

Texas Food Establishment Rules

Standardization and Certification Procedures Manual



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Texas Department of State Health Services
Division for Regulatory Services
Environmental and Consumer Safety Section
Policy, Standards, and Quality Assurance Unit
Public Sanitation and Retail Food Safety Group

PREFACE

This Standardization and Certification Retail Food Inspection Training Officers Procedures Manual establishes the procedures for the Standardization and Certification of retail food inspectors in Texas.

Local health jurisdictions who have adopted the Texas Food Establishment Rules (TFER) should submit the Standardization Verification Nomination Form (Annex 1) to request standardization of their training officer. A local health jurisdiction with 5 or more employees can have one training officer to every 15 employees standardized by Texas Department of State Health Services. That training officer(s) will then be able to standardize their employees. For local health jurisdictions with less than 5 employees, Texas Department of State Health Services will standardize all employees and act as the training officer.

Through the procedures described in this document, the candidate will demonstrate thorough knowledge and expertise in their understanding, application, and interpretation of the Retail Food Establishment Inspection Report, public health interventions, foodborne illness risk factors, and HACCP principles. They will also demonstrate the use of essential inspection equipment and the necessary communication skills in conducting a retail food establishment inspection. Candidates are expected to have basic inspection skills and baseline knowledge of these elements before requesting standardization.

The standardization process consists of a field exercise which includes 8 joint inspections of retail food establishments selected by the standardization officer (standard). Facilities selected for inspection will include four high risk facilities, two medium risk facilities, one highly susceptible population facility, and one facility with an existing HACCP plan.

This manual was adopted for use by the Texas Department of State Health Services, Public Sanitation and Retail Food Safety Group from the U. S. Food and Drug Administration (FDA) Standardization and Certification Procedures Manual.

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Chapter 1 Purpose and Definitions

Parts

1-1 INTRODUCTION

1-2 DEFINITIONS

1-1 INTRODUCTION

Subparts

1-101 Introductions

1-102 Purpose

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1-101 Introduction.

The main goal of the Texas food safety program is the reduction and prevention of foodborne illness. To that end, the Texas Department of State Health Services (DSHS) provides several approaches, one of which is the STANDARDIZATION and CERTIFICATION of retail food inspection personnel. This process provides regulatory personnel the opportunity to demonstrate their knowledge and skills related to the Texas Food Establishment Rules (TFER) provisions in a uniform system of measurement. The process and criteria for demonstrating proficiency in the required performance areas are described in the DSHS *Procedures for Standardization and Certification of Retail Food Inspection / Training Officers*.

The procedures are based on the TFER and are updated to reflect current provisions and to include a more refined focus on foodborne illness RISK FACTORS, PUBLIC HEALTH INTERVENTIONS, and application of the principles of HAZARD ANALYSIS CRITICAL CONTROL POINT (HACCP).

It is critical that FOOD safety personnel become STANDARDIZED and

subsequently CERTIFIED through this process to ensure that retail FOODS are safe, unadulterated, and honestly presented at retail throughout Texas. CERTIFICATION as a DSHS-CERTIFIED INSPECTION / TRAINING OFFICER is issued to all CANDIDATES who successfully complete the STANDARDIZATION process.

1-102 Purpose.

Through the application of the procedure, the CANDIDATE will demonstrate knowledge and expertise in the understanding, application, and interpretation of PUBLIC HEALTH INTERVENTIONS, foodborne illness RISK FACTORS, and HACCP PRINCIPLES; and in the use of essential inspection equipment; and will exhibit necessary communication skills in conducting a FOOD ESTABLISHMENT inspection. This procedure is not intended to provide basic training to individual CANDIDATES.

The CANDIDATE shall meet all the requirements of the procedure in order to be CERTIFIED by DSHS. Chapter 2 of the procedure describes the qualifications required of the CANDIDATE; Chapter 3 describes the field requirements; and Chapter 4 describes the communication requirements to convey the purpose and the findings of the inspection.

CANDIDATES who are successful in achieving CERTIFICATION by DSHS are expected to use the procedure to train or STANDARDIZE other inspectors within their regulatory agency.

1-103 Scope.

The procedures describe the process used by the DSHS STANDARD in CERTIFYING qualified FOOD safety inspection personnel in retail FOOD ESTABLISHMENT inspection techniques, based on the TFER, which lead to CERTIFICATION as an DSHS-CERTIFIED INSPECTION / TRAINING OFFICER.

1-104 Identifying Applicants.

Each local REGULATORY AUTHORITY for retail FOOD ESTABLISHMENTS, as broadly defined by the TFER that has 5 or more inspection personnel is encouraged to select at least 1 individual for every 15 inspection personnel to be STANDARDIZED and CERTIFIED by DSHS as the DSHS-CERTIFIED INSPECTION / TRAINING OFFICER. Regulatory authority with less than 5 inspection personnel, TEXAS DEPARTMENT OF STATE HEALTH SERVICES will act as the training officer and STANDARDIZED ALL INSPECTION PERSONNEL.

1-2 DEFINITIONS

Subpart

1-201 Applicability and Terms Defined

- (A) All terms appearing throughout this document in SMALL CAPS refer to defined terms in this document. The following definitions apply in the interpretation and application of this Procedure.
- (B) **Terms Defined:**
- (1) "**Applicant**" means an employee of the DSHS, local, or other REGULATORY AUTHORITY who applies for CERTIFICATION or recERTIFICATION and is recommended to the DSHS for CERTIFICATION or recERTIFICATION by the person's supervisor.
 - (2) "**Candidate**" means:
 - (a) An APPLICANT who successfully completes the eligibility requirements for initial CERTIFICATION; or
 - (b) A DSHS-CERTIFIED INSPECTION / TRAINING OFFICER who is applying for recERTIFICATION.
 - (3) "**CAP**" means **Corrective Action 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.
 - (4) "**Certificate**" means the official document issued by DSHS to a "CERTIFIED INSPECTION / TRAINING OFFICER."
 - (5) "**Certification**" means the process by which the STANDARD verifies that a CANDIDATE meets the requirements set out in the STANDARDIZATION and CERTIFICATION procedures for INSPECTION / TRAINING OFFICERS.
 - (6) "**Certified Inspection / Training Officer**" means a person who has been

issued a CERTIFICATE by the DSHS, stating that the CANDIDATE has successfully met all requirements for CERTIFICATION.

- (7) "**Complex food preparation**" means a process wherein multiple FOOD processes are involved in the preparation of a retail FOOD item, i.e., FOOD is stored, prepared, cooked, cooled, reheated, hot held, and served.
- (8) "**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.
- (9) "**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.
- (10) "**Employee**" means the permit holder, person in charge, person having supervisory or managerial duties, person on the payroll, family member, volunteer, person performing work under contractual agreement, or other person working in a food establishment.
- (11) "**Food**" means a raw, cooked, or processed edible substance, ice, beverage, or ingredient used or intended for use or for sale in whole or in part for human consumption, or chewing gum.
- (12) "**Food Establishment**" means an operation that stores, prepares, packages, serves, vends or otherwise provides food for human consumption such as: a restaurant; retail food store; satellite or catered feeding location; catering operation if the operation provides food directly to a consumer or to a conveyance used to transport people; market; vending location; conveyance used to transport people; institution; or food bank; and that relinquishes possession of food to a consumer directly, or indirectly through a delivery service such as home delivery of grocery orders or restaurant takeout orders, or delivery service that is provided by common carriers.
 - (a) The term includes an element of the operation such as a transportation vehicle or a central preparation facility that supplies a vending location or satellite feeding location unless the vending or feeding location is permitted by the regulatory authority; an operation that is conducted in a mobile, stationary, temporary, or permanent facility or location; where consumption is on or off the premises; and regardless of whether there is a charge for the food.

(b) The term does not include: an establishment that offers only prepackaged foods that are not potentially hazardous; a produce stand that offers whole, uncut fresh fruits and vegetables; a food processing plant; a kitchen in a private home if only food that is not potentially hazardous is prepared for sale or service at a function, such as a religious or charitable organization's bake sale; a Bed and Breakfast Limited facility as defined in the TFER; or a private home that receives catered or home-delivered food.

(12) **"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.

(13) **"HACCP"** means **"HAZARD ANALYSIS CRITICAL CONTROL POINT."**

(14) **"HACCP plan"** means a written document that delineates the formal procedures for following the HAZARD ANALYSIS CRITICAL CONTROL POINT PRINCIPLES developed by the National Advisory Committee on Microbiological Criteria for Foods.

(15) **"HACCP principles"** means the 7 principles of the Hazard Analysis and Critical Control Point System which:

(a) Were adopted March 20, 1992 and amended 8/14/97, by the National Advisory Committee for the Microbiological Criteria for Foods; and

(b) 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 record keeping procedures that document the HACCP system.
- (16) **“Hazard”** Means a biological, chemical, or physical property that may cause an unacceptable consumer health risk.
- (17) **“HSP”** means **“HIGHLY SUSCEPTIBLE POPULATION,”** a group of PERSONS who are more likely than other people in the general population to experience foodborne disease because they are: immunocompromised; preschool age children, or older adults; and obtaining food at a facility that provides services such as custodial care, health care, or assisted living, such as a child or adult day care center, kidney dialysis center, hospital or nursing home, or nutritional or socialization services such as a senior center.
- (18) **“NSSP”** means **“National Shellfish Sanitation Program,”** which is a cooperative state-FDA-industry program for the sanitary control of shellfish that are shipped in interstate commerce.
- (19) **“Person in charge”** means the individual present at a FOOD ESTABLISHMENT who is responsible for the operation at the time of the inspection.
- (20) **“Public health interventions”** means the following set of new preventive measures that were introduced in the FDA Food Code in 1993. The INTERVENTIONS are:
- (a) Demonstration of Knowledge;
 - (b) EMPLOYEE Health;
 - (c) Hands as a Vehicle of Contamination (also a RISK FACTOR);
 - (d) Time -Temperature Relationships (also a RISK FACTOR); and
 - (e) Consumer Advisory.
- (21) **“Regulatory Authority”** means the local, state or federal enforcement body or authorized representative having jurisdiction over the FOOD ESTABLISHMENTS.
- (22) **“Risk-based inspection”** means a FOOD ESTABLISHMENT inspection approach focused on identifying significant behaviors and practices inherent to the FOOD ESTABLISHMENT operations with particular emphasis on the PUBLIC HEALTH INTERVENTIONS and RISK FACTORS.

(23) **Risk Factors.**

(a) **"Risk factors"** means improper practices or procedures, which have been identified by the Centers for Disease Control and Prevention (CDC), through epidemiological data as the most prevalent contributing factors of foodborne illness or injury.

(b) **"Risk factors"** includes:

- (i) poor personal hygiene;
- (ii) FOOD from unsafe source;
- (iii) inadequate cooking;
- (iv) improper holding temperatures; and
- (v) Contaminated EQUIPMENT.

(25) **"RTE" means Ready-to-Eat Food**

(a) **"Ready-to-eat-food"** means FOOD that is in a form that is edible without additional preparation to achieve food safety, as specified under §§228.104(k)(1)(A)-(C), 229.104(l)(1)-(2), or 228.104(l)(1)-(2) of the TFER; is a raw or partially cooked animal food and the consumer is advised as specified under §228.104(k)(1)(D)(i) and (ii) of the TFER; is prepared in accordance with a variance that is granted as specified under §229.104(k)(1)(D)(i) and (iii) of the TFER; and may receive additional preparation for palatability or aesthetic, epicurean, gastronomic, or culinary purposes.

(b) **"Ready-to-eat-food"** includes:

- (i) Raw animal food that is cooked as specified under §§228.104(k) (1) or 228.104(k) (2), or frozen as specified under §228.104(l) (1)-(2) of the TFER.
- (ii) Raw fruits and vegetables that are washed as specified under §228.104(f)(6) of the TFER;
- (iii) Fruits and vegetables that are cooked for hot holding, as specified under §228.104(k)(3) of the TFER;
- (iv) All time and temperature control for food safety food that is cooked to the temperature and time required for the specific food under §228.104(k) of the TFER, and cooled as specified in §228.104(o)(4) of the TFER;

- (v) Plant-base food for which further washing, cooking, or other processing is not required for food safety, and from which rinds, peels, husks, or shells, if naturally present are removed;
 - (vi) Substances derived from plants such as spices, seasonings, and sugar;
 - (vii) A bakery item such as bread, cakes, pies, fillings, or icing for which further cooking is not required for food safety;
 - (viii) The following products that are produced in accordance with USDA guidelines and that have received a lethality treatment for pathogens: dry, fermented sausages, such as dry salami or pepperoni; salt-cured meat and poultry products, such as prosciutto ham, country cured ham, and Parma ham; and dried meat and poultry products, such as jerky or beef sticks; and
 - (ix) Foods manufactured according to 21 CFR 113, Thermally Processed Low-Acid Foods Packaged in Hermetically Sealed Containers.
- (26) **"Sanitization"** means the application of cumulative heat or chemicals on cleaned food-contact surfaces that, when evaluated for efficacy, yield a reduction of 5 logs, which is equal to a 99.999% reduction of representative disease microorganisms of public health importance.
- (27) **"Standard"** means an agent of the Commissioner of the DSHS who is responsible and qualified as a standardized training officer for certifying a CANDIDATE. This person shall be CERTIFIED by the FDA Center for Food Safety and Applied Nutrition (CFSAN) or the DSHS Food Establishments Group. The STANDARD represents the DSHS position on all issues during the CERTIFICATION process.
- (28) **"Standardization"** means the process whereby a CANDIDATE demonstrates the knowledge and skills to satisfy CERTIFICATION requirements.
- (29) **"TCS" means Time and Temperature Control for Food Safety.**
- (a) **"Time and Temperature Control for Food Safety"** means a FOOD that requires time and temperature control for safety (TCS) to limit pathogen growth or toxin production. The term includes:

an animal food (a food of animal origin), including fresh shell eggs, that is raw or heat-treated; a food of plant origin that is heat-treated or consists of raw seed sprouts; cut leafy greens; cut melons; and garlic-in-oil mixtures that are not modified in a way that results in mixtures that do not support growth as specified under subparagraph (A) of this paragraph; and a food whose pH/aw interaction is designated as TCS in one of the tables listed in subparagraph (D) of §228.102(74) of the TFER, unless a product assessment or vendor documentation acceptable to the regulatory authority is provided.

