



Person In Charge Demonstration of Knowledge

The reasons for having a designated person or persons with current food safety knowledge relevant to your operation and who is present at your facility during all hours of operation are many, including the reduction, and prevention of food-borne illnesses. Having a designated person in charge that is accountable for the safety and control of the food during preparation and service is not only a requirement of the Ohio Uniform Food Safety Code it can result in less food waste, more efficient labor use, confidence in food preparation techniques, and an increased repeat customer base.

Educating your employees about their responsibilities for food safety and understanding the basic concepts of this document will allow most of your employees to meet the person in charge (PIC) requirement of the Ohio Uniform Food Safety Code.

This document also provides additional techniques for monitoring areas of food safety in your facility including purchasing, receiving, storage, handling, preparation, transportation, employee hygiene, and employee training. It will enable the user to identify and document both correct and incorrect food handling which can be used as training tools for the entire staff. Documentation of food handling practices also provides a method of accountability giving the operation more control over the foods produced, as well as promoting proper food handling techniques which aid in the prevention, reduction, and elimination of food-borne illness.

Included for your use are the following charts:

Charts:

- Receiving Temperature Log
- Food Holding Temperature Log
- Food Cooking Temperature Log
- Food Cooling Temperature Log
- Food Reheating Temperature Log
- Employee Illness Log
- Food Service Cleaning and Maintenance Log
- Ware washing Sanitizer Log
- Corrective Action Recommendations

Who Is The Person In Charge?

The person in charge can be the food license holder or a designated person(s) responsible for the operation of the facility. Who has all the food safety knowledge applicable to the operation and is present at the facility during the hours of operation.

What the Person in Charge Needs To Know or Demonstrate

1. What is the relationship between personal hygiene of the food employee and the prevention of food-borne disease?
2. How do you prevent the transmission of Food borne disease by a sick employee?
3. Can you identify the major Food borne illness diseases and their symptoms as listed in the Ohio Uniform Food Safety Code?
4. Explain the significance of the relationship between monitoring the time and temperature of time/temperature control for safety food (TCS) and the prevention of Food borne illness.
5. Explain the hazards involved in the consumption of raw or undercooked meat, poultry, eggs and fish.
6. State the required food temperatures and times for safe cooking of TCS, including meat, poultry, eggs and fish.
7. State the required food temperatures and time for the safe refrigerated storage, hot holding, cooling, reheating, and transportation of TCS.
8. What is the relationship between the prevention of food borne illness and the management and control of:
 - Hand washing
 - Cross-contamination
 - Hand contact with ready-to-eat foods
 - Maintenance of the food service operation in a clean condition and in good repair.
9. Explain the relationship between food safety and food service equipment that is sufficient in numbers, easy to clean, properly designed, installed and operated.
10. Explain the correct procedures for cleaning and sanitizing utensils and food contact surfaces of equipment.
11. Identify the operation's source of water and measures taken to protect it from cross-contaminating food. (i.e. backflow prevention, air gap etc.)
12. Identify poisonous or toxic materials in the facility and measures taken to prevent contamination of food.
13. If a HACCP plan is required at this operation, identify the critical control points from receiving to service.

14. If a HACCP plan is required at this operation, how do management and staff comply with the plan?
15. Explain the operation's sick employee policy and how the PIC excludes or restricts sick employees. When can the employees return to work if excluded?
16. How and when does the PIC monitor food temperatures during receiving, storage, preparation, and hot holding?
17. How does the PIC monitor proper cleaning and sanitizing of multi-use equipment and utensils?
18. How does the PIC let consumers know to use clean tableware when returning to a salad bar, buffet or other self-service areas?
19. What steps are taken to ensure that the food prepared at the food operation is from an approved source?
20. Does the food service menu indicate the need for a consumer advisory, if so is one in place?
21. How does the PIC take necessary precautions to restrict access to the food preparation, ware washing and storage areas?
22. What are the contingency plans to operate in the event of water boil advisory or an interruption of the potable water or power supply? What steps have been taken to educate the staff on these emergency procedures?
23. Identify major food allergens including milk, egg, fish, tree nuts, wheat, peanuts, and soybeans.
24. Explain the PIC. Food employees, and conditional employees' rights, responsibilities, and authorities.

Duties of the Person in Charge

Ensure that:

- Food employees and applicants for employment report to the person in charge any and all information about their health and activities as they relate to diseases that are transmissible through food
- Food preparation is not conducted in a private home or sleeping quarters and all food is from an approved source
- Unnecessary persons are excluded from food preparation, storage and ware washing rooms except during authorized brief visits and supervised tours.
- Employees are effectively cleaning their hands and this practice is regularly monitored
- Employees are properly receiving foods and determining foods are from approved sources, delivered at appropriate temperatures and not adulterated or contaminated
- Employees are properly cooking all potentially hazardous foods and monitoring the temperature with a measuring device such as a probe thermometer
- Employees are rapidly cooling all potentially hazardous food

- Consumers who order rare or undercooked foods are made aware of the potential safety concerns of consumption
- Employees are properly sanitizing equipment and sanitizer concentrations are monitored
- Consumers use clean tableware at return visits to buffets
- Employees are preventing cross contamination to ready to eat foods

Employees must be properly trained in food safety as it relates to their assigned duties

Personal Hygiene of the Food Employee and the Prevention of Food borne Illness

Food employees shall clean their hands and exposed portions of their arms as specified under paragraph (b) of this rule immediately before engaging in food preparation including working with exposed food, clean equipment or utensils, or unwrapped single- service or single-use articles and:

- (1) After touching bare human body parts other than clean hands or clean exposed portions of arms
- (2) After using the toilet room
- (3) After caring for or handling service animals or aquatic animals as specified in paragraph (d) of rule 3717-1-02.3 of the administrative code;
- (4) After coughing, sneezing, using a handkerchief or disposable tissue, using tobacco, eating, or drinking except as specified in paragraph (a) of rule 3717-1-02.3 of the administrative code for a food employee drinking from a closed beverage container
- (5) After handling soiled equipment or utensils
- (6) During food preparation, as often as necessary to remove soil and contamination and to prevent cross contamination when changing tasks
- (7) When switching between working with raw food, and working with ready to eat food
- (8) After engaging in any other activities that contaminate the hands
- (9) Before putting on single-use or durable non-absorbent gloves

Management must provide adequate facilities to maintain a safe, clean environment:

- A dressing or locker room where employees can change into their work clothes
- Provide a separate area where employees can smoke and eat without endangering the food or equipment
- Clean restrooms must be available for employees
- Hand washing stations both in the rest rooms and at convenient locations throughout the establishment must be supplied with hot water, soap and paper towels
- Food employees shall clean their hands in a hand washing lavatory or approved automatic hand washing facility and may not clean their hands in a sink used for food preparation, or in a service sink or a curbed cleaning facility used for the disposal of mop water or similar liquid waste

Food employees and applicants shall report to the person in charge any and all information about their health and activities as they relate to diseases that are transmissible through food.

