

# Quick Reference

- **PERSON IN CHARGE (PIC)** - there must be a knowledgeable person in charge at all times.
- **EMPLOYEE HEALTH** - sick employees cannot work and must be symptom free for 24 hours.
- **HYGIENE** - clean clothing and aprons; hair restraints. No smoking, eating or drinking in TFE (except closed beverage container).
- **HANDWASHING** - a handwashing station or sink is provided with minimum of flowing water, soap and paper towels. Hands are washed correctly and when necessary. Hand antiseptic does not replace handwashing.
- **NO BARE HAND CONTACT** - the bare hand contact of ready to eat foods is prohibited.
- **FOOD SOURCE** - all food must come from sources that comply with law. No home prepared foods. Water must be potable; commercial bagged ice.
- **FOOD TRANSPORTATION** - food must be segregated and protected from contamination during transport. Potentially hazardous food (PHF) must be received  $\leq 41^{\circ}\text{F}$  or  $\geq 135^{\circ}\text{F}$ , or frozen.
- **COLD HOLDING** - cold foods held  $\leq 41^{\circ}\text{F}$ . They must have coolers with ice or mechanical refrigeration for multi-day events.
- **THAWING** - in refrigerator or under running water ( $< 70^{\circ}\text{F}$ ) as long as food stays  $\leq 41^{\circ}\text{F}$ .
- **COOLING** - most TFEs can't do; discourage keeping leftovers. Food must be cooled from  $135^{\circ}\text{F}$  to  $70^{\circ}\text{F}$  in  $< 2$  hours and from  $135^{\circ}\text{F}$  to  $41^{\circ}\text{F}$  in  $< 6$  hours.
- **HOT HOLDING** - hot foods held  $\geq 135^{\circ}\text{F}$ .
- **COOKING** - raw animal food cooked:
  - 165°F** Poultry; stuffing containing fish, meat or poultry; stuffed fish, meat, or poultry;
  - 155°F** Pooled raw eggs; ground beef/pork (polish sausage hamburgers, raw kielbasa,)
  - 145°F** Raw shell eggs prepared to order; fish; pork; beef; lamb.
  - 135°F** Plant foods for hot hold.
- **REHEATING** - Foods must be re-heated on the grill or stove before putting in steam tables. Reheating for hot holding:
  - **165°F** Leftovers
  - **135°F** Hot dogs and other RTE commercially processed foods, etc.
- **FOOD PROTECTION** - raw meats and ready to eat foods are separated in storage, preparation, cooking, display and service. Food is protected from contamination by consumers and environmental sources by packaging, covering, wrapping, sneeze guards, etc.
- **FOOD CONTACT SURFACES** - should be clean to sight and have been cleaned and sanitized before use. Food contact surfaces must be smooth, durable and easily cleanable.
- **UTENSIL USE AND STORAGE** - clean utensils and single service items must be stored to prevent their contamination. Separate utensils should be used for different foods. Utensils stored in food with handles above the top of container; in a container of hot water  $\geq 135^{\circ}\text{F}$ ; or on a clean food contact surface and then washed, rinsed and sanitized at least every four hours.
- **PEST CONTROL** - cover foods at all times, especially if flying insects are present. They must have screening or air curtains if food preparation is taking place.
- **FOOD EQUIPMENT** - Food contact surfaces of equipment shall be safe, durable, smooth, easily cleanable and in good repair. PIC must know how to clean and sanitize equipment.
- **THERMOMETERS** - They must have appropriate type of food thermometers and be able to calibrate and use them. There must be thermometers in each refrigeration unit.
- **WAREWASHING** - Utensils and equipment must be washed, rinsed and sanitized in warewash machine, 3 compartment sink or tubs. If no dish washing, do they have adequate single service kitchenware and utensils?
- **SANITIZERS/TEST STRIPS** - approved sanitizers include chlorine at 25-200 ppm & quaternary ammonia at 150-400 ppm. They need test strips and must know how to use them.
- **WIPING CLOTHS** - must be used correctly and stored in sanitizer between use.
- **WATER SUPPLY** - adequate supply of drinking water supplied in an approved way.
- **WASTEWATER** - must be disposed of properly and cannot be dumped on the ground.
- **PHYSICAL FACILITIES** - adequate floors, walls, ceilings, lighting, toilets, garbage cans.