PERSON IN CHARGE tells the inspector, "I slice ham using my bare hands." This would most definitely be an item for discussion with management but would not, in and of itself, justify a mark of OUT for no bare contact with RTE food. The CANDIDATE must actually observe a food employee touching READY-TO-EAT FOOD with his/her bare hands before marking OUT of compliance.

There are some items on the inspection report in which the CANDIDATE may rely solely on discussions with management or food employees to determine the compliance status. These items relate to policies, including those that relate to the establishment's employee health policy and also those that address Part 3-8 of the Food Code (HIGHLY SUSCEPTIBLE POPULATIONS).

Frequently, observations are made while a food is undergoing a process, i.e. cooling and reheating, when the CANDIDATE must ask the PERSON IN CHARGE or food employees' questions to support or augment actual observations made. For instance, if a food item is observed cooling in a walk-in cooler and a temperature check reveals a temperature greater than 41°F, questions should be asked regarding the length of time the food has been cooling to properly determine compliance with the time/temp requirements of the Food Code. Also, this information is vital to determine the proper on-site corrective action (i.e. disposition of food), if appropriate.

Procedures for Field Standardization of Local Health Department Trainers

NO/NA

In order to fully complete the inspection form as required, the *CANDIDATE* should question the *PERSON IN CHARGE* and/or food employees, as appropriate, concerning the types of foods served and food preparation processes conducted in that establishment even at times when the inspector is not there. For instance, if thawing is not actually observed, the *CANDIDATE* should ask questions about whether or not thawing is actually conducted in the facility at anytime to properly mark thawing as either NO or NA.

FOODBORNE ILLNESS INTERVENTIONS AND RISK FACTORS

*Indicates critical items as noted in the 2005 Food Code

STATUS

1. MANAGEMENT AND SUPERVISION

This item should be marked IN or OUT of compliance. The person in charge (PIC) has three assigned responsibilities – Presence; Demonstration of Knowledge; and Duties. This item is marked OUT of compliance if any **one** of the responsibilities is not met.

IN/ OUT

Food Code References:

A 2.101.11 Responsibility* Person in Charge Present

B 2-102.11(A) (B) C)(1) & (4-16) Demonstration*

2-102.20 Food protection manager certification

Demonstration of Knowledge. The PIC has three options for demonstrating knowledge. This item is marked OUT of compliance if the PIC fails to meet at least **one** of the options. The three options for demonstration of knowledge allowed by the Food Code are:

1. Certification by an ACCREDITED PROGRAM;
2. Complying with this Code by having no violations of critical items during the current inspection; or
3. Correct responses to the inspector's questions regarding public health practices and principles applicable to the operation.

The inspector should assess this item by asking open-ended questions that would evaluate the PIC's knowledge in each of the areas enumerated in ¶ 2-102.11(C). Questions can be asked during the initial interview, menu review, or throughout the inspection as appropriate. The Inspector should ask a sufficient number of questions to enable the inspector to make an informed decision concerning the PIC's knowledge of the Code requirements and public health principles as they apply to the operation. The dialogue should be extensive enough to reveal whether or not that person is enabled by a clear understanding of the Code and its public health principles to follow sound food safety practices and to produce foods that

C

Procedures for Field Standardization of Local Health Department Trainers

are safe, wholesome, unadulterated, and accurately represented.

2-103.11 Person in Charge – duties

This item should be marked OUT of compliance when there is a pattern of non-compliance and obvious failure by the PIC to ensure employees are complying with the duties listed in § 2-103.11. Since marking this item out of compliance requires judgment, it is important that this item not be marked for an isolated incident, but rather for an overall evaluation of the PIC's ability to ensure compliance with the duties described in § 2-103.11.

NOTE 1: “Incorrect” responses to questions regarding public health practices and principles (except for Subparagraphs 2-102.11 C (2) and (3) in and of themselves, are not sufficient for marking other items on this inspection form OUT. For instance, if the PIC does not know the Food Code requirements for cooling, yet no actual out of compliance observations are made with regard to cooling during the inspection, OUT cannot be marked for item 5.4.

*NOTE 2: After a multi-year effort involving a diversity of stakeholder groups, the Conference for Food Protection (CFP) completed work on its “Standards for Accreditation of Food Protection Manager Certification Programs.” The Standards can be found on the internet at:
<<http://www.foodprotection.org/pdf/standards.pdf>>*

In 2002 the Conference entered into a cooperative agreement with the American National Standards Institute (ANSI) to provide independent third-party evaluation and accreditation of certification bodies determined to be in conformance with these Conference Standards. The ANSI list of Accredited Food Protection Manager Certification Programs can be accessed from their web site at www.ansi.org

For the purposes of this Procedure, only certificates obtained from an ANSI accredited Food Protection Manager Certification Program are acceptable for meeting the requirement for demonstration of knowledge.

2. EMPLOYEE HEALTH

NOTE 3: One may rely solely on discussions with management to determine the compliance status of this item.

This item may be marked IN or OUT of compliance. To be IN compliance, the person-in-charge must:

IN/ OUT

1. Be aware of the Food Code provision that employees or applicants who have received a conditional offer of employment are required to report certain symptoms or diagnosed illnesses to the person-in-charge, AND
2. Convey knowledge of an employee health policy OR have access to an employee health policy (not necessarily written) stating what actions are necessary

Procedures for Field Standardization of Local Health Department Trainers

following a report that an employee has a certain symptom or diagnosed illness.

The policy must reflect the current Food Code provisions. Verbal communication of the employee health policy must be specific to the types of illnesses and symptoms that require reporting. Nonspecific statements such as, “sick or ill employees are not allowed to work,” are not acceptable as meeting this requirement.

If OUT of compliance, make appropriate notes on reason(s) for noncompliance.

B. Visible or known symptoms / or known diagnoses dealt with according to the Food Code

Food Code References: (same as 2. A. above)

This item must be marked IN or OUT of compliance. To be IN compliance, Item 2A must be determined to be IN compliance AND the *CANDIDATE* determines during the inspection that no employees are ill or are experiencing symptoms that require reporting by the employee or action by the person-in-charge.

If OUT of compliance make notes as to why it is marked OUT of compliance.

IN/ OUT

N.A.

N.O.

Do Not Mark This Item N.A.

Do Not Mark This Item N.O.

3. CONSUMER ADVISORY

Food Code Reference:

3-603.11 Consumption of Animal Foods that are Raw, Undercooked, or Not Otherwise Processed to Eliminate Pathogens*

IN/ OUT

N.A.

This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.

This item may be marked N.A. such as in the circumstance where a food establishment does not serve a ready-to-eat food that necessitates an advisory, i.e., an animal food that is raw, undercooked, or not otherwise processed to eliminate pathogens.

4. FOOD FROM APPROVED SOURCE

A. All food from regulated food processing plants / no home prepared or canned foods

Food Code References:

3.201.11 Compliance with food law*

3.201.12 Food in a hermetically sealed container*

3.202.13 Shell eggs*

3.202.110 Pre-packaged juice – treated

3.202.14 Eggs and milk products, pasteurized*

5.103.11 Bottled drinking water*

IN/ OUT

This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.

