Food Safety Manual

Table of Contents

Olmsted County Public Health Services
(507) 328-7500

Section	Section / TAB
Manager / Person in Charge responsibilities	-
Employee Illness	A
Hand washing	B
Food Source	C
Preventing Cross Contamination / Using Gloves	D
Cooking	E
Hot Holding	F
Cooling	G
Cold Holding	H
Date Marking	I
Other Information	other

Manager/Person-in-Charge (PIC)

- Designate a Person-in-Charge (PIC) during all hours of operation (.0025)
- Obtain MDH certification for at least one manager (.2010)

Section	page
Duties of a CFM	4
Duties of person in charge	5-6
Intro to PTV	7
Using AMC	8
How to become a CFM	9
State CFM License Application	10-11
Managers Self inspection checklist (USDA)	12-13
FDA Policy for Raw Undercooked PHF's	14
Food code specifications summary	15-16

Duties of a Certified Food Manager.

An owner or operator, through the certified food manager, is responsible for ensuring that:

A. Hazards in the day-to-day operation of the food establishment are identified;

B. Policies and procedures to prevent food borne illness are developed and implemented;

C. Employees are trained to ensure that there is at least one trained individual present at all times food preparation activities are conducted who can demonstrate the knowledge required in the Code;

D. Food preparation activities are directed and corrective action is taken, as needed, to protect the health of the consumer; and

E. In-house self-inspections of daily operations are conducted on a periodic basis to ensure that food safety policies and procedures are followed.

Excerpts from Minnesota Rules 4626.2010 Addressing Certified Food Manager Responsibilities.

How to become certified:

- Take a food safety class and
- Pass an approved test.
- Apply to the state for a certificate.
- Visit www.health.state.mn.us for more info

If you have questions about courses or tests taken in the past, call your OCPHS Sanitarian.

CFM Demonstration of Knowledge Guidelines (A Manager's Food Safety Handbook)

Visit: http://www.health.state.mn.us/divs/eh/food/fmc/dokhandbook.pdf

Person in Charge Responsibilities

Olmsted County Public Health Services
(507) 328-7500

In addition to having a person in charge present at the food establishment during all hours of operation, the person in charge shall ensure that:

A. Food establishment operations are not conducted in a private home or in a room used as living or sleeping quarters as specified in part 4626.1425.

B. Persons unnecessary to the food establishment operation are not allowed in the food preparation, food storage, or ware washing areas, except that brief visits and tours may be authorized by the person in charge if steps are taken to ensure that exposed food; clean equipment, utensils, and linens; and unwrapped single-service and single-use articles are protected from contamination;

C. Employees and other persons, including delivery and maintenance persons and pesticide applicators, entering the food preparation, food storage, and ware washing areas comply with the Code;

D. Employees effectively clean their hands, by routinely monitoring the employees' hand washing;

E. Employees visibly observe foods as they are received to determine that they are from approved sources, delivered at the required temperatures, protected from contamination, unadulterated, and accurately presented, by routinely monitoring the employees' observations and periodically evaluating foods upon their receipt;

F. Employees properly cook potentially hazardous food, being particularly careful in cooking those foods known to cause severe food borne illness and death, including eggs and comminuted meats, through daily oversight of the employees' routine monitoring of the cooking temperatures;

G Employees use proper methods to rapidly cool potentially hazardous foods that are not held hot or are not for consumption within four hours, through daily oversight of the employees' routine monitoring of food temperatures during cooling;

H. Employees properly sanitize cleaned multiuse equipment and utensils before they are reused, through routine monitoring of solution temperature and exposure time for hot water sanitizing, and chemical concentration, pH, temperature, and exposure time for chemical sanitizing; and

I. Consumers are notified that clean tableware is to be used when they return to salad bars, buffets, or other self-service areas.

Excerpts from Minnesota Rules 4626.0035 Person in Charge

The person in charge shall demonstrate to the regulatory authority:

A. Describing the relationship between the prevention of food borne disease and the personal hygiene of a food employee;

B. Explaining the responsibility of the person in charge for preventing the transmission of food borne disease by a food employee who has a disease or medical condition that may cause food borne disease;

C. Identifying the usual symptoms of, modes of transmission of, typical incubation periods for, and most common foods associated with food borne diseases;

D. Explaining the significance of the relationship between maintaining the time and temperature of potentially hazardous food and the prevention of food borne illness;

E. Explaining the hazards involved in the consumption of raw or undercooked meat, poultry, eggs, and fish;

F. Stating the required food temperatures and times for safe cooking of potentially hazardous food;

G. Stating the required temperatures and times for the safe refrigerated storage, hot holding, cooling, reheating, and transportation of potentially hazardous food;

H. describing the relationship between the prevention of food borne illness and the management and control of:

1) Cross-contamination;

2) Hand contact with ready-to-eat foods;

3) Hand washing; and

(4) Maintenance of the food establishment in a clean condition and in good repair;

I. Explaining the relationship between food safety and providing equipment that is:

1. Sufficient in number and capacity; and

2. Properly designed, constructed, located, installed, operated, maintained, and cleaned;

J. Explaining correct procedures for cleaning and sanitizing utensils and food-contact surfaces of equipment;

K. Identifying the source of water used and measures taken to ensure that the water remains protected from contamination including providing protection from backflow and precluding the creation of cross connections;

L. identifying poisonous or toxic materials in the food establishment and the procedures necessary to ensure that they are safely stored, dispensed, used, and disposed of according to Minnesota Statutes, chapter 18B;

M. Identifying critical control points in the operation from purchasing through sale or service that may contribute to food borne illness and explaining steps taken to ensure that the points are controlled when a HACCP plan is required by part 4626.1730;

N. explaining the details of how the person in charge and food employees comply with the HACCP plan if a plan is required; and

O. Explaining the responsibilities, rights, and authorities assigned by the Code to the:

1. Food employee;

2. Person in charge; and

3. Regulatory authority.

Excerpts from Minnesota Rules 4626.0030 Demonstration (of knowledge)

Active Managerial Control (AMC)

Having Active Managerial Control means that food safety is built into your daily operation. The goal of AMC is to control the leading causes of foodborne illness. We call these *Risk Factors*.

There are eight Risk Factors:

- Employee and customer illness
- Handwashing
- Food source
- Contamination of food
- Cooking
- Hot holding
- Cooling
- Cold holding

AMC systems

AMC has three interrelated systems:

- Policies and Procedures
- Training
- Verification.

What AMC looks like

To have AMC you must have:

1) Standard **policies/procedures** that eliminate or minimize food safety hazards,
2) Formal **training** on policies/procedures for your staff, and
3) **Verification** that staff follow policies/procedures, and are corrected by a manager when they don't.

These three systems are based on the duties of the Certified Food Manager in the Minnesota Food Code (MR 4626.2010 Subp. 5). We refer to them by their initials: PTV.

Measuring AMC

During food safety assessments, your sanitarian will evaluate PTV in order to rate your level of Active Managerial Control for each Risk Factor system. They will do this by asking questions about how you do things and what some of your policies are, and they will observe your operation.

What the ratings mean

Active means that the PTV system controls the Risk Factor to minimize the likelihood of an outbreak of foodborne illness.

Needs Improvement means there are gaps in a PTV system that increase the risk of having an outbreak of foodborne illness associated with your operation.

Next step for systems rated "Needs improvement"

If a system is rated 'Needs Improvement' your sanitarian will help you develop a plan to achieve AMC for long-term control of the Risk Factor.

PIC / CFM Responsibilities

Olmsted County Public Health Services
(507) 328-7500

Management Systems + Person-in-Charge Oversight = Active managerial Control

Background

Preventing food borne disease is the shared goal of public health agencies and the food service industry. Achieving this goal requires "active managerial control" (AMC) of the food borne disease risk factors within the food service establishment. The Food and Drug Administration (FDA) defines **active managerial control** as the **"implementation and supervision of food safety practices by the person-in-charge to control food borne disease risk factors."**

During a food safety assessment, conditions are identified that are "symptoms" of problems in active managerial control. These "symptoms" range from mild to severe, resulting in varying degrees of food safety risk. Also, the more symptoms and the worse they are, the greater the lack of active managerial control, and the greater the risk for food borne disease. The goal of the assessment process is not to fix the symptoms temporarily, but to encourage continuous improvement in AMC, and ultimately, a reduction in food borne disease risk factors.

An Example of Active Managerial Control: Serving Safe Hamburgers

Managing for food safety includes:

- Recognizing the potential food borne illness hazards in your day-to-day operation.
- Deciding on the necessary steps to consistently prevent the hazards from occurring.
- Training your employees to prevent the hazards by following the necessary steps.
- Taking corrective action, if a hazard does occur.
- Verifying that your employees are doing what you have trained them to do.
- Continuously improving the system.

What does this mean for the Person-in-Charge?

- Do you know why undercooked hamburgers are a health risk?
- What will you do to prevent the hazard and how will you know you've done it right? (For example, cook for a certain time and take food temperatures.)
- Do ALL of your cooks know what to do, and how and when to check their work?
- If the first burger of the day is cooked for X minutes, but the temperature is only 150ºF, what happens?
- Are you and your managers making sure the cooks are doing it right? Is this recorded somewhere?
- Is there a better way to do the cooking or the checking? Are there additional safeguards?

How Can You Improve *YOUR* Active Managerial Control?

There is no one specific way to approach the above activities. However, managers who have continuously improved their systems to control food borne disease risk factors report they:

- Review their list of day-to-day food safety responsibilities daily.
- Proactively work on food safety throughout the organization (from owners through front line staff).
- Provide support for an onsite person-in-charge to spend time on food safety.
- Use the time with their sanitarian to search for long-term improvements in management systems, rather than viewing the assessment as an annual food safety assurance check.
- Build upon their strengths and successes.
- Develop action plans and take steps to make improvements.
- Seek out opportunities to train both new and existing staff in food safety principles.
- Keep logs (from very simple to detailed) of key food safety checks (such as food temperatures) to assure that their staff is meeting food safety expectations.
- Keep logs describing corrective actions taken when problems or risks are identified.
- Incorporate practical risk reduction ideas into their operation so they become part of the routine.
- Involve their public health agency in their continuous improvement efforts, including reporting customer complaints of illness.
- Create a positive work environment, including a clean and well-maintained facility.

Minnesota rules now require the owner or operator of a food establishment to conduct the above activities through the certified food manager (CFM), (*Minnesota Rules 4626.2010, Subp 5).*
Questions? Call Olmsted County Public Health Services, (507) 3287500.

How to Become a CFM

As of July 1, 2000, the food manager certification rule took affect statewide. This rule requires the owner or operator of a food establishment to employ one full-time certified food manager. See link below for info.
http://www.health.state.mn.us/divs/eh/food/fmc/how.html

1. Complete a food safety training course such as any "Serv Safe" Course listed on this page.

2. Pass a recognized written examination. At this time, 3 written exams are recognized for certification. They are:
   - ServSafe Examination© by the Educational Foundation of the National Restaurant Association
   - Certified Professional Food Managers Examination by Prometric
   - Food Safety Manager Certification Examination by National Registry of Food Safety Professionals

3. Submit an application and $35 fee to the Minnesota Department of Health (application enclosed).

The Olmsted County Environmental Commission adopted a policy to address establishments who do not provide a CFM.

- OCPHS will notify the owner that within 45 days they must either obtain a CFM, or designate an employee to become a CFM.
- If there is no CFM assigned after 45 days, then OCPHS will send the owner a "Notice of Operating Without a CFM," and schedule a meeting with the owner.
- If the establishment still does not obtain a CFM, then the owner will have to explain to the Environmental Commission at a Public Hearing why the business should be able to stay open without a CFM.

See the following for the latest schedule of courses:
Updated 1/08

- Minnesota department of Health Website
  http://www.health.state.mn.us/divs/eh/food/fmc/courses.html
- Olmsted County Public Health Services 328-7500
- SYSCO
  http://www.health.state.mn.us/divs/eh/food/fmc_training/training_provider.cfm?zxr3sf=6052
- NTC / Safe food
  traininghttp://www.health.state.mn.us/divs/eh/food/fmc_training/training_provider.cfm?zxr3sf=6046
- Country energy
  http://www.health.state.mn.us/divs/eh/food/fmc_training/training_provider.cfm?zxr3sf=6036

Minnesota Department of Health
Food Manager Certification
Food, Pools & Lodging Services Section
P.O. Box 64495
St. Paul, Minnesota 55164-0495
(651) 201-4500
TTY (651) 201-5797
www.health.state.mn.us/divs/eh/food/fmc/applications.html

State of Minnesota Food Manager Certification
Initial Application

Before this application can be processed, all questions must be answered in their entirety. This application must be accompanied by a **nonrefundable $35 Certification Fee**, made payable to the Minnesota Department of Health, using a cashier's check, money order or personal check. Do not send cash. **Submit application to the above address.**

Applicant Information (Required):

Name: _____
(Last) (First) (Full Middle Name)

Mailing Address:_____
(Street/P.O. Box) (Apt #)

_____
(City) (State) (Zip Code)

County: _____ **Contact Phone Number:**_____

Social Security Number: _____-_____-_____ **(Required)**
Under Minnesota law, all licensing agencies must require applicants for licenses or certificates to provide their social security numbers.

Certification Exam Information (Required): A copy of the exam certificate must be provided.

The exam certificate is accepted as far back as three years. If your exam certificate is more than three years old, but has not expired you are only required to take one of the approved four hour refresher/recertification courses. If your exam certificate has expired you will need to retake the whole course and exam.

If you no longer have the exam certificate, first try to get a copy of the certificate or other proof of having passed the exam from the organization, company or school that conducted the course of the exam you took. If that does not work, contact the organization that provided the exam.

Organization	Name of Exam	Telephone
Educational Foundation of the National Restaurant Association	Serv Safe	1-800-765-2122
Prometric	Certified Professional Food Manager	1-800-624-2736
National Registry of Food Safety Professionals or Professional Testing, Inc.	Food Safety Manager Certification	1-800-446-0257
360 Training/Learn2Serv.com	Food Safety Manager Exam	1-888-360-8764

Please Complete the Reverse Side of Application ►

For Office Use Only:
Date Received: _____

Amount: $ _____Check #: _____

Approved: Yes_____ No_____

Employment Information: (Please fill this in only if you work at a food establishment)

Establishment Name:_____

Establishment Address:_____
(Street/P.O. Box) (Apt #)

_____
(City) (State) (Zip)

County:_____ **Work Telephone No.:**_____

Establishment License Number (if known, not required) _____
Type of Establishment:

☐ Bakery
☐ Bar
☐ Convenience Store
☐ Day Care
☐ Grocery Store
☐ Restaurant/Fast Food
☐ School
☐ Specialty Food Market
☐ Camps
☐ Catering
☐ Hotel/Motel
☐ Other (please describe):
_____

Notice to individuals applying for Food Manager Certification in the State of Minnesota
The commissioner of health will use information provided in this application to determine if you meet the requirements for food manager certification. Before the commissioner issues a certificate to you, Minnesota Statutes, section 270.72, subdivision 4, requires you to supply your social security number. Other than the social security number, you are not legally required to provide the requested information. However, submitting false information is grounds for denying your application or suspending, revoking or taking other disciplinary action against your certificate, if issued. Failure to provided **required** information may delay the processing of your application and may be grounds for denying your application.

Under Minnesota Statutes, section 13.41, information you provide on this application, except for your name and address, is private data while pending. However, in circumstances authorized or required by law, it may be disclosed to others, including the Attorney General's Office, the Department of Revenue, and persons contacted for purpose of verification or investigation. If the matter of your certification becomes contested, the information submitted in this application may become public. Once you are certified, the information, except for your social security number, becomes public data and will be part of the agency's permanent files.

Notice: The issuance of a dishonored check to this department will require a service charge of $30 per check as in Minnesota Statutes, section 604.113, subd. 2 (a). Additional civil penalties may be imposed for nonpayment.

To request this application in another format, call 651-201-4500.