- (b) The term does not include an air-cooled hard-boiled egg with shell intact, or a shell egg that is not hard-boiled, but has been treated to destroy all viable Salmonellae; a food whose pH/aw interaction is designated as non-TCS in one of the tables in subparagraph (D) of §229.102(74) of the TFER; a food, in an unopened hermetically sealed container, that is commercially processed to achieve and maintain commercial sterility under conditions of non-refrigerated storage and distribution; a food for which a product assessment, including laboratory evidence, demonstrates that time and temperature control for safety is not required and that may contain a preservative, other barrier to the growth of microorganisms, or a combination of barriers that inhibit the growth of microorganisms; or a food that does not support the growth of microorganisms as specified under subparagraph (A) of §229.102(74) of the TFER even though the food may contain an infectious or toxigenic microorganism or chemical or physical contaminant at a level sufficient to cause illness. The term does not include food that, because of pH, water activity (aw), or the interaction of pH and aw is considered non-TCS in Table A or Table B of §229.102(74) of the TFER.

Chapter

2

Qualifying for Certification

Parts

2-1 PREREQUISITE TRAINING AND EXPERIENCE

2-1 PREREQUISITE TRAINING AND EXPERIENCE

Subparts

2-101 Objectives

2-102 Eligibility

2-101 Objectives.

This chapter explains the prerequisite training and experience requirements for CANDIDATES to qualify for DSHS CERTIFICATION. In order for DSHS 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 specified in this chapter. These eligibility requirements only apply to first time APPLICANTS for DSHS STANDARDIZATION and CERTIFICATION. Once CERTIFIED, CANDIDATES for recERTIFICATION only need to meet the CERTIFICATION maintenance requirements (see Section 3-403).

2-102 Eligibility.

(A) APPLICANTS for initial DSHS CERTIFICATION must utilize the TFER and:

- (1) Be routinely engaged in retail FOOD protection program work;
- (2) Have job responsibility for conducting FOOD safety training and/or STANDARDIZATION of other regulatory personnel;
- (3) Have successfully completed within the preceding 2 years at

least 20 contact hours of training in the application of FOOD science and related studies such as microbiology, epidemiology, regulations, plan review or HAZARD ANALYSIS CRITICAL CONTROL POINT (HACCP) PRINCIPLES;

(4) Have successfully completed the training curriculum as outlined in Standard Two of the Voluntary National Retail Food Regulatory Program Standards; and

(5) Have fulfilled one or more of the following prerequisites:

(a) At least 1 year of full time experience in retail FOOD ESTABLISHMENT inspections within the past 3 years, or

(b) At least one hundred retail FOOD ESTABLISHMENT inspections performed within the past 3 years, such as enforcement, training, or consultation inspections.

(B) When an APPLICANT'S supervisor submits the CERTIFICATION Nomination form (Annex 1) to DSHS, the APPLICANT shall provide documentation of having fulfilled the above eligibility requirements. The APPLICANT'S line supervisor must sign and date the nomination form. The completed nomination forms should be submitted to the appropriate DSHS office.

(C) APPLICANTS who does not meet eligibility requirements may later request CERTIFICATION, after completing the unmet requirements.

Chapter

**3 Certification: Field
Requirements and
Administration**

Parts

- 3-1 SCOPE**
- 3-2 INSPECTION EQUIPMENT REQUIREMENTS**
- 3-3 INSPECTIONS**
- 3-4 TDH CERTIFICATION**
- 3-5 CERTIFICATION RENEWAL**
- 3-6 TERMINATION OF FIELD EXERCISE**

3-1 SCOPE

Subparts

- 3-101 Objectives**
- 3-102 Performance Areas**
- 3-103 Methodology**

3-101 Objectives

This chapter explains the field requirements leading to DSHS CERTIFICATION.

3-102 Performance Areas.

The following areas of performance shall be addressed by the CANDIDATE during the retail FOOD ESTABLISHMENT inspections and evaluated by the STANDARD:

(A) Good Retail Practices:

The CANDIDATE shall demonstrate knowledge of current DSHS TFER provisions related to GOOD RETAIL PRACTICES and the ability to interpret and apply them.

(B) Risk-Based Inspection:

The CANDIDATE shall demonstrate knowledge of current DSHS TFER provisions related to PUBLIC HEALTH INTERVENTIONS and RISK FACTORS which are most frequently associated with foodborne illness or injury.

(C) Application of HACCP:

The CANDIDATE shall demonstrate the ability to verify compliance with an existing HACCP PLAN. In the absence of a HACCP PLAN, the CANDIDATE shall demonstrate the ability to apply all 7 HACCP PRINCIPLES to the inspection process and complete Annex 4 Section 3.

(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.

(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.

3-103 Methodology.

(A) Initial CERTIFICATION:

The DSHS STANDARD and the CANDIDATE shall conduct 8 joint field inspections of retail FOOD ESTABLISHMENTS selected by the STANDARD. The FOOD ESTABLISHMENTS selected for inspection during CERTIFICATION should be 4 high risk, 2 medium risk, 1 HSP and 1 with a HACCP plan. All 8 inspections for initial CERTIFICATION should be completed within a reasonable period of time, not to exceed 12 months.

(B) RecERTIFICATION:

The DSHS STANDARD and the CANDIDATE will conduct 6 joint field inspections of retail FOOD ESTABLISHMENTS selected by the STANDARD. The FOOD ESTABLISHMENTS selected for inspection during recERTIFICATION should be 3 high risk, 2 medium risk and 1 with a HACCP plan. All 6 inspections for recERTIFICATION should be completed within a reasonable period of time, not to exceed 3 years.

(C) Options of the Standard:

The STANDARD has the option of adjusting the time period, type of facility selected inspection at any time to enhance the effectiveness of the CERTIFICATION process.

(D) Performance Evaluation Methods:

The performance of the CANDIDATE shall be evaluated by the DSHS STANDARD using the methods outlined in table 1.

Table 1. Summary of Evaluation Methods for Each Performance Area.

PERFORMANCE AREA	INITIAL CERTIFICATION ¹	RE-CERTIFICATION ²
GOOD RETAIL PRACTICES	Joint Inspections	Joint Inspections
RISK-BASED INSPECTION	Joint Inspections	Joint Inspections
Application of HACCP PRINCIPLES	<ul style="list-style-type: none"> • CORRECTIVE ACTION PLAN • Process Flow Charts • Verification of existing HACCP PLAN and • Orally communicates 7 PRINCIPLES OF HACCP 	<ul style="list-style-type: none"> • CORRECTIVE ACTION PLAN • Process Flow Charts (optional) and • Verification of existing HACCP PLAN
Inspection Equipment	Field Observations	Field Observations
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 DSHS STANDARD, over a period not to exceed 12 months.*

2. *The recERTIFICATION requirements are to be completed during a total of 6 joint inspections with the DSHS STANDARD over a period not to exceed 3 years.*

3-2 INSPECTION EQUIPMENT REQUIREMENTS

Subparts

3-201 Equipment Use

3-202 Equipment List

3-201 Equipment Use.

Specific inspection equipment is required to effectively and accurately conduct an inspection and evaluate RISK FACTORS that contribute to foodborne illness in retail FOOD operations. The CANDIDATE shall be evaluated on the proper use of the inspection equipment during all inspections (refer to Subpart 3-302 (C)). Even though some equipment is listed as optional, it may be essential for some FOOD ESTABLISHMENT inspections, depending on the circumstances.

3-202 **Equipment List.**

(A) The following is a list of the *essential* equipment recommended to evaluate a retail FOOD operation:

- (1) Necessary inspection forms and administrative materials;
- (2) Head cover: baseball cap, hair net, or equivalent;
- (3) Thermocouple TEMPERATURE MEASURING DEVICE;
- (4) Temperature-sensitive tapes for verifying hot water WAREWASHER final rinse temperature or a temperature measuring device;
- (5) Chemical test kit for different chemical SANITIZER types;
- (6) Flashlight; and
- (7) Alcohol swabs.

(B) The following is a list of *optional* equipment recommended to evaluate a retail operation:

- (1) Lab coat or equivalent protection to cover street clothes;
- (2) Time-temperature data logger;
- (3) Camera;
- (4) Measuring tape;
- (5) Light meter;
- (6) pH meter;
- (7) Water activity meter; and
- (8) Pressure gauge.

3-3 INSPECTIONS

Subparts

3-301 Field Exercise

3-302 Performance Criteria

3-303 Assessment

3-301 Field Exercise.

(A) **CANDIDATE Inspection Duties:**

During all joint field retail FOOD ESTABLISHMENT inspections, the CANDIDATE shall take the lead. The CANDIDATE shall make introductions and determine who the PERSON IN CHARGE is at the beginning of each inspection.

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 TFER requirements, citing code provisions, calibrating inspection equipment, and preparing flow charts or reviewing HACCP records to demonstrate proficiency in each area.

(B) Performance Areas:

During the inspection, the STANDARD shall observe and evaluate the CANDIDATE, based on the CANDIDATE'S interpretation and application of DSHS TFER provisions. Five performance areas are included in the evaluation:

- (1) GOOD RETAIL PRACTICES;
- (2) RISK-BASED INSPECTION;
- (3) Application of HACCP PRINCIPLES;
- (4) Inspection equipment; and
- (5) Communications. 0

NOTE: The Regulatory Authority may include additional performance areas as necessary.

(C) Determining TFER Provisions:

It is required that the CANDIDATE document and/or cite the appropriate TFER provisions corresponding to each violation observed. For this section only, scoring is not used and does not impact the outcome of the CANDIDATE's performance.

(D) Comparison of Findings:

Following each joint FOOD ESTABLISHMENT inspection, the CANDIDATES shall compare their findings with the STANDARD, and the differences shall be thoroughly discussed before proceeding to the next inspection (See Annex 2). The STANDARD shall retain the CANDIDATE'S inspection reports, flow charts, and CORRECTIVE ACTION PLAN to document satisfactory completion of CERTIFICATION requirements (See Annexes 2 and 3).

At the conclusion of the field exercise, the STANDARD shall

tabulate and review the CANDIDATE's inspection results and other observations to determine if the CANDIDATE has successfully completed the requirements for CERTIFICATION (See Annex 5).

3-302 Performance Criteria.

To be CERTIFIED by DSHS, a CANDIDATE shall meet the following criteria for each performance area:

(A) Risk-Based Inspection and Good Retail Practices:

(1) Inspection Report:

At the conclusion of each inspection the CANDIDATE shall complete the DSHS *STANDARDIZATION Inspection Report* (Annex 2, Section 1), based on observations and data collected during the inspection. The CANDIDATE shall determine which items on the inspection report form were in or out of compliance, not observed, and/or not applicable based on the observations.

(2) Candidate Scoring:

The STANDARD shall grade each DSHS *STANDARDIZATION Inspection Report* (Annex 2, Section 1), by circling each incorrectly marked item and discussing these items with the CANDIDATE after each inspection. At the conclusion of each inspection, the STANDARD shall determine the number of disagreements on items and record that number in the chart provided in Annex 5. At the completion of the final inspection, the STANDARD shall total the number of disagreements for all FOOD ESTABLISHMENTS inspected.

(a) To satisfy the "RISK-BASED INSPECTION" performance area, the CANDIDATE shall not disagree with the STANDARD on **more than 11 items in any one ESTABLISHMENT** in this section of the STANDARDIZATION Inspection Report and have an **average score of at least 90%**.

(b) To satisfy the "GOOD RETAIL PRACTICES" performance area, the CANDIDATE shall not disagree with the STANDARD 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%**.

(B) Application of HACCP Principles:

During the FOOD ESTABLISHMENT inspections, the CANDIDATE shall demonstrate the proper inspection approach for FOOD ESTABLISHMENTS

With preexisting HACCP PLANS and those without HACCP PLANS. Each CANDIDATE shall demonstrate an understanding of HACCP by:

(1) Flow Charts: (Required for initial CERTIFICATIONS; optional for re-CERTIFICATIONS)

(a) Preparing Process Flow Charts:

During the joint inspections, the STANDARD shall select an example of each of the three types of food preparation processes for the CANDIDATE to describe on a flow chart (Annex 4, Section 3). The CANDIDATE shall develop a flow chart for the process and identify the HAZARDS, CCPs, and CLS for every CCP on each flow chart.

(b) Requirements:

The STANDARD shall grade the flow charts based on the correct identification of HAZARDS, CCPs, and CLS. To satisfy this requirement, each flow chart may contain no more than 2 errors or omissions. The **FDA Retail HACCP Guide: "Managing Food Safety, A Guide for the Voluntary Use of HACCP Principles for Operators of Food Service and Retail Establishments"** and the current edition of the **DSHS TFER** will be the reference documents for this exercise.

(2) Corrective Action Plan: Required for both initial CERTIFICATIONS and re-CERTIFICATIONS)

(a) Developing a CORRECTIVE ACTION PLAN:

During at least 1 of the joint inspections, the STANDARD will select a CCP that the CANDIDATE has determined is not in compliance with CLS set by the TFER. The CANDIDATE shall develop a mock CORRECTIVE ACTION

PLAN with the PERSON IN CHARGE. The CORRECTIVE ACTION 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:

- (i) What HAZARD needs to be controlled?
- (ii) How the HAZARD will be controlled;
- (iii) Who is responsible for control; and
- (iv) What monitoring, record keeping, and corrective actions are required?

(b) Requirements:

To satisfy the requirements, all 4 points shall be addressed in the CORRECTIVE ACTION PLAN. The CANDIDATE is not required to ask the PERSON IN CHARGE to commit to implementation of the CORRECTIVE ACTION PLAN (Annex 3, Section 1).

(3) HACCP Plans: (Required for both initial CERTIFICATIONS and re-CERTIFICATIONS)

(a) Verification of HACCP Plans:

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 STANDARD shall select at least 1 CCP for the CANDIDATE to verify.

