

Michigan Department of Agriculture
Food Establishment Evaluation Form Marking Instructions

EVALUATION FORM PARTS AND THEIR USE

Cover and Narrative sheets (LHD form # FI-214 or MDA form # FI-101)

An evaluation report consists of one or more pages of narrative which describe specific violations and corrections, plus may document other information related to the establishment such as operational status, results of an investigation, etc. Violation information and other information should be clearly separated on the report.

Risk Factor and Good Retail Practices Supplement (IN,OUT,NA,NO Form # FI-237)

This form is intended to be used as a supplement for routine food code evaluations. The form is not intended for use with evaluations conducted using other laws, such as manufacturing plant evaluations, using CFR's. The form is designed to be added as the last page of a report. Violations described in the narrative must also have the corresponding area in the Risk Factor / GRP form marked.

GENERAL ESTABLISHMENT INFORMATION

Complete the general establishment information and other header and footer fields.

RISK FACTORS AND INTERVENTIONS

Risk factors are improper practices or procedures, which have been identified by the Centers for Disease Control and Prevention (CDC), through epidemiological data as the most prevalent contributing factors of foodborne illness or injury. Risk factors include food from unsafe sources, improper holding temperatures, inadequate cooking, contaminated equipment, and poor personal hygiene. These items are prominent on the evaluation report because maintaining these items in compliance is vital in preventing foodborne illness. Additionally, five key public health interventions were established in the Food and Drug Administration (FDA) Food Code to protect consumer health. The interventions are demonstration of knowledge, employee health controls, controlling hands as a vehicle of contamination, time and temperature parameters for controlling pathogens, and the consumer advisory. For each item on the evaluation report in the Foodborne Illness Risk Factors and Public Health Interventions section, indicate one of the following for COMPLIANCE STATUS, IN means that the item is in compliance; OUT means that the item is not in compliance; NO means that the item was not observed during the evaluation; or NA means that the item is not applicable for the facility. If NA or NO is not given as an option for a particular item, this means that this item should be observable during the evaluation and a compliance status must be determined. If the item is marked OUT, document each violation for the item number in the narrative section of the evaluation report. Compliance status should be determined as a result of observations that establish a pattern of non-compliance. Consideration should be given to the seriousness of the observation with regard to prevention of foodborne illness.

For items marked OUT, further indicate the status of the violation by marking an X in the corresponding box for corrected on-site (COS), which means during the evaluation and/or R, which means repeat violation. Marking COS indicates that all violations cited under that particular item number have been corrected and verified prior to the completion of the evaluation. The actual corrective action taken for each violation should be documented in the narrative section of the evaluation report. For example, item #8 Adequate handwashing facilities...is marked out of compliance because the establishment does not have soap and paper towels at the handwash sink. They partially correct the problem by putting soap at the sink, but still do not have paper towels or any other effective means for drying hands. The

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corrective action taken for the soap is documented in the narrative on the form, however COS is not marked for item #8 because all violations under that item were not corrected. Marking R indicates that the same violation(s) under a particular item number was cited on the last evaluation report. Using the previous example on the subsequent evaluation, if soap and paper towels were not in violation, but employees were not washing hands in the correct sink which is cited under item #6 Hands clean and..., R would not be marked because this violation is a new violation which was not cited on the previous evaluation report.

Important Note: Information during an evaluation is typically obtained during oral interviews with PIC and staff, along with actual observations made. Instructions for some items indicate the proper mix of verbal and observation information needed in order to mark an item as a violation. **However, if an interview indicates a risk factor is out of compliance, but observations are not sufficient to cite that violation, further investigation must be made to determine the status of the risk factor.** Options include, but are not limited to: conducting a follow-up evaluation at a time when the process is occurring, having the PIC document the process (i.e. take temperatures, keep cooling charts), reviewing and updating policies and standard operating procedures (SOP' s), developing a risk control plan, etc. **The focus must be on not knowingly leaving a risk factor out of compliance in the establishment.**

DEMONSTRATION OF KNOWLEDGE

1. PIC present, demonstrates knowledge, and performs duties

IN/OUT: 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.

A. Person in charge is present. This item is marked OUT of compliance when there is no PIC.

B. 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 are safe, wholesome, unadulterated, and accurately represented.

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C. Duties of the PIC. 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.

NA: Do Not Mark this item N.A.

NO: Do Not Mark this item N.O.

EMPLOYEE HEALTH

2. Management awareness, policy present.

IN/OUT: This item should be marked IN or OUT of compliance. This item is marked IN compliance when all of the following criteria are met:

1. The PIC is 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 PIC, and
2. The PIC can convey knowledge of an employee health policy or have access to an employee health policy (not necessarily written) stating what actions are necessary 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.

NA: Do Not Mark this item NA

NO: Do Not Mark this item NO

3. Proper use of reporting, exclusion, and restriction.

IN/OUT: This item must be marked IN or OUT of compliance. To be marked IN there must be no ill employees or employees experiencing symptoms requiring reporting or action by the PIC observed at the time of the evaluation.