B. All shellfish (shucked and shellstock) from *NSSP* listed sources / no recreationally

Procedures for Field Standardization of Local Health Department Trainers

caught shellfish received or sold/all fish commercially caught or raised*

Food Code References:

3-201.14 Fish*

3-201.15 Molluscan shellfish*

3-202-17 Shucked Shellfish, Packaging and Identification

3-202.18 Shellstock Identification*

3-203.12 (A) Shellstock tags attached*

IN/ OUT

This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.

N.A.

This item may be marked N.A. if shellstock are not used in the establishment.

N.O.

This item may be marked N.O. if shellstock are sold periodically in the establishment but are not being sold at the time of the inspection and you are unable to determine prior compliance through tags, invoices or purchase records.

C. Game animals and wild mushrooms approved by regulatory authority

Food Code References:

3.201.16 Wild mushrooms*

3.201.17 Game animals*

IN/ OUT

This item should be marked IN or OUT of compliance with notes made concerning the reason it is marked OUT of compliance.

N.A.

This item may be marked N.A. such as when no game or wild mushrooms are offered at the establishment

N.O.

This item may be marked N.O. when wild game or mushrooms are sold periodically in the establishment but are not being sold at the time of the inspection and you are unable to determine prior compliance through invoices or purchase records.

D. Food received at proper temperatures / protected from contamination during transportation and receiving / safe and unadulterated food

3.202.11 Temperature*

3.202.15 Package integrity*

3.101-11 Safe, unadulterated & honestly presented *

IN/ OUT

This item may be marked IN or OUT of compliance on any one of the listed items.

If the food is safe and unadulterated, but you are not able to check any temperatures of food during receiving or are not able to determine the condition of foods transported, mark the item IN compliance with an explanation on the lines below as to what the IN represents.

If one or all of the listed items are OUT of compliance, make appropriate notes as to why the item is marked out of compliance.

4. FOOD FROM APPROVED SOURCE

E. Written documentation of parasite destruction maintained for fish products for 90 days

Procedures for Field Standardization of Local Health Department Trainers

Food Code References:

3-402.11 Parasite destruction*

3-402.12 Records, creation and retention

IN/ OUT	This item may be marked IN or OUT of compliance with notes made concerning the reason if it is marked OUT of compliance
N.A.	This item may be marked N.A. such as when raw, raw-marinated, or partially cooked fish (excluding species listed in the Code) are not used in the establishment.
N.O.	This item may be marked N.O. if fish products of this type are a seasonal or occasional item and no fish products of this type are in the facility during visit and you are unable to determine compliance through purchase records, on-site documentation or invoices.

5. TIME / TEMPERATURE CONTROLS

***NOTE 4:** Cooking temperatures must be taken to make a determination of compliance or noncompliance. Do not rely upon discussions with managers or cooks to make a determination of compliance or noncompliance. If one food item is found inadequately cooked, the item must be marked as OUT of compliance. If a food is cooked below the required Code temperature but the facility has an approved Consumer Advisory or an approved Variance with HACCP plan for that food item as provided for in paragraph 3-401.11 (D), mark the item IN compliance, record the temperature and make a note regarding the reason for its IN compliance status.*

5.1 Inadequate Cook – Raw Animal Foods*

- A. Raw eggs broken on request and prepared for immediate service cooked to 63° C (145° F) for 15 seconds. Raw eggs broken, but not prepared for immediate service, cooked to 68° C (155° F) for 15 seconds**

Food Code Reference:

3-401.11(A)(1)(2)* Raw Animal Foods*

IN/ OUT	This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.
N.A.	This item may be marked N.A. such as when raw eggs are not used in the establishment, including raw eggs not used in recipes.
N.O.	This item may be marked N.O. such as when raw eggs are used in the establishment, but you are unable to determine the cooking temperature.

- B. Comminuted fish, meat, game animals cooked to 68° C (155° F) for 15 seconds, or the time/temperature relationship specified in the corresponding chart**

Food Code Reference:

3-401.11(A)(2)* Raw Animal Foods*

IN/OUT	This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.
N.A.	This item may be marked N.A. if comminuted meats are <u>not</u> cooked in the establishment.
N.O.	This item may be marked N.O. if one or more types of meat are cooked, but you are unable to determine the cooking temperature of any of them.

Procedures for Field Standardization of Local Health Department Trainers

- C. Whole meat roasts, including beef, corned beef, lamb, port, cured pork roasts and formed roasts, are cooked to 54° C (130° F) for 112 minutes or as chart specified and according to oven parameters per chart**

Food Code reference:

3-401.11(B)(1)(2)* Raw Animal Foods*

IN/ OUT

This item may be marked IN or OUT of compliance for one or all of the types of meat, with notes made concerning the reason it is marked OUT of compliance.

N.A.

This item may be marked N.A. such as when roasts or formed roasts are not cooked in the establishment.

N.O.

This item may be marked N.O. such as when one or more of these meat items are cooked, but you are unable to determine the cooking temperature for any of them.

- D. Injected meats and ratites cooked to 68° C (155° F) for 15 seconds**

Food Code reference:

3-401.11(A)(2)* Raw Animal Foods*

IN/ OUT

This item may be marked IN or OUT of compliance for one or all of the foods listed, with notes made concerning the reason it is marked OUT of compliance.

N.A.

This item may be marked N.A. such as when NONE of the listed foods are cooked in the establishment.

N.O.

This item may be marked N.O. such as when one or more of the listed foods are cooked in the establishment, but you are unable to determine the cooking temperature for any of them.

- E. Poultry; baluts, stuffed fish/meat/pasta/poultry/ratites; or stuffing containing fish, meat, poultry or ratites cooked to 74° C (165° F) for 15 seconds**

Food Code Reference:

3-401.11(A)(3)* Raw Animal Foods*

IN/ OUT

This item may be marked IN or OUT of compliance for one or all of the types of poultry/meat/ratites or stuffed items, with notes made concerning the reason it is OUT of compliance.

N.A.

This item may be marked N.A. such as when poultry / meat / ratites or stuffed items are not cooked in the establishment.

N.O.

This item may be marked N.O. such as when one or more items are cooked, but you are unable to determine the cooking temperature for any of them.

- F. Wild game animals cooked to 74° C (165° F) for 15 seconds**

Food Code reference:

3-401.11(A)(3)* Raw Animal Foods*

IN/ OUT

This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.

N.A.

This item may be marked N.A. such as when wild game animals are not cooked in the

Procedures for Field Standardization of Local Health Department Trainers

- establishment.
- N.O.** This item may be marked N.O such as when wild game animals are cooked, but you are unable to determine the cooking temperature for any of them.
- G. Whole-muscle, intact beef steaks cooked to surface temperature of 63° C (145° F) on top and bottom. Meat surfaces are a cooked color**
- Food Code reference:**
3-401.11(C)(3)* Raw Animal Foods*
- IN/ OUT** This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.
- N.A.** This item may be marked N.A. such as when whole-muscle, intact beef steaks are not cooked in the establishment, or undercooked steaks are not offered.
- N.O.** This item may be marked N.O. such as when whole-muscle, intact beef steaks are cooked in the establishment, but you are unable to determine the cooking temperature.
- H. Raw animal foods rotated, stirred, covered, and heated to 74° C (165° F) in microwave. Food stands covered for 2 minutes after cooking**
- Food Code Reference:**
3-401.12* Microwave Cooking*
- N.A.** This item may be marked N.A. such as when raw animal foods are not cooked in a microwave.
- N.O.** This item may be marked N.O. such as when raw animal foods are cooked in a microwave but you are unable to determine the cooking temperatures for any of them
- I. All other raw animal foods cooked to 63° C (145° F) for 15 seconds**
- Food Code reference:**
3-401.11(A)(1)(b)* Raw Animal foods*
- IN/ OUT** This item may be marked IN or OUT of compliance, with notes made concerning the reason if it is marked OUT of compliance.
- N.A.** This item may be marked N.A. such as when other *PHF/TCS FOOD* not listed above are not cooked in the establishment.
- N.O.** This item may be marked N.O. such as when you are unable to determine the cooking temperature of any food. The inspection should be arranged at an optimum time for measuring at least one cooked item.