The CANDIDATE shall review the records for the selected CCPs for 3 specific twenty-four hour periods, which shall include records for the current day and 2 additional days selected at random. Based on this review, the CANDIDATE shall make the following determinations regarding monitoring, record keeping, and the performance of corrective action for a total of 9 HACCP PLAN record answers (Annex 4, Chart #2):

- (i) Required monitoring was performed on the 3 selected dates;
- (ii) Accurate and consistent records appear for the selected dates; and
- (iii) 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).

(b) **HACCP Principles:**

The CANDIDATE shall orally communicate to the STANDARD the HACCP PRINCIPLES and how they would apply to the FOOD ESTABLISHMENT'S operation.

(c) **Requirement:**

The CANDIDATE shall record the determination under "Status" on the DSHS STANDARDIZATION Inspection Report (Annex 2, Section 1, Foodborne Illness Interventions and Risk Factors #14); and document findings on the HACCP PLAN Verification Summary Chart (Annex 4, Section 2, Chart #2). To satisfy this requirement, the CANDIDATE and the STANDARD 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:

The CANDIDATE shall have *essential* equipment (listed in 3-202) available for use during each inspection and shall demonstrate knowledge of necessary equipment to conduct a FOOD ESTABLISHMENT inspection. The CANDIDATE shall know how to properly use and maintain the equipment. Specifically, the CANDIDATE shall demonstrate that the temperature measuring device is accurate at 0 °C (32 °F) and 100 °C (212 °F).

(D) Communications:

In accordance with Chapter 4 of this procedure, the CANDIDATE shall take the lead in communicating with industry personnel during each of the inspections in 3 areas:

- (1) Introduction;
- (2) Person in Charge Interview; and
- (3) Exit Conference.

During the inspections, the CANDIDATE shall demonstrate by example the concepts of FOOD safety such as washing hands at the appropriate place and time and wearing the proper inspection apparel. The STANDARD shall observe and evaluate the CANDIDATE by focusing attention on communication skills that relay to the PERSON IN CHARGE, 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.

3-303 Assessment - Level of Agreement with Performance Criteria.

(A) Chart 3 in Annex 5 can be used to tally the number of disagreements on the items between the STANDARD and the CANDIDATE in the "RISK-BASED INSPECTION" and "GOOD RETAIL PRACTICES" sections of the STANDARDIZATION Inspection Report.

(B) Criteria for Success:

- (1) To achieve CERTIFICATION, the CANDIDATE shall meet minimum requirements for the 3 Performance Areas described in 3-302 (A) and (B). The CANDIDATE may receive "Needs Improvement" classification in the Equipment and Communications Performance Areas and still be CERTIFIED.
- (2) 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 recERTIFICATION is granted. Prior to recERTIFICATION, the CANDIDATE's supervisor must notify the STANDARD 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
<p>FOODBORNE ILLNESS INTERVENTIONS AND RISK FACTORS</p> <p>Minimum of 80% = No more than 11 disagreements out of a total of 45 items</p>	<ul style="list-style-type: none"> • No more than 11 disagreements in any one FOOD ESTABLISHMENT and average score of 90% on the DSHS STANDARDIZATION Inspection Report.
<p>GOOD RETAIL PRACTICES</p> <p>Minimum of 80% = No more than 5 disagreements out of a total of 26 items</p>	<ul style="list-style-type: none"> • No more than 5 disagreements in any one FOOD ESTABLISHMENT and average score of 85% on the DSHS STANDARDIZATION Inspection Report.
<p>Application of HACCP PRINCIPLES</p>	<ul style="list-style-type: none"> • 1 Process Flow Charts: Maximum of 2 errors or omissions (3-302(B)(1) Chart #2 (ANNEX 4, Section 3)) • 1 CORRECTIVE ACTION PLAN: 4 parts accurately addressed (3-302(B)(2)) Chart #1 (ANNEX 3, Section 1) • 1 HACCP PLAN Verification: Correctly review documentation records on 3 different dates, for a food establishment HACCP PLAN (3-302(B)(3)) with agreement on at least 8 out of the 9 answers on Chart #2 (ANNEX 4, Section 2) • Knowledge of HACCP PRINCIPLES*: Accurately lists 7 steps
<p>Inspection Equipment**</p>	<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 (Rate as Satisfactory or Needs Improvement)
<p>Communications **</p>	<p>Observations of:</p> <ul style="list-style-type: none"> • Introductions to PERSON IN CHARGE (4-102) • Fact finding questions through interview with PERSON IN CHARGE (4-103) • CANDIDATE setting an example (4-102(B)) • Exit conference with PERSON IN CHARGE (4-104) <p>(Rate as Satisfactory or Needs Improvement)</p>
<p>*Initial Certification only ** Performance Areas deemed in need of improvement shall be satisfactorily addressed before re-CERTIFICATION. NOTE: See Annex 5-2 for instructions on scoring and determining performance. The Regulatory Authority may include additional performance areas as necessary.</p>	

3-4 DSHS CERTIFICATION

Subparts

3-401 CERTIFICATE Issuance

3-402 CERTIFICATE Expiration

3-403 CERTIFICATE Maintenance

3-401 CERTIFICATE Issuance.

Upon achieving the required level of agreement with the STANDARD, the CANDIDATE is awarded the CERTIFICATE of a DSHS-CERTIFIED INSPECTION/ TRAINING OFFICER. A CERTIFICATE recognizing the accomplishment is forwarded to the CANDIDATE and notification is sent to the CANDIDATE'S supervisor within sixty days.

3-402 CERTIFICATE Expiration.

CERTIFICATION is valid for a period of 3 years. The date that CERTIFICATION is issued and the date that it expires appear on the CERTIFICATE issued by the DSHS.

3-403 CERTIFICATE Maintenance.

- (A) Official records of all CERTIFICATIONS in retail FOOD inspection shall be maintained by the DSHS for at least 3 years.
- (B) CERTIFICATION shall be maintained in good standing for the 3-year period when the CERTIFIED person:
 - (1) Annually conducts and documents STANDARDIZATION exercises, in accordance with this document, with at least 2 other retail FOOD program inspection personnel; and
 - (2) Annually accomplishes and documents at least 1 of the following activities:
 - (a) Assists at least 5 retail FOOD ESTABLISHMENTS in the development of CORRECTIVE ACTION PLANS (CAP). The CERTIFIED INSPECTION/ TRAINING OFFICER shall submit a report describing the outcome of the CAP to DSHS WITH THE DSHS NOMINATION FORM, OR

- (b) Conducts or coordinates and documents to the DSHS at least 5 training courses related to the retail FOOD protection program, or
- (c) Performs and documents to the DSHS any combination of training courses or CORRECTIVE ACTION PLANS that equals 5.

(C) Upon written request by the CERTIFIED person, the requirements listed in Paragraph 3-403 (B) may be adjusted by the DSHS due to special situations or circumstances.

3-5 CERTIFICATION RENEWAL

Subparts

3-501 Requirements

3-502 Expired CERTIFICATE

3-501 Requirements.

In order to renew a person's CERTIFICATION, the STANDARD and the CERTIFIED person shall conduct 6 CERTIFICATION inspections, as described in Part 3-3 and Chapter 4. A person's CERTIFICATION may not be extended beyond the expiration date unless the person successfully fulfills the criteria described in Part 3-3 and Chapter 4, and has complied with the CERTIFICATION maintenance criteria listed in Part 3-4.

3-502 Expired CERTIFICATE.

If a person's CERTIFICATION expires and is not renewed, and the person subsequently reapplies for CERTIFICATION, the person shall apply in writing to the STANDARD for recERTIFICATION giving reasons why the person is qualified and should be recERTIFIED. The person shall submit a nomination form signed by the person's program supervisor. The STANDARD shall respond in writing to the program supervisor advising whether or not DSHS will proceed with recERTIFICATION and the conditions under which CERTIFICATION renewal may be accomplished.

3-6 TERMINATION OF FIELD EXERCISE

Subparts

3-601 Termination of Field Exercise

3-602 Request for Recertification After Termination

3-601 Termination of Field Exercise.

- (A) The STANDARD has the option to terminate the field exercise, at any time during the STANDARDIZATION procedure if the CANDIDATE is not properly prepared to achieve the required level of agreement.
- (B) The STANDARD shall notify the CANDIDATE and the CANDIDATE'S supervisor in writing of the reasons for failure.
- (C) The STANDARD shall document the results of the field exercise, with the reasons for termination of the field exercise, following termination of the STANDARDIZATION procedure. This information shall be forwarded to the CANDIDATE'S supervisor and a copy shall be placed in the DSHS file. All evidence and conclusions reached by the Agency shall be documented in writing by the STANDARD and shall be kept for 3 years in accordance with the Texas Open Records Act.

3-602 Request for Re-CERTIFICATION After Termination.

CANDIDATES may apply for another opportunity to become CERTIFIED when an unsuccessful field exercise is terminated by the STANDARD. Before reapplying, CANDIDATES should improve their skills and areas of weakness.

Chapter

4 Communication Skills

Part

4-1 APPLICATION

4-1 APPLICATION

Subparts

4-101 Objective

4-102 Introduction

4-103 Interview with the Person in Charge

4-104 Exit Conference

4-101 Objective.

Skillful communication is essential to the inspection process in order to effectuate needed changes by the PERSON IN CHARGE. This chapter highlights the importance of communication skills during an inspection. Activities and responsibilities involved in a retail 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 STANDARD shall evaluate the CANDIDATE'S communication skills.

4-102 Introduction.

- (A)** 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 PERSON IN CHARGE that it will be necessary to ask questions about the operation during the inspection; and
- (5) Explaining that this is not intended as a regulatory inspection and that there will be no written report left at the end of the inspection; however, significant findings will be brought to the attention of the PERSON IN CHARGE.

(B) 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 proper handwashing, SANITIZING thermometers before probing FOODS, and wearing the proper inspection apparel should be used to reinforce spoken and written communications.

4-103 Interview with the Person in Charge.

The CANDIDATE shall conduct a discussion with the PERSON IN CHARGE to determine:

- (A) If a HACCP PLAN exists, and if so, whether the PERSON IN CHARGE understands the principles of the HACCP PLAN and is ensuring that the EMPLOYEES are effectively using the plan;
- (B) What training is provided for EMPLOYEES and managers that is relevant to applying the PUBLIC HEALTH INTERVENTIONS and controlling foodborne illness RISK FACTORS;
- (C) What EMPLOYEE health policies are in effect; and
- (D) What POTENTIALLY HAZARDOUS FOODS are on the menu and what production activities are ongoing at the time of inspection.

4-104 Exit Conference.

At the exit conference, the CANDIDATE shall clearly:

- (A)** Convey and discuss in detail with the PERSON IN CHARGE the inspection findings including:
- (1) The compliance status of the FOOD ESTABLISHMENT describing each significant violative condition and, where appropriate, acceptable compliance alternatives,
 - (2) The response and plans of the PERSON IN CHARGE for correcting violations, including a CORRECTIVE ACTION PLAN, and
 - (3) Corrective actions observed during the inspection. Such proactive food safety measures should be commended.
- (B)** Explain the public health significance of the RISK FACTORS and PUBLIC HEALTH INTERVENTIONS, GRPs, and the CCPs which do not meet the CLs as established in the TFER; and
- (C)** Demonstrate the ability to discuss and resolve in a courteous and professional manner, issues that the PERSON IN CHARGE might not agree with or clearly understand.

DSHS CERTIFICATION NOMINATION FORM

**TEXAS DEPARTMENT OF STATE HEALTH SERVICES
PUBLIC SANITATION AND RETAIL FOOD SAFETY GROUP**

Return the completed nomination form to: Texas Department of State Health Services, Public Sanitation and Retail Food Safety Group, PO Box 149347, Mail Code 1987, Austin, Texas 78714-9347 or FAX (512) 834-6683.

APPLICANT INFORMATION

Candidate's Name: (Certificate Name...Please Print)		Title:	
Agency:		Dates of Service:	
Home Telephone Number:		Office Email Address:	
Office Telephone Number:		Office Fax Number:	
Office Address:	City:	State:	Zip:
Home Address:	City:	State:	Zip:

ELIGIBILITY INFORMATION

Formal Education/Training:

Present Retail Food Protection Duties/ Date Assigned:

DSHS CERTIFICATION NOMINATION FORM

Present Duties Conducting Food Safety Training and/or Standardization / Date Assigned

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

Other Prerequisites Completed Within the Past 3 Years: (One box must be checked)		
1 year of full time experience in retail food establishment inspections:	YES <input type="checkbox"/>	NO <input type="checkbox"/>
100 food establishment inspections within the past 3 years:	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Our local health jurisdiction adopted the Texas Food Establishment Rules: **Yes** **No**

SUPERVISOR' SIGNATURE (Confirming request for nomination):

NAME (Signature): _____ **DATE:** _____

NAME (Print): _____ **TITLE** (Print): _____

For Office Use Only:

- ROUTINELY ENGAGED IN RETAIL FOOD PROTECTION PROGRAM WORK
- JOB RESPONSIBILITIES CONDUCTING FOOD SAFETY TRAINING AND/OR STANDARDIZATION
- 20 CONTACT HOURS OF TRAINING
- 1 YEAR FULL TIME EXPERIENCE OR 100 FOOD ESTABLISHMENT INSPECTIONS

COMMENTS:

APPROVED DISAPPROVED SIGNATURE: _____ DATE: _____

ASSIGNED TO: _____ CENTRAL OFFICE REGION REGION # _____

Item No.

