Environmental Health Services

NEW OWNER PACKET

Food Service Establishment

INSTRUCTIONS FOR USE

This packet was created and translated thanks to funding from the Michigan Department of Agriculture and Rural Development's Food Safety Educations Funds. Input was provided by staff from the Oakland County Health Division as well as food safety regulators state-wide through the Michigan Association of Local Environmental Health Administrators.

Special thank you to Tacoma-Pierce County for developing the food safety videos that are linked in some of the QR codes throughout the packet. https://tpchd.org/

Instructions for Use

1. Download documents and update with local branding and web links.
2. Order additional supplementary posters and stickers from the Michigan Department of Agriculture and Rural Development (MDARD) and from MichiganFoodSafety.com
    - **a.** EAP
    - **b.** Illness Poster
    - **c.** Allergen Poster
    - **d.** No smoking signs
    - **e.** 4-part sticker
    - **f.** Food Code
    - **g.** Food Law
    - **h.** Service Animals

Download and Print

You can also download and print individual pages based on the need of the food service establishment.

TABLE OF CONTENTS

NEW OWNER ACKNOWLEDGEMENT FORM

Facility Name: _____ Establishment ID#: _____

Facility Address: _____

Phone: _____

Person In Charge: _____

A NEW OWNER may begin operation once payment and application for licensure has been received and approved, provided that no changes have been made in the facility (e.g., changes regarding menu, equipment, seating, layout, etc.). Prior to changing a facility's menu, seating, equipment, or layout, plan review may be required. If a facility has been closed for more than one year, plan review approval is required prior to opening.

For change of ownership inspections only.
According to the new owner/operator, has there been a change in:

Menu?	○ Yes	○ No	Seating?	○ Yes	○ No
Equipment?	○ Yes	○ No	Layout?	○ Yes	○ No
Specialized Processing?	○ Yes	○ No			

According to the new owner/operator, is the facility on:

Municipal Sewer?	○ Yes	○ No	Municipal Water?	○ Yes	○ No

If no, describe: _____

_____

Standard Operating Procedures (SOPs):
Does the facility have a limited license? ○ Yes ○ No

- ○ Sanitarian reviewed facility Standard Operating Procedures (SOPs) with the Person-in-Charge at the time of this inspection.
- ○ The Person-in-Charge is in the process of developing SOPs which will be reviewed at future inspections. (For change of ownership inspections only).

New Owner Agreements:

- ○ I understand that any change in operation (i.e.: change in menu, ownership, equipment, or remodel) may require prior written approval by the local regulatory authority.
- ○ I understand that plans and specifications may also be required by this Division if it is determined that such plans are necessary to ensure compliance with the Michigan Modified Food Code/Michigan Food Law.
- ○ I acknowledge receipt & review of educational materials provided to me at the time of the New Owner/Opening Inspection.

Person in Charge: _____ Date: _____

Certified Manager: _____ Reviewed by (Sanitarian): _____

Additional Comments: _____

_____

***Note:** This packet is for educational purposes only and should not be considered a replacement to reading the Food Code and Michigan Food Law of 2000.*

ESTABLISHMENT PLAN REVIEW PROCESS

Plan review with the local health department (LHD) is required for all new or remodeled food service establishments, special transitory food units (STFU), and mobile food units. See the below listing and flow chart for details on proceeding.

Note: If proposed food facility is a retail, wholesale, or processing operation, the licensing and/or plan review process will be completed by Michigan Department of Agriculture and Rural Development. Visit www.michigan.gov/mdard/food-dairy/lhdresources/planreview or call 800-292-3939 for more information.

Required forms and applicable fees for the subsequent items are available at our offices or on the following websites:
www.oakgov.com/community/health/public-health-services/environmental-health/food-safety
www.michigan.gov/mdard/-/media/Project/Websites/mdard/documents/food-dairy/pr/fixed-plan_review_manual.docx?rev=2f1c-14baa82d4cc28907bc5208afeba8&hash=3D40C04D571C99496C91589A6EC2A4E6

THE FOLLOWING ITEMS MUST BE SUBMITTED TO LHD TO BEGIN THE PLAN REVIEW PROCESS:

1. **Completed Fixed or STFU/Mobile Food Establishment Plan Review Application and Fee**
2. **Completed Fixed or STFU/Mobile Food Establishment Plan Review Worksheet**
3. **Complete Menu**
   For facilities that do not have a formal/set menu (e.g., school with a rotating menu), a list of food and drink offered or representative sample menu will be accepted.
4. **Standard Operating Procedures (SOPs)**
   SOPs appropriate to the operation are required prior to opening. Sample documents are available in the Plan Review Manual.
5. **Certified Manager Documentation**
   Most food establishments are required to employ at least one (1) full time certified manager who is certified under the American National Standards Institute (ANSI) accredited certification program.
6. **One Complete Set of Scaled Plans (1/4" per foot is a normal, easy to read scale) including:**
   - Proposed equipment layout plan with all items accurately identified
   - Mechanical plan (i.e., make-up air systems, air balance schedule and cooking ventilation systems)
   - Plumbing plan (i.e., handsinks, food preparation sink, warewashing sinks, dishmachines, water heater, hot and cold water lines including backflow prevention devices, sewer drains including indirect waste lines, grease traps and floor drains/sinks)
   - Lighting plan indicating light fixtures and the type of shielding
   - Site plan (i.e., details of outside garbage storage and containers, exterior storage areas, on-site water well and sewage disposal)
7. **Equipment Specifications**
   Include manufacturer's specifications for each piece of equipment. Minimum information needed includes the following:
   - Type, manufacturer, model number, performance capacity, dimensions (specification or "cut" sheet)
   - How equipment will be installed (e.g., on leg or wheels, fixed or flexible utility connections)
   - Indicate if equipment is new or used
   - Indicate if equipment is NSF approved or equivalent

ESTABLISHMENT PLAN REVIEW PROCESS CONT.

1. New Food Establishment/Remodeling/Conversion Proposed.
   Note: *No construction may begin until approval is granted.*

2. Operator assembles required documentation, completes the application forms and other required items – submits the materials along with payment to Local Health Department (LHD).
   Note: *Plans are reviewed in the order received.*

3. Review conducted by LHD.
   Note: *If the facility is serviced by on-site water supply or sewage disposal systems, additional approvals will be necessary to proceed with plan approval.*

4. An incomplete letter is sent by LHD requesting additional information if items are missing or the provided information does not meet requirements.
   Note: *Operator is responsible for resubmitting documentation. No reminders will be sent.*

5. A plan review approval letter is sent by LHD when plans are complete.
   Note: *The file remains active for one year from the latest approval or incomplete letter.*

6. **CONSTRUCTION BEGINS***

7. If plans are revised or items added AFTER plans are approved, the changes must be submitted to LHD in writing and approved again before proceeding with construction.

8. Once construction is complete, operator applies for their food service license.

9. Operator obtains air balance test reports, final mechanical and plumbing approvals from local authorities as applicable, and the required certified manager/allergen certificates.

10. Facility requests an appointment for an opening inspection with LHD at least five (5) business days in advance.

11. Operational approval is granted during a site visit showing full compliance with all code or law requirements.

* LHD has the authority to issue a stop work order when construction begins before plans are approved.

ACTIVE MANAGERIAL CONTROL AND FOOD SAFETY MANAGEMENT SYSTEMS

1. Establish Standard Operating Procedures (SOPs) Based on Risk
2. Train Staff on Procedures
3. Monitor Use of Procedures
4. Implement and Document Corrective Actions
5. Verify Procedures are Preventing Risk
6. Establish Record Keeping

INFORMATION FOR THE PERSON IN CHARGE

Person in Charge

Retail food establishments are required to have a person in charge during all hours of operation. If there is only one person working, they are the person in charge.

Demonstration of Knowledge

The person in charge should be trained on and have a basic understanding of food safety knowledge for the processes occurring during their shift.

Certified Food Safety Manager

Depending on the level of risk within the operation, the food service establishment may be required to have at least one manager on staff who has completed Food Safety Manager training and passed the certification exam. This person should work at the facility full-time and is responsible for training other staff and implementing Active Managerial Control in the facility.

Active Managerial Control

Active managerial control is a process of implementing specific actions or procedures, including training, into the operation to reduce and prevent foodborne illness risk factors.

Through a continuous system of monitoring and verification, Active Managerial Control attempts to control risk through a proactive rather than reactive approach.

Food Safety Management Systems Used to Reduce Risk

- Food protection managers who have passed a certification exam through an accredited program.
- Standard operating procedures (SOPs) for performing critical food safety tasks.
- Recipes that contain specific steps for preparing a food item and the food safety critical limits.
- Purchase specifications.
- Equipment and facility design and maintenance.
- Record keeping.
- Monitoring procedures where management verifies policies and procedures are being followed.
- Employee health policy for restricting or excluding ill employees.
- Manager and employee training.
- On-going quality control and assurance.
- Risk Control Plans that outline procedures for controlling specific foodborne illness risk factors.

WE CARE ABOUT FOOD SAFETY AND HOLD EACH OTHER ACCOUNTABLE

INFORMATION ON FOOD SAFETY CULTURE

Food Safety Culture

Food safety culture is a set of shared values, attitudes, and behaviors that recognize and prioritize food safety. It impacts how everyone, from owners to employees, thinks and acts to prioritize that the food they produce or serve is safe.

- **Ownership:** Ownership listens to concerns about food safety and provides resources to make sure concerns are addressed. This may include repairs, new equipment or maintaining an adequate supply of hand soap.
- **Manager Commitment:** Managers offer food safety training, create food safety focused policies, listen to food safety concerns voiced by employees, and bring food safety concerns to ownership's attention.
- **Employee Commitment:** Employees are committed to food safety and alert management and other employees when food safety concerns arise.

Food Safety Culture is about creating an environment where everyone feels empowered to address food safety concerns and all levels of staffing make food safety a priority.

It is the expectation that staff will be trained on food safety and management will monitor that food safety practices are properly put in place.

Through a study performed by the Environmental Health Specialists Network, the Centers for Disease Control and Prevention (CDC) created a tool for assessing food safety culture in your establishment.

Scan for more information:

CDC FOOD SAFETY CULTURE ASSESSMENT TOOL

RESOURCES FOR CERTIFIED MANAGER PROGRAMS

Organization	Learning Method
Oakland County Health Division Oakland County, MI • 248.858.1312 • oakgov.com/community/health/public-health-services/environmental-health/classes	Classroom
360training Learn2Serve Food Safety Manager Principles • 800.442.1149 • 360training.com	Online
AAA Food Handler 714.592.4100 • aaafoodhandler.com	Online
Always Food Safe Company, LLC 844.312.2011 • alwaysfoodsafe.com	Online
EduClasses FMC® 903.893.3717 • foodmanagerscertification.com	Online/Test Center
Michigan Restaurant and Lodging Association Livonia/Lansing, MI • 800.968.9668 • mrla.org/servsafe-food-manager.html	Classroom/Self-Study
MSU Extension Class locations vary (Lapeer, Wayne, and Macomb Counties) • canr.msu.edu/servsafe/	Classroom
My Food Service License MyFoodServicelicense.com	Online
National Registry of Food Safety Professionals 800.446.0257 • nrfsp.com	Classroom/Online
Responsible Training 866.409.9190 • responsibletraining.com	Online
ServSafe®* • National Restaurant Association 800.765.2122 • servsafe.com	Classroom/Online
State Food Safety 801.494.1416 • statefoodsafety.com	Online
Trust20/Relish Works Inc. trust20.co/food-protection-manager-certification	Online
UServe™ 855.546.1500 • userve.com/us	Online
World Food Safety Organization Academy 313.580.2823 • academy.worldfoodsafety.org	Online

This information is provided to you as a service and does not constitute endorsement by your local health department.

For additional information on training and accredited CFPM Programs, visit: michigan.gov/mdard/food-dairy/training/food-manager-certification

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Scan for more information:
RESOURCES FOR CERTIFIED MANAGER PROGRAMS

DAILY EMPLOYEE CHECK-IN SURVEY

Do you have any symptoms of illness such as sore throat with fever, vomiting, diarrhea, or jaundice?

Do you have any open wounds or cuts that are not properly covered?

Have you been diagnosed with a reportable illness (E. Coli, Salmonella, Hepatitis A, Norovirus, or Shigella)?

Have you been around someone who is currently sick?

Inform a manager if you have answered yes to any of the above questions.

"Keeping each other and our customers healthy is everyone's responsibility."

THE FOOD AND DRUG ADMINISTRATION (FDA) has created a tool to help navigate exclusion and restriction practices for ill employees.

CAN MANAGERS TALK WITH SICK WORKERS?

Can Restaurant Managers Talk with Sick Workers?

Restaurant Managers:

Talk to your employees about their symptoms and diagnoses so you can make sure sick workers don't spread foodborne illness.

- Nearly half of restaurant-related outbreaks are caused by sick food workers.
- Managers need to know if their workers are sick so they can decide if they should handle food.