5.2 Reheating for Hot Holding

NOTE 5: Do not depend solely on discussions with management or cooks to determine the compliance status of reheat methods or target temperatures. Supplied information may be used to support or augment your direct observations.

- A. PHF/TCS FOOD that is cooked and cooled on premises is rapidly reheated to 74° C (165° F) for 15 seconds for hot holding**

Procedures for Field Standardization of Local Health Department Trainers

Food Code references:

3-403.11(A) & (D)* Reheating for Hot Holding*

- IN/ OUT** This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.
- N.A.** This item may be marked N.A. such as when foods are not held over for a second service. Explanatory notes should be made if this item is marked N.A.
- N.O.** This item may be marked N.O. such as when foods are held over for a second service, but you are unable to check the reheating procedure.

B. Food reheated to 74° C (165° F) or higher in a microwave for hot holding

Food Code reference:

3-403.11(B)* Reheating for Hot Holding*

- IN/ OUT** This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.
- N.A.** This item may be marked N.A. such as when foods are not reheated in a microwave in the establishment.
- N.O.** This item may be marked N.O. such as when foods are reheated in a microwave but you were unable to make a determination of compliance.

C. Commercially processed RTE food reheated to 57° C (135° F) or above for hot holding

Food Code reference:

3-403.11(C)* Reheating for Hot Holding*

- IN/ OUT** This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.
- N.A.** This item may be marked N.A. such as when commercially processed ready-to-eat foods are not reheated for hot holding in the establishment.
- N.O.** This item may be marked N.O. such as when commercially processed ready-to-eat foods are reheated for hot holding in the establishment, but you were unable to determine the reheat temperature.

D. Remaining unsliced portions of roasts are reheated for hot holding using minimum oven parameters

Food Code reference:

3-403.11(E) Reheating for hot holding*

- IN/ OUT** This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.
- N.A.** This item may be marked N.A. such as when remaining unsliced portions of roasts are not used or reheated in the establishment.
- N.O.** This item may be marked N.O. such as when remaining unsliced portions of roasts are reheated for hot holding in the establishment, but you were unable to determine the reheat temperature.

Procedures for Field Standardization of Local Health Department Trainers

5.3 *Treating Juice*

When packaged in a food establishment, juice is treated under a HACCP Plan to reduce pathogens or labeled as specified in the Food Code

**Food Code reference:
3-404.11 Treating Juice**

IN/OUT This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.

N.A. This item may be marked N.A. when juice is not packaged in the food establishment.

5.4 *Cooling*

***NOTE 6:** Please note that the following items address 5° C (41° F) as well as 7° C (45° F). If you have a temperature that meets the 5° C (41° F) temperature requirement, it should also be noted to be in compliance for the 7° C (45° F) item. If you have a temperature that meets the 7° C (45° F) requirement, it may or may not be in compliance with the 5° C (41° F) temperature requirement. Please write in this section of the report form all the temperatures you take of the products, no matter if they are IN compliance or OUT of compliance. Remember if one product is out of temperature the item is marked OUT of compliance.*

***NOTE 7:** Do not depend solely on discussions with management or food employee to determine the compliance status of cooling methods or target temperatures. Supplied information may be used to support or augment your direct observations*

- A. Cooked PHF/TCS FOOD cooled from 57° C (135° F) to 21° C (70° F) within 2 hours and from 57° C (135° F) to 7° C/5° C (45° F/41° F) or below within 6 hours**

**Food Code reference:
3-501.14(A)* Cooling***

IN/ OUT This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.

N.A. This item may be marked N.A. such as when the establishment is a cook-serve establishment type, or does not cool or heat food.

N.O. This item may be marked N.O. such as when the establishment does cool PHF/TCS FOOD for a second service, but you were unable to determine the temperature and times.

- B. PHF/TCS FOOD (from ambient temperature and pre-chilled ingredients) cooled to 7° C/5° C (45° F/41° F) or below within 4 hours**

**Food Code reference:
3-501.14(B)* Cooling***

IN/ OUT This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.

N.A. This item may be marked N.A. such as when no PHF/TCS FOOD are prepared from

Procedures for Field Standardization of Local Health Department Trainers

- ambient temperature ingredient.
- N.O.** This item may be marked N.O. such as when these foods are prepared, but you were unable to determine the temperature.
- C. Foods (milk, shellfish) received at a temperature according to Law are cooled to 7° C/ 5° C (45° F/ 41° F) within 4 hours.**

Food Code reference:
3-501.14(C)* Cooling*

***NOTE 8:** If raw shell eggs are immediately placed under refrigeration capable of maintaining an ambient air temperature of 7° C (45° F), satisfactory compliance is achieved. Federal regulations require that raw shell eggs be transported and stored at 45 F or lower ambient air temperature – cooling time does not apply to this item.*

***NOTE 9:** If one product is found out of temperature the item is marked out of compliance.*

IN/ OUT This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.

N.A. This item may be marked N.A. such as when the establishment does not receive shellstock, milk, or other products that have a transport temperature above 5° C (41° F).

N.O. This item may be marked N.O. such as when the establishment does receive shellstock, milk, or other products that have a transport temperature above 5° C (41° F), but you were unable to determine if these products were cooled down as described above.

- D Raw shell eggs after receiving immediately placed under refrigeration that maintains ambient temperature of 7 C° (45F°) or less**

Food Code reference:
3-501.14(D)* Cooling*

IN/OUT This item may be marked IN or OUT only if you are there to observe receipt of raw shell eggs and their disposition.

N.A. This item may be marked N.A. such as when the establishment does not receive raw shell eggs

N.O. This item may be marked N.O. only when raw shell eggs are received but you are not there to observe the actual receipt and immediate disposition.

5.5 PHF/TCS FOOD Cold & Hot Holding

***NOTE 10:** The CANDIDATE should rely only on actual observations to mark section 5.5 of the inspection form.*

- A. PHF/TCS FOOD is maintained at 7° C/ 5° C (45° F/ 41° F) or below, except during preparation, cooking, cooling, or when time is used as a public health control. (For raw shell eggs see 5.5 D.)**

Food Code reference:
3-501.16(A)(2)* Potentially Hazardous Food (Time/Temperature Control for Safety Food), Hot and Cold Holding*

Procedures for Field Standardization of Local Health Department Trainers

IN/ OUT This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.

B. PHF/TCS FOOD is maintained at 57° C (135° F) or above, except during preparation, cooking, or cooling or when time is used as a public health control

Food Code reference:

3-501.16(A)(1)* Potentially Hazardous Food (Time/Temperature Control for Safety Food), Hot and Cold Holding*

IN/ OUT This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.