This information must be reported in a manner that allows the person in charge to prevent the likelihood of Food borne disease transmission, including the onset of illness or if the employee or applicant is diagnosed with an illness due to:

-Salmonella

-Shigella

-E.Coli O157:H7

-Hepatitis A Virus

-Entamoeba Histolytica

-Campylobacter

-Vibro Cholerae

-Cryptosporidium

-Cyclospora

-Giardia

-Yersinia

-Norovirus

- Has a symptom of acute Gastrointestinal Illness such as diarrhea/fever/vomiting/jaundice/sore throat with fever
- Has a lesion with pus or an infected wound that is open and draining on the hands, wrists, arms or other exposed body part
- Had a past illness from a disease specified above
- Meets one or more of the following conditions:
 - is suspected of causing or being exposed to a **confirmed** food borne outbreak due to Salmonella, Shigella, E. Coli O157:H7 and Hepatitis A
 - prepared food implicated in an outbreak
 - consumed food implicated in an outbreak
 - consumed food prepared by a suspect infectious person
 - lives in the same house and has knowledge of a person diagnosed with those diseases listed above
 - lives in the same house as an attendee or employee where there is a confirmed outbreak

GUIDELINES FOR EXCLUSION AND RESTRICTION OF ILL FOOD EMPLOYEES

(This is a brief summary, for complete information on exclusion, isolation and restriction refer to 3717-1-02.1 of the OAC)

1. Exclude food employees with the following illnesses:

<u>Illness</u>	<u>Description</u>	<u>Return to work</u>
<i>Salmonella spp.</i>	12-48 hour onset (dependent on dose) Symptoms: vomiting, headache, loose stool, low fever and cramps	The PERSON IN CHARGE receives written documentation from a Medical Doctor
<i>Shigella spp.</i>	1-3 day onset Symptoms: fever and watery stool which may contain blood or pus, vomiting and cramps	The PERSON IN CHARGE receives written documentation from a Medical Doctor
<i>E. coli O157:h7</i>	3-4 day onset Symptoms: bloody diarrhea with severe abdominal cramps, can lead to HUS (kidney failure).	The PERSON IN CHARGE receives written documentation from a Medical Doctor
<i>Hepatitis A virus</i>	Abrupt onset Symptoms: malaise and anorexia followed by Jaundice (a yellowing of the skin and the whites of the eyes)	The PERSON IN CHARGE receives written documentation from a Medical Doctor
<i>Entamoeba histolytica</i>	2-4 week onset Symptoms: diarrhea with abdominal cramps	The PERSON IN CHARGE receives written documentation from a Medical Doctor
<i>Campylobacter spp.</i> #1 cause of bacterial gastroenteritis	2-10 day onset Symptoms: abrupt onset of high (102°F) fever with severe watery diarrhea (may contain pus)	The PERSON IN CHARGE receives written documentation from a Medical Doctor
<i>Vibrio cholerae</i>	1-5 day onset Symptoms: high fever, <u>profuse</u> watery stool	The PERSON IN CHARGE receives written documentation from a Medical Doctor
<i>Cryptosporidium</i>	1-12 day onset Symptoms: diarrhea, general malaise, fever and nausea	The PERSON IN CHARGE receives written documentation from a Medical Doctor
<i>Cyclospora</i>	1 week onset Symptoms: diarrhea, nausea, anorexia and abdominal cramping	The PERSON IN CHARGE receives written documentation from a Medical Doctor
<i>Giardia</i>	7-10 day onset Symptoms: chronic diarrhea (may be pale and greasy) fatigue and weight loss	The PERSON IN CHARGE receives written documentation from a Medical Doctor
<i>Yersinia</i>	3-7 day onset Symptoms: diarrhea with fever and post infection arthritis	The PERSON IN CHARGE receives written documentation from a Medical Doctor
<i>Norovirus</i>	12-48 hours onset Symptoms: nausea, vomiting, diarrhea, stomach pain	The PERSON IN CHARGE receives written documentation from a Medical Doctor

2. Restrict** food employees with the following symptoms:

Diarrhea, fever, vomiting, jaundice, sore throat with fever, has a positive stool test with no symptoms for *Salmonella Typhi*, *Shigella spp.* or *Escherichia coli O157:H7*

**restrict a food employee from working with exposed food, clean equipment, utensils, linens; and wrapped and unwrapped single-service and single-use article.

ATTENTION FOOD EMPLOYEES!

Health Reporting Requirements

All food employees share in the responsibility for preventing Food borne illness. **You are obligated to inform your supervisor if you:**

- *Have a confirmed Food borne illness or were recently ill*
- *Have the following symptoms: vomiting, diarrhea, jaundice, fever, or sore throat with fever.*
- *Have a boil or infected wound on your hands, wrists, or arms.*
- *Are suspected of causing or have been exposed to a confirmed Food borne illness.*
- *Live in the same household and has knowledge of a person with a confirmed food-borne illness, works at, or attends a setting with a confirmed food-borne illness.*

Your diligence in this matter is expected and appreciated

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Basic Safe Food Handling Practices for the Person in Charge

Proper Thawing Techniques

- Thaw foods in a cooler operating less than **41°F**
- Under cold running water
- Microwave for immediate cooking
- During the cooking process

Proper Cooling Techniques

- Cool foods from **135 °F to 70 °F** within two hours and from **70 °F to 41 °F** within four hours.
- Cool foods to **41 °F** within four hours if made of foods at ambient temperatures (i.e. canned tuna)
- Split into smaller portions and cool in shallow pans,
- Use ice bath with stirring procedures, use ice in ingredients or use a chill stick
- Do not cover containers of cooling foods completely