- 1 Cooling
 - TCS* food cooled from 135° F to 70° F more than 2 hours OR 135° F to 41° F (45° F) More than 6 hours; OR prepared food cooled to 41° F (45° F) more than 4 hours:
Action: Voluntary destruction, rapid reheating of cooked foods if less than 4 hours

- 2 Cold Hold
 - TCS food held above 41° F (45° F) more than 4 hours:
Action: Voluntary destruction

 - TCS food held above 41° F (45° F) less than 4 hours:
Action: Rapid cool (e.g. ice bath)

- 3 Hot Hold
 - TCS food held below 135° F more than 4 hours:
Action: Voluntary destruction

 - TCS food held below 135° F less than 4 hours:
Action: Rapid reheats to 165° F or more

- 4 Cooking
 - TCS food undercooked:
Action: Re-cook to proper temperature

- 5 Rapid Reheating
 - TCS food improperly reheated:
Action: Reheat rapidly to 165° F

- 7 Approved Source/Sound Condition
 - Foods from unapproved sources/unsound condition:
Action: Voluntary destruction

- 9 Cross-Contamination of Raw/Cooked Foods
 - Ready-To-Eat food contaminated by raw TCS food:
Action: Voluntary destruction of ready-to-eat foods

- 14 Handwashing
 - Food employees observed not washing hands:
Action: Instruct employees to wash hands as specified in the Rules.

- 15 Proper Handling of Ready-to-Eat Foods
 - Employee did not properly wash and sanitize hands before touching ready-to-eat food with Bare hands:
Action: Voluntary destruction

- 19, 23 Water Supply
 - Facility does not have water for washing hands, preparing food, or cleaning equipment/utensils:
Action: Voluntary suspension of food preparation

*** Time/Temperature Control for Safety (TCS)**

**DSHS STANDARDIZATION REPORT
VIOLATIVE CONDITIONS OBSERVED**

Establishment Name: _____

Inspection Report Item #	TFER Citation	TFER Page #	Condition Observed

**DSHS STANDARDIZATION REPORT
VIOLATIVE CONDITIONS OBSERVED**

Establishment Name: _____

Inspection Report Item #	TFER Citation	TFER Page #	Condition Observed

DSHS STANDARDIZATION REPORT FOODBORNE ILLNESS INTERVENTIONS AND RISK FACTORS

Establishment Name: _____

FOODBORNE ILLNESS INTERVENTIONS AND RISK FACTORS	
<u>TFER Interventions:</u> Demonstration of knowledge Hands as a vehicle of contamination Employee health Time temperature relationships Time temperature relationships Consumer advisory	<u>Risk Factors:</u> Unsafe food sources Poor personal hygiene Contaminated equipment Inadequate cooking Improper holding temperatures

For each item, indicate one of the following for **OBSERVATIONAL STATUS**: IN - Item found in compliance; OUT - Item found out of compliance, with documentation of the violation noted on the Violated Condition Observed Report; N.O. - Not observed; N.A. - Not applicable

FOODBORNE ILLNESS INTERVENTIONS AND RISK FACTORS

*Indicates priority/ priority foundation items

STATUS

1. TIME/TEMPERATURE CONTROLS

1.1. Cooling*

- | | | | | | |
|-----------|------------|-----------|-----------|-----------|--|
| IN | OUT | NA | NO | A. | Cooked TCS cooled from 57°C (135°F) to 21°C (70°F) within 2 hours and from 21°C (70°F) to 5°C (41°F) or below within 4 hours |
| IN | OUT | NA | NO | B. | TCS (from ambient temperature ingredients) cooled to 5°C (41°F) or below within 4 hours |
| IN | OUT | NA | NO | C. | Foods received at a temperature according to Law cooled to 5°C (41°F) within 4 hours |
| IN | OUT | NA | NO | D. | After receiving, raw shell eggs placed in 7°C (45°F) ambient air temperature |

1.2 TCS Cold & Hot Holding*

- | | | | | | |
|-----------|------------|-----------|-----------|-----------|--|
| IN | OUT | | | A. | TCS maintained at 5°C (41°F) or below, except during preparation, cooking, cooling or when time is used as a public health control |
| IN | OUT | NA | NO | B. | TCS maintained at 57°C (135°F) or above, except during preparation, cooking or cooling or when time is used as a public health control |
| IN | OUT | NA | NO | C. | Roasts held at a temperature of 54°C (130°F) or above |
| IN | OUT | NA | NO | D. | Untreated shell eggs stored in 7° (45°F) ambient air temperature |

1.3 Inadequate Cook*

- | | | | | | |
|-----------|------------|-----------|-----------|-----------|--|
| IN | OUT | NA | NO | A. | Raw eggs broken on request and prepared for immediate service cooked to 63°C (145°F) for 15 seconds. Raw eggs broken, but not prepared for immediate service cooked to 68°C (155°F) for 15 seconds |
| IN | OUT | NA | NO | B. | Comminuted fish, meat, and game animals cooked to 68°C (155°F) for 15 seconds |
| IN | OUT | NA | NO | C. | Pork roasts and beef roasts, including formed roasts, cooked to 54°C (130°F) for 112 minutes or as chart specified and according to oven parameters per chart |
| IN | OUT | NA | NO | D. | Ratites and injected meats cooked to 68°C (155°F) for 15 seconds |

FOODBORNE ILLNESS INTERVENTIONS AND RISK FACTORS

*Indicates priority/ priority foundation items

STATUS

- | | |
|--------------|--|
| | 1. TIME/TEMPERATURE CONTROLS |
| | 1.3 Inadequate Cook* |
| IN OUT NA NO | E. Poultry; stuffed fish/meat/pasta/poultry/ratites; or stuffing containing fish, meat, poultry, or ratites cooked to 74°C (165°F) for 15 seconds |
| IN OUT NA NO | F. Whole-muscle, intact beef steaks cooked to surface temperature of 63°C (145°F) on top and bottom. Meat surfaces has a cooked color |
| IN OUT NA NO | G. Raw animal foods rotated, stirred, covered, and heated to 74°C (165°F) in microwave. Food stands for 2 minutes after cooking |
| IN OUT NA NO | H. All other raw animal foods cooked to 63°C (145°F) for 15 seconds |
| IN OUT NA NO | I. Wild game animals cooked to 74° C (165° 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 |
| IN OUT NA NO | K. All fruits and vegetables or other plant base product that are cooked for hot holding are cooked to 60°C (135°F) |
| | 1.4 Reheating for Hot Holding* |
| IN OUT NA NO | A. TCS that is cooked and cooled on premises is rapidly reheated to 74°C (165°F) for 15 seconds for hot holding |
| IN OUT NA NO | B. TCS reheated to 74°C (165°F) or higher in a microwave |
| IN OUT NA NO | C. Commercially processed RTE food reheated to 57°C (135°F) or above |
| IN OUT NA NO | D. Remaining unsliced portions of roasts reheated for hot holding using minimum oven parameters |
| | 1.5 Date Marking & Discarding* |
| IN OUT | A. Date marking for RTE, TCS prepared on-site or opened commercial container held for more than 24 hours |
| IN OUT NA NO | B. Discarding RTE, TCS prepared on site or opened commercial container held at < 5°C (41°F) for <7 days |
| | 1.6 Time* |
| IN OUT NA NO | A. When only time is used as a public health control, food is cooked and served within 4 hours |
| IN OUT NA NO | B. When only time is used as a public health control for cold food items, food is served within 6 hours or temperature reaches 70°F, whichever comes first |
| | 2. FOOD FROM APPROVED SOURCE* |
| IN OUT | A. All food from regulated food processing plants / no home prepared or canned foods/ standards for eggs, milk, juice* |
| IN OUT NA | B. All shellfish from NSSP listed sources / no recreationally caught shellfish received or sold* |
| IN OUT NA NO | C. Game and wild mushrooms approved by regulatory authority* |
| IN OUT | D. Food received at proper temperatures / protected from contamination during transportation and receiving / safe and unadulterated food* |
| IN OUT NA NO | E. Shellstock tags retained for 90 days from the date the container is emptied* |

FOODBORNE ILLNESS INTERVENTIONS AND RISK FACTORS

*Indicates priority/ priority foundation items

STATUS

- | | | |
|--|----|---|
| IN OUT NA NO | F. | Written documentation of parasite destruction maintained for fish products for 90 days |
|
 | | |
| 3. PROTECTION FROM CONTAMINATION* | | |
| IN OUT NA NO | A. | Separating raw animal foods from raw RTE food and separating raw animal foods 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 | D. | After being served or sold to a consumer, food is not re-served |
| IN OUT | E. | Discarding or reconditioning unsafe, adulterated or contaminated food |
|
 | | |
| IN OUT | 4. | FOOD-CONTACT SURFACES*
Food-contact surfaces and utensils are clean to sight and touch and sanitized before use |
|
 | | |
| IN OUT | 5. | DEMONSTRATION OF KNOWLEDGE*
TFER compliance, certified via testing with accredited program, or responses to safety questions regarding operation* |
|
 | | |
| IN OUT | 6. | EMPLOYEE HEALTH* |
| IN OUT | A. | Management awareness and policy regarding handling employee health situations |
| IN OUT | B. | Visible or known symptoms / or known diagnosis dealt with according to the TFER |
| IN OUT | C. | Clean-up of Vomiting and Diarrheal Events |
|
 | | |
| IN OUT NO | 7. | GOOD HYGIENIC PRACTICES*
Food employees eat, drink, and use tobacco only in designated areas / do not use a utensil more than once to taste food that is sold or served / do not handle or care for animals present. Food employees experiencing persistent sneezing, coughing, or runny nose do not work with exposed food, clean equipment, utensils, linens, or unwrapped single-service or single-use articles* |
|
 | | |
| IN OUT NO | 8. | PROPER, ADEQUATE HANDWASHING*
Hands clean and properly washed |
|
 | | |
| IN OUT NA NO | 9. | PREVENTION OF CONTAMINATION FROM HANDS*
Exposed, RTE food not touched by bare hands unless employees have utilized the special handwash procedures specified in the TFER §228.38(b) and §228.65(a) |
|
 | | |
| 10. HANDWASH FACILITIES* | | |

FOODBORNE ILLNESS INTERVENTIONS AND RISK FACTORS

*Indicates priority/ priority foundation items

STATUS

IN OUT
IN OUT

- A. Handwash facilities conveniently located and accessible for employees
- B. Handwash facilities supplied with hand cleanser / sanitary towels / hand drying devices/signage

11. FOOD & FOOD PREPARATION FOR HIGHLY SUSCEPTIBLE POPULATIONS*

IN OUT NA

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

IN OUT NA NO

- B. Use pasteurized eggs in recipes if eggs are undercooked; and if eggs are combined unless: cooked to order & immediately served; used immediately before baking and thoroughly cooked; or a HACCP plan controls *Salmonella Enteritidis*

IN OUT NA NO

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

12. CHEMICAL

IN OUT NA

- A. If used, no unapproved food or color additives. Sulfites not applied to fresh fruits and vegetables intended for raw consumption*

IN OUT

- B. Poisonous or toxic materials, chemicals, lubricants, pesticides, medicines, first aid supplies*, and other personal care items properly identified, stored, and used

IN OUT NA

- C. Poisonous or toxic materials held for retail sale properly stored*

13. CONSUMER ADVISORY*

IN OUT NA

- A. Inform especially vulnerable consumers about the increased risk associated with eating animal foods in raw or undercooked form via disclosure and reminder; brochure fulfills essential criteria

IN OUT NA

- B. A card, sign or other effective means of notification is displayed to notify consumer that clean tableware is to be used upon return to the self-service areas such as salad bars and buffets

14. CONFORMANCE WITH APPROVED PROCEDURES*

IN OUT NA

- A. Variance obtained for Specialized Processing Methods (smoking for preservation, curing, using additives as preservatives, or using reduced oxygen to package food)

IN OUT NA

- B. If conducting processing that requires a variance, complies with required variance and required HACCP procedures by monitoring CCP's and taking necessary corrective actions

IN OUT NA

- C. If conducting reduced oxygen packaging with 2 barriers—HACCP plan required.

15. Treating Juice*

IN OUT NA

When packaged in a food establishment, juice is treated under a HACCP Plan to reduce pathogens or labeled as specified in the TFER

SCORE: Number of disagreements for **Interventions/Risk Factors:** _____

DSHS STANDARDIZATION REPORT GOOD RETAIL PRACTICES (GRPs)

Establishment Name: _____

ABBREVIATIONS

<p>“CCP” - critical control point Program “CL” - critical limit “GRP” - good retail practice “HACCP” - hazard analysis critical control point “TCS food” - time/temperature control for safety food</p>	<p>“NSSP” - National Shellfish Sanitation “HSP” - highly susceptible population “RTE” - ready-to-eat “CAP” - Corrective Action Plan</p>
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For each item, indicate one of the following for **OBSERVATIONAL STATUS**: IN - Item found in compliance; OUT - Item found out of compliance, with documentation of the violation noted on the Violative Condition Observed Report; N.O. - Not observed; N.A. - Not applicable

GOOD RETAIL PRACTICES (GRPs)

*Indicates items that are always priority/ priority foundation items according to the DSHS Texas Food Establishment Rules. The item requires immediate attention.