NA: Do Not Mark this item NA

NO: Do Not Mark this item NO

GOOD HYGIENIC PRACTICES

4. Proper eating, tasting, drinking, or tobacco use.

IN/OUT: This item should be marked IN or OUT of compliance.

NA: Do Not Mark this item NA

NO: This item may be marked NO when there are no food workers present at the time of evaluation.

5. No discharge from eyes, nose or mouth.

IN/OUT: This item should be marked IN or OUT of compliance.

NA: Do Not Mark this item NA

NO: This item may be marked NO when there are no food workers present at the time of evaluation.

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PREVENTING CONTAMINATION BY HANDS

6. Hands clean and properly washed.

IN/OUT: This item should be marked IN or OUT of compliance. This item is marked IN compliance only when employees are observed using proper handwashing techniques at appropriate times and places.

OUT: This item may be marked OUT of compliance if one person is observed with dirty hands or with hands that have not been properly washed.

NA: Do Not Mark this item NA

NO: This item may be marked NO when there are no food workers present at the time of evaluation. (If there are no food workers present, but the PIC accompanies the inspector on the evaluation and starts handling food or utensils without washing his or her hands, then this item would be marked OUT.)

7. No bare hand contact with ready-to-eat foods or approved alternate method properly followed.

IN/OUT: This item should be marked IN or OUT of compliance. This item is marked IN compliance only when employees are observed using suitable utensils or gloves to prevent bare hand (or arm) contact with ready-to-eat foods or are observed following an alternative procedure to no bare hand contact per an approved variance.

OUT: This item may be marked OUT of compliance if one person is observed to be handling ready-to-eat foods with bare hands and no alternative procedure is in place.

NA: This item may be marked NA for facilities that do not prepare ready-to-eat foods or sell only prepackaged foods.

NO: This item may be marked NO for retail operations that prepare ready-to-eat foods only when no food handling is performed at the time of evaluation.

8. Adequate handwashing facilities properly supplied and accessible.

IN/OUT: This item should be marked IN or OUT of compliance.

NA: Do Not Mark this item NA

NO: Do Not Mark this item NO

APPROVED SOURCE

9. Food obtained from approved source.

IN/OUT: This item should be marked IN or OUT of compliance.

NA: Do Not Mark this item NA

NO: Do Not Mark this item NO

10. Food received at proper temperature.

IN/OUT: This item should be marked IN or OUT of compliance.

NA: This item may be marked NA when the establishment receives only foods that are not potentially hazardous and that are not refrigerated or frozen.

NO: This item may be marked NO if food is not received during the evaluation.

11. Food in good condition, safe and unadulterated.

IN/OUT: This item should be marked IN or OUT of compliance.

NA: Do Not Mark this item NA

NO: Do Not Mark this item NO

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12. Required records available: shellstock tags, parasite destruction.

NOTE: Fish that is sold in retail food stores that is expected to be cooked by the consumer is not required to be frozen for parasite destruction.

IN/OUT: This item should be marked IN or OUT of compliance.

NA: This item may be marked NA when shellstock are not used in the establishment and the only fish that is sold raw, raw-marinated, or undercooked is the tuna species listed as exempted from freezing in the Food Code.

NO: This item may be marked NO when shellstock and raw, raw-marinated, and undercooked fish are sold periodically in the establishment, but are not being sold at the time of evaluation and prior compliance through tags, invoices, or purchase records is unable to be verified.

PROTECTION FROM CONTAMINATION

13. Food separated and protected

IN/OUT: This item should be marked IN or OUT of compliance.

NA: This item may be marked NA when there are no raw animal foods used in the facility and only prepackaged foods are sold.

NO: Do Not Mark this item NO

14. Food-contact surfaces: cleaned and sanitized.

IN/OUT: This item should be marked IN or OUT of compliance.

NA: This item may be marked NA only when there is no requirement to clean equipment and utensils such as when only prepackaged foods are sold.

NO: Do Not Mark this item NO

15. Proper disposition of returned, previously served, reconditioned, and unsafe food.

IN/OUT: This item should be marked IN or OUT of compliance. This item is marked OUT of compliance if food is found unsafe, adulterated, from an unapproved source, or ready-to-eat food is contaminated by employees and is not discarded or reconditioned according to an approved procedure, or if previously served unwrapped, unprotected food is observed being reserved .

NA: Do Not Mark this item NA

NO: Do Not Mark this item NO

POTENTIALLY HAZARDOUS FOOD TIME/TEMPERATURE

16. Proper cooking time and temperatures.

NOTE: The cooking temperatures of foods must be measured to determine compliance or noncompliance. Do not rely upon discussions with managers or cooks to make a determination of compliance or noncompliance. The temperature of raw animal foods in each species cooked during the evaluation should be taken. For instance, if the facility fries chicken, scrambles eggs, bakes fish, grills hamburgers, and slow-roasts prime rib during the evaluation, the cook temperatures of all of the products should be measured and recorded. If a food is cooked below the required temperature but the facility has an approved Consumer Advisory or an approved Variance with HACCP for that food item, mark the item IN compliance, record the temperature and document the reason it is in compliance. The time of evaluation should be varied so that cooking can be observed.

