

VDH Procedures for Certification and Standardization of Food Inspection Staff

Division of Food and Environmental Services



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PART 1 - PURPOSE AND DEFINITIONS

1-1 Purpose

- *Subpart*

- A. Background**

- B. Introduction**

- C. Purpose**

- D. Scope**

Introduction

- A.** The main goal of the food safety program is the reduction and prevention of foodborne illness. To that end, this document outlines the process to use in standardizing food inspection personnel. This process provides regulatory personnel the opportunity to subject their knowledge and skills related to the Virginia Food Regulations (12VAC5-421 et seq.) to a uniform system of measurement.

It is critical that food safety personnel become standardized through this process to ensure that foods are safe, unadulterated, and honestly presented throughout the Commonwealth, and through implementation elsewhere, the Food and Drug Administration (FDA) can ensure these goals are met throughout the United States.

B. Purpose

The purpose of the standardization procedure is to promote uniformity of regulatory food inspections throughout the Commonwealth. In addition, it is used to reduce the risk of foodborne illness based on a science-based interpretation of the Food Code and the Virginia Food Regulations and effective principles to achieve compliance. The application of the standardization procedure will ensure that the Candidate recognizes foodborne illness risk factors and interventions and good retail practices. The procedure will confirm that the Candidate can achieve practical and immediate correction of “Out of Compliance” foodborne illness risk factors during the inspection, can effectively communicate with the establishment’s staff, can understand and apply HACCP principles, and can use necessary inspection equipment in a risk-based, real-time regulatory inspection.

This procedure is not intended to provide basic training to individual Candidates but rather is intended to confirm a high level of knowledge, understanding, and application of food safety principles.

The Candidate shall meet all of the requirements of the procedure in order to be standardized. Part 2 describes the qualifications required for District Standardization Officer (DSO) eligibility, as well as for field Environmental Health Specialist (EHS) staff; Part 3 describes the field requirements; and Part 4 describes the communication requirements to convey the purpose and findings of the inspection as well as achieve corrective action and compliance.

The Annex sections provide an outline of activities for both DSO Candidates and EHS Candidates. The procedures described and modeled for conducting a standardization inspection are the same as those to be used for conducting routine regulatory inspections. Both types of inspections should contain aspects of evaluation/auditing and education/training for short term and long term correction of violations. The primary focus of either type of inspection should be on provisions of the Virginia Food Regulations/Food Code that directly eliminate, prevent or reduce to an acceptable level, hazard associated with foodborne illness or injury and on those provisions whose application supports the aforementioned. The Virginia Food Regulations designates these provisions as Priority and Priority Foundations Items, respectively. Candidates who are successful in achieving standardization by State Standardization Officer (SSO) as a DSO are expected to use the procedure to standardize EHSs, as assigned, in a manner that is consistent with regulatory inspections.

C. Scope

The procedures in this manual describe the process to be used in standardizing qualified food safety inspection personnel in food establishment inspection techniques based upon the Virginia Food Regulations/FDA Food Code. Successful completion of the process results in standardization of an EHS.

The standardization process is intended to offer a tool for evaluating the Candidate's understanding and application of the Virginia Food Regulations/FDA Food Code provisions during inspections of food establishments. In addition, the Standardization Officer evaluates the inspection technique used, and he or she imparts knowledge during the standardization exercise to assist the Candidate with becoming more proficient in the understanding and application of the Virginia Food Regulations/FDA Food Code and risk-based inspection technique. After each inspection, the Standard will discuss, explain and correct interpretations and marking of the inspection report with the Candidate. The Standard may also take the opportunity through "teaching moments" during the inspection to point out examples that illustrate new provisions, interpretations, and industry changes.

The practice of questioning food establishment staff before, during, and after the inspection helps to clarify procedures and processes used in the food establishment and is especially useful during foodborne illness outbreak investigations.

1-2 Definitions

- *Subpart*
- **Applicability and Terms Defined**

A. The following definitions apply in the interpretation and application of this Procedure.

B. **Terms Defined:**

1. "**Candidate**" means:
 - a. An Environmental Health Specialist who successfully completes the eligibility requirements for initial standardization;
 - b. A standardized field Environmental Health Specialist Senior who has maintained the requirements for re-standardization; or
 - c. A standardized Environmental Health Specialist Senior (may include supervisor or manager) with foodservice protection responsibilities (e.g. a food establishment caseload) who applies for certification and is recommended to the Office of Environmental Health Services by the person's supervisor.
 - d. A certified District Standardization Officer who has maintained the requirements for re-certification.
2. "**Certificate**" means the official document issued by VDH to a District Standardization Officer or that a district confers to a Standardized Environmental Health Specialist who has successfully completed the standardization process.
3. "**Certification**" means the process by which the VDH Standardization Officer verifies that a Candidate meets the requirements set out in the procedures for certification as a District Standardization Officer.
4. "**Contact hour**" means 60 minutes of scheduled instruction given to students.
5. "**District Standardization Officer**" means a person who has been certified and maintains certification, by the VDH Standardization Officer, to conduct standardization of district EHS who conduct regulatory food inspections.
6. "**Complex food preparation**" means a process wherein multiple food processes are involved in the preparation of a food item, i.e., food is stored, prepared, cooked, cooled, reheated, hot held, and served.
7. "**CCP**" means "**Critical Control Point**," a point or procedure in a specific food system where loss of control may result in an unacceptable health risk.

8. **"CL"** means **"Critical Limit"** the maximum or minimum value to which a physical, biological, or chemical parameter must be controlled at a critical control point to minimize the risk that the identified food safety hazard may occur.
9. **"Foodborne Illness Risk Factors"** means improper practices or procedures which are most frequently identified by epidemiologic investigation as a cause of foodborne illness or injury:
 - Improper holding temperatures;
 - Inadequate cooking;
 - Contaminated equipment;
 - Unsafe source; and
 - Poor personal hygiene.
10. **"GRP"** means **"Good Retail Practices,"** which are preventive measures that include practices and procedures which effectively control the introduction of pathogens, chemicals, and physical objects into food. Good Retail Practices are prerequisites to instituting a HACCP Plan or Risk Control Plan.
11. **"Interventions"** means the following set of new preventive measures that were introduced beginning with the 1993 FDA Food Code. The interventions are:
 - a. Management's demonstration of knowledge;
 - b. Employee health controls;
 - c. Controlling hands as a vehicle of contamination;
 - d. Time -Temperature parameters for controlling pathogens; and
 - e. Consumer advisory.
12. **"HACCP"** means **"Hazard Analysis Critical Control Point"**.
13. **"HACCP plan"** means a written document that delineates the formal procedures for following the Hazard Analysis Critical Control Point procedure developed by the National Advisory Committee on Microbiological Criteria for Foods.
14. **"HACCP Principles"** means the 7 principles of the Hazard Analysis and Critical Control Point System which are the following:
 - i. Conduct a Hazard Analysis;
 - ii. Identify the CCPs in the process;
 - iii. Establish Critical Limits for preventive measures associated with each identified CCP;
 - iv. Establish CCP monitoring requirements;
 - v. Establish corrective action to be taken when monitoring indicates that there is a deviation from the established critical limit;
 - vi. Establish procedures for verification that the HACCP system is working correctly; and
 - vii. Establish effective recordkeeping procedures that document the HACCP system.
15. **"HSP"** means **"Highly Susceptible Population,"** a group of persons who are more likely than other populations to experience foodborne disease because they are immunocompromised or older adults and in a facility that provides health care or assisted living services, such as a hospital or nursing home; or preschool age children in a facility that provides custodial care, such as a day care center.

16. "**Regulatory Authority;**" means the Virginia Department of Health or authorized representative having jurisdiction over food establishments.
17. "**Risk-based inspection;**" means a food establishment inspection approach that utilizes the technical skills and attributes identified in the five performance areas, foodborne illness risk factors and interventions, good retail practices, application of HACCP, inspection equipment, and communications as specified, with particular emphasis on interventions and foodborne illness risk factors.
18. "**RCP**" means **Risk Control Plan** which is a mutually agreed upon written plan (between the Candidate and the management of the food establishment) that describes a management system for control of foodborne disease risk factors. The plan delineates necessary records, responsible personnel, what needs to be controlled, and how it will be controlled.
19. "**Standardization**" means the process whereby a Candidate demonstrates the knowledge and skills to satisfy requirements of the Virginia Food Regulations section 12VAC5-421-3815 *Competency of Environmental Health Specialists*.
20. "**Standardized EHS**" means an Environmental Health Specialist who has successfully completed the standardization process.
21. "**State Standardization Officer (SSO)**" means a FDA Certified representative of the Office of Environmental Health Services.

PART 2 – Qualifying for Standardization

2-1. Prerequisite Training and Experience

- A. Objective**
- B. Eligibility for Certification as Standardizing Officer**
- C. Eligibility for EHS Standardization**

A. Objective.

This chapter explains the prerequisite training and experience requirements for Candidates to qualify for VDH certification as a District Standardization Officer and for EHS staff to qualify for standardized status. In order for VDH and the local health districts (Districts) to engage in the process of field inspections for the purpose of standardization and certification, the Candidate must qualify by fulfilling the training and experience requirements PRIOR to engaging in the certification or standardization processes specified. These eligibility requirements only apply to first-time Candidates. Once certified or standardized, Candidates for recertification only need to meet the certification maintenance requirements.

B. Eligibility for Certification as District Standardization Officer*.

- a. Candidates for initial VDH certification as a District Standardization Officer must:
 - 1. Have prescribed in their EWP the responsibility for food protection program work;
 - 2. Have job responsibility for conducting food safety training and standardization of other regulatory personnel.
 - 3. Have two or more years of continuous field experience in foodservice protection, hold a current Standardized Food EHS Certificate, and have conducted a minimum of 150 food establishment inspections while standardized;
 - 4. Have successfully completed the required VDH Food Safety Training Plan listed here: <http://vdhweb.vdh.virginia.gov/environmental-health-services/food-guidance-documents/>.
 - 5. Have accumulated, within the last two years, a minimum of 20 contact hours of education in food related courses.

6. Have demonstrated proficiency in using the database to record physical facility information, navigating the database, and enter inspections on food establishments; and
 7. Have included in their job description the responsibility to standardize district staff in food inspections.
- b. Be appropriately nominated. The Candidate's direct supervisor must sign and date the nomination form. The completed forms should be submitted to the Office of Environmental Health Services.
 - c. Have successfully completed eight (8) joint inspections with the State Standardization Officer (SSO) using the process outlined in this document. The standardization procedures shall determine the ability of the Candidate to apply the knowledge and skills obtained from the training curriculum and address the five following performance areas: 1) Risk-based Inspections, 2) Good Retail Practices, 3) Application of HACCP, 4) Inspection equipment, and 5) Communication. It will be the responsibility of the SSO to make the determination regarding the competency of the new Candidate for beginning the standardization process.

***Note:** Candidates who do not meet eligibility requirements may later request certification after completing the unmet requirements.

C. Eligibility for EHS Standardization.

- a. Candidates for initial Standardization by the DSO must:
 1. Have prescribed in their EWP responsibility for food protection program work;
 2. Be a fully trained Environmental Health Specialist [or EHS Senior];
 3. Have successfully met the required Food Safety Training Plan (<http://vdhweb.vdh.virginia.gov/environmental-health-services/food-guidance-documents/>) and
 4. Have demonstrated proficiency in using the database to record physical facility information, navigating the database, and entering inspections on food establishments;
- b. District environmental health managers shall direct all staff responsible for conducting food establishment inspections to attain and maintain standardized status as set forth in the Environmental Health Occupational Career Plan and this Procedures Manual. Only Environmental Health Specialists who attain certification as a Standardized Food EHS meet the competency requirement in 12VAC5-421-3815. Only standardized EHSs may take enforcement action including issuance of Notice of Alleged Violation (NOAV) or notices of intent to suspend/revoke a permit.

- c. Candidates will be interviewed by the DSO to assess their overall knowledge of the requirements of the Food Regulations, public health rationale, implementation guidance, and their communication skills.
- d. Field Training and Experience

Within 12 months of employment or assignment to the Food Program, the EHS must satisfactorily complete initial field training as described below. Initial field training includes:

1. Twenty-five (25) joint training inspections with existing standardized staff; and
2. Twenty-five (25) independent inspections.

Food establishments selected for joint inspections should include a variety of facility types. The Candidate EHS must be accompanied by a standardized EHS or the DSO when conducting joint inspections. The mix of food establishments should reflect the types of operations in the district and subsequently the types of operations that the EHS will be inspecting. Only routine inspections should be counted.

Inspections in which the Candidate merely observes the standardized EHS conducting an inspection should not count towards the 25 required joint inspections. Joint inspections should involve the EHS taking notes and writing a practice inspection report that is compared with the final inspection report filed by the standardized EHS. The 25 required independent field training inspections should be documented in the database. For audit or verification purposes, the DSO or Candidate's supervisor should keep documentation of successful completion of the 50 field training inspections.

During the joint training inspections, the standardized EHS conducting the inspection is responsible for modeling proper inspection techniques and answering questions posed by the Candidate. The standardized EHS should encourage the Candidate EHS to discuss observations, corrective actions, and public health rationale as part of the transition to conducting independent inspections.

For successful standardization the EHS must demonstrate competency inspecting a variety of facility types. Food establishments selected for inspection during initial training should be risk category 2, 3, and 4 type food establishments. The district should avoid inspecting more than one food establishment from the same franchise. Performance expectations are outlined on Page 19. Additionally, Annex 6-1 and 6-2 describe various standardization activities associated with each of the performance areas. The purpose of the 25 joint and 25 independent

inspections is for the Candidate EHS to gain confidence and familiarity with all of these performance areas; subsequently, the facilities chosen must challenge the Candidate EHS in developing and demonstrating the following:

- Ability to understand that the standardization exercise, just like a routine inspection, is based on the requirements in the current version of the Virginia Food Regulations and most recent version of the Standardization Procedures.
- Ability to identify priority 2, 3 or 4 food establishments.
- Ability to conduct risk-based inspections which emphasize the evaluation of foodborne illness risk factors and interventions but also demonstrate knowledge and the application of GRP's.
- Ability to measure and record final cooking temperatures of all types of animal food cooked in the establishment.
- Ability to achieve corrective action for out of compliance (OOC) foodborne illness risk factors before leaving the facility.
- Ability to use appropriate inspection equipment.
- Ability to demonstrate effective communication skills.

The 25 joint inspections and 25 independent inspections must be completed prior to sending the individual to the classroom VDH courses.

d. Food Safety Training Modules

Before beginning field standardization exercises, the Candidate EHS must successfully complete all field training requirements as well as the VDH Food Safety Training Plan.

e. Field Standardization

Within 18 months of employment or assignment to the food program, staff conducting inspections of food establishments must satisfactorily complete six (6) joint inspections with the DSO using the process outlined in this document. The food safety training modules identified in (d) above must be completed by staff prior to conducting the six (6) joint inspections. Once initiated, the joint inspections must be completed within twelve (12) months, but not to exceed the eighteen (18) month initial training period.

The standardization process shall assess the ability of the EHS to apply the knowledge and skills obtained from the training curriculum, and address the five following performance areas: 1) Risk-based Inspections, 2) Good Retail Practices, 3) Application of HACCP, 4) Inspection equipment, and 5) Communication. The DSO has responsibility for determining if the Candidate is ready to begin the standardization process.

PART 3 - STANDARDIZATION: VHD FIELD REQUIREMENTS AND ADMINISTRATION

- 3-1 Scope**
- 3-2 Inspection Equipment Requirements**
- 3-3 Inspections**
- 3-4 Standardization**
- 3-5 Standardization Renewal**
- 3-6 Termination of Field Exercise – Suspension or Revocation**
- 3-7 Appeals for District Standardization Officer Candidates**

3-1. SCOPE

- A. Objective
- B. Performance Areas
- C. Methodology

A. Objective.

This chapter explains the field requirements leading to certification as a District Standardization Officer or Standardized EHS.

B. Performance Areas.

The following areas of performance shall be addressed by the Candidate during the food establishment inspections and evaluated by the Standardization Officer:

a. **Foodborne Illness Risk Factors and Public Health Interventions:**

The Candidate shall demonstrate knowledge of current Virginia Food Regulations/Food Code requirements related to foodborne illness risk factors and public health interventions, as well as the ability to interpret and apply those requirements.

b. **Good Retail Practices (GRPs):**

The Candidate shall demonstrate knowledge of the Virginia Food Regulations, provisions related to GRP's, and the ability to interpret and apply them.

c. **Application of HACCP:**

The Candidate shall demonstrate the ability to verify compliance with an existing HACCP Plan and apply HACCP Principles in the development of flow charts and a Risk Control Plan (RCP). The Candidate shall demonstrate the ability to apply all seven HACCP Principles to the inspection process.

d. **Inspection Equipment:**

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

e. **Communication:**

The Candidate shall demonstrate the ability to effectively communicate with the person in charge (PIC) as well as with food employees during all phases of the inspection. Additionally, the Candidate shall explain significant inspection findings to the PIC at the conclusion of the inspection.

C. Methodology.

a. **Initial Standardization:**

1. The Candidate for District Standardization Officer shall conduct eight (8) joint (with SSO) field inspections of food establishments (including at least one with a HACCP plan) for initial certification.
2. The Candidate for Standardized EHS shall conduct six (6) joint (with DSO) field inspections of food establishments (including at least one with a HACCP plan).
3. All food establishments selected for inspection shall be risk category 2, 3, or 4 and include at least one of each of the following:
 - a. Full service independent restaurant,
 - b. Full service chain or franchise restaurant,
 - c. Foodservice for a HSP,
 - d. Foodservice with an ethnic menu,
 - e. Fast food/quick-service restaurant.
5. Once initiated, the joint inspections should be completed within twelve (12) months, but not to exceed the eighteen (18) month initial training period.

b. **Re-standardization:**

1. The District Standardization Officer and the EHS Candidate will conduct six (6) joint field inspections of food establishments (including at least 1 with a HACCP Plan),

2. All food establishments selected for inspection shall be risk category 2, 3, or 4 and include at least one of each of the following:
 - a. Full service independent restaurant,
 - b. Full service chain or franchise restaurant,
 - c. Foodservice for a HSP,
 - d. Foodservice with an ethnic menu,
 - e. Fast food/quick-service restaurant
 3. All six inspections for re-standardization should be completed within a reasonable period of time, not to exceed 3 years or the expiration period of standardization.
- c. **Options of the Standardization Officer:**
The Standardization Officer has the option of adjusting the type of facility selected and methodology for inspection at any time to enhance the effectiveness of the process.
- d. **Performance Evaluation Methods:**
The performance of the Candidate shall be evaluated by the Standardization Officer using the **methods** outlined in the following tables:

Table 1a. Summary of Evaluation Methods for Each Performance Area for Certification as a District Standardization Officer (DSO)

PERFORMANCE AREA	INITIAL CERTIFICATION ¹	RE-CERTIFICATION ²
FOODBORNE ILLNESS RISK FACTORS AND INTERVENTIONS	8 Joint Inspections	6 Joint Inspections
GOOD RETAIL PRACTICES	8 Joint Inspections	6 Joint Inspections
Application of HACCP PRINCIPLES	<ul style="list-style-type: none"> • Risk Control Plan³ • Two Process Flow⁴ Charts • Verification of existing HACCP Plan and • Orally communicates 7 Principles of HACCP 	<ul style="list-style-type: none"> • Risk Control Plan³ • Process Flow Chart⁴ (optional) and • Verification of existing HACCP Plan
Inspection Equipment and Skills	Field Observations Demonstrated ability to enter inspections into the database	Field Observations Demonstrated ability to enter inspections into the database
Communications	Field Observations	Field Observations

NOTE:

1. *All of the initial certification requirements are to be completed during a total of 8 joint inspections with the SSO, within a period of 12 months, but not to exceed the 18-month initial training period.*
2. *The recertification requirements are to be completed during a total of 6 joint inspections with the SSO over a period not to exceed 3 years or the expiration period of standardization.*
3. *Written risk control plans must be completed and turned in within thirty (30) days of last joint inspection, not to exceed certificate expiration date.*
4. *Written process flow charts must be completed and turned in within thirty (30) days of the last joint inspection, not to exceed certificate expiration date.*
5. *Completion must allow for submission of all documentation to SSO 30 days in advance of certificate expiration.*

Table 1b. Summary of Evaluation Methods for Each Performance Area for Certification as a Standardized Food EHS

PERFORMANCE AREA	INITIAL STANDARDIZATION	RE-STANDARDIZATION ²
FOODBORNE ILLNESS RISK FACTORS AND INTERVENTIONS	6 Joint Inspections	6 Joint Inspections
GOOD RETAIL PRACTICES	6 Joint Inspections	6 Joint Inspections
Application of HACCP PRINCIPLES	<ul style="list-style-type: none"> • Risk Control Plan³ • Process Flow Chart⁴ • Verification of existing HACCP Plan and • Orally communicates 7 Principles of HACCP 	<ul style="list-style-type: none"> • Risk Control Plan³ • Process Flow Chart⁴ (optional) and • Verification of existing HACCP Plan
Inspection Equipment and Skills	Field Observations Demonstrated ability to enter inspections into the database	Field Observations Demonstrated ability to enter inspections into the database
Communications	Field Observations	Field Observations

NOTE:

1. *All of the initial certification requirements are to be completed during a total of 6 joint inspections with the DSO, within a period of 12 months, but not to exceed the 18-month initial training period.*
2. *The re-standardization requirements are to be completed during a total of 6 joint inspections with the DSO over a period not to exceed 3 years or the expiration period of standardization.*
3. *Written risk control plans must be completed and turned in within thirty (30) days of last joint inspection, not to exceed certificate expiration date.*
4. *Written process flow charts must be completed and turned in within thirty (30) days of the last joint inspection, not to exceed certificate expiration date.*
5. **NOTE:** Completion must allow for submission of all documentation to SSO 30 days in advance of certificate expiration.

3-2 Inspection Equipment Requirements

A. Equipment Use

B. Equipment List

A. Equipment Use

Specific inspection equipment is required to effectively and accurately conduct an inspection and evaluate risk factors that contribute to foodborne illness in food operations. The Candidate shall be evaluated on the proper use of the inspection equipment during all inspections (reference list B below). Even though some equipment is listed as optional, depending on the circumstances, it may be essential for some food establishment inspections.

B. Equipment List

- a. The following is a list of the *essential* equipment required to evaluate a food operation:
 1. Necessary inspection forms and administrative materials;
 2. Head cover: baseball cap, hair net, or equivalent;
 3. Thermocouple temperature measuring device;
 4. Maximum registering thermometer or temperature-sensitive tapes for verifying hot water warewashing final rinse temperature;
 5. Chemical test kit for different chemical sanitizer types;
 6. Flashlight;
 7. Alcohol swabs.
- b. The following is a list of *optional* equipment recommended to evaluate a food operation:
 1. Light meter;
 2. Time-temperature data logger;
 3. Camera;
 4. pH meter
 5. Lab coat or equivalent protection to cover street clothes; and
 6. Measuring tape.

3-3 Inspections

A. Field Exercise

B. Performance Criteria

C. Assessment

A. Field Exercise

1. Roles

a. CANDIDATE Inspection Duties:

During all joint field food establishment inspections, the Candidate shall take the lead. At the beginning of the inspection, the Candidate shall make introductions and explain the purpose of the visit to the Person in Charge (PIC).

The Candidate shall record all observations and inspection data collected during the inspection. For the purpose of tracking temperature patterns, it is recommended that the Candidate perform a preliminary survey of food temperatures early in each inspection.

At various times during the field exercise the Candidate shall be directed to perform specific tasks, such as explaining regulatory requirements, citing Virginia Food Regulation/FDA Food Code provisions, calibrating inspection equipment, and preparing flow charts or reviewing HACCP records to demonstrate proficiency in each area.

b. Role of the STANDARD.

Standardization is not a joint training exercise. It is an assessment with an auditing and training component. The role of the Standardization Officer is to confirm the Candidate's ability to conduct a routine inspection in realistic timeframes recognizing the foodborne illness risk factors that most frequently contribute to foodborne illness, the appropriate interventions that prevent foodborne illness, and good retail practices. The Standardization Officer will also confirm that the Candidate can achieve immediate correction of Out of Compliance (OOC) risk factors, practically apply HACCP principles, demonstrate effective communication skills, and correctly use inspection equipment.

The Standardization Officer's role is primarily to observe the Candidate during the performance of a routine inspection and evaluate his/her performance

during the standardization exercise. The Standardization Officer may offer procedural guidance to instruct the Candidate to focus on specific performance areas or demonstrate specific technical skills during the course of the exercise. Throughout the exercise, and as appropriate, the Standardization Officer will provide constructive corrective action that he/she deems beneficial to the standardization exercise.

The Standardization Officer will ensure that the Candidate is briefed on expectations for performance before and during the exercise. Performance expectations include the following:

- Use of the current version of the Virginia Food Regulations and most recent version of the *VDH Standardization Procedures*.
- Calibration of thermocouples and thermometers before the standardization exercise.
- Proper use of necessary inspection equipment.
- Proper attire. [lab coat (optional), closed toed shoes, hat or hair net, etc.]
- Selection of food establishments in risk categories 2, 3 or 4.
- Implementation of a risk-based inspection approach which emphasizes the evaluation of foodborne illness risk factors and interventions but also demonstrates knowledge and the application of GRP's.
- Measurement of final cooking temperatures of as many types of animal food cooked in the establishment as possible.
- Achieving corrective action for "Out of Compliance" foodborne illness risk factors before leaving the facility.
- Development of a risk control plan with management/person-in-charge.
- Development of a food preparation process flow diagram based on observed practices.
- Explanation of the seven HACCP principles (initial standardization).
- Ability to explain the *Virginia Food Regulation/Food Code* requirements for any "Out of Compliance" foodborne illness risk factors or interventions cited on the Standardization Inspection Form.
- Demonstration of effective communication skills.
- Completion of a standardization inspection that resembles, as closely as possible, a real time regulatory inspection.

