

Food Protection Guideline for Food Service Establishments

**Oklahoma City Area Indian Health Service
Office of Environmental Health & Engineering
Division of Environmental Health Services
Pawnee Indian Health Center
918-762-6580**



This guideline is designed to assist food service operators and food handlers in providing safe food. This is a guideline only and is not intended to replace any applicable codes or regulations.

Food Establishment Inspection Report

Page _____ of _____

		No. of Risk Factor/Intervention Violations		Date _____
		No. of Repeat Risk Factor/Intervention Violations		Time In _____
		Score (optional)		Time Out _____
Establishment	Address	City/State	Zip Code	Telephone
License/Permit #	Permit Holder	Purpose of Inspection	Est. Type	Risk Category

FOODBORNE ILLNESS RISK FACTORS AND PUBLIC HEALTH INTERVENTIONS

Circle designated compliance status (IN, OUT, N/O, N/A) for each numbered item Mark "X" in appropriate box for COS and/or R
IN=in compliance **OUT**=not in compliance **N/O**=not observed **N/A** = not applicable **COS**=Corrected on-site during inspection **R**=Repeat Violation

Compliance Status		COS	R
Demonstration of Knowledge			
1	IN OUT		
Certification by accredited program, compliance with Code, or correct responses			
Employee Health			
2	IN OUT		
Management awareness; policy present			
3	IN OUT		
Proper use of reporting, restriction & exclusion			
Good Hygienic Practices			
4	IN OUT N/O		
Proper eating, tasting, drinking, or tobacco use			
5	IN OUT N/O		
No discharge from eyes, nose, and mouth			
Preventing Contamination by Hands			
6	IN OUT N/O		
Hands clean & properly washed			
7	IN OUT N/A N/O		
No bare hand contact with RTE foods or approved alternate method properly followed			
8	IN OUT		
Adequate handwashing facilities supplied & accessible			
Approved Source			
9	IN OUT		
Food obtained from approved source			
10	IN OUT N/A N/O		
Food received at proper temperature			
11	IN OUT		
Food in good condition, safe, & unadulterated			
12	IN OUT N/A N/O		
Required records available: shellstock tags, parasite destruction			
Protection from Contamination			
13	IN OUT N/A		
Food separated & protected			
14	IN OUT N/A		
Food-contact surfaces: cleaned & sanitized			
15	IN OUT		
Proper disposition of returned, previously served, reconditioned, & unsafe food			

Compliance Status		COS	R
Potentially Hazardous Food Time/Temperature			
16	IN OUT N/A N/O		
Proper cooking time & temperatures			
17	IN OUT N/A N/O		
Proper reheating procedures for hot holding			
18	IN OUT N/A N/O		
Proper cooling time & temperatures			
19	IN OUT N/A N/O		
Proper hot holding temperatures			
20	IN OUT N/A		
Proper cold holding temperatures			
21	IN OUT N/A N/O		
Proper date marking & disposition			
22	IN OUT N/A N/O		
Time as a public health control: procedures & record			
Consumer Advisory			
23	IN OUT N/A		
Consumer advisory provided for raw or undercooked foods			
Highly Susceptible Populations			
24	IN OUT N/A		
Pasteurized foods used; prohibited foods not offered			
Chemical			
25	IN OUT N/A		
Food additives: approved & properly used			
26	IN OUT		
Toxic substances properly identified, stored & used			
Conformance with Approved Procedures			
27	IN OUT N/A		
Compliance with variance, specialized process & HACCP plan			

Risk factors are improper practices or procedures identified as the most prevalent contributing factors of foodborne illness or injury. Public Health Interventions are control measures to prevent foodborne illness or injury.

GOOD RETAIL PRACTICES

Good Retail Practices are preventative measures to control the addition of pathogens, chemicals and physical objects into foods.

Mark "X" in box if numbered item is **NOT** in compliance Mark "X" in appropriate box for COS and/or R **COS**=Corrected on-site during inspection **R**=Repeat Violation

Compliance Status		COS	R
Safe Food and Water			
28			
Pasteurized eggs used where required			
29			
Water & ice from approved source			
30			
Variance obtained for specialized processing methods			
Food Temperature Control			
31			
Proper cooling methods used; adequate equipment for temperature control			
32			
Plant food properly cooked for hot holding			
33			
Approved thawing methods used			
34			
Thermometers provided & accurate			
Food Identification			
35			
Food properly labeled; original container			
Prevention of Food Contamination			
36			
Insects, rodents & animals not present; no unauthorized persons			
37			
Contamination prevented during food preparation, storage & display			
38			
Personal cleanliness			
39			
Wiping cloths: properly used & stored			
40			
Washing fruits & vegetables			

Compliance Status		COS	R
Proper Use of Utensils			
41			
In-use utensils: properly stored			
42			
Utensils, equipment & linens: properly stored, dried & handled			
43			
Single-use & single-service articles: properly stored & used			
44			
Gloves used properly			
Utensils, Equipment and Vending			
45			
Food & non-food contact surfaces cleanable, properly designed, constructed & used			
46			
Warewashing facilities: installed, maintained & used; test strips			
47			
Non-food contact surfaces clean			
Physical Facilities			
48			
Hot & cold water available; adequate pressure			
49			
Plumbing installed; proper backflow devices			
50			
Sewage & waster water properly disposed			
51			
Toilet facilities: properly constructed, supplied & cleaned			
52			
Garbage & refuse properly disposed; facilities maintained			
53			
Physical facilities installed, maintained & clean			
54			
Adequate ventilation & lighting; designated areas used			

Person in Charge (Signature)	Date:
Inspector (Signature)	Follow-up: YES NO (Circle one) Follow-up Date:

DEFINITIONS

Air-break: An indirect plumbing connection where a plumbing supply or discharge line is not physically connected to a receiving line, drain, fixture or other receptacle, but does extend into and/or below the flood level rim of the line, drain, fixture or other receptacle. (See Plumbing Appendix)

Air-gap: An indirect plumbing connection where a plumbing supply or discharge line is not physically connected to a receiving line, drain, fixture or other receptacle, and does not extend into and/or below the flood level rim of the line, drain, fixture or other receptacle. (See Plumbing Appendix)

Anorexia: Loss or lack of appetite.

Backflow: The flow of contaminants through the plumbing system from unapproved or non-potable sources into the potable water system. Backflow can not occur without a cross-connection. (See Plumbing Appendix)

Backsiphonage: A pressure dependent flow of contaminants through a cross connection in the plumbing system, from unapproved or non-potable sources into the potable water system. This occurs when there is lower pressure in the supply line, than in the receiving line. (See Plumbing Appendix)

Carbonated: Beverage to which carbon dioxide gas has been added. Soda pop, slurpee, and slush are examples of carbonated beverages.

Chemical sanitizer test strip: Paper strips with a chemical on it which changes color when it comes into contact with a specific sanitizer, at a specific concentration.

Code (Food Code): Most current version of the Food and Drug Administration's Food Code.

Critical item: A designated item on the inspection form which poses a high potential for contributing to a foodborne illness, and which should be corrected immediately.