Three Things To Know

1. **The Food Code encourages employee and manager conversations about foodborne illness.**
   - The Food Code is a science-based model code published by the Food and Drug Administration that states can use to develop or update their food safety rules to help prevent illness and outbreaks.
   - It says that employees should tell their managers about possible foodborne illness symptoms and that it is the manager's responsibility to ensure employees are aware of these reporting requirements.
   - Most state and local food codes in the United States are modeled on the FDA Food Code.
2. **The Health Insurance Portability and Accountability Act of 1996 (HIPAA) does not prevent restaurant managers from asking employees about foodborne illness symptoms and diagnoses.**
   - HIPAA sets privacy standards for protected health information.
   - HIPAA does prevent a health care provider from sharing health information about an employee with that employee's manager but it does not prevent a restaurant manager from asking an employee about their illness symptoms.
3. **The Americans with Disabilities Act of 1990 (ADA) does not prevent managers from asking employees about foodborne illness symptoms and diagnoses.**
   - ADA seeks to prevent discrimination and ensure equal opportunity for persons with disabilities.
   - Most foodborne illnesses are mild and short-term and are not considered disabilities under ADA.
   - If an employee does not have an ADA disability, the manager can follow the Food Code's guidance without considering the ADA. And in the rare event that an employee does have a foodborne illness that is considered a disability, employers would consider both ADA and the Food Code.

Restaurant managers and employees can work together to prevent the spread of foodborne illnesses.

Scan for more information:

FULL ARTICLE THIS CONTENT IS BASED ON AND OTHER HELPFUL LINKS

LEADING CAUSES OF FOODBORNE ILLNESS

- Not keeping food hot (135°F or above) or cold (41°F or below)
- Ill food workers
- Not cooking food adequately
- Not cleaning or sanitizing equipment
- Not using safe (approved) food sources
- Improperly cooling food
- Bare hand contact with ready-to-eat food
- Improper handwashing

LEADING CAUSES OF FOODBORNE ILLNESS

According to the Centers for Disease Control and Prevention there are 48 million people in the United States who get foodborne illnesses each year. These illnesses result in an estimated 128,000 hospitalizations and 3,000 deaths.

The Top 5 Contributing Factors to Foodborne Illness are:

1. **Poor Personal Hygiene**
   Such as improper handwashing or coming to work while ill.
2. **Improper Holding Temperatures**
   Keeping foods in the temperature danger zone. Cold foods should remain below 41°F and hot foods above 135°F.
3. **Improper Cooking Temperatures**
   Not cooking foods to the proper temperature and holding at that temperature long enough to destroy all pathogens.
4. **Food From Unsafe Sources**
   Purchasing items from unlicensed suppliers or not checking food items before accepting and storing.
5. **Contaminated Equipment/Cross Contamination**
   Not utilizing proper separation or cleaning and sanitizing techniques.

Scan for more information:
FOODBORNE ILLNESS

LAUNCH AN EMPLOYEE ILLNESS POLICY

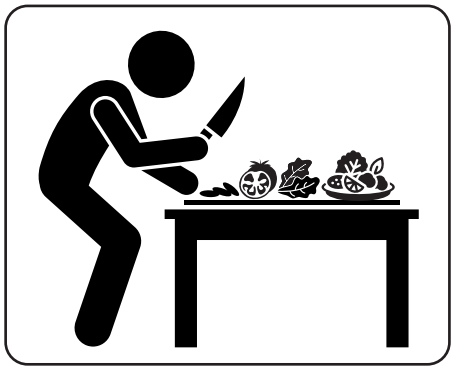
What is Foodborne Illness?

Foodborne illness, sometimes called food poisoning, is caused when food is contaminated by bacteria, viruses, parasites, or toxins. When people eat this food, it makes them sick. Food can become contaminated when touched by food workers that are sick.

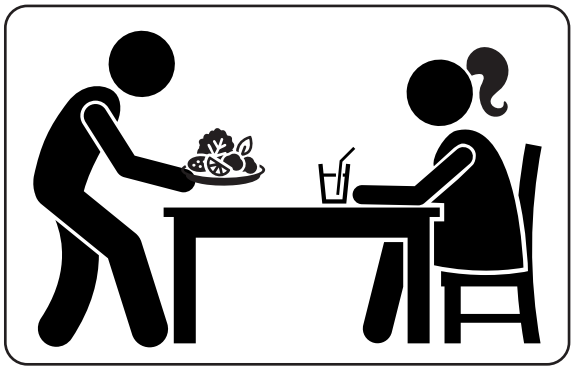
The Big 6 Foodborne Illnesses

1. Salmonella typhi **2.** Shigella **3.** E.Coli **4.** Hepatitis A **5.** Norovirus **6.** Nontyphoidal Salmonella

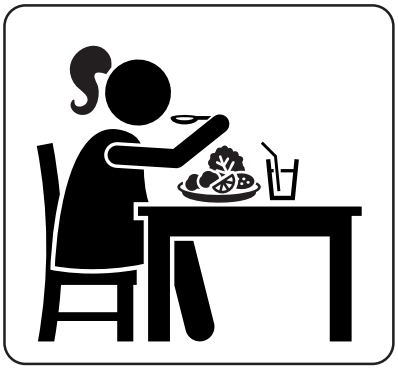
My name is Sam. One day, while at work, I began to feel sick and ran for the bathroom.



I felt better, so I went back to work. I forgot to wash my hands before making a salad.

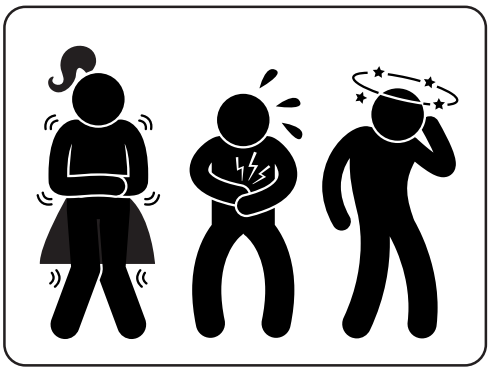


I did not know that I had germs on my hands. I passed the germs on to the tomatoes... and the entire salad...



...and to Charlotte, the little girl who ate the salad that I made.

The next day, Charlotte got sick with stomach cramps and vomiting.



In fact, dozens of people got sick because I kept working while sick.

IF YOU ARE SICK OR HAVE ANY OF THE SYMPTOMS LISTED BELOW, TELL YOUR MANAGER

Know the Symptoms of Foodborne Illness

- Vomiting
- Diarrhea
- Jaundice (yellowing of skin/eyes)
- Sore throat with fever
- Infected wound or pustular boil on hands

EMPLOYEE ILLNESS LOG

Use this log to keep a record of each time an employee reports an illness or misses work because they were sick. Refer to the **Employee Illness Decision Flow Chart** when deciding what to do with a sick employee.

V: Vomiting; **D:** Diarrhea; **J:** Jaundice; **STF:** Sore Throat with Fever; **IW:** Infected Wound on Hand/Arm

DATE	EMPLOYEE NAME	SYMPTOMS REPORTED	DAYS MISSED	DOCTOR'S NOTE GIVEN?	HEALTH DEPARTMENT NOTIFIED?
EXAMPLE 9/14/17	John Smith	x V x D __J __STF __IW Other: **Severe cramps**	9/14 - 9/17	NO (YES)	NO (YES)
		__V __D __J __STF __IW Other:		NO YES	NO YES
		__V __D __J __STF __IW Other:		NO YES	NO YES
		__V __D __J __STF __IW Other:		NO YES	NO YES
		__V __D __J __STF __IW Other:		NO YES	NO YES
		__V __D __J __STF __IW Other:		NO YES	NO YES
		__V __D __J __STF __IW Other:		NO YES	NO YES
		__V __D __J __STF __IW Other:		NO YES	NO YES
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		__V __D __J __STF __IW Other:		NO YES	NO YES
		__V __D __J __STF __IW Other:		NO YES	NO YES
		__V __D __J __STF __IW Other:		NO YES	NO YES
		__V __D __J __STF __IW Other:		NO YES	NO YES
		__V __D __J __STF __IW Other:		NO YES	NO YES

EMPLOYEE ILLNESS POLICY REPORTING AGREEMENT

It is your job to prevent foodborne illness. If you are diagnosed with any of the Big 6 foodborne illnesses, have any illness symptoms, or are exposed to someone diagnosed with a foodborne illness, you must **tell your manager.**

I will tell my manager if I have any of these symptoms:

1. Vomiting
2. Diarrhea
3. Jaundice (yellowing of skin/eyes)
4. Sore throat with fever
5. Infected wound or pustular boil on hands

I will tell my manager if a doctor has diagnosed me with one of the following illnesses:

1. Salmonella typhi **2.** Shigella **3.** E.Coli **4.** Hepatitis A **5.** Norovirus **6.** Nontyphoidal Salmonella

I will tell my manager if I am exposed to foodborne illness in any of the following ways:

1. I live with someone who has been diagnosed with a foodborne illness.
2. I have had close contact with someone who has been diagnosed with a foodborne illness.
3. I live with someone who attended an event or works in a place with a confirmed foodborne illness outbreak.
4. I have been exposed to a foodborne illness in any other way.

IT IS YOUR JOB TO KEEP THE PUBLIC PROTECTED.

Employee duty:

I fully understand that it is my duty to tell my manager if I have been diagnosed with any of the Big 6 foodborne illnesses, have any reportable symptoms, or are exposed to someone diagnosed with a foodborne illness.

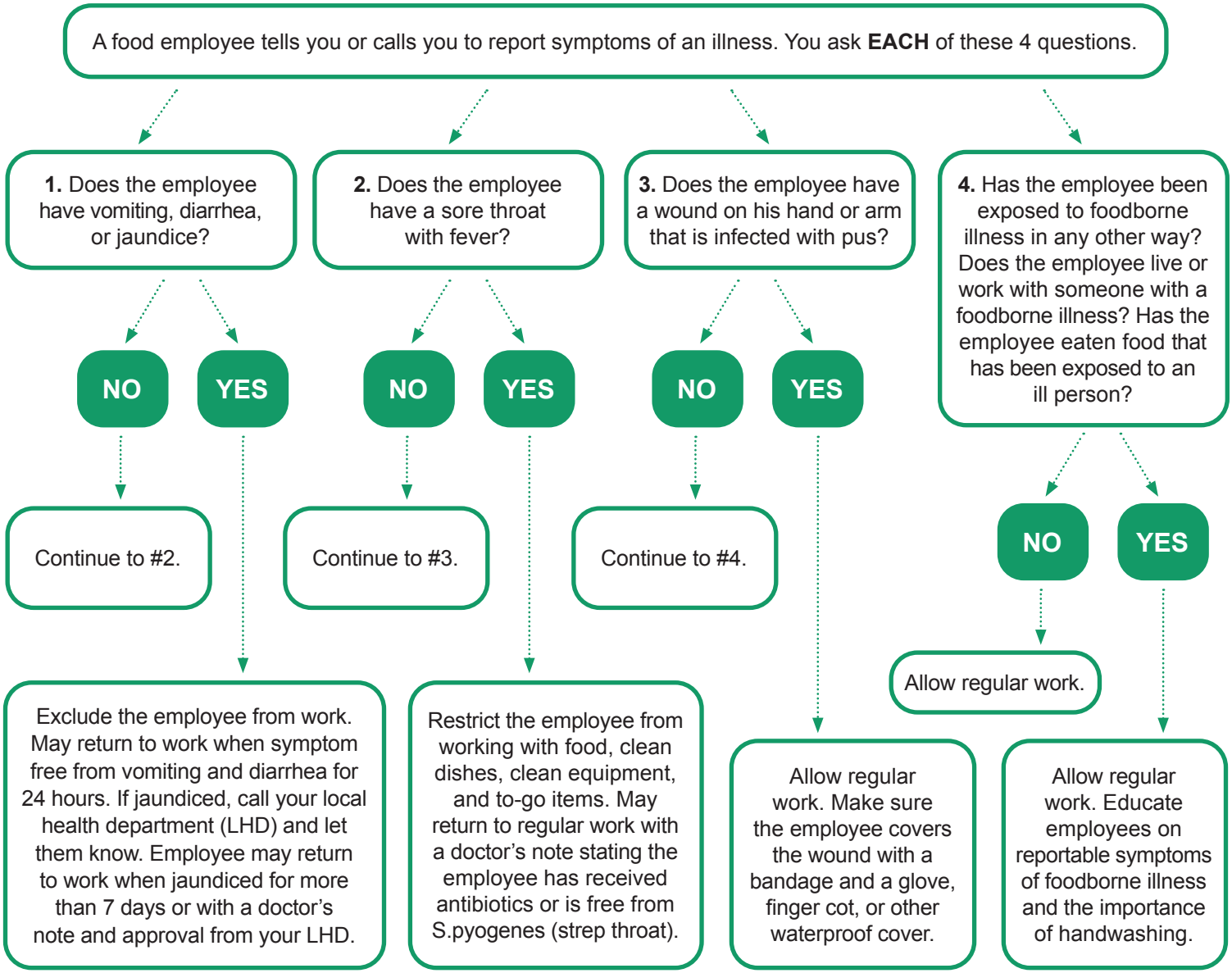
Employee name (please print): _____

Employee signature: _____ Date: _____

Manager signature: _____ Date: _____

EMPLOYEE ILLNESS DECISION FLOW CHART
NON-HIGHLY SUSCEPTIBLE POPULATION

Use this flow chart to help you decide if an employee with an undiagnosed illness should be allowed to work, be restricted, or excluded from work. ***If an employee is diagnosed with one of the "Big 6" foodborne illnesses, immediately exclude them from work and contact your local health department.***



Important Definitions

Exclude: Send a sick food employee home and/or do not let them come to work

Foodborne Illness: Sickness caused by contaminated food; Salmonella typhi, Nontyphoidal Salmonella, Shigella, E.coli, Hepatitis A, Norovirus, or any other disease transmitted through food or water