Before mailing, check to be sure that your application materials include the following:

____ 1. Completed and signed application form
____ 2. Copy of your exam certificate
____ 3. Check or money order made payable to the MDH for $35

Incomplete applications will be returned to the applicant.

I certify that the information provided and submitted on this application is accurate and complete:

Signature:_____ **Date**: _____

10/19/12

Hazard Analysis Critical Control Points

Manager Self-Inspection Checklist

Date _____ Observer _____

Use this checklist once a week to determine areas in your operation requiring corrective action. Record corrective action taken and keep completed records in a notebook for future reference.

Personal Dress and Hygiene

	Yes	No	Corrective Action
Employees wear proper uniform including proper shoes	❑	❑	_____
Hair restraint is worn	❑	❑	_____
Fingernails are short, unpolished, and clean	❑	❑	_____
Jewelry is limited to watch, simple earrings, and plain ring	❑	❑	_____
Hands are washed or gloves are changed at critical points	❑	❑	_____
Open sores, cuts, or splints and bandages on hands are completely covered while handling food	❑	❑	_____
Hands are washed thoroughly using proper hand-washing procedures at critical points	❑	❑	_____
Smoking is observed only in designated areas away from preparation, service, storage, and warewashing areas	❑	❑	_____
Eating, drinking, or chewing gum are observed only in designated areas away from work areas	❑	❑	_____
Employees take appropriate action when coughing or sneezing	❑	❑	_____
Disposable tissues are used and disposed of when coughing/blowing nose	❑	❑	_____

Food Storage and Dry Storage

	Yes	No	Corrective Action
Temperature is between 50°F and 70°F	❑	❑	_____
All food and paper supplies are 6 to 8 inches off the floor	❑	❑	_____
All food is labeled with name and delivery date	❑	❑	_____
The FIFO (First In, First Out) method of inventory is being practiced	❑	❑	_____
There are no bulging or leaking canned goods in storage	❑	❑	_____
Food is protected from contamination	❑	❑	_____
All surfaces and floors are clean	❑	❑	_____
Chemicals are stored away from food and other food-related supplies	❑	❑	_____

Large Equipment

	'Yes	No	Corrective Action
Food slicer is clean to sight and touch	❑	❑	_____
Food slicer is sanitized between uses when used with potentially hazardous foods	❑	❑	_____
All other pieces of equipment are clean to sight and touch — equipment on serving lines, storage shelves, cabinets, ovens, ranges, fryers, and steam equipment	❑	❑	_____
Exhaust hood and filters are clean	❑	❑	_____

Refrigerator, Freezer, and Milk Cooler

	Yes	No	Corrective Action
Thermometer is conspicuous and accurate.	❑	❑	_____
Temperature is accurate for piece of equipment	❑	❑	_____
Food is stored 6 inches off floor in walk-ins	❑	❑	_____
Unit is clean	❑	❑	_____
Proper chilling procedures have been practiced	❑	❑	_____
All food is properly wrapped, labeled, and dated	❑	❑	_____
The FIFO (First In, First Out) method of inventory is being practiced	❑	❑	_____

Food Handling

	Yes	No	Corrective Action
Frozen food is thawed under refrigeration or in cold running water	❑	❑	_____
Food is not allowed to be in the "temperature danger zone" for more than 4 hours	❑	❑	_____
Food is tasted using proper method	❑	❑	_____
Food is not allowed to become cross-contaminated	❑	❑	_____
Food is handled with utensils, clean gloved hands, or clean hands	❑	❑	_____
Utensils are handled to avoid touching parts that will be in direct contact with food	❑	❑	_____
Reusable towels are used only for sanitizing equipment surfaces and not for drying hands, utensils, floor, etc	❑	❑	_____

Utensils and Equipment

	Yes	No	Corrective Action
All small equipment and utensils, including cutting boards, are sanitized between uses	❑	❑	_____
Small equipment and utensils are air dried	❑	❑	_____
Work surfaces are clean to sight and touch	❑	❑	_____
Work surfaces are washed and sanitized between uses	❑	❑	_____
Thermometers are washed and sanitized between each use	❑	❑	_____
Can opener is clean to sight and touch	❑	❑	_____
Drawers and racks are clean	❑	❑	_____
Small equipment is inverted, covered, or otherwise protected from dust or contamination when stored	❑	❑	_____

Hot Holding

	Yes	No	Corrective Action
Unit is clean	❑	❑	_____
Food is heated to 165°F before placing in hot holding	❑	❑	_____
Temperature of food being held is above 140°F	❑	❑	_____
Food is protected from contamination	❑	❑	_____

Cleaning and Sanitizing

	Yes	No	Corrective Action
Three-compartment sink is used	❑	❑	_____
Three-compartment sink is properly set up for warewashing (wash, rinse, sanitize)	❑	❑	_____
Chlorine test kit or thermometer is used to check sanitizing rinse	❑	❑	_____
The water temperatures are accurate	❑	❑	_____
If heat sanitizing, the utensils are allowed to remain immersed in 170°F water for 30 seconds	❑	❑	_____
If using chemical sanitizer, it is the proper dilution	❑	❑	_____
The water is clean and free of grease and food particles	❑	❑	_____
The utensils are allowed to air dry	❑	❑	_____
Wiping cloths are stored in sanitizing solution while in use	❑	❑	_____

Garbage Storage and Disposal

	Yes	No	Corrective Action
Kitchen garbage cans are clean	❑	❑	_____
Garbage cans are emptied as necessary	❑	❑	_____
Boxes and containers are removed from site	❑	❑	_____
Loading dock and area around dumpster are clean	❑	❑	_____
Dumpster is closed	❑	❑	_____

Pest Control

	Yes	No	Corrective Action
Screens are on open windows and doors and in good repair	❑	❑	_____
No evidence of pests is present	❑	❑	_____

Minnesota Food Code Specifications

FACT SHEET

Minimum cooking temperatures and holding times	
165°F (68°C) for 15 seconds	Poultry, wild game animals (live caught or field dressed); stuffing containing fish, meat or poultry; and stuffed foods (fish, meat, poultry, pasta, etc.) 7D kill or 7 log reduction in microorganisms.
155°F (68°C) for 15 seconds or 150°F (66°C) for 1 minute 145°F (63°C) for 3 minutes	Pork, exotic game animals, comminuted fish & meat (ground or chopped), injected meat, and eggs not prepared for immediate service (combined or held hot), (also commercially raised animals subject to trichinae). 5D kill.
145°F (63°C) for 15 seconds	Shell eggs prepared for immediate service, commercially raised game, and other fish & meat not specified otherwise in this table. 3D kill.
165°F (74°C) in all parts of the food	Microwave cooking: For raw animal foods: covered, rotated or stirred throughout or at least midway in the cooking process; heated; held; and covered for 2 minutes
145°F (63°C) for 3 minutes 144°F (62°C) for 5 minutes 142°F (61°C) for 8 minutes 140°F (60°C) for 12 minutes 138°F (59°C) for 19 minutes 136°F (58°C) for 32 minutes 134°F (57°C) for 47 minutes 132°F (56°C) for 77 minutes 130°F (54°C) for 121 minutes (7D kill)	Roasts of beef and corned beef: Note – holding time may include postoven heat rise.

Oven type	Roast weight ≤ 10 lbs. (4.5 kg)	Roast weight > 10 lbs. (4.5 kg)
Still dry	350°F (177°C)	250°F (121°C)
Convection	325°F (163°C)	325°F (163°C)
High humidity[1]	<250°F (121°C)	<250°F (121°C)

140°F (60°C)	Plant food cooked for hot holding:, i.e. fruits and vegetables

[1] Relative humidity > 90% for at least one hour in a moisture-impermeable bag that provides 100% humidity.

Reheating for hot holding: to be completed in 2 hours or less.
Leftovers shall be reheated to at least 165°F (74°C) for 15 seconds, except unsliced portions of beef roasts, which may be reheated with the same initial cooking parameters as stated in the above cooking chart. Packaged ready-to-eat food from a processing plant shall be reheated to at least 140°F (60°C).

Reheating for immediate service: serve at any temperature.

Hot and cold holding: Hold hot foods ≥ 140°F (60°C), except beef roasts cooked as stated in above cooking chart, may be held at 130°F (54°C). Hold cold foods ≤ 41°F (5°C).

Cooling PHF's: Cool hot foods ≥ 140°F to 70°F (60°C to 21°C) within 2 hours, and from 70°F to 41°F (21°C to 5°C) within 4 hours. Ambient temperature ingredients, i.e. canned tuna in tuna salad, cooled to 41°F (5°C) within 4 hours.

Frozen food: the temperature necessary to maintain the product frozen "solid" (varies with product).
Slacking: moderating the temperature under refrigeration ≤ 41°F (5°C), OR at any temperature if the food remains frozen.
Freezing fish for parasite destruction (except certain species of tuna): 1) –4°F (–20°C) or colder for 168 hours or 7 days; OR 2) –31°F (–31°C) or colder for 15 hours in a blast freezer. Include written agreement if frozen by supplier; or if frozen by the PIC, then records must be retained at the facility for 90 days.

Thawing: Acceptable methods include: 1) in the refrigerator ≤ 41°F (5°C); 2) as part of an uninterrupted cooking process; 3) any procedure for thawing a RTE food for immediate service; 4) submerged under running water ≤ 70F (21°C), and no portion of the RTE food rises above 41°F, or for any raw animal foods that will be properly cooked and do not rise above 41°F for more than 4 hours (includes time exposed to running water, preparation and cooling to ≤ 41°F). Running water shall have sufficient velocity and flow to float off loose particles in an overflow.

Time in lieu of temperature controls: The operation must submit prior written notification of its intent to use "time as a public health control." Written procedures are required on site and must be available to the inspector. The PHF is marked/identified with the maximum 4 hour time period in which the product will be cooked or served. After 4 hours OR if the product is unmarked per time, the food shall be discarded.

Date marking foods: Refrigerated RTE, PHF's prepared in the establishment and held over 24 hours shall be marked with the "Preparation Date" and 7-day "Consume by Date." Similar foods received from a processing plant are to be marked with the same 7-day "Consume by Date" once the original package is opened. Foods with expired "Consume by Dates" shall be discarded. EXCEPTIONS to date marking: 1) Individual portions repackaged from bulk containers to fill a consumer's request, or 2) Whole portions of a cured and processed product with the original casing intact on the uncut portion, i.e. bologna, salami.

Vacuum packaging or reduced oxygen packaging occurring in a food establishment shall be marked with a 14-day "Consume by Date" from the day of packaging or the original manufacturer's "sell by" or "use by" date, whichever occurs first.

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Minnesota Department of Agriculture • Dairy and Food Inspection Division
90 West Plato Boulevard, St. Paul, MN 55107-2094 • Telephone: 651-296-2627

In accordance with the Americans With Disabilities Act, an alterative form of communication is available upon request. TTY: 1-800-627-3529
The Minnesota Department of Agriculture is an equal opportunity employer.

Manual Sanitization: Sanitizer concentration, pH, temperature, hardness and contact time.		
Sanitization[1]	Minimum Temperature	Contact Time
Chlorine 50 ppm	100°F (38C) if pH ≤ 10.0 or 75°F (24°C) if pH ≤ 8.0	≥ 10 seconds
Iodine ≥ 12.5 to 25 ppm	≥ 75°F (24°C)if pH ≤ 5.0 per label	≥ 30 seconds
Quaternary Ammonium/ per label instructions	≥ 75°F (24°C) if water hardness ≤ 500 ppm & mg/L	≥ 30 seconds
Hot water, 3 compartment sink w/ integral heating device	≥ 171°F (77°C) immersed in rack or basket	≥ 30 seconds
[1] Other sanitizers may used if they are EPA-approved and are applied according to the manufacturer's directions on the label of the product's container.		

Warewashing: Mechanical & Manual		Minimum Wash Temperature	Minimum Sanitizing Temperature
Spray type mechanical warewashers: single tank, hot water sanitizing	single tank, stationary rack, single temperature	165°F (74°C)	165°F (74°C)
	single tank, stationary rack, dual temperature	150°F (66°C)	180°F (82°C)
	single tank, conveyor, dual temperature	160°F(71°C)	180°F (82°C)
Multitank, hot water sanitizing	multitank, conveyor, multi-temperature	150°F (66°C)	180°F (82°C)
Chemical sanitizing	any warewashing machine	120°F (49°C)	sanitization levels as stated in the above table or per labeled manufacturer's instructions on the container.
3 compartment sink chemical sanitizing	cleaning agent labeling may permit lower washing temperatures	110°F (43°C)	

Mechanical warewashing:
In accordance with dish machine "data plate" and manufacturer's instructions. For hot water sanitization, the water flow pressure entering the sanitization rinse control valve shall be ≥ 15 psi and ≤ 25 psi (100 to 170 kilopascals). Hot water entering the manifold for sanitizing may not be more than 194°F (90°C). Utensil surface temperatures must reach at least 160°F (71°C) as measured by an irreversible registering temperature indicator, such as heat sensitive tape or a maximum registering thermometer.

Food-contact surface materials:
Pewter: May not be used as a food-contact surface.
Cast Iron: Only permitted for cooking surfaces or for serving utensils provided it is used as part of an uninterrupted process from cooking through service.
Copper and Copper Alloys (Brass): may not be used for foods with pH < 6.0, such as vinegar, fruit juice, wine, etc., or on a water supply line between the soda carbonator and backflow preventor.
Galvanized Metal: May not be used for moist or acidic foods and beverages.
Solder and Flux: May not exceed 0.2% lead.
Wood: Hard maple or equivalent close-grained, hard wood only permitted for cutting boards and blocks, baker's table, and utensils such as rolling pins, doughnut dowels, salad bowls, chopsticks, and wooden paddles in confectionery operations with products reaching at least 230°F (110°C). Whole, uncut raw fruit and vegetables, and unshelled nuts may be kept in the original wooden shipping container until sold or used.

Cleaning equipment and utensils:
Equipment food-contact surfaces and utensils shall be cleaned to sight and touch.
Non-food contact surfaces of equipment shall be free of accumulation of dust, dirt, food residue and other debris.

Cleaning frequency:
Each time there is a change from raw foods and RTE foods.
At least once every 4 hours throughout the day if used with potentially hazardous foods.
At least once every 24 hours if used in a refrigerated room, or containers in salad bars, if held ≤ 41°F.

In accordance with the Americans With Disabilities Act, an alterative form of communication is available upon request. TTY: 1-800-627-3529
The Minnesota Department of Agriculture is an equal opportunity employer.

Employee illness RISK FACTORS

A. Employee illness

- Inform employees (and job applicants) they need to tell the Person-in-Charge if they have 1) diarrhea, vomiting, or jaundice; 2) a boil, infected wound or other lesion; or 3) hepatitis A, *Salmonella, Shigella,* or *E. coli* O157:H7 (.0040 & .0055)
- Exclude employees from work when they have vomiting or diarrhea.(.0045)
- Log employee reports of vomiting or diarrhea (.0060)
- Report customer illness complaints to OCPHS at 507-328-7500 (.0060)
- Call Public Health Services when an employee is diagnosed with hepatitis A, *Salmonella, Shigella, E. coli* O157:H7, or other infectious disease; restrict them from working with food and food-contact surfaces (.0060)

Section **page**

Employee illness log 18

What to do with Customer illness Complaints poster 19

When you get sick poster 20

Employee illness info for managers 21

Employee illness decision tree 22

Employee illness log

Olmsted County Public Health Services
507/328-7500
Ask for 'Environmental Health'

Date reported	Name	Date illness started	✱ Vomiting	✱ Diarrhea	Did symptoms start at work or at home?	Cough, sore throat, runny nose	Fever	Additional information	Date returned to work
			Y N	Y N	work home	Y N	Y N		
			Y N	Y N	work home	Y N	Y N		
			Y N	Y N	work home	Y N	Y N		
			Y N	Y N	work home	Y N	Y N		
			Y N	Y N	work home	Y N	Y N		
			Y N	Y N	work home	Y N	Y N		
			Y N	Y N	work home	Y N	Y N		
			Y N	Y N	work home	Y N	Y N		
			Y N	Y N	work home	Y N	Y N		
			Y N	Y N	work home	Y N	Y N		
			Y N	Y N	work home	Y N	Y N		
			Y N	Y N	work home	Y N	Y N		
			Y N	Y N	work home	Y N	Y N		
			Y N	Y N	work home	Y N	Y N		
			Y N	Y N	work home	Y N	Y N		
			Y N	Y N	work home	Y N	Y N		

✱ Employees with diarrhea or vomiting must not work until their <u>symptoms have been gone</u> for 24 hours.