Cross-connection: Any physical connection through which contaminants from drains, sewers, waste pipes or other unapproved sources get into the potable water supply. Depending on the degree of hazard, backflow preventers, air-breaks or air-gaps must be installed wherever a cross-connection exists. (See appendix)

Cross-contamination: A condition where bacteria is transferred from one food to another either directly or through use of contaminated equipment.

Effective hair restraint: A device which keeps hair out of a food handler's face and out of the food. Depending on the length and style of the hair, hats, visors, hairnets, hairsprays, and kerchiefs when used properly are effective hair restraints.

Food: Any raw, cooked or processed edible substance or ingredient intended for human consumption, including water and ice.

Food grade container: A container which is specifically designed constructed and labeled by the manufacturer to store food.

Foodborne illness: A disease or illness that is transmitted by food.

Gastrointestinal illness: An illness involving the stomach and intestines. This type of illness can involve nausea, diarrhea, vomiting, and stomach pain.

Health advisor: Indian Health Service Office of Environmental Health & Engineering.

Incubation period: The time it takes to feel or show signs of illness after being exposed to an infectious agent.

Indirect waste connection: A connection to the sewer which is either by an air-gap or an air-break.

Jaundice: Yellow color of skin, whites of eyes, and mucous membranes.

Lock-out: Disconnecting or turning off a power source to a piece of equipment and using combination or key locks so that it can not be turned on again. This is generally used in connection with tag-out procedures.

Malaise: Vague feeling of bodily discomfort.

Material Safety Data Sheet (MSDS): A safety information sheet developed by the maker of a chemical which gives information on the chemical's hazards and risks, safe handling requirements and actions to take in case of accidental contact with skin, eyes, and lungs, or if accidentally swallowed.

Metal stem thermometer: A numerically scaled (0^o– 220^oF) thermometer with a metal probe designed to take food temperatures.

National Sanitation Foundation: An organization which tests, certifies and produces standards for food service equipment. NSF standards and certification are considered as the industry standard for food service equipment construction.

Pasteurization: A heat treatment of liquid food or beverage products designed to kill, with minimum chemical change, significant pathogens. This treatment does not kill all bacteria therefore it is important to store pasteurized foods at the proper temperature.

Pathogen: A disease causing bacteria, virus, mold, parasite, or other microorganism.

Person in charge: (PIC) Responsible for management of facility. PIC must demonstrate knowledge of food safety and foodborne illness prevention as well as proper management of staff.

Potable water: Water that is fit to drink. In this guideline potable water refers to from systems which meet the requirements of the Safe Drinking Water Act.

Potentially hazardous food: (PHF) Any food or beverage capable of supporting the rapid growth of bacteria. This includes: meats, fish, milk, dairy products, eggs, cooked vegetables, cooked beans or rice, cut melons, cooked pasta, and cooked grains.

PPM: (parts per million) A measurement of concentration.

Ready-to-eat food: Foods that do not require any further heat treatment to be eaten. This includes: dairy products, salad dressings, condiments, beverages, bread, desserts, cooked foods, cold cuts, cheeses, fruits, vegetables.

Residual: For the purposes of this guideline, the amount of chemical sanitizer left on items after the sanitization rinse.

Sanitization: The reduction of the number of pathogenic microorganisms on a surface to levels accepted as safe by the Health Advisor.

Self-closing door: A door equipped with a device which allows the door to close by itself.

Single-service articles: Items such as plastic utensils, stirrers, straws, bags, toothpicks, place-mats, containers, and wrappers, designed and constructed for one time, one person use.

Single-use- articles: Items such as utensils and bulk food containers, designed and constructed to be used once and discarded. This includes wax paper, plastic wrap, aluminum foil, jars, plastic tubs, bread wrappers, and formed aluminum containers.

Tag-out: Placing a tag, label or tape over the power connection of a piece of equipment stating that the power may not be turned on until the tape or tag is removed. This is generally used in connection with lock-out procedures.

Toxic: Poisonous

Underwriters Laboratories: One of a number of agencies that test and approve various products for safety and then permit the manufacturer to display their seal on the product as an indication of that testing.

Valid health training certificate: A food handlers certificate/card issued to food service employees after successful completion of training and achieving a passing score on a test. These cards are issued by the Health Advisor.

FOODBORNE ILLNESS RISK FACTORS AND PUBLIC HEALTH INTERVENTIONS

Supervision

PIC present, demonstrates knowledge, and performs duties

The person in charge (PIC) has three assigned responsibilities – Presence; Demonstration of Knowledge; and Duties. This item is marked OUT of compliance if any **one** of the responsibilities is not met.

- A. Person in charge is present. This item is marked OUT of compliance when there is no PIC.
- B. Demonstration of Knowledge. The PIC has three options for demonstrating knowledge. This item is marked OUT of compliance if the PIC fails to meet at least **one** of the options. The three options for demonstration of knowledge allowed by the Food Code are:
 - 1) Certification by an ACCREDITED PROGRAM;
 - 2) Complying with this **Code** by having no violations of critical items during the current inspection; or
 - 3) Correct responses to the inspector's questions regarding public health practices and principles applicable to the operation. The inspector should assess this item by asking open-ended questions that would evaluate the PIC's knowledge in each of the areas enumerated in ¶ 2-102.11(C). Questions can be asked during the initial interview, menu review, or throughout the inspection as appropriate. The Inspector should ask a sufficient number of questions to enable the inspector to make an informed decision concerning the PIC's knowledge of the Code requirements and public health principles as they apply to the operation. The dialogue should be extensive enough to reveal whether or not that person is enabled by a clear understanding of the Code and its public health principles to follow sound food safety practices and to produce foods that are safe, wholesome, unadulterated, and accurately represented.
- C. Duties of the PIC. This item should be marked OUT of compliance when there is a pattern of non-compliance and obvious failure by the PIC to ensure employees are complying with the duties listed in § 2-103.11. Since marking this item out of compliance requires judgment, it is important that this item not be marked for an isolated incident, but rather for an overall evaluation of the PIC's ability to ensure compliance with the duties described in § 2-103.11.
- D. A valid health training certificate (food handler's card) must be retained for each employee, manager and owner working in a food service establishment. Each certificate should be available in the establishment for inspection by the Health Advisor.
- E. Only authorized persons should be allowed in the food service facility's food preparation and storage areas.

Employee Health

Management awareness, policy present

- A. The PIC is aware of the Food Code provision that conditional or food employees are required to report certain symptoms or diagnosed illnesses to the person in charge, and
- B. The PIC can convey knowledge of an employee health policy **or** have access to an employee health policy (the Code does not require a written policy except for use of bare hand contact with ready-to-eat food) identifying what actions are necessary following a report that an employee has a certain symptom or diagnosed illness.

The policy must reflect the current Food Code provisions. Verbal communication of the employee health policy must be specific to the types of illnesses and symptoms that require reporting. Nonspecific statements such as, "sick or ill employees are not allowed to work," are not acceptable as meeting this requirement.

