

Procedures for Field Standardization Of Trainers Option B



Michigan Department of Agriculture and Rural Development
Food and Dairy Division
Food Service Program
Revised April 2014

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Chapter 1 – Introduction

Forward

Michigan local health departments, in partnership with the Michigan Department of Agriculture and Rural Development (MDARD), are committed to the protection of the public's wellbeing through education, regulatory enforcement; problem solving, leadership, and expertise related to food safety issues. The MDARD 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.

MDARD Standards will evaluate inspectors to become MDARD Standardized Field Trainers. MDARD will incorporate the FDA Standardized Risk Based Inspection model as presented in Annex 5 of the FDA 2009 Food Code and the "FDA Procedures for Standardization of Retail Food Safety Inspection Officers".

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 2009 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, 2009)

Minimum Program Requirements (MPR's):

MDARD 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 an MDARD 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 12 and 13 which includes:

- MPR 12: 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 13: The food service inspection employee's training record indicates that 25 joint inspections, 25 independent inspections under the review of the

trainer, and five joint evaluations with the MDARD Standardized Field Trainer have been completed.

Role of the Standardized Field Trainer:

The MDARD Procedures for Field Standardization of Trainers Option B manual has incorporated the “FDA Procedures for Standardization of Retail Food Safety Inspection Officers” as the model. The Standardized Field Trainer is responsible for training new and newly assigned food service inspection officers in the proper application and interpretation of applicable regulations, inspection methodology, communication, 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 training curriculum.

The candidate shall meet all the requirements of the procedure in order to become an MDARD Standardized Field Trainer. Chapter 2 of this document describes the qualification requirements of the candidate; Chapter 3 describes the field requirements; Chapter 4 describes procedures for re-evaluation of the Standardized Field Trainer; and Chapter 5 describes the suspension or revocation of a certificate. The candidate must be able to convey the purpose and findings of the inspection as well as achieve corrective action and compliance.

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 MDARD to candidates who have successfully completed the MDARD 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. Management’s Demonstration of knowledge
2. Employee health
3. Hands as a vehicle of contamination
4. Time – Temperature relationships
5. Consumer Advisory

“GOOD RETAIL PRACTICES (GRP)” means the preventive measures that include practices and procedures which effectively control the introduction of pathogens, chemicals, and physical objects into food. GOOD RETAIL PRACTICES are prerequisites

to instituting a HACCP plan or RISK CONTROL PLAN and are not addressed by the FOOD CODE INTERVENTIONS or FOODBORNE ILLNESS RISK FACTORS.

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.

MDARD Standard is the MDARD personnel who is an FDA Certified Inspection/Training Officer.

MDARD Standardized Field Trainer is a person who has successfully completed the MDARD Field Standardization Training exercise.

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”.

Chapter 2 – Pre-Qualification for Standardization

This chapter explains the prerequisite training and experience requirements for candidates to qualify for MDARD standardization under option B. In order for the MDARD Standard to conduct field inspections for the purpose of standardization, the candidate must qualify by fulfilling the training and experience requirements specified in this chapter. These eligibility requirements only apply to first time applicants for the MDARD Standardized Field Trainer exercise. Once standardized, candidates for re-standardization only need to meet the standardization maintenance requirements.

Eligibility

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, interpretation, and practical application of Michigan Food Law, 2009 Food Code, risk-based inspection techniques, and HACCP principles, and use of risk control plans.

(A) Applicants for initial MDARD Standardization must:

- (1)** Be routinely engaged in retail food protection program work;
- (2)** Have job responsibility for conducting food safety training and/or Standardization of other regulatory personnel;
- (3)** Have successfully completed the “pre” and “post” curriculum coursework for new hires as cited in the MDARD Food Program Training Newly Hired and/or Newly Assigned Food Program Inspectors.
- (4)** Have attended the MDARD Food Law 1 day training course and complete all of the ORAU Food Code Modules.
- (5)** Have fulfilled one or more of the following prerequisites:
 - a) At least one year of full time experience in retail food establishment inspections within the past three years; or
 - b) At least 100 retail food establishment inspections performed within the past three years, such as regulatory, training, or consultation inspections.
- (6)** It is recommended that the candidate take and pass a Food Service Manager Certification Program.
- (7)** The candidate shall have job responsibility for conducting food safety training and/or Standardization of other regulatory personnel.

(B) In Addition the candidate for MDARD field standardization shall be responsible for one or more of the following:

- | |
|--|
| <ol 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(QA) |
|--|

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 or immediate Supervisor 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 MDARD standardization process.

Candidates who have been reviewed and endorsed by the Environmental Health Director or immediate Supervisor as meeting these requirements will be considered eligible for field standardization. The Environmental Health Director or immediate Supervisor must submit a copy of the "Standardized Field Trainer Nomination Form" (Appendix B) to MDARD 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.

Acknowledgement of Nomination:

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

Resource Commitment:

The exercise is normally completed within 4 to 5 days with each evaluation taking approximately 2 hours. The initial fieldwork should provide the MDARD Standard 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 MDARD/FDA Standardization Inspection Report form and the MDARD/FDA Inspection Report Marking Instruction guide.
- Become familiar with Annex 4 and Annex 5 of the 2009 FDA Food Code.
- Complete 2 risk-based inspections using the MDARD/FDA Standardization Inspection Report Form.
- Submit these forms to the MDARD 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 of performance areas:

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

(A) Foodborne Illness Risk Factors and Food Code Interventions:

The candidate shall demonstrate knowledge of 2009 FDA Food Code provisions related to Food Code Interventions and Risk Factors and the ability to interpret and apply them.

(B) Good Retail Practices:

The candidate shall demonstrate knowledge of 2009 FDA Food Code provisions related to Good Retail Practices and the ability to interpret and apply them.

(C) Application of HACCP Principles:

The candidate shall demonstrate the ability to verify compliance with an existing HACCP plan and apply HACCP principles in the development of flow charts and RISK CONTROL PLANS (RCPs). In the absence of a HACCP Plan, the candidate shall demonstrate the ability to apply all seven HACCP principles to the inspection process.

(D) Inspection Equipment:

The candidate shall be equipped and familiar with inspection equipment essential to each food establishment inspection. During the inspection, the candidate shall demonstrate knowledge of proper use of essential inspection equipment.

(E) Communication:

The candidate shall demonstrate the ability to effectively communicate with the person in charge and food employees during all phases of the inspection and explain significant inspection findings to the person in charge at the conclusion of the inspection. Annex 1 discusses the components of effective communication skills.

Table 1 Summary of Evaluation Methods for Each Performance Area

PERFORMANCE AREA	INITIAL STANDARDIZATION	RE-STANDARDIZATION
Foodborne Illness Risk Factors and Interventions	Joint Inspections	Joint Inspections
Good Retail Practices	Joint Inspections	Joint Inspections
Application of HACCP Principles	<ul style="list-style-type: none"> • Risk Control Plan; • Process Flow Charts; • Verification of existing HACCP Plan; and • Orally communicates the Seven Principles of HACCP 	<ul style="list-style-type: none"> • Risk Control Plan; • Process Flow Charts (optional); and • Verification of existing HACCP Plan.
Inspection Equipment	Field Observations	Field Observations
Communication	Field Observations	Field Observations

NOTE: All initial Standardization requirements will be completed during a total of 8 joint inspections. Re-standardization requirements may be completed during a total of 6 joint inspections over a period not to exceed 3 years, with two inspections conducted annually.

Overview of Standardization Field Exercise:

I. The ability to correctly apply and interpret the Food Law and 2009 Food Code element will include the following components:

- The MDARD/FDA Standardization Inspection Report form will be used to grade the candidate. This form is found in the MDARD Standardization Exercise Field Workbook for option B.
- The MDARD Standard and the candidate will complete a MDARD/FDA Standardization Inspection Report for each establishment. The candidate shall show proficiency in the use of the MDARD/FDA Standardization Inspection Report form by matching the MDARD Standard’s MDARD/FDA Inspection Report form in the section on “Foodborne Illness Interventions and Risk Factors” with an overall score of 90% and 85% in the area of Good Retail Practices.
- The MDARD Standard shall evaluate the candidate’s application of risk-based inspection using the MDARD Standardization Field Evaluation Worksheet (FEW). The Candidate must score 90% or above overall within the four categories on at least one final FEW evaluation. The number of times the worksheet is used to evaluate the candidate is at the discretion of the MDARD Standard, however only the final FEW will be graded.
- The candidate shall show proficiency in report writing completing an approved MDARD evaluation report form for 2 food service facility evaluations. At least one of the reports must be hand written. The candidate and MDARD Standard shall jointly determine which evaluation reports will be submitted.
- The candidate shall complete verification of one HACCP plan using the FDA HACCP Plan Verification forms as applicable. In the absence of a HACCP Plan, the candidate shall demonstrate the ability to apply all seven HACCP principles to the inspection process.
- The candidate will complete 3 HACCP flow diagrams, one for each of the 3 risk categories, X, Y, and Z. these categories are defined in Annex 2 of this document.

II. Risk-based Inspection Technique:

- The MDARD Standard and the candidate shall conduct eight joint field inspections. The food establishments selected shall be in risk categories x, y, and z as described in Annex 2, as well as one Highly Susceptible Population operation.
- The candidate will review the menu for the establishment together with the person in charge. The candidate will determine the types of processes/procedures 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 available, 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) Establishment's policies relative to employee health and hygiene;
 - b) Establishment's policy for prevention of bare hand contact with ready-to-eat foods;
 - c) Purchasing, receiving, and storage of food and supplies;
 - d) Appropriate and effective monitoring of food time/temperature requirements;
 - e) Adequate 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.
- Violations must be correctly interpreted and marked on the MDARD/FDA Standardization Inspection Report Form. The use of the MDARD/FDA Report Marking Instructions and Food Code Reference documents should be utilized when determining how to mark this report form.
- The MDARD Standard will ask questions of the candidate to determine his/her ability to describe the relationship between the observed violations and their impact upon food safety.
- The candidate will effectively and accurately use the required inspection equipment while conducting the inspection. The candidate will be evaluated on their use and understanding of the inspection equipment via use of FEW during the standardization.

Post Standardization Exercise Requirements:

Once the standardization training exercise is completed the candidate shall submit:

- A completed MDARD/FDA Standardization Inspection Report form for each inspection conducted by the candidate,
- The candidate shall show proficiency in completing an approved MDARD evaluation report form by submitting a report for 2 food service facility evaluations, including a hand written report of the last evaluation where the FEW was used. The candidate and MDARD Standard shall jointly determine which evaluation report will be submitted.
- One risk control plan, 3 process flow charts, and a HACCP plan verification form if possible.

All required forms shall be submitted preferably within 2 weeks and no later than 30 days from the date of the standardization exercise unless prior approval from the MDARD 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.

Termination of Field Exercise:

(A) The MDARD Standard has the option to terminate the field exercise at any time during the Standardization procedure if the candidate is not properly prepared to achieve the required level of agreement.

(B) The MDARD Standard shall notify the candidate and the candidate's immediate supervisor in writing with the reasons for termination of the field exercise. The MDARD Standard may offer the candidate and his/her supervisor the opportunity to develop a follow-up action plan designed to prepare the candidate for a successful standardization exercise. The candidate and his/her supervisor may choose to pursue this avenue or not. If the candidate declines the option or fails the completed field exercise, the MDARD Standard shall document the results of the field exercise, with the reasons for termination of the field exercise. This information shall be forwarded to the candidate's supervisor and a copy shall be placed in the MDARD Standard's file. All evidence and conclusions reached by the Agency shall be documented in writing by the MDARD Standard and shall be kept for 3 years in accordance with the Freedom of Information Act.

Scoring of Standardization Field Exercise:

The MDARD Standard shall grade each Standardization Inspection Report (Annex 2, Section 1), by circling incorrectly marked items and discussing these items with the candidate after each inspection. The MDARD 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 MDARD Standard would alert the candidate of the missed opportunity. A scoring of "S" should be used in instances such as when there is an opportunity to take a cooking temperature of a hamburger, but the candidate does not take the temperature and subsequently marks 5.1(B) as NO. The MDARD Standard's scoring of an item as "S" represents a disagreement between the candidate and the MDARD Standard.

At the conclusion of each inspection, the MDARD Standard shall determine the number of disagreements on items and record that number on the MDARD Standardized Field Trainer Exercise Summary form, page 68 of the MDARD Standardization Exercise Field Workbook. At the completion of the final inspection, the MDARD Standard shall total the number of disagreements for all food establishments inspected.

(a) To satisfy the "FOODBORNE ILLNESS RISK FACTORS and FOOD CODE INTERVENTIONS" performance area, the candidate shall not disagree with the MDARD Standard on more than 11 items in any one establishment in this section of the Standardization Inspection Report and have an average score of at least 90%.

(b) To satisfy the "GOOD RETAIL PRACTICES" performance area, the candidate shall not disagree with the MDARD Standard on more than 5 items in any one establishment in this section of the Standardization Inspection Report and have an average score of at least 85%.

SUMMARY LEVEL OF AGREEMENT REQUIRED FOR EACH PERFORMANCE AREA.

PERFORMANCE AREA	LEVEL OF AGREEMENT
FOODBORNE ILLNESS RISK FACTORS and FOOD CODE INTERVENTIONS	No more than 11 disagreements in any one food establishment and an average score of 90% for all inspections. (Minimum of 80% = No more than 11 disagreements out of a total of 54 items. No more than 46 disagreements for all 8 establishments.)
GOOD RETAIL PRACTICES	No more than 5 disagreements in any one food establishment and an average score of 85% for all inspections. (Minimum of 81% = No more than five disagreements out of a total of 27 items. No more than 32 disagreements for all 8 establishments.)
Application of HACCP Principles	<ul style="list-style-type: none"> • 3 Process Flow Charts: Maximum of two errors or omissions • 1 Risk Control Plan: all accurately addressed • Knowledge of HACCP principles: Accurately lists the seven principles and explains how each applies to a food establishment
Inspection Equipment**	<ul style="list-style-type: none"> • Candidate has essential equipment • Candidate demonstrates knowledge in use of essential equipment (Rate as Satisfactory or Needs Improvement)
Communication**	Observations of: <ul style="list-style-type: none"> • Introductions to person in charge • Fact finding questions through interview with person in charge • Candidate setting an example • Exit conference with person in charge (Rate as Satisfactory or Needs Improvement)
** Performance Areas deemed in need of improvement shall be satisfactorily addressed before Re-standardization.	

Certificate Issuance:

Upon achieving the required level of agreement with the MDARD Standard, the candidate is awarded a certificate as an MDARD Standardized Field Trainer. An awards letter and the certificate recognizing the accomplishment is forwarded to the candidate's immediate supervisor within 60 days. Standardization is valid for a period of three years. The date that Standardization is issued and the date that it expires appear on the certificate.

MDARD Standardized Field Trainer Maintenance Requirements:

(A) Official records of all Standardizations in retail food inspection shall be maintained by the MDARD Standard for at least three years.