If an employee is diagnosed with Salmonella, Shigella, E. coli O157:H7, or hepatitis A, call OCPHS at 328-7500 or MDH at 1-877-366-3455

What to do with customer illness complaints

When customers call with complaints of illness after eating here, take the following actions:

◊ **Get the customer's contact information**

Name _____

Phone#_____-_____-_____

◊ **Ask the customer to report their illness to Olmsted County Public Health.**

◊ **Call Manager_____ Immediately at ____-____-____**

◊ **Call Olmsted County Public Health**
507- 328-7500
Monday - Friday
8:00 a.m. to 5:00 p.m.

Or

The Minnesota Department of Health
1-877-food ill
(1-877-366-3455)

◊ **Public Health Staff will follow-up with the customer to ask about symptoms and the foods eaten in the 4 days before illness began**

X _____

Manager

REPORTS OF CUSTOMER ILLNESS

CALL RECEIVED (DATE/TIME)	CUSTOMER'S NAME	CUSTOMER'S PHONE #	DESCRIPTION OF CUSTOMER'S COMPLAINT	CALL RECEIVED BY (EMPLOYEE'S NAME)	CALLED OCPHS 328-7500 (DATE/TIME)
		( ) -			
		( ) -			
		( ) -			
		( ) -			
		( ) -			
		( ) -			
		( ) -			
		( ) -			

<u>When a customer says they got sick from eating here</u>:

1) Get their name and phone number,
2) Call Olmsted County Public Health Services

Olmsted County Public Health Services
507/328-7500
Ask for 'Environmental Health'

EMPLOYEE ILLNESSES INFORMATION FOR MANAGERS

What to do now:

- **Inform employees—they need to tell the Person-in-Charge if they have:**

✓ DIARRHEA OR VOMITING

✓ *Salmonella*, *Shigella*, *E. coli* O157H7, hepatitis A, or other intestinal illness (diagnosed by a doctor).

✓ Open, blistered, or infected burns, boils, cuts, etc. on the hands or forearms

✓ Burns, wounds, or boils on the hands or forearms that are open, blistered, or have pus

✓ Jaundice (yellowing of the skin or eyeballs)

What to do when an employee has:

DIARRHEA or VOMITING

✓ Do not allow employees to work until they are well.
✓ Keep a written record of all employee reports of diarrhea and vomiting. A sample log page is included in your Food Safety Manual.

Hepatitis A, *Salmonella, Shigella*, *E. coli* O157:H7, other intestinal illness

✓ Call OCPHS to report the illness.
✓ Do not allow employees with diarrhea or vomiting to work until they are well.
✓ Employees without diarrhea or vomiting can work, but not with food or food-contact surfaces (clean equipment, utensils, linens, and single-service and single-use items).

Open, blistered, or infected burns, boils, cuts, etc. on the hands or forearms

✓ Supply the employee with a waterproof bandage to apply to the boil or wound.
✓ Supply gloves, which must be worn if the boil or wound is on the hand or wrist.
✓ OCPHS recommends bandages and gloves for all wounds on the hands and arms.

Persistent sneezing, coughing, or a runny nose

✓ People with these symptoms can work, but not with food or food-contact surfaces (clean equipment, utensils, linens, and single-service and single-use items).

When customers say they became ill after eating at your establishment:

✓ Call OCPHS at 328-7500 and ✓ Ask the customer to call OCPHS also.

EMPLOYEE ILLNESS DECISION GUIDE

Ask these 3 questions to decide if employees' duties should be modified due to illness:

1. Do you have vomiting and/or diarrhea?

Yes →

EXCLUDE FROM WORK

- Send home if at work.
- Symptoms must be gone *at least* 24 hrs before returning to work.
- Record symptoms on Employee Illness Log.
- Doctor diagnosed illnesses: *Salmonella*, *Shigella*, *E. coli*, or hepatitis A, must be reported to your local health department or MDH.

No ↓

2. Does someone in your household have vomiting and/or diarrhea?

Yes →

WORK WITH PRECAUTIONS

- Reinforce proper handwashing.
- No bare-hand contact with ready-to-eat foods or clean dishes.
- Discuss: Illness reporting requirements for employees; ways that foodworkers can spread illness through food, and prevention strategies.

No ↓

3. Do you have a cough, sore throat, fever, or runny nose?

No →

EMPLOYEE IS NOT REQUIRED TO BE EXCLUDED OR RESTRICTED FROM NORMAL WORK DUTIES

However, if there are concerns about the spread of other communicable illnesses, restrictions may be warranted.

Contact your local health department with specific concerns.

Yes ↓

If an employee has influenza-like symptoms (cough, fever, sore throat, or runny nose) or has been diagnosed with any type of influenza, consult the CDC(www.cdc.gov) or MDH (http://www.health.state.mn.us/) websites.

CONTACT OLMSTED COUNTY PUBLIC HEALTH SERVICES WITH ANY QUESTIONS

507-328-7500

Hand washing RISK FACTORS

B. Hand washing

- Have employees wash their hands: 1) after using the restroom; 2) after touching any raw meat; 3) before starting work; 4) after breaks; 5) after touching mouth, nose, or wound; 6) after coughing, sneezing, or using disposable tissues; 7) after handling soiled utensils/equipment; and 8) any other time they become contaminated (.0065 & .0075
- Have employees wash their hands thoroughly: 1) lathering and rubbing, 2) for about 20 seconds, and 3) using a fingernail brush (.0070)
- Provide hand sinks convenient and easily accessible to food prep, grill/cook line, dishwashing, and bar areas (.1070 & .1095)
- Provide hot water, soap, paper towels, and fingernail brush at each hand sink (.1440 & .1445)

Section **page**

Hand washing poster 24

Wash hands before returning to work poster 25

MDH hand wash poster 26

Managers guide to hand washing 27

How and when to wash hands 28

Careful Hand Washing Prevents Disease!

Olmsted County Public Health Services

Be A Germ-Buster

WASH YOUR HANDS

Adapted with permission from Washington State Department of Health

MINNESOTA MDH DEPARTMENT OF HEALTH

Minnesota Department of Health
Food Safety Center
625 N Robert St, PO Box 64975, St. Paul, MN 55164
651-201-5414, TDD/TTY 651-201-5797, www.health.state.mn.us

THE MANAGER'S GUIDE TO HANDWASHING

Hand washing is the most important thing foodservice employees can do to prevent food borne illness, but it needs to be done right. Let your employees know how important hand washing is, and that you expect them to do it right by doing the following.

Get the hands ready

✓ Rings
- Ask food prep employees to remove rings except for plain wedding bands.

Rings interfere with good hand washing technique and provide a home for bacteria to hide and grow.
- Bracelets are also a hazard.

✓ Fingernails
- Nails need to be trimmed, filed, free of polish, and clean (both over and under).
- Long, glue-on nails are a hazard. They can fall off and end up in the food, and are also a place for bacteria to live.

When to wash: the big three

There are a number of times when employees are expected to wash their hands.
Start with these three if you have not been emphasizing hand washing before.

✓ BEFORE STARTING WORK
✓ AFTER USING THE TOILET
✓ AFTER TOUCHING RAW MEAT

Use proper technique

✓ Learn how and when to wash hands properly and teach your employees, or ask OCPHS to hold a class. Monitor employee hand washing, and set a good example.

Make it easy

✓ Are sinks in convenient places? Consider adding or moving sinks to make it easier to wash.
✓ Use moisturizing soap, and moisturizing hand sanitizer, if needed, so dry skin won't stop employees from washing.
✓ Install an instant on-off valve at the faucet, or a single lever faucet. This makes it easier to turn water on and off and adjust water temperature to a comfortable level. Also, a faucet that can be turned off with the wrist or arm protects clean hands from contamination by dirty faucets.
✓ Keep a waste container close to the sink so paper towels can be thrown away easily.

How to wash your hands

Only wash your hands in sinks designated for hand washing.
Do not wash your hands in utensil, food preparation, or service sinks.

1. Use SOAP, not a hand sanitizer solution, and WARM RUNNING WATER.
2. RUB your hands vigorously for 20 seconds.
3. WASH ALL SURFACES, including:
   - » backs of hands,
   - » wrists,
   - » between fingers, and
   - » under fingernails.
4. WASH and BRUSH under each fingernail with a NAILBRUSH.
5. RINSE well under running water.
6. DRY hands with a paper towel.
7. Use the paper towel to turn off the water, and to open the door when leaving a restroom.

When to wash your hands

Before:
- » Starting work
- » Putting on gloves

During:
- » food preparation as needed
- » when switching between raw and ready-to-eat foods

After:
- » Using the bathroom
- » Break time, smoking, eating, or drinking
- » Coughing or sneezing, touching or blowing your nose
- » Using cleaners or chemicals

After touching:
- » Head, hair, mouth, wounds, or sores
- » Raw poultry, meats, or fish
- » Dirty dishes, equipment, or utensils
- » Trash, floors, soiled linens, etc.

WASHING YOUR HANDS IS THE MOST IMPORTANT THING YOU CAN DO TO PREVENT FOODBORNE ILLNESS!

Food Source RISK FACTORS

C. Food Source

- Obtain food from USDA or MDA approved sources (.0130 - .0160)
- Inspect food at the time of delivery for signs of spoilage; reject damaged packages or containers (.0035, .0125, & .0190)
- Receive potentially hazardous food at 41ºF or colder; reject food with signs of temperature abuse and return to supplier; store food promptly (.0165)

Section	page
Purchasing food	30
Receiving food	31
Purchasing Molluscan shellfish	32
Sushi Parasite destruction chart	33
Receiving temperature log	34
Receiving reject form	35

Purchasing Food Products

Purchasing food products from an approved supplier is the first step in ensuring safe foods to provide to your customers. Typically, foods prepared or stored in a private home may not be used or offered for human consumption in a food establishment. You can ask your supplier to verify that their sources are approved by the appropriate food regulatory agency.

Required Sources or Conditions for Selected Food Products:

Fluid Milk:
Must be pasteurized.

Poultry, Beef, Pork, Lamb and Goat:
Must be U.S. Department of Agriculture (U.S.D.A.) inspected.

Game Animals:
Must be U.S.D.A., or Minnesota Department of Agriculture inspected.

Fish:
Must be commercially and legally caught or harvested and approved for sale or service.

Fish Intended for Raw Consumption:
Must be obtained from a supplier that freezes fish, or fish must be frozen on premises according to regulations.

Raw and Frozen Shucked Shellfish:
Must be commercially and legally harvested, and Must be commercially and legally harvested, and obtained in properly labeled containers.

Molluscan Shellfish:
Must be commercially and legally harvested, and received in containers with proper labels or tags.

Shell Eggs:
Must be Grade B or better. Shells must be intact.

Liquid, Frozen, or Dry Eggs and Egg Products:
Must be pasteurized.

Wild Mushrooms:
Vender must have letter of approval from the appropriate regulating authority to sell the wild mushrooms.

Canned Food Products:
Must be purchased from a licensed food processor.

Excerpts from Minnesota Department of Health Fact Sheet

Receiving Food Products

Delivered Product Quality
When food products are delivered to your establishment's door, it is the responsibility of the person in charge to ensure inspection of each food delivery for general cleanliness, condition of containers, and signs of temperature abuse.

Boxes/Cartons/Containers
Check deliveries to make sure that the packages of food products are not leaking and intact. A container that is broken, open, crushed, torn, or otherwise damaged, may have had its contents exposed to possible contamination. Look for signs of contamination by rodents, insects, or birds. If any of the above problems are identified, reject the product.

Canned Products
When receiving canned products, always inspect them for the following potential problems:
- Severe dents on the top or bottom rim, or onside seam
- Swollen or bulging cans
- Rusted cans with pitted surfaces

If cans have any of these problems, they must be either thrown away or returned to the supplier.

Receiving Temperatures
Generally, all cold potentially hazardous foods must be received at 41°F or below. Some exceptions are:
- Fluid milk must be received at 45°F or lower. Once received, milk must be cooled to 41°F or less, and held there.
- Shell eggs must be received at 45° F or lower. Once received, eggs must be cooled to 41° F or less, and held there.
- Frozen foods must be received frozen.
- Live molluscan shellfish must be received at 50°F or lower.

All hot potentially hazardous foods, which have been cooked and are received hot, must be received at 140° F or higher.

Cross-Contamination
During deliveries, the potential for cross contamination is high. Watch to ensure that containers or cartons filled with raw foods, such as meats and poultry, or fresh produce are not stacked on top of each other or located in such a manner that leaking product from one container can contaminate a different food in another container.

Excerpts from Minnesota Department of Health Fact Sheet

Purchasing Molluscan Shellfish

What is a Molluscan Shellfish?
"Molluscan shellfish" means an edible species of fresh or frozen oysters, clams, mussels, and scallops or edible portions thereof, except when the scallop product consists only of the shucked adductor muscle. "Shellstock" means raw, in shell molluscan shellfish. "Shucked shellfish" means molluscan shellfish that have one or both shells removed.

When Purchasing and Receiving Raw Shucked Shellfish Make Sure That:
• Shucked shellfish are obtained from an approved source. Consult the "Interstate Certified Shellfish Shippers List."
• Shucked shellfish are obtained in non-returnable packages that have a legible label that identifies the following:

- Name, address, and certification number of the shucker-packer or the repacker.
- The "sell by" date for containers with a capacity of less than one-half gallon or the "date shucked" for packages with a capacity of one-half gallon or larger.

• Shucked shellfish are received at 45° F or below. Once received shucked shellfish must be cooled to 41° F or less within four hours.
• Shucked shellfish are not removed from the original container until sold or served unless the labeling information for the shellfish on display is retained and correlated to the date(s) when the shellfish are sold or served.

When Purchasing and Receiving Molluscan Shellstock Make Sure That:
• Shellstock were harvested from approved waters and obtained from an approved source. Consult the Interstate Certified Shellfish Shippers List.
• Shellstock are received at a temperature of 50°F. or below. Once received, shellstock must be cooled to 41°F. or less, within four hours.
• Not more than one tagged or labeled container is used at one time without a variance based on an approved HACCP plan.
• Shellstock are not co-mingled with shellstock from another container before being ordered by a customer.
• Tags or labels shall be retained for 90 days in a system that keeps the tags correlated to the date(s) of sale/service.
• Container label or tag must include:

- Harvester's identification number, date of harvest, harvest location including the abbreviation of state and country, and the type and quantity of shellfish.
- The statement: **THIS TAG IS REQUIRED TO BE ATTACHED UNTIL CONTAINER IS EMPTY OR RETAGGED AND THEREAFTER KEPT ON FILE FOR 90 DAYS**.
- Dealer's name, address, certification number and the original shipper's certification number including the abbreviation of state or country of harvest.

Excerpts from Minnesota Department of Health Fact Sheet

FREEZER TEMPERATURE/TIME RECORD
VERIFICATION OF PARASITE DESTRUCTION
MN FOOD CODE 4626

BUSINESS NAME:_____

Instructions: Each container of fish (original packaging or other container) must be identified with the type of fish, manufacturer/supplier name, lot # and date received. Identify your action/response plan to freezer temperatures above -4°F, and keep that document with these records.