Managing ill employees - reporting, excluding, and restricting

There must be no ill employees, employees experiencing symptoms requiring reporting, or reason for the PIC to exclude or restrict an employee observed at the time of the inspection.

- Personnel with infections are restricted.
- Individuals with symptoms of a gastrointestinal illness should not handle food or food/ice utensils or equipment used to prepare food.
- Individuals with diarrhea or vomiting should stay home. If a foodborne illness is suspected, contact a doctor or call your local DEHS office for advice.
- Individuals with infected cuts or sores shall not work in a capacity where food or food contact surfaces can become contaminated.

- Personnel ill with any other diseases which may be transmitted by food shall not work in a capacity whereby food, utensils or food equipment may become contaminated.

Good Hygienic Practices

Proper eating, tasting, drinking, or tobacco use – all must take place in designated areas

No discharge from eyes, nose, and mouth

- Workers' clothes are clean and hair restraints are utilized.
- Employees must wear clean clothing/aprons and must maintain a high degree of personal cleanliness.
- Food handlers must wear effective hair restraints to prevent hair from falling into food and to prevent hair from having to be brushed away from the face.

Preventing Contamination by Hands

Hands clean and properly washed

Employees are observed using proper handwashing techniques at appropriate times and places.

- Wash hands immediately before starting work, after using the toilet, after handling raw meat, after using tobacco products, and as often as necessary to remove contamination.
- Keep hands away from face and hair. If you touch your face wash your hands before returning to work.
- Other than a wedding band, food handlers should not wear jewelry on their hands or wrists.
- Keep nails neat and trimmed. "Fake" fingernails should not be worn in the Food Preparation Area.

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

Employees are observed using suitable utensils or gloves to prevent bare hand (or arm) contact with ready-to-eat foods or are observed following a pre-approved alternative procedure to no bare hand contact.

- Use approved utensils or disposable gloves when preparing, serving and dispensing food and ice.
- If gloves are used, change gloves frequently and wash your hands between changes.
- If handling raw meats while using gloves, be sure to change your gloves before handling ready-to-eat products.
- If handling raw meats and utensils are used, wash, rinse and sanitize utensils after each use.
- Dispense ice using a sanitized long handled scoop or similar utensil.
- Dispense dry foods (sugar, rice, flour, grains) using a sanitized long handled scoop or similar utensil.
- Employees with non-infected cuts should wear gloves over the bandages.

Adequate handwashing sinks, properly supplied and accessible

- Adequate number of toilet & handwashing facilities as required
- Adequate supply of liquid hand soap and paper towels

Restroom adequately maintained and fully stocked with soap and paper towels, or other approved drying method

- Recommended number of waste receptacles
- Provide self-closing doors for all toilet rooms.
- Do not prop or tie toilet room doors open.
- Maintain toilet rooms in a clean and sanitary manner.
- Keep all supplied plumbing fixtures and equipment in working order.
- Provide toilet tissue, soap, paper towels or sanitary drying device, and covered waste receptacles in all toilet rooms.
- Provide soap, paper towels or sanitary drying device at all handwashing sinks.
- Conveniently located waste receptacles must be provided for all handwashing sinks.

Approved Source

Food obtained from approved source

- Meats, eggs and dairy products must come from a federal or state inspected facility that is approved to sell these foods for use in food service establishments. State inspected meats must be used in that state.
- **Home canned and cured foods are prohibited.**

Food received at proper temperature

- All potentially hazardous cold foods should be delivered to the food service establishment at a temperature of 41°F or below.
- All fluid milk and fluid milk products must be pasteurized and used within the expiration date. Grade “A” standards apply for fluid milk and fluid milk products.
- If whole eggs are used they must be Grade “B” or better.

POTENTIALLY HAZARDOUS FOODS NOT MEETING THIS TEMPERATURE REQUIREMENT SHOULD NOT BE ACCEPTED.

Food in good condition, safe and unadulterated

- Free from infestation, spoilage and within expiration date.
- Produce must be fresh, not spoiled and washed before use.
- Flour, grains, cereals and all other foods must be free from insect and rodent infestation.
- Canned goods must be free from dents, bloating, rust, leaks and any other condition which could affect the contents.
- Milk should be dispensed from individual containers or from an approved bulk milk dispensing unit.
- Food should be stored in its original container. **Food not stored in its original container must be properly labeled as to contents**

Required records available: shellstock tags, parasite destruction

- Shellfish should be stored in its original, labeled container. Shellfish tags should be kept on the container until the shellfish are used up and for 90 days thereafter.

***NOTE:** Fish that are sold with the intent that the consumer will cook it are not required to be frozen for parasite destruction.*

FOODS NOT MEETING THE ABOVE CONDITIONS SHOULD BE STORED SEPARATELY AND RETURNED TO THE DISTRIBUTOR OR DISCARDED.

Protection from Contamination

Food separated and protected

- Food should be protected from contamination at all times.
- Store raw meats and eggs on the bottom shelves of refrigeration and freezer units.
- Store foods in covered containers at least 6 inches off of the floor.
- Do not store raw meats on the same ice used to store ready-to-eat foods.
- Provide sneeze guards for salad bars and buffet style service.

Food-contact surfaces: cleaned and sanitized

- Wash, rinse, sanitize and air-dry equipment used to prepare raw foods.
- Properly store food/ice dispensing utensils using one of the following methods:
 - Store dispensing utensils in the food item with the handle up and out of the product.
 - Store food/ice dispensing utensils under running water between uses. This method is ideal for ice cream scoops.
 - Store food/ice dispensing utensils in a clean, dry place protected from contamination.
- Food contact surfaces must be smooth, easily cleanable and in good repair.
- Food contact surfaces must be properly constructed and installed.
- Cutting boards must be of an approved hardwood or plastic material.
- Only approved food-grade materials can be used for the storage and preparation of food.
- Do not use galvanized containers for food storage or preparation.
- Do not use garbage bags to store food.
- Use commercial, National Sanitation Foundation (NSF) approved, or equivalent equipment.
- Do not use domestic equipment.

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

Out of Compliance: If food is found unsafe, adulterated, from an unapproved source, or ready-to-eat food is contaminated by employees and is not discarded or reconditioned according to an approved procedure, or if previously served unwrapped, unprotected food is observed being re-served.

UNWRAPPED OR POTENTIALLY HAZARDOUS FOODS SERVED TO CUSTOMERS AND NOT CONSUMED CANNOT BE RE-SERVED AND MUST BE DISCARDED.

Potentially Hazardous Food (PHF) (Time/Temperature Controls for Food Safety)

Proper cooking time and temperatures

Out of Compliance: If the items checked do not meet the temperature requirements for cooking and the employee doing the cooking attempts to serve the product without returning the product to the cooking process.