STATUS

IN	OUT	NA	16.	Personal Cleanliness (fingernails, jewelry, outer clothing, hair restraints)
PERSONNEL				
FOOD & FOOD PROTECTION				
			17.	Food source*, original container, properly labeled*, condition, used*, honestly presented*, segregated distressed products
			18.	Protection from contamination—core item
			19.	Facilities / equipment to control product temperature
			20.	TCS properly thawed
			21.	Dispensing of food / utensils properly stored
FOOD EQUIPMENT				
			22.	Thermometers provided and conspicuous*
			23.	Food and nonfood-contact surfaces: designed / constructed, maintained, installed, located, operated, cleanable*
			24.	Warewashing facility: designed, constructed, installed, located, operated, cleanable, used
			25.	Wiping cloths, linens, napkins, gloves, sponges: properly used, stored
			26.	Storage, handling of clean equipment, utensils
			27.	Single-service / single-use articles: storage, dispensing, use, no reuse
WATER*				
			28.	Safe water source, hot & cold under pressure, adequate quantity

GOOD RETAIL PRACTICES (GRPs)

PLUMBING

- IN OUT 29. Installed*, maintained
- IN OUT 30. Cross connection*, back siphonage, backflow prevention*

TOILET FACILITIES

- IN OUT 31. Number*, convenient, accessible, designed, installed
- IN OUT 32. Toilet rooms enclosed, self-closing doors; fixtures, good repair, clean proper waste receptacles

SEWAGE

- IN OUT 33. Sewage and waste water disposal*

GARBAGE & REFUSE DISPOSAL

- IN OUT 34. Containers or receptacles: covered, adequate number, insect / rodent proof, frequency of removal, clean. Area properly constructed, necessary implements, supplies

PHYSICAL FACILITY

- IN OUT 35. Floors, walls, ceilings: designed, constructed, maintained, clean
- IN OUT 36. Lighting, ventilation, dressing rooms / designated areas maintained
- IN OUT 37. Premises maintained free of litter, unnecessary articles, cleaning and maintenance equipment properly stored
- IN OUT 38. Complete separation from living / sleeping quarters; laundry

PEST & ANIMAL CONTROL

- IN OUT 39. Presence of insects / rodents eliminated: outer openings protected, animals as allowed*

SCORE: Number of disagreements for **Good Retail Practices (GRPs):** _____

TFER REFERENCE SHEET
DSHS STANDARDIZATION INSPECTION REPORT
FOODBORNE ILLNESS INTERVENTIONS & RISK FACTORS

1. TIME / TEMPERATURE CONTROLS

1.1 Cooling*

A. Cooked TCS cooled from 60°C (140°F) to 21°C (70°F) within 2 hours and from 21°C (70°F) to 5°C (41°F) or below within 4 hours

228.75(d)(1) Cooling*

B. TCS (from ambient temperature ingredients) cooled to 5°C (41°F) or below within 4 hours

228.75(d)(2) Cooling*

C. Foods received at a temperature according to law cooled to 5°C (41°F) within 4 hours

228.75(d)(3) Cooling*

1.2 TCS Cold & Hot Holding*

A. TCS maintained at 5°C (41°F) or below, except during preparation, cooking, cooling or when time is used as a public health control

228.75(f)(1)(B) TCS, hot and cold holding*

B. TCS maintained at 57.2°C (135°F) or above, except during preparation, cooking, or cooling or when time is used as a public health control

228.75(f)(1)(A) TCS, hot and cold holding*

C. Roasts held at a temperature of 54°C (130°F) or above

228.71(a)(2) TCS, hot and cold holding*

1.3 Inadequate Cook*

A. Raw eggs broken for immediate service and cooked to 63°C(145°F) for 15 seconds, eggs not prepared for immediate service cooked to 68°C (155°F) for 15 seconds

228.71(a)(1)(A)(i) Raw animal foods*

B. Comminuted fish, meats, and game animals cooked 68°C (155°F) for 15 seconds

228.71(a)(1)(B) Raw animal foods*

FOODBORNE ILLNESS INTERVENTIONS & RISK FACTORS

1. TIME / TEMPERATURE CONTROLS

1.3 *Inadequate Cook**

- C. Pork roasts and beef roasts, including formed roasts, cooked to 54°C (130°F) for 121 minutes or as chart specified and according to oven parameters per chart**

228.71(a)(2) Raw animal foods*

- D. Ratites, pork, and injected meats cooked to 68°C (155°F) for 15 seconds**

228.71(a)(1)(B) Raw animal foods*

- E. Poultry; wild game; stuffed fish/meat/pasta/poultry/ratites; or stuffing containing fish, meat, poultry, or ratites cooked to 74°C (165°F) for 15 seconds**

228.71(a)(1)(C) Raw animal foods*

- F. Whole-muscle, intact beef steaks cooked to surface temperature of 63°C (145°F) on top and bottom. Meat surfaces have a cooked color**

228.71(a)(3) Raw animal foods*

- G. Raw animal foods rotated, stirred, covered, and heated to 74°C (165°F) in microwave. Food stands covered for 2 minutes after cooking**

228.71(b) Microwave cooking*

- H. All other TCS cooked to 63°C (145°F) for 15 seconds**

228.71(a)(1)(A)(ii) Raw animal foods*

- I. Wild game animals cooked to 63°C (145°F) for 15 seconds**

228.71(a)(1)(A)(ii) Raw animal foods*

- J. Non-continuous cooking**

228.71(d) Raw animal foods*

- K. All fruits and vegetables or other plant base product that are cooked for hot holding are cooked to 60°C (135°F)**

228.71(c) Plant food cooking for hot holding*

1.4 *Reheating for Hot Holding**

- A. TCS rapidly reheated to 74°C (165°F) for 15 seconds or preparation for immediate service**

228.73(a) Preparation for immediate service

228.73(a) Reheating for hot holding*

- B. TCS reheated to 74°C (165°F) or higher in a microwave**

FOODBORNE ILLNESS INTERVENTIONS & RISK FACTORS

228.73(b) Reheating for hot holding*

1. TIME / TEMPERATURE CONTROLS

1.4 Reheating for Hot Holding*

C. Commercially processed RTE food, if reheated, held at 60°C (140°F) or above

228.73(c) Reheating for hot holding*

D. Remaining unsliced portions of beef roasts reheated for hot holding using minimum oven parameters

228.73(e) Reheating for hot holding*

1.5 Date Marking & Discarding*

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

228.75(h)(1)(B) RTE, TCS, date marking*
228.75(g)

B. Discarding RTE, TCS opened commercial container held at $\leq 5^{\circ}\text{C}$ ($\leq 41^{\circ}\text{F}$) for ≤ 7 days

228.75(h) RTE, TCS, disposition*

C. If RTE, TCS prepared on site / opened commercial container is frozen, then: 1) consume within 24 hours of thawing, or 2) indicate time before freezing on label

228.75(g) RTE, TCS, date marking*

D. If frozen RTE, TCS prepared on-site / frozen opened commercial container is thawed, hold at $\leq 5^{\circ}\text{C}$ (41°F) for ≤ 7 days minus time from preparation / opening

228.75(g) RTE, TCS, date marking*
228.75(h) RTE, TCS, disposition*

1.6 Time*

Time as a Public Health Control*

228.75(i) Time as a public health control*

2. FOOD FROM APPROVED SOURCE

A. All food from regulated food processing plants/ no home prepared or canned foods*

228.62(a)(1) Compliance with food law*
228.62(b) Food in a hermetically sealed container*
228.62(c) Fluid milk and milk products*
228.63(d)(1) Shell eggs*
228.63(d)(2) Eggs and milk products, pasteurized*

FOODBORNE ILLNESS INTERVENTIONS & RISK FACTORS

228.141(c) Bottled drinking water*

2. FOOD FROM APPROVED SOURCE

B. All shellfish from NSSP listed sources/ no recreationally caught shellfish received or sold*

228.62(d)(1) Fish*
228.62(e) Molluscan shellfish*
228.63(i) Shellstock identification*

C. Game approved by regulatory authority*

228.62(g) Game animals*

D. Food received at proper temperatures / protected from contamination during transportation and receiving / safe and unadulterated food*

228.63(a) Temperature*
228.63(e) Package integrity*
228.61 Safe, unadulterated, and honestly presented*

E. Shellstock tags retained for 90 days from the date the container is emptied*

228.63(i) Shellstock identification*
228.64(e) Shellstock, maintaining identification*

F. Written documentation of parasite destruction maintained for fish products for 90 days

228.72(a)(1) Parasite destruction*
228.72(b)(3) Records, creation and retention

3. PROTECTION FROM CONTAMINATION*

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

228.66(a)(1)(A) Packaged & unpackaged food - separation, packaging, & segregation*

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

228.66(a)(1)(B) Packaged & unpackaged food - separation, packaging, & segregation*

C. Food protected from environmental contamination

228.66 Packaged & unpackaged food - separation, packaging, & segregation*
228.68(a) Food contact with equipment and utensils*
228.70(a); 228.69(b)

D. After being served or sold to a consumer, food is not re-served

228.70(d)(1) Returned food and re-service of food*

FOODBORNE ILLNESS INTERVENTIONS & RISK FACTORS

E. Discarding or reconditioning unsafe, adulterated or contaminated food*

228.81(1) Discarding or reconditioning unsafe, adulterated or contaminated food*

4. FOOD-CONTACT SURFACES

228.118(1) Manual ware washing equipment, hot water sanitization temperatures*
228.118(2) Mechanical ware washing equipment, hot water sanitization temperatures*
228.118(3)(A) Mechanical ware washing equipment, sanitization pressure
228.118(3)(B) Manual and mechanical ware washing equipment, chemical sanitization - temperature, pH, concentration, and hardness*
228.111(n) Manual ware washing equipment, chemical sanitization using detergent - sanitizers
228.113(1) Equipment food-contact surfaces*, nonfood-contact surfaces, and utensils*
228.117 Equipment food-contact surfaces and utensils*
228.114(b) Cooking and baking equipment
228.117 Sanitization of equipment and utensils - food-contact surfaces and utensils*
228.114(a)(1)(D) Sanitization of equipment and utensils - before use after cleaning - frequency*
228.111(n); 228.118 Hot water and chemical*

5. DEMONSTRATION OF KNOWLEDGE

228.31(a) Assignment - responsibility*
228.32(1) Demonstration - knowledge*
228.34 Person in charge – duties

6. EMPLOYEE HEALTH

228.35(a)(1) Responsibility of the person in charge to require reporting by food employees and applicants*
228.36 Exclusions and restrictions*
228.37 Removal of exclusions and restrictions
228.35(e) Responsibility of a food employee or an applicant to report to the person in charge*
228.35(b) Reporting by the person in charge*

7. GOOD HYGIENIC PRACTICES*

228.42(a)(1) Eating, drinking, or using tobacco*
228.42(b) Discharges from the eyes, nose and mouth*
228.65(b) Preventing contamination when tasting*

8. PROPER, ADEQUATE HANDWASHING

FOODBORNE ILLNESS INTERVENTIONS & RISK FACTORS

228.38(a)	Clean condition - hands and arms*
228.38(b)(1)	Cleaning procedure*
228.38(d)	When to wash*
228.38(e)	Where to wash*
228.38(f)(1)	Hand sanitizers

9. PREVENTION OF CONTAMINATION FROM HANDS*

228.65(a)	Preventing contamination from hands*
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10. HANDWASH FACILITIES

A. Handwash facilities conveniently located and accessible for employees*

228.147(a)(1)	Handwashing facilities - numbers and capacities*
228.148(a)	Handwashing facilities - location and placement*
228.149(a)	Using a handwashing facility - operation and maintenance
228.147(a)(1)	Minimum number*
228.186(h)	Maintaining and using handwashing facilities

B. Handwash facilities supplied with hand cleanser / sanitary towels / hand drying devices/ signage

228.175(b)	Hand washing cleanser, availability*
228.175(c)	Hand drying provision*
228.175(d)	Handwashing aids and devices, use restrictions
228.38(b)(3)	Paper towel used to avoid re- contamination
228.175(e)	Handwashing signage

11. FOOD & FOOD PREPARATION FOR HIGHLY SUSCEPTIBLE POPULATIONS*

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

228.82(1)(C)	Pasteurized foods, prohibited re-service, and prohibited food*
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B. Use pasteurized eggs in recipes if eggs are undercooked; and if eggs are combined unless: cooked to order & immediately served; used immediately before baking and thoroughly cooked; or a HACCP plan controls *Salmonella* Enteritidis

228.82(2)	Pasteurized foods, prohibited re-service, and prohibited food*
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C. Raw or partially cooked animal food and raw seed sprouts not served

228.82(3)	Pasteurized foods, prohibited re-service, and prohibited food*
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12. CHEMICAL

A. Food or color additives: approved and properly used. * (Sulfites are not applied to fresh fruits and vegetables intended for raw consumption)

FOODBORNE ILLNESS INTERVENTIONS & RISK FACTORS

- 228.62(b) Additives*
- 228.66(d)(1) Protection from unapproved additives*

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

- 228.209(b) Refrigerated medicines, storage*
- 228.211 Storage - first aid supplies*
- 228.212 Storage - other personal care items

Stock and retail sale of poisonous or toxic material

- 228.201 Identifying information, prominence - original containers*
- 228.202 Common name - working containers*

Operational Supplies and Applications

- 228.203 Separation - storage*
- 228.204(a)(1) Restriction - presence and use*
- 228.204(b) Conditions of use*
- 228.205 Poisonous or toxic material containers - prohibitions*
- 228.206(a) Sanitizers, criteria - chemicals*
- 228.206(b)(1) Chemicals for washing fruits and vegetables, criteria*
- 228.206(c) Boiler water additives, criteria*
- 228.206(d)(1) Drying agents, criteria*
- 228.207 Incidental food contact, criteria - lubricants*
- 228.208(a) Restricted use pesticides, criteria*
- 228.208(b) Rodent bait stations*
- 228.208(c)(1) Tracking powders, pest control and monitoring*
- 228.209(a)(2) Restriction and storage - medicines*

C. Poisonous or toxic materials held for retail sale properly stored*

- 228.213 Separation - storage and display (Separation is to be by spacing or partitioning)*

13. CONSUMER ADVISORY*

- 228.80 Consumption of shellfish that are raw, undercooked, or not otherwise processed to eliminate pathogens
- 228.34(a)(11) Using clean table ware for second portions and refills

14. CONFORMANCE WITH APPROVED SYSTEMS*

A. VARIANCE FOR SPECIALIZED PROCESSING METHODS *

- 228.76 Variance requirement*

B. COMPLIES WITH REQUIRED VARIANCE AND HACCP PROCEDURES

- 228.243(c) Conformance with approved procedures*

15. Treating Juice
228.82(1)

Conformance with approved procedures*

TFER REFERENCE SHEET TDH STANDARDIZATION INSPECTION REPORT

GOOD RETAIL PRACTICES

PERSONNEL

16. PERSONNEL CLEANLINESS (FINGERNAILS, JEWELRY, OUTER CLOTHING)

228.39(a) –(b)	Maintenance - fingernails
228.40	Prohibition – jewelry
228.41	Clean condition - outer clothing
228.43(a)	Effectiveness - hair restraints

FOOD & FOOD PROTECTION

17. FOOD SOURCE*, ORIGINAL CONTAINER, PROPERLY LABELED*, CONDITION, USED*, HONESTLY PRESENTED*, SEGREGATED DISTRESSED PRODUCTS