2. Performance Areas

The Standardization Officer will evaluate the Candidate's ability to conduct a risk-based inspection and apply the Virginia Food Regulations/FDA *Food Code* requirements and principles in the following performance areas:

- a. Foodborne illness risk factors and interventions – utilize an approach that effectively identifies high risk operations and behaviors in the food

- establishment and focuses an inspection on determining the compliance status of those related foodborne illness risk factors and/or interventions;
- b. Good retail practices – demonstrates knowledge of the *Virginia Food Regulations/Food Code* by recognizing and properly citing the provision of the Code not designated as foodborne illness risk factors and interventions;
 - c. Application of HACCP (Hazard Analysis and Critical Control Point) principles – demonstrates the ability to verify compliance with an existing HACCP plan and apply HACCP principles in the development of flow charts and Risk Control Plans (RCPs). In the absence of a HACCP plan, the Candidate shall demonstrate the ability to apply all seven HACCP principles to the inspection process;
 - d. Inspection equipment – the Candidate shall be equipped and familiar with inspection equipment essential to each food establishment inspection. During the inspection, the Candidate shall demonstrate knowledge of proper use of essential inspection equipment; and
 - e. Communication – The Candidate shall demonstrate, throughout the inspection, the ability to effectively communicate with the person in charge as well as with food employees. The Candidate shall demonstrate the ability to clearly explain significant inspection findings to the person in charge at the conclusion of the inspection.

3. Determining Violations:

The Standardization Officer and the Candidate shall each cite the appropriate section(s) of the Regulations corresponding to each violation observed. Failure to cite the appropriate section(s) does not affect scoring as long as the violation is cited under the appropriate inspection report item.

4. Comparison of Findings:

Following each joint food establishment inspection, the Candidate and Standardization Officer will compare findings and determine any disagreements. At the conclusion of the field exercise, the Standardization Officer shall tabulate and immediately review the Candidate's inspection results and other observations to determine if the Candidate has successfully completed the requirements for certification/standardization (see Annex 5).

5. Termination of the Exercise/Inspection.

When circumstances necessitate that the Standardization Officer terminates the standardization exercise before completing the required number of inspections due to the Candidate's inability to meet (or the likelihood of not meeting) the performance criteria, the Standardization Officer will work with the Candidate and his/her supervisor to develop an action plan to help the Candidate meet the performance criteria. Components of an action plan may include:

- Guided study of Virginia Food Regulations/Code requirements and Rationale,
- Online or classroom courses related to food safety,
- Additional field work with standardized EHSs, or
- Other activities designed to improve specific performance area deficiencies.

The Environmental Health Occupational Career Plan stipulates the possible outcome(s) for EHSs who fail to meet the criteria for standardization or re-standardization.

B. Performance Criteria

In order to achieve certification as a standardized EHS or DSO, a Candidate shall meet the following criteria for each performance area:

a. Foodborne Illness Risk Factors and Interventions and Good Retail Practices:

i. Inspection Report:

At the conclusion of each inspection the Candidate shall complete the VDH *Standardization Inspection Report* (reference Annex 2, Section 1), based on observations and data collected during the inspection. The Candidate shall determine whether each item on the inspection report form was IN or OUT of compliance, not observed (NO), and/or not applicable (NA) based on the observations.

ii. Candidate Scoring:

The Standardization Officer shall score each *Standardization Inspection Report* by identifying each incorrectly marked item and discussing these items with the Candidate after each inspection (reference Annex 2-2, Report Marking Instructions).

The Standardization Officer may mark an item "S" to reflect a disagreement in a case where the Candidate has the opportunity to make an observation or take a measurement and fails to do so, and intervention by the Standardization Officer would alert the Candidate to the missed opportunity. A scoring of "S" should be used in instances such as when the Candidate has an opportunity to take a cooking temperature but fails to do so and subsequently marks the item NO. The Standardization Officer's scoring of an item as "S" represents a disagreement between the Candidate and the Standardization Officer.

At the conclusion of each inspection, the Standardization Officer shall determine the number of disagreements on items and record that number in the chart provided on the scoring document in Annex 5. At the completion of the final inspection, the

Standardization Officer shall total the number of disagreements for all food establishments inspected.

- A. To satisfy the Foodborne Illness Risk Factors and Interventions performance area, the Candidate shall not disagree with the Standardization Officer on **more than 12 items in any one establishment** in this section of the Standardization Inspection Report and have an **average score of at least 90% (which is less than or equal to 37 disagreements for six (6) inspections, or less than or equal to 50 disagreements for eight (8) inspections)**.
- B. To satisfy the Good Retail Practices performance area, the Candidate shall not disagree with the Standardization Officer on **more than 5 items in any one establishment** in this section of the Standardization Inspection Report and have an **average score of at least 85% (which is less than or equal to 24 disagreements for six (6) inspections, or less than or equal to 32 disagreements for eight (8) inspections)**.

b. Application of HACCP Principles:

During the food establishment inspections, the Candidate shall demonstrate the proper inspection approach for food establishments with pre-existing HACCP plans and those without HACCP plans. Each Candidate shall demonstrate an understanding of HACCP by:

i. Flow Charts:

A. Preparing Process Flow Charts:

During the joint inspections, the Standardization Officer shall select the food preparation process(es) for the Candidate to describe on a flow chart.

Process 1 – No cook

Process 2 – Cook for same day service

Process 3 – Complex food preparation

For the purposes of this section, two process flow charts are required to be completed by the Candidate for certification as a District Standardization Officer (at least one being a Process 3), and one process flow chart is required to be completed by the Candidate for standardization. The Candidate shall develop the flow chart(s) using information gained through actual observations of operational steps during an inspection. Information gained through discussions with the PIC and/or food workers should be used to substitute for a lack of observed operational steps in situations where the operational steps are not occurring during the inspection. On the flow chart, the Candidate shall identify the hazards, CCPs, and CLs. The Candidate shall indicate the CLs as stated by the Regulations as well as by the establishment, if differing from the Regulations. In addition, the Candidate shall also indicate

to the Standardization Officer any CCPs which the establishment did not control.

B. Requirements:

The Standardization Officer shall grade the flow chart(s) based on the correct identification of hazards, CCPs, and CLs. To satisfy this requirement, the flow chart may contain no more than 2 errors or omissions. (Note: The Virginia Food Regulations and the FDA Retail HACCP Guide: "[Managing Food Safety, A Regulator's Manual for applying HACCP Principles to Risk-based Retail and Food Service Inspections and Evaluating Voluntary Food Safety Management Systems](#)" will be the reference documents for this exercise. Both can be found on the VDH intranet Guidance Documents Page.)

ii. Risk Control Plan:

A. Developing a Risk Control Plan:

During at least one of the joint inspections, the Standardization Officer will select a CCP that the Candidate has determined is not in compliance with CLs set by the Regulations. The Candidate shall complete the Risk Control Plan document (see Annex 3) in order to demonstrate a clear understanding of the observation, process, hazard, critical limits, and corrective actions that are being targeted for a risk control plan. The Candidate shall develop a Risk Control Plan with the PIC. The Risk Control Plan should stress simple control measures that can be integrated into the daily routine of the food establishment. The plan should be brief and address the following points:

1. Specific observation(s) noted during the inspection;
2. Applicable section(s) of the Virginia Food Regulations/Food Code;
3. Foodborne illness risk factor to be controlled;
4. Hazard(s) (most common, significant);
5. What must be achieved to gain compliance in the future;
6. How active managerial control can be achieved (Who is responsible for the control, what monitoring and record keeping is required, who is responsible for monitoring and completing records, what corrective actions should be taken when deviations are noted, and how long the plan is to continue); and
7. How the results of implementing the Risk Control Plan will be communicated back to the inspector.

B. Requirements: To satisfy the requirements, all seven (7) points shall be addressed in the Risk Control Plan. The Candidate is not required to ask the PIC to commit to implementation of the Risk Control Plan.

iii. HACCP Plan:

Verification of HACCP Plan:

During the joint inspections, the Candidate shall select at least 1 food establishment to inspect that has implemented a HACCP Plan. The Candidate shall demonstrate the ability to verify that the HACCP Plan is implemented by reviewing the food establishment's monitoring procedures and record keeping; verifying that CLs are met, and by substantiating that corrective actions are taken when the CLs are not met. The Standardizing Officer shall select at least 1 CCP for the Candidate to verify.

1. The Candidate shall review the records for the selected CCP(s) for 3 specific twenty-four hour periods, which shall include records for the current day, if possible, and 2 additional days selected at random;
2. Required monitoring was performed on the 3 selected dates;
3. Accurate and consistent records appear for the selected dates; and
4. Corrective action was documented in accordance with the plan when CLs were not met on each of the 3 selected dates (Candidate shall select the 3 days of records through discussions with the food establishment management).

iv. HACCP Principles:

A. During the initial standardization the Candidate shall orally communicate to the Standardization Officer the HACCP Principles and how they would apply to the food establishment's operation.

B. Evaluation of a HACCP Plan

The Candidate shall record the determination on the Standardization Inspection Report (item #27) if the HACCP Plan is required by VDH, and document findings on the HACCP Plan Verification Summary Chart (see Annex 4). To satisfy this requirement, the Candidate and the Standardization Officer shall be in agreement in at least **8 out of the 9** HACCP Plan record answers on the HACCP Plan Verification Summary Chart.

c. Inspection Equipment and Skills:

The Candidate shall have *essential* equipment (see 3-2) available for use during each inspection and shall demonstrate knowledge of the equipment necessary to conduct a food establishment inspection. The Candidate shall know how to properly use and maintain the equipment. Specifically, the Candidate shall demonstrate that they know how to calibrate a thermometer. The Candidate shall also demonstrate the ability to enter inspections into the database.

d. Communications:

The Candidate shall take the lead in communicating with industry personnel during each of the inspections to include each of the following areas (see Part 4):

- i. Introduction;
- ii. Open Dialogue and Discussion with the Person In Charge; and
- iii. Exit Conference.

During the inspections, the Candidate shall demonstrate by example the concepts of food safety such as seeking immediate appropriate correction of risk factors, eliciting responses about employee health, washing hands at the appropriate place and time, and wearing the proper inspection apparel. The Standardization Officer shall observe and evaluate the Candidate by focusing attention on communication skills that relay to the PIC, the compliance status and any observations, concerns, and alternatives for compliance. Satisfactory performance is achieved if this information is conveyed in a way that is understood, accepted, and acted upon. See Annex 6 for additional guidance.

C. Assessment - Level of Agreement with Performance Criteria.

- a. Use the form in Annex 5 to tally the number of disagreements between the Standardization Officer and the Candidate on the items in both the "Risk-based inspection" and "Good Retail Practices" sections of the Standardization Inspection Report.

b. Criteria for Success:

- i. To achieve Standardization, the Candidate shall meet minimum requirements for the 3 Performance Areas described in Part 3-3 B. The Candidate may receive "Needs Improvement" classification in the Equipment and Communications Performance Areas and still be standardized.
- ii. When one or both of these Performance Areas is classified as needing improvement, the Candidate and the Candidate's supervisor shall be notified that the "Needs Improvement" area or areas must be satisfactorily addressed before re-standardization is granted. Prior to re-standardization, the Candidate's supervisor must notify the Standardization Officer that the area or areas or concern have been addressed.

Table 2. Summary of Level of Agreement Required for Each Performance Area.	
Performance Area	Level of Agreement
FOODBORNE ILLNESS RISK FACTORS and INTERVENTIONS	<ul style="list-style-type: none"> • No more than 12 disagreements out of a total of 62 items in any one inspection, and <ul style="list-style-type: none"> ○ Less than or equal to 37 disagreements for six (6) inspections, or ○ Less than or equal to 50 disagreements for eight (8) inspections.
Good Retail Practices	<ul style="list-style-type: none"> • No more than 5 disagreements out of a total of 27 items in any one inspection, and <ul style="list-style-type: none"> ○ Less than or equal to 24 disagreements for six (6) inspections, or ○ Less than or equal to 32 disagreements for eight (8) inspections.
Application of HACCP Principles	<ul style="list-style-type: none"> • Process Flow Chart(s): (optional for re-standardization.) Maximum of 2 errors or omissions • 1 Risk Control Plan: 7 parts accurately addressed • 1 HACCP Plan Verification: Correctly review documentation records for one CCP on 3 different dates, for a food establishment HACCP Plan with agreement on at least 8 out of the 9 answers on chart in Annex 4. • Knowledge of HACCP Principles: Accurately lists 7 steps (initial Standardization only).
Inspection Equipment and Skills**	<ul style="list-style-type: none"> • Candidate has equipment from the <i>essential</i> equipment list • Candidate demonstrates knowledge and use of <i>essential</i> equipment • Candidate demonstrates ability to enter inspections into the database

	(Rate as Satisfactory or Needs Improvement)
Communications **	<p>Observations of:</p> <ul style="list-style-type: none"> • Introductions to Person In Charge • Fact finding questions through interview with Person In Charge • Candidate setting an example • Exit conference with Person In Charge <p>(Rate as Satisfactory or Needs Improvement)</p>
<p>** Performance Areas deemed in need of improvement shall be satisfactorily addressed before recertification/re-standardization.</p>	

3-4. Certificate of Completion

- ***Subparts***

- A. Certificate Issuance**
- B. Certificate Expiration**
- C. Certificate Maintenance for Certified Standardizing Officer**
- D. Certificate Maintenance for Standardized staff**

A. Certificate Issuance.

Upon successful completion of the required joint inspections the Candidate shall submit any remaining deliverables (RCP, Flow Charts, etc.) to the DSO within 30 days. The DSO shall submit the following to the SSO:

- Field Workbook cover sheet (pg. 118)
- List of food establishments inspected and dates (page 119),
- Standardization Scoring form (pg. 120),
- The Candidate's Final Performance Score (pg. 122),
- The Risk Control Plan, and
- Process Flow Chart(s).

If the DSO designates one or both of the performance areas "Equipment" or "Communication" as "Needs Improvement" the DSO shall notify the Candidate and the Candidate's supervisor. The "Needs Improvement" area must be satisfactorily addressed before re-standardization is granted. Prior to re-standardization the Candidate's supervisor must provide verification to the standard that the area(s) of concern have been addressed.

A Certificate of Standardized Food Environmental Health Specialist or District Standardization Officer is issued by OEHS upon successful completion of all elements of the standardization exercise. The SSO is to ensure that completion is properly recorded into the database and that a certificate recognizing the accomplishment is issued. The certificate will be signed by the State Standardization Officer and the Division Director and forwarded to the DSO within sixty days.

B. Certificate Expiration.

Certification or standardization is valid for a period of 3 years. The date that certification/standardization is issued and the date that it expires appear on the certificate issued by the Standardization Officer.

C. Certificate Maintenance for District Standardization Officer.

- a. Official records of all DSO certifications in food inspection shall be maintained by the SSO for at least 3 years.

- b. Certification shall be maintained in good standing for the 3-year period when the DSO:
 - 1. Has appropriately performed district food program duties as assigned with food establishment inspections constituting a reasonable percentage of workload to ensure proficiency in the district role as Standard.
 - 2. Annually conducts and documents at least 6 standardization inspections with Environmental Health staff; and
 - 3. Annually conducts or coordinates at least five (5) training courses related to the food protection program for district food program staff. The DSO may substitute up to two (2) Risk Control Plans (RCP) to satisfy the equivalent number of training courses. In order to use RCPs in place of training courses the DSO must assist a food establishment(s) in the development of a RCP and submit the RCP along with a report describing or documenting the outcome of the implemented RCP to the SSO.
- c. Participation in the area food committee meetings and attendance at the annual Food Summit.
- d. Responsible for the distribution of technical information and interpretations from OEHS and FDA to field staff.
- e. Continuing Education and Training – shall accumulate 24 contact hours of continuing education every 36 months after the initial standardization or re-standardization is completed. One contact hour is the equivalent of one hour’s participation in any of the following **FOOD-RELATED training**:
 - 1. Professional symposiums or educational sessions related to food safety offered by associations including but not limited to the Virginia Environmental Health Association, the National Capital Area Environmental Health Association, or the Central Atlantic States Association of Food & Drug Officials.
 - 2. College courses;
 - 3. Workshops;
 - 4. Training provided by government agencies such online FDA ORA-U retail or manufactured foods training, or CDC Environmental Public Health Online Courses (EPHOC).
 - 5. A maximum of **10 hours** may be recognized for activities outlined below:
 - A. Presentations to professional groups,
 - B. Classroom or field training for new or existing EHS staff,
 - C. Course instructor in ANSI accredited Certified Professional Food Manager training class, or
 - D. Publishing peer reviewed articles.

Candidates must submit written verification (TRAIN transcript, etc.) of continuing education to the SSO. This documentation shall be retained for three years.

- f. A DSO must complete the eLearning on Environmental Assessment of Foodborne Illness Outbreaks course (TRAIN ID 1051682) prior to re-standardization.

The DSO shall submit, annually to the SSO, documentation verifying completion of this performance criteria. Upon written request by the DSO the requirements may be adjusted by the SSO or the Director of the Office of Food and Environmental Services due to special situations or circumstances.

D. Certificate Maintenance for Standardized Staff

- a. Official records of all Standardization inspections in food establishments shall be maintained by the DSO for at least 3 years.
- b. Standardization shall be maintained in good standing for the 3-year period when the EHS Senior:
 1. Has appropriately performed district Food Program duties as assigned;
 2. Performed six joint inspections with the Standardization Officer every three years; and
 3. Continuing Education and Training – shall accumulate 24 contact hours of continuing education every 36 months after the initial standardization or re-standardization is completed. One contact hour is the equivalent of one hour’s participation in any of the following **FOOD-RELATED training**:
 - A. Professional symposiums or educational sessions related to food safety offered by associations including but not limited to the Virginia Environmental Health Association, the National Capital Area Environmental Health Association, or the Central Atlantic States Association of Food & Drug Officials.
 - B. College courses;
 - C. Workshops;
 - D. Training provided by government agencies such online FDA ORA-U retail or manufactured foods training, or CDC Environmental Public Health Online Courses (EPHOC).
 - E. A maximum of **10 hours** can be recognized for activities outlined below:
 - i. Presentations to professional groups.
 - ii. Classroom or field training for new or existing EHS staff.
 - iii. Course instructor in ANSI accredited Certified Professional Food Manager training class, or
 - iv. Publishing peer reviewed articles.

Candidates must submit written verification (TRAIN transcript, etc.) of contact hours to the DSO. **For all standardization certificates with an expiration of January 1, 2018 or after, completion of the eLearning on Environmental Assessment of Foodborne Illness Outbreaks course (TRAIN ID 1051682) is a mandatory requirement for re-standardization.** This is a one-

time requirement and provides 9 contact hours toward the required 24 contact hours. A copy of the course certificate shall be included with the standardization package submitted to the SSO. All documentation shall be retained for three years.

Certificate maintenance is the responsibility of the certificate holder. All documentation supporting reissuance of a certificate must be submitted to the State Standardization Officer at least 30 days prior to certificate expiration.

3-5. Standardization Renewal

- ***Subparts***

- A. Requirements**

- B. Expired Certificate for Standardization Officer**

- C. Expired Certificate for Standardized EHS**

A. Requirements.

A standardization certificate must be renewed prior to the expiration date. The EHS must meet re-standardization criteria as described in Part 3-3 and Chapter 4, and comply with the certification maintenance criteria listed in Part 3-4. Only standardized EHSs in good standing may complete the six joint inspections required for re-standardization.

B. Expired Certificate for District Standardization Officer

If a DSO's certificate is not renewed prior to expiration, the Environmental Health Manager shall apply in writing or via email to the Director of the Office of Food and Environmental Health Services for recertification giving reasons why the person is qualified and should be recertified. This submission should include another signed nomination form (Annex 1). The Director of the Office of Food and Environmental Health Services shall respond in writing or by email to the program manager or supervisor advising whether or not VDH will proceed with recertification and the conditions under which certification renewal may be accomplished.

C. Expired Certificate for Standardized EHS or EHS Sr.

The Environmental Health Occupational Career Plan provides specific outcomes for EHSs whose certification expires.

3-6. Termination of Field Exercise or Certification Suspension or Revocation

- ***Subparts***

- A. **Termination of Field Exercise**
- B. **Suspension or Revocation of District Standardization Officer Certificate**
- C. **Suspension or Revocation of Standardized Food Environmental Health Specialist Certificate**
- D. **Request for Re-standardization After Termination, Suspension, or Revocation**

A. Termination of Field Exercise.

- a. The Standardization Officer may terminate the field exercise at any time during the standardization procedure if the Candidate fails to meet the required level of agreement.
- b. The Standardization Officer shall promptly notify, in writing, the Candidate, the Candidate's supervisor, and the State Standardization Officer of the reasons for failure to achieve the required level of agreement and/or termination of the field exercise, including specific technical and/or behavioral deficiencies. This notice of standardization deficiencies shall be retained in the Candidate's personnel file in accordance with the Records Retention and Disposition Schedule as set forth in the Virginia Public Records Act. All evidence and conclusions reached by the Agency shall be documented in writing by the Standardizing Officer and shall be maintained in the employee's personnel file in accordance with the Records Retention and Disposition Schedule as set forth in the Virginia Public Records Act.

B. Suspension or Revocation of a District Standardization Officer Certificate.

- a. When a DSO fails to fulfill the required maintenance activities described in Part 3-4, the SSO shall consult with the DSO to determine the reasons for the failure. Before suspension or revocation of the standardization certificate, the SSO shall consult with the Director of Food and General Environmental Health Services and other employees as appropriate in the DSO's local health district including Environmental Health (EH) Manager, EH Supervisor(s), human resource personnel, and District Health Director.
- b. After gathering and considering facts necessary to reach a decision regarding failure to fulfill required standardization maintenance activities, the SSO and Office of Environmental Health Services may require any of the following:
 - 1. A performance improvement plan;

2. A written warning notice to the certified person and the person's supervisor or agency including recommended corrective action;
 3. Temporary standardization certification suspension with notice regarding conditions required for reinstatement; or
 4. Revocation of standardization certification.
- c. The SSO shall notify the DSO and the supervisor of the DSO, in writing, of the Agency's standardization certification decision.
 - d. All evidence and conclusions reached by the Agency shall be documented in writing by the SSO and maintained in the employee's personnel file in accordance with the Records Retention and Disposition Schedule as set forth in the Virginia Public Records Act.

C. Suspension or Revocation of a Standardized Food Environmental Health Specialist Certificate.

- a. When a Standardized Environmental Health Specialist fails to fulfill the required maintenance activities described in Part 3-4, the DSO shall notify the EHS and the EHS's supervisor. The DSO and EHS's supervisor shall consult with the EHS to determine the cause for the failure to meet the requirements.
- b. Before suspension or revocation of a standardization certificate, the DSO and EHS's supervisor shall consult with the State Standardization Officer and other employees as appropriate in the DSO's local health district including Environmental Health (EH) Manager, EH Supervisor(s), human resource personnel, and District Health Director. After gathering and considering facts necessary to reach a decision regarding failure to fulfill required standardization maintenance activities, the EHS's supervisor may require any of the following:
 1. A performance improvement plan;
 2. A written warning notice to the certified EHS including recommended corrective action;
 3. A written notice to the EHS of temporary standardization certification suspension by OEHS including conditions required for reinstatement; or
 4. A written notice to the EHS of revocation of standardization certification by OEHS.
- c. All evidence and conclusions reached by the Agency shall be documented in writing by the supervisor and maintained in the employee's personnel file in accordance with the Records Retention and Disposition Schedule as set forth in the Virginia Public Records Act.

D. Request for Re-standardization after Termination, Suspension, or Revocation.

Candidates may reapply for standardization certification when an unsuccessful field exercise is terminated by the Standardization Officer or a certification or suspension or revocation occurs. Before reapplying, the Candidate should provide verification that the issue(s) leading to termination or standardization certification suspension or revocation have been corrected.

3-7. Appeals

- **Subparts**
 - A. Filing an Appeal**
 - B. Handling of Appeal**
 - C. Hearings**

A. Filing an Appeal.

The Candidate, after being notified of their failure to successfully achieve certification or re-certification, may appeal the decision to the Director of the Office of Food and Environmental Health Services. Should the Candidate elect to submit an appeal, this action must be initiated within thirty days of the date of the written notification of the termination, suspension, or revocation.

B. Handling of Appeal

Upon receipt of a Candidate's appeal, the Director of Food and Environmental Health Services will schedule a hearing and send written notification to the Candidate of the date, time, and location.

C. Hearing Procedure:

The following procedure governs the hearing:

- a. The Candidate has the opportunity to present factual data, argument, or proof to support reversing the VDH Standardization Officer's decision; their argument for reversing the VDH Standardization Officer's decision;
- b. The Director of Food and Environmental Health Services has the opportunity to question the action or conduct of the Candidate and the VDH Standardization Officer; and
- c. Following the hearing, the Director of Food and Environmental Health Services will issue a written decision to affirm the VDH Standardization Officer's decision; reverse the VDH Standardization Officer's decision; require the Candidate to complete an additional Certification exercise; or alternatively resolve the issue as appropriate for both parties.