FREEZER TEMPERATURE

Fish Product	Manufacturer/Supplier/ Source Name	Code/Lot #	Date/Time Received	Day 1 AM PM	Day 2 AM PM	Day 3 AM PM	Day 4 AM PM	Day 5 AM PM	Day 6 AM PM	Day 7 AM PM

RECEIVING TEMPERATURES

DATE	PRODUCT	TEMPERATURE	VENDOR--COMMENTS--INITIALS

Reviewed by:	Date:

RECEIVING REJECT FORM

DATE	PRODUCT	REJECTED FOR:	VENDOR--COMMENTS--INITIALS

Reviewed by:	Date:

Cross contamination RISK FACTORS

D. Cross-Contamination / Glove Use

- Wash, rinse, sanitize, and air-dry all food-contact surfaces, including utensils & equipment (.0840, .0845 .0895-.0905)
- Use spatulas, tongs, or other utensils to limit direct hand contact with food/ice or wash hands between foods (.0225)
- Protect ready-to-eat foods from contamination by 1) preventing contact with unclean/un-sanitized surfaces (.0270), 2) having a separate prep area for food that will be cooked (especially meat); and 3) have employees handle only one food type at a time (.0235)
- Store raw meats below produce and other ready-to-eat food (.0235)
- Use only pasteurized liquid eggs (.0180)
- If gloves are used, change them between tasks and when damaged (.0287)
- Have employees wash, bandage, and cover wounds and cuts on hands with a glove or finger cot (.0225 & .0040)
- Provide food-contact surfaces, such as cutting boards & prep tables, that are smooth and easy to clean (.0515)

Section	page
How to use gloves	37
Clean as you go	38
How to clean and sanitize	39

How to use "Single-Use Gloves"

The wearing of single-use gloves can provide additional food protection. However, they are only effective if placed on properly washed hands and changed at appropriate times during the food handling operation.

The Minnesota Food Code requires that employees limit direct hand contact with food. Wearing gloves is one way to meet this requirement.

Single-use gloves are not specifically required unless the employee has a boil, infected wound or other lesion on their hand. In this case, the employee must apply a waterproof bandage and wear a single use glove or finger cot over the bandage.

When Single-Use Gloves Are Used:

- Wash hands thoroughly before and after wearing gloves, and when changing to a new pair of gloves.
- Change gloves between handling raw foods and cooked or ready-to-eat foods.
- Discard gloves when torn, contaminated, or removed for any reason.
- Change gloves when interruptions occur in the food operation.
- Change gloves frequently, at least once per hour.
- Never reuse gloves under any circumstances.

Single-use gloves are to be used only once and for one specific purpose only.

REMEMBER: GLOVES CAN SPREAD GERMS
JUST AS EASILY AS HANDS CAN!

Clean As You Go!

Clean as you go" means that work surfaces and prep tables are cleaned as soon as they are done being used for one task. **Cross contamination happens when one type of food is prepared on a surface, and then another food is prepared on that same surface without cleaning.** Clean utensils, cutting boards, knives and other food prep surfaces between handling different foods, and at least once every two hours when prepping one food. This will reduce the risk of illness from cross contamination.

When to Clean

Wash, rinse and sanitize whenever there is a chance for cross contamination or when you see a spill. Sanitize at the start and end of the day.

Wash, rinse and sanitize each surface that touches food, such as a meat slicer or grinder, and cutting boards. Follow the directions on the equipment if disassembly is needed, so that all the spaces where food can collect and germs can grow are cleaned.

Develop a Cleaning Schedule

A daily cleaning schedule should be set up so that no equipment is forgotten

Food Prep Surfaces

In addition to the above, food prep surfaces may be wiped off between full cleaning procedures with:

1. A wiping cloth stored in sanitizing solution at recommended strength

   or

2. Sanitizer applied to the surface from a spray bottle and wiped off with single-use paper towels.

How to clean and sanitize

Step One
Wash in hot, soapy water. Proper washing may require scraping, pre-flushing, presoaking or scrubbing with an abrasive material.

Step Two
Rinse in clean water. Rinsing removes the detergents and remaining food particles.

Step Three
Two options exist to sanitize cleaned items:

Hot Water Sanitization – Option No. 1
Sanitize by immersion in hot water maintained at 171°F or higher by means of an approved heating device such as a dishwasher

Chemical Sanitization – Option No. 2
To sanitize with chemicals, clean items must be immersed for a specified amount of time in an approved sanitizing solution at the proper concentration. Examples of proper time and concentration levels are:

- Chlorine at a concentration of 50 ppm with a contact time of at least 10 seconds.
- Iodine at a concentration between 12.5 – 25 ppm with a contact time of at least 30 seconds.
- Quaternary ammonium at a concentration of 200-400 ppm with a contact time of at least 30 seconds.

Remember: Chemical test strips or test kits are required to verify the chemical concentration of the sanitizers used. Concentrations below minimum levels will not sanitize effectively, while sanitizers used in concentrations above the recommended levels can leave toxic residues.

Step Four
Air dry. Never use a towel or other materials to dry sanitized utensils. This can re-contaminate already clean/sanitized equipment

HOW RESTAURANTS CAN REDUCE SEWER LINE FAILURES FROM FAT & GREASE

A Guide provided by
Rochester City Water Reclamation Plant, Public Works, & Building Safety
In collaboration with Olmsted County Public Health Services
Dated 6-4-08

Restaurant fats & greases that have not been adequately captured and disposed of can buildup on the inside of sewer lines and create problems for the restaurant and for others who are connected to the sewer main in the street:

- ✓ Grease build-up can cause sewage to back up into businesses, homes, parks, yards, and streets;
- ✓ Cleaning up the damage and the plugged sewer line are time consuming, messy, and expensive;
- ✓ People & businesses can be exposed to disease-causing bacteria and viruses, in the process; and
- ✓ Restaurants can be assessed for the increased cost of cleaning grease-plugged sewer lines.

Sources of fat & grease:

Foods with significant amounts of **meat, shortening, lard, butter, or margarine increase the risk of grease build-up** in sewer lines. Fat & grease accumulations washed off dishes & cooking utensils increases risk of build-up in sewer lines.

Sizing, scheduling, training, & records are essential:

- Ask a Minnesota licensed plumber to a) assess the size & condition of your grease trap/interceptor(s) and b) review the waste flow rates & grease removal record to determine if changes are needed.
- Determine what the manufacturer recommends for the sizing, scheduling, & method for cleaning your grease trap(s).

Clean the grease trap regularly:

- Most **traps need to be cleaned at least every week and some traps need to be cleaned daily** due to amounts of grease entering the plumbing system.
- Assign specific staff to clean the grease traps, on a set schedule - or contract that to a cleaning service.
- Avoid chemicals and additives that claim to dissolve grease - they are not substitutes for proper maintenance. Such compounds can create even more problematic grease clogs further down the pipe.
- Record the amount of grease removed at each cleaning. The record helps managers assure the trap is being cleaned according to the established schedule and provides information for adjusting the cleaning frequency in the future.

Procedures, Train & monitor staff:

- Develop a dishwashing procedure that keeps fat and grease out of the plumbing system, such as:
  - Scrape grease and food scraps into a container for disposal with other garbage, or for recycling, if available.
  - Empty greasy food scraps from sink baskets/strainers into the trash.
  - Do not flush greasy food waste or pour or scrape grease into garbage disposals, floor drains, sinks, or toilets.
- Train & re-train workers about the procedures. Periodically observe that procedures are being followed.

For more information:

- Please phone your municipal wastewater treatment operator at **507-281-6190 ext 3006**, and/or
- Review these websites:

  http://www.calfog.org/PubEd.html

  http://www.onsitewater.com/ow_0509_fog.html

  www.epa.gov/owm/septic/pubs/septic_1980_osdm_chap8.pdf

  http://www.pdionline.org/publications.htm

  http://septic.umn.edu/factsheets/restaurant.pdf

Grease Control Provisions Within Applicable Laws & Rules:

Rochester City:

76.16 Certain Discharges Prohibited. No user shall discharge or cause to be discharged, directly or indirectly, any of the following described substances into the wastewater disposal system or to any public sewer:

(b) Solid or viscous substances which will or may cause obstruction to the flow in a sewer or other interference with the operation of the wastewater treatment facilities including, but not limited to: grease, garbage with particles greater than one half inch (1/2") in any dimension,

(l) Any wastewater containing fats, wax, grease, or oils, whether emulsified or not, in excess of 150 mg/l or containing substances which may solidify or become viscous at temperatures between 32F and 150F (0C and 65.6C);…

76.17. Remedies for Unlawful Discharges. Subdivision 1. If any waters or wastes are discharged or are proposed to be discharged to the public sanitary sewers, which waters contain the substances…enumerated in Section 76.16 and which in the judgment of the superintendent, may have a deleterious effect upon the wastewater facilities,.. or which otherwise create a hazard…or public nuisance, the city may:

(b) Require pretreatment to an acceptable condition for discharge to the public sewers….and/or

(d) Require payment to cover added cost of handling the wastes not covered by existing taxes or sewer charges.

76.18. Grease …Interceptors. A grease…interceptor shall be provided when, in the opinion of the superintendent, it is necessary for the proper handling of liquid wastes containing floatable grease,…or other harmful ingredients;… An interceptor shall be of a type and capacity approved by the superintendent, and shall be located as to be readily and easily accessible for cleaning and inspection. In the maintenance of an interceptor the owner shall be responsible for the proper removal and disposal by appropriate means of any captured material and shall maintain records which are subject to review by the superintendent…

76.27. Inspectors: Duties and Authority. Subdivision 1. The city engineer or other duly authorized employees of the city shall be permitted to enter all property for the purpose of inspection, observation, measurement, sampling, and testing pertinent to discharge to the public sewer system…

Minnesota State:

4715.1110 GREASE INTERCEPTORS FOR COMMERCIAL BUILDINGS.

A grease interceptor of sufficient size…shall be installed in the waste line leading from sinks, drains, or other fixtures when, in the opinion of the administrative authority, greasy wastes can be introduced into the drainage system in quantities that can cause line stoppage. Grease interceptors shall be placed as near as possible to the fixture and the grease interceptor shall be vented.

No food waste disposer or dishwashing machine shall discharge into the building drainage system through a grease interceptor…Grease interceptors, when used, shall have a grease retention capacity in pounds of grease, of at least twice the flow-through rate, in gallons per minute.

Grease interceptors shall be equipped with devices to control the rate of water flow through the interceptors so that it does not exceed the rated flow of the interceptor…

4715.1150 MAINTENANCE OF INTERCEPTORS AND SEPARATORS.

Interceptors and separators shall be maintained in efficient operating condition by periodic removal of accumulated grease, scum, oil, or other floating substances, and solids, deposited in the interceptor or separator.

Each interceptor and separator shall be so installed that it is readily accessible for removal of cover, servicing, and maintenance. If installed substantially below grade a manhole with flush manhole cover should be provided.

4715.1310 FOOD-WASTE GRINDER UNITS.

No food-waste grinders shall be connected so as to discharge through a grease interceptor.

4626.0725 4-402.11 FIXED EQUIPMENT; SPACING OR SEALING.

A unit of equipment that is fixed because it is not easily movable shall be installed so that it is: (1) spaced to allow access for cleaning along the sides of, behind, and above the unit;

Grease interceptors can be located outside of the building:

- ✓ Grease interceptors located outside of the building can be less problematic (for staffing, maintenance, and sanitation) in controlling grease discharges from restaurants. Outdoor grease interceptors must be seriously considered for restaurants with menus that will generate significant amounts of grease and/or are not controlling it other ways.
    - ✓ Outdoor grease interceptors may be ordered under the authority of Chapter 76, Rochester Code of Ordinances, when procedures and grease traps located in the building, are not adequately keeping grease from building up in sewer mains.
    - ✓ MN Rule 4715.1115 and MN Pollution Control Guidelines provide information on outdoor grease interceptors.

Cooking Potentially Hazardous Food RISK FACTORS

E. Cooking Potentially Hazardous Food

- Cook eggs to an internal temperature of at least 145ºF for 15 seconds (unless upon request of the customer) (.0340);
- use only pasteurized eggs in dishes containing raw or lightly cooked eggs (.0245)
- Cook fish to an internal temperature of at least 145ºF for 15 seconds (.0340)
- Cook ground beef to an internal temperature of at least 155ºF for 15 seconds, 150ºF for 1 minute, or 145ºF for 3 minutes (.0340)
- Cook pork to an internal temperature of at least 155ºF for 15 seconds, 150ºF for 1 minute, or 145ºF for 3 minutes (.0340)
- Cook poultry to an internal temperature of at least 165ºF for 15 seconds (.0340)
- Use approved freezing methods to destroy parasites in fish that is intentionally served raw or undercooked (.0350)
- Develop a system to monitor cooking temperatures and verify they are safe (.0035)

Section	page
Cooking temperature log	41
Cooking temperatures	42
How to use a thermometer	43
Cooking roasts	44
Raw and Undercooked foods reminder	44a

Cooking temperatures

Disease causing bacteria can multiply rapidly in potentially hazardous foods if temperature controls are not used or are inadequate.

	Cook to this temperature or hotter:**
Poultry	**165º**
Ground beef	**155º**
Exotic game	**155º**
Pork	**155º**
Eggs	**145º**
Fish	**145º**

MICROWAVE COOKING

Cover and cook to 165º or hotter--then let the food stand (with cover on) for 2 minutes.

**Temperatures indicated are internal food temperatures and should be measured with a proper and calibrated thermometer

Remember these temperature requirements also:

Reheated food must reach and internal temperature of**165º or hotter** within 2 hours

Reheating must be done rapidly and the minimum temperature must be reached within two hours. Steam tables, warmers, or similar equipment do not heat food quickly enough and must not be used for reheating food.

Keep food at **140º or hotter**

If hot holding of a cooked product is necessary, the food must be maintained at 140°F or above.

Leftover foods must be cooled from **140°F to 70°F within two hours**, and from **70°F to 41°F within an additional four hours.**

The goal is to cool foods as quickly as possible.

Refrigerated food must be kept at **41º or colder**.

COOKING TEMPERATURES

Week ending:

	Sat		Sun		Mon		Tue		Wed		Thu		Fri	
Menu item	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm

Reviewed by:	**Date:**

HOW TO USE A THERMOMETER TO CHECK FOOD TEMPERATURES

1. Clean and sanitize the stem of the thermometer.
2. Insert in the thickest part of the food to the proper depth:

   »»Metal stem thermometer with dial: Must be in the food up to and just past the dimple in the stem.

   »»Metal stem thermometer with digital readout: 3/4 inch of the stem must be in the food.

3. Wait until the thermometer reading has stabilized (stops changing), and then read the temperature.

When checking a food delivery, do not puncture sealed packages. Instead, place the thermometer between two packages.

Checking thermometers for accuracy:

1. Fill a glass with ice water.
2. Place the thermometer in the glass and stir.
3. Wait 3 minutes.

»» If the thermometer reads between 30º and 32º it is okay to use.

»» If it doesn't, calibrate thermometer to correct temperature following manufacturers recommendations

4. If the thermometer cannot be adjusted and does not read 32º it should be thrown away and replaced.

For more information :
http://www.fsis.usda.gov/fact_sheets/Use_a_Food_Thermometer/index.asp
http://www.fsis.usda.gov/fact_sheets/Kitchen_Thermometers/index.asp
http://www.fsis.usda.gov/Is_It_Done_Yet/Brochure_Text/index.asp

Cooking Roasts

The cooking requirements will vary depending on the size of the roast, the type of oven used, and the desired final roast temperature.

Oven Types and Temperatures

Use the following chart to select the correct oven cooking temperature.

	Oven Temperatures	
Oven Types	Roasts less than 10 lbs.	Roasts larger than 10 lbs.
Still Dry	350º F.	250º F.
Convection	325º F.	250º F.
High Humidity	250º F. or less	250º F. or less

Minimum Holding Times

After selecting the correct oven temperature based on roast size and oven type, cook the roast to the desired internal temperature and then held at that temperature for the amount of time specified in the chart below to ensure a safe food product.

Temperature (Fahrenheit)	Holding Time (Minutes)
130	121
132	77
134	47
136	32
138	19
140	12
142	8
144	5
145	3

For Example:

To cook a nine pound beef roast in a convection oven, set the oven temperature to 325º F. If the desired final temperature of the roast is 142º F. then once that internal temperature is reached, the roast must be held at 142º F. for a minimum of 8 minutes to ensure a safe product.