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

- *Raw eggs broken on request and prepared for immediate service cooked to 63°C (145°F) for 15 seconds; Raw eggs broken, but not prepared for immediate service, cooked to 68°C (155°F) for 15 seconds*
- *Comminuted fish, meat, game animals cooked to 68°C (155°F) for 15 seconds*
- *Roasts, including formed roasts, are cooked to 54.4°C (130°F) for 112 minutes or as chart specified and according to oven parameters per chart*
- *Ratites and injected meats cooked to 68°C (155°F) for 15 seconds*
- *Poultry, stuffed fish/meat/pasta/poultry/ratites, or stuffing containing fish, meat, poultry or ratites cooked to 74°C (165°F) for 15 seconds*
- *Wild game animals cooked to 74°C (165°F) for 15 seconds*
- *Whole-muscle, intact beef steaks cooked to surface temperature of 63°C (145°F) on top and bottom; meat surfaces have a cooked color change*
- *Raw animal foods rotated, stirred, covered, and heated to 74°C (165°F) in microwave; food stands covered for 2 minutes after cooking*
- *All other raw animal foods cooked to 63°C (145°F) for 15 seconds*

Adequate facilities to maintain product temperature

- Provide adequate refrigeration to maintain cold foods at 41°F or below during display, service, storage and transportation.
- Provide adequate hot holding units to maintain hot foods at 135°F or above during display, service, storage and transportation.
- Provide adequate freezers to maintain frozen foods at or below 0°F.

Indicating thermometers are provided and registering the correct temperature. Metal stem thermometers are provided and properly used.

- Provide thermometers in all refrigeration and freezer units. Be sure to place the thermometers in the warmest part of the unit. Thermometers should read from 0°F to 220°F and be accurate to within + or -- 3°F.
- Provide thermometers in all hot and cold holding units.
- Provide and use metal stem thermometers to check food temperatures during cooking, holding, display, storage, service and transportation. Temperatures should also be checked when products are received. Frequent temperature checks are needed to make sure temperature requirements are being met. Properly sanitize metal stem thermometers between each temperature check. (May be done by using alcohol swabs)

Proper reheating procedures for hot holding

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

- *PHF rapidly reheated to 74°C (165°F) for 15 seconds within 2 hours*
- *Food reheated in a microwave to 74°C (165°F) or higher*
- *Commercially processed ready-to-eat PHF reheated to 57°C (135°F) or above within 2 hours*
- *Remaining unsliced portions of roasts reheated for hot holding using minimum oven parameters*

Proper cooling time and temperatures

NOTE: The requirement for cooling cooked PHF food, is that the food must be cooled from 135°F to 41°F or less in **6 hrs** provided that the food is cooled from 135°F to 70°F within the first 2 hours. For example, if a facility cools chili from 135°F to 70°F in 1.5 hours; they then have 4.5 hours to get it from 70°F to 41°F or less (or 45°F or less). There are two critical limits that must be met with cooling. If the food is not cooled from 135°F to 70°F within 2 hours, this item is marked OUT. If the food is not cooled from 70°F to 41°F or less (or 45°F or less) within 6 hours minus the time it took the food to cool from 135°F to 70°F, the item is marked OUT. Discussions with the person in charge along with observations should be used to determine compliance. For instance, during discussion the person in charge says that a food product was cooled overnight in the walk-in cooler. The product is checked and the temperature is 50°F. Eight hours have elapsed from closing to opening. This item should be marked out because the product did not cool from 135°F to 70°F within two hours and from 70°F to 41°F or less (or 45°F or less) within 6 hours.

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

- Cooked PHF food cooled from 57°C (135°F) to 5°C (41°F) or less, or to 7°C (45°F) or less in 6 hrs, provided that the food is cooled from 57°C (135°F) to 21°C (70°F) within the first 2 hours
- PHF food from ambient temperature ingredients cooled to 7°C/5°C (45°F/41°F) or below within 4 hours
- Foods (shellstock, milk) received at a temperature according to law cooled to 7°C/5°C (45°F/41°F) within 4 hours
- Raw eggs received at an ambient temperature of 7°C (45°F) immediately placed in refrigerated equipment that maintains an ambient air temperature of 7°C (45°F)

Proper hot holding temperatures

- Cooked PHF must be held at 135°F or higher.

Proper cold holding temperatures

- PHF requiring refrigeration must be held at 41°F or below.
- Frozen PHF must be held at 0°F.

Proper thawing of potentially hazardous foods

- Thaw frozen products so that the outer portion's temperature does not exceed 41°F.

Proper methods for thawing frozen foods:

- In the refrigerator;
- During the cooking process;
- In a microwave oven;
- If the food is in a tightly sealed container, you may thaw it under running water less than or equal to 70°F

Proper date marking and disposition

In compliance: When foods are all within date marked time limits or food is observed being discarded within date marked time limits.

Out of compliance: When date marked food exceeds the time limit or date-marking is not done.

Time as a Public Health Control: procedures and records

- Temperature logs are maintained and kept current
- If a HACCP or other similar plan is in place adequate records are maintained

Cleaning Practices

Dishwashing facilities are properly designed, constructed, maintained, installed, located and operated

- Maintain dishwashing facilities in good working order.
- Properly located to maintain orderly flow.
- Properly size the equipment for the volume of the facility.
- Provide an accurate pressure gauge on automatic dishwashers.

- Provide an accurate thermometer for both manual and automatic dishwashing facilities.
- If chemical sanitization is used provide the appropriate test kit to measure the sanitizer residual. A swimming pool test kit is not appropriate.

Cleaning & sanitizing

- Scrape and presoak all dishware prior to washing.
- Wash all dishware on the day of use.
- The wash and rinse water must be kept clean and free from floating food debris.
- When manual dishwashing is used, the wash water temperature should be hot enough to properly clean items.
- Detergent should be rinsed off prior to sanitization.
- Sanitization rinse is clean, at the proper temperature, chemical concentration and exposure time. The equipment and utensils are being properly sanitized.
- For chemical sanitization the following concentrations must be maintained:

Minimum Chlorine (Bleach) Concentration	Minimum Temperature	
MG/L (PPM)	pH 10 or less	pH 8 or less
25	120°F	120°F
50	100°F	75°F
100	55°F	55°F
Minimum Iodine Concentration	Minimum Temperature	
MG/L (PPM)	pH 5 or less	pH no higher than manufacturer specifies
12.5	75°F	75°F
25	75°F	75°F

Chlorine = 25 – 100 PPM

Iodine = 12.5 – 25 PPM

Quaternary Ammonia = 200 PPM (Following manufacturer’s recommendations.)

- The appropriate test kit should be available to check for the recommended chemical concentration.

THESE CHEMICAL RESIDUALS SHOULD BE MAINTAINED IN ALL SANITIZING SOLUTIONS AND ON DISHWARE AND EQUIPMENT AFTER MANUAL OR MECHANICAL SANITIZATION RINSE. FOLLOW THE MANUFACTURER’S INSTRUCTIONS ON HOW TO MIX THE SANITIZER TO GET THE PROPER RESIDUAL.