4 - COMMUNICATION SKILLS

4-1. Application

- **Subparts**
 - A. **Objective**
 - B. **Introduction**
 - C. **Dialogue and Discussion with the Person in Charge**
 - D. **Exit Conference**

A. Objective.

Skillful communication is essential to the inspection process in order to effectuate needed changes by the Person in Charge (PIC). This chapter highlights the importance of communication skills during an inspection. Activities and responsibilities involved in a food inspection program require a person to speak and to listen effectively.

Many different types of communication skills and approaches are necessary and valuable during the inspection process. The Candidate shall be required to take the lead in communicating with industry personnel during all inspections and the Standardization Officer shall evaluate the Candidate's communication skills.

B. Introduction.

The Candidate shall be required to make all introductions. A complete introduction consists of:

1. Introducing all persons participating in the inspection;
2. Presenting credentials or identification;
3. Describing the purpose and flow of the inspection;
4. Identifying and explaining to the PIC that it will be necessary to ask questions about the operation during the inspection; and
5. Explaining that this standardization inspection, unlike routine inspections, will not yield a full written inspection report at the conclusion of the inspection; however, significant findings will be brought to the attention of the PIC. The inspection report will be delivered to the food establishment by the EHS at the conclusion of the EHS's standardization exercise.

In addition to verbal and written communication, the Candidate shall also use the inspection process to communicate and demonstrate food safety concepts by example. Activities such as immediate correction of risk factors, focusing inspection activities on foodborne illness risk factors and interventions, proper handwashing, sanitizing thermometers before probing foods, and wearing the proper inspection apparel should be used to reinforce spoken and written communications.

C. Dialogue and Discussion with the Person in Charge.

During the inspection and as appropriate, the Candidate shall communicate with the PIC to determine:

1. If a HACCP Plan exists, and if so, whether the PIC understands the principles of the HACCP Plan and is ensuring that the employees are effectively using the plan;
2. What training is provided for employees and managers that is relevant to applying the interventions and controlling foodborne illness risk factors;
3. Specific responses to key employee health related activities; and
4. What Time-Temperature Control for Safety Foods are on the menu and what production activities are ongoing at the time of inspection.

D. Exit Conference

During the exit conference, the Candidate shall clearly:

1. Convey and discuss in detail with the PIC the inspection findings including:
 - a. The compliance status of the food establishment describing each significant violation of the Virginia Food Regulations/Food Code and, where appropriate, acceptable compliance alternatives,
 - b. The response and plans of the PIC for correcting violations, including Risk Control Plan(s) if necessary, and
 - c. Corrective actions observed during the inspection as they relate to active managerial control in the food establishment.
2. Explain the public health significance of the risk factors and interventions, significant good retail practices.; and
3. Demonstrate the ability to discuss and resolve in a courteous and professional manner, issues that the PIC may not agree with or clearly understand.

Documentation stating that a Standardization inspection was conducted shall be provided to the PIC.

DISTRICT STANDARDIZATION OFFICER NOMINATION FORM

TO: JULIE HENDERSON
FROM:
SUBJECT: REQUEST FOR DSO CERTIFICATION
DATE:

APPLICANT INFORMATION

Candidate's Name: _____
Title: _____
Office Telephone Number: _____
Office Fax Number: _____
Office Email Address: _____
Office Address: _____

BACKGROUND INFORMATION

Length of Service with VDH/LHD: _____

Present Duties / Date Assigned: _____

Formal Education/ Training Background/Certifications: _____

Continuing Education: (List contact hours of education with course titles/dates, within the last 2 years) Note: 20 contact hours minimum to qualify for nomination.

Other Prerequisites Completed or Other Experience: _____

Attach a copy of the Candidates EWP or the proposed EWP that will document a percentage of time allocated for completion of the duties and responsibilities of a District Standardization Officer.

ENVIRONMENTAL HEALTH MANAGER'S SIGNATURE (Confirming request for nomination):

NAME (Print): _____

NAME (Signature): _____ **Date:** _____

TITLE: _____

VDH Standardization Inspection Report (Annex 2-1)

VDH Standardization Inspection Report			
Establishment Name:		Type of Facility:	
Physical Address:		Person in Charge:	
City:	State:	Zip:	County:
Inspection Time In:	Inspection Time Out:	Date:	Candidate's Name:
District:	Standardization Officer's Name:	Indicate Person Filling Out Form: (<i>circle one</i>) Candidate's Form / Standardization Officer's Form	

Foodborne Illness Risk Factors

- Food from Unsafe Sources
- Improper Holding Temperatures
- Poor Personal Hygiene
- Inadequate Cooking Temperatures
- Contaminated Equipment/Cross-Contamination

Interventions

- Demonstration of Knowledge
- Hands as a Vehicle of Contamination
- Employee Health
- Time/Temperature Relationships
- Consumer Advisory

For each item, indicate one of the following for OBSERVATIONAL STATUS:

- IN - Item found in compliance
- NO - Not observed
- OUT - Item found out of compliance
- NA - Not applicable

The Standardizing Officer may mark an item "S" to reflect a disagreement in a case where the Candidate has the opportunity to make an observation or take a measurement and fails to do so, and intervention by the Standardizing Officer would alert the Candidate to the missed opportunity.

ABBREVIATIONS

- "CCP" means Critical Control Point
- "CL" means Critical Limit
- "GRP" means Good Retail Practices
- "HACCP" means Hazard Analysis and Critical Control Point
- "HSP" means Highly Susceptible Population
- "ICSSL" means Interstate Certified Shellfish Shippers List
- "TCS Food" means Time Temperature Control for Safety Food
- "RTE" means Ready-to-Eat

FOODBORNE ILLNESS RISK FACTORS AND INTERVENTIONS

Supervision

STATUS

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

IN OUT

A. Assignment – PIC is present

IN OUT

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

IN OUT

C. Duties of PIC

IN OUT NA

2. Certified Food Protection Manager – Establishment has a Certified Food Protection Manager

Employee Health

IN OUT

3. Management, food employee and conditional employee; Knowledge, responsibilities, and reporting

IN OUT

4. Proper use of restriction and exclusion

IN OUT

5. Clean-up of Vomiting and Diarrheal Events

Good Hygienic Practices

IN OUT NO

6. Proper eating, tasting, drinking, or tobacco use

IN OUT NO

7. No discharge from eyes, nose, and mouth

Control of Hands as a Vehicle of Contamination

IN OUT NO

8. Hands clean & properly washed

IN OUT NA NO

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

10. Handwashing sinks properly supplied and accessible

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

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

Approved Source

11. Food obtained from approved source

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

IN OUT NA NO B. All Molluscan shellfish for ICSSL listed sources/no recreationally caught shellfish received or sold

IN OUT NA NO C. Game animals and wild mushrooms approved by regulatory authority

IN OUT NA NO **12. Food received at proper temperature**

IN OUT **13. Food in good condition, safe, and unadulterated**

14. Required records available: shellstock tags, parasite destruction

IN OUT NA NO A. Written documentation of parasite destruction maintained for 90 days for fish products that are intended for raw or undercooked consumption

IN OUT NA NO B. Shellstock tags maintained for 90 days in chronological order

Protection from Contamination

15. Food separated and protected

IN OUT NA NO A. Separating raw animal foods from raw RTE food and separating raw animal food from cooked RTE food

IN OUT NA NO B. Raw animal foods separated from each other during storage, preparation, holding, and display

IN OUT C. Food protected from environmental contamination

IN OUT NA **16. Food-contact surfaces: cleaned and sanitized**

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

- IN OUT** A. After being served or sold to a consumer, food is not reserved
- IN OUT** B. Discarding or reconditioning unsafe, adulterated, or contaminated food

Time/Temperature Control for Safety(TCS Food)

18. Proper cooking time & temperatures

- IN OUT NA NO** A. Raw eggs broken on request and prepared for immediate service cooked to 145°F for 15 seconds
- IN OUT NA NO** B. Comminuted fish, meat, game animals commercially raised for food and raw eggs not prepared for immediate service and comminuted meat on a child’s menu cooked to 155°F for 15 seconds or the time/temperature relationship specified in the chart in the Regulations.
- IN OUT NA NO** C. Whole meat roast, including beef, corned beef, lamb, pork, cured pork roasts and formed roasts, cooked to 130°F for 112 minutes or as chart specifies and according to oven parameters per chart
- IN OUT NA NO** D. Ratites and injected meats or mechanically tenderized meats cooked to 155°F for 15 seconds or the time/temperature relationship specified in the chart in the Food Code.
- IN OUT NA NO** E. Poultry, baluts; stuffed fish/meat/poultry/ratites/pasta or stuffing containing fish, meat, poultry, or ratites cooked to 165°F for 15 seconds
- IN OUT NA NO** F. Wild game animals cooked to 165°F for 15 seconds
- IN OUT NA NO** G. Whole-muscle, intact beef steaks cooked to surface temperature of 145°F on top and bottom. Meat surface has a cooked color.
- IN OUT NA NO** H. Raw animal foods rotated, stirred, covered, and heated to 165°F in microwave. Food stands for 2 minutes after cooking.
- IN OUT NA NO** I. All other raw animal foods cooked to 145°F for 15 seconds
- IN OUT NA NO** J. Raw animal foods cooked, using a non-continuous cooking process, cooked to the time/temperature requirements specified for the particular raw animal food

19. Proper reheating procedures for hot holding

- IN OUT NA NO** A. TCS Food that is cooked and cooled is rapidly reheated within 2 hours to 165°F or above for 15 seconds for hot holding
- IN OUT NA NO** B. Food reheated to 165°F or above in microwave for hot holding
- IN OUT NA NO** C. Commercially processed, RTE food reheated to 135°F or above for hot holding
- IN OUT NA NO** D. Remaining unsliced portions of roasts reheated for hot holding using minimum over parameters

20. Proper cooling time & temperatures

- IN OUT NA NO** A. Cooked TCS Food cooled from 135°F to 70°F within 2 hours and from 135°F to 41°F or below in 6 hours
- IN OUT NA NO** B. TCS Food prepared from ambient temperature and/or pre-chilled ingredients) cooled to 41°F or below in 4 hours
- IN OUT NA NO** C. Foods (milk/shellfish) received at a temperature according to law cooled to 41°F or below in 4 hours
- IN OUT NA NO** D. Immediately upon receiving, raw eggs placed under refrigeration that maintains ambient air temperature of 45°F

21. Proper hot holding temperatures

- IN OUT NA NO** A. TCS Food maintained at 135°F or above, except during preparation, cooking, or cooling, or when time is used as a public health control
- IN OUT NA NO** B. Roasts held at a temperature of 130°F or above

22. Proper cold holding temperatures

- IN OUT NA** A. TCS Food maintained at 41°F or below, except during preparation, cooking, cooling, or when time is used as a public health control
- IN OUT NA NO** B. Untreated eggs stored in 45°F ambient air temperature

23. Proper date marking & disposition

IN OUT NA NO A. Date marking for RTE, TCS Food prepared on-site or opened commercial container held for more than 24 hours

IN OUT NA NO B. Discarding RTE, TCS Food prepared on-site or opened commercial container held at 41°F for ≤ 7 days

IN OUT NA NO **24. Time as a public health control: procedures & records**

Consumer Advisory

IN OUT NA **25. Consumer advisory provided for raw or undercooked foods**

Highly Susceptible Populations

26. Pasteurized foods used; prohibited foods not offered

IN OUT NA A. Prepackaged juice/beverage containing juice with a warning label [21 CFR, Section 101.17(g)] not served

IN OUT NA B. Using pasteurized eggs in recipes if eggs are to be undercooked; or are combined unless: cooked to order & immediately served; used immediately before baking and thoroughly cooked; or prepared under a HACCP plan controlling *Salmonella* Enteritidis

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

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

Food/Color Additives and Toxic Substances

IN OUT NA **27. Food additives: approved and properly used**

28. Toxic substances properly identified, stored, and used

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

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

Conformance with Approved Procedures

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

- IN OUT NA** A. Reduced Oxygen Packaging (ROP) as specified in 12 VAC 5-421-870/3-502.12 permitted without a variance under certain specified conditions in accordance with a required HACCP plan.
- IN OUT NA** B. Operating in accordance with approved variance and/or HACCP plan when required
- IN OUT NA** C. When packaged in a food establishment, juice is treated under a HACCP plan to reduce pathogens or labeled as specified in the Regulations

Risk Factor Disagreements: _____

GOOD RETAIL PRACTICES (GRPs)

Safe Food and Water

- IN OUT NA 30. Pasteurized eggs used where required
- IN OUT 31. Water and ice from approved source
- IN OUT NA 32. Variance obtained for specialized processing methods

Food Temperature Control

- IN OUT 33. Proper cooling methods used; adequate equipment for temperature control
- IN OUT NA NO 34. Plant food properly cooked for hot holding
- IN OUT NA NO 35. Approved thawing methods used
- IN OUT 36. Thermometers provided & accurate

Food Identification

- IN OUT 37. Food properly labeled; original container

Prevention of Contamination

- IN OUT 38. Insects, rodents, & animals not present/outer openings protected
- IN OUT 39. Contamination prevented during food prep, storage & display
- IN OUT 40. Personal cleanliness
- IN OUT 41. Wiping cloths: properly used & stored
- IN OUT 42. Washing fruits & vegetables

Proper Use of Utensils

- IN OUT 43. In-use utensils: properly stored
- IN OUT 44. Utensils, equipment & linens: properly stored, dried, & handled
- IN OUT 45. Single-use/single-service articles: properly stored & used
- IN OUT 46. Gloves used properly

Utensils, Equipment and Vending

- IN OUT 47. Food & non-food contact surfaces cleanable, properly designed, constructed, & used
- IN OUT 48. Warewashing facilities: installed, maintained, & used; test strips
- IN OUT 49. Non-food contact surfaces clean

Physical Facilities

- IN OUT 50. Hot & cold water available; adequate pressure
- IN OUT 51. Plumbing installed; proper backflow devices
- IN OUT 52. Sewage & waste water properly disposed
- IN OUT 53. Toilet facilities: properly constructed, supplied, & cleaned
- IN OUT 54. Garbage & refuse properly disposed; facilities maintained
- IN OUT 55. Physical facilities installed, maintained, & clean
- IN OUT 56. Adequate ventilation & lighting; designated areas used

GRP Disagreements: _____

Annex 2-2

FOOD INSPECTION REPORT MARKING INSTRUCTIONS

Virginia Food Regulations/FDA Food Code REFERENCES

The following provides guidance to the CANDIDATE on marking the form.

Compliance Status

For each item on the form, indicate one of the following for **COMPLIANCE STATUS**

IN -Item found in compliance	NO - Not observed
OUT -Item found out of compliance	NA - Not applicable

Where no option occurs for marking NO or NA these have been removed from the Marking Instructions.

The STANDARD may mark an item “S” to reflect a disagreement in a case where the Candidate has the opportunity to make an observation or take a measurement and fails to do so, and intervention by the STANDARD would alert the Candidate to the missed opportunity.

The Reliance on Statements made by the Person in Charge in Determining Compliance

The VDH Procedures for Standardization of Food Safety Inspection Officers stress open communication between the Candidate and Person in Charge and food employees. To be an effective communicator, the Candidate is expected to ask questions relative to the flow of food through the establishment, preparation and cooking procedures, as well as employee health and normal everyday operation of the facility. Responses to questions give the Candidate a better idea of the foodborne illness risk factors that could be present in the establishment and allows for better budgeting of time while conducting the inspection. In addition, comments made by these individuals can often be used to support or augment direct observations and, in some very limited cases, can be used as the sole basis for determining compliance with provisions of the *Virginia Food Regulations*.

By assessing foodborne illness risk factors that are suspected of being uncontrolled at times other than the inspection (i.e., before or after the inspection), time can be better spent on troubleshooting problems and bringing the foodborne illness risk factors back under control through proper intervention strategies. The Candidate is expected to relay deficiencies in the operation to the Person in Charge so that on-site and long-term corrective action can be initiated.

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

Marking IN and OUT of Compliance

Generally, a mark of OUT must be based on actual observations noted in the establishment at the time of the inspection. Regulatory action must be based on evidence gathered during an inspection and not based solely on a Person in Charge's incorrect answer to a question asked by the Candidate. For instance, the Person in Charge tells the inspector, "I slice ham using my bare hands." This would most definitely be an item for discussion with management but would not, in and of itself, justify a mark of OUT for no bare contact with RTE food. In this case, the Candidate must actually observe a food employee touching ready-to-eat food with his or her bare hands before marking OUT of compliance. There are some items on the inspection report for which the Candidate may rely solely on discussions with management or food employees to determine the compliance status. These items relate to policies, including those that relate to the establishment's employee health policy and also those that address Highly Susceptible Population facilities.

Frequently, observations are made while a food is undergoing a process, i.e. cooling and reheating, when the Candidate must ask the Person in Charge or food employees' questions to support or augment actual observations made. For instance, if a food item is observed cooling in a walk-in cooler and a temperature check reveals a temperature greater than 41°F, questions should be asked regarding the length of time the food has been cooling to properly determine compliance with the time/temp requirements of the *Food Regulations*. Also, this information is vital to determine the most appropriate on-site corrective action.

Marking Not Observed (NO) or Not Applicable (NA)

In order to fully complete the inspection form as required, the Candidate should question the Person in Charge and food employees, as appropriate, concerning the types of food served and food preparation processes conducted in the establishment even at times when the inspector is not there. For instance, if thawing is not actually observed, the Candidate should ask questions about whether or not thawing is actually conducted in the establishment **at any time** to properly mark thawing as either NO or NA.

FOODBORNE ILLNESS RISK FACTORS AND INTERVENTIONS

Supervision

STATUS

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

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

IN OUT

A. Assignment – PIC

Person in charge is present. This item is marked OUT of compliance if there is no PIC per 12VAC5-421-50/2-101.11 (A) and (B).

NA Do Not Mark this item NA

NO Do Not Mark this item NO

12VAC5-421-50/2-101.11 Assignment (PF)

IN OUT

B. Demonstration

The PIC has three options for demonstrating knowledge. This item is marked IN compliance if the PIC meets at least **one** of these options:

1. Certification by an accredited program as specified in 12VAC5-421-65(A)/2-102.20 (A).
2. Complying with this Code by having no violations of Priority items during the current inspection; or
3. Correct responses to the Candidate's questions regarding public health practices and principles applicable to the operation. The inspector should assess this item by asking open-ended questions to evaluate the PIC's knowledge in each of the areas enumerated in Subparagraphs 12VAC5-421-60 (1) (2) (3) (a) (d-q)/2-102.11 (C) (1) and (4-16). Questions can be asked during the initial interview, menu review, or throughout the inspection as appropriate. The Candidate should ask a sufficient number of questions to enable the inspector to make an informed decision concerning the PIC's knowledge of the Code requirements and public health principles as they apply to the operation. The dialogue should be extensive enough to reveal whether or not that person is enabled by a clear understanding of the Code and its public health principles to follow sound food safety practices and to produce food that is safe, wholesome, unadulterated, and accurately represented.

NA Do Not Mark this item NA

NO Do Not Mark this item NO

12VAC5-421-60 (1) (2) (3) (a) (d-p)/2-102.11(A) - (B) and (C) (1) and (4-16) Demonstration (PF)
12VAC5-421-65(A)/2-102.20 (A) Food Protection Manager Certification (Non-Debitable)

NOTE 1: “Incorrect” responses to questions regarding public health practices and principles [except for Subparagraphs 12VAC5-421-60 (3) (b)-(c)/2-102.11 (C) (2) (3), which are captured under Item 3], in and of themselves, are not sufficient for marking other items on this inspection form OUT. For instance, if the PIC does not know the requirement for cooling, yet no actual OUT of compliance observations are made with regard to cooling during the inspection, then OUT of compliance cannot be marked for Item 20.

IN OUT C. Duties of PIC

This item must be marked IN or OUT of compliance based on the interaction and observation with the PIC and food employee. The Candidate needs to determine the systems or controls the PIC has put into practice regarding oversight and/or routine monitoring of the Duties listed in 12VAC5-421-70/2-103.11. This is accomplished by 1) discussion with the PIC, and 2) verified through observation that the systems or controls are actually being implemented. This concept is commonly referred to as Active Managerial Control. This item is marked OUT of compliance when there is a pattern of noncompliance and obvious failure by the PIC to ensure employees are complying with the duties listed in 70/2-103.11. 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 12VAC5-421-70/2-103.11.

NA Do Not Mark this item NA

NO Do Not Mark this item NO

12VAC5-421-70 (1-14) and (16)/2-103.11(A-N) and (P) Person in Charge -Duties (PF)

IN OUT NA 2. Certified Food Protection Manager – Establishment has a Certified Food Protection Manager

This item is marked IN compliance if an establishment employee, with management and supervisory responsibility, has a Food Protection Manager Certification from an accredited program¹, such as specified in 12VAC5-421-65/2-102.20 (B). This item is marked NA if an establishment does not have a Certified Food Protection Manager (CFPM) and the inspection occurs prior to July 1, 2018, or a CFPM is not required based on determination that the establishment poses minimal risk due to the nature of the operation and extent of food preparation. Until July 1, 2018 only a jurisdiction with a local ordinance for CFPM may mark this item OUT when the CFPM requirement is not met.

¹**Accredited Program:**

1) "**Accredited program**" means a food protection manager certification program that has been evaluated and listed by an accrediting agency as conforming to national standards for organizations that certify individuals.

(2) "**Accredited program**" refers to the certification process and is a designation based upon an independent evaluation of factors such as the sponsor's mission; organizational structure; staff resources; revenue sources; policies; public information regarding program scope, eligibility requirements, recertification, discipline and grievance procedures; and test development and administration.

(3) "**Accredited program**" does not refer to training functions or educational programs.

Accredited program examples –Prometric, ServSafe, National Registry, 360Training

NA This item maybe marked NA if a certified food protection manager is not required based on the determination that the establishment poses minimal risk of causing, or contributing to, foodborne illness due to the nature of the operation and extent of food preparation.

NO Do Not Mark this item NO

12VAC5-421-55/2-102.12 Certified Food Protection Manager (c)

12VAC5-421-65(B)/2-102.20(B) Food Protection Manager Certification (c) (Non-debitable)

Employee Health

NOTE 2: One may rely solely on discussions, questions, and documentation to determine the compliance status of this item.

IN OUT

3. Management, food employee and conditional employee; knowledge, responsibilities and reporting

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

- The PIC is aware of his or her responsibility to inform food employees and conditional employees of their responsibility to report information about their health and activities as they relate to diseases that are transmissible through food (i.e., certain symptoms and diagnosis) to the person in charge and for the PIC to report to the regulatory authority as specified under 12VAC5-421-70 (15)/2-103.11(O) and 12VAC5-421-80 ((A) – (C) and (E)/2-201.11 (A) –(C), and (E); and
- The PIC provides documentation or otherwise satisfactorily demonstrates during the inspection, that all food employees and conditional employees are informed of their responsibility to report to management information about their health and activities as it relates to diseases that are transmissible through food, as specified under 12VAC5-421-80(A)/2-201.11(A). Satisfactory compliance may be documented by completion of Form 1-B, Conditional Employees or Food Employees Reporting Agreement, in Annex 7 of the *Food Code* for each employee or other similar state or local form containing the same information; or
- In lieu of Form 1-B, compliance may be demonstrated by:
 - a) Presenting evidence such as a curriculum and attendance rosters documenting that each employee has completed a training program which includes all the information required on Form 1-B regarding their reporting responsibilities; or
 - b) Implementation of an employee health policy which includes a system of employee notification using a combination of training, signs, pocket cards, or other means to convey all of the required information on Form 1-B to all food employees and conditional employees. A signed acknowledgement by the employee should be part of any employee health policy.

The Regulatory Authority is encouraged to establish a policy of selecting one employee at random during each inspection and requesting the PIC verify, by one of the previously listed

methods, that the selected employee has been informed of his or her responsibility to report symptoms, exposures, and diagnosed illnesses to management. The PIC is not expected to quote symptoms and diseases from memory, but should be able to locate that information on Form 1-B or similar documents used to demonstrate compliance.

Additional information is provided in Annex 3 of the Public Health Reasons for Subpart 2-201, including a number of questions, which may be used as a reference to assist the Regulatory Authority in determining compliance with this item.

NA Do Not Mark this item NA

NO Do Not Mark this item NO

12VAC5-421-60 (3) (b)(c) & (q)/2-102.11 (C) (2)(3) and (17) Demonstration (PF)

12VAC5-421-70 (15)/2-103.11(O) Person in Charge, Duties (PF)

12VAC5-421-80 (A), (B), (C) & (E)/2-201.11(A), (B), (C), & (E) Responsibility of Permit Holder, Person in Charge and Conditional Employees (P, PF)

IN OUT

4. Proper use of restriction and exclusion and reporting

This item must be marked IN or OUT of compliance. Compliance must be based on first hand observations or information and cannot be based solely on responses from the PIC to questions regarding hypothetical situations or knowledge of the Food Code.

This item is marked IN compliance when the following criteria are observed at the time of the inspection:

- There are no ill food/conditional employees.
- There are no food/conditional employees experiencing symptoms, with or without a diagnosis, that require reporting, or reason for the PIC to exclude or restrict an employee.
- A food employee has been excluded/restricted and will return to work restricted/unrestricted as specified in 12VAC5-421-100/2-201.13 or a conditional employee is allowed to return to work as a food employee.