(B) Standardization shall be maintained in good standing for the three-year period when the MDARD Standardized Field Trainer:

- (1) Attends the regularly scheduled MDA Standardized Trainer workshops;
- (2) Accumulates 20 contact hours of continuing education every 36 months after initial Standardization is completed including one contact hour for each hour of participation in any of the following activities:
 - (a) Professional symposiums/college courses,
 - (b) Workshops, and
 - (c) Food-related training provided by government agencies;
- (3) Annually conducts and documents a minimum of 2 standardized training exercises with either new or established food service sanitarian personnel yearly; and
- (4) Annually accomplishes and documents at least one of the following activities:
 - (a) Assists at least five retail food establishments in the development of Risk Control Plans (RCP) and submit a report describing the outcome of the RCP to the MDARD Standard, OR
 - (b) Conducts or coordinates and documents to the MDARD Standard at least five training courses related to the retail food protection program, OR
 - (c) Performs and documents to the MDARD Standard any combination of training courses or Risk Control Plans that equals five.
- (5) Contact the MDARD consultant to schedule 2 joint evaluations each year.

(C) Upon written request by the MDARD Standardized Field Trainer, the requirements listed above may be adjusted by the MDARD Standard due to special situations or circumstances.

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 MDARD Standard will re-evaluate the MDARD Standardized Field Trainers by conducting 2 joint maintenance evaluations annually. The Environmental Health Director shall submit a completed “Standardized Field Trainer Re-Evaluation” form (Appendix C) for the Standardized Field Trainer prior to the expiration of the certificate in the 3rd year. 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:

- (1) Contact the MDARD consultant to schedule 2 joint evaluations each year;
- (2) Attend the regularly scheduled MDARD Standardized Trainer workshops;
- (3) Accumulates 20 contact hours of continuing education every 36 months after initial Standardization is completed including one contact hour for each hour of participation in any of the following activities:
 - (a) Professional symposiums/college courses,
 - (b) Workshops, and
 - (c) Food-related training provided by government agencies;
- (4) Annually conducts and documents a minimum of 2 standardized training exercises with either new or established food service sanitarian personnel yearly; and
- (5) Annually accomplishes and documents at least one of the following activities:
 - (a) Assists at least five retail food establishments in the development of Risk Control Plans (RCP) and submit a report describing the outcome of the RCP to the MDARD Standard, OR
 - (b) Conducts or coordinates and documents to the MDARD Standard at least five training courses related to the retail food protection program, OR
 - (c) Performs and documents to the MDARD Standard any combination of training courses or Risk Control Plans that equals five.

2. Evaluation:

MDARD will determine if the MDARD Standardized Field Trainer routinely applies the standardized inspection techniques meets maintenance requirements 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 continuing education maintenance requirements.

3. Current Inspection Performance as a MDARD Standardized Field Trainer:

The five compliance areas and all the criteria for the standardization field exercise as described in Chapter 3 of this document apply to the Re-standardization exercise except:

1. The MDARD Standard and the MDARD Standardized Field Trainer shall conduct six joint field inspections of food establishments in accordance with the “Procedures for Field Standardization of Trainers” over a period of not more than 3 years;
2. Two joint evaluations will be conducted each year over the 3 year period. Maintaining certification will be contingent upon the successful completion of the joint evaluations each year, HACCP flow diagrams (optional), and completion of the standardization maintenance requirements; and
3. Re-nomination by director.

The food establishments selected for inspection during Re-standardization exercise shall be in risk categories X, Y, and Z as described in Annex 2 of this document, including one Highly Susceptible Population operation, and shall include the observation of such processes as cooking, cooling, hot/cold holding, reheating, and complex food preparation.

Resource Commitment:

The 2 joint evaluation exercises will take 1 to 2 days. The exercise should provide the MDARD 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 MDARD Standard 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:

The MDARD Standard 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 MDARD should not suspend or revoke the certificate.
- At the conference, the MDARD Standard may present witnesses or other evidence to justify the intended action.

Disposition:

Upon review of the testimony and evidence, the supervisor of the MDARD 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.

MDARD Food Service Program supervisor 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 MDARD 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 MDARD Standard.

Annex1 – Communication Skills

Objective

Skillful communication is essential to the inspection process in order to effectuate needed changes by the person in charge. This chapter highlights the importance of communication skills during an inspection. Activities and responsibilities involved in a retail food inspection program require a person to speak, listen, and write effectively. Many different types of communication skills and approaches are necessary and valuable during the inspection process.

The communication skill element consists of the following components

- (A) 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;
- (B) Initiate the evaluation with a complete introduction consisting of:
 1. Introducing all persons participating in the inspection;
 2. Presenting credentials or identification;
 3. Describing the purpose and flow of the inspection;
 4. Identifying and explaining to the person in charge that it will be necessary to ask questions about the operation during the inspection; and
 5. Explaining that this is not intended as a regulatory inspection and that there will be no written report left at the end of the inspection; however, significant findings will be brought to the attention of the person in charge. Where required by the jurisdiction, a regulatory inspection can also be made and a report left with the person in charge.
- (C) Conduct a menu review with the person in charge for the purpose of:
 1. Assessing the knowledge of the person-in-charge,
 2. Identifying food safety hazards associated with the menu items,
 3. Understanding the flow of food through the establishment,
 4. Determining if the critical control points are under control,
 5. Evaluating standard operating procedures, and
 6. Assessing employee health and hygiene.
- (D) The candidate shall have a discussion with the person in charge to determine:
 1. If a HACCP plan exists, and if so, whether the person in charge understands the principles of the HACCP plan and is ensuring that the employees are effectively using the plan;
 2. What training is provided for employees and managers that is relevant to applying the food code interventions and controlling FBI risk factors;
 3. Specific responses to key employee health related activities; and
 4. What Potentially Hazardous Foods/Time-Temperature Control for Safety Foods are on the menu and what production activities are ongoing at the time of inspection.
- (E) In addition to verbal and written communication, the candidate shall also use the inspection process to communicate and demonstrate food safety concepts by example. Activities such as immediate correction of risk factors, focusing inspection activities on Foodborne Illness risk factors and interventions, proper handwashing, sanitizing

thermometers before probing foods, and wearing the proper inspection apparel should be used to reinforce spoken and written communications.

(F) At the exit conference, the candidate shall clearly:

1. Convey and discuss in detail with the person in charge the inspection findings including:

- The compliance status of the food establishment describing each significant violation condition and, where appropriate, acceptable compliance alternatives,
- The response and plans of the person in charge for correcting violations, including a risk control plan, and
- Corrective actions observed during the inspection. Such proactive food safety measures should be commended; however, the candidate should use this as an opportunity to explain what might have happened if an inspection had not occurred and the corrective action had not been identified.

2. Explain the public health significance of the FBI risk factors and food code interventions, good retail practices, and the critical control points which do not meet the critical limits as established in the FDA *Food Code*; and

3. Discuss recommended corrective actions and answer any questions of the person in charge or staff.

(G) A report will be prepared for at least 2 of the evaluations conducted using either the MDARD evaluation form or on an approved electronic evaluation report writing system. The report will include the appropriate section number of the Food Code, whether or not a violation is a priority or priority foundation, and a description of the problem, code requirements, and a summary of the expected corrected condition. A risk control plan will be done by the operator at one establishment that considers the underlying causes of the uncontrolled hazards in order to achieve long term compliance and Active Managerial Control.

Annex 2 – Risk Categories

<p>W</p> <p>Not Licensed</p>	<p>This category is for MDA to document food establishments exempt from licensure, but inspected on a complaint basis.</p> <p>Temporary establishments with non-potentially hazardous food that is pre-packaged and sold in single service quantities.</p> <ul style="list-style-type: none"> • Produce stands with whole, uncut produce. Does not include wholesale produce operations. • Retail establishments with non-potentially hazardous food that is pre-packaged and incidental in amount. • Retail Honey and Maple Syrup outlets of the seller's own production, pre-packaged and processed in a licensed facility. <p>Examples: card shops, gift shops, video stores, gas stations with a few candy bars and chips.</p>
<p>X</p> <p>Low Risk Establishment</p>	<ul style="list-style-type: none"> • Serve or sell only raw or pre-packaged, non-potentially hazardous foods (non time/temperature control for safety (TCS) foods). • Do not prepare potentially hazardous foods (TCS foods). • Heat only commercially processed potentially hazardous foods (TCS foods) for hot holding. • No cooling of potentially hazardous foods (TCS foods). • Preparation/processing and or packaging limited to non-potentially hazardous food only. • Warehousing/storage limited to non-potentially hazardous food and/or pre-packaged potentially hazardous foods. <p>Examples: Most convenience store operations, convenience stores serving precooked hot dogs or sausages, popcorn, nachos, pretzels or frozen pizza.; hot dog carts, and coffee shops; cocktail lounges; theaters; nut kiosks; honey and maple syrup processors; most bakery operations; candy, snack, pasta, spice or other non-potentially hazardous manufacturer, bottled water manufacturer; food warehouses.</p>
<p>Y</p> <p>Medium Risk Establishment</p>	<ul style="list-style-type: none"> • Limited menu. • Products are prepared, cooked and served immediately. • Conducts hot and cold holding of potentially hazardous foods (TCS foods) after preparation or cooking. • Preparation of potentially hazardous foods (TCS foods) requiring cooking, cooling, and reheating for hot holding is limited to only a few potentially hazardous foods (TCS foods). • Seasonal establishments (operate 9 months or less per year.) • Sale of raw unprocessed potentially hazardous food to the customer for further processing/preparation • Warehousing/storage of unpackaged potentially hazardous foods • Sorting/reclamation of food <p>Examples: fast food operations; cook and serve operations; retail food store operations; schools; buffets that change the entrees each meal period, do not save leftovers, and only prepare one or two items in advance of the day of service; grocery store with rotisserie chicken; packaged for sale sandwich manufacturer; soft serve machines.</p>
<p>Z</p> <p>High Risk Establishment</p>	<ul style="list-style-type: none"> • A food establishment which, upon investigation, is implicated in a foodborne illness outbreak or chemical intoxication shall be evaluated at least every six months for not less than the next 12 months. • Extensive menu and handling of raw ingredients. • Complex preparation including cooking, cooling, and reheating for hot holding involves many potentially hazardous foods (TCS foods). • Establishments serving a highly susceptible population • Service of raw or partially cooked food for immediate consumption (requires a consumer advisory) • Establishments that conduct specialized processes, e.g., smoking and curing; reduced oxygen packaging. • Processing establishments that have a high sales volume (\geq\$1,000,000). • Processing establishments that primarily make food for highly susceptible populations. • Modified atmosphere packaging for extended shelf-life. • Canning of food under 21 CFR parts 113 or 114. • Complex manufacturing processes such as aseptic, acidification, dehydration, formulation control. • Establishment with mandatory HACCP systems. • Food salvage operations. <p>Examples: A full service restaurant; some catering operations; establishments specializing in home-style cooking; hospitals; collecting surplus food from restaurants/facilities, distribute it to local programs on a regular basis; low acid and acidified processing; senior meal wholesale food preparation; smoked fish manufacturer; grocery store with significant cooling and/or reheating. Acidified Food eg. - Pickled vegetables, salsa, antipasto. Low Acid Food eg. - Peppers, some soups, asparagus, beans, some soups.</p>

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
NEW STANDARDIZED FIELD TRAINER NOMINATION FORM (Option B)**

TO: MDARD Food Service Program

FROM: (Applicant's Supervisor)

SUBJECT: REQUEST FOR MDARD FIELD STANDARDIZATION

APPLICANT INFORMATION

Candidate's Name:	Title:	
Office Telephone Number:	Alternate Phone Contact:	
Email Address:		
Agency:		
Agency Address:	City:	Zip:

Length of Service with Agency:
Present Duties/Date Assigned:
ORA-U courses Date Completed:
Food Code ORAU Modules/Date Completed: Food Law Training/Date Attended:
Food Service Manager Certification course/Date Completed:
Continuing Education: (20 contact hours minimum over last 36 months, dates/hours)

I have reviewed the "MDARD Procedures for Field Standardization of Trainers" and consider _____ qualified for participation in the MDARD Standardization procedure.

(Environmental Health Director Signature)

(Date)

**Appendix C
STANDARDIZED FIELD TRAINER RE-EVALUATION
NOMINATION FORM (Option B)**

TO: MDARD Food Service Program

FROM: _____(Applicant's Supervisor)

APPLICANT INFORMATION

Candidate's Name:		Title:	
Office Telephone Number:		Alternate Phone Contact:	
Email Address:			
Agency:			
Agency Address:		City:	Zip:
MDARD Standardized Training workshop/Date:			
Conducted minimum of 2 Standardization training:			
At least 5 Risk Control Plans OR Food Safety Trainings Conducted OR combination:			
Continuing Education: (20 contact hours minimum over last 36 months, Dates/Hours)			
Standardized Trainer responsible for 1 or more of the following:			
____ Conducts inspections on a regular basis			
____ Conducts food safety and/or HACCP training			
____ Is responsible for evaluating the department's food service program and makes recommendations for improvement			

(Environmental Health Director Signature)

(Date)

Appendix D

MDARD/FDA Standardization Report Marking Instructions With 2009 FOOD CODE References

The following provides guidance to the Candidate on marking the MDARD/FDA Standardization Report form.

Compliance Status

For each item on the form, indicate one of the following for **COMPLIANCE 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 MDARD 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 MDARD Standard would alert the Candidate to the missed opportunity.

The Reliance of Statements made by the Person in Charge in Determining Compliance with the Provisions of the Food Code

The FDA Procedures for Standardization of Food Safety Inspection Officers stresses open communication between the Candidate and Person in Charge and food employees. 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 Foodborne Illness Risk Factors that could be present in the facility and allows for better budgeting of time while conducting the inspection. In addition, comments made by these individuals 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*. By assessing Foodborne Illness 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 Foodborne Illness 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.

Guidelines for Using Statements Made by the Person in Charge or Food Employees to Determine Compliance (Further guidance is provided in the Marking Instructions)

• Marking IN and OUT of Compliance

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. In this case, the Candidate must actually observe a food employee touching ready-to-eat food with his or her bare hands before marking OUT of compliance.

There are some items on the inspection report for 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 most appropriate on-site corrective action.

• **Marking Not Observed (N.O.) or Not Applicable (N.A.)**

In order to fully complete the inspection form as required, the Candidate should question the Person in Charge and food employees, as appropriate, concerning the types of foods served and food preparation processes conducted in the 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 any time to properly mark thawing as either N.O. or N.A.

FOODBORNE ILLNESS RISK FACTORS AND FOOD CODE INTERVENTIONS

Supervision

Status

1. Person in charge present, demonstrates knowledge, and performs duties

This item must be marked IN or OUT of compliance. The person in charge (PIC) has three assigned responsibilities – Presence; Demonstration of Knowledge; and Duties.