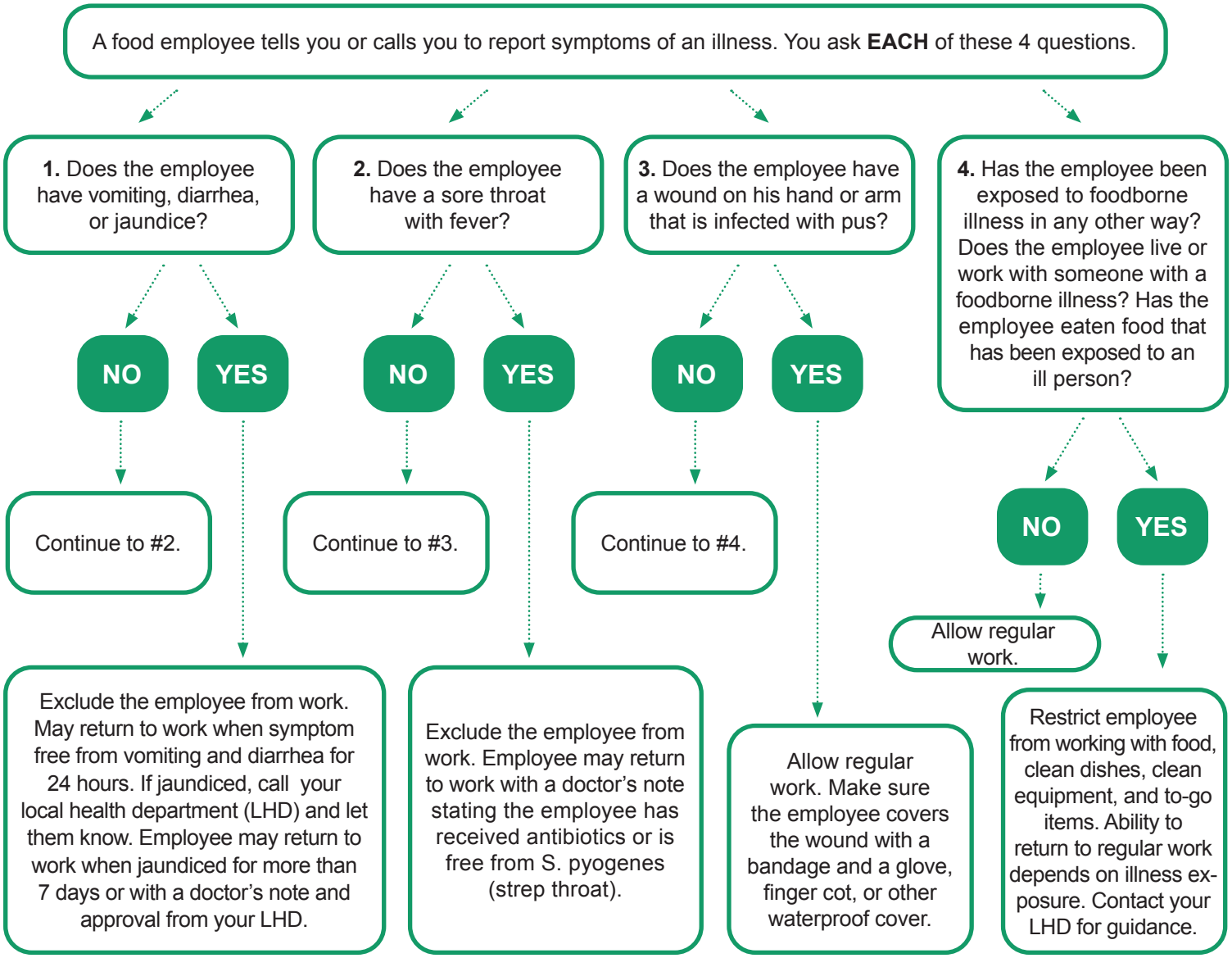
Jaundice: Yellowing of the skin and/or eyes

Restrict: Keep an employee away from all food, clean equipment, utensils, linens, or single service items

Jobs that Can be Done: Remove trash, sweep and mop, or clean restrooms

EMPLOYEE ILLNESS DECISION FLOW CHART
HIGHLY SUSCEPTIBLE POPULATION

Use this flow chart to help you decide if an employee with an undiagnosed illness should be allowed to work, be restricted, or excluded from work. ***If an employee is diagnosed with one of the "Big 6" foodborne illnesses, immediately exclude them from work and contact your local health department.***



Important Definitions

Highly Susceptible Population: Persons who are more likely than other people in the general population to experience foodborne diseases because they are: Immunocompromised, children age 9 and younger, or an older adult.

Exclude: Send a sick food employee home and/or do not let them come to work

Foodborne Illness: Sickness caused by contaminated food; Salmonella typhi, Nontyphoidal Salmonella , Shigella, E.coli, Hepatitis A, Norovirus, or any
other disease transmitted through food or water

Jaundice: Yellowing of the skin and/or eyes

Restrict: Keep an employee away from all food, clean equipment, utensils, linens, or single service items

VOMIT & DIARRHEA CLEANUP KIT LOCATED HERE

- [ ] Personal Protective Equipment and Protective Clothing
- [ ] 2 pairs of disposable gloves
- [ ] Face mask/shield
- [ ] Protective eye wear
- [ ] Disposable or plastic apron, shoe covers, and hairnet
- [ ] 2 plastic bags
- [ ] EPA-registered disinfectant spray that kills Norovirus, E. coli, etc.
- [ ] Absorbent powder or absorbent mat/pad
- [ ] Paper towel
- [ ] Scoop
- [ ] Disposable mop head

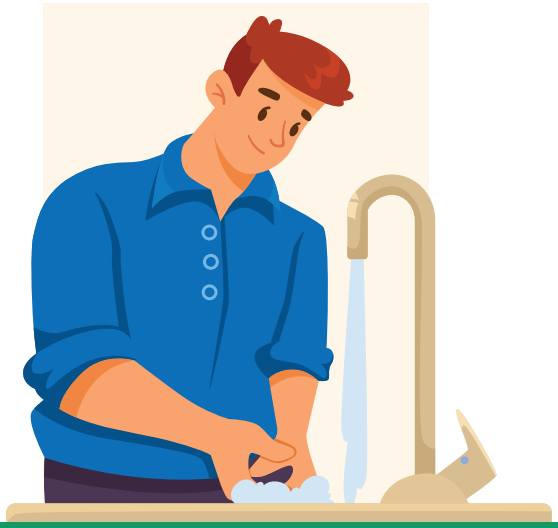
CLEAN UP OF VOMIT AND DIARRHEA

Guidance for Clean Up of Vomit or Diarrheal Events

1. Close or block off the affected area and gather necessary supplies. Discard exposed food items or single service items in the nearby area.
2. Ideally, an employee who does not work directly with food items will be designated to clean the area. Put on personal protective equipment such as a face mask, face shield or goggles, disposable gloves, shoe covers and a disposable apron.
3. Use the absorbent material (e.g., baking soda, kitty litter, paper towels) to soak up any fluids.
5. Use disposable towels or scoops to pick up any solids and discard into a trash bag. Do not track the materials through the facility or vacuum in order to dispose. Continue to dispose of cleaning materials into this same trash bag.
7. Wash the area with soapy water and disposable materials (mop head will need to be discarded after use). Include areas that may have been in the splash zone (including chairs and cabinets). Start with the least soiled areas and work in toward the contamination area.
8. Rinse off the soapy water with clear rinse water and disposable materials.
9. Apply a disinfectant effective on norovirus (i.e., 1 cup bleach to one gallon of water) to the area with disposable materials or spray bottle, allowing sufficient rest time according to the label instructions (5 minutes for bleach). Note: After disinfectant dries, food contact surfaces impacted will need to be washed, rinsed and sanitized again, using normal procedures, before being put back into use.
10. Remove personal protective equipment and dispose in trash bag.
11. Remove trash bag from facility and directly dispose in dumpster.
12. Wash hands in the restroom. Employee who cleaned the spill should be allowed to return home to shower and change clothes.
13. Once area is dry, it may be put back into service. If designated reusable cleaning materials such as mop handles and scoops were used, be sure to wash and disinfect before placing back in storage.

WHEN TO WASH YOUR HANDS

- When entering the kitchen
- After using the restroom
- After handling money
- After handling garbage
- Before putting on new gloves
- After handling raw food
- After eating or taking a break
- After handling dirty dishes



WHEN TO WASH YOUR HANDS

Handwashing is critical to preventing foodborne illness.

When to Wash

- Before beginning a new task
- Before and after handling raw meat, poultry, or seafood
- After using the restroom, both in the restroom and again in the kitchen
- After touching the face or hair
- After handing a phone or other personal item
- After coughing or sneezing
- After eating or smoking
- After using chemicals
- After taking out the garbage
- After clearing tables or dirty dishes
- After handling money

Scan for more information:
WHEN TO WASH HANDS

Where to Wash

Only wash hands in a designated hand washing sink, never a food preparation, warewashing, or mop sink. Designated sinks should be labeled with handwashing signs.

How to Wash

1. Wet hands and forearms with warm water.

2. Lather hands with soap. Rub between fingers and back of hands as well as palms and forearms.

3. Rinse soapy water off with clean running water.

4. Dry hands and forearms with a single use towel.

5. Turn off the sink with a clean towel.

Scan for more information:
HOW TO WASH HANDS

BARE HAND CONTACT

BARE HAND CONTACT WITH READY-TO-EAT FOODS

Ready-to-Eat Food

Food that is edible without additional preparation to achieve food safety, meaning there is no additional cook step. To avoid the potential for contamination, it is important that all ready-to eat foods are handled in a manner that will avoid possible bare hand contact.

Examples of Ready-to-Eat Foods

- Cooked foods that will not receive further cooking
- Salads
- Seasonings
- Washed produce, including garnishes
- Sandwiches
- Potato Chips
- Bakery items, including breads and rolls
- Uncooked items such as sushi
- Foods that have just come off the cookline and are on their way to the customer

Preventing Contamination of Ready-to-Eat Foods

The Food Code states in Section 3-301.11(B):

"Except when washing fruits and vegetables…, food employees may not contact exposed, ready-to-eat food with their bare hands and shall use suitable utensils such as deli tissue, spatulas, tongs, single-use gloves, or dispensing equipment."

Other Important Things to Remember

Michigan's Food Law of 2000, as amended, identifies two key requirements in preventing contamination:

- Before donning gloves for working with food, always remember to first wash your hands.
- Prohibit bare hand contact with ready-to-eat foods unless acceptable alternative practices and procedures are developed and pre-approved by the regulatory authority.

It only takes a few virus particles to make someone sick. Even employees without symptoms may shed viruses. This is why it is important to wear gloves in addition to handwashing.

CHANGE GLOVES FREQUENTLY & BETWEEN TASKS

Change gloves after handling raw meat, touching unclean items, or if they become torn/damaged. Wash your hands prior to putting on new gloves.

Avoid using only one glove. Do not wash and reuse gloves. Gloves are single-use only.

SINGLE-USE AND LATEX GLOVES

Unless maintained in a clean and untorn condition, gloves can become a source of contamination. Always wash hands thoroughly before and after wearing gloves, and when changing to a new task.

Single-Use Gloves

Single-use gloves are just that – use only once and for one specific purpose only.

When used appropriately, single-use gloves:

- Can help reduce the spread of disease-causing organisms to ready-to-eat foods by infected food workers.
- Are an addition, not a substitute, for proper hand washing.

Requirements for use:

- Correctly sized to your hands.
- Changed between handling raw foods and cooked or ready-to-eat foods.
- Discarded when torn, contaminated, or removed for any reason.
- Changed when interruptions occur in the operation.
- Changed to minimize build-up of perspiration and bacteria inside the glove.
- Never immersed in water past the cuff.
- Never reused under any circumstances.

Latex Gloves

A significant number of people are allergic to latex. The National Institute for Occupational Safety and Health (NIOSH) recommends non-latex gloves be used by food employees.

Rewashable Rubber or Neoprene Gloves

These gloves are designed for handling hot ready-to-eat foods and must be smooth and easily cleanable. Food establishments must have procedures to ensure these gloves are routinely cleaned and sanitized, and not subject to cross contamination.

Cloth Gloves

Cloth gloves may not be used in direct contact with ready-to-eat foods. They must be discarded or cleaned and sanitized regularly.

PROPER CLEANLINESS & UNIFORM HELP PREVENT FOODBORNE ILLNESS

Scan for more information:
IMPORTANCE OF FOOD EMPLOYEE PROPER HYGIENE

FOOD EMPLOYEE PERSONAL HYGIENE

Importance of Proper Hygiene

Proper personal hygiene is one of the most important lines of defense in preventing foodborne illness. This includes proper and frequent hand washing.

Sick or Infected Food Employees

Employees must immediately notify their supervisor of:

- Persistent sneezing or coughing
- Diarrhea or vomiting
- Jaundice
- Sore throat with fever

Sick food employees must be assigned to duties that minimize the potential for contamination of food and equipment (i.e., restricted).

Hand Washing

Hands must be washed and thoroughly dried before starting work. Wash hands between tasks, or if work is interrupted.

Effective hand washing includes the backs of hands, palms, and exposed portions of the arms, between fingers and under the fingernails.

Rub together the surfaces of lathered hands and arms for at least 20 seconds, thoroughly rinse with clean water.

Cuts, Wounds, and Sores

Any cuts, wounds, or open sores on the hands and arms must be completely covered by a waterproof bandage. Wear single-use gloves over any bandages or finger cots on the hands and fingers.

Hair Restraints

Food employees shall wear hair restraints such as hats, hair coverings or nets, beard restraints, and clothing that covers body hair to effectively control hair from contacting exposed food or clean equipment or utensils.

Proper Work Clothing

Food employees shall wear clean outer clothing to prevent contamination of food, equipment, utensils, linens, and single service/single-use articles.