228.63(f)	Ice*
228.63(i)	Shucked shellfish, packaging and identification
228.63(j)	Shellstock, condition
228.64(a)-(d)	Molluscan shellfish, original container
228.79(a)(2)(A)	Food storage containers, identified with common name of food
228.66(c)	Pasteurized eggs, substitute for raw shell eggs for certain recipes*
228.69(c)	Vended TCS food, original container
228.75(a)	Frozen food
228.78(a)	Standards of identity
228.61	Honestly presented
228.79(a)(1)	Food labels*
228.79(a)(2)	Other forms of information*
228.184	Segregation and location - distressed merchandise

18. PROTECTION FROM CONTAMINATION

228.206(b)	Washing fruits and vegetables
228.67(a)	Ice used as exterior coolant, prohibited as ingredient*
228.66(a)(1)	Food storage
228.69(b)	Food storage, prohibited areas
228.69(d)	Food preparation
228.70(a)	Food display

FOOD & FOOD PROTECTION

GOOD RETAIL PRACTICES

228.70(b)	Condiments, protection
228.69(c)(2)	Consumer self-service operations*
228.69(a)	Miscellaneous sources of contamination

19. FACILITIES / METHODS TO CONTROL PRODUCT TEMPERATURE

228.75(e)	Cooling methods
228.107(a)	Cooling, heating, and holding capacities – equipment*

20. TCS PROPERLY THAWED

228.75(b)	TCS food, slacking
228.75(c)	Thawing

21. DISPENSING OF FOOD / UTENSILS PROPERLY STORED

228.68(b)	In-use utensils, between-use storage
228.106(c)(2)	Dispensing equipment, protection of equipment and food
228.106(d)	Vending machine, vending stage closure

22. THERMOMETERS AND OTHER MEASURING DEVICES PROVIDED AND CONSPICUOUS*

228.105(a)	Temperature measuring devices, food - accuracy
228.108(b)	Temperature measuring devices, ambient air and water - accuracy
228.112(a)(2)	Temperature measuring devices - functionality
228.106(l)	Food temperature measuring devices – numbers
228.108(e)	Sanitizing solutions, testing devices
228.111(p)	sanitizing solution concentration determined by test kit/ other device

23. FOOD- AND NONFOOD-CONTACT SURFACES: DESIGNED / CONSTRUCTED*, MAINTAINED, INSTALLED, LOCATED, OPERATED, CLEANABLE*

228.68(f)	Using clean tableware for second portions and refills
228.68(g)	Refilling returnables
228.101(a)	Characteristics*
228.101(b)(1)	Cast iron, use limitation
228.101(c)(1)	Lead in ceramic, china, and crystal utensils, use limitation
228.101(d)	Copper, use limitation*
228.101(e)	Galvanized metal, use limitation*
228.101(c)(2)	Lead in pewter alloys, use limitation
228.101(c)(2)	Lead in solder and flux, use limitation
228.101(g)	Wood, use limitation
228.101(h)	Nonstick coatings, use limitation

GOOD RETAIL PRACTICES

228.104(g)	Nonfood-contact surfaces
228.102	Characteristics – single-service / single-use*
228.103(a)	Equipment and utensils - durability and strength
228.103(b)	Food temperature measuring devices - durability and strength*
228.104(a)	Food-contact surfaces - cleanability*
228.104(c)(1)	CIP equipment - cleanability
228.104(d)	'V' threads, use limitation
228.104(e)	Hot oil filtering equipment
228.104(f)	Can openers
228.101(i)	Nonfood-contact surfaces
228.104(h)	Kick plates, removable
228.106(b)	Equipment openings, closures and deflectors - functionality
228.106(e)	Bearings and gear boxes, leak-proof
228.106(f)	Beverage tubing, separation
228.106(g)	Ice units, separation of drains
228.106(h)	Condenser unit, separation
228.106(i)	Can openers on vending machines
228.106(j)	Molluscan shellfish tanks*
228.106(k)	Vending machines, automatic shutoff*
228.106(u)	Vending machines, liquid waste products
228.106(v)	Case lot handling equipment, movability
228.106(w)	Vending machine doors and openings
228.106(x)	Food equipment, certification and classification
228.108(a)	Utensils, consumer self-service
228.109(a)	Equipment, clothes washers and dryers, and storage cabinets, contamination prevention
228.110(a)(1)(B)	Fixed equipment, spacing or sealing - installation
228.110(a)(1)(C)	Fixed equipment, elevation or sealing - installation
228.111(a)	Good repair and proper adjustment - equipment
228.111(b)	Cutting surfaces
228.111(c)	Microwave ovens
228.112(a)	Good repair and calibration - utensils, temperature/pressure devices
228.223(h)	Equipment, food-contact surfaces, nonfood-contact surfaces, and utensils
228.104(g)	Nonfood-contact surfaces
228.122(a)	Dry cleaning - methods
228.68(g)	Returnables, cleaning for refilling*
228.123(a)	Food-contact surfaces - lubricating and reassembling
228.123(b)	Equipment - lubricating and reassembling

24. WAREWASHING FACILITY; DESIGNED, CONSTRUCTED, INSTALLED, LOCATED, OPERATED, CLEANABLE, USED

228.105(d)	Pressure measuring devices, mechanical warewashing equipment
228.106(m)	Warewashing machine, data plate operation specifications
228.106(n)	Warewashing machines, internal baffles
228.106(l)(4)	Warewashing machines, temperature measuring devices
228.106(p)	Manual warewashing equipment, heaters and baskets
228.106(q)	Warewashing machines, sanitizer level indicator
228.106(r)	Warewashing machines, flow pressure device
228.106(s)	Warewashing sinks and drain boards, self-draining
228.106(t)	Equipment compartments, drainage

GOOD RETAIL PRACTICES

228.107(b)	Manual warewashing, sink compartment requirements
228.107(c)	Drain boards
228.108(d)	Temperature measuring devices, manual and mechanical warewashing
228.108(e)	Sanitizing solutions, testing devices
228.111(d)	Warewashing equipment, cleaning frequency
228.111(e)	Warewashing machines, manufacturers operation instructions
228.111(f)	Warewashing sinks, use limitation
228.111(g)	Warewashing equipment, cleaning agents
228.111(h)	Warewashing equipment, clean solutions
228.111(i)	Manual warewashing equipment, wash solution temperature
228.111(j)	Mechanical warewashing equipment, wash solution temperature
228.111(p)	Warewashing equipment, determining chemical sanitizer concentration
228.115(b)	Precleaning
228.115(c)	Loading of soiled items, warewashing machines
228.115(d)	Wet cleaning
228.115(e)	Washing, procedures for alternative manual warewashing equipment
228.115(f)	Rinsing procedures

25. WIPING CLOTHS, LINENS, NAPKINS, GLOVES, SPONGES: PROPERLY USED, STORED

228.68(c)	Linens and napkins, use limitation
228.68(d)(1)	Wiping cloths, use limitations - used for one purpose
228.68(e)	Gloves, use limitations
228.101(f)	Sponges, use limitation
228.119	Clean linens
228.120(c)	Specifications - frequency of laundering
228.121 (a)	Storage of soiled linens - methods
228.121(b)	Mechanical washing
228.122(b)	Wiping cloths, air-drying locations
228.124(a)	Equipment, utensils, linens, and single-service, single-use articles - storing
228.124(b)(1)	Prohibitions - storing

26. STORAGE, HANDLING OF CLEAN EQUIPMENT, UTENSILS

228.122(a)	Equipment and utensils, air-drying required
228.124(a)	Equipment, utensils, linens, and single-service, single-use articles - storing
228.124(b)(1)	Prohibitions - storing
228.125(a)(2)	Kitchenware and tableware - handling
228.125(b)	Soiled and clean tableware - handling
228.125(c)	Preset tableware - handling

27. SINGLE-SERVICE / SINGLE-USE ARTICLES: STORAGE, DISPENSING, USE, NO REUSE

GOOD RETAIL PRACTICES

228.112(b)	Single-service and single-use articles, required use*
228.112(c)(1)	Single-service and single-use articles, use limitation
228.112(d)	Shells, use limitation
228.124(a)	Equipment, utensils, linens, and single-service, single-use articles
228.124(b)(1)	Prohibitions - storage
228.125(a)(1)	Kitchenware and tableware
228.125(a)(3)	

WATER

28. SAFE WATER SOURCE*, HOT & COLD UNDER PRESSURE*, ADEQUATE QUANTITY*

228.141(a)	Approved system*
228.142(a)	Standards - quality*
228.142(b)	Nondrinking water*
228.142(c)	Sampling
228.142(d)	Sample report
228.143(a)	Capacity - quantity & availability *
228.143(c)	
228.143(b)	Pressure
228.144(a)(1)	System
228.144(a)(2)	Alternative water supply

PLUMBING

29. INSTALLED, MAINTAINED*

228.141(b)	System flushing and disinfection*
228.145(a)	Approved - materials*
228.146(a)(1)	Approved system and cleanable fixtures*
228.146(b)	Handwashing facility, installation - water temperature, and flow
228.146(e)	Conditioning device, design
228.147(c)	Service sink
228.148(b)	Conditioning device, location
228.149(c)	Scheduling inspection and service for a water system device
228.149(d)	Water reservoir of fogging devices, cleaning*
228.149(e)	System maintained in good repair*
228.149(f)(1)	Approved - materials for mobile water tank
228.149(f)(2)	Enclosed system, sloped to drain
228.149(f)(3)	Inspection and cleaning port, protected and secured
228.104(d)	'V' type threads, use limitation
228.149(f)(5)	Tank vent, protected
228.149(f)(6)	Inlet and outlet, sloped to drain
228.149(f)(7)	Hose, construction and identification
228.149(f)(8)	Filter, compressed air
228.149(f)(9)	Protective cover or device

GOOD RETAIL PRACTICES

228.149(f)(10)	Mobile food establishment tank inlet
228.149(f)(13)	System flushing and disinfection*
228.149(f)(14)	Using a pump and hoses, backflow prevention
228.149(f)(15)	Protecting inlet, outlet, and hose fitting.
228.149(f)(16)	Tank, pump, and hoses, dedication

30. CROSS CONNECTION*, BACK SIPHONAGE, BACKFLOW PREVENTION*

228.146(c)	Backflow prevention, air gap*
228.146(d)	Backflow prevention device, design standard
228.147(d)	Backflow prevention device, when required*
228.148(b)	Backflow prevention device, location
228.149(b)(1)	Prohibiting a cross connection*

TOILET FACILITIES

31. NUMBER, CONVENIENT, ACCESSIBLE, DESIGNED, INSTALLED

228.147(b)	Toilets and urinals*
228.176(a)	Minimum number - toilets and urinals
228.182	Convenience and accessibility

32. TOILET ROOMS ENCLOSED, SELF-CLOSING DOORS; FIXTURES, GOOD REPAIR, CLEAN, PROPER WASTE RECEPTACLES

228.152(h)	Toilet room receptacle, covered
228.174(d)	Toilet rooms, enclosed
228.152(g)(3)	Disposable towels, waste receptacle
228.176(b)	Toilet tissue, availability*
228.186(i)	Closing toilet room doors

SEWAGE

33. SEWAGE AND WASTE WATER DISPOSAL

228.151(a)(2)	Capacity and drainage
228.150(b)	Establishment drainage system
228.150(c)	Backflow prevention*
228.150(d)	Grease trap
228.150(e)	Conveying sewage*
228.221(a)(9)(A)	Removing mobile food establishment wastes
228.221(a)(9)(E)	Flushing a waste retention tank
228.151(a)(1)	Approved sewage disposal system*
228.151(b)	Other liquid wastes and rainwater

GOOD RETAIL PRACTICES
GARBAGE & REFUSE DISPOSAL

34. CONTAINERS OR RECEPTACLES: COVERED, ADEQUATE NUMBER, INSECT/ RODENT PROOF, FREQUENCY OF REMOVAL, CLEAN. AREA PROPERLY CONSTRUCTED, NECESSARY IMPLEMENTS, SUPPLIES

228.152(a)	Indoor storage area
228.152(b)	Outdoor storage surface
228.152(c)	Outdoor enclosure
228.152(d)(1)	Receptacles
228.152(e)	Receptacles in vending machines
228.152(f)	Outside receptacles
228.152(g)	Storage areas, rooms, and receptacles, capacity and availability
228.152(i)	Cleaning implements and supplies
228.152(j)	Storage areas, redeeming machines, receptacles and waste handling units, location
228.152(k)	Storing refuse, recyclables, and returnables
228.152(l)	Areas, enclosures, and receptacles, good repair
228.152(d)(1)	Outside storage prohibitions
228.152(n)(1)	Covering receptacles
228.152(o)	Using drain plugs
228.152(p)	Maintaining refuse areas and enclosures
228.152(q)(2)	Cleaning receptacles
228.153(a)	Frequency - removal
228.153(b)	Receptacles or vehicles
228.154	Community or individual facility
228.174(j)	Outdoor refuse areas, curbed and graded to drain
228.152(f)(2)	Receptacles, waste handling units, and designated storage areas

PHYSICAL FACILITY

35. FLOORS, WALLS, CEILINGS: DESIGNED, CONSTRUCTED, MAINTAINED, CLEAN

228.171	Surface characteristics - indoor areas
228.172	Surface characteristics - outdoor areas
228.173(a)	Floors, walls, ceilings - cleanability
228.173(b)	Floors, walls, and ceilings, utility lines
228.173(c)	Floor and wall junctures, covered, and enclosed or sealed
228.173(d)	Floor carpeting, restrictions and installation
228.173(e)	Floor covering, mats and duckboards
228.173(f)	Wall and ceiling coverings and coatings
228.173(g)	Walls and ceiling, attachments
228.173(h)	Walls and ceilings, studs, joists, and rafters
228.186(a)	Repairing
228.186(b)	Cleaning, frequency and restrictions
228.186(c)(1)	Cleaning floors, dustless methods
228.186(g)	Absorbent materials on floors, use limitations