IN/OUT: This item should be marked IN or OUT of compliance. This item should be marked OUT of compliance if the items checked do not meet the temperature requirements for cooking and the employee doing the cooking attempts to serve the product without returning the product to the cooking process.

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NA: This item may be marked NA when no raw animal foods are cooked in the establishment.

NO: This item may be marked NO when no raw animal foods are cooked during the time of evaluation.

The cooking temperature/time requirements for each raw animal species are as follows:

- Raw eggs broken on request and prepared for immediate service cooked to 145°F for 15 seconds; raw eggs broken, but not prepared for immediate service, cooked to 155°F for 15 seconds.
- Comminuted fish, meat, game animals cooked to 155°F for 15 seconds.
- Roasts, including formed roasts, are cooked to 130°F for 112 minutes or as chart specified and according to oven parameters per chart.
- Ratites and injected meats cooked to 155°F for 15 seconds.
- Poultry, stuffed fish/meat/pasta/poultry/ratites, or stuffing containing fish, meat, poultry or ratites cooked to 165°F for 15 seconds.
- Wild game animals cooked to 165°F for 15 seconds.
- Whole-muscle, intact beef steaks cooked to surface temperature of 145°F on top and bottom; meat surfaces have a cooked color change.
- Raw animal foods rotated, stirred, covered, and heated to 165°F in microwave; food stands covered for 2 minutes after cooking.
- All other raw animal foods cooked to 145°F for 15 seconds.

17. Proper reheating procedures for hot holding.

NOTE: The reheating temperatures of foods must be taken to determine compliance or noncompliance. Do not rely solely upon discussions with managers or cooks to determine compliance or noncompliance. This item should be marked OUT of compliance if the items checked are not reheated to the required temperatures.

IN/OUT: This item should be marked IN or OUT of compliance.

NA: This item may be marked NA when foods are not held over for a second service and/or reheating for hot holding is not performed in the establishment.

NO: This item may be marked NO when foods are held over for a second service, but no foods are reheated during the time of evaluation.

The reheating for hot holding temperature/time requirements are as follows:

- Potentially hazardous foods rapidly reheated to 165°F for 15 seconds within 2 hours.
- Food reheated in a microwave to 165°F or higher.
- Commercially processed ready-to-eat potentially hazardous foods reheated to 135°F or above within 2 hours.
- Remaining unsliced portions of roasts reheated for hot holding using minimum oven parameters.

18. Proper cooling time and temperatures.

NOTE: The requirement for cooling cooked potentially hazardous food is that the food must be cooled from 135°F to 41°F or less in 6 hours provided that the food is cooled from 135°F to 70°F within the first 2 hours. For example, if a facility cools chili from 135°F to 70°F in 1.5 hours, they then have 4.5 hours to get it from 70°F to 41°F or less. There are two critical limits that must be met with cooling. If the food is not cooled from 135°F to 70°F within 2 hours, this item is marked OUT. If the food is not cooled from 70°F to 41°F or less within 6 hours minus the time it took the food to cool from 135°F to 70°F, the item is marked OUT. Discussions with the PIC along with observations should be used to determine compliance. For instance, during discussion with the PIC, it is

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learned that a food product was cooled overnight in the walk-in cooler. The product is checked and the temperature is 50°F. Eight hours have elapsed from closing to opening. This item should be marked OUT because the product did not cool from 135°F to 70°F within 2 hours and from 70°F to 41°F or less within 6 hours. Temperatures, both IN compliance and OUT of compliance, should be recorded in the Temperature Observations section of the evaluation report. If there is insufficient space for the number of temperatures taken, additional temperatures should be documented in the Narrative section of the evaluation report.

IN/OUT: This item should be marked IN or OUT of compliance.

NA: This item may be marked NA when the establishment does not receive raw shell eggs, shellstock, or milk, prepares no potentially hazardous foods from ambient temperature ingredients that require cooling, and does not cool cooked potentially hazardous foods.

NO: This item may be marked NO when the establishment does cool potentially hazardous foods, but proper cooling per the prescribed temperature and time parameters can not be determined during the length of the evaluation.

The cooling categories and their temperature/time requirements are as follows:

- Cooked potentially hazardous food cooled from 135°F to 41°F or less, or to 41°F or less in 6 hours, provided that the food is cooled from 135°F to 70°F within the first 2 hours.
- Potentially hazardous food (from ambient temperature ingredients) cooled to 41°F or below within 4 hours.
- Foods (shellstock, milk) received at a temperature according to Law cooled to 41°F within 4 hours.
- Raw shell eggs received at an ambient temperature of 45°F (or as allowed by law) immediately placed in refrigerated equipment that maintains an ambient air temperature of 41°F.

19. Proper hot holding temperatures.

NOTE: Temperatures, both IN compliance and OUT of compliance, should be recorded in the narrative section of the evaluation report.

IN/OUT: This item should be marked IN or OUT of compliance.