Proper Hot and Cold Holding Temperatures

- Hold hot foods at or above **135 °F**
- Hold cold foods at or below **41 °F**

Proper Cooking Temperatures

- **165°F** Chicken, turkey, fowl, ground meat stuffing (pork/beef) in bird
- **155°F** Ground beef, ground pork
- **145°F** Fish, whole muscle beef and pork, veal

Proper Date Marking Techniques

- **If food is not going to be used within 24hrs date marking must be done**
- Food must be dated and held for no more than 7 days if held at 41 °F; this date includes preparation
- Food must be dated and held for no more than 4 days if held at 45 °F; this date includes preparation
- **If food is to be frozen then thawed date marking must be done**
- Food must be dated and held for no more than 7 days if held at 41 °F; this date includes preparation
- Food must be dated and held for no more than 4 days if held at 45 °F; this date includes preparation

Approved Food Handling Methods

- No bare hand contact with ready to eat foods, proper use of gloves acceptable
- Use spatulas, tongs, wax paper or other utensils so not to touch food
- Food employees shall wear hair restraints such as hats, hair coverings or nets, beard restraints, and clothing that cover body hair, which are worn to keep their hair from contacting exposed food, clean equipment and utensils, or linens, or unwrapped single-service or single-use articles.

Time as a Public Health Control

- Food handled by time only must be dated, have documented, written procedures in place to serve safe food. If serving a susceptible population, time only cannot be used.

Variance Required For

- Smoking, curing or using additives for preservation of foods
- Brewing alcoholic beverages, bottling of juices, bottling or canning of food
- Custom processing of game animals that are not for personal use
- Heat Treatment Dispensing Freezer
- Reduced oxygen packaging

Glove Use and Hand Washing

Hand washing and proper glove use are the most important factors to reducing the risk of a food borne illness. When dealing with quality assurance, hand washing and glove use are factors that may be the easiest to control and implement. However, many of these procedures are not always done correctly, if at all. The following are procedures that, at a minimum be done to ensure that your facility reduces the risk of a food borne illness.

Hand washing:

- Hand sanitizers are not a replacement for hand washing.
- Keep soap and individual paper towels supplied at all hand sinks.
- Train employees to wash hands thoroughly to remove dirt, grease, and other build-ups.
- Employees must remember to clean under fingernails to remove dirt and build up.
- Wash hands after handling/preparing potentially hazardous raw foods, after cleaning procedures, and before placing disposable gloves on to handle foods

Glove Use:

- Gloves must be disposable type (thin plastic, latex gloves).
- If hand contact cannot be avoided for ready to eat foods tongs, tissue, spatulas, other utensils or gloves must be used
- Wash hands prior to wearing gloves
- Change gloves when; soiled, ripped or when employee is changing tasks
- When gloves are changed and a new set put on, hand washing must take place between changes

Reminders:

- Latex gloves may cause an allergic reaction for some users
- Use tongs, food papers, spatulas, or others utensils whenever possible, to avoid hand contact
- Always reinforce hand washing

PROPER USE OF DISPOSABLE GLOVES



Nothing can replace good hygiene practices when food is prepared, whether preparation is at home, restaurants, grocery stores, outdoor events, or catering events. These include;

- **Wash Hands before preparing foods**, after toileting, changing tasks, smoking, and anytime hands may be contaminated by potentially hazardous foods, urine, feces, and saliva or mucous.
- **Minimize hand contact with foods** through the usage of gloves, tongs, deli paper, or other suitable utensils.

The use of gloves is required when handling ready to eat foods. This includes foods that will not be cooked and foods that have been cooked and will receive no further heat treatment.

When gloves are used, extra caution must be taken to prevent a false sense of security. Improperly used gloves have a high risk of cross-contamination, because workers may lose their sense of feel that the glove is contaminated and should be changed.

- **Wash hands before putting on the gloves.** This prevents the contamination of the gloves by the hands.
- **Gloves should be changed and discarded when** they become torn, soiled, changing from raw product to finished and when leaving work area for any reason. Gloves should be considered contaminated from touching door handles and equipment.
- **When returning to the work area**, wash hands and use a fresh pair of gloves.

Gloves should be changed for the same rules as when hand washing should occur.

It is more economical to discard gloves according to established guidelines, than it is to treat customers and employees who become ill from poor practices.

Definitions for the Person in Charge

BACTERIA: a living organism made up of a single cell

- Aerobic - needs air to live
- Anaerobic - can live without air
- Facultative - can live either with air or without air
- Pathogenic bacteria - disease causing microorganisms that can cause illness
- Spoilage bacteria - break down food so it looks, tastes and smells bad
- Spore forming bacteria - the spore enables the cell to survive heat, freezing or other stresses
- Vegetative bacteria - multiply and produce wastes, not heat resistant
- Food, acidity, time, temperature, oxygen, moisture; the elements that bacteria need to grow

BACKFLOW PREVENTION

A device or technique to stop possible contaminated water from entering potable water; use of an air gap or backflow prevention adapter on the water supply

CROSS CONNECTION

A physical connection between potable water and sewage/gray water

CROSS CONTAMINATION

The unintended presence of harmful substance or organism in food

FOOD BORNE DISEASE ILLNESS

An illness that results from the consumption of food contaminated by a disease-causing microorganism

FOOD BORNE DISEASE OUTBREAK

Two or more cases of a similar illness resulting from the ingestion of a common food and epidemiological analysis implicates the food as the source of the illness; or a single case of illness if the person is ill with botulism or chemical poisoning

HACCP

A written document that delineates the formal procedures for following the hazard analysis and critical control point principles developed by The National Advisory Committee on Microbiological Criteria for foods

HIGHLY SUSCEPTIBLE POPULATION

A group of persons who are more likely than other populations to experience food-borne disease because they are immunocompromised or older adults and in a facility that provides health care or assisted living service, such as a hospital or nursing home; or preschool age children in a facility that provides custodial care, such as a day care center

TIME/TEMPERATURE CONTROL FOR SAFETY FOOD

A food that is natural or synthetic and that requires temperature control because it is in a form capable of supporting:

- Rapid and progressive growth of infectious or toxigenic microorganisms
- Growth and toxin production of *Clostridium Botulinum*
- In raw shell eggs, the growth of *Salmonella Enteritidis*