Store spare personal clothing and other personal items separate from food handling and storage areas. Employers must provide adequate storage for employees' personal belongings.

Fingernails and Jewelry

Food employees must keep their fingernails trimmed and easily cleanable. Employees wearing fingernail polish or artificial nails must wear intact gloves when working with exposed foods. While preparing food, employees may not wear jewelry on the arms and hands. This does not apply to a plain ring such as a wedding band.

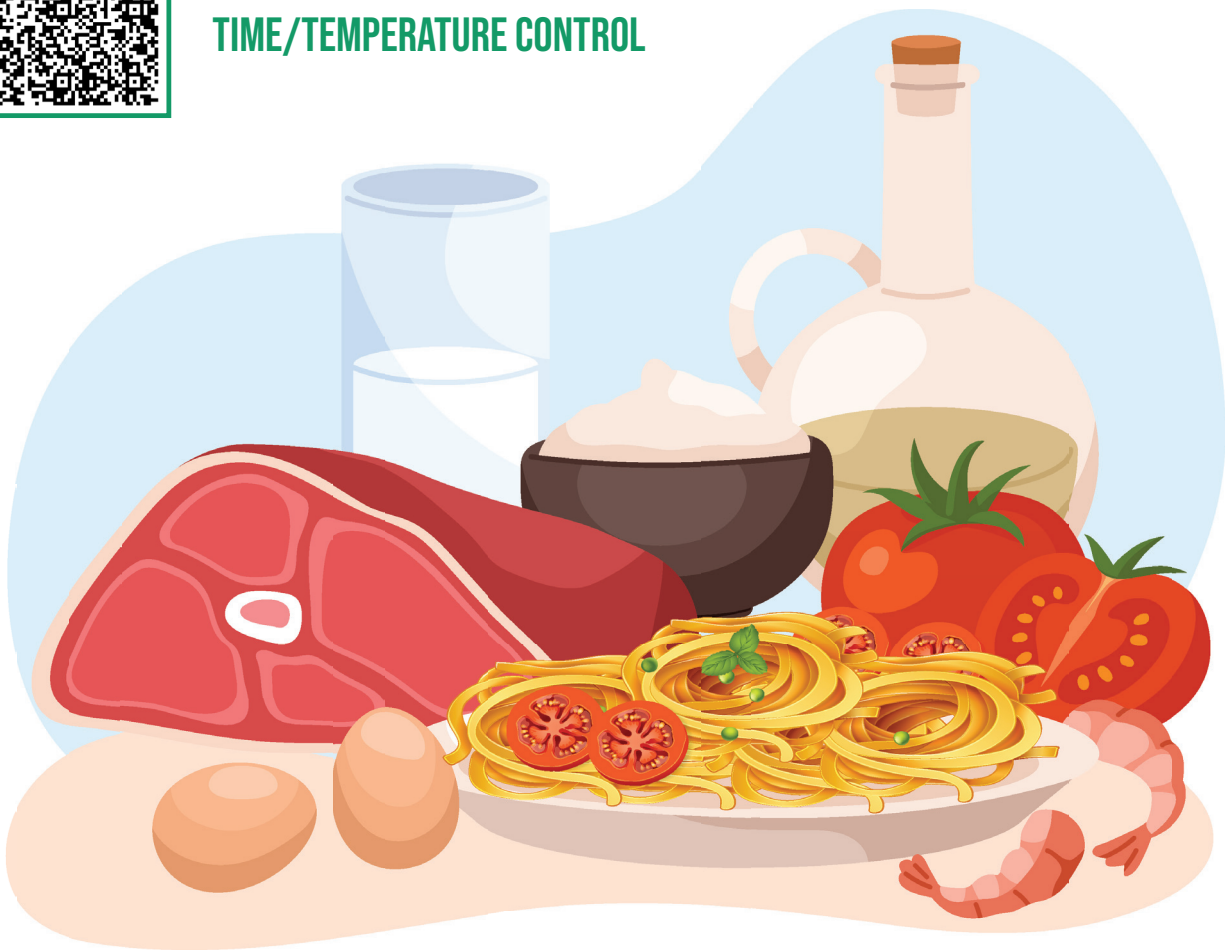
Other Practices

Eating must take place in a designated area located where no contamination of food or equipment can result. Personal beverages are to be stored separately from food in a contamination free container. Individuals are not permitted to smoke in a food service establishment.

TIME/TEMPERATURE CONTROL FOR SAFETY FOOD (TCS)

- Keep them cold (<41°F)
- Keep them hot (>135°F)
- Discard when past their datemark (7 days)

Scan for more information:
TIME/TEMPERATURE CONTROL



TIME/TEMPERATURE CONTROL FOR SAFETY FOOD (TCS)

Due to their pH and water activity, Time/Temperature Control for Safety (TCS) foods are at higher risk of supporting pathogenic microorganism growth or toxin formation.

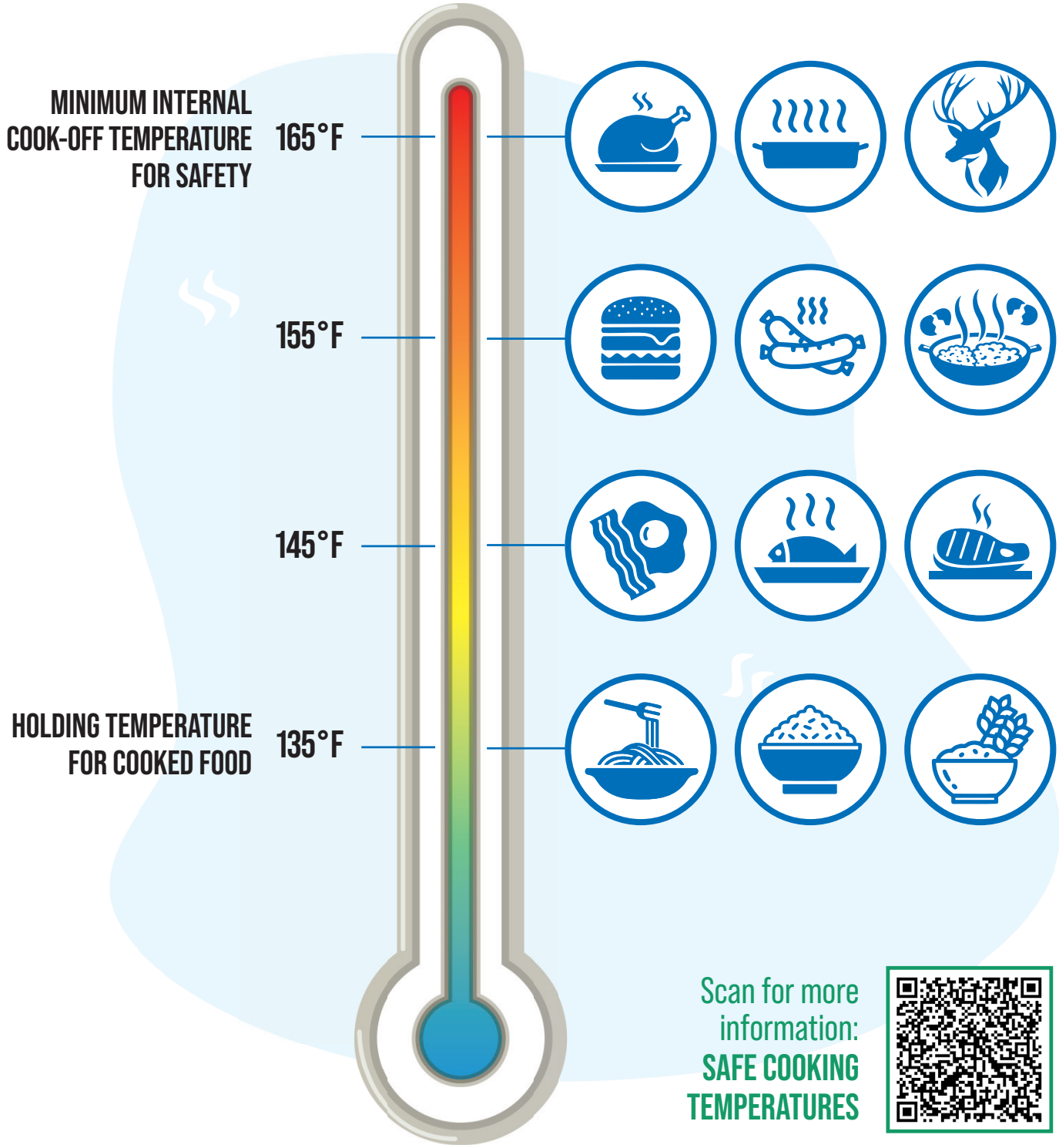
These foods must be stored below 41°F or above 135°F.

In addition, with a few exceptions, these food items must be datemarked for use within 7 days if held for at least 24 hours.

Any foods consisting in whole or in part of:

- Fish
- Meats (beef, pork, lamb, wild game)
- Milk & milk products (cheese, cream fillings or custards, sauces)
- Poultry (chicken, turkey, fowl)
- Shellfish (oysters, clams, scallops)
- Cooked plant foods (fruits, vegetables or grains)
- Sliced melon
- Sliced tomatoes (salsa, sauce)
- Cut leafy greens
  - Items such as iceberg, romaine, escarole, spinach, cabbage, kale and chard
  - Leafy greens do not include herbs such as cilantro or parsley
- Soy products (tofu, some meat alternatives)
- Eggs
- Seed sprouts
- Fresh garlic and oil mixtures
- Whipped butter

SAFE COOKING TEMPERATURES



Scan for more information:
SAFE COOKING TEMPERATURES

SAFE COOKING TEMPERATURES FACT SHEET

All food products containing raw animal foods must be sufficiently cooked until all potential pathogens are destroyed. Examples of raw animal foods include: eggs, fish, meat, poultry, or any combination of these items.

The minimum internal temperature at which pathogens are destroyed depends upon the type of food being cooked. To ensure that the food products being cooked are safe for human consumption, use the following chart and a thermometer to determine doneness.

Use a clean, sanitized food thermometer to check the internal temperature of the food before serving.

Food item	Minimum Temperature
Fruits, vegetables, and grains cooked for hot holding	135 °F
Beef and pork roasts, beef steaks, veal, lamb, and commercially-raised game animals	145°F/15 seconds
Eggs cooked for immediate service	145°F/15 seconds
Fish and foods containing fish (seafood)	145°F/15 seconds
Pork, including ham and bacon	145°F/15 seconds
Ratites, injected meats and mechanically tenderized meats	155°F/15 seconds
Eggs cooked for hot holding, including pooled eggs	155°F/15 seconds
Ground or flaked meats, including hamburger, ground pork, flaked fish, ground game animals, or sausage	155°F/15 seconds
Poultry and poultry products, including turkey products, as well as stuffing, stuffed meats, stuffed fish, casseroles, and dishes combining raw and cooked foods	165 °F/15 seconds
Wild game animals	165 °F/15 seconds

Microwave Cooking

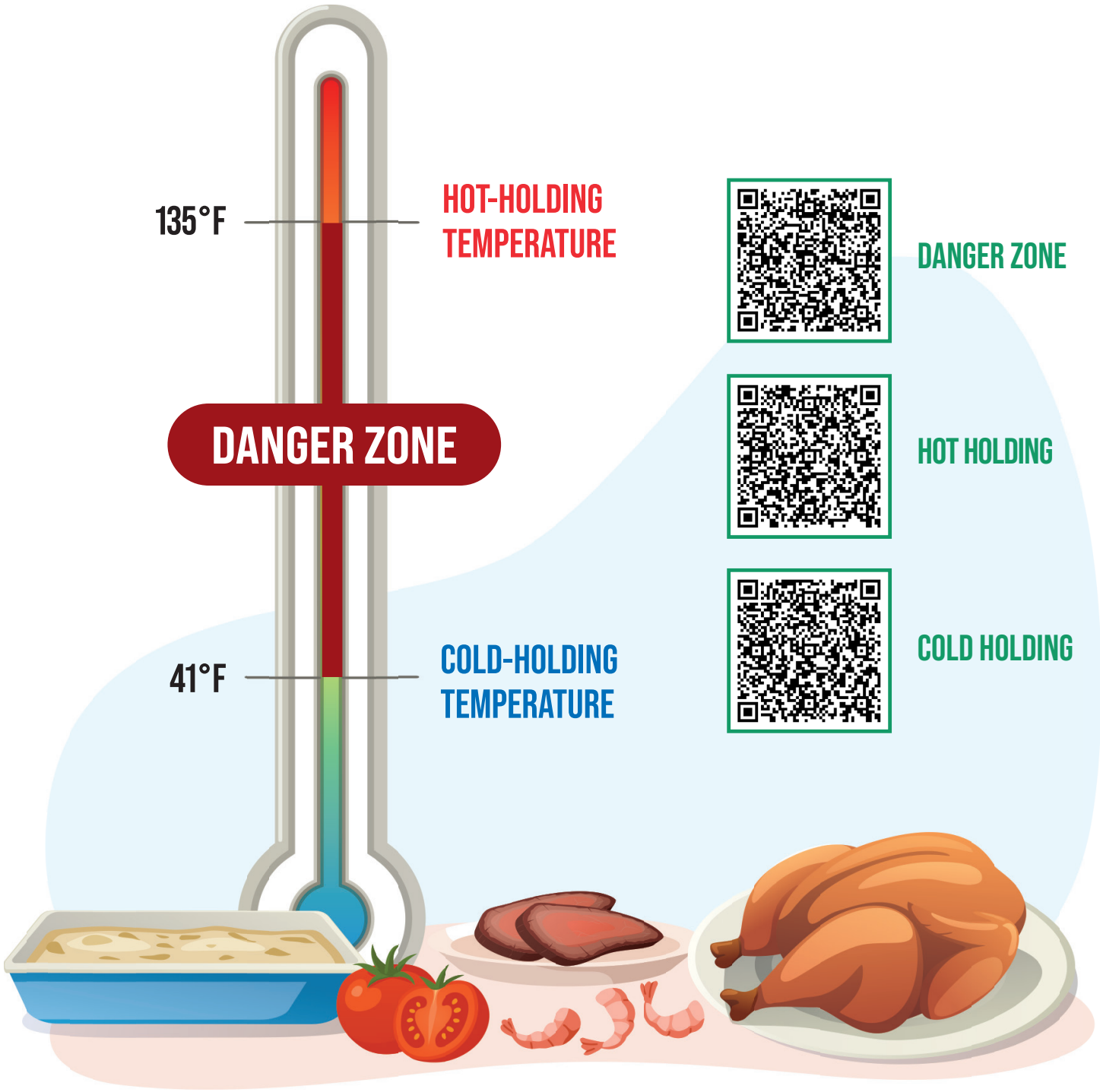
When cooking with a microwave oven, cook all foods containing raw meat, poultry, fish or eggs to a minimum temperature of 165 °F. **In addition:**

1. Rotate or stir the food throughout or midway during the cooking process because of uneven distribution of heat;

2. Cover the food item to retain surface moisture; and

3. Allow the food item to stand covered for two minutes after cooking to obtain temperature equilibrium.

HOT AND COLD HOLDING TEMPERATURES



HOT AND COLD HOLDING TEMPERATURES FACT SHEET

All time/temperature control for safety (TCS) food products shall be maintained to prevent the growth or development of pathogens and toxins. When holding foods for service, always remember to keep hot foods hot and cold foods cold. Hot-holding equipment must be able to keep foods at a temperature of 135°F or higher, and cold-holding equipment must be able to keep foods at a temperature of 41°F or colder.