FDA Policy for Raw or Undercooked PHF: Disclosure & Reminder

Disclosure

Disclosure must:

- Be on the *menu* or, in the absence of a *menu*, be presented in writing to consumers, and
- Identify the food items that require *disclosure*, and
- Specify that those food items are, or contain, raw or undercooked animal-derived foods.

Methods of compliance:

1. *Disclosure* by description: Items are described, such as:
   - Oysters on the half-shell (raw oysters),
   - Raw-egg Caesar salad, and
   - Hamburgers (can be cooked to order); or
2. *Disclosure* by asterisking the food items to a footnote that states, depending on the situation, that the items:
   "Are served raw or undercooked," or
   "Contain (or may contain) raw or undercooked ingredients"; and
3. When a *menu* is used:
   - Modify the *menu* through the use of permanent adhesive stickers; or
   - Reprint the *menu*; or
   - Present a separate written *disclosure* notice to the consumer in conjunction with the *menu*; or
4. In the absence of a menu:
   - Present a written *disclosure* notice to the consumer.

Reminder

If either of the two *reminder* statements containing the actual advisory information is used, the statement must be in conjunction with the *disclosure* and placed according to one of the following:

- At least once on any page of the *menu* (preferably the first or last page) and located within the *menu* so that the consumer may easily find it, or
- On a placard, table tent, or by other written means.

Methods of compliance:

1. Use one of the two *reminder* statements containing the actual advisory:
   - *Reminder* Statement 1:
     "Consuming raw or undercooked meats, poultry, seafood, shellfish*, or eggs may increase your risk of food borne illness";* or
   - *Reminder* Statement 2:
     "Consuming raw or undercooked meats, poultry, seafood, shellfish*, or eggs may increase your risk of food borne illness, especially if you have certain medical conditions."*
2. Use a consumer advisory brochure.

   Option 1:

   The 1999 Food Code provides an option to have the disclosed items footnoted to a *reminder* statement that refers the reader to a consumer advisory brochure:
   "*Regarding the safety of these items, written information is available upon request."*
   When the brochure is used to remind consumers of their risk and the brochure is <u>not</u> *publicly available*, the above *reminder* statement has to be mentioned on the *menu*.
   When the brochure is used to remind consumers of their risk and the brochure <u>is</u> p*ublicly available*, the above *reminder* statement does not have to be mentioned on the *menu*.

   Option 2:

   - Use the text of the FDA model brochure http://vm.cfsan.fda.gov/~dms/fc99guid.html#brochurebelow, or
   - Use a custom-designed brochure that meets the Essential Criteria
     Http://vm.cfsan.fda.gov/~dms/fc99guid.html#esscrit

Hot Holding Potentially Hazardous Food RISK FACTORS

F. Hot Holding Potentially Hazardous Food

- Keep all hot food at 140ºF or hotter (.0395)
- Develop a written plan for using time as a control when hot food is held below 140ºF; discard food after 4 hours of holding below 140ºF (.0410)
- Reheat previously cooled food to at least 165ºF within 2 hours before placing in a hot holding unit (.0360)
- Develop a system to monitor hot holding temperatures and verify they are safe (.0035)

Section	page
Hot holding temperature log	46
Time as a control log for cold RTE foods	47
Time as a control log for hot hold foods	48
Time as control description	49

Hot Holding Temperatures

Location/Unit:

	Time	: am	: am	: pm	: pm	
DATE	**Product**	**temp.**	**temp.**	**temp.**	**temp.**	INITIALS -- COMMENTS

Reviewed by:	**Date:**

Hot Foods Temperatures

	Cooking/Internal Temperatures				**Hot Holding** Temperatures				
DATE	**Product**	**temp.**	**Product**	**temp.**	**Product**	**temp.**	**Product**	**temp.**	INITIALS

Reviewed by:	**Date:**

Time as a Food Safety Control

Time is usually used in combination with temperature to control bacterial growth in potentially hazardous foods and ensure safe food products. However, under certain circumstances you may rely on "time only" as the food safety control. Used correctly, time can be an effective control because there will be no significant bacterial growth or resulting toxin production possible in such a limited time. Time must be closely monitored and controlled, or food borne illness may result.

Situations in which foods can be used with "time only" as a Food Safety Control

- A working supply of potentially hazardous food held before cooking.
- Ready-to-eat potentially hazardous food that is displayed or held for service for immediate consumption.

Conditions that must be met when using time as a Food Safety Control

- The food establishment *must* submit written notification to the regulatory authority of its intention to use time as a public health control *prior* to putting it into effect.
- The food container or package must be clearly marked to indicate the exact time that is four hours past the point in time when the food is removed from temperature control.
- The food must be cooked and served, served if ready-to-eat, or discarded, within <u>four hours</u> from the point in time when the food is removed from temperature control.

  Note that once time is used as the control, food cannot be placed under temperature control again to be saved and used at a later time.
- All food in unmarked containers or packages, or for which the four hour time limit has expired, must be discarded.
- To ensure that employees know how to properly use time as a control
  - Provide proper training on procedures and requirements of time as a control for food safety
  - written procedures must be maintained in the establishment which detail the following:
    - marking food packages or containers with a time limit,
    - how to use time limits when cooking and serving foods, or serving ready-to-eat foods,
    - discarding food that is unmarked or for which the time has expired, and
    - properly cooling foods that have been prepared, cooked, and refrigerated prior to using time as the public health control.

TIME CONTROL LOG—HOT FOODS

START TIME: **When the food is taken off the stove, out of the oven, etc**
DISCARD TIME: ***START TIME + 4 HOURS***

Date:	Food item:	Start time:	Discard time:	Time discarded:	Initials:

Cooling Potentially Hazardous Food RISK FACTORS

G. Cooling Potentially Hazardous Food

- Cool hot food from 140ºF to 70ºF within 2 hours and then to 41ºF within 4 additional hours (.0385)
- Pre-cool ingredients used in salads and other mixed, cold food; or cool to 41ºF within 4 hours after preparation (.0385)
- Develop a system to monitor that safe cooling times and temperatures are achieved (.0035)

Section	page
Cooling temperature log	51
How to cool hot foods	52
Critical food temps	53

COOLING VALIDATION STUDY

Objective: Find out if food is cooling to 70°F within 2 hours and then to 41°F in 4 more hours

Date: _____ By: _____

Food: _____

Amount of food: _____
(*cups, pounds, etc.*)

Description of the cooling methods used *(ice bath, ice wand, shallow pans, etc.)*

Include the amount of time you let the food sit at room temperature

_____

_____

Which cooler was used: _____

Air temperature of the cooler: _____

Food location in the cooler: _____
(*height of shelf, speed rack in aisle, distance to fan, etc.*)

Notes:

_____

_____

_____

Food temperature _____ Time _____

Food temperature _____ Time _____

Food temperature _____ Time _____

Food temperature _____ Time _____

Food temperature _____ Time _____

Food temperature _____ Time _____

Food temperature _____ Time _____

Food temperature _____ Time _____

Hours to reach 70°F: _____ Hours to reach 41°F: _____

___ Cooling successful *or* ___ Modify cooling method(s) and repeat study

COOLING LOG

Cool food to 70°F within 2 hours and then to 41°F in 4 more hours

Food _____

Date_____ By _____

Temperature _____ Time_____

Temperature _____ Time_____

Temperature _____ Time_____

Temperature _____ Time_____

Temperature _____ Time_____

Temperature _____ Time_____

Temperature _____ Time_____

Hours to reach 70°F _____

Hours to reach 41°F _____

Notes:

Food _____

Date _____ By _____

Temperature _____ Time _____

Temperature _____ Time _____

Temperature _____ Time _____

Temperature _____ Time _____

Temperature _____ Time _____

Temperature _____ Time _____

Temperature _____ Time _____

Hours to reach 70°F _____

Hours to reach 41°F _____

Notes:

Food _____

Date _____ By _____

Temperature _____ Time_____

Temperature _____ Time_____

Temperature _____ Time_____

Temperature _____ Time_____

Temperature _____ Time_____

Temperature _____ Time_____

Temperature _____ Time_____

Hours to reach 70°F _____

Hours to reach 41°F _____

Notes:

Food _____

Date _____ By _____

Temperature _____ Time _____

Temperature _____ Time _____

Temperature _____ Time _____

Temperature _____ Time _____

Temperature _____ Time _____

Temperature _____ Time _____

Temperature _____ Time _____

Hours to reach 70°F _____

Hours to reach 41°F _____

Notes:

COOLING HOT FOODS

Remember:

Foods must be cooled from 140ºF to 70ºF within 2 hours; then--From 70ºF to 41ºF within 4 more hours.
The faster foods pass through this "temperature danger zone" as they are cooled, the better.
When potentially hazardous foods are improperly cooled, it provides an ideal environment for bacteria to multiply.

USE A THERMOMETER TO CHECK THIS.

QUICK COOLING METHODS

Begin cooling foods immediately after removing from the heat source. Never let foods sit and cool "on the counter".

SHALLOW PANS (for soups, sauces, gravies, etc.)

Metal pans chill food the fastest (not glass or plastic)
Pre-chill / pre freeze pans to speed cooling process
(This method can also be used for small to medium-sized pieces of meat.)

1. Put a 2 inch layer of food in a shallow, metal pan.
2. Do not cover.
3. Put the pan in the cooler where cold air can circulate around it.
4. Cover the food after it has cooled.

ICE BATH

1. Put the food container into an ice bath.
2. Stir the food often.

ADDING ICE INSTEAD OF WATER (to soups, stews, etc.)

1. Add only half the water before cooking.
2. After cooking, add the other half as ice.

CHILLING WANDS

Place the clean, frozen wand in the food and stir.

Critical Food Temperatures

Created by Olmsted County

Reheat Leftovers to 165°

Cook all items containing ground meat at or above 155°

Frozen Foods should be frozen

Hold Hot Foods At or Above 140°

Cold Foods held below 41°

Cold Holding Potentially Hazardous Food RISK FACTORS

H. Cold Holding Potentially Hazardous Food

- Keep all cold food at 41ºF or colder (.0395)
- Develop a written plan for using time as a control when cold food is held above 41ºF; discard food after 4 hours of holding above 41ºF (.0410)
- Develop a system to monitor cold holding temperatures and verify they are safe (.0035)

Section	page
Equipment monitoring log cooler	55
Equipment monitoring log freezer	56
Equipment log	57

COOLER TEMPERATURES

COOLER/ LOCATION:								
DATE	**temp.**	**temp.**	**temp.**	**temp.**	**temp.**	**temp.**	**temp.**	**Initials**

Reviewed by:	**Date:**

FREEZER TEMPERATURES

COOLER/ LOCATION:								
DATE	**temp.**	**temp.**	**temp.**	**temp.**	**temp.**	**temp.**	**temp.**	**Initials**

Reviewed by:	**Date:**

ROUTINE EQUIPMENT MONITORING

Week ending:_____

	Sat		Sun		Mon		Tue		Wed		Thu		Fri	
Equipment:	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm
Walk-in #:														
Reach-in #:														
Freezer #:														
Foods:														
Deliveries														
Sanitizer (ppm):														

Reviewed by:	**Date:**

Time as a Food Safety Control

Time is usually used in combination with temperature to control bacterial growth in potentially hazardous foods and ensure safe food products. However, under certain circumstances you may rely on "time only" as the food safety control. Used correctly, time can be an effective control because there will be no significant bacterial growth or resulting toxin production possible in such a limited time. Time must be closely monitored and controlled, or food borne illness may result.

Situations in which foods can be used with "time only" as a Food Safety Control

- A working supply of potentially hazardous food held before cooking.
- Ready-to-eat potentially hazardous food that is displayed or held for service for immediate consumption.

Conditions that must be met when using time as a Food Safety Control

- The food establishment *must* submit written notification to the regulatory authority of its intention to use time as a public health control *prior* to putting it into effect.
- The food container or package must be clearly marked to indicate the exact time that is four hours past the point in time when the food is removed from temperature control.
- The food must be cooked and served, served if ready-to-eat, or discarded, within <u>four hours</u> from the point in time when the food is removed from temperature control.

  Note that once time is used as the control, food cannot be placed under temperature control again to be saved and used at a later time.
- All food in unmarked containers or packages, or for which the four hour time limit has expired, must be discarded.
- To ensure that employees know how to properly use time as a control
  - Provide proper training on procedures and requirements of time as a control for food safety
  - written procedures must be maintained in the establishment which detail the following:
    - marking food packages or containers with a time limit,
    - how to use time limits when cooking and serving foods, or serving ready-to-eat foods,
    - discarding food that is unmarked or for which the time has expired, and
    - properly cooling foods that have been prepared, cooked, and refrigerated prior to using time as the public health control.

TIME CONTROL LOG—COLD FOODS

START TIME: **When the food is taken out of the cooler**
DISCARD TIME: ***START TIME + 4 HOURS***

Date:	Food item:	Start time:	Discard time:	Time discarded:	Initials:

Date Marking Potentially Hazardous Food RISK FACTORS

I. Date Marking Potentially Hazardous Food (PHF)

- Label refrigerated, ready-to-eat PHF held over 24 hrs with date of preparation or opening (.0400)
- Discard refrigerated, ready-to-eat PHF that has not been served within 7 calendar days after preparation or opening (.0400)

Section	page
Date marking guidelines	59
How long can food be served	60

DATE MARKING

Foods prepared at the establishment:

- Date marking is for ready-to-eat foods that are refrigerated (such as egg salad) and held for more than 24 hours.
- Mark with the MADE (preparation) date, and the CONSUME BY date (7 days after preparation).
- Foods must be held at less than 41º for the duration of the 7 days

Foods prepared and packaged at a processing facility:

- These foods shall be clearly marked with the date the original container is opened
- they shall be consumed or discarded within seven days including the day the container is opened
- at no time shall the food be sold or served beyond the expiration date placed on the original container by the food manufacturer
- Foods must be held at less than 41º for the duration of the 7 days

Examples:

IF	THEN
Food made on-site and served today	No date marking needed
Food made on-site and served over the next couple of days	Label with MADE date, and CONSUME BY date 7 days later.
Food purchased in ready-to-eat form (ex. cottage cheese)	Label with OPENED date and CONSUME BY date 7 days later

Freezing

- ✓ This stops the 7 day clock, but does not set it back to zero.
- ✓ Before freezing a food, label it with the number of days it was held after preparation or opening.
- ✓ After thawing, the food can be served for the rest of the original 7 days.
- ✓ If the food was not date labeled before it was frozen, serve it within 24 hours after thawing or throw it away.

Remember:
The growth of pathogenic bacteria to dangerous levels can result when potentially hazardous foods are held at refrigerated temperatures for extended periods.

HOW LONG CAN POTENTIALLY HAZARDOUS FOODS BE SERVED?

Examples: Pasta and meat salads, and soups and stews that have been prepared in the establishment.

THESE FOODS CAN BE KEPT AND SERVED FOR 7 DAYS IF THEY ARE KEPT BELOW 41º AT ALL TIMES.

Food must be labeled with the preparation date if it is going to be held longer than 24 hours.

Freezing a food stops the 7 day clock, but does not set it back to zero. If the food was not labeled before it was frozen, it must be served within 24 hours after thawing.

Example: A batch of beef stew is made on Monday (day 1). It is kept in the cooler and portions are taken out for service. On Wednesday (day 3) the rest is frozen. Two weeks later it is thawed out (day 4). It can be served that day and for 3 more days. At that time any leftovers must be thrown away.