Includes a food of animal origin that is raw or heat-treated; a food of plant origin that is heat-treated or consists of raw seed sprouts; cut melons; and garlic-in-oil mixtures that are not modified in a way that results in mixtures that do not support growth

Does not include:

- An air-cooled hard-boiled egg with shell intact
- A food with a water activity (A_w) value of 0.92 or less
- A food with a pH level of 4.6 or below when measured at seventy-five degrees Fahrenheit (twenty-four degrees Celsius)
- A food, in an unopened hermetically sealed container, that is commercially processed to achieve and maintain sterility under condition of non-refrigerated storage and distribution
- A food for which laboratory evidence demonstrates that the rapid and progressive growth of infectious or toxigenic microorganisms or the growth of *Salmonella*

Enteritidis in eggs or Clostridium Botulinum cannot occur, such as a food that has an A_w and a pH that are above the levels specified under rule

- A food that does not support the growth of microorganisms as specified in rule even though the food may contain an infectious or toxigenic microorganism or chemical or physical contaminant at a level sufficient to cause illness.

READY TO EAT

Food that is in a form that is edible without washing, cooking or additional preparation by the food service operation, retail food establishment or the consumer and that is reasonably expected to be consumed in that form.

Includes:

- Time/temperature control for safety food that is unpackaged and cooked to the temperature and time required
- Raw washed and cut fruits and vegetables
- Whole raw fruits and vegetables that are presented for consumption without the need for further washing, such as at a buffet
- Other food presented for consumption of which further washing or cooking is not required and from which rinds, peels, husks or shells are removed

SANITIZATION

The application of cumulative heat or chemicals on clean food-contact surfaces, to meet the required reduction of disease microorganisms

Clean-up Procedures for Vomit/Fecal Accidents

The 2016 Ohio Uniform Food Safety Code requires that all food service operations and retail food establishments have written procedures for employees to follow when responding to vomiting and diarrheal events.

Note: Effective cleaning of vomitus and fecal matter in a food service operation or retail food establishment should be handled differently from routine cleaning procedures.

Vomiting and diarrheal accidents should be cleaned up using the following recommended steps:

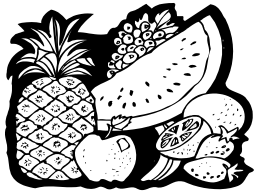
- Segregate the area.
- Wear disposable gloves during cleaning. To help prevent the spread of disease, it is recommended that a disposable mask and/or cover gown (apron) be worn when cleaning liquid matter.
- Wipe up the matter with towels and dispose into a plastic garbage bag.
- Use the recommended U.S. Environmental Protection Agency (EPA) registered disinfectants effective against Norovirus (Norwalk-like virus) following label directions or mix a chlorine bleach solution that is stronger than the chlorine solution used for general cleaning [the Centers for Disease Control and Prevention recommends 1000-5000 ppm or 5-25 tablespoons of household bleach (5.25%) per gallon of water]. Note: quaternary ammonia is not an effective sanitizer for Norovirus.
- Apply the bleach solution and allow it to remain wet in the affected area for at least 10 minutes. Allow to air dry. Dispose of any remaining sanitizer solution once the accident has been cleaned up.
- Discard gloves, mask, and cover gown (or apron) in a plastic bag.
- Take measures to dispose of and/or clean and disinfect the tools and equipment used to clean up vomit and fecal matter.
- Properly wash hands.
- Discard any food that may have been exposed.
- Food contact surfaces that have been disinfected must be **washed, rinsed, and sanitized prior** to use.
- Minimize the risk of disease transmission through the prompt removal of ill employees, customers and others from areas of food preparation, service, and storage.

CRITICAL CONTROL POINT

(PREVENTION OF CROSS CONTAMINATION)

*** PREVENTING THE TRANSFER OF HARMFUL BACTERIA FROM ONE FOOD TO ANOTHER BY MEANS OF SEPARATING READY TO EAT FOODS OR FOODS TO BE COOKED TO A LOWER TEMPERATURE FROM FOODS REQUIRED TO BE COOKED TO A HIGHER TEMPERATURE**

PROPER REFRIGERATOR/FREEZER STORAGE CHART



FRUITS



VEGETABLES



DAIRY

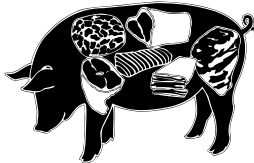


BAKERY



COOKED FOODS

***FRUITS, VEGETABLES, DAIRY, COOKED OR OTHER READY TO EAT FOODS STORED ON TOP**



PORK



BEEF



FISH

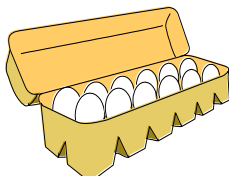


LAMB

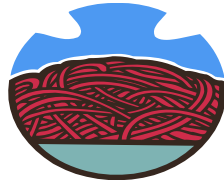


SEAFOOD

*** FOODS WITH A MINIMUM COOKING TEMPERATURE OF 145 DEGREES STORED BELOW**



EGGS



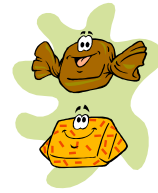
GROUND BEEF/PORK



RATITES

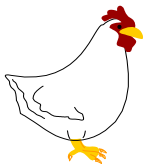


GAME ANIMALS

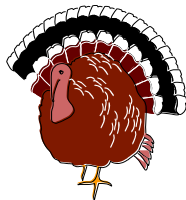


COMMUNUTED MEAT /FISH

*** FOODS WITH A MINIMUM COOKING TEMPERATURE OF 155 DEGREES STORED BELOW**



CHICKEN



TURKEY



GROUND, COMMUNUTED, BREADED (RAW OR READY TO COOK) POULTRY



STUFFED MEATS/FISH/PASTA

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CRITICAL CONTROL POINT

(PREVENTION OF CROSS CONTAMINATION)

*** PREVENTING THE TRANSFER OF HARMFUL BACTERIA FROM ONE FOOD TO ANOTHER BY FOLLOWING THE PROPER USE OF WIPING CLOTHS AND SANITIZER CONCENTRATION IN THE WORK AREA.**

WIPING CLOTHS

WIPING CLOTHS USED TO CLEAN FOOD CONTACT SURFACES MUST BE RINSED IN A SANITIZER SOLUTION FREQUENTLY

YOU WANT YOUR CLOTHS TO MAINTAIN A SANITIZING CONCENTRATION TO EFFECTIVELY KILL BACTERIA.