IN OUT A. Assignment – PIC

Person in charge is present. This item is marked OUT of compliance if there is no PIC per 2-101.11(A) and (B).

NA Do Not Mark this item NA

NO Do Not Mark this item NO

2-101.11 Assignment

IN OUT B. Demonstration – Code compliance, certified via testing with accredited program, or responses to safety questions regarding operation

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 as specified in 2-102-20.
2. Complying with this Code by having no violations of critical items during the current inspection; or
3. Correct responses to the CANDIDATE'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 Subparagraphs 2-102.11(C) (1) and (4-16). Questions can be asked during the initial interview, menu review, or throughout the inspection as appropriate. The CANDIDATE 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.

NA Do Not Mark this item NA

NO Do Not Mark this item NO

2-102.11(A)-(B) and (C) (1) and (4-16) Demonstration
2-102.20 Food Protection Manager Certification

NOTE: “Incorrect” responses to questions regarding public health practices and Principles [except for Subparagraphs 2-102.11(C) (2)-(3), which are captured under Item 2], 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* requirement for cooling, yet no actual OUT of compliance observations are made with regard to cooling during the inspection, then OUT of compliance cannot be marked for Item 18.

IN OUT C. Duties of PIC

This item must be marked IN or OUT of compliance based on the interaction and observation with the PIC and food employee. The CANDIATE needs to determine the systems or controls the PIC has put into practice regarding oversight and/or routine monitoring of the Duties listed in § 2-103.11. This is accomplished by 1) discussion with the PIC, and 2) verified through observation that the systems or controls are actually being implemented. This concept is commonly referred to as Active Managerial Control. This item must 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 NA

NO Do Not Mark this item NO

2-103.11(A-L) Person in Charges-Duties

Employee Health

NOTE: One may rely solely on discussions, questions, and documentation to determine the compliance status of this item.

IN OUT 2. Management, food employee and conditional employee; knowledge, responsibilities and reporting

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

- The PIC is aware of his or her responsibility to inform food employees and conditional employees of their responsibility to report certain symptoms or diagnosed diseases to the person in charge and for the PIC to report to the regulatory authority as specified under Food Code ¶2-103.11(M) and ¶¶2-201.11 (A) - (C), and (E); and
- The PIC provides documentation or otherwise satisfactorily demonstrates during the inspection, that all food employees and conditional employees are informed of their responsibility to report to management information about their health and activities as it relates to diseases that are transmissible through food, as specified under ¶2- 201.11(A). Satisfactory compliance may be documented by completion of Form 1-B, Conditional Employees or Food Employees Reporting Agreement, in Annex 7 of the 2009 *Food Code* for each employee or other similar state or local form containing the same information; or
- In lieu of Form 1-B, compliance may be demonstrated by:
 - a) Presenting evidence such as a curriculum and attendance rosters documenting that each employee has completed a training program which includes all the information required on Form 1-B regarding their reporting responsibilities; or

b) Implementation of an employee health policy which includes a system of employee notification using a combination of training, signs, pocket cards, or other means to convey all of the required information on Form 1-B to all food employees and conditional employees. A signed acknowledgement by the employee should be part of any employee health policy.

The Regulatory Authority is encouraged to establish a policy of selecting one employee at random during each inspection and requesting the PIC verify, by one of the previously listed methods, that the selected employee has been informed of his or her responsibility to report symptoms, exposures, and diagnosed illnesses to management. The PIC is not expected to quote symptoms and diseases from memory, but should be able to locate that information on Form 1-B or similar documents used to demonstrate compliance. Additional information is provided in Annex 3 of the Public Health Reasons for Subpart 2-201, including a number of questions, which may be used as a reference to assist the Regulatory Authority in determining compliance with this item.

NA Do Not Mark this item NA
NO Do Not Mark this item NO

2-102.11(C) (2)-(3) & (17) Demonstration
2-103.11(M) Person in Charge, Duties
2-201.11(A), (B), (C), & (E) Responsibility of Permit Holder, Person in Charge and Conditional Employees

IN OUT 3. Proper use of restriction and exclusion

This item must be marked IN or OUT of compliance. To be marked IN there must be no ill employees, employees experiencing symptoms requiring reporting, or reason for the PIC to exclude or restrict an employee observed at the time of the inspection. Compliance must be based on first hand observations or information and cannot be based solely on responses from the PIC to questions regarding hypothetical situations or knowledge of the Food Code. This item should be marked OUT or compliance when:

- The CANDIDATE observes a working employee with specific reportable symptoms [Subparagraph 2-201.11(A) (1)]; or
- The inspector becomes aware that an employee has reported information about his or her health and activities as it relates to diseases that are transmissible through food and the PIC has not acted to restrict or exclude an employee as required by the Food Code (§2-201.12) & (§2-201.13); or
- The inspector becomes aware that the PIC has not notified the regulatory authority that an employee is jaundiced or diagnosed with an illness due to a pathogen as specified under Subparagraphs 2-201.11(A)(2)(a)-(e) of the *Food Code*.
- There are food employees working in the food establishment that have been diagnosed with norovirus, hepatitis A virus, shigellosis, *E. coli* O157:H7, (or other EHEC), or typhoid fever; or with active symptoms of vomiting and/or diarrhea; or working with food, food-contact equipment, utensils, or single-service articles with an open, uncovered infected wound or pustule, or with a sore throat with a fever.

Additionally, in food establishments exclusively serving a highly susceptible population, there are to be no food employees with an active sore throat with a fever working in the food establishment.

NA Do Not Mark this item NA
NO Do Not Mark this item NO

2-201.11(D) and (F) Responsibility of Permit Holder, Person in Charge & Conditional Employees
2-201.12 Exclusions and Restrictions

Good Hygienic Practices

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

This item should be marked IN or OUT of compliance based on direct observations of the appropriate hygienic practices of food employees. This item should be marked IN compliance when a food employee is observed drinking from a closed beverage container subsequently stored on a non-food contact surface and separate from exposed food, clean equipment, and unwrapped single-service and single-use articles. This item should be marked OUT of compliance when food employees are observed improperly tasting food, eating, drinking, or smoking, or there is supporting evidence of these activities taking place in non-designated areas of the establishment. An open container of liquid in the kitchen preparation area does not necessarily constitute marking this item OUT. Further discussion with a food employee or the PIC may be needed to determine if the liquid, if labeled, is used as an ingredient in food or may be an employee beverage that is consumed in another designated area. If the liquid is an open beverage that is consumed in a designated area, it must still be stored in a manner to prevent the contamination of food, equipment, utensils, linens and single-service/single-use articles.

NA Do Not Mark this item NA

NO This item may be marked NO for retail operations only in the RARE case when there are no food workers present at the time of inspection.

2-401.11 Eating, Drinking or Using Tobacco

3-301.12 Preventing Contamination When Tasting

IN OUT 5. No discharge from eyes, nose, and mouth

This item should be marked IN or OUT of compliance based on direct observations of food employees. This item should be marked IN compliance when no food employees are observed having persistent coughing, sneezing, runny nose, or watery eyes. This item should be marked OUT of compliance when a food employee has persistent coughing, sneezing, runny nose, or watery eyes subjecting food and food contact surfaces to potential contamination.

NA Do Not Mark this item NA

NO This item may be marked NO for retail operations only in the RARE case when there are no food workers present at the time of inspection.

2-401.12 Discharges from the Eyes, Nose and Mouth

Control of Hands as a Vehicle of Contamination

IN OUT 6. Hands clean & properly washed

NOTE: 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 6 of the inspection form.

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.

NA Do Not Mark this item NA

NO This item may be marked NO for retail operations only in the RARE case when there are no food workers present at the time of inspection. (If there are no food workers present, but the PIC accompanies the inspector on the inspection and touches food, clean equipment, or utensils without washing his/her hands, this item is marked OUT.)

- 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 7. No bare hand contact with RTE foods or a pre-approved alternative procedure properly followed

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 properly following a pre-approved alternative procedure to no bare hand contact. This item should be marked OUT of compliance if one person is observed touching ready-to-eat food with their bare hands in the absence of a prior approval and written procedures for bare hand contact. Refer to Subparagraphs 3-301.11(D) (1)-(7) for a listing of conditions that must be met in order to receive prior approval by the Regulatory Authority. Bare hand contact by food employees serving a Highly Susceptible Population is prohibited and no alternative to bare hand contact is allowed.

NA This item may be marked NA for establishments that provide only packaged, or bulk food items that are not ready-to-eat.

NO This item may be marked NO for establishments that prepare ready-to-eat foods only, but no food preparation is performed at the time of inspection.

- 3-301.11 Preventing Contamination from Hands
- 3-801.11(D) Pasteurized Foods, Prohibited Re-Service, and Prohibited Food

8. Handwashing sinks properly supplied and accessible

IN OUT A. Handwashing sinks conveniently located and accessible for employees

This item must be marked IN or OUT of compliance based on observations in determining that handwashing sinks are conveniently located for food employee use. If the handwashing sink is not accessible to food employees who are working in food preparation, food dispensing and warewashing areas, is blocked by portable equipment or stacked full of soiled utensils or other items, or the facility is unavailable for regular employee use, this item must be marked OUT of compliance.

NA Do Not Mark this item NA

NO Do Not Mark this item NO

- 5-202.12 Handwashing Sink, Installation
- 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

IN OUT B. Handwashing sinks supplied with hand cleanser/sanitary towels/hand drying devices/ signage

This item must be marked IN or OUT of compliance. based on observations in determining that handwashing sinks are properly equipped for food employee use. This item must be

marked OUT of compliance when the facility is not stocked with soap, hand drying provisions or equipped with the required signage.

NA Do Not Mark this item NA
NO Do Not Mark this item NO

6-301.11 Handwashing Cleanser, Availability
6-301.12 Hand Drying Provision
6-301.13 Handwashing Aids and Devices, Use Restrictions
6-301.14 Handwashing Signage

Approved Source

9. Food obtained from approved source

IN OUT A. All food from regulated food processing plants/no home prepared or canned foods/standards for eggs, milk, juice

This item must be marked IN or OUT of compliance based on direct observations of food products, food labels and packaging, water analyses, and discussion with the PIC or other food employees. This item must be marked IN compliance when the regulatory authority is able to determine approved food sources. A review of supplier names, shipment invoices, buyer specification plans, proof of regulatory permit/licensure of a food source, etc. can be used to document approved food sources. Milk and milk products must comply with Grade A Standards. This item must be marked OUT of compliance when an approved food source cannot be determined.

NA Do Not Mark this item NA
NO Do Not Mark this item NO

3-201.11 Compliance with Food Law
3-201.12 Food in a Hermetically Sealed Container
3-201.13 Fluid Milk and Milk Products
3-202.13 Eggs
3-202.14 Eggs and Milk Products, Pasteurized
3-202.110 Juice Treated-Commercially Processed
5-101.13 Bottled Drinking Water

IN OUT B. All Molluscan shellfish from ICSSL listed sources/no recreationally caught shellfish received or sold/all fish commercially caught/raised or approved by the Regulatory Authority.

This item should be marked IN or OUT of compliance based on direct observations of the shellstock or fish, labels and packaging, and discussion with the PIC or other food employees. This item should be marked IN compliance when the regulatory authority is able to determine approved food sources. A review of supplier names, shipment invoices, buyer specification plans, Molluscan shellfish tags, proof of regulatory permit/licensure of a food source, etc. can be used to document approved food sources. This item should be marked OUT of compliance when an approved food source cannot be determined.

NA This item may be marked NA if shellstock, are not used/offered in the establishment.

NO This item may be marked NO 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.

3-201.14 Fish

3-201.15 Molluscan Shellfish

IN OUT C. Game animals and wild mushrooms approved by regulatory authority

This item should be marked IN or OUT of compliance based on direct observations of food products, food labels and packaging, and discussion with the PIC or other food employees. This item should be marked IN compliance when the regulatory authority is able to determine approved food sources. A review of supplier names, shipment invoices, buyer specification plans, and proof of regulatory permit/licensure of a food source, etc. can be used to document approved food sources. This item should be marked OUT of compliance when an approved food source cannot be determined.

NA This item may be marked NA if game animals or wild mushrooms are not used/offered in the establishment.

NO This item may be marked NO if game animals or wild 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.

3-201.16 Wild Mushrooms

3-201.17 Game Animals

IN OUT 10. Food received at proper temperature

This item should be marked IN or OUT of compliance based on actual food temperature measurements of PHF (TCS Food) being received. This item should be marked IN compliance when food is received and found at proper temperatures during the inspection (i.e. catered meal for child care center arrives during the inspection and the regulatory authority verifies receiving temperature). This item should be marked OUT of compliance if food is received and accepted, but an actual food temperature measurement of a PHF (TCS Food) by the regulatory authority at the time of delivery exceeds the temperature specifications for receiving as prescribed by the Code.

NA This item may be marked NA for retail operations when the establishment receives only foods that are not PHF (TCS Food) and that are not frozen.

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

3-202.11 Temperature

IN OUT 11. Food in good condition, safe, and unadulterated

This item must be marked IN or OUT of compliance based on direct observations of the integrity of product packaging, wholesomeness, and signs of adulteration. This item must be marked IN compliance when a dent in a canned food has not compromised the hermetic seal; cuts made in outer cardboard packaging during opening of the case do not enter the inner product packaging; the true appearance, color, or quality of a food is not misrepresented; and food is honestly presented. This item must be marked OUT of compliance when the integrity of food packaging has been compromised or the true appearance, color, or quality of a food has been intentionally altered.

NA Do Not Mark this item NA

NO Do Not Mark this item NO

3-101.11 Safe, Unadulterated, and Honestly Presented

3-202.15 Package Integrity

12. Required records available: shellstock tags, parasite destruction

IN OUT A. Written documentation of parasite destruction maintained for 90 days for fish products that are intended for raw or undercooked consumption

This item should be marked IN or OUT of compliance based on direct observations of fish in storage, and records of freezing of fish for parasite destruction. This item should be marked IN compliance if the permit holder provides a statement from supplier(s) identifying that fish sold as raw, raw-marinated or undercooked is frozen by supplier for parasite destruction; or there are freeze records maintained by the permit holder when fish are frozen for parasite destruction on the premises. This item should be marked OUT of compliance when no records of freezing of fish for parasite destruction are available.

NA This item may be marked NA when no raw, raw-marinated, or undercooked fish are sold or served in RTE form or the only fish sold as raw, raw-marinated are tuna species such as Yellowfin, Southern and Northern Bluefin and Bigeye, or molluscan shellfish or fish eggs removed from their skein and rinsed, or aquacultured fish such as salmon that are exempted from freezing because they are fed formulated feed that does not contain live parasites infective to that fish.

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

3-402.11 Parasite Destruction

3-402.12 Records, Creation and Retention

IN OUT B. Shellstock tags maintained for 90 days and in chronological order

This item must be marked IN or OUT of compliance based on direct observations of shellstock tags. This item must be marked OUT of compliance if there are no shellstock tags available, when the shellstock tags are incomplete, when there is evidence of commingling of shellstock, when no date is recorded to indicate the last day the shellstock is sold or served

NA This item may be marked NA when shellstock are not used in the establishment.