GOOD RETAIL PRACTICES

PHYSICAL FACILITY

36. LIGHTING, VENTILATION, DRESSING ROOMS / DESIGNATED AREAS MAINTAINED

228.104(i)	Ventilation hood systems, filters
228.106(a)	Ventilation hood systems, drip prevention
228.107(d)	Ventilation hood systems, adequacy
228.174(a)(1)	Light bulbs, protective shielding
228.174(b)	Heating, ventilation, air conditions system vents
228.177	Intensity – lighting
228.178	Mechanical - ventilation
228.179	Designation - dressing areas and lockers
228.183(a)	Designated areas - employee accommodations
228.186(d)	Cleaning ventilation systems, nuisance and discharge prohibition
228.186(j)	Using dressing rooms and lockers

37. PREMISES MAINTAINED FREE OF LITTER, UNNECESSARY ARTICLES, CLEANING AND MAINTENANCE EQUIPMENT PROPERLY STORED

228.171	Floors, walls, and ceilings - cleanability
228.172(a)	Outdoor walking and driving surfaces, graded to drain
228.147(c)(1)	Availability - service sinks
228.186(e)	Cleaning maintenance tools, preventing contamination*
228.186(f)	Drying mops
228.186(m)(1)	Storing maintenance tools
228.186(n)	Maintaining premises, unnecessary items and litter

38. COMPLETE SEPARATION FROM LIVING / SLEEPING QUARTERS; LAUNDRY

228.109(c)	Clothes washers and dryers
228.183(b)	Equipment, clothes washers and dryers, and storage cabinets, contamination prevention
228.174(l)	Living or sleeping quarters, separation

PEST & ANIMAL CONTROL

39. PRESENCE OF INSECTS / RODENTS MINIMIZED*: OUTER OPENINGS PROTECTED, ANIMALS AS ALLOWED*

228.44(a)	Handling prohibition - animals*
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GOOD RETAIL PRACTICES

228.174(c)	Insect control devices, design and installation
228.174(e)(1)	Outer openings, protected
228.174(f)	Exterior walls and roofs, protective barrier
228.186(k)	Controlling pests*
228.186(l)	Removing dead or trapped birds, insects, rodents, and other pests
228.186(o)	Prohibiting animals*

REPORT MARKING INSTRUCTIONS

DSHS STANDARDIZATION REPORT FOODBORNE ILLNESS INTERVENTIONS AND RISK FACTORS

For each item, indicate one of the following for **OBSERVATIONAL STATUS**: IN - Item found in compliance; OUT - Item found out of compliance, with documentation of the violation noted on the Violative Condition Observed Report; N.O. - Not observed; N.A. - Not applicable

*Indicates priority/ priority foundation items

FOODBORNE ILLNESS INTERVENTIONS AND RISK FACTORS

STATUS

1 TIME/TEMPERATURE CONTROLS 1.1 Cooling*

Note: Please note that the following items address 5° C (41°F) as well as 7° C (45°F). If you have a temperature that meets the 5° C (41°F) temperature requirements it should also be noted to be in compliance for the 7° C (45°F) item. Please write in this section of the report form all the temperatures you take of the products, no matter if they are IN compliance or OUT of compliance. Remember if one product is out of temperature the item is marked OUT of compliance.

IN/OUT **A. Cooked TCS FOOD cooled from 57°C (135°F) to 21°C (70°F) within 2 hours and from 21°C (70°F) to 5°C (41°F) or below within 4 hours**

N.A. This item may be marked N.A. if the establishment is a cook-serve establishment type.

N.O. This item may be marked N.O. if the establishment does cool TCS FOOD for a second service, but you were unable to determine the temperature and times.

IN/ OUT **B. TCS FOOD (from ambient temperature ingredient) cooled to 5°C (41°F) or below within 4 hours**

N.A. This item may be marked N.A. if no TCS FOOD are prepared from ambient temperature ingredient.

N.O. This item may be marked N.O. if these foods are prepared, but you were unable to determine the temperature.

IN/ OUT **C. Foods received at a temperature according to Law are cooled to 5°C (41°F) within 4 hours.**

NOTE: If raw shell eggs are immediately placed under refrigeration capable of keeping foods at 5° C (41°F) or 7° C (45°F), satisfactory compliance is achieved.

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

N.A. This item may be marked N.A. if the establishment does not receive eggs, shellstock, milk or other products that have a transport temperature above 5 °C (41°F).

N.O. This item may be marked N.O. if the establishment does receive eggs, shellstock, milk, or other products that have a transport temperature above 5°C (41°F), but you were unable to determine if these products were cooled down as described above.

FOODBORNE ILLNESS INTERVENTIONS AND RISK FACTORS

STATUS

IN/OUT **D. After receiving, raw shell eggs placed in 7° C (45°F) ambient air temperature.**

N.A. This item may be marked N.A. if the establishment does not receive raw shell eggs.
N.O. This item may be marked N.O. if the establishment does receive raw shell eggs but no raw shell eggs were present at the time of the inspection.

1. TIME / TEMPERATURE CONTROLS

1.2 TCS FOOD Cold & Hot Holding*

IN/ OUT **A. TCS FOOD is maintained at 5°C (41°F) or below, except during preparation, cooking, cooling, or when time is used as a public health control**

N.A. Do Not Mark This Item N.A.
N.O. Do Not Mark This Item N.O.

IN/ OUT **B. TCS FOOD is maintained at 57°C (135°F) or above, except during preparation, cooking, or cooling or when time is used as a public health control**

N.A. This item may only be marked N.A. if there is no TCS FOOD hot holding in the establishment.

N.O. This item should be marked N.O. only in rare instances, when you are unable to determine compliance. Inspections should be conducted during a time when hot holding temperatures can be taken.

IN/ OUT **C. Roasts are held at a temperature of 54°C (130°F) or above**

N.A. This item may only be marked N.A. if roast is not a menu item.
N.O. This item should be marked N.O. only in rare instances when you are unable to determine compliance. Inspections should be conducted during a time when hot holding temperatures can be taken.

NOTE: *Cooking temperatures must be taken to make a determination of compliance or noncompliance. Do not rely upon discussions with managers or cooks to make a determination of compliance or noncompliance. If one food item is found out of temperature the item must be marked as OUT of compliance.*

1.3 Inadequate Cook*

IN/ OUT **A. Raw eggs broken for immediate service cooked to 63°C (145°F) for 15 seconds; raw eggs broken, not prepared for immediate service cooked to 68°C (155°F) for 15 seconds**

N.A. This item may be marked N.A. if eggs are not used in the establishment (this will likely be a rare occurrence since eggs, if not cooked for immediate service are used in other recipes)

N.O. This item may be marked N.O. if eggs are used in the establishment, but you are unable to determine the cooking temperature.

IN/ OUT **B. Comminuted fish, meat, game animals cooked to 68°C (155°F) for 15 seconds**

N.A. This item may be marked N.A. if comminuted meats are not used in the establishment.

N.O. This item may be marked N.O. if one or more types of comminuted meats are used, but you are unable to determine the cooking temperature for any of them.

FOODBORNE ILLNESS INTERVENTIONS AND RISK FACTORS

STATUS

IN/ OUT	C.	<p>Pork roasts and beef roasts, including formed roasts, are cooked to 54°C (130°F) for 112 minutes or as chart specified and according to oven parameters per chart</p> <p>This item may be marked IN or OUT of compliance for one or all of the types of meat.</p>
N.A.		This item may be marked N.A. if roasts or formed roasts are <u>not</u> used in the establishment.
N.O.		This item may be marked N.O. if one or more of these meat items are used, but you are unable to determine the cooking temperature for any of them.
IN/ OUT	D.	<p>Ratites and injected meats cooked to 68°C (155°F) for 15 seconds</p> <p>This item may be marked N.A. if NONE of the listed foods are cooked in the establishment.</p>
N.A.		This item may be marked N.A. if NONE of the listed foods are cooked in the establishment.
N.O.		This item may be marked N.O. if one or more of the listed foods are cooked in the establishment, but you are unable to determine the cooking temperature for any of them.
IN/ OUT	E.	<p>Poultry; stuffed fish/meat/pasta/poultry/ratites; or stuffing containing fish, meat, poultry or ratites cooked to 74°C (165°F) for 15 seconds</p> <p>This item may be marked IN or OUT of compliance for one or all of the types of poultry or stuffed items.</p>
N.A.		This item may be marked N.A. if poultry / wild game or stuffed items are <u>not</u> used in the establishment.
N.O.		This item may be marked N.O. if one or more items are used, but you are unable to determine the cooking temperature for any of them.
IN/ OUT	F.	<p>Whole-muscle, intact beef steaks cooked to surface temperature of 63°C (145°F) on top and bottom. Meat surfaces have a cooked color. The steak must be labeled to indicate that it meets the definition of "Whole-Muscle, Intact Beef"</p> <p>This item may be marked N.A. if whole-muscle, intact beef steaks are <u>not</u> cooked in the establishment.</p>
N.A.		This item may be marked N.A. if whole-muscle, intact beef steaks are <u>not</u> cooked in the establishment.
N.O.		This item may be marked N.O. if whole-muscle, intact beef steaks are used in the establishment, but you are unable to determine the cooking temperature.
IN/ OUT	G.	<p>Raw animal foods rotated, stirred, covered, and heated to 74°C (165°F) in microwave. Food stands covered for 2 minutes after cooking</p> <p>This item may be marked N.A. if raw animal foods are <u>not</u> cooked in a microwave.</p>
N.A.		This item may be marked N.A. if raw animal foods are <u>not</u> cooked in a microwave.
N.O.		This item may be marked N.O. if raw animal foods are cooked in a microwave but you are unable to determine the cooking temperatures for any of them
IN/ OUT	H.	<p>All other raw animal foods cooked to 63°C (145°F) for 15 seconds such as seafood and pork</p> <p>This item may be marked N.A. if other raw animal foods <u>not</u> listed above are <u>not</u> cooked in the establishment.</p>
N.A.		This item may be marked N.A. if other raw animal foods <u>not</u> listed above are <u>not</u> cooked in the establishment.

FOODBORNE ILLNESS INTERVENTIONS AND RISK FACTORS

STATUS

N.O.		This item may be marked N.O. if you are unable to determine the cooking temperature of any food, but it should be a rare occurrence. The inspection should be arranged at an optimum time for measuring at least one cooked item.
IN/OUT	I.	Wild game animals cooked to 63°C (145°F) for 15 seconds
N.A.		This item may be marked N.A. if wild game is not prepared in the establishment.
N.O.		This item may be marked N.O. if wild game is used in the establishment, but you are unable to determine the cooking temperature.
IN/OUT	J.	Non-continuous cooking
N.A.		This item may be marked N.A. if non-continuous cooking not done in the establishment.
N.O.		This item may be marked N.O. if non-continuous cooking is used in the establishment, but you are unable to see the non-continuous cooking process during the inspection.
IN/ OUT	K.	PLANT FOOD COOKING FOR HOT HOLDING
N.A.		This item may be marked N.A. if vegetable and fruits are <u>not</u> cooked for hot holding in the establishment.
N.O.		Do Not Mark This Item N.O.
	1.	TIME / TEMPERATURE CONTROLS
	1.4	<i>Reheating for hot holding*</i>
IN/ OUT	A.	TCS FOOD that is cooked and cooled on premises is rapidly reheated to 74°C (165°F) for 15 seconds
N.A.		This item may be marked N.A. if foods are <u>not</u> held over for a second service.
N.O.		This item may be marked N.O. if foods are held over for a second service, but you are unable to check the reheating procedure. Do not depend on discussions with management or cooks to make a determination on this item.
IN/ OUT	B.	TCS FOOD reheated to 74°C (165°F) or higher in a microwave
N.A.		This item may be marked N.A. if foods are <u>not</u> reheated in a microwave in the establishment.
N.O.		This item may be marked N.O. if foods are reheated in a microwave but you were unable to make a determination of compliance.
IN/ OUT	C.	Commercially processed RTE, if reheated, held at 57°C (135°F) or above
N.A.		This item may be marked N.A. if commercially processed ready-to-eat foods are not reheated in the establishment.
N.O.		This item may be marked N.O. if commercially processed ready-to-eat foods are reheated in the establishment, but you were unable to determine the reheating temperature.
IN/ OUT	D.	Remaining unsliced portions of beef roasts are reheated for hot holding using minimum oven parameters

FOODBORNE ILLNESS INTERVENTIONS AND RISK FACTORS

STATUS

N.A. This item may be marked N.A. if remaining unsliced portions of beef roasts are not used or reheated in the establishment.

N.O. This item may be marked N.O. if remaining unsliced portions of beef roasts are reheated in the establishment, but you were unable to determine the cooking temperature.

1 TIME/TEMPERATURE CONTROL

1.5 Date Marking & Discarding*

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

N.A. This item may only be marked N.A. if there is no RTE, TCS FOOD prepared-on-premises, or opened commercial container held for more than 24 hours

N.O. This item should be marked N.O. when RTE, TCS FOOD prepared-on-premises, or an opened commercial container is held for more than 24 hours and you are unable to determine compliance. Do not depend on information from managers or cooks.

IN / OUT B. Discarding RTE, TCS FOOD prepared on site or opened commercial container held at: $\leq 5^{\circ}\text{C}$ (41°F) for ≤ 7 days

N.A. This item may only be marked N.A. if there is no RTE, TCS FOOD prepared-on-premises, or opened commercial container held for more than 7 days at 5°C (41°F).

N.O. This item should be marked N.O. when RTE, TCS FOOD is prepared-on-premises, or opened commercial container is held beyond guidelines listed above and you are unable to determine compliance. Do not depend on information from managers or cooks.

1.6 Time*

IN/ OUT A. When only time is used as the public health control, food is cooked and served within 4 hours

N.A. This item may only be marked N.A. if time is not used as the only public health control.

N.O. This item should be marked N.O. when time is used as the public health control and you are unable to determine compliance. Do not depend on information from managers or cooks.

IN/ OUT B. When only time is used as a public health control, cold food is served within 6 hours or a temperature of 70°F, whichever comes first

N.A. This item may only be marked N.A. if time is not used as the only public health control.

N.O. This item should be marked N.O. when time is used as the public health control and you are unable to determine compliance. Do not depend on information from managers or cooks.

2. FOOD FROM APPROVED SOURCE*

IN/ OUT A. All food from regulated food processing plants / no home prepared or canned foods*

N.A. Do Not Mark This Item N.A.

N.O. Do Not Mark This Item N.O.