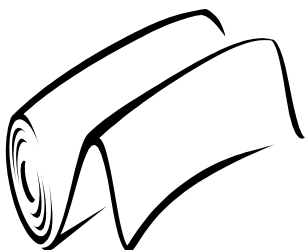
STORE YOUR CLOTHS IN THE SANITIZING SOLUTION BETWEEN USES AND CHANGE SOLUTION OFTEN.

WHEN USED IN THE PROPER CONCENTRATIONS THE SANITIZER WILL NOT CONTAMINATE YOUR SURFACES. IT EVAPORATES QUICKLY

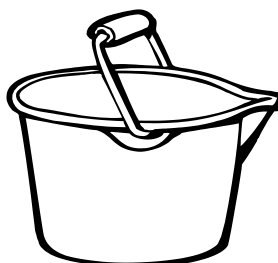
WHAT IS AN EASY AND EFFECTIVE SANITIZING SOLUTION?

ONE CAPFUL OF BLEACH ADDED TO ONE GALLON OF COOL WATER

FOLLOWING THESE SIMPLE STEPS WILL REDUCE YOUR RISKS



CLEAN TOWEL



BUCKET OF SANITIZER



FREQUENT WIPING

BE SURE TO USE YOUR TEST PAPERS AND MAINTAIN THE SOLUTION AT OPTIMAL LEVELS

CHLORINE BLEACH 100 PPM

IODINE 25 PPM

QUATERNARY AMMONIUM 200 PPM

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Safe Food Handling Principles

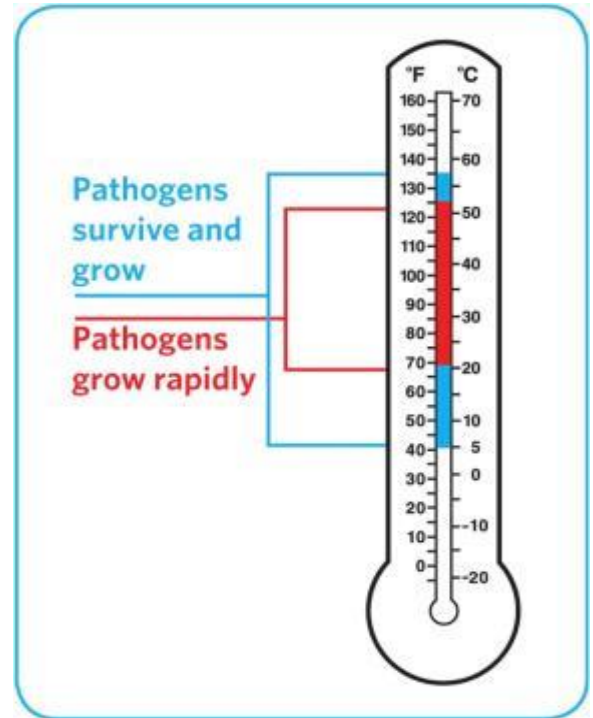
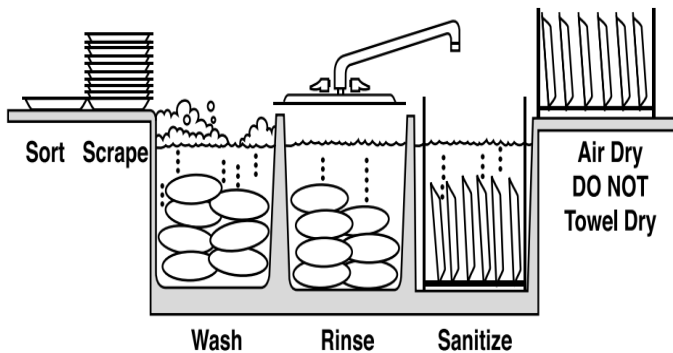
- Practice strict personal hygiene
- Monitor time and temperature
- Keep raw products and ready-to-eat foods separate
- Avoid cross-contamination during handling
- Cook to required minimal internal temperatures
- Hold hot foods at 135°F (57 °C) or above; cold foods at 41°F (5 °C) or below
- Cool cooked foods properly
- Reheat to internal temperature of 165°F (74 °C) for 15 seconds within two hours

Manual Dishwashing

Dangerous Temperatures

Manual Dishwashing Procedure

To be posted near dishwashing area



Bacterial Growth Rate

Time	0 min	20 min	40 min	1 hour	1 hour 20 min	10 hours
Cells	1	2	4	8	16	>1 billion

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H A N D S

Proper Handwashing Procedure



1. Wet your hands with hot running water



2. Apply soap



3. Rub hands together for at least twenty seconds



4. Clean under fingernails and between fingers



5. Rinse hands thoroughly under running water



6. Dry hands

Wash hands after

- Using the restroom
- Handling raw foods
- Touching hair or body
- Sneezing, coughing, using handkerchief
- Smoking, eating, drinking, chewing tobacco or gum
- Using chemicals
- Handling garbage
- Clearing tables or busing dirty dishes
- Touching aprons or clothing
- Touching other unsanitized surfaces

When to Change Gloves

- As soon as they become soiled
- Before beginning a different task
- At least every four hours during continual use
- After handling raw meat and before handling cooked or ready-to-eat foods



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TEMP S

Using Thermometers

- Keep clean
- Measure internal temperatures in the thickest part of the product
- Calibrate regularly
- Never use glass thermometer

Monitoring Time and Temperature

- Discard food if kept in the temperature danger zone (41°F to 135°F or 5 °C to 57 °C) for more than four hours
- The thermometer may be the single most important tool you have to protect food

Refrigerator Storage

Store raw meats

- Separately from cooked/ready-to-eat foods
- Below ready-to-eat/prepared foods
- As indicated in the illustration

Proper food storage

Order in which food should be refrigerated:

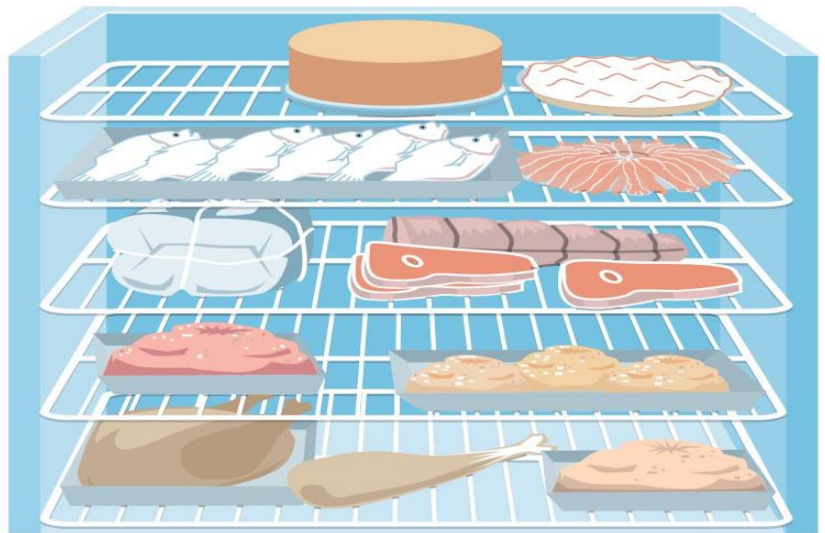
Ready-to-eat foods such as pie or cake.

Seafood such as whole fish or shrimp.

Whole cuts of meat such as roast beef or pork loin.

Ground meat and ground fish such as burger meat.

Whole and ground poultry



• SOURCE: National Restaurant Association

DAVID BUTLER/GLOBE STAFF

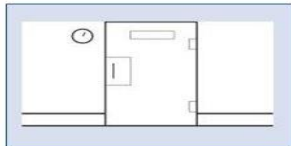
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COOLING

Food should be thawed

Thawing Food

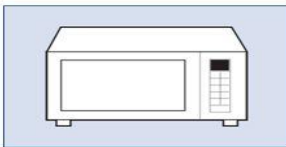
The Four Acceptable Methods for Thawing Food



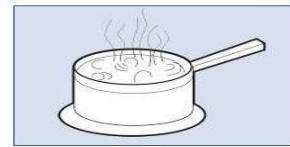
In a refrigerator, at 41°F (5°C) or lower



Submerged under running potable water, at a temperature of 70°F (21°C) or lower



In a microwave oven, if the food will be cooked immediately after thawing



As part of the cooking process



8-3

Cold-Holding Guidelines

- Cold-holding equipment must keep food at 41°F (5 °C) or lower
- Do not store directly on ice
- Measure internal temperature at least every two hours
- Keep foods covered

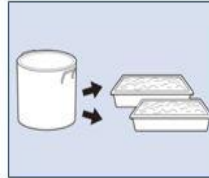
Approved Cooling Methods

One-Stage (Four-Hour) Method: cool food from 135°F to 41°F (57 °C to 5°C) within four hours

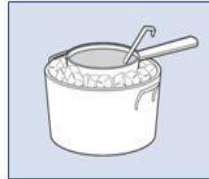
Two-Stage Method: cool food from 135°F to 70°F (57°C to 21°C) within two hours, and to 41°F (5°C) or lower in an additional four hours

Safe methods for cooling food include:

Reducing the quantity or size of the food



Using ice-water baths



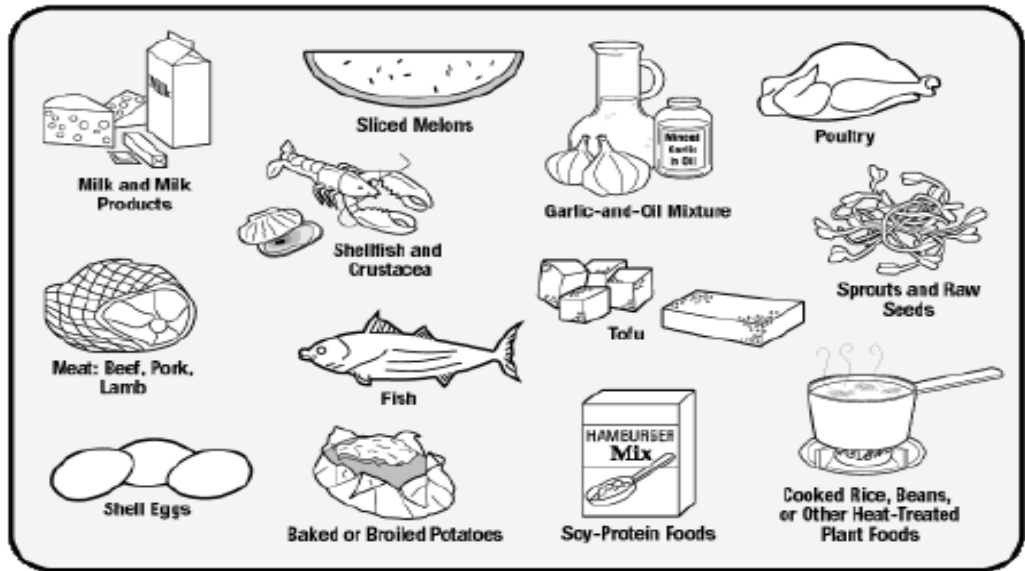
Using a blast chiller



Stirring the food



Potentially Hazardous Foods



Controlling Time and Temperature

- Receive/store food quickly
- Store food at proper temperatures
- Minimize time food spends in the TDZ
- Cook food to minimum safe internal temperatures
- Hold food at proper temperatures
- Cool/reheat food properly

Prevent Cross-Contamination

- Wash hands after handling raw foods
- Don't allow raw foods to touch or drip onto cooked or ready-to-eat foods
- Clean and sanitize food-contact surfaces and cloths

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HOTFOODS

Cooking Foods

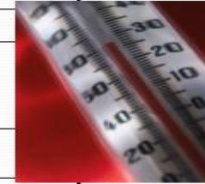
- Cooking food to required minimum internal temperatures kills microorganisms
- Cooking will not destroy spores or toxins
- Using a thermometer will determine that food has been cooked properly
- Cooking is a critical control point for most foods

Minimum Safe Internal Cooking Temps

- Cold-holding equipment must keep food at 41°F (5 °C) or lower
- Do not store directly on ice
- Measure internal temperature at least every two hours
- Keep foods covered