NO This item may be marked NO when shellstock are sold periodically in the establishment, but are not being sold at the time of inspection and prior compliance through tags, invoices, buyer specifications, or purchase records cannot be verified.

3-202.18 Shellstock Identification

3-203.12 Shellstock, Maintaining Identification

Protection from Contamination

13. Food separated & protected

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

This item should be marked IN or OUT of compliance based on direct observations of food storage and food handling practices. Frozen, sealed/intact commercially packaged raw animal food stored or displayed with or above frozen, sealed/intact commercially packaged

RTE foods should be marked IN compliance. This item should be marked OUT of compliance when raw animal food is not separated from raw or cooked RTE food.

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 This item is marked NO when raw animal foods are used or served seasonally and you are unable to determine compliance.

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

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

This item should be marked IN or OUT of compliance based on direct observations of food storage and food handling practices. This item should be marked OUT of compliance when raw animal foods are subject to potential contamination by raw animal foods; or raw animal foods are observed not separated by type based on minimum cook temperatures by spacing or placing in separate containers.

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

NO This item is marked NO when raw animal foods are used or served seasonally and you are unable to determine compliance.

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

IN OUT C. Food protected from environmental contamination – critical items

This item must be marked IN or OUT of compliance based on direct observations of food storage and food handling practices. This item must be marked OUT of compliance if food is not packaged or covered during storage (unless in the process of cooling); or food is in contact with soiled equipment and utensils; or single-use gloves used for more than one task.

NA Do not Mark this item NA

NO Do not Mark this item NO.

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 14. Food-contact surfaces: cleaned & sanitized

NOTE: This item will require some judgment to be used when marking it IN or OUT of compliance. You must provide notes concerning the reason it is marked OUT of compliance.

This item must be marked IN or OUT of compliance based on direct observations of food-contact surfaces of equipment and utensils; actual measurements/readings of chemical sanitizer concentration, hot water sanitizing temperature, pH, hardness, water pressure, etc. using test strips, heat-sensitive tapes, and equipment gauges; observations of cleaning and sanitizing procedures; and discussion of cleaning and sanitizing procedures and frequency with the PIC or other food employees. This item must be marked IN compliance when manual and/or mechanical methods of cleaning and sanitizing are effective, and performed at the prescribed frequency. There should be an overall assessment of the foodcontact surfaces of equipment and utensils in clean storage and in use to determine

compliance. For example, this item is not marked OUT of compliance based on one visibly soiled utensil, such as a plate or knife or if one sanitizer container is without sanitizer. This item must be marked OUT of compliance if observations are made that support a pattern of noncompliance with this item, when manual and/or mechanical methods of cleaning and sanitizing food-contact surfaces of equipment and utensils are ineffective, or if one multiuse piece of equipment such as a slicer or can opener is visibly soiled and being used at the time of the inspection.

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

4-501.111 Manual Warewashing Equipment, Hot Water Sanitization Temperatures

4-501.112 Mechanical Warewashing Equipment, Hot Water Sanitization Temperatures

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, Nonfood Contact surfaces and Utensils

4-602.11 Equipment Food-Contact Surfaces and Utensils-Frequency

4-602.12 Cooking and Baking Equipment

4-702.11 Before Use After Cleaning

4-703.11 Hot Water and Chemical-Methods

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

IN OUT A. After being served or sold to a consumer, food is not reserved

This item must be marked IN or OUT of compliance. This item is marked OUT of compliance if food is previously served unwrapped, unprotected food is observed being re-served.

NA Do Not Mark this item NA

NO Do Not Mark this item NO

3-306.14 Returned Food and Re-Service of Food

IN OUT B. Discarding or Reconditioning Unsafe, Adulterated, or Contaminated Food

This item must be marked IN or OUT of compliance. This item is marked OUT of compliance if food is found unsafe, adulterated, not honestly presented, from an unapproved source, or ready-to-eat food is contaminated by employees and is not discarded or reconditioned according to an approved procedure.

NA Do Not Mark this item NA

NO Do Not Mark this item NO

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

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

16. Proper cooking time & 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 inspection should be taken. For instance, if the facility fries chicken, scrambles eggs, bakes fish, grills hamburgers, and slow-roasts prime rib during the inspection – the cook temperatures of all of the products should be measured and recorded. Temperatures, both IN compliance and OUT of compliance, should be recorded. Also, refer to cooking chart below.

IN OUT A. Raw eggs broken on request and prepared for immediate service cooked to 63°C (145°F) for 15 seconds.

This item should be marked IN or OUT of compliance based on actual cooking temperature measurements using a calibrated food temperature measuring device. This item is marked OUT of compliance if a food item checked does not meet the time/temperature requirements for the cooking and the determination is made that the employee doing the cooking intends to serve the product before completing the cooking process unless requested undercooked by the consumer. If a food is cooked below the required temperature but the facility has an approved consumer advisory or an approved variance with a HACCP plan for that food item, mark the item IN compliance, record the temperature and document the reason it is IN compliance.

NA This item may be marked NA when raw eggs are not in the establishment, including raw eggs not used in recipes.

NO This item may be marked NO such as when raw eggs are used in the establishment, but you are unable to determine the cooking temperature. The inspection should be arranged at an optimum time for measuring at least one cooked item.

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

IN OUT B. Comminuted fish, meat, game animals commercially raised for food, and raw eggs not prepared for immediate service and comminuted meat on a child's menu cooked to 68°C (155°F) for 15 seconds or the time/temperature relationship specified in the chart in the Food Code.

This item should be marked IN or OUT of compliance based on actual cooking temperature measurements using a calibrated food temperature measuring device. This item is marked OUT of compliance if a food item checked does not meet the time/temperature requirements for the cooking and the determination is made that the employee doing the cooking intends to serve the product before completing the cooking process. If a food is cooked below the required temperature but the facility has an approved consumer advisory or an approved variance with a HACCP plan for that food item, mark the item IN compliance, record the temperature and document the reason it is IN compliance. Undercooked comminuted meat with a consumer advisory on a child's menu is marked OUT of compliance.

NA This item may be marked NA if comminuted meats are not cooked, in the establishment.

NO This item may be marked NO if one or more types of meat are cooked, but you are unable to determine the cooking temperature of any of them. The inspection should be arranged at an optimum time for measuring at least one cooked item.

3-401.11(A) (2) and (D) (2) Raw Animal Foods

IN OUT C. Whole meat roast, including beef, corned beef, lamb, pork, cured pork roasts and formed roasts, cooked to 54°C (130°F) for 112 minutes or as chart specifies and according to oven parameters per chart.

This item should be marked IN or OUT of compliance based on actual cooking temperature measurements using a calibrated food temperature measuring device. This item is marked OUT of compliance if a food item checked does not meet the time/temperature

requirements for the cooking and the determination is made that the employee doing the cooking intends to serve the product before completing the cooking process. If a food is cooked below the required time/temperature but the facility has an approved consumer advisory or an approved variance with a HACCP plan for that food item, mark the item IN compliance, record the temperature and document the reason it is IN compliance.

NA This item may be marked NA when roasts or formed roasts are not cooked in the establishment.

NO This item may be marked NO such as when one or more of these meat items are cooked, but 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.

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

IN OUT D. Ratites and injected or mechanically tenderized meats cooked to 68°C (155°F) for 15 seconds or the time/temperature relationship specified in the corresponding chart in the Food Code.

This item should be marked IN or OUT of compliance based on actual cooking temperature measurements using a calibrated food temperature measuring device. This item is marked OUT of compliance if a food item checked does not meet the time/temperature requirements for the cooking and the determination is made that the employee doing the cooking intends to serve the product before completing the cooking process. If a food is cooked below the required temperature but the facility has an approved consumer advisory or an approved variance with a HACCP plan for that food item, mark the item IN compliance, record the temperature, and document the reason it is IN compliance.

NA This item may be marked NA when none of the listed foods are cooked in the establishment.

NO This item may be marked NO such as when one or more of the listed foods are cooked in the establishment, but you are unable to determine the cooking temperature of any of them. The inspection should be arranged at an optimum time for measuring at least one cooked item.

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

IN OUT E. Poultry; baluts; stuffed fish/meat/poultry/ratites/pasta or stuffing containing fish, meat, poultry, or ratites; or raw animal foods with a non-continuous cooking process cooked to 74°C (165°F) for 15 seconds.

This item should be marked IN or OUT of compliance based on actual cooking temperature measurements using a calibrated food temperature measuring device. This item is marked OUT of compliance if a food item checked does not meet the time/temperature requirements for the cooking and the determination is made that the employee doing the cooking intends to serve the product before completing the cooking process. Foods cooked with a non-continuous cooking process are marked OUT of compliance if not cooked to 165°F for 15 seconds. If a food is cooked below the required temperature but the facility has an approved consumer advisory or an approved variance with a HACCP plan for that food item, mark the item IN compliance, record the temperature and document the reason it is IN compliance.

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

NO This item may be marked NO such as when one or more items are cooked but you are unable to determine the cooking temperature of any of them. The inspection should be arranged at an optimum time for measuring at least one cooked item.

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

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

This item should be marked IN or OUT of compliance based on actual cooking temperature measurements using a calibrated food temperature measuring device. This item is marked OUT of compliance if a food item checked does not meet the time/temperature requirements for the cooking and the determination is made that the employee doing the cooking intends to serve the product before completing the cooking process. If a food is cooked below the required temperature but the facility has an approved consumer advisory or an approved variance with a HACCP plan for that food item, mark the item IN compliance, record the temperature and document the reason it is IN compliance.

NA This item may be marked NA when no wild game animals are cooked in the establishment.

NO This item may be marked NO such as when wild game animals are cooked, but you are unable to determine the cooking temperature of any of them. The inspection should be arranged at an optimum time for measuring at least one cooked item.

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

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

This item should be marked IN or OUT of compliance based on actual cooking temperature measurements using a calibrated food temperature measuring device. This item is marked OUT of compliance if a food item checked does not meet the time/temperature requirements for the cooking and the determination is made that the employee doing the cooking intends to serve the product before completing the cooking process. If a food is cooked below the required temperature but the facility has an approved consumer advisory or an approved variance with a HACCP plan for that food item, mark the item IN compliance, record the temperature and document the reason it is IN compliance.

NA This item may be marked NA when whole-muscle, intact beef steaks are not cooked in the establishment, or undercooked steaks are not offered.

NO This item may be marked NO such as when whole-muscle, intact beef steaks are cooked in the establishment, but you are unable to determine the cooking temperature. The inspection should be arranged at an optimum time for measuring at least one cooked item.

3-401.11(C) (3) Raw Animal Foods

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

This item should be marked IN or OUT of compliance based on actual cooking temperature measurements using a calibrated food temperature measuring device. This item is marked OUT of compliance if a food item checked does not meet the time/temperature requirements for the cooking and the determination is made that the employee doing the cooking intends to serve the product before completing the cooking process. If a food is cooked below the required temperature but the facility has an approved consumer advisory or an approved variance with a HACCP plan for that food item, mark the item IN compliance, record the temperature and document the reason it is IN compliance.

NA This item may be marked NA when raw animal foods are not cooked in a microwave.

NO This item may be marked NO such as when raw animal foods are cooked in a microwave but you are unable to determine the cooking temperature of any of them. The inspection should be arranged at an optimum time for measuring at least one cooked item.

3-401.12 Microwave Cooking

IN OUT I6. All other raw animal foods cooked to 63°C (145°F) for 15 seconds

This item should be marked IN or OUT of compliance based on actual cooking temperature measurements using a calibrated food temperature measuring device. This item is marked OUT of compliance if a food item checked does not meet the time/temperature requirements for the cooking and the determination is made that the employee doing the cooking intends to serve the product before completing the cooking process unless requested undercooked by the consumer. If a food is cooked below the required temperature but the facility has an approved consumer advisory or an approved variance with a HACCP plan for that food item, mark the item IN compliance, record the temperature and document the reason it is IN compliance.

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

NO This item may be marked NO 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.

3-401.11(A) (1) (b) Raw Animal Foods

Internal Cooking Temperature Specifications

145°F for 15 Seconds	Raw eggs cooked for immediate service, Fish, except as listed below for 165°F for 15 seconds	Meat, except as listed in the next 2 Rows, Commercially raised game animals, rabbits
155°F for 15 seconds:	Ratites (Ostrich, Rhea, and Emu) Injected or mechanically tenderized meats, Raw eggs not for immediate service	Comminuted meat, fish, or commercially raised game animals
165°F for 15 seconds:	Wild game animals, Poultry, Raw animal foods with a non-continuous cooking process	Stuffed fish, meat, pork, ratites, poultry, & pasta Stuffing containing fish, meat, ratites & poultry
Whole Meat Roasts	Refer to cooking charts in the <i>Food Code</i> ¶ 3-401.11(B)	

17. Proper reheating procedures for hot holding

NOTE 6: 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. Temperatures IN and OUT of compliance should be recorded.

IN OUT A. PHF/TCS Food that is cooked and cooled on premises is rapidly reheated within 2 hours to 74°C (165°F) or above for 15 second for hot holding

This item should be marked IN or OUT of compliance based on actual temperature measurements of foods upon completion of the reheating process and prior to being placed in hot holding using a calibrated food temperature measuring device. This item should be marked OUT of compliance if the items checked are not reheated to the required temperature and/or within two hours prior to hot holding.

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 such as when foods are held over for a second service, but no foods are reheated during the time of inspection.

3-403.11(A) and (D) Reheating for Hot Holding

IN OUT B. Food reheated to 74°C (165°F) or above in microwave for hot holding

This item should be marked IN or OUT of compliance based on actual temperature measurements of foods upon completion of the reheating process and prior to being placed in hot holding using a calibrated food temperature measuring device. The food must be stirred, covered and allowed to stand covered for two minutes after reheating. This item should be marked OUT of compliance if the items checked are not reheated to the required temperatures and/or within two hours prior to hot holding.

NA This item may be marked NA when foods are not reheated in a microwave in the establishment.

NO This item may be marked NO such as when foods are reheated in a microwave but you were unable to make a determination of compliance.

3-403.11(B) Reheating for Hot Holding

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

This item should be marked IN or OUT of compliance based on actual temperature measurements of foods upon completion of the reheating process and prior to being placed in hot holding using a calibrated food temperature measuring device. This item should be marked OUT of compliance if the items checked are not reheated to the required temperature and/or within two hours prior to hot holding.

NA This item may be marked NA when commercially processed ready-to-eat foods are not reheated for hot holding in the establishment.

NO This item may be marked NO 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.

3-403.11(C) Reheating for Hot Holding

IN OUT D. Remaining unsliced portions of roasts reheated for hot holding using minimum over parameters

This item should be marked IN or OUT of compliance based on actual temperature measurements of foods upon completion of the reheating process and prior to being placed in hot holding using a calibrated food temperature measuring device. This item should be marked OUT of compliance if the items checked are not reheated to the required temperature and/or within two hours prior to hot holding.