NA: This item may be marked NA when the establishment does not hot hold food.

NO: This item may be marked NO when the establishment does hot hold foods, but no foods are being held hot during the time of evaluation.

20. Proper cold holding temperatures.

NOTE: Temperatures, both IN compliance and OUT of compliance, should be recorded in the narrative section of the evaluation report.

IN/OUT: This item should be marked IN or OUT of compliance.

NA: This item may be marked NA when the establishment does not cold hold food.

NO: Do not mark this item NO

21. Proper date marking and disposition.

IN/OUT: This item should be marked IN or OUT of compliance.

OUT: This item should be marked OUT of compliance such as when date marked food exceeds the time and/or temperature limit or when date-marking is not done, and it can be determined that unmarked food has exceeded the time/temperature limits. Written comments shall indicate the reason it is marked OUT of compliance.

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NA: This item may be marked NA when there is no ready-to-eat, potentially hazardous foods prepared and held over 24 hours, OR if there are no opened commercially prepared or commercial containers of ready-to-eat, potentially hazardous foods opened and held over 24 hours in the establishment.

NO: This item may be marked NO when the establishment does handle foods requiring date marking, but there are no foods requiring date marking in the facility at the time of evaluation.

22. Time as a Public Health Control; procedures and records.

IN/OUT: This item should be marked IN or OUT of compliance.

NA: This item may be marked NA when the establishment does not use time only as the public health control.

NO: This item may be marked NO when the establishment uses time only as the public health control, but is not using this practice at the time of evaluation.

CONSUMER ADVISORY

23. Consumer advisory provided for raw or undercooked food.

IN/OUT: This item should be marked IN or OUT of compliance. This item is marked IN compliance if the establishment meets Food Code or food law requirements.

NA: This item may be marked NA when the establishment does not serve raw or undercooked animal foods.

NO: Do Not Mark this item NO

HIGHLY SUSCEPTIBLE POPULATION

24. Pasteurized foods used; prohibited foods not offered.

NOTE: Discussions with the PIC and employees regarding whether or not certain foods are served or certain practices occur in the establishment, along with observations should be used to determine compliance.

IN/OUT: This item should be marked IN or OUT of compliance.

NA: This item may be marked NA if a highly susceptible population is not served.

NO: Do Not Mark this item NO

CHEMICAL

25. Food additives; approved and properly used.

IN/OUT: This item should be marked IN or OUT of compliance. This item is marked IN compliance if approved food and color additives are on-site 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 the premises and/or approved additives are improperly used, such as sulfites being applied to fresh fruits or vegetables.

NA: This item may be marked NA if the food establishment does not use any additives or sulfites on the premises.

NO: Do Not Mark this item NO

26. Toxic substances properly identified, stored, and used.

IN/OUT: This item should be marked IN or OUT of compliance.

NA: Do Not Mark this item NA

NO: Do Not Mark this item NO

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CONFORMANCE WITH APPROVED PROCEDURES

27. Compliance with variance, specialized process, and HACCP.

IN/OUT: This item should be marked IN or OUT of compliance.

NA: This item may be marked NA if the establishment is not required by the regulatory authority to have a variance or HACCP and juice is not packaged on the premises.

NO: Do Not Mark this item NO

GOOD RETAIL PRACTICES

Good Retail Practices (GRPs) are preventive measures that include practices and procedures which effectively control the introduction of pathogens, chemicals, and physical objects into food. If GRPs are not controlled they could be contributing factors to foodborne illness. However, the intention of this evaluation form is to focus the inspector's attention on those factors that have been shown to be most often linked with causing foodborne illness.

Items 28-54 should be marked IN, OUT, NA or NO as appropriate.

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Appendix A: Evaluation report numbers and related violations. **** denotes critical violation**

RISK FACTORS / INTERVENTIONS (2005 FC)

Demonstration of Knowledge

- 1. 2-101.11 Assignment*
- 2-102.11 Demonstration*
- 2-103.11 Person-In-Charge (PIC) Duties

Employee Health

- 2. 2-201.11 Responsibility of PIC, Conditional/Food Emp.*
- 3. 2-201.12 Exclusions & Restrictions*
- 2-201.13 Removal of Exclusions & Restrictions

Good Hygienic Practices

- 4. 2-401.11 Eating, Drinking, Using Tobacco*
- 3-301.12 Preventing Contamination When Tasting*
- 5. 2-401.12 Discharges from the Eyes, Nose, Mouth*

Preventing Contamination by Hands

- 6. 2-301.11 Clean Condition*
- 2-301.12 Cleaning Procedure*
- 2-301.14 When to Wash*
- 2-301.15 Where to Wash
- 2-301.16 Hand Antiseptics
- 7. 3-301.11 Preventing Contamination from Hands*
- 8. 5-202.12 Handwashing sink (installation)
- 5-203.11 Handwashing Sinks (numbers/capacities)*
- 5-204.11 Handwashing Sinks (location/placement)*
- 5-205.11 Using a Handwashing Sink
- 6-301.11 Handwashing Cleanser, Availability
- 6-301.12 Hand Drying Provision
- 6-301.13 Handwashing Aids / Devices, Use Restriction
- 6-301.14 Handwashing Signage
- 6-501.18 Maintaining and Using Handwashing Sinks