This item is marked OUT of compliance when:

- The inspector observes a working employee with a reportable symptom specified in 12VAC5-421-80(A) (1) 2-201.11 (A) (1); or
- The inspector becomes aware that an employee has reported information about his or her health and activities as it relates to diseases that are transmissible through food and the PIC has not acted to restrict/exclude a food/conditional employee as required by 12VAC5-421-90 /2-201.12 and 12VAC5-421-100/2-201.13; or
- The inspector becomes aware that the PIC has not notified the regulatory authority that an employee is jaundiced or diagnosed with an illness due to a pathogen as specified under Subparagraphs 12VAC5-421-80 A 2 a-f/ 2-201.11 (A) (2) (a) - (f); or
- There are food employees working in the food establishment that have been diagnosed with an illness, exposed to, or is the suspected source of a confirmed disease outbreak as specified in Subparagraphs 12VAC5-421-80(A) 2-5/2-201.11 (A) (2-5); or
- A food employee with an active sore throat with fever is working in a food establishment that exclusively serves a highly susceptible population, as specified in

12VAC5-421-90 (8)/2-201.12 (H). Food employees with a sore throat and fever must be restricted when working in facilities not serving a HSP.

NA Do Not Mark this item NA

NO Do Not Mark this item NO

12VAC5-421-80 (D) and (F)/2-201.11 (D) and (F) Responsibility of Permit Holder, Person in Charge & Conditional Employees

12VAC5-421-90/2-201.12 Exclusions and Restrictions (P)

12VAC5-421-100/2-201.13 Removal, Adjustment, or Retention of Exclusions & Restrictions (P)

IN OUT

5. Clean-up of Vomiting and Diarrheal Events

This item must be marked IN or OUT of compliance. This item is marked IN compliance when the food establishment demonstrates they have established procedures for employees to follow when responding to vomiting or diarrheal events that involve the discharge of vomitus or fecal matter onto surfaces in the food establishment. Refer to the Public Health Reasons (§ 2-501.11 Clean-up of Vomiting and Diarrheal Events) for suggested recommendations as to what the food establishment can include within their plan (this is not an exhaustive list). This item is marked OUT of compliance if the food establishment cannot demonstrate they have established procedures for employees to follow when responding to vomiting or diarrheal events that involve the discharge of vomitus or fecal matter onto surfaces in the food establishment.

NA Do Not Mark this item NA

NO Do Not Mark this item NO

12VAC5-421-255/2-501.11 Clean-up of Vomiting and Diarrheal Events (PF)

Good Hygienic Practices

IN OUT

6. Proper eating, tasting, drinking, or tobacco use

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

beverage that is consumed in a designated area, it must still be stored in a manner to prevent the contamination of food, equipment, utensils, linens and single-service/single-use articles.

NA Do Not Mark this item NA

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

12VAC5-421-220/2-401.11 Eating, Drinking or Using Tobacco(c)

12VAC5-421-460/3-301.12 Preventing Contamination When Tasting (P)

IN OUT

7. No discharge from eyes, nose, and mouth

This item should be marked IN or OUT of compliance based on direct observation of food employees. This item is marked IN compliance when no food employees are observed having persistent sneezing, coughing, or a runny nose that causes discharge from the eyes, nose or mouth. This item is marked OUT of compliance when a food employee has persistent sneezing, coughing, or a runny nose that causes discharges from the eyes, nose or mouth, subjecting food and food-contact surfaces to potential contamination.

NA Do Not Mark this item NA

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

12VAC5-421-230/2-401.12 Discharges from the Eyes, Nose, and Mouth (c)

Preventing Contamination by Hands

IN OUT

8. Hands clean & properly washed

NOTE 3: This section (Preventing Contamination by Hands) is to be marked based on actual observations only.

This item should be marked IN or OUT of compliance. This item is marked IN compliance when employees are observed using proper handwashing techniques at appropriate times and places. Hands are not required to be washed between each change of gloves if there is no change in the task being performed and there are no activities which could potentially result in cross contamination.

NA Do Not Mark this item NA

NO This item may be marked NO only in the RARE case when food workers are not present at the time of inspection. If no food workers are present, but the PIC accompanies the inspector on the inspection and touches food, clean equipment, or utensils without washing his/her hands, this item is marked OUT.

12VAC5-421-130/2-301.11 Clean Condition-Hands and Arms (P)

12VAC5-421-140/2-301.12 Cleaning Procedure (P)

12VAC5-421-160/2-301.14 When to Wash (P)
12VAC5-421-170/2-301.15 Where to Wash (PF)
12VAC5-421-180/2-301.16 Hand Antiseptics (PF)

IN OUT **9. No bare hand contact with RTE food or a pre-approved alternate procedure properly followed**

This item should be marked IN or OUT of compliance. This item is marked IN compliance when food employees are observed using suitable utensils or gloves to prevent bare hand (or arm) contact with ready-to-eat food or if the food employee contacts exposed RTE food with bare hands at the time the RTE food is being added as an ingredient to a food that:

- contains a raw animal food and is to be cooked in the food establishment to heat all parts of the food to the minimum temperatures specified in 12VAC5-421-700(A)(B)/3-401.11 (A) (B) or 12VAC5-421-710/3-401.12; or
- does not contain a raw animal food but is to be cooked in the food establishment to heat all parts of the food to a temperature of at least 145°F

This item is also marked IN compliance when food employees are observed properly following a pre-approved alternative procedure to no bare hand contact. This item is marked OUT of compliance if one food employee is observed handling ready-to-eat food with their bare hands in the absence of a prior approval and written procedures for bare hand contact. Refer to 12VAC5-421-450 (E) (1)-(7)/3-301.11 (E) (1)-(7) for a listing of conditions that must be met in order to receive prior approval by the Regulatory Authority. Bare hand contact by food employees serving a Highly Susceptible Population is prohibited and no alternative to bare hand contact is allowed. This item is also marked OUT when food employees contact exposed RTE food with bare hands at the time the RTE food is being added as an ingredient to a food that is not properly heat treated as specified in 12VAC5-421-450 D 1-2/3-301.11 (D) (1) -(2).

NA This item may be marked NA if the establishment provides only packaged or bulk food items that are not ready-to-eat.

NO This item may be marked NO if the establishments prepares ready-to-eat food, but no food preparation occurs at the time of inspection.

12VAC5-421-450/3-301.11 Preventing Contamination from Hands (P, PF, C)
12VAC5-421-950 (4)/3-801.11(D) Pasteurized Foods, Prohibited Re-Service, and Prohibited Food (P)

10. Adequate handwashing sinks properly supplied and accessible

IN OUT **A. Adequate handwashing sinks conveniently located and accessible**

This item must be marked IN or OUT of compliance based on the direct observation of conveniently located handwashing sinks, for use by food employees, in food preparation, food dispensing and warewashing areas, as well as in or immediately adjacent to toilet rooms. This item is marked OUT of compliance if a handwashing sink is not accessible to food employees who are working in food preparation, food dispensing, and warewashing areas; is blocked by

equipment that is not easily movable or stacked full of soiled utensils or other items; or is unavailable for regular employee use.

NA Do Not Mark this item NA

NO Do Not Mark this item NO

12VAC5-421-2190/5-202.12 Handwashing Sink, Installation (PF, C)

12VAC5-421-2230/5-203.11 Handwashing Sinks - Numbers and Capacities (PF)

12VAC5-421-2280/5-204.11 Handwashing Sinks - Location and Placement (PF)

12VAC5-421-2310/5-205.11 Using a Handwashing Sink, Operation and Maintenance (PF)

IN OUT

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

This item must be marked IN or OUT of compliance based on the direct observation of properly equipped handwashing sinks for food employee use. This item is marked OUT of compliance when handwashing sinks are not stocked with soap or hand drying provisions or equipped with the required signage.

NA Do Not Mark this item NA

NO Do Not Mark this item NO

12VAC5-421-3020/6-301.11 Handwashing Cleanser, Availability (PF)

12VAC5-421-3030/6-301.12 Hand Drying Provision (PF)

12VAC5-421-3040/6-301.13 Handwashing Aids and Devices, Use Restrictions (C)

12VAC5-421-3045/6-301.14 Handwashing Signage (C)

Approved Source

11. Food obtained from approved source

IN OUT

A. All food from regulated food processing plants/no home prepared or canned food/standards for eggs, milk, juice/all fish commercially caught/raised or approved by the regulatory authority.

This item must be marked IN or OUT of compliance based on direct observation of food products, food labels and packaging, water analyses, and discussion with the PIC or other food employees.

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

NA Do Not Mark this item NA

NO Do Not Mark this item NO

12VAC5-421-270/3-201.11 Compliance with Food Law (P, PF, C)
12VAC5-421-280/3-201.12 Food in a Hermetically Sealed Container (P)
12VAC5-421-290/3-201.13 Fluid Milk and Milk Products (P)
12VAC5-421-295/3-202.110 Juice Treated-Commercially Processed
12 VAC 5-421-300 (A)/3-201.14 (A) Fish (P)
12VAC5-421-360/3-202.13 Eggs (P)
12VAC5-421-370/3-202.14 Eggs and Milk Products, Pasteurized (P)
12VAC5-421-2070/5-101.13 Bottled Drinking Water (P)

IN OUT B. All molluscan shellfish from ICSSL listed sources/no recreationally caught shellfish received or sold.

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

NA This item may be marked NA if molluscan shellfish are not used or offered for sale or service in the establishment.

NO This item may be marked NO if molluscan shellfish are served or sold periodically in the establishment but are not present at the time of the inspection and you are unable to determine prior compliance through tags, invoices or purchase records.

12VAC5-421-300 (B)/3-201.14 (B) Fish (P)
12 VAC 5-421-310/3-201.15 Molluscan Shellfish (P)

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

NOTE 4: The 2013 Food Code prohibits the sale of wild mushrooms unless a food establishment gets approval from the regulatory authority.

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

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

NO This item may be marked NO if game animals or wild mushrooms are served or sold periodically in the establishment but are not present at the time of inspection or you are unable to determine prior compliance through invoices or purchase records.

12VAC5-421-320/3-201.16 Wild Mushrooms (P)

12VAC5-421-330/3-201.17 Game Animals (P, C)

IN OUT

12. Food received at proper temperature

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

NA This item may be marked NA when the establishment receives only non-TCS food that are not frozen.

NO This item may be marked NO if the establishment does receive TCS or frozen food, but neither TCS nor frozen food is received at the time of inspection.

12VAC5-421-340/3-202.11 Temperature (P, PF)

IN OUT

13. Food in good condition, safe, and unadulterated

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

NA Do Not Mark this item NA

NO Do Not Mark this item NO

12VAC5-421-260/3-101.11 Safe, Unadulterated, and Honestly Presented (P)

12VAC5-421-380/3-202.15 Package Integrity (PF)

14. Required records available: shellstock tags, parasite destruction

IN OUT

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

This item should be marked IN or OUT of compliance based on direct observation of fish in storage and records of freezing of fish for parasite destruction. This item is marked IN compliance if the permit holder provides a statement from the supplier(s) identifying that fish sold as raw, raw-marinated or undercooked is frozen by the supplier for parasite destruction; or there are freeze records maintained by the permit holder when fish are frozen for parasite destruction on the premises; or the permit holder produces documentation for aquacultured fish such as salmon that are exempted from freezing because they are fed formulated feed that does not contain live parasites infective to that fish. This item is marked OUT of compliance when no records of freezing of fish for parasite destruction are available.

NA This item may be marked NA when no raw, raw-marinated, or undercooked fish are sold or served in RTE form or the only fish sold as raw, raw-marinated are tuna species such as Yellowfin, Southern and Northern Bluefin and Bigeye, or molluscan shellfish, or fish eggs removed from their skin and rinsed.

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

12VAC5-421-730/3-402.11 Parasite Destruction (P, C)

12VAC5-421-740/3-402.12 Records, Creation and Retention (PF)

IN OUT

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

This item should be marked IN or OUT of compliance based on direct observation of shellstock tags. This item is marked OUT of compliance if shellstock tags are not available or are incomplete, when no date is recorded on the tag or label to indicate the last day the shellstock was sold or served, when tags or labels are not maintained in chronological order correlated to the date that is recorded on the tag or label, or when there is evidence of commingling of shellstock.

NA This item may be marked NA when shellstock are not sold or served in the establishment.

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

12VAC5-421-410/3-202.18 Shellstock Identification (PF, C)

12VAC5-421-440/3-203.12 Shellstock, Maintaining Identification (PF)

Protection from Contamination

15. Food separated & protected

IN OUT

A. Separating raw animal food from raw RTE food and separating raw animal food from cooked RTE food

This item should be marked IN or OUT of compliance based on direct observation of food storage and food handling practices. This item is marked IN compliance when raw animal food is separated from ready-to-eat food and/or when frozen, sealed/intact commercially packaged raw animal food is stored or displayed with or above frozen, sealed/intact commercially packaged RTE food. This item is marked OUT of compliance when raw animal food is not separated from raw or cooked RTE food.

NA This item may be marked NA when raw animal foods are not prepared/served in the establishment or if only prepackaged raw animal foods are sold. This item may be marked NA when there are no raw animal foods used in the facility and only prepackaged foods are sold.

NO This item may be marked NO when raw animal foods are prepared/served in the establishment, but are not present at the time of the inspection. This item is marked NO when raw animal foods are used or served seasonally and you are unable to determine compliance.

12VAC5-421-470 (A) (1)/3-302.11 (A) (1) Packaged and Unpackaged Food -Separation, Packaging and Segregation (P)

IN OUT

B. Raw animal food separated from each other during storage, preparation, holding, and display

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

NA This item may be marked NA when raw animal foods are not prepared or served, when only one species of raw animal food is prepared/served, or when only prepackaged raw animal foods are sold in the establishment.

NO This item is marked NO when raw animal foods are prepared/served/or sold in the establishment, but are not present at the time of the inspection.

12VAC5-421-470 (A) (2)/3-302.11(A) (2) Packaged and Unpackaged Food -Separation, Packaging and Segregation (P)

IN OUT

C. Food protected from environmental contamination

This item must be marked IN or OUT of compliance based on direct observations of food storage and food handling practices. This item is marked OUT of compliance if food is not

packaged or covered during storage (unless in the process of cooling); if food is in contact with soiled equipment and utensils; or if single-use gloves are used for more than one task.

NA Do Not Mark this item NA

NO Do Not Mark this item NO

12VAC5-421-470 (A)(3-8)/3-302.11 (A) (3-8) Packaged and Unpackaged Food-Separation, Packaging and Segregation (C)

12VAC5-421-540/3-304.11 Food Contact with Equipment and Utensils (P)

12VAC5-421-580 (A)/3-304.15 (A) Gloves, Use Limitation (P)

12VAC5-421-670(A)/3-306.13 (A) Consumer Self -Service Operations (P)

IN OUT

16. Food-contact surfaces: cleaned & sanitized

NOTE 5: This item will require some judgment to be used when marking it IN or OUT of compliance. You must provide notes concerning the reason it is marked OUT of compliance. This item should be marked IN or OUT of compliance based on direct observation of food-contact surfaces of equipment and utensils; actual measurements/readings of chemical sanitizer concentration, hot water sanitizing temperature, pH, hardness, water pressure, etc. using test strips, heat-sensitive tapes, and equipment gauges; observations of cleaning and sanitizing procedures; and discussion of cleaning and sanitizing procedures and frequency with the PIC or other food employees. This item is marked IN compliance when manual and/or mechanical methods of cleaning and sanitizing are effective and performed at the prescribed frequency. There should be an overall assessment of the food-contact surfaces of equipment and utensils in clean storage and in use to determine compliance. For example, this item is not marked OUT of compliance based on one visibly soiled utensil, such as a plate or knife, or if one sanitizer container is without sanitizer. This item is marked OUT of compliance if observations are made that support a pattern of noncompliance with this item, when manual and/or mechanical methods of cleaning and sanitizing food-contact surfaces of equipment and utensils are ineffective, or if one multiuse piece of equipment such as a slicer or can opener is visibly soiled and being used at the time of the inspection. This item is also marked OUT of compliance if it is observed that equipment or utensils that have come into contact with a major food allergen such as fish were not cleaned and sanitized prior to use for other types of raw animal food.

NA This item may be marked NA only when cleaning and sanitizing of equipment and utensils is not required (such as when only prepackaged food is sold).

NO Do Not Mark this item NO

12VAC5-421-1670/4-501.111 Manual Warewashing Equipment, Hot Water Sanitization Temperatures (P)

12VAC5-421-1680/4-501.112 Mechanical Warewashing Equipment, Hot Water Sanitization Temperatures (PF)

12VAC5-421-1690/4-501.113 Mechanical Warewashing Equipment, Sanitization Pressure (C)

12VAC5-421-1700/4-501.114 Manual and Mechanical Warewashing Equipment, Chemical Sanitization-Temperature, pH, Concentration and Hardness (P, PF)

12VAC5-421-1710/4-501.115 Manual Warewashing Equipment, Chemical Sanitization Using Detergent - Sanitizers (C)

12VAC5-421-1770 (A)/4-601.11 (A) Equipment, Food-Contact Surfaces, Nonfood Contact Surfaces and Utensils (PF)

12VAC5-421-1780/4-602.11 Equipment Food-Contact Surfaces and Utensils -Frequency (P, C)

12VAC5-421-1790/4-602.12 Cooking and Baking Equipment (C)

12VAC5-421-1890/4-702.11 Before Use After Cleaning (P)

12VAC5-421-1900/4-703.11 Hot Water and Chemical - Methods (P)

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

IN OUT

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

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

NA Do Not Mark this item NA

NO Do Not Mark this item NO

12VAC5-421-680/3-306.14 Returned Food and Re-Service of Food (P)

IN OUT

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

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

NA Do Not Mark this item NA

NO Do Not Mark this item NO

12VAC5-421-940/3-701.11 Discarding or Reconditioning Unsafe, Adulterated, or Contaminated Food (P)

Time/Temperature Control for Safety (TCS Food)

18. Proper cooking time & temperatures

NOTE 6: The cooking temperatures of foods must be measured to determine compliance or noncompliance. Do not rely upon discussions with managers or cooks to make a determination of compliance or noncompliance. The temperature of raw animal food in each species cooked during the inspection should be taken. For instance, if the establishment fries chicken, scrambles eggs, bakes fish, grills hamburgers, and slow-roasts prime rib during the inspection,

the cook temperatures of all of the products should be measured and recorded. Both IN and OUT of compliance temperatures should be recorded. Also, refer to cooking chart below. If a roast of any type is cooked (in any manner other than the pre-heated oven parameters) it would be marked under 18C. **The inspection should be arranged at an optimum time for measuring at least one cooked item.**

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

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

NA This item may be marked NA when raw eggs are not cooked or used in the establishment (including raw eggs not used in recipes).

NO This item may be marked NO when raw eggs are cooked or used in the establishment, but you are unable to determine the cooking temperature or they are not cooked at the time of inspection.

12VAC5-421-700 (A) (1)/3-401.11(A) (1) Raw Animal Foods (P)

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

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

NA This item may be marked NA if comminuted fish, meat, commercially raised game animal, and raw eggs (not prepared for immediate service) are not cooked in the establishment.

NO This item may be marked NO when one or more types of comminuted fish, meat, commercially raised game animal, or raw eggs (not prepared for immediate service) are cooked in the establishment, but you are unable to determine the cooking temperature of any of them or they are not cooked at the time of inspection.

12VAC5-421-700 (A) (2) and (D) (2)/3-401.11(A)(2) and (D)(2) Raw Animal Food (P, PF)

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

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

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

NO This item may be marked NO when one or more meat roasts or formed roasts are cooked in the establishment, but they are not cooked at the time of inspection.

12VAC5-421-700 (B) (1)/3-401.11 (B) (1) and (2) Raw Animal Foods (P, PF)

IN OUT **D. Ratites and injected meat or mechanically tenderized meats cooked to 155°F for 15 seconds or the time/temperature relationship specified in the corresponding chart in the Regulations**

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

NA This item may be marked NA when none of the food items are cooked in the establishment.

NO This item may be marked NO when one or more of the food items are cooked in the establishment, but you are unable to determine the cooking temperature of any of them.

12VAC5-421-700 (A) (2)/3-401.11 (A) (2) Raw Animal Foods (P)

IN OUT**E. Poultry, baluts; stuffed fish/meat/poultry/ratites/pasta or stuffing containing fish, meat, poultry, or ratites cooked to 165°F for 15 seconds**

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

NA This item may be marked NA when none of the food items are cooked in the establishment.

NO This item may be marked NO when one or more of the food items are cooked in the establishment but you are unable to determine the cooking temperature of any of them.

12VAC5-421-700 (A) (3)/3-401.11 (A) (3) Raw Animal Foods (P)

IN OUT**F. Wild game animals cooked to 165°F for 15 seconds**

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

NA This item may be marked NA when wild game animals are not cooked in the establishment.

NO This item may be marked NO when wild game animals are cooked in the establishment, but you are unable to determine the cooking temperature of any of them or are not cooked at the time of inspection.

12VAC5-421-700(A)(3)/3-401.11 (A) (3) Raw Animal Foods (P)

IN OUT**G. Whole-muscle, intact beef steaks cooked to surface temperature of 63°C (145°F) on top and bottom and a cooked color change is achieved on all external surfaces**

This item should be marked IN or OUT of compliance based on actual cooking temperature measurements using a calibrated food temperature measuring device. This item is marked IN compliance if a food item meets the time/temperature requirements for cooking, or if a food is cooked below the required temperature but the establishment has an approved consumer

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

NO This item may be marked NO when other raw animal foods are cooked in the establishment, but you are unable to determine the cooking temperature of any of them.

12VAC5-421-700 (A) (1) (b)/3-401.11(A)(1)(b) Raw Animal Foods (P)

IN OUT **J. Raw animal foods cooked, using a non-continuous cooking process, cooked to the time/temperature requirements specified for the particular raw animal food**

This item should be marked IN or OUT of compliance based on actual final cooking temperature measurements using a calibrated food temperature measuring device. This item is marked IN compliance if a food item meets the requirements for non-continuous cooking process as specified in 12VAC5-421-725/3-401.14. The establishment must have written procedures and have obtained prior approval from the regulatory authority. Procedures are available for review upon request describing how the foods are prepared and stored after initial heating but prior to cooking for sale or service in order for this item to be IN compliance. This item is marked OUT of compliance if a food item does not meet the time/temperature requirements for cooking and the determination is made that the employee doing the cooking intends to serve the product before completing the cooking process. This item is also marked OUT of compliance if written procedures describing how the foods are prepared and stored after initial heating but prior to cooking for sale or service are not available for review.

NA This item may be marked NA when the establishment does not cook raw animal foods, using a non-continuous cooking process.

NO This item may be marked NO when the establishment does cook raw animal foods, using a non-continuous cooking process, but you are unable to determine the cooking temperature of any of them.

12VAC5-421-725/3-401.14 Non-Continuous Cooking of Raw Animal Foods (P, PF)

19. Proper reheating procedures for hot holding

NOTE 7: The reheating temperatures of food must be taken to determine compliance or noncompliance. Do not rely solely upon discussions with managers or cooks to determine compliance or noncompliance. Temperatures IN and OUT of compliance should be recorded.

IN OUT **A. TCS food that is cooked and cooled on premises is rapidly reheated within 2 hours to 165°F or above for 15 seconds for hot holding**

This item should be marked IN or OUT of compliance based on actual temperature measurements of food upon completion of the reheating process and prior to being placed in hot holding using a calibrated food temperature measuring device. This item is marked OUT of

compliance if a food item is not reheated to the required temperature and/or within two hours prior to hot holding.

NA This item may be marked NA when a TCS food is not held over for a second service and/or reheating for hot holding is not performed in the establishment.

NO This item may be marked NO when a TCS food is held over for a second service and is reheated for hot holding, but is not reheated for hot holding at the time of inspection.

12 VAC 5-421-760 (A) and (D)/3-403.11(A) and (D) Reheating for Hot Holding (P)

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

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

NA This item may be marked NA when the establishment does not use a microwave to reheat TCS food for hot holding.

NO This item may be marked NO when the establishment does use a microwave to reheat TCS food for hot holding, but you are unable to determine the reheating temperature of any of them.

12VAC5-421-760(B)/3-403.11 (B) Reheating for Hot Holding (P)

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

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

NA This item may be marked NA when commercially processed RTE food is not reheated for hot holding in the establishment.

NO This item may be marked NO when commercially processed RTE food is reheated for hot holding in the establishment, but you were unable to determine the reheat temperature.

12 VAC 5-421-760 (C)/3-403.11 (C) Reheating for Hot Holding (P)

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

This item should be marked IN or OUT of compliance based on actual temperature measurements of food upon completion of the reheating process and prior to being placed in hot holding using a calibrated food temperature measuring device. This item is marked OUT of compliance if the items are not reheated to the required time/temperature as specified in 12VAC5-421-700 (E)/3-403.11 (E).

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

NO This item may be marked NO when the establishment does reheat remaining unsliced portions of roasts for hot holding, but you were unable to determine the reheat time/temperature at the time of inspection.

12VAC5-421-760 (E)/3-403.11 (E) Reheating for Hot Holding

20. Proper cooling time & temperatures

NOTE 8: Cooked TCS food must be cooled from 135°F to 41°F or less in 6 hours, provided that the food is cooled from 135°F to 70°F within the first 2 hours. For example, if an establishment cools chili from 135°F to 70°F in 1.5 hours, they have 4.5 hours to get it from 70°F to 41°F or less. There are two critical limits that must be met with cooling. Discussions with the person in charge along with observations should be used to determine compliance. For instance, during a discussion, the person in charge says a food product was cooled overnight in the walk-in cooler. The product is checked and the temperature is 50°F. Eight hours have elapsed from closing to opening. This item should be marked OUT because the product did not cool from 135°F to 70°F within two hours and from 135°F to 41°F or less within a total of 6 hours. Because the entire cooling process is difficult to observe during an inspection, at the onset of the inspection a determination of whether food is currently being cooled should be made. If cooling is taking place temperatures should be taken to make a determination of whether proper cooling is possible with procedures being used. Temperatures IN and OUT of compliance should be recorded.