NA This item may be marked NA when remaining unsliced portions of roasts are not used or reheated in the establishment.

NO This item may be marked NO 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.

3-403.11(E) Reheating for Hot Holding

18. Proper cooling time & temperatures

NOTE: The requirement for cooling cooked PHF (TCS Food), is that the food must be cooled from 135°F to 41°F or less in 6 hrs. 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; then they 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. Discussions with the person in charge along with observations should be used to determine compliance. For instance, during discussion the person in charge says 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 two hours and from 135°F to 41°F or less within a total of 6 hours. Temperatures IN compliance and OUT of compliance should be recorded. Because the entire cooling process is difficult to observe during an inspection, at the onset of the inspection a determination of whether foods are currently being cooled should be made. If cooling is taking place temperatures should be taken to make a determination of whether proper cooling is possible with procedures being used.

IN OUT 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 5°C (41°F) or below in 6 hours

These items should be marked IN or OUT of compliance based on actual temperatures of PHF (TCS Food) in the cooling process. The basis for determining IN or OUT of compliance can also be supported through discussion and/or record review which would provide the inspector reliable data of the “start time” for cooling from 135°F. See above NOTE: for an example of using actual temperature and discussion with the PIC in determining OUT of compliance without actually being at the establishment during the entire cooling of PHF (TCS Food) process, from start to finish.

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

NO This item may be marked NO when the establishment does cool PHF (TCS Food), but proper cooling per the prescribed temperature and time parameters cannot be determined during the length of the inspection.

3-501.14(A) Cooling

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

These items should be marked IN or OUT of compliance based on actual temperatures of PHF (TCS Food) in the cooling process. The basis for determining IN or OUT of compliance can also be supported through discussion and/or record review which would provide the inspector reliable data of the “start time” for cooling. See above NOTE for an example of using actual temperature and discussion with the PIC in determining OUT of compliance without actually being at the establishment during the entire cooling of PHF (TCS Food) process, from start to finish.

NA This item may be marked NA when the establishment does **no** cooling of PHF (TCS Food) from ambient temperature or pre-chilled ingredients.

NO This item may be marked NO when the establishment does cool PHF (TCS Food), but proper cooling per the prescribed temperature and time parameters cannot be determined during the length of the inspection.

3-501.14(B) Cooling

IN OUT C. Foods (milk/shellfish) received at a temperature according to law cooled to 5°C (41°F) or below in 4 hours

NOTE 8: If one product is found out of temperature the item is marked out of compliance. These items should be marked IN or OUT of compliance based on actual temperatures of PHF (TCS Food) in the cooling process. The basis for determining IN or OUT of compliance can also be supported through discussion and/or record review which would provide the inspector reliable data of the “start time” for cooling. See above NOTE for an example of using actual temperature and discussion with the PIC in determining OUT of compliance without actually being at the establishment during the entire cooling of PHF (TCS Food) process, from start to finish.

NA This item may be marked NA when the establishment does **not** receive shellstock, or milk.
NO This item may be marked NO when the establishment does receive shellstock, milk, or other products that have a transport temperature above 5°C (41°F).

3-501.14(C) Cooling

IN OUT D. Immediately upon receiving, eggs placed under refrigeration that maintains ambient air temperature of 7°C (45°F)

NOTE 9: If 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 eggs be transported and stored at 7°C (45°F) or lower ambient air temperature – cooling time does not apply to this item. This item should be marked IN or OUT of compliance based on actual observation of eggs being placed into a refrigeration unit maintaining an ambient air temperature of 7°C (45°F).

NA This item may be marked NA when the establishment does **not** receive eggs
NO This item may be marked NO only when eggs are received but you are not there to observe the actual receipt and immediate disposition.

3-501.14(D) Cooling

19. Proper hot holding temperatures

NOTE: Temperatures IN compliance and OUT of compliance should be recorded.

IN OUT A. 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

This item should be marked IN or OUT of compliance based on actual food temperature measurements using a calibrated food temperature measuring device. This item should be marked IN compliance when the regulatory authority determines that, of the PHF (TCS Food) temperature measurements taken during the inspection, no hot holding temperatures are less than prescribed by the Code. This item is marked OUT of compliance if one PHF (TCS Food) is found out of temperature, unless Time as a Public Health Control (TPHC) is used for that PHF (TCS Food).

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 inspection. Inspections should be conducted during a time when hot holding temperatures can be taken.

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

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

This item should be marked IN or OUT of compliance based on actual food temperature measurements using a calibrated food temperature measuring device. This item should be

marked IN compliance when the regulatory authority determines that, of the PHF (TCS Food) temperature measurements taken during the inspection, no hot holding temperatures are less than prescribed by the Code. This item is marked OUT of compliance if one PHF (TCS Food) is found out of temperature, unless Time as a Public Health Control (TPHC) is used for that PHF (TCS Food).

NA This item may be marked NA if roast is not on the menu.

NO This item may be marked NO when the establishment does not hold roasts, but no roasts are being held hot during the time of inspection. Inspections should be conducted during a time when hot holding temperatures can be taken.

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

20. Proper cold holding temperatures

NOTE: Temperatures IN compliance and OUT of compliance should be recorded.

IN OUT A. PHF (TCS Food) maintained at 5°C (41°F) or below, except during preparation, cooking, cooling, or when time is used as a public health control

This item should be marked IN or OUT of compliance based on actual food temperature measurements using a calibrated food temperature measuring device. Discussions should be made with the PIC to determine if a food is in the process of cooling, TPHC is used, or there is an approved method to render a food so that it is not PHF (TCS Food). This item should be marked IN compliance when the regulatory authority determines that, of the PHF (TCS Food) temperature measurements taken during the inspection, no cold holding temperatures are greater than prescribed by the Code. This item should be marked OUT of compliance if one PHF (TCS Food) is found out of temperature, with supportive evidence, unless TPHC is used for that PHF (TCS Food).

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

NO Do not mark this item NO

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

IN OUT B. Untreated eggs stored in 7°C (45°F) ambient air temperature

This item should be marked IN or OUT of compliance based on actual ambient refrigerated equipment temperature measurements using a calibrated temperature measuring device. This item should be marked IN compliance when the regulatory authority determines that the ambient temperature inside the refrigerated equipment is at or below 45°F. This item should be marked OUT of compliance when the regulatory authority determines that the ambient temperature inside the refrigerated equipment is above 45°F.

NA This item may be marked NA when the establishment does **not** receive eggs.

NO This item may be marked NO only when eggs are received but you are not there to observe the actual receipt and immediate disposition.

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

21. Proper date marking & disposition

IN OUT A. Date marking for RTE, PHF (TCS Food) prepared on-site or opened commercial container held for more than 24 hours

This item should be marked IN or OUT of compliance. This item would be IN compliance when there is a system in place for date marking all foods that are required to be date marked and is verified through observation. If date marking applies to the establishment, the PIC should be asked to describe the methods used to identify product shelf-life or “consume-by” dating. The regulatory authority must be aware of food products that are listed as exempt from date marking.

NA This item may be marked NA when there is no ready-to-eat, PHF (TCS Food) prepared-on-premise and held, or commercial containers of ready-to-eat, PHF (TCS Food) 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 inspection.

3-501.17 Ready-to-Eat, Potentially Hazardous Food (Time/Temperature Control for Safety Food) Date Marking

IN OUT B. Discarding RTE, PHF (TCS Food) prepared on-site or opened commercial container held at ≤5°C (41°F) for ≤ 7 days

This item should be marked IN or OUT of compliance. For disposition, mark IN 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 limit or date-marking is not done.

NA This item may be marked NA when there is no ready-to-eat, PHF (TCS Food) prepared-on-premise and held, or commercial containers of ready-to-eat, PHF (TCS Food) 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 inspection.

3-501.18 Ready-to-Eat Potentially Hazardous Food (Time/Temperature Control for Safety Food) Disposition

IN OUT 22. Time as a public health control: procedures & records

This item should be marked IN or OUT of compliance based on direct observations, record review, a discussion with the PIC, and the review of any standard operating procedures to determine if the intent of the Code for use of TPHC is met. This provision only applies if it is the actual intention or conscious decision by the food manager to store PHF (TCS) out of temperature control using TPHC; otherwise, it may be a cold or hot holding issue. This item should be marked IN compliance if there is a written procedure at the food establishment that identifies the types of food products that will be held using time only, describes the procedure for how TPHC will be implemented, and if applicable delineates how food items previously cooked and cooled before time is used, are properly cooled; and food items (marked or identified) do not exceed the 4-hour limit at any temperature or 6-hour limit at 70°F or less. This item should be marked OUT of compliance when the food manager implies use of TPHC but does not have an effective mechanism for indicating the point in time when the food is removed from temperature control to the 4 or 6 hour discard time, or a written procedure or an effective mechanism for using TPHC is not present at the facility.

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 inspection.

3-501.19 Time as a Public Health Control

Consumer Advisory

IN OUT 23. Consumer advisory provided for raw or undercooked foods

This item should be marked IN or OUT of compliance based on a thorough review of the posted, written and special/daily menus with the PIC to determine if untreated eggs, meats, fish, or poultry may be used as an ingredient in or ordered as a raw, raw-marinated, partially cooked, or undercooked food. The advisory also applies to shellstock offered for sale from a retail service case. This item should be marked IN compliance if the establishment provides an advisory that meets the intent of the Food Code for both the disclosure and reminder components. This item should be marked OUT of compliance when raw or undercooked foods are served or sold and there is no consumer advisory, the food item is not disclosed, or there is no reminder statement. The consumer advisory does not exempt the requirement for freezing for parasite control.

NA This item may be marked NA 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.

NO Do Not Mark this item NO

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

Highly Susceptible Populations

24. Pasteurized foods used; prohibited foods not offered

NOTE: Discussions with the person in charge 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. Violations of bare hand contact by food employees serving a Highly Susceptible Population ¶ 3-801.11(D) is marked under Item #7.

IN OUT A. Prepackaged juice/beverage containing juice with a warning label

[21 CFR, Section 101.17(g)] not served

This item should be marked IN or OUT of compliance based on direct observations and discussions with the PIC and food employees regarding whether or not certain foods are served or certain practices occur in an establishment serving a highly susceptible population. This item should be marked IN compliance if only treated/pasteurized juices/juice beverages are served.

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

NO Do Not Mark this item NO

3-801.11(A) Pasteurized Foods, Prohibited Re-service, and Prohibited Foods

IN OUT B. Using pasteurized eggs in recipes if eggs are to be undercooked; or are

combined unless: cooked to order & immediately served; used immediately before baking and thoroughly cooked; or prepared under a HACCP plan controlling *Salmonella* Enteritidis. This item should be marked IN or OUT of compliance, based on direct observations and discussions with the PIC and food employees regarding whether or not certain foods are served or certain practices occur in an establishment serving a highly susceptible population. This item should be marked IN compliance if only pasteurized eggs are used in recipes if eggs are undercooked and if eggs are combined, unless there is a cook step or HACCP plan to control *Salmonella* Enteritidis.

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

NO Do Not Mark this item NO

3-801.11(B) and (E) Pasteurized Foods, Prohibited Re-service and Prohibited Foods

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

This item should be marked IN or OUT of compliance, based on direct observations and discussions with the PIC and food employees regarding whether or not certain foods are served or certain practices occur in an establishment serving a highly susceptible population. This item should be marked IN compliance if no raw or partially cooked animal foods or raw seed sprouts are served.

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

NO Do Not Mark this item NO

3-801.11(C) Pasteurized Foods, Prohibited Re-service, and Prohibited Foods

IN OUT D. Foods not re-served under certain conditions

This item should be marked IN or OUT of compliance based on direct observations and discussions with the PIC and food employees regarding whether or not certain foods are served or certain practices occur in an establishment serving a highly susceptible population. This item should be marked IN compliance if no unopened packaged food is re-served following service to patients in medical isolation or quarantine.

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

NO Do Not Mark this item NO

3-801.11(G) Pasteurized Foods, Prohibited Re-service, and Prohibited Foods

Food/Color Additives and Toxic Substances

IN OUT 25. Food additives: approved & properly used

This item should be marked IN or OUT of compliance based on direct observations of food ingredients in storage and listed as product ingredients supplemented by discussion with the PIC. 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. Approved food additives are listed and have threshold limits in accordance with the CFRs and does not apply to food additives that are considered Generally Recognized as Safe (GRAS), such as salt, pepper, etc. This item is marked OUT of compliance if unapproved additives are found on the premises 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

3-202.12 Additives

3-302.14 Protection from Unapproved Additives

26. Toxic Substances Properly Identified, Stored, and Used

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

This item should be marked IN or OUT of compliance based on direct observations of labeling, storage, reconstitution, and application of bulk and working containers of cleaning agents and sanitizers, personal care items, first aid supplies, medicines, pesticides, and potential toxic and poisonous substances. This item should be marked IN compliance when bulk and working containers of cleaning agents and sanitizers are labeled; sanitizing solutions are not exceeding the maximum concentrations; personal care items, first aid supplies, medicines, and chemicals are stored separate from and not above food, equipment, utensils, linens, and singles service and single-use articles; and restricted use pesticides are applied only by or under the supervision of a certified applicator. This item should be marked OUT of compliance if a cleaning agent or sanitizer is not properly identified and stored, if a sanitizing solution has a higher concentration than prescribed, or if medicines and first aid kits are improperly labeled and stored.

NA Do not Mark this item NA

NO Do Not Mark this item NO

7-101.11 Identifying Information, Prominence-Original Containers

7-102.11 Common Name-Working Containers

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

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)

IN OUT B. Poisonous or toxic materials held for retail sale properly stored

This item should be marked IN or OUT of compliance based on direct observations of containers of cleaning agents and sanitizers, personal care items, first aid supplies, medicines, pesticides, and potential toxic and poisonous substances being stored for retail sale. This item should be marked IN compliance when containers of cleaning agents, sanitizers, personal care items, first aid supplies, medicines, and chemicals are stored separate from and not above food, equipment, utensils, linens,

and single service and single-use articles on retail sale shelves. This item should be marked OUT of compliance if poisonous or toxic materials are not properly stored on retail shelves.

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

NO Do Not Mark this item NO

7-301.11 Separation-Storage and Display, Stock and Retail Sale

Conformance with Approved Procedures

27. Compliance with variance, specialized process, ROP Criteria & HACCP plan

IN OUT A. Reduced Oxygen Packaging (ROP) as specified in 3-502.12 permitted without a variance under certain specified conditions in accordance with a required HACCP plan.

This item should be marked IN or OUT of compliance based on direct observations of food preparation and storage, a discussion with the PIC to determine if there are specialized food processes [i.e. smoking food, curing food, reduced oxygen packaging (including cook chill or sous vide), using food additives to render a food so that it is not PHF (TCS Food), etc.] This item should be marked IN compliance when observations of food operations and review of available records indicate compliance is being met with regards to specialized food processes.