Section	page
Websites of interest	62
Emergency Handbook for Managers	63-87

Websites of interest

Olmsted County Website (Environmental Health page)
http://www.co.olmsted.mn.us/health/environmental_health.asp

MDH food safety fact sheets
http://www.health.state.mn.us/divs/eh/food/fs/index.htm

MDH CFM information
http://www.health.state.mn.us/divs/eh/food/fmc/index.html

MDH food safety home page
http://www.health.state.mn.us/foodsafety/index.html

MDA food safety fact sheets
http://www.mda.state.mn.us/food/business/factsheets/default.htm

MDA Dairy and food inspection homepage
http://www.mda.state.mn.us/about/divisions/dairyfood.htm

USDA food safety fact sheets
http://www.fsis.usda.gov/fact_sheets/index.asp

USDA Food Safety and Inspection Service (FSIS) home page
http://www.fsis.usda.gov/home/index.asp

Government food safety related information, gateway website
http://www.foodsafety.gov/

FDA Center for Food Safety and Applied Nutrition
http://www.cfsan.fda.gov/list.html

CDC F0od Safety Office homepage
http://www.cdc.gov/foodsafety/default.htm

NSF International homepage
http://www.nsf.org/

Emergency Handbook FOR FOOD MANAGERS

APC
Advanced Practice Centers

This Emergency Handbook was developed as a quick reference guide to provide step-by-step emergency information to food managers and other supervisory personnel at food service establishments. The handbook:

- Addresses both naturally occurring and man-made emergencies.
- Provides prompts for whom to call, first steps to take and subsequent recovery actions to follow after an emergency happens.
- Contains tips on managing longer-term emergencies caused by disruption of utilities and municipal services.
- Offers ongoing food security and emergency preparedness advice.

Large-scale, widespread and catastrophic emergencies will require expert assessment and advice tailored in real time to the specific situation. In such instances, emergency alert systems, news outlets and emergency responders will supplement this handbook as crucial sources of information.

Day in and day out, it is the responsibility of food managers to maintain food safety in their establishments. Food service operations should immediately be discontinued whenever food safety is compromised by an emergency incident. The operation should remain closed until the local health authority grants approval to reopen.

Most food managers will, at some point, encounter the challenges presented by natural disasters and the subsequent emergencies they can cause - power outages, wind damage, flooding and burst pipes, among them. Accidental chemical releases from nearby industries and transportation routes should also be anticipated. In today's atmosphere of heightened homeland security, the potential threats of biological, radiological and chemical terrorism need also be given serious consideration.

This handbook offers practical guidance to food managers in all of these areas.

Bottom line: It's all about keeping our food supply safe.

Much of the information contained in this handbook and accompanying educational materials was obtained from information offered by the American Red Cross, Federal Emergency Management Agency, Massachusetts Department of Public Health, Michigan Department of Agriculture, Minnesota Department of Agriculture, Minnesota Department of Health and Santa Clara County Advanced Practice Center.

Special thanks to Twin Cities metropolitan area food service managers who participated in focus groups and provided input to improve the content of this handbook.

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TABLE OF CONTENTS

SECTION		PAGE
SCENARIOS		
1	Power outage	2
2	Flood or sewage back-up	4
3	Fire	6
4	Water service disruption or contamination	7
5	Tornado and wind	8
6	Biological tampering and terrorism	9
7	Dirty bomb	10
8	Chemical incident	12
9	Solid waste collection disruption	13
10	Pest control in a disaster	14
STANDARD PRACTICES		
11	Maintaining food safety in a disaster	16
12	Cleaning up after a disaster	17
13	Food security checklist	18
ADDENDA FOOD SAFETY TOOLS		
A – Discard/salvage guidelines		19
B – Employee illness log		20
C – Food temperature log		21

A project of the
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DO THIS FIRST!

- **Close the facility.**
  It's not safe to operate without lights, refrigeration, ventilation or hot water.
- **Write down the TIME when the power outage occurred.**
  Your food safety "time clock" starts ticking when the power goes out.
- **Begin taking regular food TEMPERATURE readings.**
  - Have a food thermometer at-the-ready at all times.
  - Check hot foods every hour and cold foods every two hours.
  - Keep a time/temperature record for every item checked in every unit.
    (Note: Make copies of Food Temperature Log, Page 21, and use to keep records.)

FOOD SAFETY FACTORS

Watch these four food conditions carefully:

A. Foods being cooked when power went off.
- Do not serve any partially cooked food.
- If power outage is brief (under 1 hour), re-cook food to 165°F when power returns.
- If power is out for more than 1 hour, discard all partially cooked food.

B. Foods being held hot (e.g., 140°F or above in a warmer)
- Once food is below 140°F for more than four hours, discard it.
- If food is below 140°F for less than four hours, rapidly reheat it to 165°F on stove or in oven before serving.

C. Foods being held cold (e.g., 41°F or below in a refrigerator)
- Write down time when food rises above 41°F.
- If food cannot be re-chilled to 41°F within four hours, discard it.

D. Frozen foods that thaw out
- If thawed food does not exceed 41°F for more than four hours, it may be refrozen.
  (Note: Refreezing can make some foods watery or mushy).

ROAD TO RECOVERY

After the power comes back on…

1. Decide which foods to discard and which to salvage. Use time/temperature records and food safety factors described here. *(Note: Make copies of Food Temperature Log, Page 21, and use to keep records.)*
2. Verify electrical breakers, utilities and all equipment are in working order.
3. Make sure hot water is being heated adequately for hand and ware washing.
4. Clean and sanitize food equipment and utensils as needed.
5. Call your local health department before reopening.

READY TO REOPEN?

You're ready to reopen only after making sure the food you are serving is safe.

POTENTIALLY HAZARDOUS FOODS (PHF)

Foods to be most concerned about during a power outage include various egg, milk and meat products, cut melons and other perishables. Harmful microorganisms can grow in these foods and cause illnesses when between 41°F and 140°F. Examples:

- Meat and meat dishes
- Mixed dishes (soups, stews, casseroles, pasta/rice)
- Dairy and egg products
  (milk, eggs, cream sauces, soft cheeses)
- Cut melons, cooked vegetables
  (cut watermelon, honeydew, cooked peas)
- Some desserts (pumpkin pie, custard-filled pastry, cheesecake, meringue, chiffon)

NON-POTENTIALLY HAZARDOUS FOODS (non-PHF)

These foods may be kept at room temperature. Harmful microorganisms usually do not grow on these foods and do not cause illnesses. Discard these foods if quality deteriorates or mold grows on them. Examples:

- Breads, dry flour, dry pasta, dry rice, sugar
- Vinegar-based dressings, ketchup, relish, mustard, condiments
- High-sugar foods (jellies, fruit pies, dried fruit, juices)
- Hard cheeses, solid butter, whole fresh fruits/vegetables

KEEPING COLD FOOD COLD LONGER

- Keep refrigerator doors closed, except while checking temperatures every two hours.
- Cover open coolers with tarps or blankets.
- Avoid adding hot foods to refrigerators.
- Group chilled foods together to reduce warming.
  (Note: A closed refrigerator can keep food cold for up to four hours; a closed freezer for up to two days. A half-filled freezer will warm up twice as fast as a full one.)

HELPFUL HINTS

Reduce the impact of a power outage by:

- Canceling incoming food supply shipments.
- Transferring food to off-site cold storage facilities.
- Placing dry ice blocks in refrigerators/freezers. A 25-pound block of dry ice can keep a 10-cubic-foot freezer cold for up to four days.
  (Note: Dry ice produces carbon dioxide gas that should be ventilated.)

DO THIS FIRST!

■ **DECIDE: Stay open or close?**

- Stay open – if flooding or sewage back-up is contained and can be quickly corrected.
- Close – if any food storage, prep or service area is at risk of contamination.

Note: Flood waters and sewage can contain rotting food, feces, chemicals and disease-causing organisms which will contaminate the operation and easily cause food-borne illnesses. If flooding or sewage back-up can not immediately be contained and cleaned up, the facility should be closed until it can.

■ **GET HELP**

If facility has been flooded:

- Call the city building inspector (to determine safety of structure).
- Call utility companies (to assure safety of gas, electric and telephone).
- Call a sewage-pumping contractor (if septic tank is flooded).
- Call a well contractor (for disinfection of contaminated well water).
- Call your property insurance company (to file a possible claim).
- Call local health department (for response and clean-up advice).

(Note: Keep these contact numbers in the front pocket of this binder)

If sewer has backed up:

- Call a licensed plumber to remove blockages in drain lines.
- Call a sewage-pumping contractor if septic tank is overfilled.
- Call local health department (for response and clean-up advice).

FOOD SAFETY FACTORS

Discard all food that has been in direct contact with flood water or sewage and anything that cannot be washed and disinfected. WHEN IN DOUBT, THROW IT OUT!

Discard:

- Foods in porous paper, plastic or cellophane packaging that became wet (e.g. boxes or bags of flour, cereal, mixes, rice, salt).
- Exposed bulk foods, fresh produce, meat, poultry, fish and eggs.
- Containers with screw tops, corks, crowns, caps or pull tabs that became wet (e.g. glass/plastic containers of ketchup, dressings, milk, mayonnaise, sauces, beverages).
- Rusted, pitted, dented, swollen or leaking canned goods.
- Refrigerated or frozen foods that have been over 41°F and hot foods that have been under 140°F for four or more hours.
- Contaminated single-service items.

Salvage:

- All foods not exposed to flood or sewage water
- Undamaged canned goods that have been sanitized
  1. Paper label removed
  2. Washed with soap and water, then rinsed
  3. Sanitized with sanitizing solution, then air dried
  4. Relabeled with permanent marker.

(Note: See Discard/Salvage Guidelines, Page 19)

ROAD TO RECOVERY

Consult professional companies for clean-up services after a flood or sewage back-up inside a building. If restaurant employees are involved in the clean-up work, the following guidelines are important to protect their safety and health.

- Wear eye protection, rubber boots and gloves and outer protective clothing (coveralls or long-sleeve shirts and long pants) when handling items contaminated with flood or sewer water.
- If mold problems are identified, wear a properly fitted filtration mask that carries the N-95 designation from NIOSH.
- Do not walk between contaminated areas and other areas of the establishment without removing protective gloves, footwear and clothing.
- Wash your hands thoroughly after working in the contaminated area.

General cleaning - hard, non-porous surfaces (floors, walls, equipment)

- Remove all sewage, mud, silt or other solids and then remove excess water.
- Use a stiff brush, water, detergent, and disinfectant to scrub floors followed by a clean water rinse. Repeat wash and sanitize steps to prevent mold growth.
- Use fans, heaters, air conditioners or dehumidifiers to help the drying process.
- Clean all hard surfaces (equipment, ice machine, counters, furniture) with hot water and detergent; rinse with water; then disinfect with sanitizing solution.

Wash or discard - linens, mops, apparel (contaminated by event or during clean-up)

- Wash all contaminated items such as linens and clothing used in the clean-up in detergent and hot water.
- Launder or discard mops and any cleaning aids that contacted flood or sewer water.

Discard - porous, soft, absorbent and other uncleanable items

- Discard all damaged food equipment, utensils and linens.
- Discard all soft, porous materials because they are not cleanable, such as:
  - Contaminated drywall, insulation and paneling.
  - Contaminated furnishings, carpets, pillows, wall coverings, paper.
  - Contaminated books, paperwork, menus.
- Discard any exposed item that cannot be effectively disinfected (e.g., toaster).

READY TO REOPEN?

- Call your local health department for a pre-opening inspection.

HELPFUL HINTS

Use CAUTION tape to isolate a small flooded or sewage back-up area to keep customers and employees from walking through, getting exposed to, and spreading contamination.

SANITIZING SOLUTION

Use 1 tablespoon of household bleach (without additives) per gallon of water.

DO THIS FIRST!

- **Uncontrolled fire: Evacuate facility! CALL 911!**
- **Confined fire: Extinguish with on-site extinguisher. Call health department.**

Customer and employee safety is the first priority. Even a small, contained fire can temporarily cause unsafe food service conditions.

- Close the facility, if even temporarily, until food safety can be assured.
- Reopen only after taking necessary recovery steps.

FOOD SAFETY FACTORS

After a fire, many foods may no longer be safe to serve.

- **Discard:**
  - Food in opened containers.
  - Food in paper or cardboard containers.
  - Disposables in opened sleeves or liners.
  - Any food or disposable that shows water or heat damage.
  - Food in screw-type lids.
  - Refrigerated or frozen foods that have been above 41°F for more than 4 hours.
  - Ice in ice bins.
  - Cans that are dented or rusty.
  - Any food that appears damaged. *(Note: See Discard/Salvage Guidelines, Page 19)*
- **Call your local health department for an inspection and assessment.**

ROAD TO RECOVERY

- **Assess impacts on:**
  - electrical service
  - physical facilities
  - equipment
  - offensive odors and chemical residues
  - natural gas
- **Call:**
  - local building official (to determine building safety)
  - your building insurance company
- **Equipment:**
  - evaluate condition
  - clean and repair
  - remove unusable equipment
  - follow all fire, building and health department instructions
- **Clean Up:**
  - clean all surfaces
  - sanitize all food containers and food-contact surfaces

READY TO REOPEN?

- Check refrigerators (below 41°F) and freezers (below 0°F) before taking new food deliveries.
- Call your local health department for a pre-opening inspection.

HELPFUL HINT

Use a camera or camcorder to document discarded goods for insurance purposes.

DO THIS FIRST!

- **CLOSE THE FACILITY!**
  Without adequate and clean hot and cold water you should not continue to operate.

FOOD SAFETY FACTORS

Water service interruption:

- A broken main water line, malfunctioning well or worn-out water heater can each create unsafe conditions for food establishments.
- Without adequate clean water, employees cannot wash their hands, cook and prepare foods and clean equipment appropriately.
- Rest rooms quickly become health hazards without running water.

Water service contamination:

- A contaminated water supply may contain chemicals, toxins, bacteria, viruses, parasites and other harmful microorganisms that cause human illnesses and can result in death.
- Safe water is essential to operate a safe food business.
- Local health authorities will need to determine the nature and type of the contamination and prescribe appropriate abatement procedures.

ROAD TO RECOVERY

- A food establishment closed because of an interrupted water supply must not reopen until safe water service is restored and the local health department approves reopening.
- Contact your local health department to discuss water system and food facility decontamination procedures.

READY TO REOPEN?

After safe water service has been restored:

- Flush pipes and faucets; run cold water faucets for at least five minutes.
- Make sure equipment with water line connections (filters, post-mix beverage machines, spray misters, coffee/tea urns, ice machines, glass washers, dishwashers, etc.) is flushed, cleaned and sanitized according to manufacturers' instructions.
- Run water softeners through a regeneration cycle.
- Flush drinking fountains by running water continuously for at least five minutes.
- Contact your local health department for a pre-reopening inspection.

HELPFUL HINTS

Document the time when a water service disruption occurs or contamination is suspected, then immediately notify the local water utility and health department. Be prepared to provide information, if known, on the cause of the problem.

DO THIS FIRST!

- **During a tornado warning** - A tornado has been sighted.
  - Close facility. Help customers and employees find shelter - away from windows and, ideally, in an enclosed area at the lowest level. Stay away from chimneys and large, unattached items such as refrigerators. Turn on a weather radio or local TV for emergency advisories.
- **During high-wind situations** - Damaging high-velocity winds have been reported in the area.
  - Potential risks include downed live power lines, flying debris, wind-blown broken glass and heavy objects. Close facility and assist customers and employees as you would during a tornado warning (above).
- **During a tornado watch** - The potential for tornadoes is considered imminent,
  - Turn on a weather radio or local TV for emergency advisories. Continue normal operations but remain attentive to changing weather conditions.
- **Before re-entering a storm-damaged building:**
  - Call 911 if a power line is down.
  - Call city building department (to determine safety of structure).
  - Call utility companies (to verify status of gas, electric & telephone).
  - Call local health department (for food safety guidance).
  - Call your insurance company (to begin claim process).
  - Call local emergency management agency (for disaster relief).
    (Note: Keep these contact numbers in the front pocket of this booklet's binder.)

FOOD SAFETY FACTORS

Broken glass blown by high winds is a significant food safety concern.

- Carefully examine area for glass fragments that may have impaled food packaging or embedded food, even if not clearly visible. All suspect foods and service items must be discarded.
- **In particular, be especially cautious with:**
  - any open or unpackaged food, including ice and beverages
  - porous food packaged in fabric, plastic or paper bags or cardboard cartons
  - fruits and vegetables
  - disposable dishware and utensils
  - filters, purifiers, and beverage cartridges attached to equipment.