- Mechanical warewashing equipment, hot water sanitization temperatures
 - 194°F – temperature of the fresh hot water sanitizing rinse as it enters the manifold
 - 165°F – stationary dishrack, single temperature machine
 - 180°F – all other machines
- If swab sanitization is used, the following residuals must be maintained:
 - Chlorine = 100 PPM
 - Iodine = 25 PPM
 - Quaternary Ammonia = 200 PPM

Wiping cloths are clean and used properly

- Keep wiping cloths in a clean, approved sanitizing solution between uses.
- Do not add soap/detergent to the sanitizing solution, as this will decrease the sanitizer’s effectiveness.
- Change the solution as frequently as necessary to keep the solution clean and to maintain the appropriate chemical residual.
- Wiping cloths used to wipe up spills on plates or bowls being used by a customer, shall be clean, dry and used for no other purpose.

Food contact surfaces of equipment and utensils shall be clean, free of abrasives and detergents

- All food contact surfaces should be maintained in a clean and sanitary manner.
- Clean and sanitize as frequently as necessary to keep surfaces free of contamination.
- Clean and sanitize utensils and dishware served to customers after each use.
- Plates used by customers for buffet type service cannot be reused.

Non food contact surfaces of equipment and utensils shall be clean

- Maintain all non-food contact surfaces of equipment in a clean and sanitary manner.

Utensil Storage

Clean equipment and utensils are being stored and handled properly

- Store all cooking pots and pans inverted to protect the food contact surfaces from contamination.
- Cover all utensils while being stored.
- Wash your hands prior to handling clean or sanitized equipment.
- Store equipment and utensils in a sanitary manner to protect them from contamination by insects, dust or sewer lines.

Proper storage & dispensing of single service items

- Store single service utensils not individually wrapped, covered and protected from contamination.
- Dispense single service utensils with handles up or if dispensing from a horizontal position, the handles should all face one way.
- Dispense single service articles without handling the food contact surfaces.
- Dispense/store single service plates, cups and bowls with non food contact surface up.

Clean, sanitized equipment, utensils, laundered linens, single-service and single-use items shall not be stored:

- In locker rooms;
- In toilet rooms;
- In garbage rooms;
- In mechanical rooms;
- Under sewer lines that are not shielded to intercept potential drips;
- Under leaking water lines including leaking automatic fire sprinkler heads or under lines on which water has condensed;
- Under open stairwells; or
- Under other sources of contamination.

Single Service Items

No re-use of single service articles

- Single service articles/utensils should be used once and then discarded.
- Aluminum crimped food pans are designed for a single use and are not to be re-used.
- Some plastic utensils are designed for re-use. If these types of utensils are used, proof must be available from the manufacturer that they are designed for re-use. If they are to be re-used, they must be washed, rinsed and sanitized after each use.

Water

The water source is safe, adequate, provides both hot and cold water.

- All water used in the food service facility must be potable and from an approved source.
- Adequate pressure for hot and cold water must be provided.

Sewage

The sewage and wastewater disposal system is approved.

- All wastewater and sewage shall be disposed of in a public system or by other means approved by the Health Advisor.

Plumbing

Complies with state regulations

- All plumbing shall be in good repair and conform with the latest edition of the Uniform Plumbing Code.
- All threaded hosebibs shall be provided with an approved backflow prevention device or the threads must be removed so that a hose cannot be attached to the fixture (see appendix).
- All sinks or equipment used to wash or prepare foods or wash equipment must have an approved indirect connection to the sewer line.

No cross-connections; The system is properly protected against Backsiphonage/backflow

- All plumbing fixture supply lines must have an air-gap or an approved backflow prevention device.
- All detergent dispensing devices connected to the water supply must be provided with an approved properly installed backflow prevention device.
- At all locations where cross connections exist an approved, properly installed backflow prevention device must be provided.

Garbage and refuse disposal

Approved and clean waste containers/receptacles are provided. The refuse is disposed of as required.

- Provide durable, easily cleanable, leak proof, non-absorbent, rodent proof containers with tight fitting lids.
- Clean containers as frequently as necessary to prevent odors and build-up of grease/food residue and other waste materials.
- Provide a sufficient number of covered containers to store all garbage and prevent excess garbage from being scattered by the wind or animals.
- Waste receptacles in the kitchen may be kept uncovered while actively being used.

The outside storage area enclosures are properly constructed and kept clean.

- Garbage storage areas whether indoor or outdoor must be constructed of easily cleanable, non-absorbent materials.
- Storage areas/rooms must be rodent/fly proof.
- Garbage/refuse containers shall be stored on a hard, non-absorbent surface. This surface shall be kept clean and in good repair. A sealed concrete pad is the best choice for a surface on which to store outside receptacles.
- Maintain garbage enclosures/rooms in a clean and sanitary manner so as not to attract rodents/insects.

Insect, rodent and animal control

Signs of insects/rodents detected. All outer openings are sealed to prevent entry by insects/rodents.

- During seasons when flies or other insects are common, all open windows shall be provided with #16 mesh screen. All exterior doors shall be self-closing or shall be provided with other approved means to exclude insects.
- All exterior doors and openings shall be rodent proofed as recommended by the Health Advisor.
- Eliminate insect infestations by providing proper sanitation techniques and adequate extermination by a licensed pesticide applicator. Eliminate all entry points that are ¼" or greater.
- Keep animals out of all areas of the food service facility with the exception of certified seeing eye dogs for the legally blind and service dogs for the physically handicapped, which are allowed in the dining area, assembly area and restrooms only.

Floors, walls and ceilings

The floors are constructed of an easily cleanable material, drained, cleaned and in good repair. Dustless cleaning methods are used.

- Floors shall be constructed of a smooth, non-porous, light colored, easily cleanable material.
- The floor and floor finish shall be maintained in good repair.
- The floor shall be maintained in a clean and sanitary manner.
- Floor drains shall be installed as necessary to allow for proper cleaning and drainage.

- Floors shall have sufficient pitch to floor drains to prevent accumulation of pooled water on the floor.
- Floor-wall junctures shall be covered with rounded cove-base to aid in cleaning and to prevent the build-up of food residue.

The walls, ceiling and attached equipment are of cleanable construction, in good repair and are maintained in a sanitary manner. Dustless cleaning methods are being used.

- Walls and ceilings shall be constructed of smooth, non-porous, light colored, easily cleanable materials.
- Walls and ceilings in food preparation, dishwashing, and food storage areas shall be finished with a material that can withstand scrubbing.
- Walls and ceilings shall be maintained in a clean and sanitary manner.

Lighting

Lighting is provided as required and the fixtures are properly shielded.

- A minimum of 10 foot-candles shall be provided in food storage areas.
- A minimum of 20 foot-candles shall be provided in food preparation areas.
- Light fixtures shall be shielded where food, beverages or food containers may be contaminated by broken glass.

Ventilation

Rooms and equipment are adequately ventilated.

- Adequate ventilation is provided to eliminate odors, grease, vapors and water condensation on walls, ceilings and equipment.
- Adequate ventilation is provided to keep toilet rooms free from odors.
- All ventilation is vented to the outside air.

Other operations

Dressing rooms are clean and employee lockers are provided.

- Personal items are stored in an orderly manner and only in designated areas that are outside of food preparation/storage and equipment washing/storage areas.