Hot-Holding Guidelines

When holding hot foods, observe the following guidelines:

- Stir the food at regular intervals in order to distribute heat evenly throughout the food.
- Keep the food covered to retain heat and eliminate potential contaminants from falling into the food.
- Use a clean, sanitized food thermometer to measure the food's internal temperature every two (2) hours and take corrective action when the temperature goes below 135°F.

Reheating Precautions for Hot-Holding Foods:

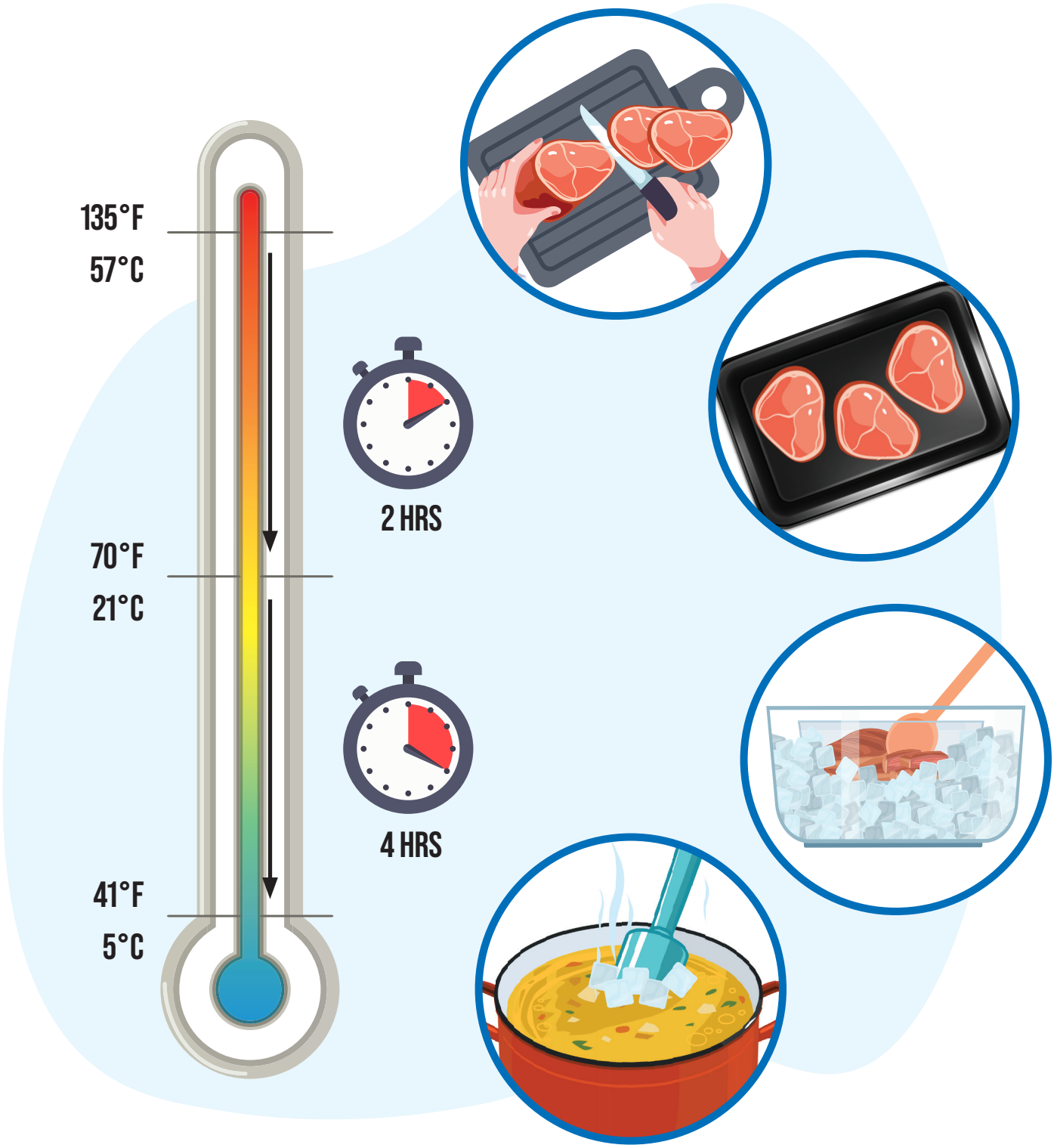
- TCS foods that are cooked, cooled, and reheated for hot holding shall be reheated to an internal temperature of 165°F within two (2) hours and then transferred to hot holding equipment.
- Commercially processed, ready to eat foods are to be reheated to 135°F or above for hot holding.
- When using a microwave oven, foods are to be reheated to 165°F for hot holding.
- Hot holding equipment is not designed to get foods hot enough for reheating. Reheat items using cooking equipment.

Cold-Holding Guidelines

When holding cold foods, observe the following guidelines:

- Protect all foods from possible contamination by covering them or using food shields.
- Use a clean, sanitized food thermometer to measure the food's internal temperature every two (2) hours, and take corrective action whenever the temperature goes above 41°F.
- Never store food items directly on ice. All food items, with certain exceptions, should be placed in pans or on plates when displayed. In addition, it is important to ensure that the level of the ice exceeds the level of the foods being cooled or held cold.
- To ensure that proper holding temperatures are being maintained, each refrigeration unit should be equipped with a properly functioning thermometer that is routinely monitored.

COOLING HOT FOODS



METHODS ON COOLING HOT FOODS

Use a thermometer to check that foods are cooled:

- From 135° F to 70° F within two (2) hours; then
- From 70° F to 41° F within four (4) more hours.

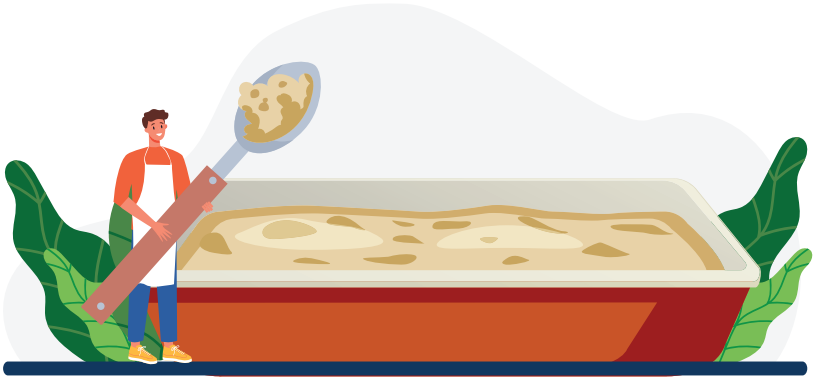
Methods:

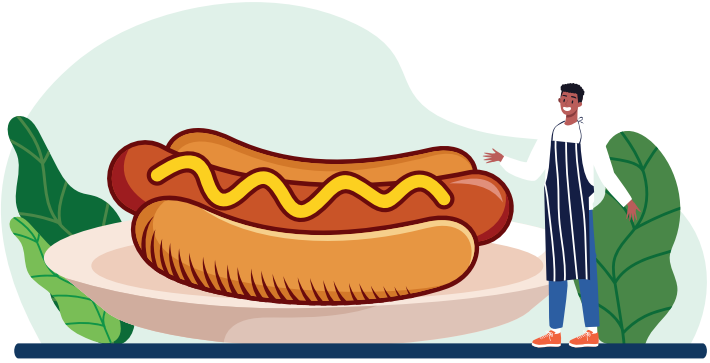
- **Pre-chill salad ingredients.** Cool room temperature items to 41°F within four (4) hours.
- **Reduce the size of poultry, fish and meat roasts.**
- **Shallow pans** (rice, meat, potatoes):
  1. Put a 2-inch layer of food in a shallow pan.
  2. Do not cover.
  3. Put the pan in the cooler where cold air can blow across it.
  4. Stir to help release heat.
  5. Cover the food after it has properly cooled.
  6. Can also be used for small to medium sized pieces of meat.
- **Ice bath:**
  1. Put the food container into an ice water bath.
  2. Stir the food every 30 minutes - more often if possible.
- **Chilling wands or paddles** (for large containers of soups, sauces, gravies):
  1. Place the clean, frozen wand in the food and stir.
  2. May be used in combination with another rapid cooling method, such as ice bath or pouring into shallow pans to finish.
- **Adding ice instead of water** (soups, stews, etc.):
  1. Add only half of the water before cooking.
  2. After cooking, add the other half as ice.

KEEP FOODS SAFE BY THAWING PROPERLY AND REHEATING RAPIDLY

THAW In refrigerator, under running water or as part of the cooking process.

REHEAT In-house prepared foods to **165°F** within 2 hours





REHEAT Commercially processed and packaged foods to **135°F**

GUIDANCE ON REHEATING AND THAWING FOODS

Reheating

Items that have been prepared in-house must be reheated to 165°F within two hours to destroy any harmful pathogens that may have grown during cooling or cold holding of the food item. Newly opened, commercially prepared items must be reheated to 135°F to reach the proper temperature for hot holding.

Reheating Guidance

- Reheat in-house prepared food items that will be hot held to an internal temperature of 165°F before placing in hot holding equipment.
- The thickest part of the food item must reach 165°F, as measured by a food thermometer, within 2 hours.
- Do not reheat items in hot holding equipment not designed for rapid reheating.
- Commercially processed and packaged food that will be hot held should be reheated to an internal temperature of at least 135°F before being placed in hot holding equipment.
- Food that was cooked and cooled correctly and will be served immediately may be reheated to any temperature. As an example, this would include a single portion of lasagna.

Thawing

Thawing must be completed correctly to prevent the rapid growth of harmful pathogens. This is achieved by maintaining all portions of the food at 41°F or less.

Thawing Methods

- In the refrigerator.
- As part of the cooking process.
- Completely submerged in a prep sink with continuously running cool water of 70°F or less. The food should be monitored to ensure all portions remain below 41°F.
- In the microwave, if immediately cooked after to make sure all portions of the food item are heated properly to destroy harmful pathogens.

TIME AS A PUBLIC HEALTH CONTROL

Time as a Public Health Control is being used for (product) _____

Product was removed from temperature control at (time) _____

and was at (temperature) _____

Product will be discarded at (time)_____

TIME	TEMPERATURE	ACTION

TIME AS A PUBLIC HEALTH CONTROL

Using Time as a Public Health Control for Hot and/or Cold Food

With written procedures approved by your regulatory authority, it is possible for your facility to allow time temperature control for safety (TCS) ready-to eat foods to be stored without temperature control, after which the food **must be discarded or immediately consumed. No food may be reused.**

All food must be properly cooked and/or cooled before using time as a public health control and discarded at the end of the indicated discard time.

Time as a Public Health Control Guidance

Written procedures, approved by your inspector, must be kept on the premise. Work with your inspector to determine suitable procedures for this process.

For Holding Hot or Cold Foods up to Four Hours:

- Hot food must be at 135º F or higher and cold food 41º F or less before starting the time as a control procedure.
- The food must be marked or identified with the time that will indicate 4 hours from when the items were removed from temperature control.
- The food must then be discarded at the indicated time. The foods cannot be saved for additional service by reheating or cooling.
- Any food in unmarked containers not identifying the 4-hour period, must be discarded.

For Holding Cold Foods Only up to Six Hours:

- Cold foods must be at or below 41º F before starting the time as a control procedure.
- The foods must maintain an internal temperature of 41-70º F during the 6 hours.
- Monitor and record the food temperature at regular intervals. Food found to be over 70º F must be discarded immediately.
- The food must be marked or identified with the time that will indicate 6 hours from when the items were removed from temperature control.
- The food must then be discarded at the indicated time. The foods cannot be saved for additional service by reheating or cooling.
- Any food in unmarked containers not identifying the 6-hour period, must be discarded.