N.A. This item may only be marked N.A. such as when there is no PHF/TCS FOOD hot holding in the establishment.

N.O. This item should be marked N.O. such as when you are unable to determine compliance. Inspections should be conducted during a time when hot holding temperatures can be taken.

C. Roasts are held at a temperature of 54° C (130° F) or above

Food Code reference:

3-501.16(A)(1)* Potentially Hazardous Food (Time/Temperature Control for Safety Food), Hot and Cold Holding*

IN/ OUT This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.

N.A. This item may only be marked N.A. if roast is not a menu item.

N.O. This item should be marked N.O. such as when you are unable to determine compliance. Inspections should be conducted during a time when hot holding temperatures can be taken.

D. After receipt, raw shell eggs stored in refrigerated equipment that maintains ambient temperature of 7 C° (45F°) or less

Food Code reference:

3-501.16(B)* Potentially Hazardous Food (Time/Temperature Control for Safety Food), Hot and Cold Holding*

IN/OUT This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.

N.A. This item may be marked N.A. such as when the establishment does not receive raw shell eggs

N.O. This item may be marked N.O. only when raw shell eggs are received but there were no raw shell eggs on the premises at this time and you were unable to determine compliance

Procedures for Field Standardization of Local Health Department Trainers

5.6 *Date Marking & Discarding*

Date marking for RTE, PHF/TCS FOOD prepared on-site or opened commercial container held for more than 24 hours

IN/ OUT **A. Food Code reference:
3-501.17* Ready-to-Eat, Potentially Hazardous Food (Time/Temperature Control for Safety Food) Date Marking***

This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.

N.A. This item may only be marked N.A. such as when there is no RTE, PHF/TCS FOOD prepared-on-premises, or opened commercial container held for more than 24 hours.

N.O. This item should be marked N.O. such as when RTE, PHF/TCS FOOD are normally **prepared**-on-premises and there is none on the premises during the inspection, or there is an opened commercial container and you are unable to determine compliance.

B. DISCARDING of RTE, PHF/TCS FOOD prepared on-site/ opened commercial container held at $\leq 5^{\circ} \text{C}$ (41°F) for ≤ 7 days or $> 5^{\circ} \text{C} - 7^{\circ} \text{C}$ ($41^{\circ} \text{F} - 45^{\circ} \text{F}$) for ≤ 4 days; is not date marked; or is incorrectly date marked

**Food Code reference:
3-501.18* Ready-to-Eat, Potentially Hazardous Food (Time/Temperature Control for Safety Food) Disposition***

IN/ OUT This item should be marked IN such as when foods are all within date marked time limits or food is observed being discarded within date marked time limits or OUT of compliance, such as when date marked food exceeds the time and/or temperature limit or date-marking is not done, and it can be determined that unmarked food has exceeded the time/temperature limits with notes made concerning the reason it is marked OUT of compliance.

N.A. This item may only be marked N.A. such as when there is no RTE, PHF/TCS FOOD prepared-on-premises, or opened commercial container held for more than 24 hours.

N.O. This item should be marked N.O. when RTE, PHF/TCS FOOD is prepared-on-premises, and/or opened commercial containers are held beyond the 7-day or 4-day time limits listed above and you are unable to determine compliance. because there are no RTE, PHF/TCS Food beyond the time and/or temperature limit at time of inspection

Procedures for Field Standardization of Local Health Department Trainers

5.7 Time

When only time is used as the public health control, food is cooked and served within 4 hours or 6 hours as permitted

Food Code reference:

3-501.19* Time as a Public Health Control*

IN/ OUT	This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.
N.A.	This item may only be marked N.A. such as when time is <u>not</u> used as the only public health control.
N.O.	This item should be marked N.O. such as when time is used as the public health control but the time-controlled process is not in operation during the inspection and you are unable to determine compliance.

6. FOOD & FOOD PREPARATION FOR HIGHLY SUSCEPTIBLE POPULATIONS

NOTE 11: The PIC should be questioned regarding whether or not certain foods are offered for sale or certain practices occur in the establishment to mark Section 6 of the inspection form. One may rely solely on discussions with managers or food employees to determine the compliance status of these items.

- A. Only treated/pasteurized juice/ beverage containing juice is served. Packages containing juice/beverage containing juice with a warning label (21 CFR, Section 101.17(g)) not served. Unpackaged juice prepared on premises processed under a HACCP Plan**

Food Code reference:

3-801.11(A)* Pasteurized Foods, Prohibited Reservice, and Prohibited Food*

IN/ OUT	This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.
N.A.	This item may be marked N.A. if no highly susceptible population is served or if juice is not served.

- B. Use pasteurized eggs in recipes if eggs are to be undercooked or combined unless: cooked to order & immediately served; used immediately before baking and thoroughly cooked; or prepared under a HACCP plan controlling *Salmonella* Enteritidis. Time as a public health control not used for raw eggs**

Food Code references:

3-801.11(B)* & (E)* Pasteurized Foods, Prohibited Reservice, and Prohibited Food*

IN/ OUT	This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.
N.A.	This item may be marked N.A. if no highly susceptible population is served or if eggs are not served.

Procedures for Field Standardization of Local Health Department Trainers

C. Raw or partially cooked animal food, and raw seed sprouts not served

Food Code reference:

3-801.11(C)* Pasteurized Foods, Prohibited Reservice, and Prohibited Food*

IN/ OUT

This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.

N.A.

This item may be marked N.A. if no highly susceptible population is served.

D. Foods not re-served under certain conditions

Food Code References:

3-801.11(G)* Pasteurized Foods, Prohibited Reservice, and Prohibited Food*

IN/ OUT

This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.

N.A.

This item **may** be marked N.A. if no highly susceptible population is served.

7. PROTECTION FROM CONTAMINATION - CRITICAL ITEMS

A. Separating raw animal foods from raw RTE food and separating raw animal foods from cooked RTE food

Food Code reference:

3-302.11(A)(1)* Packaged and Unpackaged Food – Separation, Packaging and Segregation*

IN/ OUT

This item may be marked IN or OUT of compliance, with notes made concerning the reason if it is marked OUT of compliance.

N.A.

This item **may** only be marked N.A. such as when there is only a vegetarian menu or only commercially precooked animal foods are used.

N.O.

This item is marked N.O. when raw animal foods are used or served seasonally and you are unable to determine compliance.

B. Raw animal foods separated from each other during storage, preparation, holding, and display

Food Code reference:

3-302.11(A)(2)* Packaged and Unpackaged Food – Separation, Packaging and Segregation*

IN/ OUT

This item may be marked IN or OUT of compliance, with notes made concerning the reason if it is marked OUT of compliance.

N.A.

This Item may be marked N.A. such as when there are no raw animal foods used, or only one raw animal species is used.

N.O.

This item is marked N.O. when raw animal foods are used or served seasonally and you

Procedures for Field Standardization of Local Health Department Trainers

are unable to determine compliance.

C. Food protected from contamination – critical items

Food Code references:

3-302.11(A)*(3-8) Packaged and Unpackaged Food – Separation, Packaging and Segregation*

3-304.11* Food Contact with Equipment and Utensils*

3-304.15 (A) Gloves, Use Limitation

3-306.13* (A) Consumer self-service operations*

IN/ OUT

This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.