Approved Source

- 9. 3-201.11 Compliance With Food Law*
- 3-201.12 Food In Hermetically Sealed Container*
- 3-201.13 Fluid Milk & Milk Products*
- 3-201.14 Fish*
- 3-201.15 Molluscan Shellfish*
- 3-201.16 Wild Mushrooms*
- 3-201.17 Game Animals*
- 3-202.13 Eggs*
- 3-202.14 Eggs & Milk Products, Pasteurized*
- 3-202.110 Prepackaged Juice-Treated
- 5-101.13 Bottled Drinking Water*
- MFL289.6143 Wild Game*
- 10. 3-202.11 Temperature*
- 11. 3-101.11 Safe, Unadulterated & Honestly Presented*
- 3-202.15 Package Integrity*
- 12. 3-202.18 Shellstock Identification*
- 3-203.12 Shellstock, Maintaining Identification*
- 3-402.11 Parasite Destruction*
- 3-402.12 Creation & Retention

Protection From Contamination

- 13. 3-302.11 Separation, Packaging & Segregation*
- 3-304.11 Food Contact with Equipment & Utensils*
- 3-306.13 (A) Consumer Self Service Operations*
- 14. 4-501.111 Manual Warewashing, Hot Water Sanitization*
- 4-501.112 Mechanical Warewashing, Hot Water Sanitization
- 4-501.113 Mech. Warewashing, Sanitization Pressure
- 4-501.114 Chemical Sanitization-Temp, pH, Concentration, Hardness*
- 4-501.115 Manual Warewashing Equip. Detergent Sanitizers
- 4-601.11(A) Food Contact Surface, Clean to Sight & Touch*

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- 4-602.11 Food Contact Surface, Cleaning Frequency*
- 4-702.11 Before Use After Cleaning*
- 4-703.11 Hot water and Chemical*
- 15. 3-306.14 Returned Food & Re-service of Food*
- 3-701.11 Discarding/Reconditioning Adulterated Food*

Potentially Hazardous Food (Time/Temperature Control for Safety Food)

- 16. 3-401.11 Cooking Raw Animal Foods*
- 3-401.12 Microwave Cooking*
- 17. 3-403.11 Reheating for Hot Holding*
- 18. 3-501.14 Cooling*
- 19. 3-501.16 Hot Holding*
- 20. 3-501.16 Cold Holding*
- 21. 3-501.17 RTE PHF (TCS Food), Date Marking*
- 3-501.18 RTE PHF (TCS Food), Disposition*
- 22. 3-501.19 Time as a Public Health Control*

Consumer Advisory

- 23. 3-603-11 Consumer Advisory for Raw/Undercooked Food*
- MFL289.6149 Consumer Advisory*

Highly Susceptible Populations

- 24. 3-801.11 Pasteurized Foods & Prohibited Food*

Chemical

- 25. 3-202.12 Approved Additives*
- 3-302.14 Protection From Unapproved Additives*
- 26. 7-101.11 Identifying Information*
- 7-102.11 Common Name, Working Calendars*
- 7-201.11 Separation, Storage*
- 7-202.11 Restriction*
- 7-202.12 Conditions of Use*
- 7-203.11 Poisonous or Toxic Material Containers*
- 7-204.11 Sanitizers, Criteria*
- 7-204.12 Chemicals for Washing Fruits & Vegetables*
- 7-204.13 Boiler Water Additives*
- 7-204.14 Drying Agents*

- 7-205.11 Incidental Food Contact, Criteria*
- 7-206.11 Restricted Use Pesticides*
- 7-206.12 Rodent bait Stations*
- 7-206.13 Tracking Powders, Pest Control & Monitoring*
- 7-207.11 Restriction & Storage; Medicines*
- 7-207.12 Refrigerated Medicines, Storage*
- 7-208.11 Storage- First Aid Supplies*
- 7-209.11 Storage- Personal Care Items
- 7-301.11 Separation- For Retail Sale*

Conformance With Approved Procedures

- 27. 3-502.11 Variance Requirement*
- 3-502.12 Reduced Oxygen Packaging, Criteria*
- 3-404.11 Treating Juice
- 8-103.12 Compliance With Variance & HACCP Plan

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GOOD RETAIL PRACTICES

Safe Food and Water

- 28. Pasteurized eggs used where required**
 3-302.13 Pasteurized eggs substituted for raw eggs in uncooked, egg based recipes*
- 29. Water & Ice from Approved Source**
 3-202.16 Ice used as a food cooling from potable water*
 5-101.11 Drinking water from an approved source*
 5-102.11 Standards/ quality for public drinking water met*
 5-102.12 Nondrinking water used only for non-food purposes*
 5-102.13 Sampling report for non-public water tested as required
 5-102.14 Recent report available
 5-104.12 Alternative water supply delivered /approved Means
- 30. Variance obtained for specialized processing methods**
 8-103.11 Documentation & Justification for variance on file with regulatory authority