ROAD TO RECOVERY

- Wear eye, hand and limb protection to guard against injury from debris.
- Remove debris and place in dumpster.
- Thoroughly vacuum floors and seating areas to ensure removal of hard-to-see glass shards. Double-bag vacuumed waste before discarding.
- Wash and rinse all food contact surfaces, work stations, furniture, utensils, dishes, silverware, glassware, and floors.
- Sanitize all food contact surfaces, work stations, utensils, dishes, silverware, and glassware.

READY TO REOPEN?

- Are utilities restored?
- Is clean-up complete?
- Contact your local health department for a pre-opening inspection.

HELPFUL HINTS

Use a camera or camcorder to document discarded goods for insurance purposes.

WHAT IS IT?

Biological tampering or terrorism involves the deliberate use of a biological agent to spread disease-producing microorganisms or toxins in food, water or the atmosphere. These agents can be powders, liquids or in other forms. A biological agent will almost never cause immediate symptoms, as it takes time for the biological agent to grow or cause its toxic effects.

Anthrax, cholera, plague, smallpox and viral encephalitis are just a few examples of potential bioterrorist-introduced diseases. Botulinum and ricin are two examples of toxins that bioterrorists might choose to use.

Because deliberate contamination of the nation's food supply can happen anywhere along the food supply stream, food managers and workers play key roles in minimizing these potential threats.

DO THIS FIRST!

- **Call 911 to report any activity or delivery that seems suspicious.**
- **Call your local health department if unusual illnesses occur.**

FOOD SAFETY FACTORS

Preparedness paves the way to prevention. Develop a good food security system!

- Maintain a current list of local emergency contacts *(See card in binder, front pocket.)*
- Eliminate unauthorized access where food is open, vulnerable and easily targeted.
- Inspect incoming shipments for suspicious items (tampering, unusual powder or liquid).
- Keep precise inventory records.
- Report all unusual activity to the authorities (unauthorized vehicles, people, theft, sabotage, vandalism).
- Assign specific staff to monitor public access to buffet lines, food carts and any open food areas, ensuring foods are safe.

ROAD TO RECOVERY

Clean-up after biological tampering will depend on the biological agent, its form (powder or liquid) and how it was spread (food, air or water) and is determined on a case-by-case basis.

- Keep foods in their original places and seek further guidance from law enforcement and health authorities.
- Follow special intructions on how to safely dispose of items contaminated by biologic agents.

READY TO REOPEN?

- Call your local health department for a pre-opening inspection.

HELPFUL HINTS

Early warning signs may help you recognize a threat:

- Are large numbers of employees or customers becoming ill?
  (Note: Make copies and use Employee Illness Log, Page 20, to track employee illnesses.)
- Do foods not look, feel or smell right?
- Have unauthorized people been caught doing suspicious things in food preparation areas?
- Have you seen unusual powders or liquids in shipments of food or delivery vehicles?

WHAT IS IT?

A "dirty" bomb is a conventional bomb mixed with a radioactive material. It is not a nuclear weapon. Exposure to radioactive dust discharged by a dirty bomb does not mean a person will develop cancer or other radiation-related diseases. The radiological health risk from the bomb may be very small, but its fear-inducing impact on the public may be very large.

DO THIS FIRST!

- **If a dirty bomb explodes in or next to your facility**
  - Stop operations immediately.
  - Evacuate the building, taking the following precautions:
    - Cover mouths and noses with wet cloths to prevent inhalation of dust or ash while walking to a safe location.
    - Leave the blast site on foot. Walk to a nearby building and call 911 for help.
    - Avoid taking public transit to minimize contamination and exposure to others.
    - Leave door unlocked for emergency personnel. *(Note: Lock registers and take key with you.)*
    - Follow directions of emergency responders.

- **If a dirty bomb explodes several blocks away from your facility**
  - Everyone inside building should stay inside building.
  - Close all windows. Turn off ventilation systems and stay near center of building. *(Note: This will minimize exposure to stray radiation, if there is any.)*
  - Turn on local TV or radio for emergency advisories.
  - Follow directions of local public health, fire and police officials.

FOOD SAFETY FACTORS

Focus on keeping people safe now; you can deal with food safety later.

If you are in the immediate blast and contamination zone, follow instructions from health and emergency response officials on procedures for decontamination of people and property. This may involve removing clothing, showering and other procedures.

ROAD TO RECOVERY

Clean-up, decontamination, salvaging food and reopening a food establishment will depend on the type of explosion plus the form and amount of radiation released. Wait for directions from health and emergency response officials on abatement and clean-up procedures. You should be provided answers to the following:

- Can the building be safely occupied?
- What foods can I salvage? How do I do it? What must I discard?
- How do I dispose of contaminated food/equipment?
- How do I clean the building, food equipment and linens?
- What safety equipment do I need when cleaning?

READY TO REOPEN?

- Call your local health department for a pre-opening inspection.

HELPFUL HINTS

Stay calm - The immediate danger from a dirty bomb is the initial explosion itself. The amount of radiation won't likely be enough to cause severe illnesses.

Distance - By moving away from the source of the blast, you lower your exposure to any radiation.

Shielding - Building materials provide some protection against radioactive dust. People near but not in the immediate area of a dirty bomb detonation are better off staying indoors, right where they are, and taking shelter there rather than trying to evacuate.

Time - Minimize time spent exposed to radiation to reduce risk.

WHAT IS IT?

Any release of a hazardous chemical that threatens public health, contaminates food or water or does harm to the environment is a chemical incident. Examples include a tanker truck rollover and spill, an industrial facility release, or an act of terror in which chemical agents are intentionally released. If these incidents occur at or near your facility, your employees and customers can immediately be endangered.

DO THIS FIRST!

- **If a chemical release occurs inside your building:**
  - Stop operations immediately.
  - Cover mouths and noses with wet cloths to prevent inhalation of chemicals.
  - Evacuate the building immediately.
  - Call 911 to report the release and any terrorist or suspicious activity.
  - Follow directions of emergency responders.
- **If a chemical release occurs in the vicinity of your building:**
  - Everyone inside building should stay inside building.
  - Close all windows. Turn off ventilation systems and stay near center of building. *(Note: This will minimize exposure to wind-carried chemical vapor, if there is any.)*
  - Call 911 to report the release and any terrorist or suspicious activity.
  - Follow directions of local public health, fire and police officials.
  - Turn on local TV or radio for emergency advisories.
  - Stop all food and beverage service - foods and beverages may be contaminated.

FOOD SAFETY FACTORS

- First, protect customers and employees from the direct effects of the chemical release.
- Do not attempt clean-up until chemical-specific guidance is provided by the health department. (Wiping up, in some instances, can do more harm than good.)

ROAD TO RECOVERY

- If you are in the contamination (or "hot") zone, emergency responders or health authorities will provide chemical-specific instructions on how to go about decontamination. This may involve removing clothes, showering, and other procedures.
- Clean-up, decontamination, salvaging food and reopening a food establishment will depend on the type of chemical released. Wait for directions from health and emergency response officials on clean-up procedures. You should be provided answers to the following:
  - Can the building be safely occupied?
  - What foods can I salvage? How do I do it? What must I discard?
  - How do I dispose of contaminated food/equipment?
  - How do I clean the building, food equipment and linens?
  - What safety equipment do I need when cleaning?

READY TO REOPEN?

Call your local health department for help and approval to reopen.

- All contaminated food needs to be disposed of in a permitted landfill.
- All discarded food must be documented (also useful for insurance purposes).

HELPFUL HINTS

- Never taste food to determine its safety.
- If a person eats or drinks anything chemically contaminated, call 911.
- If a chemical gets in a person's eyes, call 911.

SANITATION IN AN EMERGENCY

- **Natural or man-made disaster?**
  - Waste collection and disposal facilities may both be inoperative.
  - You may be forced to store solid waste on-site until disaster is resolved.
  - Proper waste storage can help prevent public health hazards.
- **Sanitation workers' strike?**
  - Waste disposal facilities may continue to operate.
  - You may be able to bring solid wastes to the disposal facility yourself.
  - Plan to transport garbage to disposal facility every three to seven days.

FOOD SAFETY FACTORS

- Make sure solid waste continues to be taken from all indoor food storage, preparation and service areas and moved to locations away from those sanitary food areas.
- Solid waste left outdoors without proper security precautions will attract disease-spreading scavengers (insects and other animals).
- Guard against homeless and other transient people trying to salvage garbage containing unsafe food.

SORT AND SEPARATE WASTE

- Separate "spoilers" (food waste, perishables) from "non-spoilers" (empty containers).
- Separate cooking grease from food waste for appropriate disposal.
- Separate all hazardous materials and chemicals for appropriate disposal
  (Note: Contact local government for hazardous waste disposal assistance).

STORE WASTE CLEANLY AND SECURELY

- Regularly wash food waste containers.
- Put all food waste in plastic bags; avoid overfilling.
- Tie bag tops to prevent spillage, control odors and prevent insect invasion.
- Put tied bags in dumpsters or trash cans with secure lids to prevent rodent invasion.
- Avoid accumulation of loose trash on ground outside of dumpsters and cans.

CHECK WASTE STORAGE AREAS DAILY

- Watch for spills, leakage and pests daily.
- Make sure containers stay closed and clean.

WHAT'S THE PROBLEM?

Pests often become a problem during other emergency events. Floods, storms, and other disasters can dislocate snakes, rodents, insects and other pests from their normal habitats. Standing water becomes a breeding site for insects and vermin (e.g., mosquitoes). Dead animals become food for other pests (e.g., rodents, flies). Sewage and flood contamination can lead to flies and rodents carrying diseases. Lack of garbage pickup can also provide food for insects, rodents and vermin. They can damage food, supplies and buildings, repel customers and cause food-borne illnesses.

HOW DO I EXCLUDE PESTS?

It's all about closing off every access point.

- Keep doors closed. Install door closers and bottom door sweeps.
- Keep dock doors closed and seal gaps around them.
- Keep windows closed and put screens on windows when possible.
- Seal all holes, cracks and crevices in the building walls, foundation and roof.
- Seal around pipes and install screens over ventilation pipes and ducts on roof.
- Train employees to be alert about these access points and to spot pests.
- Inspect all incoming shipments of goods and delivery vehicles for pests.
- If you find pests in food, reject the shipment or discard the food.
- If you find pests in your building, contact a licensed pest control company to eliminate them immediately; then clean the area.

HOW DO I AVOID ATTRACTING PESTS?

Remove sources of food and habitat, and clean and maintain the facility.

- Eliminate food sources inside the building (clean often, clean right away).
- Eliminate food sources outside the building (especially around dumpster).
- Eliminate habitat inside the building (keep floors cleaned, items off ground).
- Eliminate habitat outside the building (mow grass often, remove leaves, nests, weeds and debris, especially that which is very are close to the building).
- Eliminate water sources around the building (ditches, pails, pools, cracks).
- Keep trash cans and dumpsters closed and keep the dumpster area clean.
- Remove old, rotting fruit and vegetables inside building to eliminate breeding sites.

WHERE CAN I GET EXPERT ASSISTANCE?

Seek outside help so you can use all the tools available to control pests.

- Consider an overall plan, called Integrated Pest Management (IPM), that looks at all pests, food, habitat, breeding cycles, pesticides and traps.
- Pest control companies can help in the following areas:
  - Traps (live traps, glue boards, mechanical traps, monitoring traps, etc.).
  - Bait to attract and eliminate pests.
  - Assessing building integrity, food sources and habitat elimination.
  - Pesticides, tracking powders and the proper use of these chemicals.
  - University Extension Services and health departments also have IPM information.
    (Note: Pesticide use in food establishments is highly regulated. Only specified pesticides may be used; many may be applied by licensed, trained applicators only. Always read pesticide labels.)

ROAD TO RECOVERY

After a disaster is over, you will want to keep close watch over pest activity.

- Immediately after a disaster, pest activity often peaks, then gradually diminishes.
- Even in non-disaster times, you will encounter some pest activity. It is good business to always monitor pest activity in your operation to prevent problems.
- Do not rely solely on pesticides to solve your pest problems. Practice IPM.
- Prevention and early warnings are the keys to solving pest problems.

HELPFUL HINTS

Implement a cleaning program

- Create a master cleaning schedule.
- What - Clean all surfaces, equipment, tools.
- Who - Assign each task.
- When - Daily during shift; at night at end of shift.
- How - Use specific cleaning instructions.
- Monitor cleaning - Is it getting done? Correctly?

Deny pests access

Pests come in through two main routes:

- Brought in with contaminated deliveries or delivery vehicles
- Through openings in building, windows, doors
  - Mice, rats, insects use drain pipes like highways going through a facility.
  - Rodents burrow though degrading masonry.
  - Rats can squeeze through a hole the size of a quarter; mice through one the size of a dime.

Why pests should concern you

- Rodents chewing electrical wires set many fires.
- Flies spread dysentery, typhoid and cholera.
- Rodents spread salmonellosis and rat-bite fever.
- Mosquitoes spread malaria, encephalitis, yellow fever, West Nile virus and more.

When you seal holes & cracks

- Make sure the seals are tight.
- Use durable materials to seal holes, such as concrete or sheet metal, as rodents will chew through soft materials. Steel wool can serve as a temporary seal.

DO THIS FIRST!

- **DECIDE: Close or stay open?**
  - Close if the safety of the food or facility cannot be maintained.
  - Stay open if the safety of the food and facility can both be maintained.
    (Note: By staying open, your business can help bring some order to the uncertainties faced by employees and customers - so long as you can continue to provide safe food and a safe place to serve it.)
- **GET HELP**
  - Call local building officials for help determining building safety.
  - Call local health department to answer any food safety questions.

FOOD SAFETY FACTORS

- **Food workers**
  - All food workers must practice strict hand washing, maintain good hygiene and be without boils, sores, cuts, or any communicable disease.
  - Maintain employee illness logs *(see page 20)*.
  - Report customer illness complaints to health department.
  - Train employees on any changes in procedure due to the emergency to ensure public health protection.
- **Food and storage**
  - Use water only from a safe and approved source.
  - Carefully examine all sealed food containers and utensils before using. If perishable foods become warm - do not use. If canned foods are damaged, puffed or leaking - do not use.
  - Do not accept food or water from unapproved (i.e., home prepared) or unknown sources where quality control cannot be assured. Inspect all incoming items to detect spoilage or contamination.
  - Store fruits, vegetables, cooked foods, prepared foods and ready-to-eat items above raw meat to prevent cross contamination.
  - Store all items at least six inches off the ground in insect- and rodent-proof containers.
  - Keep all chemicals away from food and utensils. Label all chemical containers.
- **Food preparation**
  - Provide hand washing stations with soap, paper towels, and nail brush.
  - Eliminate bare-hand contact with ready-to-eat food items (provide gloves, tongs, scoops).
  - Separate areas should be set up for hand washing, food preparation, and washing and sanitizing utensils.
  - Prepare quantities sufficient for immediate use. Leftovers must be avoided if refrigeration is inadequate.
  - Use single-service eating and drinking utensils when possible. Avoid customer self-service.
- **Temperature controls**
  - Cook all foods thoroughly - meat, fish, poultry should be well done.
  - Keep hot foods hot at 140°F or above. Quickly reheat all foods to 165°F or hotter.
  - Keep cold foods cold at 41°F or below.
  - Limit food items being cooled. Follow the food code closely for fast and safe cooling.
- **Cleaning and sanitation**
  - All food preparation and serving areas should be cleaned and sanitized. *(Sanitizing solution, see page 5.)*
  - Properly wash (clean water & detergent), rinse, and sanitize (sanitizing solution) all utensils and equipment.
  - Wash and sanitize cutting boards, knives, and other utensils after each use to prevent cross contamination.
  - Use test strips to monitor sanitizer concentrations.
  - Properly dispose of all solid and liquid waste - frequently.
  - Control insects and rodents in all food-related areas. Use only approved pesticides and control measures.
  - Maintain sanitation and regularly clean inside and outside the establishment.