D. After being served or sold to a consumer, food is not re-served

Food Code references:

3-306.14(A)* & (B)* Returned Food and Re-Service of Food*

IN/ OUT

This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance. (*Note: Actual observation of the disposition of unwrapped/unprotected, served food being returned to the kitchen must be made.*)

E. Discarding or reconditioning unsafe, adulterated or contaminated food

Food Code reference:

3-701.11* Discarding or Reconditioning Unsafe, Adulterated, or Contaminated Food*

IN/ OUT

In order to mark this item OUT, a finding must be made that food is unsafe, adulterated, not honestly presented, from an unapproved source, or RTE food is contaminated by employees. If a finding is not made, mark this item IN compliance. This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.

8. FOOD-CONTACT SURFACES

NOTE 12: This item will require some judgment to be used when marking it IN or OUT of compliance. It should be marked OUT of compliance if observations are made that support a pattern of noncompliance with this item. One dirty utensil, food-contact surface, or one sanitizer container without sanitizer would not necessarily support an OUT of compliance mark. You must provide notes concerning the reason it is marked OUT of compliance.

Food-contact surfaces and utensils are clean to sight and touch and sanitized before use

Procedures for Field Standardization of Local Health Department Trainers

Food Code references:

- 4-501.111 Manual warewashing equipment, hot water sanitization temperatures*
- 4-501.112 Mechanical warewashing equipment, hot water sanitization temps.*
- 4-501.113 Mechanical warewashing equipment, sanitization pressure
- 4-501.114 Manual and mechanical warewashing equipment, chemical sanitization –temperature, pH, concentration and hardness*
- 4-501.115 Manual warewashing equipment, chemical sanitization using detergent-sanitizers
- 4-601.11(A) Equipment, food-contact surfaces, non-food contact surfaces and utensils*
- 4-602.11 Equipment food-contact surfaces and utensils*
- 4-701.10 Sanitization of equipment and utensils; NON DEBITABLE ITEM
- 4-702.11 Sanitization of equipment and utensils-before use*
- 4-703.11 Hot water and chemical*

IN/ OUT

This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.

9. PROPER, ADEQUATE HANDWASHING

NOTE 13: You must be in the establishment long enough to make an observation for all sections of Personnel. One should rely only on actual observations to mark Section 9 of the inspection form.

Hands clean and properly washed

Food Code references:

- 2-301.11 Clean condition-hands and arms*
- 2-301.12 Cleaning procedure*
- 2.301.14 When to wash*
- 2.301.15 Where to wash
- 2.301.16 Hand antiseptics

IN/ OUT

This item may be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance. This item must be marked OUT of compliance if one person is observed with dirty hands or with hands that have not been properly washed.

10. GOOD HYGIENIC PRACTICES

Food Code references:

- 2-401.11 Eating, drinking or using tobacco*
- 2-401.12 Discharges from the eyes, nose and mouth*
- 3-301.12 Preventing contamination when tasting*

NOTE 14: One should rely only on actual observations to mark Section 10 of the inspection form.

Procedures for Field Standardization of Local Health Department Trainers

Food employees eat, drink, and use tobacco only in designated areas / do not use a utensil more than once to taste food that is sold or served / do not handle or care for animals present. Food employees experiencing persistent sneezing, coughing, or runny nose do not work with exposed food, clean equipment, utensils, linens, unwrapped single-service or single-use articles*

IN/ OUT This item may be marked IN or OUT of compliance, with notes made concerning the reason if it is marked OUT of compliance. This item must be marked OUT of compliance if one person is observed to be out of compliance with this item.

11. PREVENTION OF CONTAMINATION FROM HANDS

NOTE 15: One should rely only on actual observations to mark Section 11 of the inspection form.

Exposed, RTE food not touched by bare hands

Food Code reference:

3-301.11* Preventing Contamination from Hands*

IN/ OUT This item may be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance. This item must be marked OUT of compliance if one person is observed to be out of compliance with this item.

N.A. This item may be marked N.A. for facilities that do not prepare ready-to-eat foods.-

N.O. This item may be marked N.O. for retail operations that prepare ready-to-eat foods only in the case where no food workers are present.

12. HANDWASH SINKS

A. Handwash sinks conveniently located and accessible for employees

Food Code references:

5-202.12 Handwashing sink, installation – water temperature, and flow

5-203.11 Handwashing sinks-numbers and capacities*

5-204.11 Handwashing sinks-location and placement*

5-205.11 Using a handwashing sink-operation and maintenance

6-301.10 Minimum number- NONDEBITABLE ITEM

6-501.18 Maintaining and using handwashing facilities

IN/ OUT This item may be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.

B. Handwash sinks supplied with hand cleanser / sanitary towels / hand drying devices/signage

Food Code references:

6-301.11 Hand washing cleanser, availability

6-301.12 Hand drying provision

6-301.13 Handwashing aids and devices, use restrictions

6-301.14 Handwashing signage

Procedures for Field Standardization of Local Health Department Trainers

IN/ OUT This item may be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.

13. CHEMICAL

A. Use of Additives

Food Code references:

3-202.12 Additives*

3-302.14 Protection from unapproved additives*

IN/ OUT Mark this item IN compliance if only approved food or color additives are used and used properly, or if sulfites are on the premises, and they are not applied to fresh fruits/vegetables for raw consumption. This item is marked OUT of compliance if unapproved additives are found on premises, or approved additives are improperly used, such as if sulfites are applied to fresh fruits or vegetables.

N.A. This item may be marked N.A. if the food establishment does not use any (approved or unapproved) additives or sulfites on premises.

B. Poisonous or toxic materials, chemicals, lubricants, pesticides, medicines, first aid supplies, and other personal care items properly identified, stored, and used

Food Code references:

7-102.11 Common name-working containers*

7-207.12 Refrigerated medicines, storage*

7-208.11 Storage-first aid supplies*

7-209.11 Storage-other personal care items

(Stock and retail sale of poisonous or toxic material)

7-101.11 Identifying information, prominence-original containers*

(Operational supplies and applications)

7-201.11 Separation – storage*

7-202.11 Restriction – presence and use*

7-202.12 Conditions of use*

7-203.11 Poisonous or toxic material containers – prohibitions*

7-204.11 Sanitizers, criteria – chemicals*

7-204.12 Chemicals for washing fruits and vegetables – criteria*

7-204.13 Boiler water additives, criteria*

7-204.14 Drying agents, criteria*

7-205.11 Incidental food contact, criteria – lubricants*

7-206.11 Restricted use pesticides, criteria*

7-206.12 Rodent bait stations*

7-206.13 Tracking powders, pest control and monitoring*

7-207.11 Restriction and storage – medicines*

IN/ OUT This item may be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance. It may be marked OUT of compliance for improper storage or use of any one of the listed items.

Procedures for Field Standardization of Local Health Department Trainers

C. Poisonous or toxic materials held for retail sale properly stored

Food Code reference:
7-301.11* Separation*

IN/ OUT

This item may be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance. It may be marked OUT of compliance for improper storage of any one of the items.

N.A.

This item may be marked N.A. if the establishment does not hold poisonous or toxic materials for retail sale.