Safe Cooking Temperatures

FOOD	TEMPERATURE (°F)
<i>Commercially processed, ready-to-eat food (hot-held)</i>	140
<i>Shell eggs for immediate service</i>	145 for 15 seconds
<i>Seafood (including fish, shellfish, and crustaceans)</i>	145 for 15 seconds
<i>Pork, Beef, Veal, Lamb Steaks/Chops Roasts</i>	145 145 for 15 seconds 145 for 4 minutes
<i>Injected Meat (including brined ham and flavor-injected roasts)</i>	155 for 15 seconds
<i>Ground Meat (i.e., ground beef, ground pork)</i>	155 for 15 seconds
<i>PHF food cooked in a microwave</i>	165
<i>Stuffing and stuffed meat, fish, poultry, and pasta</i>	165 for 15 seconds
<i>Poultry (whole or ground duck, chicken, or turkey)</i>	165 for 15 seconds



Hot Holding Guidelines

- Never use hot holding equipment to reheat foods
- Hot holding equipment must keep food at 135°F (57 °C) or higher
- Stir at regular interval
- Keep foods covered
- Measure internal temperatures at least every two hours
- Discard food after four hours if not held at or above 135°F (57 °C)
- Never mix fresh food with food being held
- Prepare in small batches

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STORAGE

Reject Canned Foods if:

- * Swollen ends
- * Leaks and flawed seals
- * Rust and dents
- * No labels



Storage Guidelines

- * Use FIFO
- * Prevent cross-contamination
- * Check food and storage temperatures
- * Wrap and label foods
- * Keep areas clean and dry
- * Don't overload
- * Store food in designated areas
- * Discard potentially hazardous foods within seven days

FIFO means First-In First-Out. Insures that oldest products are used or sold first. Helps eliminate or reduce out-dated food items.

Store Chemicals and Cleaning Supplies Away from Food Storage and Preparation Areas



Food Bars

- * Monitor the food bar
- * Install sneeze guards or food shields
- * Label food items
- * Maintain proper temperatures
- * Never mix fresh food with food being replaced
- * Separate raw foods from cooked and ready-to-eat foods
- * Encourage customers to use a clean plate on return trips



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RIGHT & WRONG

Proper



Hair restrained



**Clean, short fingernails,
no jewelry or nail polish**



Apron clean

Improper



Hair not restrained



**Long fingernails,
jewelry, nail polish**



**Apron dirty and
stained**



RIGHT



WRONG



RIGHT



WRONG



RIGHT



WRONG



RIGHT



WRONG



RIGHT



WRONG



RIGHT



WRONG



RIGHT



WRONG



RIGHT



WRONG

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CONSUMER ADVISORY REQUIREMENTS:

PURPOSE OF ADVISORY:

The consumer advisory is meant to inform consumers, especially susceptible populations (*i.e. elderly, children, pregnant mothers, immunocompromised*), about the increased risk of Food borne illness from eating raw or undercooked animal foods.

WHEN A CONSUMER ADVISORY IS REQUIRED:

If an animal food such as beef, fish, lamb, milk, poultry, or shellfish that is raw, undercooked, or not otherwise processed to eliminate pathogens is offered in a ready-to- eat form.

Examples of risky foods

- Raw or undercooked eggs (*Caesar dressing, custards, sauces i.e. Hollandaise, etc*)
- Raw or rare meat (*hamburgers, etc*)
- Raw or undercooked seafood (*sushi, clams, oysters, etc*)

These types of risky foods need to be fully described in the menu selection. An asterisk referring to a footnote containing further information may also be used. For example, you can list Caesar Salad:

(A) Caesar Salad (*prepared with raw egg*); or

(B) Caesar Salad*

* *Contains raw or undercooked food products.*

In addition, if you serve raw or undercooked products the information of one of these statements should be included advising the health risks associated with consuming raw or undercooked products:

(A) Regarding the safety of these items, written information is available upon request

(B) Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness; or

(C) Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs, may increase your risk of foodborne illness, especially if you have certain medical conditions.

The statement shall be displayed on brochures, deli cases, menus, stickers, table tents, placards, or other effective written means.

The intent is to have the advisory conveniently displayed for consumer awareness.

EXAMPLES OF CONSUMER ADVISORY:

- Consuming raw or undercooked meats, poultry, seafood, shellfish, eggs or un-pasteurized milk may increase your risk of food borne illness.
- Our Caesar dressing contains raw eggs. FYI, consumption of raw eggs may increase your risk of food-borne illness.
- All our hamburgers are cooked to the required minimum temperatures. Upon request, we will cook to your specifications. However, consuming raw or undercooked hamburgers may increase your risk of food borne illness.
- 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.

If you prefer a more detailed advisory we suggest the following:

- Eating raw or undercooked meat, poultry, eggs, or seafood poses a health risk to everyone, but especially to the elderly, young children under age 4, pregnant women and other highly susceptible individuals with compromised immune systems. The cooking of such animal foods reduces the risk of illness.
- There is a risk associated with consuming raw or undercooked foods such as meat, poultry, or seafood products. If you have chronic illness of the liver, stomach, blood, or have immune disorders, you are at greater risk of illness from raw oysters and should eat oysters fully cooked. If unsure, consult your physician.

Note: These are only suggestions. Any of the above advisories are acceptable provided they contain the necessary information. If you have further questions or concerns, please contact your local health department.

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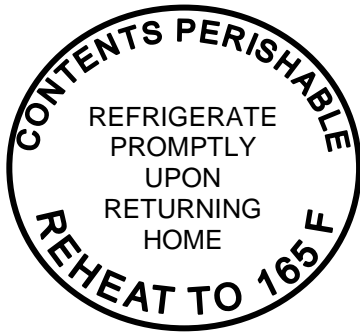
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- Refrigerate restaurant leftovers within two hours of eating meal.
- Label and date restaurant food and eat within 3-4 days.
- Make sure your refrigerator maintains a temperature of 41°F or below.
- Reheat restaurant leftovers to 165°F.
- Use a metal stem thermometer to ensure the food is reheated to the proper temperature.