IN OUT**A. Cooked TCS food cooled from 135°F to 70°F within 2 hours and from 135°F to 41°F or below in 6 hours**

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

NA This item may be marked NA when cooked TCS food is not cooled in the establishment.

NO This item may be marked NO when cooked TCS food is cooled in the establishment, but cooling was not taking place at the time of the inspection or the temperature and time parameters could not be determined during the length of the inspection.

12VAC5-421-800 (A)/3-501.14 (A) Cooling (P)

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

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

NA This item may be marked NA when the establishment does not cool TCS food from ambient temperature or pre-chilled ingredients.

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

12VAC5-421-800 (B)/3-501.14 (B) Cooling (P)

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

NOTE 9: If one product is found out of temperature the item is marked out of compliance.

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

NA This item may be marked NA when the establishment does **not** receive shellstock or milk.

NO This item may be marked NO when the establishment does receive shellstock, milk, or other products that have a transport temperature above 41°F, but you are not there to observe the actual receipt.

12VAC5-421-800 (C)/3-501.14 (C) Cooling (P)

IN OUT

D. Immediately upon receiving, raw eggs placed under refrigeration that maintains ambient air temperature of 45°F

NOTE 10: If raw eggs are immediately placed under refrigeration capable of maintaining an ambient air temperature of 45°F satisfactory compliance is achieved. Federal regulations require that raw eggs be transported and stored at 45°F or lower ambient air temperature; cooling time does not apply to this item.

This item should be marked IN or OUT of compliance based on actual observation of raw eggs being placed into a refrigeration unit maintaining an ambient air temperature of 45°F.

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

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

12VAC5-421-800 (D)/3-501.14 (D) Cooling (P)

21. Proper hot holding temperatures

NOTE 11: Temperatures of IN and OUT of compliance food items should be recorded.

IN OUT

A. TCS food maintained at 135°F or above, except during preparation, cooking, or cooling, or when time is used as a public health control

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

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

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

12VAC5-421-820(A)(1)/3-501.16 (A) (1) Time/Temperature Control for Safety (TCS) Food Hot and Cold Holding (P)

IN OUT

B. Whole meat roasts held at a temperature of 130°F or above

This item should be marked IN or OUT of compliance based on actual food temperature measurements using a calibrated food temperature measuring device. This item is marked IN compliance when the regulatory authority determines that, of the TCS food temperature measurements taken during the inspection, no hot holding temperatures are less than

prescribed by the Code. This item is marked OUT of compliance if one TCS food is found out of temperature, unless Time as a Public Health Control (TPHC) is used for that TCS Food.

NA This item may be marked NA if whole meat roasts are not cooked and hot held in the establishment.

NO This item may be marked NO when whole meat roasts are cooked and hot held in the establishment, but were not being hot held at the time of inspection. Inspections should be conducted during a time when hot holding temperatures can be taken.

12VAC5-421-820 (A) (1)/3-501.16 (A)(1) Time/Temperature Control for Safety (TCS) Food Hot and Cold Holding (P)

22. Proper cold holding temperatures

NOTE 12: Temperatures IN compliance and OUT of compliance should be recorded.

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

This item should be marked IN or OUT of compliance based on actual food temperature measurements using a calibrated food temperature measuring device. Discussions should be made with the PIC to determine if a food is in the process of cooling, TPHC is used, or there is an approved method to render a food so that it is not TCS food.

This item is marked IN compliance when the regulatory authority determines that, of the TCS food temperature measurements taken during the inspection, no cold holding temperatures are greater than prescribed by the Code. This item is marked OUT of compliance if one TCS food is found out of temperature, with supportive evidence, unless TPHC is used for that TCS food.

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

NO Do not mark this item NO

12VAC5-421-820 (A) (2)/3-501.16 (A) (2) Time/Temperature Control for Safety (TCS) Food Hot and Cold Holding (P)

IN OUT **B. Untreated raw eggs stored in 45°F ambient air temperature**

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

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

NO This item may be marked NO only when raw eggs are received by the establishment, but are not present at the time of the inspection.

12VAC5-421-820 (B)/3-501.16 (B) Time/Temperature Control for Safety (TCS) Food Hot and Cold Holding (P)

23. Proper date marking & disposition

IN OUT

A. Date marking for RTE, TCS food prepared on-site or opened commercial container held for more than 24 hours

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

NA This item may be marked N.A. when there is no ready-to-eat, TCS food prepared on premise and held, or commercial containers of ready-to-eat, TCS food opened and held, over 24 hours in the establishment.

NO This item may be marked NO when the establishment does handle RTE foods requiring date marking, but no foods requiring date marking are present at the time of inspection.

12VAC5-421-830/3-501.17 Ready-to-Eat, Time/Temperature Control for Safety (TCS) Food Date Marking (PF)

IN OUT

B. Discarding RTE, TCS food prepared on-site or opened commercial container held at ≤ 41°F for ≤ 7 days

This item should be marked IN or OUT of compliance. This item is marked IN compliance when food is all within date marked time limits or food is observed being discarded within date marked time limits. This item is marked OUT of compliance when date marked food exceeds the time limit or date-marking is not done.

NA This item may be marked NA when ready-to-eat, TCS food prepared on-premises is not held for more than 24 hours or when opened commercial containers of ready-to-eat, TCS food are not held for more than 24 hours in the establishment.

NO This item may be marked NO when the establishment does handle RTE foods requiring date marking, but no foods requiring date marking are present at the time of inspection.

12 VAC 5-421-840/3-501.18 Ready-to-Eat Time/Temperature Control for Safety (TCS) Food Disposition (P)

IN OUT

24. Time as a public health control: procedures & records

This item should be marked IN or OUT of compliance based on direct observations, record review, a discussion with the PIC, and the review of any standard operating procedures to determine if the intent of the Code for use of TPHC is met. This provision only applies if it is the actual intention or conscious decision by the PIC to store TCS food out of temperature control using TPHC; otherwise, it may be a cold or hot holding issue.

This item is marked IN compliance if there is a written procedure at the food establishment that identifies the types of food products that will be held using time only, describes the procedure for how TPHC will be implemented, and if applicable delineates how food items previously cooked and cooled before time is used, are properly cooled; and food items (marked or identified) do not exceed the 4-hour limit at any temperature or 6-hour limit at 70°F or less. This item is marked OUT of compliance when the food manager implies use of TPHC but does not have an effective mechanism for indicating the point in time when the food is removed from temperature control to the 4 or 6-hour discard time, or a written procedure or an effective mechanism for using TPHC is not present at the establishment.

NA This item may be marked NA when the establishment does not use TPHC

NO This item may be marked NO when the establishment uses TPHC, but is not using this practice at the time of inspection.

12VAC5-421-850/3-501.19 Time as a Public Health Control (P, PF, C)

Consumer Advisory

IN OUT

25. Consumer advisory provided for raw or undercooked animal foods

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

NA This item may be marked NA when a food establishment does not serve a ready-to-eat food that necessitates an advisory, i.e., an animal food that is raw, undercooked, or not otherwise processed to eliminate pathogens.

NO Do Not Mark this item NO

12VAC5-421-930/3-603.11 Consumption of Animal Foods that are Raw, Undercooked, or Not Otherwise Processed to Eliminate Pathogens (PF)

Highly Susceptible Populations

26. Pasteurized foods used; prohibited food not offered

NOTE 13: Discussions with the person in charge and employees regarding whether or not certain foods are served or certain practices occur in the establishment, along with

observations should be used to determine compliance. Violations of bare hand contact by food employees serving a HSP 12VAC5-421-950 (D)/3-801.11 (D) is marked under Item #9.

IN OUT A. Prepackaged juice/beverage containing juice with a warning label [21 CFR, Section 101.17 (g)] not served

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

NA This item may be marked NA if a HSP is not served.

NO Do Not Mark this item NO

12VAC5-421-950 (1)/3-801.11 (A) Pasteurized Foods, Prohibited Re-service, and Prohibited Food (P, C)

IN OUT B. Using pasteurized eggs in recipes if eggs are to be undercooked; or are combined unless: cooked to order and immediately served; used immediately before baking and thoroughly cooked; or prepared under a HACCP plan controlling *Salmonella* Enteritidis

This item should be marked IN or OUT of compliance, based on direct observations and discussions with the PIC and food employees regarding whether or not certain foods are served or certain practices occur in an establishment serving a HSP. This item is marked IN compliance when only pasteurized eggs are used in foods/recipes containing undercooked eggs and recipes in which more than one egg is combined, unless there is a cook step or HACCP plan to control *Salmonella* Enteritidis.

NA This item may be marked NA if the establishment does not serve a HSP.

NO Do Not Mark this item NO

12VAC5-421-950 (2) and (5)/3-801.11 (B) and (E) Pasteurized Foods, Prohibited Re-service and Prohibited Food (P)

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

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

NA This item may be marked NA if the establishment does not serve a HSP.

NO Do Not Mark this item NO

12VAC5-421-950(3)/3-801.11 (C) Pasteurized Foods, Prohibited Re-service, and Prohibited Food(P)

IN OUT**D. Food not re-served under certain conditions**

This item should be marked IN or OUT of compliance based on direct observations and discussions with the PIC and food employees regarding whether or not certain foods are served or certain practices occur in an establishment serving a HSP. This item is marked IN compliance if no unopened packaged food is reserved following service to patients in medical isolation or quarantine or protective environment, also IN if packages of FOOD from any patients, clients, or other CONSUMERS are not re-served to PERSONS in protective environment isolation.

NA This item may be marked NA if the establishment does not serve a HSP or when the establishment does not serve patients or clients in medical isolation, quarantine, or protective environment isolation.

NO Do Not Mark this item NO

12 VAC 5-421-950 (7)/3-801.11 (G) Pasteurized Foods, Prohibited Re-service, and Prohibited Food (c)

Chemical

IN OUT**27. Food additives: approved & properly used**

This item should be marked IN or OUT of compliance based on direct observations of food ingredients in storage and listed as product ingredients supplemented by discussion with the PIC. This item is marked IN compliance if approved food and color additives are on site and used properly or if sulfites are on the premises, and they are not applied to fresh fruits/vegetables for raw consumption. Approved food additives are listed and have threshold limits in accordance with the CFRs and do not apply to food additives that are considered Generally Recognized as Safe (GRAS), such as salt, pepper, etc. This item is marked OUT of compliance if unapproved additives are found on the premises or approved additives are improperly used, such as sulfites being applied to fresh fruits or vegetables.

NA This item may be marked NA if the food establishment does not use any food additives or sulfites on the premises.

NO Do Not Mark this item NO

12VAC5-421-350/3-202.12 Additives (P)

12VAC5-421-500/3-302.14 Protection from Unapproved Additives (P)

28. Toxic Substances Properly Identified, Stored, and Used**IN OUT****A. Poisonous or toxic materials, chemicals, lubricants, pesticides, medicines, first aid supplies, and other personal care items properly identified, stored, and used**

This item must be marked IN or OUT of compliance based on direct observations of labeling, storage, reconstitution, and application of bulk and working containers of cleaning agents and

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

NA Do Not Mark this item NA

NO Do Not Mark this item NO

12VAC5-421-3320/7-101.11 Identifying Information, Prominence-Original Containers (PF)

12VAC5-421-3330/7-102.11 Common Name - Working Containers (PF)

12VAC5-421-3340/7-201.11 Separation - Storage (P)

12VAC5-421-3350/7-202.11 Restriction - Presence and Use (PF)

12VAC5-421-3360/7-202.12 Conditions of Use (P, PF, C)

12VAC5-421-3370/7-203.11 Poisonous or Toxic Material Containers - Prohibitions (P)

12VAC5-421-3380/7-204.11 Sanitizers, Criteria - Chemicals (P)

12VAC5-421-3390/7-204.12 Chemicals for Washing Fruits and Vegetables - Criteria (P)

12VAC5-421-3400/7-204.13 Boiler Water Additives, Criteria (P)

12VAC5-421-3410/7-204.14 Drying Agents, Criteria (P)

12VAC5-421-3420/7-205.11 Incidental Food Contact, Criteria - Lubricants (P)

12VAC5-421-3430/7-206.11 Restricted Use Pesticides, Criteria (P)

12VAC5-421-3440/7-206.12 Rodent Bait Stations (P)

12VAC5-421-3450/7-206.13 Tracking Powders, Pest Control and Monitoring (P, C)

12VAC5-421-3460/7-207.11 Restriction and Storage - Medicines (P, PF)

12VAC5-421-3470/7-207.12 Refrigerated Medicines, Storage (P)

12VAC5-421-3480/7-208.11 Storage - First Aid Supplies (P, PF)

12VAC5-421-3490/7-209.11 Storage - Other Personal Care Items (Stock and Retail Sale of Poisonous or Toxic Material)(C)

IN OUT

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

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

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

NO Do Not Mark this item NO

12VAC5-421-3500/7-301.11 Separation - Storage and Display, Stock and Retail Sale ^(P)

Conformance with Approved Procedures

29. Compliance with variance, specialized process, Reduced Oxygen Packaging (ROP) Criteria & HACCP plan

IN OUT

A. ROP as specified in 12 VAC 5-421-870/3-502.12 permitted without a variance under certain specified conditions in accordance with a required HACCP plan or without a required HACCP plan

This item should be marked IN or OUT of compliance based on direct observations of food preparation and storage, a discussion with the PIC to determine if there is reduced oxygen packaging (including cook chill or sous vide). This item is marked IN compliance when observations of food operations and review of available records indicate compliance is being met and HACCP plans were submitted to the regulatory authority prior to conducting a ROP operation that conforms to procedures within 870/3-502.12. This item is marked IN compliance when ROP is conducted and a HACCP plan is not required as specified in 870(F)/3-502.12 (F).

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

NO Do Not Mark this item NO

12VAC5-421-870/3-502.12 Reduced Oxygen Packaging without a Variance, Criteria ^(P, PF)

12VAC5-421-3620(B)/8-201.13 (B) When a HACCP Plan is Required ^(C)

12VAC5-421-3630(4)/8-201.14 (D) Contents of a HACCP Plan ^(PF)

IN OUT

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

This item should be marked IN or OUT of compliance based on discussion with the PIC to determine if specialized food processes are conducted in the establishment [i.e. smoking food, curing food, using food additives to render a food so that it is not TCS food, operating a Molluscan Shellfish life-support system, etc.] and if standard operating procedures and HACCP documentation are available for review. This item is marked IN compliance when observations of food operations and review of available records indicate compliance is being met with regards to specialized food processes.

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

NO Do Not Mark this item NO

12VAC5-421-860/3-502.11 Variance Requirement ^(PF)

12VAC5-421-4-1300 (B)/204.110 (B) Molluscan Shellfish Tanks (PF)
8-103.12 Conformance with required procedures (2009 Food Code)(P, PF)

IN OUT

C. When packaged in a food establishment, juice is treated under a HACCP plan to reduce pathogens or labeled as specified in the Virginia Food Regulations/FDA Food Code

This item should be marked IN or OUT of compliance based on direct observations of juice being packaged in the food establishment. A discussion with the PIC and a record review of standard operating procedures and HACCP documentation or labeling should be done to determine compliance. This item is marked IN compliance when observations and review of available records indicate compliance is being met with regards to packaging juice at retail.

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

NO Do Not Mark this item NO

12VAC5-421-765/3-404.11 Treating Juice (P, PF)

GOOD RETAIL PRACTICES (GRPs)

MARKING INSTRUCTIONS FOR EACH GOOD RETAIL PRACTICE (GRP) ON THE INSPECTION REPORT

Good Retail Practices (GRPs) are systems to control basic operational and sanitation conditions within a facility, and if not controlled, they could be contributing factors to foodborne illness by introducing hazards (biological, chemical and physical), into the end product, either directly or indirectly. For example, equipment in disrepair, such as a cutting board with deep grooves/cuts, makes effective cleaning difficult or impossible, and thereby could introduce a bacterial hazard onto food that comes into contact with the board. In addition, in assessing GRPs, it is important to make an overall assessment of the conditions by looking for trends versus an isolated incident; and the potential public health impact. For example, a few missing floor tiles in a dry storage area may not rise to the level of a “violation”; however, missing floor tiles in an area where equipment is subject to in-place manual cleaning without the use of an enclosed clean in place (CIP) system, (i.e., using pressure hoses over band saws, slicers, or mixers) could create conditions whereby a bacterial hazard could be introduced on to the food equipment. These items usually require judgment, and if uncorrected, the regulatory authority must decide whether or not these conditions would lead to potential contamination.

GRPs are the methods used in, or the facilities or controls used for, the receiving, preparation, storage, serving, packaging or holding of food which are designed to assure unsanitary conditions do not lead to the introduction of hazards or unintentional substances into the end product. The intention of the inspection is to focus attention on those factors that have been shown to be most often linked with causing foodborne illness. Since the major emphasis of an

inspection should be on the Risk Factors that cause foodborne illness and the Public Health interventions that have the greatest impact on preventing foodborne illness, the GRPs have been given less importance on the inspection form and a differentiation between IN, OUT, NA, and NO is not made except for Items 30, 32, 34, and 35. Items 30 and 32 allow for IN, OUT, or NA, and items 34 and 35 allow for IN, OUT, NA, or NO.

Safe Food and Water

IN OUT

30. Pasteurized eggs used where required

Certain menu items use eggs as an ingredient in the preparation of RTE food such as Caesar salad, dressing, Hollandaise sauce, etc. This is verified by discussion with the PIC and food employees regarding the substitution of pasteurized egg or egg products for raw eggs in uncooked food, unless allowed under 12VAC5-421-700 (D)(3)/3-401.11 (D) (3).

NA This item may be marked NA when the food establishment does not prepare menu items that require raw egg such as Caesar salad, hollandaise or béarnaise sauce, mayonnaise, eggnog, ice cream, and egg-fortified beverages, etc. or when raw egg use in a ready-to eat or undercooked food is disclosed on the menu and the consumer is reminded of the risk of consuming raw or undercooked egg as required in 12VAC5-421-930/3-603.11.

12 VAC 5-421-490/3-302.13 Pasteurized Eggs, Substitute for raw Eggs for Certain Recipes (P)

IN OUT

31. Water and ice from approved source

There are two types of systems: a waterworks or a private well. Regardless of its source, the water system must meet pure water standards established by EPA and applicable state standards. If a private well is used as pure water, the water must be sampled/tested at least annually and records retained on file at the food establishment and per state regulations. Consideration must be given to the supply containers, piping, hoses, etc., connected to the approved source when water is made available for mobile and or temporary food establishment without a permanent supply or a permanent establishment with a temporary interruption of its permanent water supply.

12VAC5-421-390/3-202.16 Ice (P)

12VAC5-421-2050/5-101.11 Approved System - Source (P)

12VAC5-421-2080/5-102.11 Standards - Quality (P)

12VAC5-421-2090/5-102.12 Nondrinking Water (P)

12VAC5-421-2100/5-102.13 Sampling (PF)

12VAC5-421-2110/5-102.14 Sample Report (C)

12VAC5-421-2160/5-104.12 Alternative Water Supply (PF)

IN OUT 32. Variance obtained for specialized processing methods

When a Food Establishment wants to deviate from a requirement in the Code and utilize a specialized processing method as specified in 12VAC5-421-860/3-502.11, such as smoking food for preservation, curing food, etc. a variance must first be obtained from the regulatory authority. Per 12 VAC 5-421-3620 (B)/8-201.13 (B) a HACCP plan is also required as part of the variance request.

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

12 VAC 5-421-3590/8-103.11 Disposition of a variance request/Documentation of Proposed Variance and Justification (PF)

Food Temperature Control

IN OUT 33. Proper cooling methods used; adequate equipment for temperature control

A determination must first be made that cooling food is part of the operation. To assess whether or not the methods used facilitates cooling, as specified under 12VAC5-421-800/3 501.14, a discussion with the PIC should support actual observations used in cooling food. There should be enough equipment, with sufficient capacity, to meet the operation’s demand for the cooling, heating, and hot/cold holding of food requiring temperature control. Observations must support the determination of compliance. Frozen food is solid to the touch.

12VAC5-421-770/3-501.11 Frozen Food (C)

12VAC5-421-810/3-501.15 Cooling Methods (PF, C)

12VAC5-421-1450/4-301.11 Cooling, Heating and Holding Capacities - Equipment (PF)

IN OUT 34. Plant food properly cooked for hot holding

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

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

NO This item may be marked NO when plant food is cooked for hot holding, but is not present or observed at the time of inspection.

12 VAC 5-421-720/3-401.13 Plant Food Cooking for Hot Holding (PF)

IN OUT**35. Approved thawing methods used**

A determination must first be made that thawing TCS food is part of the operation, including ROP fish. To assess whether or not the methods used facilitate thawing, as specified 12VAC5-421-790/3-501.13, a discussion with the PIC should support the determination of compliance and level of risk imposed. The Candidate should recognize that various food products, especially those destined for deep-fat frying, are often slacked (not thawed) prior to cooking.

NA This item may be marked NA if TCS food is not thawed in the establishment.

NO This item may be marked NO if TCS food is thawed, but thawing is not taking place during the inspection.

12VAC5-421-780/3-501.12 TCS Food, Slacking (C)

12VAC5-421-790/3-501.13 Thawing (C)

IN OUT**36. Thermometers provided & accurate**

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

12VAC5-421-1180/4-203.11 Temperature Measuring Devices, Food -Accuracy (PF)

12VAC5-421-1190/4-203.12 Temperature Measuring Devices, Ambient Air and Water - Accuracy (PF)

12VAC5-421-1320/4-204.112 Temperature Measuring Devices - Functionality (PF, C)

12VAC5-421-1510/4-302.12 Food Temperature Measuring Devices (PF)

12VAC5-421-1730 (B)/4-502.11 (B) Good Repair and Calibration (PF)

Food Identification**IN OUT****37. Food properly labeled; original container**

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

12VAC5-421-400/3-202.17 Shucked Shellfish, Packaging and Identification (PF, C)

12VAC5-421-430/3-203.11 Molluscan Shellfish, Original Container (C)

12VAC5-421-480/3-302.12 Food Storage Containers Identified with Common Name of Food (C)

- 12VAC5-421-630/3-305.13 Vended TCS Food, Original Container (C)
- 12VAC5-421-880/3-601.11 Standards of Identity (C)
- 12VAC5-421-890/3-601.12 Honestly Presented (C)
- 12VAC5-421-900/3-602.11 Food Labels (PF, C)
- 12VAC5-421-910/3-602.12 Other Forms of Information (C)

Prevention of Food Contamination

IN OUT 38. Insects, rodents, & animals not present protected

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

- 12VAC5-421-250/2-403.11 Handling Prohibition - Animals (PF)
- 12VAC5-421-2910/6-202.13 Insect Control Devices, Design and Installation (C)
- 12VAC5-421-2930/6-202.15 Outer Openings, Protected (C)
- 12VAC5-421-2940/6-202.16 Exterior Walls and Roofs, Protective Barrier (C)
- 12VAC5-421-3270/6-501.111 Controlling Pests (PF, C)
- 12VAC5-421-3280/6-501.112 Removing Dead or Trapped Birds, Insects, Rodents and Other pests (C)
- 12VAC5-421-3310/6-501.115 Prohibiting Animals (PF)

IN OUT 39. Contamination prevented during food preparation, storage & display

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

- 12VAC5-421-420/3-202.19 Shellstock, Condition (C)
- 12VAC5-421-520/3-303.11 Ice Used as Exterior Coolant, Prohibited as Ingredient (P)
- 12VAC5-421-530/3-303.12 Storage or Display of Food in Contact with Water or Ice (C)
- 12VAC5-421-560/3-304.13 Linens and Napkins, Use Limitations (C)
- 12VAC5-421-610/3-305.11 Food Storage - Preventing Contamination from the Premises (C)
- 12VAC5-421-620/3-305.12 Food Storage, Prohibited Areas (C)
- 12VAC5-421-640/3-305.14 Food Preparation (C)
- 12VAC5-421-650/3-306.11 Food Display - Preventing Contamination by Consumers (P)
- 12VAC5-421-660/3-306.12 Condiments, Protection (C)
- 12VAC5-421-670 (B) and (C)/3-306.13(B) and (C)) Consumer Self-Service Operations (PF)
- 12VAC5-421-690/3-307.11 Miscellaneous Sources of Contamination (C)
- 12VAC5-421-3150/6-404.11 Segregation and Location -Distressed Merchandise (PF)

IN OUT**40. Personal cleanliness**

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

12VAC5-421-190/2-302.11 Maintenance - Fingernails (PF)

12VAC5-421-200/2-303.11 Prohibition - Jewelry (C)

12VAC5-421-210/2-304.11 Clean Condition - Outer Clothing (C)

12VAC5-421-240/2-402.11 Effectiveness - Hair Restraints (C)

IN OUT**41. Wiping cloths: properly used & stored**

Wiping cloths are to be used for a designated purpose and properly used. When stored in solution, the solutions should be free of food debris and visible soil and maintained at the proper sanitizer concentration 12 VAC 5-421-1700/ 4-501.114. Solutions exceeding the recommended sanitizer concentrations are marked under item #28: Toxic substances properly identified, stored, and used. Sponges, if present are not to be used in contact with clean/sanitized food-contact surfaces.