14. CONFORMANCE WITH APPROVED/REQUIRED PROCEDURES

A. Variance Obtained and HACCP plan required, including ROP with 1 barrier.

Food Code references:
3-502.11 Variance Requirement
4-204.110 (B) MOLLUSCAN SHELLFISH display tanks for human consumption
8-103.12 Conformance with required procedures*

IN/ OUT

This item may be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.

N.A.

This item may be marked N.A. if the establishment is not required by the regulatory authority to have a variance and HACCP plan.

B. Reduced Oxygen Packaging (ROP) with 2 Barriers – Required HACCP plan

Food Code reference:
3-502.12* Reduced Oxygen Packaging, Criteria*

IN/ OUT

This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.

N.A.

This item may be marked N.A. such as when the facility does not do ROP with 2 barriers in place.

GOOD RETAIL PRACTICES

STATUS

PERSONNEL

15. PERSONNEL CLEANLINESS (FINGERNAILS, JEWELRY, OUTER CLOTHING, HAIR RESTRAINTS)

Food Code references:
2-302.11 Maintenance – fingernails
2-303.11 Prohibition – jewelry

Procedures for Field Standardization of Local Health Department Trainers

2-304.11 Clean condition – outer clothing

2-402.11 Effectiveness – hair restraints

- IN/ OUT** This item may be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance. It may be marked OUT of compliance for improper storage or use of any one of the items.
- N.A.** **Do Not Mark** This Item N.A. unless the establishment has no employees, uses only prepackaged food, or is strictly a vending operation.

FOOD & FOOD PROTECTION

16. FOOD SOURCE, ORIGINAL CONTAINER, PROPERLY LABELED, CONDITION, USED, HONESTLY PRESENTED, SEGREGATED DISTRESSED PRODUCTS

Food Code references:

3-202.16 Ice*

3-202.17 Shucked shellfish, packaging and identification

3-202.18 Shellstock, condition

3-203.11 Molluscan shellfish, original container

3-203.12 (B) Shellstock tags maintained for 90 days

3-302.12 Food storage containers identified with common name of food

3-302.13 Pasteurized eggs, substitute for raw shell eggs for certain recipes*

3-305.13 Vended PHS/TCS FOOD, original container

3-501.11 Frozen food

3-601.11 Standards of identity

3-601.12 Honestly presented

3-602.11 Food labels

3-602.12 Other forms of information

6-404.11 Segregation and location – distressed merchandise

- IN/ OUT** This item may be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.

17. PLANT FOOD COOKING FOR HOT HOLDING

Food Code reference:

3-401.13 Plant Food Cooking for Hot Holding

- IN/ OUT** This item may be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.
- N.A.** This item may be marked N.A. if vegetables and fruits are not cooked for hot holding in the establishment.
- N.O.** This item may be marked N.O. when plant foods are cooked for hot holding, but are not available for observation during the inspection.

18. PROTECTION FROM CONTAMINATION – NONCRITICAL ITEMS

Food Code references:

3-302.15 Washing fruits and vegetables

Procedures for Field Standardization of Local Health Department Trainers

- 3-303.11 Ice used as exterior coolant, prohibited as ingredient
- 3-303.12 Storage or display of food in contact with water or ice
- 3-304.13 Linens and napkins, use limitation
- 3-305.11 Food storage
- 3-305.12 Food storage, prohibited areas
- 3-305.14 Food preparation
- 3-306.11 Food display
- 3-306.12 Condiments, protection
- 3-306.13 (B) (C) Suitable utensils for consumer self-service
- 3-307.11 Miscellaneous sources of contamination

IN/ OUT This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.

FOOD & FOOD PROTECTION

19. FACILITIES /EQUIPMENT TO CONTROL PRODUCT TEMPERATURE/COOLING METHODS

Food Code references:

- 3-501.15 Cooling methods
- 4-301.11 Cooling, heating and holding capacities - equipment

IN/ OUT This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance. Intent is to determine that adequate hot/cold holding, and heating/cooling equipment and procedures are in place. Do not mark equipment repair items here.

20. *PHF/TCS FOOD* PROPERLY THAWED

Food Code references:

- 3-501.12 *PHS/TCS FOOD*, slacking
- 3-501.13 Thawing

IN/ OUT This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.

N.A. This item may be marked N.A. if *PHF/TCS FOOD* are not thawed.

N.O. This item may be marked N.O. if food is thawed, but thawing was not observed during the inspection.

21. DISPENSING OF FOOD / IN-USE UTENSILS PROPERLY STORED

Food Code references:

- 3-304.12 In-use utensils, between-use storage
- 4-204.13 Dispensing equipment, protection of equipment and food
- 4-204.14 Vending machine, vending stage closure
- 4-302.11 Utensils, consumer self-service

Procedures for Field Standardization of Local Health Department Trainers

IN/ OUT This item may be marked IN or OUT of compliance on any one of the listed items. If one of the items is OUT of compliance, make notes concerning the reason it is marked OUT of compliance.

FOOD EQUIPMENT

22. THERMOMETERS PROVIDED, CONSPICUOUS AND ACCURATE.

Food Code references:

- 4-203.11** Temperature measuring devices, food – accuracy
- 4-203.12** Temperature measuring devices, ambient air and water - accuracy
- 4-204.112** Temperature measuring devices – functionality
- 4-302.12** Food temperature measuring devices - numbers

IN/ OUT This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.

23. FOOD- AND NONFOOD-CONTACT SURFACES: DESIGNED / CONSTRUCTED*, MAINTAINED, INSTALLED, LOCATED, OPERATED, CLEANABLE

- 3-304.16** Using clean tableware for second portions and refills
- 3-304.17** Refilling returnables
- 4-101.11** Characteristics*
- 4-101.12** Cast iron, use limitation
- 4-101.13** Lead in ceramic, china and crystal utensils, use limitation
- 4-101.14** Copper, use limitation*
- 4-101.15** Galvanized metal, use limitation*
- 4-101.16** Sponges, use limitation
- 4-101.17** Wood, use limitation
- 4-101.18** Non-stick coatings, use limitations
- 4-101.19** Non-food contact surfaces
- 4-102.11** Characteristics – single-service/single-use*
- 4-201.11** Equipment and utensils – durability and strength
- 4-201.12** Food temperature measuring devices – durability and strength*
- 4-202.11** Food contact surfaces – cleanability*
- 4-202.12** CIP equipment – cleanability
- 4-202.13** “V” threads, use limitation
- 4-202.14** Hot oil filtering equipment
- 4-202.15** Can openers
- 4-202.16** Non-food contact surfaces
- 4-202.17** Kick plates, removable
- 4-204.12** Equipment openings, closure and deflectors – functionality
- 4-204.15** Bearings and gear boxes, leak proof
- 4-204.16** Beverage tubing, separation
- 4-204.17** Ice units, separation of drains
- 4-204.18** Condenser unit, separation
- 4-204.19** Can openers on vending machines
- 4-204.110 (A)** Molluscan shellfish tanks
- 4-204.111** Vending machines, automatic shut-off*
- 4-204.121** Vending machines, liquid waste products

Procedures for Field Standardization of Local Health Department Trainers

- 4-204.122 Case lot handling equipment, moveability
- 4-204.123 Vending machine doors and openings
- 4-205.10 Food equipment, certification and classification – NONDEBITABLE ITEM
- 4-401.11 Equipment, cloths washers, dryers and cabinets, contamination, prevention
- 4-402.11 Fixed equipment, spacing or sealing – *installation*
- 4-402.12 Fixed equipment, elevation or sealing
- 4-501.11 Good repair and proper adjustment – equipment
- 4-501.12 Cutting surfaces
- 4-501.13 Microwave ovens
- 4-502.11 Good repair and calibration – utensils, temperature/pressure devices
- 4-601.11(B)(C) Equipment, food-contact surfaces, non-food contact surfaces and utensils
- 4-602.12 Cooking and baking equipment
- 4-602.13 Non-food contact surfaces
- 4-603.11 Dry cleaning – methods
- 4-603.17 Returnables, cleaning for refilling*
- 4-902.11 Food-contact surfaces – lubricating and re-assembling
- 4-902.12 Equipment – lubricating and re-assembling

IN/ OUT

This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance. Include refrigeration/cooking/holding equipment that does not maintain temperature or other food/nonfood surfaces or equipment that is not maintained/operated.