DO THIS FIRST!

- **DECIDE: Is building safe to enter and reoccupy?**
  - Call: city building department (to determine safety of structure)
  - Call: utility companies (gas, electric & telephone)
  - Call: local health department
  - Call: your insurance company

  (Note: Keep these contact numbers in the front pocket of this booklet's binder)

FOOD SAFETY FACTORS

- **Contaminated foods that must be discarded:**
  - Any open or unpackaged food, including ice and beverages
  - Porous foods
  - Uncleanable packaged food, including:
    - Crown-cap bottles & jars (require opener to remove top)
    - Cork-top bottle & jars
    - Screw-top bottles & jars
  - Food in fabric, plastic or paper bags
  - Food in cardboard cartons
  - Produce, fruits and vegetables if contaminated
  - Potentially hazardous foods held between 41° - 140°F for more than 4 hours. *(See page 3.)*
- **Foods that may be salvaged:**
  - Unopened cans if:
    - Labels are intact. However, labels must be removed and then the can re-labeled with a permanent marker prior to cleaning and sanitizing
    - Cans are not dented along any seam.
    - Cans do not show any signs of swelling, leaking or loss of vacuum.
    - Cans are not rusty.
- **Non-food items:**
  - Discard contaminated disposable dishes, paper products, utensils, etc.
  - Discard filters, purifiers, and beverage cartridges attached to equipment.

  (Note: Refer to Discard/Salvage Guidelines, Page 19.)

ROAD TO RECOVERY

- Place all discarded foods in plastic bags.
- Tie bags securely to contain food waste, control odors and prevent insect infiltration.
- Place secured bags in dumpsters or trash cans with tight fitting lids.
- Remove disaster debris and place in dumpster.
- Flush all water and equipment drain lines (use bleach).
- Wash, rinse and sanitize all food contact surfaces, work stations, utensils, dishes, silverware, glassware, and walls. *(Sanitizing solution, see page 5.)*
- Disinfect floors, floor-sinks, furniture, and walls as necessary. (Wash, rinse and sanitize with bleach solution.) *(Sanitizing solution, see page 5.)*
- Are utilities safely back on?
- Is clean-up complete?
- Has all damaged or suspect food been removed from the site?
- Are toilets and hand-wash stations equipped with soap, nailbrush and paper towels?
- Are refrigeration units maintaining food temperatures at or below 41°F?
- Are hot holding units maintaining food temperatures at or above 140°F?

READY TO REOPEN?

Call your local health department for help and approval to reopen.

MANAGEMENT

- ☐ The food facility has a food security plan.
- ☐ A record is kept of employee illness reports.
- ☐ Personnel have received food security training.
- ☐ Personnel know what to do if they encounter a product tampering incident.
- ☐ In case of an emergency, personnel know whom to contact:
  - ❍ Internal: Person in Charge
  - ❍ Police (911)
  - ❍ Fire (911)
  - ❍ Local Public Health Department

PERSONNEL

- ☐ Employment applications are required.
- ☐ Employment references are checked.
- ☐ Personnel receive food security training when they are hired.
- ☐ Food preparation areas are restricted to authorized personnel.
- ☐ Employees are not allowed to bring personal items into food preparation areas.
- ☐ Employee sick leave policy encourages individuals to report illnesses and not work when they have gastrointestinal symptoms or a communicable disease.
- ☐ Customers are restricted to public areas.
- ☐ Contractors are restricted to their work required areas.
- ☐ Contractors and vendors are monitored while they are at the food facility.

PRODUCTS

- ☐ Products are purchased from reputable, commercial suppliers.
- ☐ Purchase records are maintained for product trace back and recalls.
- ☐ Products arrive at the food facility in clean and secure transport vehicles.
- ☐ Products are never left unsupervised on the loading dock.
- ☐ Products are inspected for tampering prior to preparation or service.
- ☐ The facility has guidelines for handling product tampering incidents.
- ☐ Food items are prepared by personnel trained in food safety and food security procedures.
- ☐ Drinkable water is used for rinsing and for preparing food items.
- ☐ Salad bars and self-serve carts are closely monitored by staff to prevent contamination and product tampering.

PROPERTY

- ☐ Doors opening onto the loading dock are kept locked when not in use.
- ☐ All truck shipments (incoming and out going) are monitored by food service employees.
- ☐ Products are inspected upon delivery.
- ☐ There is good lighting for all high-risk areas at the facility.
- ☐ Hazardous chemicals including any pesticides are kept locked in a secure area.
- ☐ High-risk areas are marked "employees only" and access is limited to employees who work in the area.
- ☐ There is a key control system for store keys.
- ☐ Consider operating security cameras, as appropriate, in high-risk and high-traffic areas.

Discard	Salvage
Any food or service item that has been contaminated or come in contact with water, sewage, smoke, fumes or chemicals. This includes: • **Fresh perishables** - produce, meat, poultry, fish, dairy products and eggs. • **Opened containers and packages** • **Vulnerable containers** with peel-off, waxed cardboard, cork or screw tops or paraffin seals such as glass or plastic containers of catsup, dressing, milk, horseradish, mayonnaise, pop, beer, sauces, etc. • **Soft, porous packaging** - food in cardboard boxes, paper, foil, plastic, and cellophane such as boxes or bags of food, cereal, flour, sugar, rice, salt, etc. • **Dry goods** - spices, seasoning and extracts, flour, sugar and other staples in canisters. • **Single service items** - plates, cups, utensils, lids, etc.	**Frozen foods if stored in a sealed walk-in or cabinet freezer** *(no water, smoke, fumes or chemical infiltration)* **and where ambient temperature has remained below 41°F.** **Disinfect undamaged cans and bottles** that have no heat or water damage and are free from dents, bulging, leaks or rust. • Paper label removed • Washed with soap and water, then rinsed • Sanitized with sanitizing solution, then air dried *(Solution, see page 5.)* • Relabeled with permanent marker.
Canned and bottled items should be discarded: • If charred or near the heat of the fire. • If rusted, pitted, dented, swollen or leaking.	**If fire, flood or sewage back-up has been effectively contained:** • Food in areas unaffected by smoke, fumes, water, heat, fire suppression chemicals, floodwater or sewage back-up may be salvaged. • Seek the advice of your local health inspector.
Refrigerated or frozen food must be discarded if: • In contact with sewage, water, smoke, fumes or chemical seepage. • Above 41°F for four hours or more. • Frozen and then thawed for four or more hours. • Deteriorated in quality or has an unusual appearance, color or odor.	**Non-PHFs** may be kept at room temperature, though quality may deteriorate, including: • Bread, rolls, muffins, dry cakes • Solid butter or margarine • Hard cheese - cheddar, parmesan, etc. • Fresh, uncut fruits & vegetables • Fruit or vegetable juices, dried fruit, fruit pies • Canned goods • Dry foods - flour, pasta, rice, etc. • High sugar foods - honey, jellies • Acid-based condiments - ketchup, mustard
Potentially Hazardous Food (PHF) must be discarded if it has been in the "Temperature Danger Zone" (41°F - 140°F) for more than 4 hours. PHFs include: **Meat and mixed dishes** • Beef, veal, lamb, pork, poultry, fish, seafood, luncheon meats, hot dogs, hams, etc. • Soups, stews, casseroles or similar dishes containing meats, pasta, rice, eggs or cheeses **Eggs and dairy products** • Eggs or egg products, ice cream, yogurt • Milk, cream, buttermilk, cream-based foods or soups • Soft cheeses such as cream, ricotta, brie, etc. **Desserts** - Pies, cakes and pastries containing custard, cheese, chiffon, meringue or pumpkin **Cut Melons & Cooked Vegetables** - Watermelon, musk or honeydew melons, cooked peas or corn or beans	
Partially cooked food must be discarded if without power for more than one hour.	**Partially cooked food** may be quickly reheated to 165°F if without power for less than one hour. When in doubt, throw it out.

Other than food: Discard
Discard any exposed materials that cannot be effectively cleaned and sanitized, including toasters and other food equipment, linens, furnishings, carpets, etc.

Employee illness log

(Photocopy and use this form to monitor employee illnesses.)

Food code requirements for employee health:

1. Food employees who are ill with vomiting or diarrhea should be excluded from working in the establishment.
2. Complete this log when employees have vomiting or diarrhea.
3. Restrict food employees who are ill with *Salmonella, Shigella, E. coli* or Hepatitis A from working with food. Clean equipment, utensils, linens, or single-use items until the Public Health Department has evaluated the potential for food-borne disease transmission.
4. Call your local health department if an employee is diagnosed with:
   - *Salmonella*
   - *Shigella*
   - *E. coli*
   - Hepatitis A
5. Call your local health department if a customer complains of diarrhea or vomiting; or being infected with *Salmonella, Shigella, E. coli,* or Hepatitis A.

Date missed work	Employee name	Symptoms/ illness	Diarrhea or vomiting?	Was doctor seen?	Date return to work

Food temperature log

(Photocopy and use this form to monitor food temperatures during an emergency.)

Required temperatures:

- Hot: 140°F or above
- Cold: 41°F or below
- Reheat to: 165°F or above

Date	Monitor's initials	Hot held or refrigerated?	Food item	Time	Temp.	Corrective action

Developed by: the Twin Cities Metro Advanced Practice Center

Employees: Report Your Illness To the Person In Charge

Help keep your guests and coworkers from becoming sick.

1. Do NOT work if you have vomiting or diarrhea.

2. Do NOT return to work for *at least 24 hours* after symptoms have gone.

Remember that you handle the food that other people eat.

Public Health
Prevent. Promote. Protect.

Olmsted County Public Health Services
2100 Campus Drive SE
Rochester, MN 55904
507-328-7500

Food Safety Partnership of Minnesota

MINNESOTA MDH DEPARTMENT OF HEALTH

Revision Date: 3/20/2010

MDH Foodborne Illness Hotline: 1-877-FOOD-ILL (1-877-366-3455)

Sample Food Employee Reporting Agreement

Preventing Transmission of Diseases
Through Food by Infected Food Employees

The purpose of this agreement is to ensure that Food Employees and Applicants who have received a conditional offer of employment notify the Person in Charge when they experience any of the conditions listed so that the Person in Charge can take appropriate steps to preclude the transmission of foodborne illness.

I AGREE TO REPORT TO THE PERSON IN CHARGE:

Any of the Following Symptoms, Either While at Work or Outside of Work:

1. Diarrhea
2. Fever
3. Vomiting
4. Jaundice
5. Lesions containing pus on the hand, wrist, or an exposed body part (*such as boils and infected wounds, however small)*

MEDICAL DIAGNOSIS

Whenever diagnosed as being ill with norovirus, *Shigella spp.* (shigellosis), *Escherichia coli* O157:H7, hepatitis A virus, *Entamoeba histolytica, Campylobacter spp., Vibrio cholera spp., Cryptosporidium parvum, Giardia lamblia,* Hemolytic Uremic Syndrome, *Salmonella spp.* (non-typhi), *Yersinia enterocolitica,* or *Cyclospora cayetanensis.*

HIGH-RISK ACTIVITIES OR CONDITIONS

1. Exposure to or suspicion of causing any confirmed outbreak of norovirus, salmonellosis, shigellosis, *E. coli* O157:H7 infection, or hepatitis A
2. A household member diagnosed with norovirus, salmonellosis, shigellosis, illness due to *E. coli* O157:H7, or hepatitis A
3. A household member attending or working in a setting experiencing a confirmed outbreak of norovirus, salmonellosis, shigellosis, *E. coli* O157:H7 infection, or hepatitis A

I have read (or had explained to me) and understand the requirements concerning my responsibilities under section _____ and this agreement to comply with:

1. Reporting requirements specified above involving symptoms, diagnoses, and exposure specified;

2. Work restrictions or exclusions that are imposed upon me; and

3. Good hygienic practices.

I understand that failure to comply with the terms of this agreement could lead to action by the food establishment or the food regulatory authority that may jeopardize my employment.

Applicant or Food Employee Name (please print) _____

Signature of Applicant or Food Employee _____ **Date** _____

Signature of Permit Holder or Representative _____ **Date** _____

Employee Health Policies

The development and effective implementation of an employee health policy based on the provisions of the 2005 FDA Food Code (Subpart 2-201) can reduce the risk of a foodborne illness associated with contamination of food by ill or infected food service employees. The QFO/person-in-charge and food service employees should be familiar with and able to provide the following information through direct dialogue when interviewed by managers or regulatory officials.

When designing and implementing an employee health or sick leave policy, the following information should be considered and addressed:

1. Does the establishment have an Employee Health or Sick Leave Policy? If yes, are the food workers aware of the policy and is it available in written format and readily available for food workers?

2. Does the establishment require food workers or conditional employees to report illnesses, symptoms, and exposures?

3. Has the food worker signed a Reporting Agreement?

4. What are the reporting requirements for food workers, conditional employees, and the food establishment manager?

5. Are the reporting requirements explained to all employees?

6. What history of exposure is a food worker or conditional employee required to report?

7. If a food worker calls in sick, does the QFO/person-in-charge ask why? Do they ask what symptoms the worker is experiencing?

8. If a food worker reports vomiting, diarrhea or has been diagnosed with a pathogen known to be transmitted via food or workers, what questions are asked of the food employee? (The first question every manager should ask is, “Are you currently having any symptoms?” followed by, “When did you last work?” and “What foods did you prepare while you had symptoms?”)

9. What gastrointestinal symptoms would require exclusion of a food employee from the food establishment?

10. Who does the establishment notify when a food worker reports vomiting, diarrhea or a diagnosis with one of the pathogens of concern?

11. If a food worker reports a gastrointestinal symptom, what criteria are used to allow the employee to return to work?

Guidance document: 2005 FDA Food Code, Annex 3 – Public Health Reasons/Administrative Guidelines

Food Safety Daily Self-Inspection Form

Restaurant Name:	Record the time of each audit and initials of staff completing the audit	AM :	MID DAY :	PM :
Date:				
		Reviewed By:		

Refrigeration Units	AM Temp	MID DAY Temp	PM Temp	Corrective Action
	°F	°F	°F	
	°F	°F	°F	
	°F	°F	°F	
	°F	°F	°F	
	°F	°F	°F	

Freezer Units	AM Temp	MID DAY Temp	PM Temp	Corrective Action
	°F	°F	°F	
	°F	°F	°F	
	°F	°F	°F	
	°F	°F	°F	

Hot Holding (Min 140°F)	AM Temp	MID DAY Temp	PM Temp	Corrective Action
	°F	°F	°F	
	°F	°F	°F	
	°F	°F	°F	
	°F	°F	°F	
	°F	°F	°F	

Cooking Items Temped	AM Temp	MID DAY Temp	PM Temp	Corrective Action
	°F	°F	°F	
	°F	°F	°F	
	°F	°F	°F	
	°F	°F	°F	
	°F	°F	°F	
	°F	°F	°F	
	°F	°F	°F	
	°F	°F	°F	
	°F	°F	°F	

Handsinks: Properly stocked?	AM	Corrective Action
	Y / N	
	MID DAY	Corrective Action
	Y / N	
	PM	Corrective Action
	Y / N	

Sanitizer	AM	AM	Corrective Action
	ppm	ppm	
	MID DAY	MID DAY	Corrective Action
	ppm	ppm	
	PM	PM	Corrective Action
	ppm	ppm	

Dish Machine (Record either the sanitizer strength or the temperature in the space provided)	AM	Corrective Action
	MID DAY	Corrective Action
	PM	Corrective Action

Employees are healthy today? (No vomiting, diarrhea, or fever)
Y / N

Employees are washing hands frequently and when needed?
Y / N

CHOKING POSTERS

To order choking posters, please go to website and follow directions:

http://semredcross.org/store/-steps-for-choking-emergencies-poster-11-x-21/

Lifesaving steps for Choking Emergencies Poster, 11 x 21

Price includes shipping / Base Price: $5.00