Food Temperature Control

- 31. Proper cooling methods used; adequate equipment for temperature control**
 3-501.11 Frozen food stored frozen
 3-501.15 Proper cooling methods used for PHF (TCS Foods)
 4-301.11 Cooling, heating, holding equipment sufficient in number and capacity
- 32. Plant food properly cooked for hot holding**
 3-401.13 Plant food cooked 135 or above for Hot Holding

- 33. Approved thawing methods used**
 3-501.12 Frozen PHF (TCS) slacked properly
 3-501.13 Proper thawing methods used for PHF (TCS foods)
- 34. Thermometers provided and accurate**
 4-203.11 Food thermometers accurate/intended range
 4-203.12 Ambient air & water thermometers accurate
 4-204.112 Thermometers coolers/ hot holding located in warmest/coolest areas of units.
 4-302.12 Thermometers provided & accessible. Appropriate thermometer for measuring thin foods provided.

Food Identification

- 35. Food properly labeled; original container**
 3-202.17 Proper identification and sell by date on packages of shucked shellfish.
 3-203.11 Molluscan shellfish stored in original container until sold/prepped.
 3-302.12 Food storage containers- common name of food.
 3-305.13 Vended PHF (TCS Food) dispensed in original container.
 3-601.11 Standards of identity met for packaged foods.
 3-601.12 Foods honestly presented, do not misinform customers.
 3-602.11 Food packaged in food est. labeled/ specified in law.
 3-602.12 Consumer labels as required by law on labels.

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Prevention of Food Contamination

- 36. Insects, rodents, and animals not present**
- 2-403.11** Food employees not handling animals*
- 6-202.13 Insect control devices properly designed / installed.
- 6-202.15 Openings to outside protected against entry of pests
- 6-202.16 Protective barriers provided for exterior
- 6-501.111** Effective pest control measures in place.*
- 6-501.112 Dead or trapped pest-removed -frequency.
- 6-501.115** Prohibited live animals not on premise*
- 37. Contamination prevented during food preparation, storage, & display.**
- 3-202.19 Shellstock free of mud, dead shellfish & shellfish with broken shells
- 3-303.11 Ice as a coolant not used as food
- 3-303.12 Packaged food not stored in direct contact with water / ice during display.
- 3-304.13 Linen and napkins not used in contact with food as a liner & replaced each time.
- 3-305.11 Food stored 6" off floor- clean / dry location
- 3-305.12 Food not stored in prohibited areas.
- 3-305.14 Unpackaged food protected from environmental contamination during preparation.
- 3-306.11 Food on display protected- food guards/packaging
- 3-306.12 Condiments protected- dispensers / packets
- 3-306.13(B) Consumer self-serve operations provided with suitable utensils ⁿ
- 3-306.13(C) Consumer self-serve operations monitored ⁿ
- 3-307.11 Food not contaminated by any other source.

6-404.11 Distressed food segregated & properly located away from food, utensils, or equipment.

- 38. Personal cleanliness**
- 2-302.11 Fingernails neat / trimmed, gloves worn over polished nails & artificial nails.
- 2-303.11 No jewelry worn during food handling except plain wedding band.
- 2-304.11 Outer clothing clean.
- 2-402.11 Hair restraints worn by food employees

- 39. Wiping cloths properly used and stored**
- 3-304.14 Cloths for spills used for only one purpose; wet wiping cloths stored in sanitizer; wet and dry cloths stored clean.
- 4-101.16 Sponges not used on sanitized FCS.
- 4-901.12 Wiping cloths laundered in establishment, air dried if no clothes dryer present.

- 40. Washing fruits and vegetables**
- 3-302.15 Raw fruits / vegetables- washed before use

Proper Use of Utensils

- 41. In-use utensils properly stored**
- 3-304.12 In-use utensils properly stored between uses
- 42. Utensils/ equipment & linens properly stored/ dried/ handled**
- 4-801.11 Clean linens free of food residues and soil
- 4-802.11 Linens laundered at adequate frequency
- 4-803.11 Soiled linens properly stored
- 4-803.12 Linens properly washed unless only wiping cloths are laundered on site.
- 4-901.11 Equipment / utensils air dried
- 4-903.11(A&B) Equipment/ utensils/linens- 6" off floor- clean/ dry location
- 4-903.12 Equipment/ utensils/linens- not stored in prohibited area