NA This item may be marked NA when the food establishment does not do reduced oxygen packaging on the premises.

NO Do Not Mark this item NO

3-502.12 Reduced Oxygen Packaging without a Variance, Criteria

8-201.13 (B) When a HACCP Plan is Required

8-201.14 (D) Contents of a HACCP Plan

IN OUT B. Operating in accordance with approved variance and/or HACCP plan as required.

This item should be marked IN or OUT of compliance based on discussion with the PIC and the record review of standard operating procedures and HACCP documentation. This item should be marked IN compliance when observations of food operations and review of available records indicate compliance is being met with regards to specialized food processes.

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

NO Do Not Mark this item NO

3-502.11 Variance Requirements

8-103.12 Conformances with required procedures

IN OUT C. When packaged in a food establishment, juice is treated under a HACCP plan to reduce pathogens or labeled as specified in the *Food Code*

This item should be marked IN or OUT of compliance based on direct observations of juice being packaged in the food establishment. A discussion with the PIC and a record review of standard operating procedures and HACCP documentation should be done to determine compliance. This item should be marked IN compliance when

observations and review of available records indicate compliance is being met with regards to packaging juice at retail.

NA This item may be marked NA when juice is not packaged in the establishment.

NO Do Not Mark this item NO

3-404.11 Treating Juice

GOOD RETAIL PRACTICES (GRPs)

Safe Food and Water

IN OUT 28. Pasteurized eggs used where required

Certain menu items use eggs as an ingredient in the preparation of RTE foods, such as Caesar salad, Hollandaise sauce, etc. This is verified by discussion with the PIC and food employees regarding the substitution of pasteurized egg products for raw eggs in uncooked foods, unless allowed under ¶ 3-401.11(D)

(3). 3-302.13 Pasteurized Eggs, Substitute for Raw Eggs for Certain Recipes.

IN OUT 29. Water and ice from approved source

There are two types of systems: Public Water System or Non-Public Water System. Regardless of its source, it must meet drinking water standards established by EPA and applicable state standards. If a nonpublic system is used as Drinking water, the water must be sampled/tested at least yearly and records retained on file at the food establishment or per state regulations. Consideration must be given to the supply containers, piping, hoses, etc., connected to the approved source when water is made available for mobile and or temporary food establishment without a permanent supply.

3-202.16 Ice

5-101.11 Approved System-Source

5-102.11 Standards-Quality

5-102.12 Nondrinking Water

5-102.13 Sampling

5-102.14 Sample Report

5-104.12 Alternative Water Supply

IN OUT 30. Variance obtained for specialized processing methods

When a Food Establishment wants to deviate from a requirement in the code, utilizes specialized processing methods as specified in §3-502.11 such as smoking food for preservation, curing food etc. a variance must first be obtained from the regulatory authority. Per ¶8-201.13 (A) a HACCP plan is also be required as listed in as part of the variance request.

NA This item may be marked NA if the establishment is not engaged in a specialized processing method or a process or processing method determined by the regulatory authority to require a variance and a HACCP plan.

8-103.11 Documentation of Proposed Variance and Justification

Food Temperature Control

IN OUT 31. Proper cooling methods used; adequate equipment for temperature control

A determination must first be made that cooling food is part of the operation. To assess whether or not the methods used facilitate cooling as specified under § 3-501.14, a discussion with the PIC should support actual observations used in cooling foods. There should be enough equipment with sufficient capacity used for the cooling, heating, and hot/cold holding of foods requiring temperature control as specified in Chapter 3 to meet the demands of the operation. Observations must support the determination of compliance status. Frozen food is solid to the touch.

- 3-501.11 Frozen Food
- 3-501.15 Cooling Methods
- 4-301.11 Cooling, Heating and Holding Capacities-Equipment

IN OUT 32. Plant food properly cooked for hot holding

In determining compliance, observations must be made and an actual cooking temperature must be obtained.

NA This item may be marked NA if vegetables and fruits are **not** cooked for hot holding in the establishment.

NO This item may be marked NO when plant foods are cooked for hot holding, but are not available for observation during the inspection.

- 3-401.13 Plant Food Cooking for Hot Holding

IN OUT 33. Approved thawing methods used

Observing and then gaining an understanding of the establishment's thawing method(s) will help in determining whether a violation exists from the approved thawing methods found under § 3-501.13 as well as the level of risk imposed. The CANDIDATE should recognize that various food products especially those destined for deep-fat frying are often slacked (not thawed) prior to cooking.

NA This item may be marked NA if PHF/TCS food are **not** thawed.

NO This item may be marked NO if this food is thawed, but thawing was not observed during the inspection.

- 3-501.12 PHF/TCS Food, Slacking
- 3-501.13 Thawing

IN OUT 34. Thermometers provided & accurate

Thermometers provide a means for assessing active managerial control of PHF (TCS Foods) temperatures. Determine compliance by observing the location and verifying the scaling of the temperature measuring devices in the range of use to measure food, water, or ambient air temperatures. Food thermometers must be calibrated at a frequency to ensure accuracy. Food thermometers should be accessible for use by employees and have a probe size appropriate to the food item.

- 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
- 4-502.11(B) Good Repair and Calibration

Food Identification

IN OUT 35. Food properly labeled; original container

Packaged foods are required to conform to specific labeling laws. Foods packaged within the food establishment must also conform to the appropriate labeling laws, with considerations given to accuracy as well as not being misleading. In addition, all major food allergens, if present, must be accurately declared. Working containers and bulk foods removed from their original packaging require some level of assessment as to how recognizable the food is without labeling by its common name. Molluscan shellfish and vended PHF (TCS Food) must specifically be assessed based on their specific packaging and labeling requirements.

- 3-202.17 Shucked Shellfish, Packaging and Identification
- 3-203.11 Molluscan Shellfish, Original Container
- 3-302.12 Food Storage Containers Identified with Common Name of Food
- 3-305.13 Vended PHF/TCS Food, Original Container
- 3-601.11 Standards of Identity
- 3-601.12 Honestly Presented
- 3-602.11 Food Labels
- 3-602.12 Other Forms of Information

Prevention of Food Contamination

IN OUT 36. Insects, rodents, & animals not present/outer openings protected

An assessment is made through observation and discussion with the PIC for measures taken to control the presence of pests in the food establishment, including elimination of entry points and harborage areas, and removal of pests and its evidence. Insect trapping devices must not be located over food preparation areas.

- 2-403.11 Handling Prohibition-Animals
- 6-202.13 Insect Control Devices, Design and Installation
- 6-202.15 Outer Openings, Protected
- 6-202.16 Exterior Walls and Roofs, Protective Barrier
- 6-501.111 Controlling Pests
- 6-501.112 Removing Dead or Trapped Birds, Insects, Rodents and Other pests
- 6-501.115 Prohibiting Animals

IN OUT 37. Contamination prevented during food preparation, storage & display

The observation and understanding of the flow of food items from the point of receipt to the point of sale, service, or distribution is necessary to determine whether a violation exists. Food is subject to direct and indirect sources of contamination in the establishment. Sources may be related to the working environment, packaging, adequacy of storage facilities, and exposure of food on display to contamination (i.e. salad bars).

- 3-202.19 Shellstock, Condition
- 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 Limitations
- 3-305.11 Food Storage-Preventing Contamination from the Premises
- 3-305.12 Food Storage, Prohibited Areas
- 3-305.14 Food Preparation
- 3-306.11 Food Display-Preventing Contamination by Consumers
- 3-306.12 Condiments, Protection
- 3-306.13(B) and (C) Consumer Self-Service Operations
- 3-307.11 Miscellaneous Sources of Contamination
- 6-404.11 Segregation and Location-Distressed Merchandise

IN OUT 38. Personal cleanliness

Observation of facility personnel for clean outer clothing, effective hair restraints, prohibited jewelry, and the condition or protection of fingernails must be made.

- 2-302.11 Maintenance – Fingernails
- 2-303.11 Prohibition – Jewelry
- 2-304.11 Clean Condition – Outer Clothing
- 2-402.11 Effectiveness – Hair Restraints

IN OUT 39. Wiping cloths: properly used & stored

Wiping cloths are to be used for a designated purpose and properly used. When stored in solution, the solutions should be reasonably clean and maintained at the proper sanitizer concentration (§ 4-501.114). Solutions exceeding the recommended sanitizer concentrations would be marked under *item no.26, Toxic substances properly identified, stored, and used*. Sponges, if present are not to be used in contact with clean/sanitized food contact surfaces.

- 3-304.14 Wiping Cloths, Use Limitations
- 4-101.16 Sponges, Use Limitation
- 4-901.12 Wiping Cloths, Air Drying Location

IN OUT 40. Washing fruits & vegetables

Chemicals are allowed for washing fruits and vegetables; along with simply washing them in water. Raw fruits and vegetables are to be washed prior to their preparation or offered as RTE. Discussion with the PIC and food employees will help determine the establishment's practice.

- 3-302.15 Washing Fruits and Vegetable

Proper Use of Utensils

IN OUT 41. In-use utensils: properly stored

Based on the type of operation, there are a number of methods available for storage of in-use utensils during pauses in food preparation or dispensing, such as in the food, clean and protected, under running water, or changing often enough to prevent bacterial growth etc. If stored in a container of water, the water temperature must be at least 135°F. In-use utensils may not be stored in chemical sanitizer or containers of ice between uses. Ice scoops may be stored handles up in an ice bin and an ice machine bin provided that the scoop is not buried.

- 3-304.12 In-Use Utensils, Between-Use Storage

IN OUT 42. Utensils, equipment & linens: properly stored, dried, & handled

An assessment is made of the overall storage practices and handling of clean equipment and utensils, including tableware located in the various areas within an establishment, including the basement, wait station and dining room. Equipment must be air dried prior to storage and linens properly cleaned and stored.

- 4-803.11 Storage of Soiled Linens
- 4-803.12 Mechanical Washing
- 4-901.11 Equipment and Utensils, Air Drying Required
- 4-903.11 (A), (B) and (D) Equipment, Utensils, Linens, and Single-Service and Single-Use Articles
- 4-903.12 Prohibitions
- 4-904.11 (B) Kitchenware and Tableware-Preventing Contamination
- 4-904.12 Soiled and Clean Tableware
- 4-904.13 Preset Tableware

4-904.14 Rinsing Equipment and Utensils after Cleaning and Sanitizing

IN OUT 43. Single-use/single-service articles: properly stored & used

These items are not designed to be cleaned and re-used; therefore, they must be properly stored and protected to prevent from possible contamination. Food establishments without facilities for cleaning and sanitizing kitchenware and tableware shall provide only single-use and single-service articles.

4-502.12 Single-Service and Single-Use Articles, Required Use

4-502.13 Single-Service and Single-Use articles, Use Limitations

4-502.14 Shells, Use Limitations

4-903.11 (A) and (C) Equipment, Utensils, Linens, and Single-Service and Single-Use Articles-Storage

4-903.12 Prohibitions

4-904.11 Kitchenware and Tableware

IN OUT 44. Gloves used properly

The observation of food preparation activities and glove-use by food employees is necessary. There should be a discussion with the PIC on how gloves are used, if applicable, in food preparation activities. Gloves may serve as a source of cross-contamination if misused.

3-304.15 (B-D) Gloves, Use Limitations

Utensils, Equipment and Vending

IN OUT 45. Food & non-food contact surfaces cleanable, properly designed, constructed, & used

Equipment and utensils must be properly designed and constructed, and in good repair. Proper installation and location of equipment in the food establishment are important factors to consider for ease of cleaning in preventing accumulation of debris and attractants for insects and rodents. The components in a vending machine must be properly designed to facilitate cleaning and protect food products (equipped with automatic shutoff, etc.) from potential contamination. Equipment must be properly used and in proper adjustment, such as calibrated food thermometers.

3-304.16 Using Clean Tableware for Second Portions and Refills

3-304.17 Refilling Returnables

4-101.11 Characteristics-Materials for Construction and Repair

4-101.12 Cast iron, Use Limitations

4-101.13 Lead, Use Limitations

4-101.14 Copper, Use Limitations

4-101.15 Galvanized Metal, Use Limitations

4-101.17 Wood, Use Limitations

4-101.18 Nonstick Coatings, Use Limitations

4-101.19 Nonfood-Contact Surfaces

4-102.11 Characteristics-Single-Service and Single-Use

4-201.11 Equipment and Utensils-Durability and Strength

4-201.12 Food Temperature Measuring Devices

4-202.11 Food-Contact Surfaces-Cleanability

4-202.12 CIP Equipment

4-202.13 "V" Threads, Use Limitations

4-202.14 Hot Oil Filtering Equipment

4-202.15 Can Openers

4-202.16 Nonfood-Contact Surfaces

- 4-202.17 Kick Plates, Removable
- 4-204.12 Equipment Openings, Closure and Deflectors
- 4-204.13 Dispensing Equipment, Protection of Equipment and Food
- 4-204.14 Vending Machine, Vending Stage Closure
- 4-204.15 Bearings and Gear Boxes, Leakproof
- 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 Shutoff
- 4-204.121 Vending Machines, Liquid Waste Products
- 4-204.122 Case Lot Handling Equipment, Moveability
- 4-302.11 Utensils, Consumer Self-Service
- 4-401.11 Equipment, Clothes Washers, Dryers and Storage Cabinets, Contamination, Prevention-Location
- 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 (A) and (C) Good Repair and Calibration-Utensils, Temperature and Pressure Devices
- 4-603.17 Returnables, Cleaning for Refilling
- 4-902.11 Food-Contact Surfaces-Lubricating and reassembling
- 4-902.12 Equipment-Lubricating and Reassembling

IN OUT 46. Warewashing facilities: installed, maintained, & used; test strips

Adequate warewashing facilities must be available and used for the cleaning and sanitization of food-contact surfaces, including the availability of means to monitor its' use and the effectiveness of sanitization. Observation of manual and mechanical warewashing methods are made to assess the procedure for cleaning and sanitizing equipment and utensils.

- 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, Automatic Dispensing of Detergents and Sanitizers
- 4-204.118 Warewashing Machines, Flow Pressure Device
- 4-204.119 Warewashing Sinks and Drainboards, Self-Draining
- 4-204.120 Equipment Compartments, Drainage
- 4-301.12 Manual Warewashing, Sink Compartments, Requirements
- 4-301.13 Drainboards
- 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 Machines, Manufacturers' Operation Instructions
- 4-501.16 Warewashing Sinks, Use Limitations
- 4-501.17 Warewashing Equipment, Cleaning Agents
- 4-501.18 Warewashing Equipment, Clean Solutions
- 4-501.19 Manual Warewashing Equipment, Wash Solution Temperature
- 4-501.110 Mechanical Warewashing Equipment, Wash Solution Temperature
- 4-501.116 Warewashing Equipment, Determining Chemical Sanitizer Concentration
- 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 Procedures

IN OUT 47. Non-food contact surfaces clean

Observations should be made to determine if the frequency of cleaning is adequate to prevent soil accumulations on non-food-contact surfaces.