Toxic items are properly stored, labeled and used.

- Only those toxic items necessary for the food service operation shall be stored on the premises.
- All toxic items shall be stored in such a manner so as to eliminate the possibility of foods, food containers, food equipment and any other item from being contaminated.
- All containers of toxic items shall be properly labeled as to contents.
- All toxic items shall be used in a manner consistent with the manufacturer's directions.
- Whenever toxic items are stored on the same shelving unit as cleansers, the toxic items shall be stored on a separate shelf and on the bottom shelf.
- Do not store toxic items in the kitchen. If this can not be avoided, store toxic items isolated from all other items and in a locked cabinet.

The premises are well maintained. Unnecessary equipment does not present a hazard. All cleaning/maintenance equipment is properly stored.

- Store only those items used in the facility on the premises.
- Remove all unnecessary items and unused equipment.
- Provide a separate storage area outside of the food preparation/storage areas and the dishwashing/storage areas for storing clean equipment. Store cleaning equipment in such a manner as to prevent contamination of food and food containers and food equipment.

There is a complete separation from living/sleeping quarters and the food service facility.

- Sleeping and living quarters shall be completely separate from all aspects of the food service operation.
- Only laundry used in the food service facility shall be washed in the equipment provided at the facility.
- A separate area shall be provided for the laundry facilities.

Clean and soiled linen is properly stored.

- Clean linen shall be stored in such a manner so as to protect it from contamination. Store clean linen separately from soiled linen and up off of the floor.
- Store soiled linen in covered containers. Do not allow excess soiled linen to accumulate in such a manner as to attract insects or rodents.

Consumer Advisory

Consumer advisory provided for raw or undercooked food reminding of the risk associated with the Consumption of Animal Foods that are Raw, Undercooked, or Not Otherwise Processed to Eliminate Pathogens.

- The facility must inform/remind consumers of the significantly increased risk of consuming such foods.

Highly Susceptible Population

Pasteurized foods used; prohibited foods not offered

Chemical

Food/Color Additives and Toxic Substances

Food additives: approved and properly used

In compliance: If approved food and color additives are on site and used properly or if sulfites are on the premises, and they are not applied to fresh fruits/vegetables for raw consumption.

Out of compliance: If unapproved additives are found on the premises or approved additives are improperly used, such as sulfites being applied to fresh fruits or vegetables.

Toxic substances properly identified, stored, and used

Conformance with Approved Procedures

Compliance with variance, specialized process, reduced oxygen packaging criteria or HACCP plan

This is not applicable if the establishment is not required by the regulatory authority to have a variance or HACCP plan, juice is not packaged or reduced oxygen packaging is not done on the premises. However, if a HACCP or other similar plan is in place then all employees should be familiar with it and the PIC should ensure that it is followed.

What is Shigellosis?

Shigellosis is a disease of the intestines caused by a bacterium called *Shigella*. There are several different kinds of *Shigella* which cause this disease. People feel symptoms of the disease usually about 1-3 days after being exposed to the bacteria. The length of time a person is sick can last from several days to several weeks, but usually lasts from 4-7 days.

What does the Shigellosis do to you?

The symptoms are usually diarrhea along with fever, vomiting and cramps. Feces (stool) may contain blood or pus. This disease is sometimes known as dysentery. In healthy persons the disease is not usually serious and a person usually gets better without medicine. However, complications such as severe loss of water and salts from the body (dehydration) may occur, which causes some persons to have to go into the hospital for treatment.

Can Shigellosis be treated?

Mild cases do not require treatment, just replacement of water and salts which may be lost from diarrhea and vomiting. For the very young, infants, the elderly, or in persons who continue to have a high fever or are weak from other illnesses, antibiotics can be given by a doctor to help kill the bacteria. Usually most persons recover on their own.

How could someone get Shigellosis?

By contact with the bacteria in the feces (stool) of someone who is already infected with the disease. Persons who give this disease to others, usually do so by not washing their hands thoroughly after going to the bathroom. The bacteria can then be transferred from their hands to other persons who may accidentally get the bacteria into their mouth. People with the disease may also accidentally contaminate food or water that they touch. If this happens, another person who eats this food or drinks the contaminated water may become ill. Since the bacteria live in the intestines, they are present in the feces of any person that has the disease.

Could someone get Shigellosis more than once?

Yes. There are several types of *Shigella* bacteria which cause illness. Even though you have had shigellosis you can still get it again if you are exposed to the bacteria.

Can I have Shigellosis and not know it?

Yes. Some cases are so mild that you may mistake it for a simple upset stomach. Some persons do not have symptoms at all. This is why it is important to practice good hygiene and always wash hands after going to the bathroom. Even if you have no symptoms, you still can have the bacteria and spread it.

How Can Shigellosis be prevented?

- Wash your hands after going to the bathroom.
- Wash your hands before eating.
- Wash your hands before preparing food and after handling raw meats.
- Wash your hands after changing diapers. If you know you have the disease, don't care for small children until you are better.
- Teach children to wash their hands.
- Do not prepare food if you have an illness which causes diarrhea.
- Properly disinfect drinking water and containers used to haul water.

What is Salmonellosis?

Salmonellosis is a disease of the intestines caused by a bacterium called *Salmonella*. There are many different kinds of *Salmonella* which cause this disease. People feel symptoms of the disease usually about 12-36 hours after being exposed to the bacteria. The length of time a person is sick depends on many factors such as the type of *Salmonella* bacteria and the way a person get infected. The illness can last from several days to a week, or longer.

What does Salmonellosis do to you?

The first symptoms are usually a headache, stomach or intestinal pain, diarrhea, nausea and sometimes vomiting. This causes the body to lose water and salts (dehydration) which may be severe in infants or the elderly. Most people develop a fever that lasts for several days. In most healthy persons the disease is usually not serious. However, in some persons the illness may be severe, or complications may develop, and they may have to be hospitalized. In rare severe cases, persons may even die if not treated.

Can Salmonellosis be treated?

Mild cases do not require treatment, just replacement of water and salts which may be lost from diarrhea and vomiting. For the very young, infants, the elderly, or in persons who continue to have a high fever or are weak from other illnesses, antibiotics can be given by a doctor to help kill the bacteria. Usually most persons recover on their own.

How could someone get Salmonellosis?

By eating the bacteria in food from infected animals or by drinking water or other liquids contaminated with the bacteria. You can also get the illness by having contact with contaminated feces (stool/droppings) from an infected animal or person. Many animals such as poultry, pigs, cattle, rodents, and pets such as turtles, iguanas, chicks, dogs and cats, may be infected with *Salmonella* bacteria and may have contaminated feces. Since the bacteria live in the intestines, they are present in the feces of any animal or person that has the disease. Eating undercooked meats such as poultry, drinking unpasteurized milk, eating raw eggs and drinking water contaminated with feces are some of the ways a person can get sick. Food or drink which comes into contact with other foods which have the bacteria, or are prepared with infected foods, can become contaminated and spread the disease if eaten. If you haul drinking water from a place that is used by animals, such as a livestock watering point or spring, and the water is contaminated, you can get the illness from drinking the water. Thorough cooking kills the bacteria as does proper disinfection of drinking water.