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4-204.110	Molluscan shellfish tanks marked for display only, or operated under a HACCP plan.	4-603.11	Equipment Dry cleaning methods used with non PHF (non-TCS Foods) only
4-204.13	Dispensing equipment designed to protect unpackaged product.	4-603.17	Cleaning/refilling of returnables only for non PHF (non-TCS Food) or conducted at a regulated facility*
4-204.14	Vending machine equipped with self-closing door or cover.	4-902.11	Food-contact surfaces not contaminated during lubricating of equipment
4-204.111	Vending machines for PHF(TCS) – auto shut-off*	4-902.12	Food-contact surfaces not contaminated during reassembly of equipment
4-204.121	Vending machines for liquids equipped with drains, internal waste receptacle, & automatic shut-off.	46.	Warewashing facilities installed, maintained, and used; test strips
4-204.122	Case lot handling equipment moveable by hand, hand trucks, or forklifts.	4-203.13	Hot water pressure devices accurate to +/- 2 pounds per square inch
4-204.123	Vending machine doors openings tight fitting	4-204.113-116	Data plate, baffles, thermometers on warewashing machines; heater basket preset for manual heat sanitation.
4-302.11	Dispensing utensils provided for each container of consumer self-service unit.	4-204.117	Warewashing machine equipped with means to verify dispensing of detergents & sanitizers
4-401.11	Equipment, washers/dryers, linen, & storage cabinets properly located.	4-204.118-120	Pressure device on machines with hot water sanitizing rinse; sinks, drainboards, compartments self-draining.
4-402.11	Fixed or counter-mounted equipment properly spaced or sealed.	4-301.12	3 compartment sink large enough to immerse largest utensil.
4-402.12	Fixed or counter-mounted equipment properly elevated or sealed.	4-301.13	Adequate drainboards provided
4-501.11	Equipment in good repair / adjustment	4-302.13	Thermometer for testing sanitizing water temperature provided
4-501.12	Scratched cutting boards; resurfaced/ discarded	4-302.14	Test kit for measuring sanitizer concentration provided.
4-501.13	Microwave ovens meeting safety standards specified in CFR	4-501.14	Warewashing equipment cleaned before use & every 24 hours
4-502.11	Utensils maintained in good repair; thermometers calibrated per manufacturer's specifications.	4-501.15	Warewashing machine operated per data plate.
4-602.12	Cooking & Baking		

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4-501.16	Warewashing sinks cleaned and sanitized before/after use for washing food or wiping cloths	5-104.11	Water provided by approved system
4-501.17	Cleaning agents used for washing utensils in accordance with manufacture's instructions	49. Plumbing installed; proper backflow devices	
4-501.18	Wash, rinse, sanitize solutions maintained clean	5-101.12	Drinking water system flushed & disinfected after repair or emergency*
4-501.19	Manual wash temperature maintained at ≥110°	5-201.11	Plumbing system constructed of approved materials.*
4-501.110	Wash temperature requirement met for warewashing machine based on machine type	5-202.11	Plumbing system designed, constructed & installed according to law*
4-501.116	Concentration of sanitizer solution determined by use of a test kit	5-202.13	Air gap provided between water supply inlet & flood level rim of plumbing fixture*
4-603.12	Equipment/utensils pre-cleaned before washing	5-202.14	Backflow prevention device designed per approved standards
4-603.13	Soiled items properly loaded into warewashing machine	5-202.15	Water filter/screen/water conditioning device installed to allow ease of cleaning
4-603.14	Equipment FCS & utensils properly washed	5-203.13	Service sink available for cleaning of mops & disposal of liquid waste
4-603.15	Fixed equipment & equipment too large for warewashing sink/ machine washed by approved alternative method	5-203.14	Backflow prevention device or air gap provided on plumbing fixtures as required*
4-603.16	Utensils and equipment rinsed after washing	5-203.15	Backflow prevention device on carbonator with no air gap*
47. Nonfood-contact surfaces clean		5-204.12	Backflow prevention devices located to allow service / maintenance
4-601.11(B-C)	Maintained free of encrusted grease/ soil deposits	5-204.13	Conditioning devices located to allow service / maintenance.
4-602.13	Non-FCS cleaned at frequency to prevent build-up	5-205.12(A)	No cross connection between drinking & non-drinking water*
Physical Facilities		5-205.13	Water treatment device inspected & serviced
48. Hot & cold water available; adequate pressure		5-205.14	Water reservoir of fogging devices maintained cleaned*
5-103.11	Capacity adequate to meet facility demands*	5-205.15	Plumbing system maintained in good repair*
5-103.12	Pressure adequate to meet facility demands		