- 4-601.11 (B) (C) Equipment, Food-Contact Surfaces, Nonfood Contact Surfaces and Utensils
- 4-602.13 Nonfood Contact Surfaces

Physical Facilities

IN OUT 48. Hot & cold water available; adequate pressure

Regardless of the supply system, the distribution of water to the facility must be protected and operated according to law. Adequate pressure is to be maintained at all fixtures during peak demand including the capacity to provide hot water at peak hot water demand.

- 5-103.11 Capacity-Quality and Availability
- 5-103.12 Pressure
- 5-104.11 System-Distribution, Delivery, and Retention

IN OUT 49. Plumbing installed; proper backflow devices

The observation of an approved plumbing system, installed and maintained, including the equipment and devices connected to the potable water supply, is necessary to determine whether a violation exists. An assessment of the layout of the establishment and the water distribution system is made to determine if there are any points at which the potable water supply is subject to contamination or is in disrepair.

- 5-101.12 System Flushing and Disinfection
- 5-201.11 Approved-Materials
- 5-202.11 Approved System and Cleanable Fixtures
- 5-202.13 Backflow Prevention, Air Gap
- 5-202.14 Backflow Prevention Device, Design Standard
- 5-202.15 Conditioning Device, Design
- 5-203.13 Service Sink
- 5-203.14 Backflow Prevention Device, When Required
- 5-203.15 Backflow Prevention Device, Carbonator
- 5-204.12 Backflow Prevention Device, Location
- 5-204.13 Conditioning Device, Location
- 5-205.12 Prohibiting a Cross Connection
- 5-205.13 Scheduling Inspection and Service for a Water System Device
- 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 and Mobile Food Establishment Water Tank
- 5-302.11 Enclosed System, Sloped to Drain
- 5-302.12 Inspection and Cleaning Port, Protected and Secured
- 5-302.13 "V" Type Threads, Use Limitation
- 5-302.14 Tank Vent, Protected
- 5-302.15 Inlet and Outlet, Sloped to Drain
- 5-302.16 Hose, Construction and 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 Sanitization-Operation and Maintenance
- 5-304.12 Using a Pump and Hoses, Backflow Prevention
- 5-304.13 Protecting Inlet, Outlet and Hose Fitting
- 5-304.14 Tank, Pump and Hoses, Dedication

IN OUT 50. Sewage & waste water properly disposed

There are two types of systems: public sewage treatment plant and an individual sewage disposal system. Observations of the facilities overall sewage and wastewater system is necessary to determine if a violation exists. Indications that a system is not functioning properly may include the presence of sewage back-up into the establishment or outdoors on the ground. Condensate drippage and other non-sewage wastes must be drained to a system in accordance to law, and backflow prevention, if required, must be installed between the sewage system and the drain of equipment holding food or utensils. Mobile wastewater holding tanks must also be assessed for capacity and maintenance. Mop water must be disposed of properly.

- 5-401.11 Capacity and Drainage
- 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
- 5-403.12 Other Liquid Wastes and Rainwater

IN OUT 51. Toilet facilities: properly constructed, supplied, & cleaned

A toilet facility should be assessed to determine if the number of fixtures are adequate and that toilet tissue and a covered trash receptacle (ladies room only) are provided, fixtures are not being kept clean and the door self closes to prevent recontamination of hands and attractant of insects.

- 5-203.12 Toilets and Urinals
- 5-501.17 Toilet Room Receptacle, Covered
- 6-202.14 Toilet Rooms, Enclosed
- 6-302.11 Toilet Tissue, Availability
- 6-402.11 Convenience and Accessibility
- 6-501.18 Cleaning of Plumbing Fixtures
- 6-501.19 Closing Toilet Room Doors

IN OUT 52. Garbage & refuse properly disposed; facilities maintained

The assessment of the refuse collection and disposal areas for proper receptacles and maintenance is necessary to determine whether a violation exists. Since refuse areas may attract and harbor insects and pests, as well as create a public health nuisance, particular attention must be paid to the maintenance of the refuse facilities and area.

- 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 and Receptacles, Capacity and Availability
- 5-501.18 Cleaning Implements and Supplies
- 5-501.19 Storage Area, Redeeming Machines, Receptacles and Waste

Handling Units, Location
5-501.110 Storing Refuse, Recyclables and Returnables
5-501.111 Area, Enclosures and Receptacles, Good Repair
5-501.112 Outside Storage Prohibitions
5-501.113 Covering Receptacles
5-501.114 Using Drain Plugs
5-501.115 Maintaining Refuse Areas and Enclosures
5-501.116 Cleaning Receptacles
5-502.11 Frequency-Removal
5-502.12 Receptacles or Vehicles
5-503.11 Community or Individual Facility
6-202.110 Outdoor Refuse Areas, Curbed and Graded to Drain

IN OUT 53. Physical facilities installed, maintained, & clean

Observations are made of the overall installation, conditions or practices related to the physical facility (i.e. whether they are in good repair and maintained). It is important that a general assessment is made in determining the level of compliance, such as in an isolated incident versus trend, and of the potential public health impact involved. Storage of maintenance tools, use of laundry facilities, (if applicable), and separate living/sleeping quarters are included in this section.

4-301.15 Clothes Washers and Dryers
4-401.11 (C) Equipment, Clothes Washers and Dryers, and Storage
Cabinets, Contamination Prevention
4-803.13 Use of Laundry Facilities
6-101.11 Surface Characteristics-Indoor Areas
6-102.11 Surface Characteristics-Outdoor Areas
6-201.11 Floors, Walls and Ceilings-Cleanability
6-201.12 Floors, Walls and Ceilings, Utility Lines
6-201.13 Floor and Wall Junctures, Coved, and Enclosed or Sealed
6-201.14 Floor Carpeting, Restrictions and Installations
6-201.15 Floor Covering, Mats and Duckboards
6-201.16 Walls and Ceiling Coverings and Coatings
6-201.17 Walls and Ceilings, Attachments
6-201.18 Walls and Ceilings, Studs, Joists and Rafters
6-202.17 Outdoor Food Vending Areas, Overhead Protection
6-202.18 Outdoor Servicing Areas, Overhead Protection
6-202.19 Outdoor Walking and Driving Surfaces, Graded to Drain
6-202.111 Private Homes and Living or Sleeping Quarters, Use Prohibition
6-202.112 Living or Sleeping Quarters, Separation
6-501.11 Repairing-Premises, Structures, Attachments, and Fixtures-Methods
6-501.12 Cleaning, Frequency and restrictions
6-501.13 Cleaning Floors, Dustless Methods
6-501.15 Cleaning Maintenance Tools, Preventing Contamination
6-501.16 Drying Mops
6-501.17 Absorbent Materials on floors, Use Limitations
6-501.113 Storing Maintenance Tools
6-501.114 Maintaining Premises, Unnecessary Items and Litter

IN OUT 54. Adequate ventilation & lighting; designated areas used

Observations should be made to ensure that the ventilation is adequately preventing an accumulation of condensation, grease or other soil from potentially contaminating food and the surrounding environment and that lights are at an adequate light intensity, and personal belongings are properly stored to maintain clean and sanitary facility and protect food and equipment.

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 and Lockers
6-403.11 Designated areas-Employee Accommodations
6-501.14 Cleaning Ventilation Systems, Nuisance and Discharge Prohibition
6-501.110 Using Dressing Rooms and Lockers

Appendix E
MDARD Field Evaluation Worksheet
Report Marking Instructions for Standardization
2009 Food Code
2009 Food Code, Annex 5, Part 4 (A-H) References

INTRODUCTION

The MDARD Field Evaluation Worksheet (FEW) was patterned after the FDA Assessment of Training Needs (ATN) guidance document, which is one of the requirements for the National Retail Regulatory Program Standard #2. FDA, in conjunction with the Conference on Food Protection, created the ATN in order to establish a structured approach for field training of regulatory retail food program evaluators with the intention of providing a continuous improvement component to the training process.

The FEW form is designed to enable the Candidate to demonstrate a consistent pattern of behavior important for conducting effective regulatory retail food program evaluations. In addition the FEW will help the Standard evaluate the Candidate's application of the risk-based inspection process, their communication skills, and use of inspection equipment.

Incorporating the FEW into the MDARD Standardization training process will provide a standard of competency and help make the process more objective and consistent. This worksheet is intended to be a tool for evaluating the Candidate's overall inspection approach and to provide the Candidate with opportunities for improvement. In addition, local health department administration and food program staff will find that the use of the FEW will enhance quality improvement and prepare them for Option 2 of Accreditation.

For this document, the Candidate is the nominated local health department, food service inspector; and the Standard is the FDA Certified Food program Inspection/Training Officer conducting the MDARD Standardized Training exercise.

COMMUNICATION

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, employee health, and normal everyday operation of the facility (i.e., GRPs). Response statements made by the person in charge (PIC) or food employees should be used to support or augment direct observations. When observations are made while a food is undergoing a process (i.e., cooling and reheating), the Candidate should ask the PIC or food employees questions to support the actual observations and determine Food Code/Food Law compliance.

To clearly demonstrate knowledge of risk factors, interventions, and GRPs, the Candidate must relay observed compliance, as well as deficiencies, to the Standard. Without this communication, it would be difficult for the Standard to determine if the Candidate has demonstrated competency.

GUIDELINES FOR DETERMINING CANDIDATE'S COMPETENCY

YES/NO

The Candidate's knowledge is demonstrated by both direct observations and supportive questioning. To mark a **YES** under Competency Demonstrated, the Candidate must verify risk factors, interventions, and GRPs not only by observation, but also through questions asked about procedures, practices, and monitoring. A Competency Demonstrated will be marked as **NO** if:

- An observation is missed by the Candidate (i.e., no cooking temperatures were taken of food cooked and served during the accreditation exercise).
- The procedure is not being performed at the time of the evaluation and no line of questioning is conducted to determine compliance (i.e., reheating is performed by the food service establishment but not during the evaluation and questions on procedures for reheating are not asked by the evaluator).
- The procedure is being performed at time of the evaluation and observed as a possible violation, but the Candidate does not determine the root cause in order to verify which food code section to cite.

No Opportunity to Demonstrate Competency

No opportunity to demonstrate competency during the standardization exercise will only be marked if the establishment never performs the procedure or process. For instance, if the food service establishment is only a cook-serve establishment, processes such as hot-holding, cooling, and reheating for hot-holding are not performed; therefore these items would be marked as No Opportunity to Demonstrate Competency.

Field Evaluation Worksheet Competency Guidelines

The Standard will complete an FEW following the Candidate's first inspection which will be used to provide the Candidate with feedback for areas of improvement. An FEW will then be completed by the Standard for the Candidate's last inspection and the Candidate shall obtain at least 80% competency in each of the four sections. The following guide lines will be used to determine the Candidate's competency in each of the FEW categories.

I. Pre-Inspection

(A) Equipment and Forms

1. Necessary inspection forms and administrative materials.

This item to be marked "Yes or No" based on the following observations:

- a. The Candidate is using either an approved inspection form or an approved software program for entry of inspection reports that identifies risk factors and interventions.
- b. Candidate has access to a copy of Food Code, Food Law, Risk Control Plan, and if applicable, the agency's enforcement guide.

2. Calibrated thermocouple temperature measuring device.

This item to be marked "Yes or No" based on the following observations:

- The Candidate provides documentation that food temperature measuring devices have been calibrated in accordance with manufacturer's specifications as necessary to ensure their accuracy.

3. Maximum registering thermometer or temperature sensitive tapes for verifying hot water ware washing final rinse temperatures.

This item to be marked "Yes or No" based on the following observations:

- The Candidate has in their possession a maximum registering thermometer or temperature sensitive tapes for verifying hot water ware washing final rinse temperature.

4. Chemical test kits for chlorine, iodophor, and quaternary ammonia sanitizers; flashlight; alcohol swabs.

This item to be marked "Yes or No" based on the following observations:

- The Candidate has in their possession, prior to the inspection, chemical test kits for chlorine, iodophor, and quaternary ammonia sanitizers, working flashlight, and alcohol swabs.

(B) File Review

1. Reviewed previous inspection report noting documented out of compliance observations, enforcement, variances, or HACCP.

This item to be marked "Yes or No" based on the following observations:

- The Candidate has completed a paper/electronic file review for repeated violations, previous enforcement action, variances, or HACCP.

2. Reviewed establishment file for complaint reports.

This item to be marked "Yes or No" based on the following observations:

- The Candidate has completed a paper/electronic file review for any previous complaints relative to the food service operation.

II. Inspections, Observations, and Performance

(A) Evaluation Introduction

1. Verbally provide name and agency to person in charge.

This item to be marked "Yes or No" based on the following observations:

- The Candidate has provided a form of identification stating their name and what agency they are from to the person in charge, i.e. an employee ID, badge, or business card.

2. Stated the purpose of the visit. Requests and confirms permission to conduct inspection from the person in charge prior to initiating the inspection.

This item is to be marked "Yes or No" based on the following observations:

- The Candidate explained to the person in charge, why they are visiting their establishment on that day. Examples might include a routine inspection or complaint investigation.

(B) Laws and Regulations

1. Verified the correct critical limit and/or standard specified in the jurisdiction's rules/regulations as to the observation made.

This item is to be marked "Yes or No" based on the following observations:

- Mark "Yes" if the Candidate has an understanding of the jurisdiction's rules/regulations (example: 2009 Food Code) and can apply the standards to observations made at the establishment. For example, the Candidate should know it is a violation of the 2009 Food Code if they observe PHF/TCS food holding at 120°F instead of the required 135°F. And, if they are not sure what the critical limits or standards are, they are able to find that information.

2. Correctly cited the rule/regulation for each out of compliance observation.

This item is to be marked "Yes or No" based on the following observations:

- The Candidate selected the correct reference number from the appropriate rule/regulation for the observation made at the establishment.

(C) Risk Based Inspection/Active Managerial Control

1. Verified demonstration of knowledge of the person in charge.

These items are to be marked "Yes or No" based on the following observations:

a. PIC present.

Determined presence of PIC: the person responsible for monitoring and managing shall be immediately available and knowledgeable in operational procedures and Food Code/Food Law requirements.

b. Demonstration of knowledge.

Determined that the PIC meets at least one of these three criteria:

- Certification by an ACCREDITED PROGRAM per FC section 2-102.20.
- Complies with this Code by having no violations of Priority/Priority Foundation items during the current inspection.
- Correctly responded to the inspector's questions regarding public health practices and principles applicable to the operation.

NOTE: In lieu of a certification the Candidate should assess the PIC's knowledge by asking open-ended questions that would evaluate the PIC's knowledge in each of the areas enumerated in FC2-102.11(C). Questions can be asked during the initial interview, menu review, or throughout the inspection as appropriate. The Candidate should ask a sufficient number of questions in order to make an informed decision concerning the PIC's knowledge of the Code requirements and public health principles as they apply to the operation.

c. PIC duties.