24. WAREWASHING FACILITY: DESIGNED, CONSTRUCTED, INSTALLED, LOCATED, OPERATED, CLEANABLE, USED

Food code references:

- 4-203.13 Pressure measuring devices, mechanical warewashing equipment
- 4-204.113 Warewashing machine, data plate operation specifications
- 4-204.114 Warewashing machines, internal baffles
- 4-204.115 Warewashing machines, temperature measuring devices
- 4-204.116 Manual warewashing equipment, heaters and baskets
- 4-204.117 Warewashing machines, sanitizer level indicator
- 4-204.118 Warewashing machines, flow pressure device
- 4-204.119 Warewashing sinks and drain boards, self-draining
- 4-204.120 Equipment compartments, drainage
- 4-301.12 Manual warewashing, sink compartments, requirements
- 4-301.13 Drain boards
- 4-302.13 Temperature measuring devices, manual warewashing
- 4-302.14 Sanitizing solutions, testing devices
- 4-501.14 Warewashing equipment, cleaning frequency
- 4-501.15 Warewashing equipment, manufacturer's operation instructions
- 4-501.16 Warewashing sinks, use limitation
- 4-501.17 Warewashing equipment, cleaning agents
- 4-501.18 Warewashing equipment, clean solutions
- 4-501.19 Manual warewashing equipment, wash solution temperature
- 5-501.110 Mechanical warewashing equipment, wash solution temperature
- 4-501.116 Warewashing equipment, determining chemical sanitizer concentration

Procedures for Field Standardization of Local Health Department Trainers

- 4-603.12 Pre-cleaning
- 4-603.13 Loading of soiled items, warewashing machines
- 4-603.14 Wet cleaning
- 4-603.15 Washing, procedures for alternative manual warewashing equipment
- 4-603.16 Rinsing procedure

IN/ OUT This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.

25. WIPING CLOTHS, LINENS, NAPKINS, GLOVES, SPONGES: PROPERLY USED, STORED

Food Code references:

- 3-304.13 Linens and napkins, use limitation
- 3-304.14 Wiping cloths, use limitations – used for one purpose
- 3-304.15 (B-D) Gloves, use limitations

IN/ OUT This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.

26. STORAGE, HANDLING OF CLEAN EQUIPMENT, UTENSILS

Food Code References:

- 4-901.11 Equipment & utensils, air-drying required
- 4-903.11 Equipment, utensils & linens – storage
- 4-903.12 Prohibitions – storing
- 4-904.11 Kitchenware and tableware – handling
- 4-904.12 Soiled and clean tableware – handling
- 4-904.13 Preset tableware – handling

IN/ OUT This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.

27. SINGLE-SERVICE / SINGLE-USE ARTICLES: STORAGE, DISPENSING, USE, NO REUSE

- 4-502.12 Single-service & single-use articles, required use*
- 4-502.13 Single-service & single-use articles, use limitation
- 4-502.14 Shells, use limitation
- 4-903.11 Single-service & single-use articles – storage
- 4-903.12 Prohibitions
- 4-904.11 Kitchenware and tableware

IN/ OUT This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.

Procedures for Field Standardization of Local Health Department Trainers

WATER

28. SAFE WATER SOURCE, HOT & COLD UNDER PRESSURE, ADEQUATE QUANTITY

Food Code References:

- 5-101.11 Approved system*
- 5-102.11 Standards – quality*
- 5-102.12 Nondrinking water*
- 5-102.13 Sampling
- 5-102.14 Sample report
- 5-103.11 Capacity – quality & availability
- 5-103.12 Pressure
- 5-104.11 System
- 5-104.12 Alternative water supply

IN/ OUT This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.

PLUMBING

29. INSTALLED, MAINTAINED

Food Code References

- 5-101.12 System flushing & disinfection*
- 5-201.11 Approved – materials*
- 5-202.11 Approved system & cleanable fixtures*
- 5-202.15 Conditioning device, location
- 5-203.12 Service sink
- 5-204.12 Conditioning device, location
- 5-205.14 Water reservoir of fogging devices, cleaning*
- 5-205.15 System maintained in good repair*
- 5-301.11 Approved – materials for mobile water tank
- 5-302.11 Enclosed system, sloped to drain
- 5-302.12 Inspection & cleaning port, protected & secured
- 5-302.13 “V” type threads, sue limitation
- 5-302.14 Tank vent, protected
- 5-302.15 Inlet & outlet, sloped to drain
- 5-302.16 Hose, construction & identification
- 5-303.11 Filter, compressed air
- 5-303.12 Protective cover or device
- 5-303.13 Mobile food establishment tank inlet
- 5-304.11 System flushing and disinfection*
- 5-304.12 Using a pump and hoses, backflow prevention
- 5-304.13 Protecting inlet, outlet & hose fitting
- 5-304.14 Tank, pump & hoses – dedication

IN/ OUT This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.

Procedures for Field Standardization of Local Health Department Trainers

30. CROSS CONNECTION, BACK SIPHONAGE, BACKFLOW PREVENTION

Food Code References:

- 5-202.13 Backflow prevention, air gap***
- 5-202.14 Backflow prevention device, design standard**
- 5-203.14 Backflow prevention device, when required***
- 5-203.15 Backflow prevention device, carbonator***
- 5-204.13 Backflow prevention device, location**
- 5-205.12 Prohibiting a cross-connection***

IN/ OUT This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.

TOILET FACILITIES

31. NUMBER, CONVENIENT, ACCESSIBLE, DESIGNED, INSTALLED

Food Code References:

- 5-203.13 Toilets and urinals***
- 6-302.10 Minimum number – toilets & urinals (NON-DEBITABLE ITEM)**
- 6-402.11 Convenience & accessibility**

IN/ OUT This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.

32. TOILET ROOMS ENCLOSED,; PROPER WASTE RECEPTACLES

Food Code References:

- 5-501.17 Toilet room receptacle, covered**
- 6-301.20 Disposable towels, waste receptacle**
- 6-302.11 Toilet tissue, availability**
- 6-501.19 Closing toilet room doors**

IN/ OUT This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.