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Fact Sheet

Emergency Water Supply Guidelines for Retail Food Establishments (RFE) - Food Service Operations (FSO) – Schools – Motels-and Other Institutions

Procedures during Boil Water Advisory

When boil water advisory is issued to a water system that supply to any of the above, the effected operation may only remain open with strict adherence to the following guidelines:

Minimum Requirements

Shut off:

- Ice machines
- Drinking fountains or post **"Unfit for Consumption."**
- Produce misters
- Bottled water refill machines
- Fountain drink machines using contaminated water, serve canned or bottled beverages only
- Coffee machines unless water is boiled during brewing
- Ice cream and/or food utensil dipper wells
- Hand sinks in the restroom or post **"Unfit for Consumption."**

Discard:

- Ice made with contaminated water
- Beverages made with contaminated water
- Frozen or refrigerated items prepared with water prior to receiving this notice

Ice: Purchase and use only packaged ice from an approved source

Use boiled or bottled water for:

- Drinking or preparing other beverages such as coffee or iced tea
- Cooking and food preparation
- Washing or thawing food
- Hand washing

Dishwashing options:

- Commercial high temperature or chemical sanitizing dishwasher
- Three-compartment sink: **1.** Hot soapy water **2.** Hot water rinse **3.** Sanitizing rinse – cool water with bleach solution (1 teaspoon bleach per 1gallon water) – followed by air drying completely

Employee Information:

- Develop contingency plans and notify and educate employees about emergency procedures
- Post signs or copies of the water system's health advisory

The local health district may impose additional requirements to protect against health hazards during the boil water advisory, such as modifying food preparation steps, prohibiting some menu item, or avoiding multi-use utensils and using single use paper/plastic table and kitchen ware service.

CORRECTIVE ACTION RECOMMENDATIONS

CONTROL POINT	CORRECTIVE ACTION
SOURCE	If a product is not from an approved, inspected source reject the product and refuse to order from that source.
DELIVERY	If a product is not fresh or does not meet specifications, refuse the product and send it back.
COOKING	If a product is not cooked to the required product temperature, pull the product from service and continue cooking until the required temperature is reached.
HANDLING	If cross-contamination occurs with a cooked product, remove the product and discard. If poor personal hygiene and food handling practices are occurring, correct the problems, update training, and enforce standards. If the problem can be related to an immediate situation and product, the product should be discarded.
HOLDING	Hold for service at 135° F or higher or 41° F or lower. If product is not holding at correct temperatures remove and correct holding temperatures. If product has been in temperature danger zone more than four hours discard product
COOLING	Cool to 70° F or lower in two hours and 70° F to 41° F in four additional hours or less. If product does not reach proper temperature in required time discard the product.
COLD STORAGE	Store cold foods at 41° F or cooler. If a product has been in the temperature danger zone (above 41° or below 135°) for more than four hours, discard the product.
REHEATING	Reheat product to 165° F. If product does not reach 165° F in two hours or less, discard it. Never mix new product with old.
SERVING	If a product has not been handled properly at any of the preceding control steps, do not serve - discard it.

CRITICAL CONTROL POINT

(PREVENTION OF CROSS CONTAMINATION)

** PREVENTING THE TRANSFER OF HARMFUL BACTERIA FROM ONE FOOD TO ANOTHER BY EMPLOYEE HANDS.*

FOOD EMPLOYEES MUST WASH HANDS

Handwashing

How to wash hands (should take at least 20 seconds):



1. Wet hands and arms. Use running water as hot as you can comfortably stand. It should be at least 100°F (38°C).



2. Apply soap. Apply enough to build up a good lather.



3. Scrub hands and arms vigorously. Scrub them for 10 to 15 seconds. Clean under fingernails and between fingers.



4. Rinse hands and arms thoroughly. Use running warm water.



5. Dry hands and arms. Use a single-use paper towel or hand dryer. Consider using a paper towel to turn off the faucet and open the restroom door.



What is Sanitizer?

Sanitizer is a chemical solution used to minimize and prevent cross contamination. The most commonly used sanitizers are chlorine, iodine, and quaternary ammonia compounds (quats). Degreasers, soaps, detergents, Lysol, Pine-Sol, and antibacterial solutions or gels are not sanitizers.

Whatever sanitizer you use, it is essential to:

1. Use it at the correct concentration. Sanitizer should not be greater than the recommended strength since this may cause skin irritation to your hands, it may be toxic, and it may leave a residue on the food-contact surfaces.
2. Test the strength of the solution with the correct test strip. There are different test strips for each type of sanitizer. Verify chemical concentrations as specified on manufacturer's label.
3. Use warm water, approximately 70-90 °F.
4. Use only ONE chemical in a solution. Do not add soap or any other chemicals.

Guidelines for use:

Chlorine 50-100 PPM (1 teaspoon to 1 gallon of water)

Quaternary Ammonia 200-400 PPM (Follow manufacturer's instructions)

Iodine 12.6-25 PPM (Follow manufacturer's instructions)

How do you properly clean and sanitize?

1. Wash it with warm soapy water.
2. Rinse it with clean water.
3. Sanitize it with a sanitizer solution at the correct concentration for at least 1 minute.
4. Air dry.

To properly clean and sanitize in the 3-compartment sink, you need to clean and sanitize all parts of the 3-compartment sink (including the drain boards):

1. Scrape away visible particles and food debris.
2. Wash it with hot soapy water.
3. Rinse it with clean water.
4. Sanitize it with a sanitizer solution at the correct concentration for at least 1 minute.
5. Air dry.

To properly clean and sanitize equipment in the dish washing machine, you need to:

1. Scrape or pre-rinse away visible particles and food debris.
2. Follow the instructions for your dish washing machine.
3. Verify the sanitizer cycle for proper temperature (at least 180°F) or proper chemical concentration.

How do you know if the food is at a safe temperature?

You must have access to a probe thermometer and know how to use a probe thermometer correctly.

How to use a probe thermometer

1. Wash and sanitize the thermometer before and after each use.
2. Stick the probe into the thickest part of the food.
3. Allow time for the thermometer to stabilize.
4. Read the thermometer.

Calibrate each thermometer at least once a month or after a thermometer is dropped.



How to calibrate a thermometer

1. Get a glass of ice water (mostly ice)
2. Place the thermometer in the ice water
3. Stir the ice water with the thermometer
4. Leave the thermometer in the ice water until the dial stop moving
5. When the dial stops moving, it should read 32°F (about 3 minutes)
6. If it is not 32°F, then use pliers to turn the nut on the back of the dial until it reads 32°F
7. Place the thermometer back into the ice water and continue steps until it reads 32°F