12VAC5-421-570/3-304.14 Wiping Cloths, Use Limitations (C)

12VAC5-421-1010/4-101.16 Sponges, Use Limitation (C)

12VAC5-421-1970/4-901.12 Wiping Cloths, Air Drying Location (C)

IN OUT**42. Washing fruits & vegetables**

Raw fruits and vegetables are to be washed prior to their preparation or offered as RTE. Chemicals are allowed for washing fruits and vegetables, along with simply washing them in water. Chemicals that are used in the wash water for fruits and vegetables must be listed and approved with threshold limits in accordance with the CFRs. Refer to the label or labeling of the additive for adequate directions and to assure safe use. Discussion with the PIC and food employees will help determine the establishment's practice.

12VAC5-421-510/3-302.15 Washing Fruits and Vegetable (PF, C)

12VAC5-421-3390/7-204.12 Chemicals for Washing, Treatment, Storage and Processing Fruits and Vegetables, Criteria (P)

Proper Use of Utensils**IN OUT****43. In-use utensils: properly stored**

Based on the type of operation, there are a number of methods available for storage of in-use utensils during pauses in food preparation or dispensing, such as in the food, clean and protected; under running water; or changing often enough to prevent bacterial growth, etc. If stored in a container of water, the water temperature must be at least 135°F. In-use utensils

may not be stored in chemical sanitizer or containers of ice between uses. Ice scoops may be stored, handles up, in an ice machine bin provided the scoop handle is not in contact with the ice.

12 VAC 5-421-550/3-304.12 In-Use Utensils, Between-Use Storage (c)

IN OUT 44. Utensils, equipment & linens: properly stored, dried, & handled

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

12VAC 5-421-1910/4-801.11 Clean Linens (c)

12VAC5-421-1920/4-802.11 Specifications (c)

12VAC5-421-1930/4-803.11 Storage of Soiled Linens (c)

12VAC5-421-1940/4-803.12 Mechanical Washing (c)

12VAC5-421-1960/4-901.11 Equipment and Utensils, Air Drying Required (c)

12VAC5-421-2000 (A) (B) and (D)/4-903.11(A) (B) and (D) Equipment, Utensils, Linens, and Single-Service and Single-Use Articles (c)

12VAC5-421-2010/4-903.12 Prohibitions (c)

12VAC5-421-2020 (A) and (B)/4-904.11(A) and (B) Kitchenware and Tableware-Preventing Contamination (c)

12VAC5-421-2030/4-904.12 Soiled and Clean Tableware (c)

12VAC5-421-2040/4-904.13 Preset Tableware (c)

12VAC5-421-2045/4-904.14 Rinsing Equipment and Utensils after Cleaning and Sanitizing (c)

IN OUT 45. Single-use/single-service articles: properly stored & used

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

12VAC5-421-1740/4-502.12 Single-Service and Single - Use Articles, Required Use (p)

12VAC5-421-1750/4-502.13 Single-Service and Single - Use articles, Use Limitations (c)

12VAC5-421-1760/4-502.14 Shells, Use Limitations (c)

12VAC5-421-2000 (A) and (C)/4-903.11 (A) and (C) Equipment, Utensils, Linens, and Single-Service and Single-Use Articles - Storage (c)

12VAC5-421-2010/4-903.12 Prohibitions (c)

12VAC5-421-2020/4-904.11 Kitchenware and Tableware (c)

IN OUT**46. Slash-resistant and cloth gloves properly used**

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

12 VAC 5-421-580 (B-D)/3-304.15 (B-D) Gloves, Use Limitations (C)

Utensils, Equipment and Vending**IN OUT****47. Food & non-food contact surfaces cleanable, properly designed, constructed, & used**

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

12VAC5-421-590/3-304.16 Using Clean Tableware for Second Portions and Refills (C)

12VAC5-421-600/3-304.17 Refilling Returnables (P)

12VAC5-421-960/4-101.11 Characteristics - Materials for Construction and Repair (P, C)

12VAC5-421-970/4-101.12 Cast iron, Use Limitations (C)

12VAC5-421-980/4-101.13 Lead, Use Limitations (P, C)

12VAC5-421-990/4-101.14 Copper, Use Limitations (P)

12VAC5-421-1000/4-101.15 Galvanized Metal, Use Limitations (P)

12VAC5-421-1040/4-101.17 Wood, Use Limitations (C)

12VAC5-421-1050/4-101.18 Nonstick Coatings, Use Limitations (C)

12VAC5-421-1060/4-101.19 Nonfood-Contact Surfaces (C)

12VAC5-421-1070/4-102.11 Characteristics - Single-Service and Single-Use (P, C)

12VAC5-421-1080/4-201.11 Equipment and Utensils - Durability and Strength (C)

12VAC5-421-1090/4-201.12 Food Temperature Measuring Devices (P)

12VAC5-421-1100/4-202.11 Food-Contact Surfaces - Cleanability (PF)

12VAC5-421-1110/4-202.12 CIP Equipment (PF, C)

12VAC5-421-1120/4-202.13 "V" Threads, Use Limitations (C)

12VAC5-421-1130/4-202.14 Hot Oil Filtering Equipment (C)

12VAC5-421-1140/4-202.15 Can Openers (C)

12VAC5-421-1150/4-202.16 Nonfood-Contact Surfaces (C)

12VAC5-421-1160/4-202.17 Kick Plates, Removable (C)

12VAC5-421-1220/4-204.12 Equipment Openings, Closure and Deflectors (C)

12VAC5-421-1230/4-204.13 Dispensing Equipment, Protection of Equipment and Food (P, C)

12VAC5-421-1240/4-204.14 Vending Machine, Vending Stage Closure (C)

12VAC5-421-1250/4-204.15 Bearings and Gear Boxes, Leak proof (C)

12VAC5-421-1260/4-204.16 Beverage Tubing, Separation (C)
 12VAC5-421-1270/4-204.17 Ice Units, Separation of Drains (C)
 12VAC5-421-1280/4-204.18 Condenser Unit, Separation (C)
 12VAC50421-1290/4-204.19 Can Openers on Vending Machines (C)
 12VAC5-421-1300(A)/4-204.110 (A) Molluscan Shellfish Tanks (P)
 12VAC5-421-1310/4-204.111 Vending Machines, Automatic Shutoff (P)
 12VAC5-421-1400/4-204.120 Equipment Compartments, Drainage (C)
 12VAC5-421-1410/4-204.121 Vending Machines, Liquid Waste Products (C)
 12VAC5-421-1420/4-204.122 Case Lot Handling Equipment, Movability (C)
 12VAC5-421-1430/4-204.123 Vending Machine Doors and Openings (C)
 12VAC5-421-1500/4-302.11 Utensils, Consumer Self-Service (PF)
 12VAC5-421-1540(A) and (B)/4-401.11 (A) and (B) Equipment, Clothes Washers, Dryers and Storage Cabinets, Contamination, Prevention - Location (C)
 12VAC5-421-1550/4-402.11 Fixed Equipment, Spacing or Sealing-Installation (C)
 12VAC5-421-1560/4-402.12 Fixed Equipment, Elevation or Sealing (C)
 12VAC5-421-1570/4-501.11 Good Repair and Proper Adjustment - Equipment (C)
 12VAC5-421-1580/4-501.12 Cutting Surfaces (C)
 12VAC5-421-1590/4-501.13 Microwave Ovens (C)
 12VAC5-421-1730(A) and (C)/4-502.11(A) and (C) Good Repair and Calibration - Utensils, Temperature and Pressure Devices (C)
 12VAC5-421-1810/4-603.11 Dry Cleaning (C)
 12VAC5-421-1980/4-902.11 Food-Contact Surfaces - Lubricating and reassembling (C)
 12VAC5-421-1990/4-902.12 Equipment - Lubricating and Reassembling (C)

IN OUT

48. Warewashing facilities: installed, maintained, & used; test strips

Adequate warewashing facilities must be available and used for the cleaning and sanitization of food-contact surfaces, including the availability of means to monitor their use and the effectiveness of sanitization. For example, an irreversible registering temperature indicator is provided and readily accessible for measuring the utensil surface temperature for establishments that have a hot water mechanical warewashing operation. Cleaners and sanitizers must be available for use within the food establishment. Observation of manual and mechanical warewashing methods are made to assess the procedure for cleaning and sanitizing equipment and utensils.

12VAC5-421-1200/4-203.13 Pressure Measuring Devices, Mechanical Warewashing Equipment (C)
 12VAC5-421-1330/4-204.113 Warewashing Machine, Data Plate Operation Specifications (C)
 12VAC5-421-1340/4-204.114 Warewashing Machines, Internal Baffles (C)
 12VAC5-421-1350/4-204.115 Warewashing Machines, Temperature Measuring Devices (PF)
 12VAC5-421-1360/4-204.116 Manual Warewashing Equipment, Heaters and Baskets (PF)
 12VAC5-421-1370/4-204.117 Warewashing Machines, Automatic Dispensing of Detergents and Sanitizers (PF)
 12VAC5-421-1380/4-204.118 Warewashing Machines, Flow Pressure Device (C)

12VAC5-421-1390/4-204.119 Warewashing Sinks and Drainboards, Self-Draining (C)
12VAC5-421-1460/4-301.12 Manual Warewashing, Sink Compartments, Requirements (PF, C)
12VAC5-421-1470/4-301.13 Drainboards (C)
12VAC5-421-1520/4-302.13 Temperature Measuring Devices, Manual Warewashing (PF)
12VAC5-421-1530/4-302.14 Sanitizing Solutions, Testing Devices (PF)
12VAC5-421-1535/4-303.11 Cleaning Agents and Sanitizers, Availability (C)
12VAC5-421-1600/4-501.14 Warewashing Equipment, Cleaning Frequency (C)
12VAC5-421-1610/4-501.15 Warewashing Machines, Manufacturers' Operation Instructions (C)
12VAC5-421-1620/4-501.16 Warewashing Sinks, Use Limitations (C)
12VAC5-421-1630/4-501.17 Warewashing Equipment, Cleaning Agents (PF)
12VAC5-421-1640/4-501.18 Warewashing Equipment, Clean Solutions (C)
12VAC5-421-1650/4-501.19 Manual Warewashing Equipment, Wash Solution Temperature (PF)
12VAC5-421-1660/4-501.110 Mechanical Warewashing Equipment, Wash Solution Temperature (PF)
12VAC5-421-1720/4-501.116 Warewashing Equipment, Determining Chemical Sanitizer Concentration (PF)
12VAC5-421-1820/4-603.12 Pre-cleaning (C)
12VAC5-421-1830/4-603.13 Loading of Soiled Items, Warewashing Machines (C)
12VAC5-421-1840/4-603.14 Wet Cleaning (C)
12VAC5-421-1850/4-603.15 Washing, Procedures for Alternative Manual Warewashing Equipment (C)
12VAC5-421-1860/4-603.16 Rinsing Procedures (C)

IN OUT 49. Non-food contact surfaces clean

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

12VAC5-421-1770 (B) and (C)/4-601.11(B) and (C) Equipment, Food-Contact Surfaces, Nonfood Contact Surfaces and Utensils (C)
12VAC5-421-1800/4-602.13 Nonfood Contact Surfaces (C)

Physical Facilities

IN OUT 50. Hot & cold water available; adequate pressure

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

12 VAC 5-421-2120/5-103.11 Capacity - Quality and Availability (PF)
12 VAC 5-421-2130/5-103.12 Pressure (PF)

IN OUT**51. Plumbing installed; proper backflow devices**

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

- 12VAC5-421-2060/5-101.12 System Flushing and Disinfection (P)
- 12VAC5-421-2170/5-201.11 Approved - Materials (P)
- 12VAC5-421-2180/5-202.11 Approved System and Cleanable Fixtures (P, C)
- 12VAC5-421-2200/5-202.13 Backflow Prevention, Air Gap (P)
- 12VAC5-421-2210/5-202.14 Backflow Prevention Device, Design Standard (P)
- 12VAC5-421-2220/5-202.15 Conditioning Device, Design (C)
- 12VAC5-421-2250/5-203.13 Service Sink (C)
- 12VAC5-421-2260/5-203.14 Backflow Prevention Device, When Required (P)
- 12VAC5-421-2270/5-203.15 Backflow Prevention Device, Carbonator (P)
- 12VAC5-421-2290/5-204.12 Backflow Prevention Device, Location (C)
- 12VAC5-421-2300/5-204.13 Conditioning Device, Location (C)
- 12VAC5-421-2320/5-205.12 Prohibiting a Cross Connection (P, PF)
- 12VAC5-421-2330/5-205.13 Scheduling Inspection and Service for a Water System Device (PF)
- 12VAC5-421-2340/5-205.14 Water Reservoir of Fogging Devices, Cleaning (P)
- 12VAC5-421-2350/5-205.15 System Maintained in Good Repair (P, C)
- 12VAC5-421-2360/5-301.11 Approved - Materials for Mobile Water Tank and Mobile Food Establishment Water Tank (P, C)
- 12VAC5-421-2370/5-302.11 Enclosed System, Sloped to Drain (C)
- 12VAC5-421-2380/5-302.12 Inspection and Cleaning Port, Protected and Secured (C)
- 12VAC5-421-2390/5-302.13 "V" Type Threads, Use Limitation (C)
- 12VAC5-421-2400/5-302.14 Tank Vent, Protected (C)
- 12VAC5-421-2410/5-302.15 Inlet and Outlet, Sloped to Drain (C)
- 12VAC5-421-2420/5-302.16 Hose, Construction and Identification (P, C)
- 12VAC5-421-2430/5-303.11 Filter, Compressed Air (P)
- 12VAC5-421-2440/5-303.12 Protective Cover or Device (C)
- 12VAC5-421-2450/5-303.13 Mobile Food Establishment Tank Inlet (C)
- 12VAC5-421-2460/5-304.11 System Flushing and Sanitization - Operation and Maintenance (P)
- 12VAC5-421-2470/5-304.12 Using a Pump and Hoses, Backflow Prevention (C)
- 12VAC5-421-2480/5-304.13 Protecting Inlet, Outlet and Hose Fitting (C)
- 12VAC5-421-2490/5-304.14 Tank, Pump and Hoses, Dedication (P)

IN OUT**52. Sewage & waste water properly disposed**

There are two types of systems: public sewage treatment plant and an individual sewage disposal system. Observation of the establishment's overall sewage and wastewater system is necessary to determine if a violation exists. Indications that a system is not functioning properly

may include the presence of sewage back-up into the establishment or outdoors on the ground. Condensate drippage and other non-sewage wastes must be drained to a system in accordance to law, and backflow prevention, if required, must be installed between the sewage system and the drain of equipment holding food or utensils. Mobile wastewater holding tanks must also be assessed for capacity and maintenance. Mop water must be disposed of properly.

- 12 VAC 5-421-2500/5-401.11 Capacity and Drainage (C)
- 12 VAC 5-421-2520/5-402.11 Backflow Prevention (P)
- 12 VAC 5-421-2530/5-402.12 Grease Trap (C)
- 12 VAC 5-421-2540/5-402.13 Conveying Sewage (P)
- 12 VAC 5-421-2550/5-402.14 Removing Mobile Food Establishment Wastes (PF)
- 12 VAC 5-421-2560/5-402.15 Flushing a Waste Retention Tank (C)
- 12 VAC 5-421-2570/5-403.11 Approved Sewage Disposal System (P)
- 12 VAC 5-421-2580/5-403.12 Other Liquid Wastes and Rainwater (C)

IN OUT 53. Toilet facilities: properly constructed, supplied, & cleaned

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

- 12 VAC 5-421-2240/5-203.12 Toilets and Urinals (C)
- 12 VAC 5-421-2660/5-501.17 Toilet Room Receptacle, Covered (C)
- 12 VAC 5-421-2920/6-202.14 Toilet Rooms, Enclosed (C)
- 12 VAC 5-421-3070/6-302.11 Toilet Tissue, Availability (PF)
- 12 VAC 5-421-3130/6-402.11 Convenience and Accessibility (C)
- 12 VAC 5-421-3240/6-501.18 Cleaning of Plumbing Fixtures (C)
- 12 VAC 5-421-3250/6-501.19 Closing Toilet Room Doors (C)

IN OUT 54. Garbage & refuse properly disposed; facilities maintained

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

- 12VAC5-421-2600/5-501.11 Outdoor Storage Surface (C)
- 12VAC5-421-2610/5-501.12 Outdoor Enclosure (C)
- 12VAC5-421-2620/5-501.13 Receptacles (C)
- 12VAC5-421-2630/5-501.14 Receptacles in Vending Machines (C)
- 12VAC5-421-2640/5-501.15 Outside Receptacles (C)
- 12VAC5-421-2650/5-501.16 Storage Areas, Rooms and Receptacles, Capacity and Availability (C)
- 12VAC5-421-2670/5-501.18 Cleaning Implements and Supplies (C)

- 12VAC5-421-2680/5-501.19 Storage Area, Redeeming Machines, Receptacles and Waste Handling Units, Location (c)
- 12VAC5-421-2690/5-501.110 Storing Refuse, Recyclables and Returnables (c)
- 12VAC5-421-2700/5-501.111 Area, Enclosures and Receptacles, Good Repair (c)
- 12VAC5-421-2710/5-501.112 Outside Storage Prohibitions (c)
- 12VAC5-421-2720/5-501.113 Covering Receptacles (c)
- 12VAC5-421-2730/5-501.114 Using Drain Plugs (c)
- 12VAC5-421-2740/5-501.115 Maintaining Refuse Areas and Enclosures (c)
- 12VAC5-421-2750/5-501.116 Cleaning Receptacles (c)
- 12VAC5-421-2760/5-502.11 Frequency - Removal (c)
- 12VAC5-421-2770/5-502.12 Receptacles or Vehicles (c)
- 12VAC5-421-2780/5-503.11 Community or Individual Facility (c)
- 12VAC5-421-2980/6-202.110 Outdoor Refuse Areas, Curbed and Graded to Drain (c)

IN OUT

55. Physical facilities installed, maintained, & clean

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

- 12VAC5-421-1490/4-301.15 Clothes Washers and Dryers (c)
- 12VAC5-421-1540 (C)/4-401.11 (C) Equipment, Clothes Washers and Dryers, and Storage Cabinets, Contamination Prevention (c)
- 12VAC5-421-1950/4-803.13 Use of Laundry Facilities (c)
- 12VAC5-421-2790/6-101.11 Surface Characteristics - Indoor Areas (c)
- 12VAC5-421-2800/6-102.11 Surface Characteristics - Outdoor Areas (c)
- 12VAC5-421-2810/6-201.11 Floors, Walls and Ceilings - Cleanability (c)
- 12VAC5-421-2820/6-201.12 Floors, Walls and Ceilings, Utility Lines (c)
- 12VAC5-421-2830/6-201.13 Floor and Wall Junctures, Coved, and Enclosed or Sealed (c)
- 12VAC5-421-2840/6-201.14 Floor Carpeting, Restrictions and Installations (c)
- 12VAC5-421-2850/6-201.15 Floor Covering, Mats and Duckboards (c)
- 12VAC5-421-2860/6-201.16 Walls and Ceiling Coverings and Coatings (c)
- 12VAC5-421-2870/6-201.17 Walls and Ceilings, Attachments (c)
- 12VAC5-421-2880/6-201.18 Walls and Ceilings, Studs, Joists and Rafters (c)
- 12VAC5-421-2950/6-202.17 Outdoor Food Vending Areas, Overhead Protection(c)
- 12VAC5-421-2960/6-202.18 Outdoor Servicing Areas, Overhead Protection (c)
- 12VAC5-421-2970/6-202.19 Outdoor Walking and Driving Surfaces, Graded to Drain (c)
- 12VAC5-421-2990/6-202.111 Private Homes and Living or Sleeping Quarters, Use Prohibition (p)
- 12VAC5-421-3000/6-202.112 Living or Sleeping Quarters, Separation (c)
- 12VAC5-421-3170/6-501.11 Repairing-Premises, Structures, Attachments, and Fixtures Methods (c)

- 12VAC5-421-3180/6-501.12 Cleaning, Frequency and restrictions (c)
- 12VAC5-421-3190/6-501.13 Cleaning Floors, Dustless Methods (c)
- 12VAC5-421-3210/6-501.15 Cleaning Maintenance Tools, Preventing Contamination (PF)
- 12VAC5-421-3220/6-501.16 Drying Mops (c)
- 12VAC5-421-3230/6-501.17 Absorbent Materials on floors, Use Limitations (c)
- 12VAC5-421-3290/6-501.113 Storing Maintenance Tools (c)
- 12VAC5-421-3300/6-501.114 Maintaining Premises, Unnecessary Items and Litter (c)

IN OUT

56. Adequate ventilation & lighting; designated areas used

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

- 12VAC5-421-1170/4-202.18 Ventilation Hood Systems, Filters (c)
- 12VAC5-421-1210/4-204.11 Ventilation Hood Systems, Drip Prevention (c)
- 12VAC5-421-1480/4-301.14 Ventilation Hood Systems, Adequacy (c)
- 12VAC5-421-2890/6-202.11 Light Bulbs, Protective Shielding (c)
- 12VAC5-421-2900/6-202.12 Heating, Ventilation, Air Conditioning System Vents (c)
- 12VAC5-421-3080/6-303.11 Intensity - Lighting (c)
- 12VAC5-421-3090/6-304.11 Mechanical - Ventilation (c)
- 12VAC5-421-3100/6-305.11 Designation - Dressing Areas and Lockers (c)
- 12VAC5-421-3140/6-403.11 Designated areas - Employee Accommodations (c)
- 12VAC5-421-3200/6-501.14 Cleaning Ventilation Systems, Nuisance and Discharge Prohibition (c)
- 12VAC5-421-3260/6-501.110 Using Dressing Rooms and Lockers (c)

VDH Standardization Risk Control Plan (Annex 3)

Establishment Name:		Type of Facility:		
Physical Address:		Person in Charge:		
City:		State: VA	Zip:	
Inspection Time In:	Inspection Time Out:	Date:	Inspector's Name:	
Agency:				

Specific observations noted during inspection:

Applicable code violation(s): (Optional)

Risk factor to be controlled:

Hazard (most common, significant):

What must be achieved to gain compliance in the future:

How will active managerial control be achieved:

(Who is responsible for the control, what monitoring and record keeping is required, who is responsible for monitoring and completing records, what corrective actions should be taken when deviations are noted, how long is the plan to continue.)

How will the results of implementing the RCP be communicated back to the inspector:

As the person in charge of the _____ located at _____, I have reviewed, and understand the provisions of this voluntary Risk Control Plan.

(Establishment Manager)

(Date)

(Regulatory Official)

(Date)

Sample Risk Control Plan			
Establishment Name: Hamburger Heaven		Type of Facility: Fast Food (risk category 3)	
Physical Address: 1234 Anywhere Street		Person in Charge: Sam Jones	
City: Nice	State: VA	Zip: 11111	County: Justin
Inspection Time In: 8:00 a.m.	Inspection Time Out: 10:00 a.m.	Date: 7-11-XX	Inspector's Name: Jane Smith
Agency: VDH			

Specific observation noted during inspection:

Bulk containers of chili in the walk-in cooler were found to be between 60°F and 85°F. The chili had been prepared as a bulk quantity the previous day, poured into 8" pans, covered and placed into the walk-in cooler. No temperature audits plan is in place to monitor the proper cooling of this temperature control for safety (TCS) prepared food.

Applicable code violation(s):

12 VAC 5-421-800 (A)/3-501.14 (A)

Risk factor to be controlled:

The cooling of chili, which is a TCSTCS food.

Hazard (most common, significant):

Improperly cooled TCS foods present a risk for *Clostridium perfringens* spores to pass into a vegetative phase. *C. perfringens* is a known foodborne illness pathogen commonly associated with improperly cooled foods.

What must be achieved to gain compliance in the future:

The chili needs to be cooled within a total of 6 hours or less from 135°F to 41°F. The cooling from 135°F to 70°F needs to happen within 2 hours.

How will active managerial control be achieved:

1. After cooking and checking to verify that all parts of the chili have reached 155°F or higher Alice will remove the pot of chili from the stove and place into two smaller pots. She will place the pots on the counter beside the stove and stir over the next half hour to help the food lose some heat.
2. John will make sure that the third basin of the sink is clean and all soiled dishware has been removed from the area.
3. Alice will use the sink for setting up an ice bath for the two pots of chili before the temperature reaches 135°F. She will be responsible for making sure that ice remains in the solution throughout the cooling process.
4. Alice and John will both monitor the ice bath and regularly stir the chili. Alice will take a temperature each half hour and write the results on a temperature log located on a clipboard beside the sink. If the temperature of the chili is above 70°F after an hour she will separate portions from each into a third pot, add more ice to ice water bath and continue to monitor.
5. If the chili does not appear to be cooling to 70°F within 2 hours John will return the chili to the stove, heat to above 165°F and then Alice will start the cooling process again using multiple small pots.
6. When the chili has cooled to 41°F Alice will place into small pans, cover and code date and place into the walk-in cooler.
7. Robert will monitor the records to verify that the chili is being properly cooled, and he will be available to Alice and John if they have questions about anything they must do if the cooling process doesn't appear to be working.

How will the results of implementing the RCP be communicated back to the inspector:

Each Friday for four weeks Sam Jones will fax a copy of the temperature logs to Jane Smith (fax number 804-555-1212) for her review. Jane will conduct a follow-up inspection in thirty days (8/26/XX).