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5-301.11	Mobile water tank constructed of safe, durable, finished materials	5-403.12	Other liquid wastes drained to disposal per law
5-302.11	Mobile water tank sloped to drain	51. Toilet facilities properly constructed, supplied, & cleaned	
5-302.12	Mobile water tank designed to allow inspection and cleaning	5-203.12	At least one toilet available or number specified by law*
5-302.13-16	Drinking Water, hose construction	5-501.17	Covered receptacle in women's toilet room
5-303.12	Mobile water tanks designed with cover for water inlet, outlet, and hose.	6-202.14	Toilet rooms completely enclosed
5-303.13	Mobile water tank designed: inlet/outlet & dedicated hose connection	6-302.11	Toilet tissue supplied at each toilet
5-304.11-	Water tank /pump/ hoses properly disinfected & handled*	6-402.11	Toilet rooms convenient & accessible during all business hours
5-304.12	Backflow prevention in place	6-501.12	Toilet rooms & fixtures cleaned as often as necessary
5-304.14	Tank, Pump, and Hoses, Dedication.	6-501.19	Toilet room doors kept closed except during cleaning/maintenance
50. Sewage & waste water properly disposed		52. Garbage, refuse, recyclables, returnable properly disposed; facilities maintained	
5-401.11	Mobile holding tank adequately sized for capacity & sloped to drain	5-501.11	Outdoor storage surface constructed of nonabsorbent material & sloped to drain
5-402.11	Backflow prevention – no direct connection between sewage system & food equipment*	5-501.12	Outdoor enclosure for refuse constructed of durable, cleanable materials
5-402.12	Grease trap located to allow ease of cleaning	5-501.13	Receptacles durable, cleanable, insect/rodent- resistant & leak proof
5-402.13	Sewage conveyed through approved sanitary sewage system*	5-501.14	Receptacles not within vending machines
5-402.14	Mobile establishment waste removed through approved removal procedure	5-501.15	Outside receptacles designed with tight-fitting lids/ doors/ covers & properly installed
5-402.15	Waste retention tank flushed in a sanitary manner	5-501.16	Sufficient storage capacity - & area/receptacles provided to hold refuse
5-403.11	Approved sewage disposal system used for waste disposal*	5-501.18	Cleaning implements/supplies provided for effective cleaning of receptacles
		5-501.19	Refuse storage areas located separate from food/ utensils/

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	equipment & not creating a nuisance		easily cleanable under normal use
5-501.110	Receptacles for refuse, recyclables, returnable's inaccessible to insects/rodents	6-102.11	Outdoor areas surfaced with concrete/asphalt; Exterior surfaces weather-resistant
5-501.111	Storage areas/receptacles in good repair	6-201.11	Floors/walls/ceilings smooth & easily cleanable;
5-501.112	Receptacles, such as plastic bags accessible to rodents, not stored outside	6-201.12	Utility lines not unnecessarily exposed
5-501.113	Inside receptacles covered if not continually used; Outside receptacles equipped with tight fitting lids	6-201.13	Floor to wall junctures covered; Water-flushed floors provided with drains & graded to drain
5-501.114	Drain plugs provided in receptacles with drains	6-201.14	Carpeting not in areas subject to moisture;
5-501.115	Refuse areas & enclosures maintained clean	6-201.15	Mats/duckboards removable & easily cleanable
5-501.116	Cleaning of receptacles done in way not to contaminate	6-201.16-17	Wall & ceiling coatings/ attachments easily cleanable
5-502.11-12	Refuse, recyclables, returnable's removed in approved manner & at proper frequency to minimize attracting pests & developing odors	6-201.18	Studs unexposed in areas subject to moisture
5-503.11	Refuse disposed of in an approved public or private facility	6-202.17	Overhead protection at outdoor vending
6-202.110	Outdoor refuse areas curbed & graded to drain	6-202.18	Overhead protection at outdoor servicing areas
		6-202.19	Outdoor walking/driving surfaces graded to drain
		6-202.111	Living/sleeping quarters not used for food establishment operations
		6-202.112	Living/sleeping quarters on the premises separated from food operation
53. Physical facilities installed, maintained, & clean		6-501.11	Physical facilities maintained in good repair
4-301.15	Clothes washer & dryer provided for laundering conducted on premises	6-501.12	Physical facilities cleaned as often as necessary to keep them clean
4-401.11(C)	Washer & dryer properly located away from food/ utensils/ equipment	6-501.13	Floors cleaned by dustless methods
4-803.13	Laundry facilities used only for items used in the facility	6-501.15	Mop water/maintenance tools not put in prep, handwashing, or warewashing sinks*
6-101.11	Materials for floors/walls/ceilings smooth, durable, &	6-501.16	Mops allowed to air dry after use

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- 6-501.17 Sawdust/wood shavings/ granular salt/ clay not used on floors
 - 6-501.113 Maintenance tools properly stored
 - 6-501.114 Premises free of unnecessary items/litter
- 54. Adequate ventilation & lighting; designated areas provided/used**
- 4-202.18 Ventilation filters designed for ease of cleaning & maintenance
 - 4-204.11 Ventilation hood designed to prevent condensate from dripping onto food/equipment
 - 4-301.14 Ventilation hood adequate to prevent grease & condensation build-up
 - 6-202.12 Heating/ventilation/air conditioning units properly designed to prevent contamination
 - 6-304.11 Mechanical ventilation of adequate capacity to remove steam, heat, vapors, odors, smoke, fumes
 - 6-501.14 Ventilation system cleaned is not a source of contamination, or creates a public health hazard
 - 6-202.11 Protective shielding on light bulbs over exposed food/ utensils/ equipment
 - 6-303.11 Lighting intensity adequate in food prep, storage, & service areas
 - 6-305.11 Dressing rooms designated if employees change on-site; Lockers provided for employees
 - 6-403.11 Designated areas for employees for eating/drinking/smoking
 - 6-501.110 Designated dressing rooms/ lockers used by employees