Determined if the PIC is ensuring that employees are complying with the duties listed in §2-103.11.

NOTE: Since marking this item out of compliance requires judgment by the evaluator, 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 FC2-103.11.

2. Verified the restriction or exclusion of ill employees.

This item is to be marked "Yes or No" based on the following observations: The Candidate determined whether or not the PIC:

- a. Is aware of the requirement for employees to report specific symptoms and diagnosed illnesses, and knows what the symptoms and illnesses are (i.e., having it posted-FC2-201.11).
- b. Can convey knowledge of an employee health policy or have access to an employee health policy (written not required), and identify what actions are necessary when an employee does report symptom or diagnosed illness, (FC2-201.12).
- c. Is aware of requirements covering an employee returning to work (FC2-201.13).

NOTE: 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," do not fully address the employee illness requirements of FC2-201.12. Further questioning would be warranted.

3. Verified the availability of a consumer advisory for foods of animal origin served raw or undercooked.

This item is to be marked "Yes or No" based on the following observations:

- a. Determined whether raw or undercooked foods are served or sold routinely or seasonally.
- b. Determined that a consumer advisory with a disclosure and reminder is present as specified under FC3-603.11 of the Food Code or as stated in the Michigan Food Law as amended.

4. Verified approved food sources (e.g., food from regulated food processing plants; shellfish documentation; wild game and mushrooms, game animal processing; parasite destruction for certain species of fish intended for raw consumption; receiving temperatures).

This item is to be marked "Yes or No" based on the following observations:

- a. Determined that all foods are from a regulated food processing plant or other approved source (no home prepared items).
- b. Determined that foods are received at proper temperatures, protected from contamination during transportation, and received safe and unadulterated.
- c. Determined if any specialty food items are served or specialty processing is done (i.e., wild game or mushrooms, game animal processing, and parasite destruction).

NOTE: Include questions on segregation of distressed products, temperature monitoring, and how receiving procedures meet Food Code requirements.

5. Verified cooking temperatures to destroy bacteria and parasites.

This item is to be marked "Yes or No" based on the following observations:

- a. Every effort should be made to assess the cooking temperatures of a variety of products served in the food establishment.

- b. Determined if PIC and employees know and are following proper cooking time and temperature parameters (include microwave cooking requirements).
- c. Determined the presence of required thermometers and their proper use.

NOTE: The Candidate should involve the PIC and/or employees in this verification process in order to determine compliance with cooking time/temperature requirements (i.e., having the PIC take the temperatures). Observations need to be supported by proper questioning.

6. Verified reheating temperatures of TCS food for hot holding.

This item is to be marked "Yes or No" based on the following observations:

- a. Determined which foods are reheated for hot hold.
- b. Determined how reheating is done (include reheating in microwave) and if employee and PIC are knowledgeable of required parameters.
- c. Assessed temperature of foods being reheated when possible.

NOTE: If items are found "reheating" on the steam table, further inquiry is needed to assess whether the equipment in question is capable of reheating the food to the proper temperature within the maximum time limit. If an operation does not re-heat for hot hold, then this category would be marked as No Opportunity to Demonstrate Competency.

7. Verified cooling temperatures of TCS food to prevent the outgrowth of spore-forming or toxin-forming bacteria.

This item is to be marked "Yes or No" based on the following observations:

- a. Determined types of foods that are cooled.
- b. Determined procedures for meeting required cooling parameters.
- c. Determined if procedures are being followed (i.e., methods and monitoring) and employee's and PIC's knowledge of cooling requirements.
- d. Determined food temperatures when possible.

NOTE: Problems with cooling can often be discovered through inquiry alone. Even when no cooling is taking place, inspectors should ask the food employees and managers questions about the cooling procedures in place. Due to the time parameters involved in cooling, inspectors should always inquire at the beginning of the inspection whether there are any products currently being cooled. This provides an opportunity to take initial temperatures of the products and still have time to re-check temperatures later in the inspection in order to verify that critical limits are being met. Information gained from food employees and management, in combination with temperature measurements taken, should form the basis for assessing compliance of cooling during an inspection.

8. Verified cold holding temperatures of foods requiring time/temperature control for safety (TCS food), or when necessary, verified that procedures are in place to use time alone to control bacterial growth and toxin production.

This item is to be marked "Yes or No" based on the following observations:

- a. Determined compliance by taking food temperatures in multiple cold holding units.

- b. Evaluated operational procedures that are in place to maintain cold holding requirements (i.e., monitoring of food and ambient temperatures of equipment by the operator).
- c. If time alone is used, reviewed written policy and determined that policy meets requirements of the Food Code and is being followed.

9. Verified hot holding temperatures of TCS food or when necessary, that procedures were in place to use time alone to prevent the outgrowth of spore-forming bacteria.

This item is to be marked "Yes or No" based on the following observations:

- a. Determined compliance by taking food temperatures in multiple hot holding units.
- b. Evaluated operational procedures that are in place to maintain hot holding requirements (i.e., monitoring of food and ambient temperatures of equipment by the operator).
- c. If time alone is used, reviewed written policy, determined that policy meets requirements, and is being followed.

NOTE: If the establishment is using time as a public health control for hot and/or cold holding this item should only be marked once if it is missed by the Candidate.

10. Verified date marking of ready-to-eat foods TCS food held for more than 24 hours.

This item is to be marked "Yes or No" based on the following observations:

- a. Determined those foods requiring date marking.
- b. Evaluated whether the system in place to control for *L. monocytogenes* meets the intent of the Food Code and is being followed.

NOTE: With exceptions, all ready-to-eat, potentially hazardous foods (TCS foods) prepared on-site and held for more than 24 hours, items should be date marked following the establishments policy to indicate the day or date by which the foods need to be served or discarded.

11. Verified food safety practices for preventing cross-contamination of ready-to-eat food.

This item is to be marked "Yes or No" based on the following observations:

- a. Determined proper separation of raw animal foods and ready-to-eat foods from each other by cooking temperature.
- b. Evaluated practices to eliminate the potential for contamination of utensils, equipment, and single-service items by environmental contaminants, employees, and consumers.
- c. Evaluated food storage areas for proper storage, separation, segregation, and protection from contamination.

12. Verified food contact surfaces are clean and sanitized, protected from contamination from soiled cutting boards, utensils, aprons, etc., or raw animal foods.

This item is to be marked "Yes or No" based on the following observations:

- a. Evaluated food-contact surfaces of equipment and utensils to verify that these are maintained, cleaned, and sanitized.

- b. Assessed how utensils and cookware are washed, rinsed, and sanitized.
- c. Evaluated type of sanitizer, concentration, proper use, and use of chemical test strips.

13. Verified employee hand washing (including facility availability).

This item is to be marked "Yes or No" based on the following observations:

- a. Evaluated proper hand washing method, including appropriate times.
- b. Evaluated location, accessibility, and cleanliness of hand wash sinks.

14. Verified good hygienic practices (i.e., eating, drinking, tasting, sneezing, coughing, or runny nose; no work with food/utensils).

This item is to be marked "Yes or No" based on the following observations:

- a. Evaluated policy for handling employees with sneezing, coughing, or runny nose.
- b. Evaluated availability and use of employee break area (where employees eat, drink, or smoke).
- c. Evaluated use of hair restraints.

15. Verified no bare hand contact with ready-to-eat foods (or use of a pre-approved, alternative procedure).

This item is to be marked "Yes or No" based on the following observations:

- a. Evaluated operation's policy for handling ready-to-eat foods.
- b. Evaluated employee practices of handling ready-to-eat foods.
- c. Evaluated alternative procedure for bare hand contact if applicable (i.e., review policy, question employees about the use of the policy, and determine proper use of policy).

16. Verified proper use, storage, and labeling of chemicals; sulfites.

This item is to be marked "Yes or No" based on the following observations:

- a. Evaluated proper storage and labeling of chemicals.
- b. Evaluated if chemicals are approved for use in food establishment (include drying agents, veggie/fruit chemical wash, food coloring, sulfite agents, insecticides, and pesticides).
- c. Evaluated proper use of chemicals.

17. Identified food processes and/or procedures that require an HACCP Plan per the jurisdiction's regulations.

This item is to be marked "Yes or No" based on the following observations:

- a. Determined if any process or procedure requires a HACCP plan.
- b. Reviewed the written HACCP policy (as stated in the Food Code §8-201.14).
- c. Evaluated appropriateness, effectiveness, and implementation of the plan.

(D) Immediate corrective action

This item is to be marked "Yes or No" based on the following observations:

- 1. Notified the person in charge/employee(s) of the out of compliance observations.**
- 2. Reviewed corrective actions with the person in charge/employee(s).**
- 3. Observed the person in charge/employee(s) immediately take corrective action for out of compliance observations in accordance with local jurisdiction's procedures.**

- Candidate has evaluated the person in charge/employee taking corrective action like stirring food to ensure proper temperature or relocate food to prevent contamination; restriction/exclusion of ill employees; discarding of food product.

(E) Good Retail Practices

GRPs are the foundation of a successful food safety management system. GRPs found to be out-of-compliance may give rise to conditions that may lead to foodborne illness (e.g., sewage backing up in the kitchen). To effectively demonstrate knowledge of certain risk factors, the Candidate must also address related GRPs (i.e., when evaluating if food contact surfaces are clean and sanitized, test kits would be part of the assessment of the ware washing process).

The Candidate is being audited on their overall assessment of GRPs using observation and/or questions. This item is to be marked "Yes or No" based on the following observations:

- a. Evaluated the protection of products from contamination by biological, chemical, and physical food safety hazards.
- b. Evaluated control of bacterial growth that can result from temperature abuse during storage.
- c. Evaluated the maintenance of equipment, especially equipment used to maintain product temperatures.

NOTE: Examples of concerns addressed by the basic operation and sanitation programs include the following:

- *Food protection (non-critical)*
- *Pest control*
- *Equipment maintenance*
- *Water*
- *Plumbing*
- *Toilet facilities*
- *Sewage*
- *Garbage and refuse disposal*
- *Physical facilities*
- *Personnel*

(F) Previous Inspection Correct

This item is to be marked "Yes or No" based on verification of corrections for out of compliance observations identified during previous inspection.

(G) Use of Equipment

1. Used temperature measuring devices/probes in accordance with manufacturer's instructions.

This item is to be marked "Yes or No" based on the following observations:

- The Candidate used the correct temperature measuring device for thin and thick foods and the correct methods for measuring the food temperatures.

2. Cleaned and sanitized (alcohol swabs) temperature measurement probes to prevent food contamination.

This item is to be marked "Yes or No" based on the following observations:

- The Candidate cleaned and sanitized the temperature measuring device before and between use by removing physical debris and applying alcohol swab to prevent cross-contamination.

3. Used maximum registering thermometer or heat sensitive tapes in accordance with manufacturer's instructions to verify final rinse dishwasher temperature.

4. Used chemical test strips in accordance with manufacturer's instructions to measure sanitizer concentrations in manual and mechanical dishwashing operations; wiping cloth solutions; and spray bottle applicators.

This item is to be marked "Yes or No" based on the following observations:

- The Candidate properly used the correct test kit for the chemical being used and tested mechanical dishwashing, manual dishwashing, and wiping cloth solutions as applicable.

5. The Candidate used flashlight to assess observations in areas with no or low light.

III Oral Communication

(A) Communication with Person in Charge and Employees

1. Asked open ended questions.

This item is to be marked "Yes or No" based on the following observations:

- The Candidate has asked questions that cannot be answered with a "Yes or No."

2. Did not interrupt when the person in charge/employee was speaking.

This item is to be marked "Yes or No" based on the following observations:

- The Candidate has not interrupted the person in charge or employee when speaking.

3. Paraphrased/summarized statements from the person in charge to confirm understanding.

This item is to be marked "Yes or No" based on the following observations:

- The Candidate has paraphrased or summarized statements from the person in charge to confirm understanding of facility procedures.

(B) Questions and Answers

These items are to be marked "Yes or No" based on the following observations:

- 1. Answered inspection-related questions accurately.**
- 2. Admitted not knowing the answer to a question and arranges to contact the establishment with the answer.**
- 3. Avoid using jargon and acronyms, without explanation.**
- 4. Used interpreter, drawings, demonstrations, or diagrams to overcome language or communication barriers.**
- 5. Checked the person in charge's understanding of information/instructions by asking the operator to paraphrase or demonstrate the information/instructions.**
- 6. Identified challenges faced by the person in charge and offered possible solutions.**
- 7. Did not become argumentative; the Candidate did not argue but remained calm and focus.**

(C) Exit Interview

1. Explained the public health significance of the inspection observations.

This item may be marked "Yes or No" based on the following observation:

- a. The Candidate reviewed all of the evaluation findings with person in charge.
- b. The Candidate related the review findings to foodborne illness risk factors as applicable.

2. Answered all questions or concerns pertaining to items on the inspection report.

This item is marked "Yes or No" based on the following observation:

- The Candidate responded to questions and concerns expressed by the person in charge/employees about the evaluation report appropriately.

NOTE: The opportunity to address questions/concerns is not limited to the exit interview.

The opportunity to demonstrate competency "No" may be marked when the person in charge /employees did not express any questions or concerns, and the Candidate provided opportunity for them to do so.

3. Provided contact information to the person in charge for follow up questions or additional guidance.

This item is marked "Yes or No" based on the following:

- The Candidate provided contact information to the person in charge for follow up questions or additional guidance.

NOTE: Contact information may consist of business card, contact information on the report, or other any other form of documentation left with establishment.

IV Professionalism

(A) Professional Appearance

1. Maintained a professional appearance consistent with jurisdiction's policy.

This item is marked "Yes or No" based on the following observation:

- The Candidate maintained a professional level of appearance including cleanliness and use of hair restraints.

(B) Proper Sanitary Practices

1. Washed hands as needed.

This item is to be marked "Yes or No" based on the following observation:

- The Candidate set an example by washing his/her hands at appropriate times and using proper procedures.

2. Protected bandages on hands, when necessary, to prevent contamination of food or food contact surfaces.

This item is to be marked "Yes or No" based on the following observation:

- The Candidate followed food code requirements for protective coverings on hands, e.g. properly covered wound during inspection.

NOTE: The opportunity to demonstrate competency "No" may be marked when the Candidate has no conditions that would require use of protective covering.

3. Did NOT contact ready-to-eat foods with bare hands.

This item is to be marked "Yes or No" based on the following observation:

- The Candidate did not touch ready-to-eat food with bare hands during the inspection.

NOTE: The Candidate may use gloves, utensils, or other means. The opportunity to demonstrate competency "No" may be marked when there are no ready to eat foods in the establishment or no occasion to handle ready to eat food was presented.

4. Did NOT show any obvious signs of illness in accordance with jurisdiction's employee health policy and/or current food code.

This item is marked "Yes or No" based on the following observation:

- The Candidate is not experiencing symptoms of illness.