As the person in charge of the Hamburger Heaven located at 1234 Anywhere Street, I have reviewed and understand the provisions of this plan.

Sam Jones
(Establishment Manager)

7/26/XX
(Date)

Jane Smith
Environmental Health Specialist, Sr.
(Standardization Risk Control Plan – Annex 3)

7/26/XX
(Date)

HACCP PLAN VERIFICATION WORKSHEET (Annex 4-1)

(Note: This document is for optional use only, and is not a requirement for the Standardization Procedure. Form useful for the evaluation of a HACCP Plan during a food establishment inspection or for a general plan assessment visit.)

Establishment Name:		Type of Facility:	
Physical Address:			Person in Charge:
City:	State: VA	Zip:	County:
Inspection Time In:	Inspection Time Out:	Date:	Candidate's Name:
Agency:	Standardization Officers Name:	Indicate Person Filling Out Form: (<i>circle one</i>) Candidate's Form / Standardization Officers Form	

1. Have there been any changes to the food establishment menu?

Yes _____ No _____

DESCRIBE: _____

2. Was there a need to change the food establishment HACCP plan because of these menu changes?

Yes _____ No _____

3. List Critical Control Points (CCPs) and Critical Limits (CLs) identified by the establishment HACCP plan?

CCPs	CLs
_____	_____
_____	_____
_____	_____
_____	_____

4. What monitoring records for CCPs are required by the plan?

Type of Record	Monitoring Frequency	Record Location
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

5. Record compliance under Item 27 of the *VDH Standardization Inspection Report* (ANNEX 2 Section 1). Are monitoring actions performed according to the plan?

Yes _____ No _____ Describe under Item 27 of the *VDH Standardization Inspection Report*.

6. Is immediate corrective action taken and recorded when CLs established by the plan are not met? Yes _____ No _____

DESCRIBE: _____

7. Are the corrective actions the same as described in the plan? Yes _____ No _____

DESCRIBE: _____

8. Who is responsible for verification that the required records are being properly maintained?

9. Did employees and managers demonstrate knowledge of the HACCP plan?

Yes _____ No _____

DESCRIBE: _____

10. What training has been provided to support the HACCP plan?

11. Describe examples of any documentation that the above training was accomplished?

12. Are calibrations of equipment/thermometers performed as required by the plan?

Yes ____ No ____

DESCRIBE: _____

Additional Comments:

Person Interviewed: _____

HACCP PLAN VERIFICATION SUMMARY (Annex 4-2)

Establishment Name:			Type of Facility:		
Physical Address:			Person in Charge:		
City:		State: VA	Zip:		County:
Insp. Time In:	Insp. Time Out:	Date:	Candidate's Name:		
Agency:	Standardization Officers Name:		Indicate Person Filling Out Form: (<i>circle one</i>) Candidate's Form / Standardization Officers Form		

Chart 2: HACCP Plan Verification Summary			
HACCP Plan Verification Summary (circle YES or NO)			
	Record #1	Record #2	Record #3
	Today's Date:	2nd Selected Date:	3rd Selected Date:
Required Monitoring Recorded ¹	YES/ NO	YES / NO	YES / NO
Accurate and Consistent ²	YES / NO	YES / NO	YES /NO
Corrective Action Documented ³	YES / NO	YES / NO	YES/ NO
Total # of record answers that are in Disagreement with the Standard = _____ (This box for Completion by Standardization Officer only)			

The use of a HACCP plan by a food establishment can be verified through a review of food establishment records and investigating the following information:

1. Does the food establishment's HACCP documentation indicate that required monitoring was recorded and at the proper frequencies on the 3 selected dates? A "YES" answer indicates that all required monitoring was documented. A "No" answer indicates that required monitoring is not documented.

2. Does the food establishment's HACCP documentation for the selected dates appear accurate and consistent with other observations? A "YES" answer indicates that the record appears accurate and consistent. A "NO" answer indicates that there is inaccurate or inconsistent HACCP documentation.

3. Was corrective action documented in accordance with the HACCP plan when CLs were not met on each of the 3 selected dates? A "YES" answer indicates that corrective action was documented for each CL not met for each of the 3 selected dates. A "Yes" answer may also mean that no corrective action was needed. A "NO" answer indicates any missing or inaccurate documentation of corrective action.

(HACCP Plan Verification Worksheet and Summary – Annex 4-2)

VDH STANDARDIZATION SCORING FORM AND INSTRUCTIONS FOR SCORING AND DETERMINING PERFORMANCE (Annex 5-1)

The purpose of the following chart is to tally the disagreement between the Candidate's and the Standardization Officers responses on the VDH Standardization Inspection Report. The Standardization Officer determines whether the Candidate properly identified and categorized violations observed on each of the "*Interventions/Risk Factors*" and "*Good Retail Practices (GRPs)*" portions of the VDH Standardization Inspection Report. The Standardization Officer may mark an item "S" to reflect a disagreement in a case where the Candidate has the opportunity to make an observation or take a measurement and fails to do so, and intervention by the Standardization Officer would alert the Candidate to the missed opportunity.

Performance Criteria Tally of Disagreements in Each Establishment									
Candidate's Name:					Standardization Officers Name:				
Candidate's Address:	District:		City:			State	Zip:		
						:	VA		
Standardization Officers Address:	District:		City:			State	Zip:		
						:	VA		
Total Inspection Time:	Total Exercise Time:			Start Date:		Completed Date:			
ESTABLISHMENTS									
Performance Area	1	2	3	4	5	6	7	8	TOTAL
							SSO Only	SSO Only	
Risk-Based Inspection									
Good Retail Practices									

FOODBORNE ILLNESS RISK FACTORS AND INTERVENTIONS:

To pass this section, the Candidate must achieve an average score of 90 percent (no more than 37 disagreements for 6 establishments or 50 for 8 establishments) with no more than 12 disagreements in any single establishment.

Step 1. Determine the number of disagreements per establishment and record it in the chart (Performance Criteria Tally of Disagreements).

- If the disagreements/establishment is < 13 , proceed to step 2.
- If the disagreements/establishment is ≥ 13 , stop inspections. Candidate fails.

Step 2. Total the number of disagreements on Interventions/Risk Factors for all the establishments.

- If the disagreements are ≤ 37 for 6 establishments, the Candidate passes.
- If the disagreements are > 37 for 6 establishments, the Candidate fails.

State Standardization Officer (SSO) use:

- If the disagreements are ≤ 50 for 8 establishments, the Candidate passes.
- If the disagreements are > 50 for 8 establishments, the Candidate fails.

GOOD RETAIL PRACTICES SEGMENT:

To pass this section, the Candidate must achieve an average score of 85 percent (no more than 24 disagreements for 6 establishments or 32 disagreements for 8 establishments) and have no more than 5 disagreements on GRPs in any single establishment.

Step 1. Determine the number of disagreements per establishment.

- If the disagreements/establishment are ≤ 5 , proceed to step 2.
- If the disagreements/establishment are > 5 , stop inspections. Candidate fails.

Step 2. Total the number of disagreements on GRPs for all establishments.

- If the disagreements are ≤ 24 for 6 establishments, the Candidate passes.
- If the disagreements are > 24 for 6 establishments, the Candidate fails.

State Standardization Officer (SSO) use:

- If the disagreements are ≤ 32 for 8 establishments, the Candidate passes.
- If the disagreements are > 32 for 8 establishments, the Candidate fails.

Application of HACCP Principles: A "satisfactory" score is required to pass.

SCORING FORM (EXAMPLE #1)

Chart 3a: Sample Performance Criteria Tally of Disagreements in Each Establishment									
PERFORMANCE CRITERIA TALLY OF DISAGREEMENTS IN EACH ESTABLISHMENT (SAMPLE)									
Candidate's Name: Jane Smith					Standardization Officer's Name: George Harris				
Candidate's Address: 1234 Anywhere Street	Agency: VDH	City: Nice			State: VA	Zip: 12345			
Standardization Officer's Address: 4321 Somewhere Street	Agency: VDH	City: Uptown			State: VA	Zip: 20204			
Date Started: 7/12/XX					Date Completed: 7/28/XX				
ESTABLISHMENTS									
Performance Area	1	2	3	4	5	6	7	8	TOTAL
							SSO Only	SSO Only	
Risk-Based Inspection	9	11	5	4	2	2			33
Good Retail Practices	3	2	2	4	3	3			17

In this example, the Candidate passes both the Risk-Based Inspection and the Good Retail Practices portions. The number of disagreements for any one establishment did not exceed the maximum and the total number of disagreements for all the establishments also did not exceed the maximum number.

SCORING FORM (EXAMPLE #2)

Chart 3b: Sample Performance Criteria Tally of Disagreements in Each Establishment									
PERFORMANCE CRITERIA TALLY OF DISAGREEMENTS IN EACH ESTABLISHMENT (SAMPLE)									
Candidate's Name: Jane Smith					Standardization Officers Name: George Harris				
Candidate's Address: 1234 Anywhere Street	Agency: VDH				City: Nice	State: VA	Zip: 12345		
Standardization Officers Address: 4321 Somewhere Street	Agency: VDH				City: Uptown	State: VA	Zip: 20204		
Date Started: 7/12/20XX		Date Completed: 7/25/20XX							
ESTABLISHMENTS									
Performance Area	1	2	3	4	5	6	7	8	TOTAL
							SSO Only	SSO Only	
Risk-Based Inspection	8	10	12						
Good Retail Practices	3	4	4						

Here the Candidate fails the Risk Based Inspection portion of this exercise. The Candidate was close to the maximum number of disagreements for any one establishment in the first two facilities and exceeded this maximum number of disagreements in the third establishment.

FINAL SCORING REPORT (Annex 5-2)

CANDIDATE'S FINAL PERFORMANCE SCORE			
Candidate's Name:		Title:	
District:		Office Telephone Number:	
Office Address:		City:	State: VA Zip:
Standardization Officers Name:		Standardization Officers Title:	
Agency: VDH	Office Telephone Number:		
Office Address:		City:	State: VA Zip:
<i>Instructions: For the following Performance Areas circle the Level of Agreement.</i>			
PERFORMANCE AREA	LEVEL OF AGREEMENT		
1. FOODBORNE ILLNESS RISK FACTORS AND INTERVENTIONS	PASSES	FAILS	
2. GOOD RETAIL PRACTICES	PASSES	FAILS	
3. APPLICATION OF HACCP PRINCIPLES	SATISFACTORY	UNSATISFACTORY	
a. Process flow Charts	Satisfactory	Unsatisfactory	
b. Risk Control Plan	Satisfactory	Unsatisfactory	
c. Verification of HACCP Plans	Satisfactory	Unsatisfactory	
(Initial Certification only) d. Statement of HACCP Principles	Satisfactory	Unsatisfactory	
4. INSPECTION EQUIPMENT	SATISFACTORY	NEEDS IMPROVEMENT	
5. COMMUNICATION	SATISFACTORY	NEEDS IMPROVEMENT	

Comments:

STANDARDIZATION OFFICER'S NAME: (Print): _____

NAME (Signature): _____ **Date:** _____

ANNEX 6-1

CHECKLIST FOR STANDARDIZATION PERFORMANCE AREAS

This Checklist for Standardization Performance Areas is intended as an aid to both the Candidate for standardization and the Standardization Officer. Expectations for each of the five Performance Areas are spelled out to assist the Candidate in preparing for the exercise and to help the Standardization Officer evaluate the performance of the Candidate. Minimum requirements for standardization or re-standardization are provided in Table 2 “Summary of Level of Agreement Required for Each Performance Area.” Results should be discussed at the completion of each standardization inspection to provide feedback to the Candidate before beginning the next inspection. The checklist and comments should be used to help determine whether the Candidate completes standardization/re-standardization (see Table 2) and also to provide feedback to the Candidate about elements of the inspection process that need improvement. Columns may be used to check specific observations of the Candidate’s performance. Only one checklist should be used for the entire exercise and not a separate checklist for each inspection.

Performance Area A – Foodborne Illness Risk Factors and Interventions.

The Candidate shall demonstrate knowledge of current Virginia Food Regulations/FDA Food Code provisions related to Interventions and Foodborne Illness Risk Factors which are most frequently associated with foodborne illness or injury.

Major Performance Criteria (with examples)

- Completed the Standardization inspection exercise with no more than 12 disagreements out of a total of 62 items in any one food establishment and an average score of 90% for all inspections.
- Provided the correct Virginia Food Regulation/Food Code provision for Out of Compliance Foodborne Illness Risk Factors and Interventions identified during inspection.
- Focused the inspection on activities associated with Foodborne Illness Risk Factors and Interventions (with specific attention to handwashing, bare hand contact with RTE food, employee health, infested lesions on hands, approved sources, final cooking temperatures, cooling practices, cross contamination, cleaning and sanitization of food-contact surfaces, hot and cold holding, etc.).
- Verified that applicable Virginia Food Regulations/Food Code Interventions were implemented.
- Was able to explain the significance of each Foodborne Illness Risk Factor and *Food Code* Intervention.
- Observed practices, behaviors, and procedures.
- Verified control measures were in place for all Foodborne Illness Risk Factors and *Food Code* Interventions.

Performance Area B – Good Retail Practices.

The Candidate shall demonstrate knowledge of current Virginia Food Regulations/FDA Food Code provisions related to Good Retail Practices and the ability to interpret and apply them.

Major Performance Criteria (with examples)

- Completed the Standardization inspection exercise with no more than 5 disagreements out of a total of 27 items in any one food establishment and an average score of 85% for all inspections.
- Minimized but didn't ignore time and attention spent on facilities, general sanitation, Good Retail Practices.
- Was able to explain the significance of each Good Retail Practice.
- Observed practices, behaviors, and procedures.

Performance Area C – Application of HACCP.

The Candidate shall demonstrate the ability to verify compliance with an existing HACCP plan and apply HACCP principles in the development of flow charts and risk control plans. In the absence of a HACCP plan, the Candidate shall demonstrate the ability to apply all HACCP principles to the inspection process.

Major Performance Criteria (with examples)

- Evaluated an existing HACCP Plan for necessary information, necessary records, and compliance with the Plan.
- Verified that the Plan contained hazards of concern, CCPs, CLs, monitoring procedures, corrective actions, verification procedures, and record keeping.
- Verified a HACCP Plan is available and used for juice packaged on-site, for ROP per 12 VAC 5-421-870/3-502.12, or for variances for smoking for preservation, curing, using food additives, other ROP, shellfish display tanks, custom processing animals, sprouting seeds, or other processing as determined by the RA.
- Reviewed required letters of parasite destruction, intact beef steaks.
- Identified the food preparation process (no cook step, same day service, or complex food preparation) used in the food facility and inspected, and developed, as per the direction of the Standard, a process flow diagram to illustrate a designated process (including ingredients, leftovers, CCPs, CLs, etc.) with two or fewer errors to Pass.
- Developed a Risk Control Plan based on an observed Out of Compliance Risk Factor, which includes the Risk Factor, Code provision, hazards of concern, CCP, CLs, required monitoring and record keeping and person responsible, corrective action when deviations occur based on the PIC's recommendations, length of RCP, and how and when PIC communicates the results.
- Observed practices, behaviors, and procedures.

Performance Area D – Inspection Equipment.

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

Major Performance Criteria (with examples)

- Possessed essential inspection equipment to conduct the standardization inspection (including inspection forms, head cover, calibrated thermocouple, maximum registering thermometer or temperature sensitive tape, chemical test kits/strips, flashlight, and alcohol swabs).
- Was familiar with the operation of essential inspection equipment list above and optional equipment, if used (such as infrared thermometer or pH meter).
- Demonstrated proper use of equipment according to the manufacturer's instructions and equipment's capability (such as bi-metallic thermometer, infrared thermometer, temperature sensitive tape, chemical test strips, etc.)

Performance Area E – Communication.

The Candidate shall demonstrate the ability to effectively communicate with the person in charge and explain significant inspection findings to the person in charge at the conclusion of the inspection.

Major Performance Criteria (with examples)

- Was able to professionally and effectively communicate with the Person in Charge and employees about the Standardization inspection and food safety issues encountered during the introduction and inspection, to better understand operations and management systems to monitor and control CCPs, to answer questions and provide other resources for needed information, to provide positive feedback if possible, to establish open dialogue, and to conduct menu reviews.
- Used non-verbal communication techniques to convey information (setting a good example by dress, hair restraint, and demeanor; not working when ill; cleaning and sanitizing temperature measuring devices (TMDs); washing hands when entering the prep area; not contaminating food contact surfaces; using or helping to calibrate a thermometer; overcoming language or communication barriers by using drawings or demonstrations).
- Explained the public health significance and the contribution to foodborne illness of Out of Compliance Foodborne Illness Risk Factors and the appropriate Interventions and discussed short and long term behavior changes to achieve compliance.

ANNEX 6-2

TEMPLATE FOR CONDUCTING A RISK-BASED INSPECTION

A standardization exercise is intended to be a template for regulatory inspections conducted by federal, state, local, and tribal regulatory officials. That is, both a Candidate's standardization and a regulatory inspection should contain education/training components and auditing/evaluating components. The focus of both types of inspections should be on the application of Virginia Food Regulations/FDA Food Code provisions related to Foodborne Illness Risk Factors and Interventions associated with foodborne illness but which does not ignore good retail practices. The template below provides suggested inspection activities for both standardization inspections (Stand.) and regulatory inspections (Reg.) based on the five Performance Areas (PA) identified in Subpart 3-102 of the standardization procedure.

Performance Area A – Foodborne Illness Risk Factors and Interventions

Performance Area B – Good Retail Practices

Performance Area C – Application of HACCP Principles

Performance Area D – Inspection Equipment

Performance Area E – Communication

1. PREPARING FOR AN INSPECTION

Activity

- If the work area is in a jurisdiction other than that of either the standard or the Candidate then contact the agency with jurisdiction for permission to conduct standardization inspections.
- Be aware of Regulations and any local code requirements (time/temperature, consumer advisory, time as public health control, etc.). – Perf. Area A, B
- Calibrate thermocouples and thermometers before the standardization exercise. – Perf. Area D
- Have all essential inspection equipment, appropriate clothing. – Perf. Area D
- Choose facilities that cover risk categories 2-4, as well as a minimum of one facility that serves a highly susceptible population, one that is an ethnic operation, and at least one that is an independent full service. – Perf. Area C
- The Standardization Officer should explain expectations to the Candidate: scoring to accomplish standardization, conducting risk-based inspections focused on Foodborne Illness Risk Factors and Interventions but knowledge of GRPs, taking cooking temperatures, taking appropriate corrective actions for all out of control (OOC) Foodborne Illness Risk Factors, doing a Risk Control Plan, doing a flow diagram, explaining the HACCP principles, identifying the Virginia Food Regulations/Food Code provisions for any OOC Foodborne Illness Risk Factors on the inspection report, using appropriate inspection equipment, communicating effectively and conducting an inspection as closely as possible to a real-time regulatory inspection. – Perf. Area E
- Review establishment files, past inspections, repeat violations, etc., before entering, when possible.

2. INTRODUCTION PRIOR TO INSPECTION

Activity

- Ask to speak to the Person in Charge (PIC) and establish an open dialogue during the inspection. – Perf. Area E
- Show identification and give a business card, if possible. – Perf. Area E
- Introduce yourself and explain the purpose of the inspection (internal training and auditing, promoting national uniformity). – Perf. Area E
- Explain that questions will be asked of managers and food employees to better understand the operation's procedures. – Perf. Area E
- Request corrective actions for all OOC Foodborne Illness Risk Factors and Interventions that contribute to foodborne illness. – Perf. Area C
- Invite the PIC to accompany you if they have time. Otherwise, explain that any major problems will be summarized later before you leave. – Perf. Area E
- If the PIC refuses entry, thank him/her for his/her attention and leave – do not try to convince the PIC to allow the inspection. Document the refusal for a regulatory inspection.

3. SET A GOOD EXAMPLE

Activity

- Always wash your hands properly upon entering the work area and anytime when hands may have become contaminated. – Perf. Area E
- Do not work if you are ill yourself. – Perf. Area E
- Do not touch RTE food with your bare hands. – Perf. Area E
- Clean and sanitize your thermocouple probe before taking food temperatures. – Perf. Area D
- Make sure your thermometer is accurate. Offer to calibrate your thermometer along with the facility's thermometer. – Perf. Area D
- Wear clean clothes, a lab coat (optional), and effective hair restraint. – Perf. Area D
- Do not contaminate food or equipment by setting your clip board down on work surfaces, touching things, etc. – Perf. Area D
- Be courteous and respect the food establishment's need to carry out their job in a timely fashion. – Perf. Area E

4. CONDUCTING A RISK-BASED INSPECTION

Activity

- Assess the level of risk of foodborne illness to the public presented by the food safety practices of the facility. – Perf. Area A
- After identifying which processes are used in the facility (process 1, 2 &/or 3), focus attention on the CCPs and CLs for that process(s) to reduce the occurrence of Foodborne Illness Risk Factors that contribute to foodborne illness. – Perf. Area C
- Supplement observations by asking questions of the PIC and employees to fully understand food preparation, storage and serving/selling procedures used, and the management systems in place to monitor and control the CCPs. – Perf. Area E

- Initiate corrective actions for all “out of compliance” Foodborne Illness Risk Factors identified during the inspection to signal their importance. Short term (immediate correction) and long term (changes in procedures, practices, behaviors, monitoring, record keeping, etc.) should be considered and discussed with the responsible party or PIC. – Perf. Area A
- Minimize but do not ignore time and attention spent on facilities, general sanitation, good retail practices, etc. – Perf. Area A, E
- Conduct a menu or food list review. – Perf. Area A, E
- Focus on verification of Foodborne Illness Risk Factors control measures implemented by the establishment. – Perf. Area A

5. INITIAL WALK THROUGH

Activity

- Do an initial walk through to familiarize yourself with the layout of the facility (prep area, cook and serve areas, walk-in-coolers, dishwashing areas, storage, etc.) and the activities that are currently occurring. This helps you set priorities and focus the inspection. Do not begin the inspection unless you have an opportunity to record or observe something that may not be present later (i.e., get a final cooking or reheating temperature). – Perf. Area A, B, C
- Identify and prioritize activities that you want to investigate in more detail (deliveries if present, preparation, cooling, reheating, cooking, etc.). – Perf. Area A, B, C
- Be alert to processes such as cooking, reheating, etc. where you need to get a temperature. – Perf. Area E
- Determine which processes (Process HACCP 1, 2 &/or 3) occur in the facility to help you determine which critical control points (and risk factors) should receive focused attention. – Perf. Area C
- Do not be distracted by the PIC trying to “lead” the inspection or by out of compliance GRPs, although notes can be taken as you do the walk through. – Perf. Area B, E

6. OBSERVATIONS

Activity

- Focus on procedural and behavioral aspects of the operation that contribute to foodborne illness. Structures, equipment and utensils, plumbing, repairs and maintenance, cleaning, etc. can easily be observed later in the inspections. – Perf. Area A, C
- Observe when and how handwashing is done. Before starting work? Before donning gloves to initiate a task? After using the restroom? After touching raw meat? After handling dirty dishes before handling clean dishes? – Perf. Area A
- Observe situations where bare hand contact with RTE food may occur, such as plating food at the grill or serving line or making sandwiches. – Perf. Area A
- Ask employees who are engaged in food preparation if you can see their hands. Then ask them if they know why you are asking (teaching moment – no infected lesions or uncovered bandages, short, clean nails, no excess jewelry, etc.). – Perf. Area A, E

- Observe products and employee’s behavior when deliveries are made at the time you are present. – Perf. Area A
- Take final cook temperatures of all raw animal foods served/sold. – Perf. Area A
- Observe or question cooling practices for all applicable TCS food. – Perf. Area A, E
- Determine reheating practices (method, equipment, T/T), if any, for cooled products and commercially prepared products. – Perf. Area A
- Observe product temperatures for hot and cold holding and required criteria for Time as a Public Health Control. – Perf. Area A
- Verify that Interventions are implemented where needed. – Perf. Area A
- Use majority of inspection time observing practices, behaviors, and procedures that contribute to Out of Compliance Foodborne Illness Risk Factors. – Perf. Area A

7. CORRECTIVE ACTIONS

Activity

- Request corrective actions for all OOC Foodborne Illness Risk Factors identified during the inspection to reinforce their importance. – Perf. Area A, E
- Explain why the corrective action is needed. – Perf. Area E
- Solicit ideas from the PIC as to how to accomplish the correction and/or offer alternative solutions to the OOC Foodborne Illness Risk Factors. – Perf. Area C, E
- Consider whether this may be an opportunity to do a Risk Control Plan for long term correction. – Perf. Area C
- Verify that each identified corrective action for an OOC risk factor has been accomplished (or initiated if it involves repairs, etc.) before you leave the facility. – Perf. Area C

8. COMMUNICATION

Activity

- Questions, observations, attention will signal inspection priorities to the PIC and management. Focusing on control of Foodborne Illness Risk Factors instead of GRPs will establish these items as priority in their minds. – Perf. Area A, E
- Communicate non-verbally as well as verbally. Set a good example with your own behavior and actions. – Perf. Area E
- “Teaching Moments” by the Standard or Regulatory Inspector can add substance and value to an inspection. When requesting a corrective action for an OOC Foodborne Illness Risk Factors , the Candidate or Inspector should explain the public health reason and offer alternatives where appropriate for the needed correction. New equipment, procedures, code provisions, and interpretations can be explained as they are encountered during a standardization inspection. – Perf. Area E
- To be most effective, short and long term corrective actions should be the operator’s/employee’s idea. When their ideas are inappropriate or they have no ideas, offer options for correction. - Perf. Area A, E
- Provide helpful information to the PIC related to their operation or OOC Foodborne Illness Risk Factors that were observed during the inspection – new code requirements, current food

safety issues (allergens, produce safety, employee health, food defense, etc.), websites, health department training, etc.- Perf. Area A. E