Note: A food establishment that serves a highly susceptible population may not use time as a control for raw eggs.

CONSUMER ADVISORY

Option 1: No Asterisk

Ask your server about menu items that are cooked to order or served raw. Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness.

Option 2: With Asterisk

*Contains raw or undercooked ingredients. Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness.

INFORMATION ON CONSUMER ADVISORY

A consumer advisory notifies the consumer when a menu item may contain additional risk and what that risk is because the item is being offered for consumption without reaching required cooking temperatures.

There are two options for posting a menu advisory for raw or undercooked animal-based foods.

The advisory does not need to be placed in a specific location on the menu, deli case, or menu board but must appear where consumers read menu options to make their order selections.

Option 1: Place the following statement on the main menu:

"Ask your server about menu items that are cooked to order or served raw. Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness."

This option does not require specific foods served raw or undercooked be identified on the menu.

The advisory may be changed to be product-specific if some of the food items listed aren't offered.

Option 2: Identify undercooked animal-based foods with a disclosure and reminder.

1. Disclosure:

- Use statements, such as "oysters on the half shell (raw oysters)," "raw-egg Caesar salad," and "hamburgers (can be cooked to order);" or
- Asterisk (*) undercooked foods to a footnote stating the items are served raw or undercooked or contain (or may contain) raw or undercooked ingredients.

2. Reminder:

- Reminder footnote shall include one of the following statements exactly as written:
- Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness; or
- Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness, especially if you have certain medical conditions; or
- Regarding the safety of these items, written information is available upon request.

Example:

Menu item: ***Caesar Salad**

Disclosure Footnote: ***Contains raw or undercooked ingredients.**

Reminder Footnote: **Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness.**

FOOD STORAGE: WHAT TO CHECK

- Temperature of food items & holding equipment
- Signs of spoiled or moldy food items
- Food items with expired dates/datemarking
- Broken, torn or water damaged containers or bags
- Dented or bulging canned or packaged items
- Evidence of pests or rodents
- Spills, debris and overall cleanliness
- Potential for cross contamination

Scan for more information:
FOOD STORAGE AND CROSS CONTAMINATION

FOOD STORAGE AND CROSS CONTAMINATION

Food items should only be purchased from reputable suppliers. This may include licensed wholesalers, meat products with the USDA stamp of inspection, shellstock with intact harvest tags, and sushi grade fish with a qualifying letter from the supplier. To ensure food items remain wholesome, storage areas including coolers, freezers and dry storage rooms as well as deliveries should be checked regularly.

What to look for:

- Temperature of food items and holding equipment. Frozen food should be maintained frozen solid. Milk, in-shell eggs and shellfish may be received at 45°F.
- Signs of spoiled or moldy food items.
- Food items with expired dates/datemarking.
- Broken, torn or water damaged containers or bags.
- Dented or bulging canned or packaged items.
- Evidence of pests or rodents, such as droppings, gnaw marks or dead bugs.
- Spills, debris and overall cleanliness.
- Potential for cross contamination.

Keep food items up off the floor at least six inches in covered, dry locations, separate from waste lines, chemicals or other sources of contamination. Personal items and medications should be stored in separate designated employee storage areas. Store food items in the original container or in labeled, covered, easily cleanable containers designed for food storage. Never use empty chemical containers or trash bins to store food items.

Cross Contamination:

Cross contamination may occur when harmful pathogens or toxins from one food product or surface are transferred to a different food product or surface.

Preventing Cross Contamination:

- Store raw animal products separate and below ready to eat food items.
- Store unwashed vegetables below washed vegetables and other ready to eat food items.
- Label shelves to identify proper storage.
- Wash, rinse and sanitize cutting boards, knives and other pieces of equipment when switching products and every 4 hours when in continuous use.
- Utilize drip pans and splash guards.
- Separate the times and or areas where different food items are prepared (e.g., cut lettuce before raw chicken).
- Change gloves and wash hands often, especially when changing tasks or working with a new food item.

Chemical Storage:

Only chemicals appropriate for use in a food service should be used in the kitchen. Chemicals, including wet wiping cloth buckets, should be stored below and away from food and food contact surfaces. All chemical containers must maintain proper identification labeling.

DATEMARKING

Ready to eat, time/temperature control for safety (TCS) foods held for longer than 24 hours must be datemarked.

Today's Date: _____

+ 6 Days = Today's Datemark _____

Discard any food with a datemark before today's date.

Scan for more information:
HOW TO DATEMARK

WHAT NEEDS DATEMARKING AND HOW TO USE IT

Date marking is a means of controlling the growth of Listeria monocytogenes, a bacteria that continues to grow even at refrigerated temperatures. Date marking makes sure the food is discarded before Listeria can cause foodborne illness.

What Needs to be Datemarked?

Any food meeting all of the following criteria:

- it is a Time/Temperature Control for Safety (TCS) food,
- it is a ready to eat (RTE) food that may be served without any additional preparation steps to make the food safe, and
- the food will be held for more than 24 hours.

How to Datemark:

Food must be discarded within seven days, which means the day the food is prepared or opened plus six days. Example: Food prepared on April 1 must be discarded on April 7.

A food establishment can choose any method that suits their needs if it is understandable, effective, and consistently used by employees. It is recommended to develop standard operating procedures for employees to follow.

DATEMARKING FURTHER EXPLAINED

What if I freeze the food?

Freezing food stops the datemarking clock but does not reset it. If a food was stored at 41º F for two days and then frozen, it can be pulled and stored at 41º F for five more days (a total of 7). The preparation date, freeze date, and pull date must be marked on the container to indicate the final discard date. If food is not dated with these dates, it must be used or discarded within 24 hours of being pulled from the freezer.

What if I combine food that was opened on different dates?

When foods are combined, the date of the oldest ingredient becomes the new datemark. For example, if today is Monday, and you are mixing a food to be discarded Friday with a food to be discarded on Thursday, the combined food would be marked for discard on the earliest date, which is Thursday.

What if I only need a portion of the food?

Date marking applies to entire package of food once it is opened. Purchase food items in sizes that will allow the entire package to be used within 7 days.

What if I go through an item so fast that it will only be in the facility for a few days? Do I still need to datemark it?

Yes, if the food is not going to be served, sold, or discarded within 24 hours, it must be date marked.

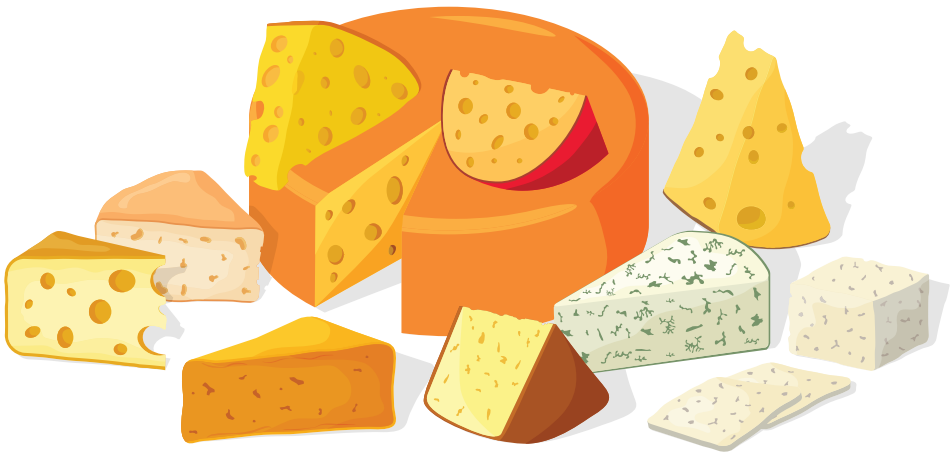
Items Not Requiring Datemarking:

Some foods prepared and packaged in a licensed food processing plant may not require datemarking. These foods include:

- Deli salads.
- Cultured dairy products such as yogurt, sour cream, and buttermilk.
- Preserved fish products such as pickled herring, dried, or salted cod.
- Shelf-stable dry fermented sausages, pepperoni, and salami not labeled as “keep refrigerated.”
- Semi soft cheeses – see list on back.
- Hard cheeses – see list on back.

LIST OF HARD AND SEMI-SOFT CHEESES EXEMPT FROM DATEMARKING

Abertam
Appenzeller
Asadero
Asiago (medium or old)
Asiago soft
Battelmatt
Bellelay (blue veined)
Blue
Bra
Brick
Camosum
Chantelle
Cheddar
Christalinna
Colby
Coon
Cotija
Cotija Anejo
Derby
Edam
Emmentaler
English Dairy
Fontina
Gex (blue veined)
Gjetost
Gloucester
Gorgonzola (blue veined)
Gouda
Gruyere
Havarti
Herve
Konigskase
Lapland
Limburger
Lorraine
Manchego
Milano
Monterey
Muenster
Oaxaca
Oka
Parmesan
Pecorino
Port du Salut
Provolone
Queso Anejo
Queso Chihuahua
Queso de Bola
Queso de la Tierra
Queso de Prensa
Reggiano
Robbiole
Romanello
Romano
Roquefort (blue veined)
Samsoe
Sapsago
Sassenage (blue veined)
Stilton (blue veined)
Swiss
Tignard (blue veined)
Tilsiter
Trappist
Vize
Wensleydale (blue)



CLEAN AND SANITIZE FOOD CONTACT SURFACES WHEN:

- Switching to working with a different food item.
- In-use equipment has been left unattended due to an interruption.
- In use equipment has been in use for 4 hours.
- The item is done being used.

Scan for more information:
HOW TO CLEAN AND SANITIZE WORK SURFACES

Cleaning and Sanitizing

Contaminated food equipment is one of the leading causes of foodborne illness. Food contact surfaces and utensils must be routinely cleaned and sanitized to prevent illness.

Cleaning – Washing and Rinsing

Washing is the removal of food, soil, and other types of debris from a surface. Detergents/soaps are cleaning agents that remove grease or fat associated with food residues. Rinsing is the removal of detergents and soaps with clean water to allow sanitizers to work effectively. Cleaning does not, by itself, consistently reduce contamination to safe levels.

Sanitizing

Sanitizing is an additional step that can only occur after a surface is already clean. Sanitizing involves the use of heat or chemicals to reduce the number of harmful pathogens to safe levels. Chemical santizers used in food establishments should be EPA registered and approved for use on food contact surfaces.

How to Clean and Sanitize

To clean and sanitize properly, procedures must be in place for the different equipment in the facility and staff must be adequately trained on those procedures.

Portable Equipment

Portable equipment can be moved to a dishwasher or three-compartment sink. Procedures for cleaning and sanitizing portable equipment in a three-compartment sink:

1. Pre-scrape utensils and equipment of food debris,

2. Wash in a warm soapy water,

3. Rinse in clear water or running water,

4. Sanitize in an acceptable chemical solution that has had its strength tested with a designated test strip,

5. Air dry before reusing.

Dishwashing staff should regularly check sanitizing capabilities with a designated chemical or heat test strip. Staff should also visually ensure that equipment has been thoroughly cleaned before returning items to storage or use.

Clean in Place Equipment

Clean in place equipment cannot be moved to a dishwasher or sink due to its heft, size or installation. Procedures for cleaning and sanitizing clean in place equipment:

1. Scrape food debris off the equipment.

2. Scrub with soapy water using a scrub brush or cloth.

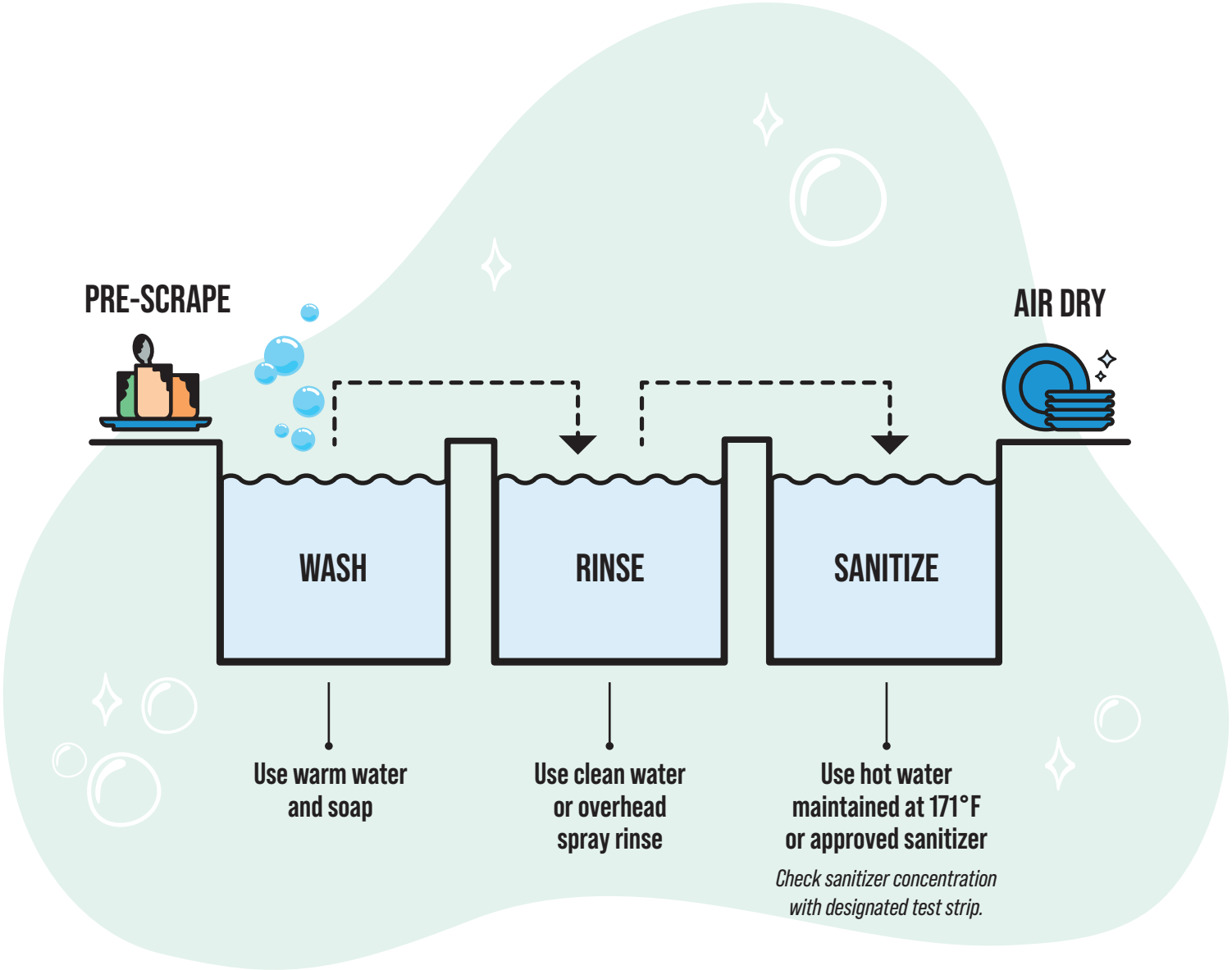
3. Rinse with clean water. This may be accomplished with a bucket, nozzle or spray bottle.