Could someone get Salmonellosis more than once?

Yes. There are many types of *Salmonella* bacteria which cause illness. Even though you have had salmonellosis once, you can still get it again if you are exposed to the bacteria.

How Can Salmonellosis be prevented?

- Wash your hands after going to the bathroom.
- Wash your hands before eating.
- Wash your hands before preparing food and after handling raw meats or raw eggs.
- Wash your hands after changing diapers.
- Teach children to wash their hands.
- Do not prepare food if you have an illness which causes diarrhea.
- Thoroughly cook all foods which come from animals, including eggs.
- Avoid drinking unpasteurized milk.
- Wash your hands after you have contact with livestock, pets or other animals.

What is Hepatitis A?

Hepatitis A is an infection of the liver caused by the hepatitis A virus.

What does Hepatitis A do to you?

- Symptoms usually begin 2 to 6 weeks after exposure to the virus and last 1 to 2 weeks.
- Early symptoms in adults include nausea (upset stomach), loss of appetite, vomiting, fatigue, fever, and abdominal cramps (stomach or side pain).
- Dark yellow or brown urine, pale or white bowel movements, and jaundice (yellow eyes or skin) may also be present, but do not occur in all cases.
- Persons can have all or only a few of these symptoms.
- Most young children have only a mild flu-like illness without jaundice, or no symptoms at all.

Can Hepatitis A be treated?

- Hepatitis A is diagnosed with a blood test.
- There is no medicine or other treatment that will make the symptoms go away faster.

How could someone get Hepatitis A?

- The virus is shed in the feces and is picked up by another person when hands, food, or objects contaminated with feces are put in the mouth. The virus is spread when an infected person does not thoroughly wash his/her hands after going to the bathroom.
- The virus is also spread by drinking water or eating shellfish contaminated with the virus.
- A person is most contagious during the 2 weeks before the illness symptoms begin, therefore people can spread hepatitis A virus to others before they develop symptoms.
- Hepatitis A is not spread by kissing, sneezing, or by saliva.

How Can Hepatitis A be prevented?

- The illness can be prevented by a shot of immune globulin within 2 weeks of exposure or hepatitis vaccine before exposure.
- Wash hands thoroughly with soap and warm running water after using the toilet, changing diapers, and before preparing or eating food.
- Teach children to wash their hands.
- Keep bathrooms clean and supplied with soap and clean paper towels.
- Change diapers on surfaces that can be cleaned and disinfected after every use. To clean a diaper changing surface, use soap and water and disinfect with bleach solution (3 capfuls or tablespoons of household bleach per 1 gallon of water).
- Never change diapers on eating or food preparation surfaces.
- Cook shellfish thoroughly before eating.
- Drink water from approved sources only

What is the difference between Hepatitis A Vaccine and Immune Globulin (IG)?

Hepatitis A vaccine will provide long-term immunity, but should be given before exposure. Two shots are needed for long-term immunity.

Immune globulin (IG) prevents someone who has been exposed to hepatitis A from getting the disease if given within 14 days from exposure. IG is effective 80-90% of the time and protects against hepatitis A for about 3 months.

Immune globulin and/or the hepatitis A vaccine is necessary if any of the following applies to you:

- You live with someone who has hepatitis A.
- You have eaten food or put objects in your mouth handled by the person infected with hepatitis A.
- You have had sexual contact, or other intimate contact, with a person who has hepatitis A.
- You are traveling to an area where hepatitis A is common.
- You are a child or an employee at a child care program in which another child or employee has hepatitis A.

Child Care Programs and Food Establishments

Because hepatitis A can spread quickly in these settings, notify your local IHS Office of Environmental Health immediately about anyone who attends or works at a child care program, or works as a foodhandler and who has hepatitis A.

All information is general in nature and is not intended to be used as a substitute for appropriate professional advice.

What is Campylobacter?

What is Campylobacter (KAMP-EE-LO-BACK-TUR)? Campylobacter is the name of a bacterium which causes a disease of the intestines called **Campylobacteriosis (Kamp-ee-lo-back-tear-e-osis)**. There are a few different kinds of Campylobacter which cause this disease. People feel symptoms of the disease usually about 3-5 days after being exposed to the bacteria. The length of time a person is sick can last from 2-5 days, sometimes up to 10 days.

What are the symptoms of Campylobacter? What does the bacteria do to you? The symptoms are usually intestinal pain, diarrhea, fever, nausea and vomiting. Feces (stool) may contain blood or pus. In healthy persons the disease does not usually cause death and usually a person gets better without treatment. However, complications such as severe loss of water and salts from the body may occur which can cause some persons to have to go into the hospital for treatment.

Can Campylobacter be treated? Mild cases do not require treatment, just replacement of water and salts which may be lost from diarrhea and vomiting. For very young infants, the elderly, or persons who continue to have a high fever or are weak from other illnesses, antibiotics can be given by a doctor to help kill the bacteria. Usually most persons recover on their own.

How could someone get Campylobacter? By eating the bacteria in food from infected animals or by drinking water or other fluids contaminated with the bacteria. You can also get the illness by having contact with contaminated feces (stool/droppings) from an infected animal or person. Animals such as pigs, sheep, rodents, birds, poultry and cattle, and pets such as puppies and kittens may have the disease and spread it to humans. Since the bacteria live in the intestines, they are present in the feces of any animal or person that has the disease. Infected children may give the disease to puppies or kittens who then may spread the disease to other children. Eating undercooked meats such as poultry, drinking unpasteurized milk, and drinking water contaminated with animal feces are some of the ways a person can get sick. Any food or drink which comes into contact with other foods which have the bacteria, or are prepared with infected foods, can become contaminated and spread the disease if eaten. If you haul drinking water from a place that is used by animals, such as a livestock watering point or spring, and the water is contaminated, you can get the illness from drinking the water. Proper thorough cooking kills the bacteria as does proper disinfection of drinking water.

Could someone get Campylobacter more than once? Yes and No! There are many types of Campylobacter bacteria which cause illness. Even though you have had Campylobacteriosis once, you can still get it again if you are exposed to a different type of Campylobacter bacteria. If you get Campylobacter of one type, you should not get sick if exposed to the same type of bacteria again.