- Share “Best Practices” or good examples of solutions to similar problems you observed elsewhere. – Perf. Area E

9. USE OF INSPECTION EQUIPMENT

Activity

- Have all essential inspection equipment with you, including the correct probes for your thermocouple, enough alcohol swabs, appropriate head gear, inspection forms, etc. – Perf. Area D
- Calibrate your thermocouple/thermometers before arriving and beginning the exercise. Then you will be confident of your readings and can offer to calibrate yours along with the operator’s during the inspection. – Perf. Area D
- Carefully clean and sanitize your thermocouple probe before use and when changing from raw to RTE foods or from one type of animal food to another. – Perf. Area D
- If you use an IR thermometer, understand its limitations (surface temperatures only, reflections can interfere, etc.) – Perf. Area D
- Have a way to verify the effective sanitization of hot water and chemical sanitizing warewashing machines and manual hot water and chemical warewashing equipment [160°F temperature sensitive tapes, maximum-minimum registering thermometers (glass/mercury or digital “lollipop” type), thermocouple thermometer, appropriate chemical test strips for chlorine, iodine and quaternary ammonium sanitizers]. – Perf. Area D
- If you use a pH meter or water activity meter, have the appropriate buffer solutions and calibration solutions available to check your own equipment, understand how to use it, how frequently to calibrate it, etc. – Perf. Area D
- Laboratory grade pH strips are available (4 color match) but still give only an approximate pH reading (e.g., 4.0, 5.0, etc.) – Perf. Area D

10. HACCP AND RECORD KEEPING

Activity

- HACCP concepts are used in several different ways during a standardization inspection. The Candidate is expected to know the seven principles of HACCP and be able to complete an exercise involving the evaluation of a HACCP plan. HACCP concepts are also addressed in other ways. – Perf. Area C
- A minimum of one flow chart for a Process 3 (complex food preparation) is to be completed for a process identified during the Standardization exercise with hazard, CCPs, and CLs shown. – Perf. Area C
- If the operator has an approved variance [e.g., sushi, curing, smoking (not cooking), use of preservatives, live shellfish tanks, custom animal processing, sprouting seeds, or other preparation method deemed by the regulatory authority to require a variance], review the HACCP plan and records. – Perf. Area A, C

- If ROP is conducted on-site, verify that the necessary records and HACCP plan are available and maintained for 6 months. – Perf. Area A, C
- If fish are offered raw or undercooked, the PIC must be able to produce proper parasite destruction records/documentation. – Perf. Area A, C
- If searing steaks for surface coloration without a consumer advisory, labeling on the container or letter of guaranty from the processor should be available for review. – Perf. Area C
- If Molluscan shellstock are served, review shellfish tags for 90-day retention, chronological order, and date last sold marked on the tag. – Perf. Area B

11. GENERAL ASPECTS OF AN INSPECTION

Activity

- Ask the PIC if the operator has a variance for any code provision along with a HACCP plan to support the approved variance request. – Perf. Area C, E
- Ask the PIC questions to determine whether the facility is in compliance with employee health requirements. If they do not appear to be in compliance, use this opportunity to raise their awareness about employee health issues (symptoms, diagnosis, exposure, training, conditional employees, reporting, connection between employee health, handwashing and no bare hand contact with RTE food) and provide resources or sources of information. – Perf. Area A, E
- Ask whether the facility has “specials” not listed on the menu, holiday meals, catering, parties. Also note if they use procedures or equipment not typically used. – Perf. Area E
- Note if there are management systems in place for monitoring and verifying time/temperature control, date marking, hand washing, no bare hand contact with ready-to-eat foods, time as a public health control (if used), recalls, foodborne illness outbreaks, orientation and refresher training, etc. – Perf. Area A, C, E
- Review the menu or menu board before leaving to determine if you saw all necessary operations or asked questions in cases where you were unable to observe the actual preparation. – Perf. Area A, E
- Determine if PIC is familiar with eight major allergens, their symptoms in sensitive individuals and labeling requirements for allergens. – Perf. Area A, B, E
- Observe the general level of sanitation and compliance with GRPs. – Perf. Area B

12. EXIT INTERVIEW

Activity

- If the PIC accompanied you throughout the inspection, there is no need to review the entire inspection again before leaving. A very short review of the OOC Foodborne Illness Risk Factors and corrective actions taken or needed will be sufficient. – Perf. Area C, E
- Discussion of individual GRPs is not usually necessary unless extremely blatant. – Perf. Area B, E
- Have a list of resources available that you can provide to the PIC based on situations and questions encountered during the inspection (websites for the *FDA Food Code*, *Operator’s Manual*, *EEOC Restaurant Guide*, *Employee Health Handbook*, *Bad Bug Book*, *Seafood Hazards Guide*, *Interstate Certified Shellfish Shippers List*, *Risk Factor Study*, etc.). You can also offer to send them information later. – Perf. Area E

- Provide positive reinforcement to the PIC for active managerial control, “Best Practices”, innovative methods, etc., that you observed during the inspection. – Perf. Area E
- Ask the PIC if there are any questions he/she would like to ask. – Perf. Area E
- Thank the PIC for his/her assistance and cooperation in the standardization exercise. – Perf. Area E
- Leave documentation acknowledging the standardization inspection with the PIC. -Perf. Area E
- Explain to the PIC that a written inspection report will be delivered to the food establishment at the conclusion of the Candidate’s standardization exercises. – Perf. Area E

13. “REAL TIME” INSPECTION

Activity

- Inspectors doing routine regulatory inspections often have to work under time and resource constraints that are not considered during a standardization inspection. In order to help the Candidate better understand this transition, one or more standardization inspections should be conducted as closely as possible to a “real time” inspection. – Perf. Area A, B
- The total time for the inspection should be limited to the average time for that type of facility in the jurisdiction with the emphasis on a risk based inspection and identification and correction of Foodborne Illness Risk Factors. – Perf. Area A, B
- Passing the “Foodborne Illness Risk Factors and Food Code Interventions” portion of the Inspection Report, as noted in 3-302(A) of the Standardization Procedure. – Perf. Area A
- Passing the “Good Retail Practices” portion of the Inspection Report, as noted in 3-302(A) of the Standardization Procedure. – Perf. Area B
- Scoring and discussing with the DSO each skill area in a timely manner. – Perf Area A, B, C and E.

Annex 6-3

Division of Food and Environmental Services



Field Workbook

Candidate: _____

District: _____

Address: _____

City/State/Zip: _____

Virginia Department of Health
Division of Food and Environmental Services
109 Governor Street, 5th Floor
Richmond, VA 23219

2017

Candidate: _____

Facility Name	City/State	Date	Facility Type	RF	GRP
1.					
2.					
3.					
4.					
5.					
6.					
7. SSO Only					
8. SSO Only					

- Initial Standardization
 - Completed all required training and field requirements; reference Section 3-3.
- Re-Standardization
 - Current certificate expires on: _____
 - Number of continuing education hours: _____

SCORING FORM AND INSTRUCTIONS FOR SCORING AND DETERMINING PERFORMANCE

(Annex 5)

The purpose of the following chart is to tally the disagreement between the Candidate's and the Standardizing Officer's responses on the VDH Standardization Inspection Report. The Standardizing Officer determines whether the Candidate properly identified and categorized violative conditions on each of the "*Interventions/Risk Factors*" and the "*Good Retail Practices (GRPs)*" portions of the VDH Standardization Inspection Report. The Standardizing Officer may mark an item "S" to reflect a disagreement in a case where the Candidate has the opportunity to make an observation or take a measurement and fails to do so, and intervention by the Standardizing Officer would alert the Candidate to the missed opportunity.

PERFORMANCE CRITERIA TALLY OF DISAGREEMENTS IN EACH ESTABLISHMENT									
Candidate's Name:					Standardizing Officer's Name:				
Candidate's Address:	District:	City:			State: Virginia	Zip:			
Standardizing Officer's Address:	District:	City:			State: Virginia	Zip:			
Total Inspection Time:	Date:		Location of Standardization:						
ESTABLISHMENTS									
Performance Area	1	2	3	4	5	6	SSO Only	SSO Only	TOTAL
Risk-Based Inspection									
Good Retail Practices									

RISK-BASED INSPECTION:

To pass this section, the Candidate must achieve an average score of 90 percent (no more than 37 disagreements for all 6 establishments) with no more than 12 disagreements per establishment.

Step 1. Determine the number of disagreements per establishment and record it in the chart (Performance Criteria Tally of Disagreements).

- If the disagreements/establishment is <13 , proceed to step 2.
- If the disagreements/establishment is ≥ 13 , stop inspections. Candidate fails.

Step 2. Total the number of disagreements on Interventions/Risk Factors for all the establishments.

- If the disagreements are ≤ 37 for 6 establishments, the Candidate passes.
- If the disagreements are >37 for 6 establishments, the Candidate fails.

For State Standardization Officer Use (SSO)

- If the disagreements are ≤ 50 for 8 establishments, the Candidate passes.
- If the disagreements are >50 for 8 establishments, the Candidate fails.

GOOD RETAIL PRACTICES:

To pass this section, the Candidate must achieve an average score of 85 percent (no more than 24 disagreements for all 6 establishments) and have no more than 5 disagreements on GRPs per establishment.

Step 1. Determine the number of disagreements per establishment.

- If the disagreements/establishment are ≤ 5 , proceed to step 2.
- If the disagreements/establishment are >5 , stop inspections. Candidate fails.

Step 2. Total the number of disagreements on GRPs for all establishments.

- If the disagreements are ≤ 24 for 6 establishments, the Candidate passes.
- If the disagreements are >24 for 6 establishments, the Candidate fails.

For State Standardization Officer Use (SSO)

- If the disagreements are ≤ 32 for 8 establishments, the Candidate passes.
- If the disagreements are >32 for 8 establishments, the Candidate fails.

Application of HACCP Principles: A "satisfactory" score is required to pass.

- Refer to Part 3, Table 2, VDH Standardization Procedures Manual

CANDIDATE'S FINAL PERFORMANCE SCORE

Candidate's Name:	Title:		
District:	Office Telephone Number:		
Office Address:	City:	Virginia	Zip:
Standardizing Officers Name:	Standardizing Officers Title:		
Agency:	Office Telephone Number:		
Office Address:	City:	Virginia	Zip:

Instructions: For the following Performance Areas circle the Level of Agreement.

PERFORMANCE AREA	LEVEL OF AGREEMENT	
1. FOODBORNE ILLNESS RISK FACTORS AND INTERVENTIONS	PASSES	FAILS
2. GOOD RETAIL PRACTICES	PASSES	FAILS
3. APPLICATION OF HACCP PRINCIPLES	SATISFACTORY	UNSATISFACTORY
a. Process flow Charts	Satisfactory	Unsatisfactory
b. Risk Control Plan	Satisfactory	Unsatisfactory
c. Verification of HACCP Plans	Satisfactory	Unsatisfactory
(Initial Certification only) d. Statement of HACCP Principles	Satisfactory	Unsatisfactory
4. INSPECTION EQUIPMENT	SATISFACTORY	NEEDS IMPROVEMENT
5. COMMUNICATION	SATISFACTORY	NEEDS IMPROVEMENT

Comments:

Standardization Officer's Signature: _____ **Date:** _____
Print: _____

HACCP PLAN VERIFICATION SUMMARY (Annex 4)

Establishment Name:			Type of Facility:		
Physical Address:			Person in Charge:		
City:		State: VA	Zip:		County:
Insp. Time In:	Insp. Time Out:	Date:	Candidate's Name:		
Agency:	Standardizing Officers Name:		Indicate Person Filling Out Form: (<i>circle one</i>) Candidate's Form / Standardizing Officers Form		

Chart 2: HACCP Plan Verification Summary			
HACCP Plan Verification Summary (circle YES or NO)			
	Record #1	Record #2	Record #3
	Today's Date:	2 nd Selected Date:	3 rd Selected Date:
Required Monitoring Recorded ¹	YES/ NO	YES / NO	YES / NO
Accurate and Consistent ²	YES / NO	YES / NO	YES /NO
Corrective Action Documented ³	YES / NO	YES / NO	YES/ NO
Total # of record answers that are in Disagreement with the Standard = _____ (This box for Completion by Standardization Officer only)			

The use of a HACCP plan by a food establishment can be verified through a review of food establishment records and investigating the following information:

1. Does the food establishment's HACCP documentation indicate that required monitoring was recorded and at the proper frequencies on the 3 selected dates? A "YES" answer indicates that all required monitoring was documented. A "No" answer indicates that required monitoring is not documented.
2. Does the food establishment's HACCP documentation for the selected dates provide for the recording of unmet CLs as well as corrective action taken? A "YES" answer indicates that the documentation accounts for unmet CLs and corrective action (CA) taken. A "NO" answer indicates that unmet CLs are not documented and there is no place to record corrective action.
3. Was corrective action documented in accordance with the HACCP plan when CLs were not met on each of the 3 selected dates? A "YES" answer indicates that corrective action was documented for each CL not met for each of the 3 selected dates. A "Yes" answer may also mean that no corrective action was needed. A "NO" answer indicates any missing or inaccurate documentation of corrective action.

VDH Standardization Risk Control Plan (Annex 3)

Establishment Name:		Type of Facility:		
Physical Address:		Person in Charge:		
City:		State: VA	Zip:	
Inspection Time In:	Inspection Time Out:	Date:	Inspector's Name:	
Agency:				

Specific observations noted during inspection:

Applicable code violation(s): (Optional)

Risk factor to be controlled:

Hazard (most common, significant):

What must be achieved to gain compliance in the future:

How will active managerial control be achieved:

(Who is responsible for the control, what monitoring and record keeping is required, who is responsible for monitoring and completing records, what corrective actions should be taken when deviations are noted, how long is the plan to continue.)

How will the results of implementing the RCP be communicated back to the inspector:

As the person in charge of the _____ located at _____, I have reviewed, and understand the provisions of this voluntary Risk Control Plan.

(Establishment Manager)

(Date)

(Regulatory Official)

(Date)

Annex 6-4 Standardization Inspection Form

EHS/Standard Name: _____ Evaluation # _____

Establishment Name: _____

Address: _____ City/Town: _____

Date: _____ Time In: _____ Time Completed: _____

- Manager Certified?
- HACCP Plan Required?
- Does the facility have a HACCP Plan?

Employee Health:

Notes:

Notes Continued:

Temperature Recording Tables

Cooling

<i>Item</i>	<i>Time</i>	Temperature	Location

Cold Holding

<i>Item</i>	<i>Time</i>	Temperature	Location

Hot Holding

<i>Item</i>	<i>Time</i>	Temperature	Location

Cooking

<i>Item</i>	<i>Time</i>	Temperature	Location

VDH Standardization Inspection Report (Annex 2-1)

VDH Standardization Inspection Report			
Establishment Name:		Type of Facility:	
Physical Address:		Person in Charge:	
City:	State:	Zip:	County:
Inspection Time In:	Inspection Time Out:	Date:	Candidate's Name:
District:	Standardization Officer's Name:	Indicate Person Filling Out Form: (<i>circle one</i>) Candidate's Form / Standardization Officer's Form	

Foodborne Illness Risk Factors

Food from Unsafe Sources
 Improper Holding Temperatures
 Poor Personal Hygiene
 Inadequate Cooking Temperatures
 Contaminated Equipment/Cross-Contamination

Interventions

Demonstration of Knowledge
 Hands as a Vehicle of Contamination
 Employee Health
 Time/Temperature Relationships
 Consumer Advisory

For each item, indicate one of the following for OBSERVATIONAL STATUS:

IN - Item found in compliance	NO - Not observed
OUT - Item found out of compliance	NA - Not applicable

The Standardizing Officer may mark an item "S" to reflect a disagreement in a case where the Candidate has the opportunity to make an observation or take a measurement and fails to do so, and intervention by the Standardizing Officer would alert the Candidate to the missed opportunity.

ABBREVIATIONS

"CCP" means Critical Control Point
 "CL" means Critical Limit
 "GRP" means Good Retail Practices
 "HACCP" means Hazard Analysis and Critical Control Point
 "HSP" means Highly Susceptible Population
 "ICSSL" means Interstate Certified Shellfish Shippers List
 "TCS Food" means Time Temperature Control for Safety Food
 "RTE" means Ready-to-Eat

FOODBORNE ILLNESS RISK FACTORS AND INTERVENTIONS

Supervision

STATUS

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

IN OUT

A. Assignment – PIC is present

IN OUT

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

IN OUT

C. Duties of PIC

IN OUT NA

2. Certified Food Protection Manager – Establishment has a Certified Food Protection Manager

Employee Health

IN OUT

3. Management, food employee and conditional employee; Knowledge, responsibilities and reporting

IN OUT

4. Proper use of restriction and exclusion

IN OUT

5. Clean-up of Vomiting and Diarrheal Events

Good Hygienic Practices

IN OUT NO

6. Proper eating, tasting, drinking, or tobacco use

IN OUT NO

7. No discharge from eyes, nose, and mouth

Control of Hands as a Vehicle of Contamination

IN OUT NO

8. Hands clean & properly washed

IN OUT NA NO

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

10. Handwashing sinks properly supplied and accessible

- IN OUT** A. Handwashing sinks conveniently located and accessible for employees
- IN OUT** B. Handwashing sinks supplied with hand cleanser/sanitary towels/hand drying devices/signage

Approved Source

11. Food obtained from approved source

- IN OUT** A. All food from regulated food processing plants/no home prepared or canned foods/standards for eggs, milk, juice/all fish commercially caught/raised or approved by the regulatory authority
- IN OUT NA NO** B. All Molluscan shellfish for ICSSL listed sources/no recreationally caught shellfish received or sold
- IN OUT NA NO** C. Game animals and wild mushrooms approved by regulatory authority

IN OUT NA NO 12. Food received at proper temperature

IN OUT 13. Food in good condition, safe, and unadulterated

14. Required records available: shellstock tags, parasite destruction

- IN OUT NA NO** A. Written documentation of parasite destruction maintained for 90 days for fish products that are intended for raw or undercooked consumption
- IN OUT NA NO** B. Shellstock tags maintained for 90 days in chronological order

Protection from Contamination

15. Food separated and protected

- IN OUT NA NO** A. Separating raw animal foods from raw RTE food and separating raw animal food from cooked RTE food
- IN OUT NA NO** B. Raw animal foods separated from each other during storage, preparation, holding, and display
- IN OUT** C. Food protected from environmental contamination

IN OUT NA 16. Food-contact surfaces: cleaned and sanitized

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

- IN OUT** A. After being served or sold to a consumer, food is not reserved
- IN OUT** B. Discarding or reconditioning unsafe, adulterated, or contaminated food

Time/Temperature Control for Safety(TCS Food)

18. Proper cooking time & temperatures

- IN OUT NA NO** A. Raw eggs broken on request and prepared for immediate service cooked to 145°F for 15 seconds
- IN OUT NA NO** B. Comminuted fish, meat, game animals commercially raised for food and raw eggs not prepared for immediate service and comminuted meat on a child's menu cooked to 155°F for 15 seconds or the time/temperature relationship specified in the chart in the Regulations.
- IN OUT NA NO** C. Whole meat roast, including beef, corned beef, lamb, pork, cured pork roasts and formed roasts, cooked to 130°F for 112 minutes or as chart specifies and according to oven parameters per chart
- IN OUT NA NO** D. Ratites and injected meats or mechanically tenderized meats cooked to 155°F for 15 seconds or the time/temperature relationship specified in the chart in the Food Code.
- IN OUT NA NO** E. Poultry, baluts; stuffed fish/meat/poultry/ratites/pasta or stuffing containing fish, meat, poultry, or ratites cooked to 165°F for 15 seconds
- IN OUT NA NO** F. Wild game animals cooked to 165°F for 15 seconds
- IN OUT NA NO** G. Whole-muscle, intact beef steaks cooked to surface temperature of 145°F on top and bottom. Meat surface has a cooked color.
- IN OUT NA NO** H. Raw animal foods rotated, stirred, covered, and heated to 165°F in microwave. Food stands for 2 minutes after cooking.
- IN OUT NA NO** I. All other raw animal foods cooked to 145°F for 15 seconds
- IN OUT NA NO** J. Raw animal foods cooked, using a non-continuous cooking process, cooked to the time/temperature requirements specified for the particular raw animal food

19. Proper reheating procedures for hot holding

- IN OUT NA NO** A. TCS Food that is cooked and cooled is rapidly reheated within 2 hours to 165°F or above for 15 seconds for hot holding
- IN OUT NA NO** B. Food reheated to 165°F or above in microwave for hot holding
- IN OUT NA NO** C. Commercially processed, RTE food reheated to 135°F or above for hot holding
- IN OUT NA NO** D. Remaining unsliced portions of roasts reheated for hot holding using minimum oven parameters

20. Proper cooling time & temperatures

- IN OUT NA NO** A. Cooked TCS Food cooled from 135°F to 70°F within 2 hours and from 135°F to 41°F or below in 6 hours
- IN OUT NA NO** B. TCS Food prepared from ambient temperature and/or pre-chilled ingredients cooled to 41°F or below in 4 hours
- IN OUT NA NO** C. Foods (milk/shellfish) received at a temperature according to law cooled to 41°F or below in 4 hours
- IN OUT NA NO** D. Immediately upon receiving, eggs placed under refrigeration that maintains ambient air temperature of 45°F

21. Proper hot holding temperatures

- IN OUT NA NO** A. TCS Food maintained at 135°F or above, except during preparation, cooking, or cooling, or when time is used as a public health control
- IN OUT NA NO** B. Roasts held at a temperature of 130°F or above

22. Proper cold holding temperatures

- IN OUT NA** A. TCS Food maintained at 41°F or below, except during preparation, cooking, cooling, or when time is used as a public health control
- IN OUT NA NO** B. Untreated eggs stored in 45°F ambient air temperature

23. Proper date marking & disposition

IN OUT NA NO A. Date marking for RTE, TCS Food prepared on-site or opened commercial container held for more than 24 hours

IN OUT NA NO B. Discarding RTE, TCS Food prepared on-site or opened commercial container held at 41°F for ≥ 7 days

IN OUT NA NO **24. Time as a public health control: procedures & records**

Consumer Advisory

IN OUT NA **25. Consumer advisory provided for raw or undercooked foods**

Highly Susceptible Populations

26. Pasteurized foods used; prohibited foods not offered

IN OUT NA A. Prepackaged juice/beverage containing juice with a warning label [21 CFR, Section 101.17(g)] not served

IN OUT NA B. Using pasteurized eggs in recipes if eggs are to be undercooked; or are combined unless: cooked to order & immediately served; used immediately before baking and thoroughly cooked; or prepared under a HACCP plan controlling *Salmonella* Enteritidis

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

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

Food/Color Additives and Toxic Substances

IN OUT NA **27. Food additives: approved and properly used**

28. Toxic substances properly identified, stored, and used

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

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

Conformance with Approved Procedures

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

IN OUT NA

A. Reduced Oxygen Packaging (ROP) as specified in 12 VAC 5-421-870/3-502.12 permitted without a variance under certain specified conditions in accordance with a required HACCP plan.

IN OUT NA

B. Operating in accordance with approved variance and/or HACCP plan when required

IN OUT NA

C. When packaged in a food establishment, juice is treated under a HACCP plan to reduce pathogens or labeled as specified in the Regulations

Risk Factor Disagreements: _____

GOOD RETAIL PRACTICES (GRPs)

Safe Food and Water

- IN OUT NA 30. Pasteurized eggs used where required**
- IN OUT 31. Water and ice from approved source**
- IN OUT NA 32. Variance obtained for specialized processing methods**

Food Temperature Control

- IN OUT 33. Proper cooling methods used; adequate equipment for temperature control**
- IN OUT NA NO 34. Plant food properly cooked for hot holding**
- IN OUT NA NO 35. Approved thawing methods used**
- IN OUT 36. Thermometers provided & accurate**

Food Identification

- IN OUT 37. Food properly labeled; original container**

Prevention of Contamination

- IN OUT 38. Insects, rodents, & animals not present/outer openings protected**
- IN OUT 39. Contamination prevented during food prep, storage & display**
- IN OUT 40. Personal cleanliness**
- IN OUT 41. Wiping cloths: properly used & stored**
- IN OUT 42. Washing fruits & vegetables**

Proper Use of Utensils

- IN OUT 43. In-use utensils: properly stored
- IN OUT 44. Utensils, equipment & linens: properly stored, dried, & handled
- IN OUT 45. Single-use/single-service articles: properly stored & used
- IN OUT 46. Gloves used properly

Utensils, Equipment and Vending

- IN OUT 47. Food & non-food contact surfaces cleanable, properly designed, constructed, & used
- IN OUT 48. Warewashing facilities: installed, maintained, & used; test strips
- IN OUT 49. Non-food contact surfaces clean

Physical Facilities

- IN OUT 50. Hot & cold water available; adequate pressure
- IN OUT 51. Plumbing installed; proper backflow devices
- IN OUT 52. Sewage & waste water properly disposed
- IN OUT 53. Toilet facilities: properly constructed, supplied, & cleaned
- IN OUT 54. Garbage & refuse properly disposed; facilities maintained
- IN OUT 55. Physical facilities installed, maintained, & clean
- IN OUT 56. Adequate ventilation & lighting; designated areas used

GRP Disagreements: _____