4. Sanitize with a wiping cloth or spray bottle with fresh sanitizing solution. Do not use the sanitizing solution prepared for storing in-use wiping cloths.

5. Allow to air dry.

CLEANING AND SANITIZING IN A THREE COMPARTMENT SINK

- Food contact surfaces must be cleaned and sanitized after use, or once every four (4) hours if in continuous use



FOOD DEFENSE:
SEE SOMETHING, SAY SOMETHING

Important Numbers for an Emergency:

Police _____

Fire _____

EMS _____

Internal Contact _____

Scan for more information:
GUIDANCE ON HOW TO RESPOND TO A FLOOD, POWER OR WATER OUTAGE, BOIL WATER ADVISORY, SEWAGE BACK-UP OR FIRE.

Emergency Action Plan and Food Defense

Emergencies such as water or power outages, boil water notices, sewage back-ups, floods or fires may impact the facility. Plans should be in place for how to respond and staff should be trained on proper procedures. The facility may need to close during an emergency and start recovery once the emergency has passed.

Visit the Michigan Department of Agriculture and Rural Development (MDARD) to find a guide on how to respond to emergencies

Scan for Michigan Department of Agriculture and Rural Development (MDARD)
GUIDE ON HOW TO RESPOND TO EMERGENCIES

Food Defense

Food Defense requires employees to actively monitor guests and employees for any suspicious activity. Procedures should be in place for how to respond to an incident and how to segregate impacted food items. Local police may need to be involved.

Food Defense Practices:

- Never store food outside.
- Lock unattended refrigerators and storage areas.
- Do not allow untrained or unaccompanied guests in the kitchen or food storage areas.
- Remain alert and immediately report any suspected food tampering and segregate potentially contaminated food items.

NON-CONTINUOUS COOKING (PAR-COOKING)
2009 MICHIGAN MODIFIED FOOD CODE, SECTION 3-401.14

What Is It?

Non-continuous cooking means the cooking of food in a food establishment using a process in which the initial heating of the food is intentionally halted so that it may be cooled and held for complete cooking at a later time prior to sale or service.

- This process is sometimes called “Par-Cooking,” and may be used for a variety of food items, including chicken wings, fried chicken, bacon, or hamburger patties.

Why Use It?

Some restaurants use the process to expedite cooking during peak hours or to prepare for a large event.

Why Is The Process Important?

- Partially cooking raw animal products can create an environment for bacteria to grow.
- Some of these bacteria create toxins that cannot be removed with further cooking.

The Process

1. Food has an initial heating step of no longer than 1 hour.

2. After initial heating, food must be rapidly cooled or frozen:

a. From 135 - 70º F within two hours, and

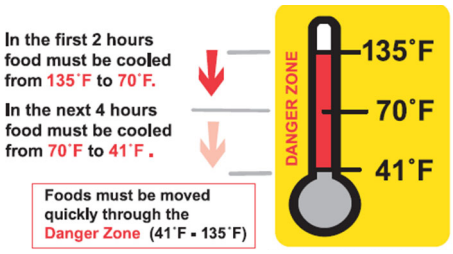
b. From 70 - 41º F within four additional hours.

- The cooling process cannot be longer than six hours in total and the critical limits must be met.

3. Food must be stored in refrigeration that maintains it at 41º F or below, or frozen.

TWO STAGE COOLING

Hot food must be cooled completely within 6 hours to avoid the growth of bacteria.



4. Partially cooked food is still considered raw. It must be labeled as “not fully cooked” and stored away from ready-to-eat foods to prevent cross contamination.

5. Par-cooked foods must be fully cooked to a minimum temperature as specified by the Food Code (see 3-401.11).

a. Chicken and poultry: 165º F; Ground meats: 155º F; Whole muscle meats: 145º F.

6. After fully cooking, the food can be immediately sold, rapidly cooled, or held for service.

NON-CONTINUOUS COOKING (PAR-COOKING)
2009 MICHIGAN MODIFIED FOOD CODE, SECTION 3-401.14

Written Standard Operating Procedure (SOP) Recommended

The SOP should answer the following questions:

1. What food items are partially cooked?

2. What is the initial cooking process?

3. How will food be rapidly cooled after cooking?

a. What corrective actions will be taken if the critical limits are not met?

4. How will the the food be stored after cooling?

a. Where is it stored?

b. How is the food marked to prevent cross contamination?

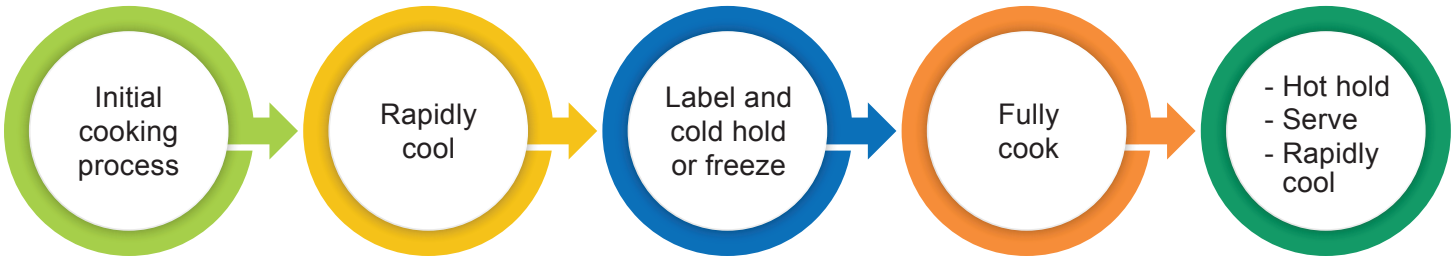
5. How is the food fully cooked? What is the final cooking temperature?

6. What happens to the food after it is fully cooked?

**Keep the SOP on site and make sure it is available upon request.*

Reminders

- Cooling logs should include information about the cooling method and times. Temperatures should be documented every hour.
  - Your inspector can provide you with a cooling log.
- Work with your area inspector before beginning this process.
- Foods that have been prepared using the non-continuous cooking process cannot be served undercooked, even with a consumer advisory.



HAZARD ANALYSIS CRITICAL CONTROL POINTS – HACCP PRINCIPLES

1. **Conduct Hazard Analysis**
   Where are the risks?

2. **Determine the Critical Control Points**
   How to reduce the risks?

3. **Establish Critical Limits**
   What measurable criteria need to be reached to reduce the risk?

4. **Establish Monitoring System**
   How will that criteria be measured?

5. **Establish Corrective Action**
   What will be done if the criteria are not met?

6. **Establish Documentation**
   Where will the criteria and corrective action be documented?

7. **Establish Verification Procedures**
   Who will review the documented criteria and corrective actions to make sure the HACCP plan still works?

HACCP

Hazard Analysis and Critical Control Points (HACCP) is a preventive and systematic approach to food safety. It identifies food safety hazards (biological, chemical, and physical agents) in the food production process that are reasonably likely to cause illness or injury in the absence of their control. A HACCP plan provides the steps needed to reduce those hazards to a safe level and a method to initiate corrective actions if a hazard occurs.

"HACCP plan" means a written document that outlines the formal procedures for following the Hazard Analysis and Critical Control Points principles. These principles, or steps, were developed by The National Advisory Committee on Microbiological Criteria for Foods.

Seven Principles of HACCP

1. Determine the Critical Control Points

2. Conduct Hazard Analysis

3. Establish Critical Limits

4. Establish Monitoring System

5. Establish Corrective Action

6. Establish Documentation

7. Establish Verification Procedures

Specialized Processing

Specialized processes are methods of food preparation or preservation that have an increased risk of foodborne illness. These processes require a pre-approved HACCP plan.

Contact the health department before:

- Packaging juice for retail or wholesale
- Reduced Oxygen Packaging (including Sous Vide or Cook Chill)
- Operating a Molluscan Shellfish tank
- Smoking food as a method of preservation rather than flavor enhancement
- Curing food (house prepared bacon or pepperoni)
- Using a food additive to render a food no longer Time/Temperature Control for Safety (TCS) (acidified sushi rice, kimchi)
- Custom Processing animals for personal use
- Sprouting seeds or beans

HOW TO MANAGE ALLERGENS IN THE WORKPLACE

Allergens

Food allergies can be very serious and sometimes life threatening. Even a small amount can cause a reaction. According to the Centers for Disease Control and Prevention, 6% of US adults and children have a food allergy.

Common Food Allergens

- Milk
- Eggs
- Fish
- Tree Nuts
- Wheat
- Peanuts
- Soybeans
- Shellfish
- Sesame

Symptoms of an Allergic Reaction

- Tingling
- Hives
- Vomiting
- Swelling
- Difficulty Breathing
- Loss of Consciousness

Train Staff

Train front and back of the house staff on food allergies, menu item ingredients, symptoms of an allergic reaction and to respond if someone is having an allergic reaction.

Cross Contact

Avoid Cross Contact by using dedicated utensils and equipment for customers with allergen concerns. Wash, rinse and sanitize equipment between uses and store potential allergens in labeled, leakproof containers.

Label Menus

Clearly label menu items that contain common allergens or provide an allergen specific menu. Verify ingredients from your supplier or any time a supplier changes.

Establish Standard Operating Procedures

Have a plan in place for how allergen concerns from a customer will be communicated with the kitchen and then back to the customer. Examples:

- Special tickets
- Allergen awareness cards
- Special food picks to label allergen free food items

Scan for more information:
ALLERGENS

REPORT SIGNS OF PESTS

- Dead Insects
- Droppings
- Gnaw Marks
- Nesting Materials

SCAN FOR MORE INFORMATION

PEST CONTROL AND MANAGEMENT

Pests

Pests common to kitchens may include insects or rodents. There are ways to prevent pests from entering and staying in the facility.

- Check deliveries for signs of pests and refuse any deliveries containing pests.
- Inspect the physical facility for gaps/broken areas.
- Store food covered and off the ground.
- Repair leaking equipment.
- Clean up spills immediately.
- Never leave food or soiled dishes out overnight.

Ways to Identify Pests

Evidence of pests may include:

- Dead insects
- Droppings
- Gnaw marks
- Nesting materials

What to do When Pests are Observed

Remove any dead pests or evidence of pests and thoroughly clean and disinfect the area. Discard any food products that may have been exposed or contaminated.

Chemicals and pesticides must be used according to their labels. Most common pesticides are not approved for use in commercial kitchens. Work with a licensed pest control company to develop an integrated pest management plan to prevent and/or remove pests from the facility.

Scan for more information:
PEST MANAGEMENT

FACILITIES AND EQUIPMENT: WHAT TO CHECK

- Check for breaks, chips or tears in equipment
- Inspect gaskets, fans, shelves and hard-to-reach areas for cleanliness
- Verify that equipment is in good repair and clean
- Train staff on proper maintenance and cleaning techniques
- Document maintenance and cleaning activities

Equipment

Equipment should be smooth, durable and easily cleanable. Broken equipment should be replaced or repaired correctly to prevent physical contamination of food items from broken materials. This will also prevent the collection of dirt and debris on rough surfaces or sharp corners.

Know where to purchase replacement items for the specific equipment. Schedule routine maintenance for more complex equipment to make sure it is functioning properly and safely. Maintain logs to document when equipment was last serviced.

Know how to properly take apart and clean equipment as instructed by the manufacturer. Assign trained staff to complete regular maintenance and cleaning. Verify that equipment is in good repair and clean during daily walk throughs.

- Check for breaks, chips or tears in equipment
- Inspect gaskets, fans, shelves and hard-to-reach areas for cleanliness
- Train staff on proper maintenance and cleaning techniques
- Document maintenance and cleaning activities
- Verify that equipment is in good repair and clean

Facilities

Physical facilities, including floors, walls and ceilings, should also be maintained in good repair and be smooth and easily cleanable. Keeping the facility clean and in good repair reduces the risk of contamination or a pest infestation.