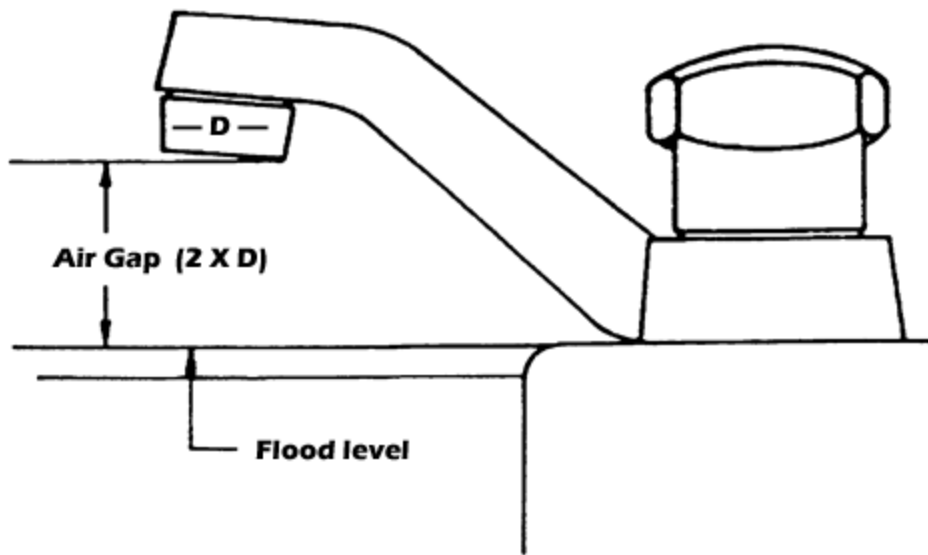
How Can Campylobacteriosis be prevented?

- Wash your hands after going to the bathroom.
- Wash your hands before eating.
- Wash your hands before preparing food and after handling raw meats.
- Wash your hands after changing diapers.
- Teach your children to wash their hands.
- Do not prepare food if you have an illness which causes diarrhea.
- Thoroughly cook all foods which come from animals. Avoid drinking unpasteurized milk.
- Wash your hands after you have contact with livestock or other animals.
- Do not haul water for drinking from places which animals use to drink.
- Properly disinfect drinking water and containers used to haul water. If you get water from your local water district, the water is already disinfected and safe.

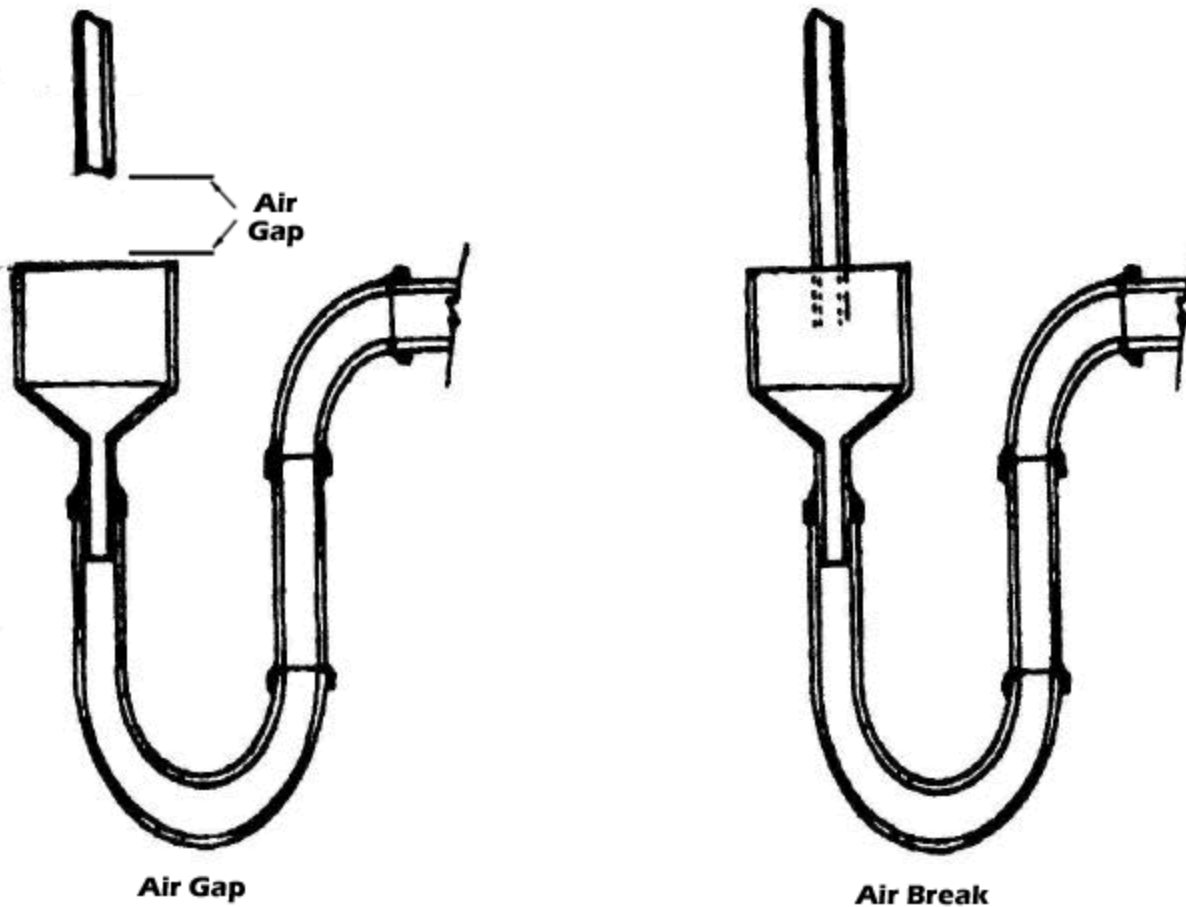
For more information, contact your local Oklahoma City Area Indian Health Service Office of Environmental Health Division of Environmental Health Services. In Pawnee our number is 918-762-6580.



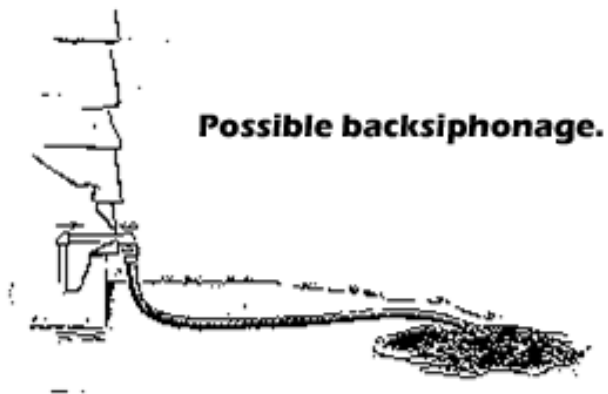
Plumbing Annex



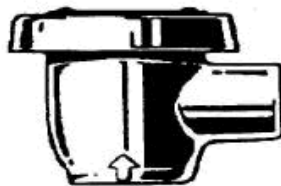
Example of an air gap at a sink.



Air Gap vs. Air Break



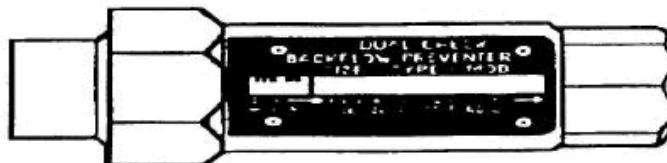
Hose Bibb Vacuum Breaker



Atmospheric Vacuum Breaker



Backflow Preventer with Intermediate Vent



Dual Check Backflow Preventer



Carbonator Backflow Prevention

Backflow prevention devices.