SEWAGE

33. SEWAGE AND WASTE WATER DISPOSAL

Food Code References:

- 5-401.11 Capacity & drainage**
- 5-402.10 Establishment drainage system (NONDEBITABLE ITEM)**
- 5-402.11 Backflow prevention***
- 5-402.12 Grease trap**
- 5-402.13 Conveying sewage***
- 5-402.14 Removing mobile food establishment wastes**
- 5-402.15 Flushing a waste retention tank**
- 5-403.11 Approved sewage disposal system***

Procedures for Field Standardization of Local Health Department Trainers

5-403.12 Other liquid wastes and rainwater

IN/ OUT This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.

GARBAGE & REFUSE DISPOSAL

34. CONTAINERS OR RECEPTACLES: COVERED, ADEQUATE NUMBER, INSECT / RODENT PROOF, FREQUENCY OF REMOVAL, CLEAN AREA PROPERLY CONSTRUCTED, NECESSARY IMPLEMENTS, SUPPLIES

Food Code References:

- 5-501.10 Indoor storage area (NONDEBITABLE ITEM)**
- 5-501.11 Outdoor storage surface**
- 5-501.12 Outdoor enclosure**
- 5-501.13 Receptacles**
- 5-501.14 Receptacles in vending machines**
- 5-501.15 Outside receptacles**
- 5-501.16 Storage areas, rooms & receptacles, capacity & availability**
- 5-501.18 Cleaning implements & supplies**
- 5-501.19 Storage areas, redeeming machines, receptacles & waste handling units, location**
- 5-501.110 Storing refuse, recyclables & returnables**
- 5-501.111 Areas, enclosures and receptacles**
- 5-501.112 Outside storage prohibitions**
- 5-501.113 Covering receptacles**
- 5-501.114 Using drain plugs**
- 5-501.115 Maintaining refuse areas & enclosures**
- 5-501.116 Cleaning receptacles**
- 5-502.11 Frequency – removal**
- 5-502.12 Receptacles or vehicles**
- 5-503.11 Community or individual facility**
- 6-602.110 Outdoor refuse areas, curbed & graded to drain**
- 6-405.10 Receptacles, waste handling units & designed storage areas (NONDEBITABLE ITEM)**

IN/ OUT This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.

PHYSICAL FACILITY

35. FLOORS, WALLS, CEILINGS: DESIGNED, CONSTRUCTED, MAINTAINED, CLEAN

Food Code References:

- 6-101.11 Surface characteristics – indoor areas**
- 6-102.11 Surface characteristics – outdoor areas**
- 6-201.11 Floors, walls & ceilings – cleanability**
- 6-201.12 Floors, walls & ceilings, utility lines**

Procedures for Field Standardization of Local Health Department Trainers

- 6-201.13 Floor & wall junctures, covered & enclosed or sealed
- 6-201.14 Floor carpeting, restrictions & installation
- 6-201.15 Floor covering, mats and duckboards
- 6-201.16 Wall & ceiling coverings and coatings
- 6-201.17 Walls & ceilings, attachments
- 6-201.18 Walls & ceilings, studs, joists & rafters
- 6-202.17 Outdoor food vending areas, overhead protection
- 6-202.18 Outdoor servicing areas, overhead protection
- 6-501.11 Repairing
- 6-501.12 Cleaning, frequency & restrictions
- 6-501.13 Cleaning floors, dustless methods
- 6-501.17 Absorbent materials on floors, use limitations

IN/ OUT This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.

36. LIGHTING, VENTILATION, DRESSING ROOMS / DESIGNATED AREAS MAINTAINED

Food Code References:

- 4-202.18 Ventilation hood systems, filters
- 4-204.11 Ventilation hood systems, drip prevention
- 4-301.14 Ventilation hood systems, adequacy
- 6-202.11 Light bulbs, protective shielding
- 6-202.12 Heating, ventilation, air conditioning system vents
- 6-303.11 Intensity – lighting
- 6-304.11 Mechanical – ventilation
- 6-305.11 Designation – dressing areas & lockers
- 6-403.11 Designated areas – employee accommodations
- 6-501.14 Cleaning ventilation systems, nuisance & discharge prohibition
- 6-501.110 Using dressing rooms & lockers

IN/ OUT This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.

37. PREMISES MAINTAINED FREE OF LITTER, UNNECESSARY ARTICLES, CLEANING AND MAINTENANCE EQUIPMENT PROPERLY STORED

Food Code References:

- 6-202.19 Outdoor walking & driving surfaces, graded to drain
- 6-306.10 Availability – service sinks (NONDEBITABLE ITEM)
- 6-501.15 Cleaning maintenance tools, preventing contamination*
- 6-501.16 Drying mops
- 6-501.113 Storing maintenance tools
- 6-501.114 Maintaining premises, unnecessary items & litter

IN/ OUT This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.

Procedures for Field Standardization of Local Health Department Trainers

PHYSICAL FACILITY

38. COMPLETE SEPARATION FROM LIVING / SLEEPING QUARTERS; LAUNDRY

Food Code References:

4-301.15 Clothes washers and dryers

4-401.11 Equipment, clothes washers & dryers, and storage cabinets, contamination prevention

4-803.13 Use of laundry facilities

6-202.111 Private homes & living or sleeping quarters, use prohibition

6-202.112 Living or sleeping quarters, separation

IN/ OUT This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.

PEST AND ANIMAL CONTROL

**39. PRESENCE OF INSECTS / RODENTS MINIMIZED: OUTER OPENINGS
TOILET ROOMS PROTECTED, ANIMALS AS ALLOWED**

2-403.11 Handling prohibition – animals*

6-202.13 Insect control devices, design and installation

6-202.14 Toilet rooms, enclosed

6-202.15 Outer openings, protected

6-202.16 Exterior walls & roofs, protective barrier

6-501.111 Controlling pests*

6-501.112 Removing dead or trapped birds, insects, rodents & other pests

6-501.115 Prohibiting animals*

IN/ OUT This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.

DOCUMENTATION OF PROPOSED VARIANCE

**40. VARIANCE OBTAINED FOR SMOKING FOR PRESERVATION, CURING, USING
ADDITIVES AS PRESERVATIVES, OPERATING A MOLLUSCAN SHELLFISH
TANK OR USING REDUCED OXYGEN TO PACKAGE FOOD (1 barrier only)**

Food Code Reference:

4-204.110 (B) MOLLUSCAN SHELLFISH TANKS variance documentation

8-103.11 Documentation of proposed variance and justification

IN/ OUT This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance. Mark this item OUT if documentation of an approved variance for MOLLUSCAN SHELLFISH TANKS is lacking but otherwise the establishment is operating under a required HACCP plan.

N.A. This item may be marked N.A. if the establishment does not smoke for preservation /cure foods, use additives to preserve foods, operate a molluscan shellfish tank and/or package

Procedures for Field Standardization of Local Health Department Trainers

`foods using reduced oxygen using only 1 barrier.

ABBREVIATIONS

“CCP” means Critical Control Point

“CL” means Critical Limit

“GRP” means Good Retail Practice

“HACCP” means Hazard Analysis Critical Control Point

“HSP” means Highly Susceptible Population

“NSSP” means National Shellfish Sanitation Program

“PHF/TCS FOOD” means Potentially Hazardous Food (Time/Temperature Control for Safety Food)

“RTE” means Ready-to-Eat

“RCP” means Risk Control Plan