Plumbing should be maintained to prevent stagnant or dripping water which may attract pests. Drains should drain quickly and equipment drain lines should maintain proper airgaps where necessary.

Outer openings should be screened or have self-closing mechanisms. Walls and ceilings should be closed off tight and not contain holes where pests may enter the facility.

If the physical facility is damaged in such a way that prevents having a clean and safe area to prepare food items (such as a sewage back-up, leaking ceiling, or lack of running water) close the facility until repairs and clean-up can be completed.

Train staff on how and when to properly clean the facility. Keep logs to document when areas have been cleaned. Verify that the physical facility is not accumulating debris or build-up during daily walk throughs.

Complete checks of the physical facility during daily walk throughs. Have areas repaired as quickly as possible to maintain cleanliness and prevent pest infestation. However, only complete construction or repair projects when food and clean equipment can be properly covered or protected and cleaned before being put back into use.

REFERENCE LINKS AND MATERIALS

Oakland County Health Division
Food Safety | Oakland County, MI

This resource packet on our website
PENDING

Michigan Department of Agriculture and Rural Development
https://www.michigan.gov/mdard/food-dairy

MDARD Emergency Action Plans
https://www.michigan.gov/mdard/about/emergency/emergency-action-plans-for-retail-food-establishments

Michigan Food Safety
https://www.michiganfoodsafety.com/

ANAB/ANSI Manager Certification
https://anabpd.ansi.org/Accreditation/credentialing/personnel-certification/food-protection-manager/ALLdirectoryListing?menuID=8&prgID=8&statusID=4

MI Modified Food Code
https://www.michigan.gov/-/media/Project/Websites/mdard/documents/food-dairy/laws/mi_modified_2009_food_code.pdf?rev=f69c9a99cc3248bf953c37e782e6e1f7

MI Food Law
https://www.legislature.mi.gov/documents/mcl/pdf/mcl-Act-92-of-2000.pdf

FDA Sick Worker Decision Tool
https://www.fda.gov/media/179698/download?attachment

FDA Recalls
https://www.fda.gov/safety/recalls-market-withdrawals-safety-alerts

USDA Recalls
https://www.fsis.usda.gov/recalls

CDC Food Safety
https://www.cdc.gov/food-safety/about/index.html

MDARD Standard Operating Procedures
https://www.michigan.gov/mdard/-/media/Project/Websites/mdard/documents/food-dairy/pr/fixed_establishment_sop_manual_form_fillable.pdf?rev=db66211939bd4016a3b99685d54e0385&hash=46A0E4372109D46AE7C18725D1BC131A

AIR GAP LOG

Equipment	Date	Checked By (Initials)	Corrective Actions

5-402.11: A direct connection may not exist between the sewage system and a drain originating from equipment in which food, portable equipment, or utensils are placed.

5-202.13: An air gap between the water supply inlet and the flood level rim of the plumbing fixture, equipment, or nonfood equipment shall be at least one inch.

CHEMICAL DISHMACHINE LOG

Wash Water Temperature – At Least 120°F

Type of Sanitizer: _____ Concentration Required: _____ ppm

Date	Time	Checked By (Initials)	Wash Water Temperature	Rinse Water Temperature	Sanitizer Concentration

COOKED FOOD LOG

Check Bottom of this Log for Critical Limits List

Food	Temp. Required	Time	Actual Temperature	Checked By (Initials)	Corrective Actions

Critical Limits:

Poultry – 165ºF
Stuffed Foods – 165ºF
Ground Beef/Pork –155ºF
Pork – 145ºF
Beef – 145ºF
Fish/Shellfish – 145ºF
Fresh Egg Products – 145ºF
Rare Roast Beef – 130ºF for 121 min.

Date(s): _____

COOLER/FREEZER LOG

Critical Limit: Cooler at 38°F or Below · Freezer at 0°F or Below

Equipment	Date	Time	Checked By (Initials)	Actual Temperature	Corrective Actions

COOLING FOOD LOG

Cool Foods from 135°F to 70°F Within 2 Hours or Less and From 70°F to 41°F in 4 Hours or Less

Date	Checked By	Food	Cooling Method	Final Cooking Temp.	Time / Temp.	Time / Temp.	Time / Temp.	Time / Temp.	Time / Temp.	Time / Temp.	Corrective Actions

EMPLOYEE TRAINING SIGN-IN SHEET

Date: _____ Time: _____ To: _____ Trainer: _____

Subjects Covered: _____

Employees in Attendance

Name (Print)	Signature

EQUIPMENT MAINTENANCE LOG

Equipment	Date	Condition	Checked By (Initials)	Corrective Action

4-501.11: (A) Good repair and condition as designed; (B) Components intact and adjusted according to specifications; (C) cutting or piercing parts of can openers kept sharp to minimize metal fragments.

**Condition – smooth and cleanable, defrosted, free of rust, free of damage, doors shut, gaskets not torn.*

FOOD EQUIPMENT CLEANING LOG

Equipment Piece	Time	Monday (Checked By)	Tuesday (Checked By)	Wednesday (Checked By)	Thursday (Checked By)	Friday (Checked By)	Saturday (Checked By)	Sunday (Checked By)
	8:00 AM							
	12:00 PM							
	4:00 PM							
	8:00 PM							
	8:00 AM							
	12:00 PM							
	4:00 PM							
	8:00 PM							
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	8:00 PM							
	8:00 AM							
	12:00 PM							
	4:00 PM							
	8:00 PM							

Date(s): ______________________________

Template created by Oakland County Health Division.

COLD/HOT FOOD HOLDING LOG

Critical Limit: Cold Holding at 41°F or Below · Hot Holding at 135°F or Above

Date(s): _____

Food	Temperature Required	Time	Actual Temperature	Checked By (Initials)	Corrective Actions

HOT WATER DISHMACHINE LOG

Final Rinse Temperature – At Least 180°F

Date	Time	Checked By (Initials)	Wash Water Temperature	Rinse Water Temperature	Final Water Temperature

NON-FOOD CONTACT SURFACE CLEANING LOG

Location/Item	Monday (Checked By)	Tuesday (Checked By)	Wednesday (Checked By)	Thursday (Checked By)	Friday (Checked By)	Saturday (Checked By)	Sunday (Checked By)

Date(s): _____

PHYSICAL FACILITY CLEANING LOG

Facility must be cleaned routinely to prevent build-up and pest harborage conditions

Location	Monday (Checked By)	Tuesday (Checked By)	Wednesday (Checked By)	Thursday (Checked By)	Friday (Checked By)	Saturday (Checked By)	Sunday (Checked By)

Date(s): _____

REHEATING FOOD LOG

Food	Checked By (Initial)	Re-Heating Method	Temperature After 1 Hour	Final Temperature (After 2 Hours)	Corrective Actions

Time/Temperature Control for Safety (TCS) food that was previously cooked and cooled on-site must be rapidly reheated to 165°F within 2 hours for hot holding. Commercially prepared TCS food must be reheated to 135°F within 2 hours for hot holding.

Date(s): _____

FOOD SERVICE QUALITY ASSURANCE CHECKLIST

Record "Y" for Yes, "N" for No, and "NA" for Not Applicable

I. Refrigerator & Freezer Storage	M	T	W	Th	F	St	Sn
A. Refrigerator & Freezer units in good repair							
B. Refrigerator & Freezer units in good repair 1. Refrigerators at 39ºF or below 2. Freezer units at 0ºF or below							
C. Graduated thermometers properly located and easily readable							
D. Food products stored 6" above floor in the walk-in cooler/freezer							
E. No potentially hazardous ready-to-eat foods held for more than 7 days at 41°F							
F. Foods properly labeled and dated with the discard date (prep day + 6 days)							
G. Food products properly protected: 1. Covered 2. Cross-Contamination: Raw animal foods stored according to cook-off temperatures and below and away from coked, ready-to-eat food							

For any unsatisfactory items listed above, describe the **Corrective Action**: _____

II. Preparation, Holding, & Service	M	T	W	Th	F	St	Sn
A. Proper defrosting of frozen food							
B. Handling of food minimized by use of suitable utensils							
C. Verify no bare hand contact with ready-to-eat foods							
D. Fruits and vegetables washed							
E. Potentially hazardous food at 41ºF or below OR 135º or above							
F. Proper cooling procedures used: 1. Within 2 hours from 135ºF to 70ºF; and 2. Within a total of 6 hours form 135ºF to 41ºF or less							
G. Proper holding practices used							
H. Unwrapped and potentially hazardous foods not reserved							
I. Calibrated metal-stemmed thermometer readily available (0º - 220ºF)							

For any unsatisfactory items listed above, describe the **Corrective Action**: _____

III. Dry Storage Facilities	M	T	W	Th	F	St	Sn
A. Storage facilities in good repair							
B. Food products stored 6" above the floor							
C. Dry food products stored in approved containers							
D. Separate storage of chemicals							

For any unsatisfactory items listed above, describe the **Corrective Action**: _____

IV. Personal Hygiene	M	T	W	Th	F	St	Sn
A. Monitoring of proper & frequent employee handwashing							
B. Handsinks accessible, hot/cold running water, soap & single-use towels							
C. Smoking prohibited, except in approved areas							
D. Employee beverages/food stored below and away from food and food contact surfaces (all beverages have a lid and straw)							
E. Clean clothes and proper hair restraints							
F. Proper restriction of employees with infections, illnesses, poor hygiene							

For any unsatisfactory items listed above, describe the **Corrective Action**: _____

_____

V. Equipment & Utensils	M	T	W	Th	F	St	Sn
A. Good repair							
B. Clean & sanitary							
C. Proper utensil washing and sanitizing practices: 1. Proper use of three compartment sink 2. Wash water clean 3. Proper temperature or chemical concentrations for sanitizing							
D. Wiping cloths restricted, used properly, adequate sanitizer solution							
E. Proper storage of utensils							
F. Single service articles properly handled							

For any unsatisfactory items listed above, describe the **Corrective Action**: _____

_____

VI. Establishment	M	T	W	Th	F	St	Sn
A. Good repair – outside areas maintained, landscape free of vermin and trash							
B. Toilet facilities adequate, properly installed, maintained							
C. Plumbing properly installed (adequate air gapping) and maintained							
D. Floors, walls, ceilings: 1. Good repair 2. Easily cleanable 3. Clean							
E. Lighting – adequate, properly shielded							
F. Vermin controlled							
G. Rubbish storage: 1. Approved containers (inside and outside) 2. Disposed of frequently 3. Area clean, no nuisance							

For any unsatisfactory items listed above, describe the **Corrective Action**: _____

_____

Inspected By: _____ Date: _____

For Dates: _____

THREE COMPARTMENT SINK LOG

Type of Sanitizer: _____ Concentration Required: _____ ppm

Recommended Water Temperature: _____

Date	Time	Checked By (initial)	Sanitizer Water Temp.	Sanitizer Concentration

INVENTORY LOG

Date: _____

Location	Item	Supplier	Date Received	Use by Date	Quantity	Max Quantity	For Reorder	Notes

FOODBORNE ILLNESS COMPLAINT FORM

Date of Notification: _____ **Time:**_____

Contact information:

Name: _____

Address: _____

Email: _____

Telephone Number: _____

Food Consumed: _____

When was it eaten: _____

Any changes or as on menu? _____

What symptoms are being experienced: _____

When did the symptoms start? _____

Are others that shared the meal? Are any of them also ill? _____

_____

Notes:

_____

_____

_____

Encourage the caller to also reach out to the local health department. The local health department can use their information to determine if there is an outbreak and if any further action needs to be taken.

Local Health Dept: _____

Contact Information: _____

Report to the local health department if more than one similar illness complaint is received.

RE-OPENING CHECKLIST AFTER AN IMMINENT HEALTH HAZARD/EMERGENCY

Incident: _____

Date and Time Incident Occurred: _____

The facility shall ensure that the imminent health hazard has been corrected, or the emergency is over and all items on this checklist are verified:

Physical Facility

- ○ Electricity, water, and/or gas services have been fully restored.
- ○ Plumbing is operating properly, both supply and disposal. Including in employee restrooms.
- ○ There is no visible damage or incomplete repairs, all gaps and holes are sealed.
- ○ Floors, walls, and ceiling are clean.
- ○ Areas of contamination have been disinfected (sewage back-up or flood).
- ○ No standing water remains.
- ○ Lights are operational and at proper brightness.
- ○ Cold and hot water is available throughout the facility.
- ○ Hot water is available at a minimum of 100°F at every hand sink.
- ○ Hot water is available at a minimum of 110°F for warewashing.

Food Items and Equipment

- ○ Potentially contaminated, or food that has been out of temperature control has been discarded, including ice.
- ○ Debris and non-salvageable items have been removed.
- ○ Utensils and equipment have been properly washed, rinsed, and sanitized.
- ○ Water lines have been flushed, filters replaced, and hot water tank drained if necessary (boil water advisory).
- ○ Equipment with water line connections such as post-mix beverage machines, coffee or tea urns, ice machines, glass washers, dishwashers, and other equipment with water connections have been flushed, cleaned, and sanitized in accordance with manufacturer's instructions (boil water advisory).
- ○ Cold holding units are holding at or below 41°F.
- ○ Freezer units are holding at or below 0°F.
- ○ Hot holding units are holding at or above 135°F.
- ○ Dishwasher is operating properly, if applicable.
- ○ Hood ventilation system is operating properly.
- ○ Hand sinks and restrooms are stocked and operational.

Operational Readiness

- ○ Pest control records are available, if applicable.
- ○ Person in Charge is available and knowledgeable.

Scan for more information:
IMMINENT HEALTH HAZARD/EMERGENCY