FOODBORNE ILLNESS INTERVENTIONS AND RISK FACTORS

STATUS

IN/ OUT	B.	<p>All shellfish from NSSP listed sources / no recreationally caught shellfish received or sold*</p>
N.A.		This item may be marked N.A. if shellstock are not used in the establishment.
N.O.		Do Not Mark This Item N.O.
IN/ OUT	C.	<p>Game and wild mushrooms approved by regulatory authority*</p>
N.A.		This item should be marked N.A. if game or wild mushrooms are not offered in the establishment.
N.O.		This item may be marked N.O. if the item is on the menu, but not available at the time of the inspection.
IN/ OUT	D.	<p>Food good condition, safe, and unadulterated food* /protected from contamination during transportation and receiving</p>
		This item may be marked IN or OUT of compliance on any one of the listed items. If the food is safe and unadulterated, but you are not able to check any temperatures of food during receiving or are not able to determine the condition of foods transported, mark the item IN compliance.
N.A.		Do Not Mark This Item N.A.
N.O.		Do Not Mark This Item N.O.
IN/ OUT	E.	<p>Shellstock tags retained for 90 days from the date the container is emptied*</p>
		This item may be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.
N.A.		This item may be marked N.A. if shellstock are not used in the establishment
N.O.		Do Not Mark This Item N.O.
IN/ OUT	F.	<p>Written documentation of parasite destruction maintained for fish products for 90 days</p>
N.A.		This item may be marked N.A. if raw, raw-marinated, or partially cooked fish (excluding tuna species listed in the TFER) are not used in the establishment.
N.O.		Do Not Mark This Item N.O.
	3.	PROTECTION FROM CONTAMINATION*
IN/ OUT	A.	<p>Separating raw animal foods from raw RTE food and separating raw animal foods from cooked RTE food</p>
		This item may be marked IN or OUT of compliance.
N.A.		This item may only be marked N.A. if there is only a vegetarian menu (not likely during a Standardization and Certification exercise).
N.O.		Do Not Mark This Item N.O.
IN/ OUT	B.	<p>Raw animal foods separated from each other during storage, preparation, holding, and display</p>

FOODBORNE ILLNESS INTERVENTIONS AND RISK FACTORS

STATUS

N.A. Mark this item N.A if there is only a vegetarian menu.
N.O. Do Not Mark this item N.O.

IN/ OUT **C. Food protected from environmental contamination— Priority items**

N.A. Do Not Mark This Item N.A.
N.O. Do Not Mark This Item N.O.

IN/ OUT **D. After being served or sold to a consumer, food is not re-served**

N.A. Do Not Mark This Item N.A.
N.O. Do Not Mark This Item N.O.

IN/ OUT **E. Discarding or reconditioning unsafe, adulterated or contaminated food**

N.A. This item may be marked N.A. if unsafe food is not reconditioned.
N.O. Do Not Mark This Item N.O.

4. FOOD-CONTACT SURFACES

NOTE: *This item will require some judgement to be used when marking it IN or OUT of compliance. It should be marked OUT of compliance if observations are made that support a pattern of noncompliance with this item. One dirty utensil, food-contact surface, or one sanitizer container without sanitizer would not necessarily support an OUT of compliance mark.*

N.A. Do Not Mark This Item N.A.
N.O. Do Not Mark This Item N.O.

5. DEMONSTRATION OF KNOWLEDGE*

IN/ OUT The person in charge has three options for demonstrating knowledge. Inability to meet one of those options constitutes OUT of compliance.

The certified food manager test must be a DSHS approved test. Such credentials are indications that management is taking initiative to gain and confirm food safety knowledge, should be acknowledged in that light, and combined with one of the other two methods of demonstration cited in the Texas Food Establishment Rules (TFER) can be used to establish compliance with § 229.163(b).

N.A. Do Not Mark This Item N.A.
N.O. Do Not Mark This Item N.O.

6. EMPLOYEE HEALTH*

IN/ OUT **A. Management awareness and policy re: handling employee health situations***

This item may be marked IN or OUT of compliance on either management awareness or policy. There must be a management policy, not necessarily written, that directs the handling of employee health situations in a way that is equivalent to **subchapter B** of the TFER. Refer also to #6 (B).

N.A. Do Not Mark This Item N.A.

FOODBORNE ILLNESS INTERVENTIONS AND RISK FACTORS

STATUS

N.O. Do Not Mark This Item N.O.

IN/ OUT B. Visible or known symptoms / or known diagnoses dealt with according to the Texas Food Establishment Rules.*

This item may be marked IN or OUT of compliance on the failure to appropriately restrict or exclude based on the evidence presented by symptoms or known diagnoses.

To evaluate compliance, or determine if there is management awareness of how to recognize potential problems and deal with various situations, combine the following observations:

- (1) The dialogue under # 6 (A) of this section with the person in charge; and
- (2) Your observations of the food workers for symptoms.

N.A. Do Not Mark This Item N.A.

N.O. Do Not Mark This Item N.O.

7. GOOD HYGIENIC PRACTICES*

IN/ OUT Food employees eat, drink, and use tobacco only in designated areas / do not use a utensil more than once to taste food that is sold or served / do not handle or care for animals present. Food employees experiencing persistent sneezing, coughing, or runny nose do not work with exposed food, clean equipment, utensils, linens, unwrapped single-service or single-use articles*

This item must be marked OUT of compliance if one person is observed to be out of compliance with this item.

N.A. Do Not Mark This Item N.A.

N.O. Do Not Mark This Item N.O.

8. PROPER, ADEQUATE HANDWASHING*

NOTE: *You must be in the establishment long enough to make an observation for all sections of Personnel.*

IN/ OUT Hands clean and properly washed*

This item must be marked OUT of compliance if one person is observed with dirty hands or with hands that have not been properly washed.

N.A. Do Not Mark This Item N.A.

N.O. Do Not Mark This Item N.O.

9. PREVENTION OF CONTAMINATION FROM HANDS*

FOODBORNE ILLNESS INTERVENTIONS AND RISK FACTORS

STATUS

IN/ OUT **Exposed, RTE food not touched by bare hands unless employees have utilized special handwash procedures as specified in the TFER §288.38(c).**

This item must be marked OUT of compliance if one person is observed to be out of compliance with this item.

N.A. **Do Not Mark This Item N.A.**
N.O. **Do Not Mark This Item N.O.**

10. HANDWASH FACILITIES*

IN/ OUT **A. Handwash facilities conveniently located and accessible for employees**

N.A. **Do Not Mark This Item N.A.**
N.O. **Do Not Mark This Item N.O.**

IN/ OUT **B. Handwash facilities supplied with hand cleanser / sanitary towels / hand drying devices/signage.**

N.A. **Do Not Mark This Item N.A.**
N.O. **Do Not Mark This Item N.O.**

11. FOOD & FOOD PREPARATION FOR HIGHLY SUSCEPTIBLE POPULATIONS*

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

N.A. This item may be marked N.A. if a highly susceptible population is not served.
N.O. **Do Not Mark This Item N.O.**

IN/ OUT **B. Use pasteurized eggs in recipes if eggs are undercooked; and if eggs are combined unless: cooked to order & immediately served; used immediately before baking and thoroughly cooked; or a HACCP plan controls *Salmonella* Enteritidis**

N.A. This item may be marked N.A. if a highly susceptible population is not served.
N.O. This item should be marked N.O. only in rare instances when you are unable to determine compliance. Inspections should be conducted during a time when egg dishes and recipes using eggs are prepared.

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

N.A. This item may be marked N.A. if a highly susceptible population is not served.
N.O. This item should be marked N.O. only in rare instances when you are unable to determine compliance. Inspections should be conducted during a time when egg dishes and recipes using eggs are prepared.

- 12. CHEMICAL**
- IN/ OUT A. Food or color additives: approved and properly used***
- This item is marked IN compliance if no unapproved additives are on site; or if sulfites are on the premises, but they are used properly.
This item is marked OUT of compliance if unapproved additives are found on premises and improperly used, or if sulfites are applied to fresh fruits & vegetables.
- N.O. Do Not Mark This Item N.O.**
- IN/ OUT B. Poisonous or toxic materials, chemicals, lubricants, pesticides, medicines, first aid supplies*, and other personal care items properly identified, stored, and used**
- It may be marked OUT of compliance for improper storage or use of any one of the listed items.
- N.A. Do Not Mark This Item N.A.**
N.O. Do Not Mark This Item N.O.
- IN/ OUT C. Poisonous or toxic materials held for retail sale properly stored***
- It may be marked OUT of compliance for improper storage or use of any one of the items.
- N.A. This item may be marked N.A. if the establishment does not hold poisonous or toxic materials for retail sale.**
- N.O. Do Not Mark This Item N.O.**
- 13. CONSUMER ADVISORY***
- IN/ OUT A. Inform especially vulnerable consumers about the increased risk associated with eating animal foods in raw or undercooked form via disclosure and reminder; brochure fulfills essential criteria.**
- N.A. This item may be marked N.A. in a food establishment that does not deliver raw or undercooked animal foods for raw consumption to the consumer.**
N.O. Do Not Mark This Item N.O.
- IN/ OUT B. A card, sign or other effective means of notification is displayed to notify consumer that clean tableware is to be used upon return to the self-service areas such as salad bars and buffets.**
- N.A. This item may be marked N.A. in a food establishment that does not offer food for self service by the consumer.**
N.O. Do Not Mark This Item N.O.
- 14. CONFORMANCE WITH APPROVED SYSTEMS***
- IN/ OUT A. Variance obtained for specialized processing methods* (smoking for preservation, using additives as preservatives, or using reduced oxygen to package food)**

- N.A.** This item may be marked N.A. if the establishment does not smoke for preservation /cure foods, brew alcoholic beverages, use additives to preserve foods, and/or package foods using reduced oxygen.
- N.O.** **Do Not Mark** This Item N.O.
- IN/ OUT** **B.** **If conducting process that requires a variance, complies with required variance and required HACCP procedures.**
- It may be marked out of compliance if the establishment does not have a variance for processes requiring a variance as specified in the TFER or is not operating by the protocols stated in the variance.
- N.A.** This item may be marked N.A. if the establishment does not have a variance or HACCP procedure.
- N.O.** **Do Not Mark** This Item N.O.
- IN/OUT** **C.** **If conducting reduced oxygen packaging with 2 barriers—HACCP plan required.**
- N.A.** This item may be marked N.A. if the food establishment does not conduct reduced oxygen packaging.
- N.O.** **Do Not Mark** this item N.O.
- IN/OUT** **15** ***Treating Juice****
- N.A.** This item may be marked N.A. if the establishment does not package juice.
- N.O.** **Do Not Mark** this item N.O.

REPORT MARKING INSTRUCTIONS

DSHS STANDARDIZATION REPORT GOOD RETAIL PRACTICES

For each item, indicate one of the following for **OBSERVATIONAL STATUS**: IN - Item found in compliance; OUT - Item found out of compliance, with documentation of the violation noted on the Violative Condition Observed Report; N.O. - Not observed; N.A. - Not applicable

GOOD RETAIL PRACTICES (GRPs)

STATUS

PERSONNEL

- | | | |
|---------|-----|--|
| IN/ OUT | 16. | Personnel cleanliness (fingernails, jewelry, outer clothing, hair restraints)
This item may be marked OUT of compliance for improper storage or use of any one of the items. |
| N.A. | | Do Not Mark This Item N.A. unless the establishment has no employees. |
| N.O. | | Do Not Mark This Item N.O. |

FOOD & FOOD PROTECTION

- | | | |
|---------|-----|---|
| IN/ OUT | 17. | Original container, properly labeled/ segregated distressed products |
| N.A. | | Do Not Mark This Item N.A. |
| N.O. | | Do Not Mark This Item N.O. |
| IN/ OUT | 18. | Protection from contamination (core item) |
| N.A. | | Do Not Mark this item N.A... |
| N.O. | | Do Not Mark This Item N.O. |
| IN/ OUT | 19. | Adequate equipment / proper cooling methods to control product temperature |
| N.A. | | Do Not Mark This Item N.A. |
| N.O. | | Do Not Mark This Item N.O. |
| IN/ OUT | 20. | TCS food properly thawed |
| N.A. | | Do Not Mark this item N.A, |
| N.O. | | Do Not Mark This Item N.O. |
| IN/ OUT | 21. | Dispensing of food / utensils properly stored |
| N.A. | | Do Not Mark This Item N.A. |
| N.O. | | Do Not Mark This Item N.O. |

FOOD EQUIPMENT

- | | | |
|---------|-----|--|
| IN/ OUT | 22. | Thermometers provided and conspicuous* |
| N.A. | | Do Not Mark This Item N.A. |
| N.O. | | Do Not Mark This Item N.O. |
| IN/ OUT | 23 | Food- and nonfood-contact surfaces: designed / constructed*, maintained, installed, located, operated, cleanable* |
| N.A. | | Do Not Mark This Item N.A. |
| N.O. | | Do Not Mark This Item N.O. |

GOOD RETAIL PRACTICES (GRPs)

STATUS

- | | | |
|----------------|------------|--|
| IN/ OUT | 24. | Ware washing facility: designed, constructed, installed, located, operated, cleanable, used
(Accurate thermometers, chemical test kits provided, gauge cock) |
| N.A. | | Do Not Mark This Item N.A. |
| N.O. | | Do Not Mark This Item N.O. |
| IN/ OUT | 25. | Wiping cloths, linens, napkins, gloves, sponges: properly used, stored |
| N.A. | | Do Not Mark This Item N.A. |
| N.O. | | Do Not Mark This Item N.O. |
| IN/ OUT | 26. | Storage, handling of clean equipment, utensils
This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance. |
| N.A. | | Do Not Mark This Item N.A. |
| N.O. | | Do Not Mark This Item N.O. |
| IN/ OUT | 27. | Single-service / single-use articles: storage, dispensing, use, no reuse. |
| N.A. | | Do Not Mark This Item N.A. |
| N.O. | | Do Not Mark This Item N.O. |

WATER

- | | | |
|----------------|------------|--|
| IN/ OUT | 28. | Safe water and ice source*, hot & cold under pressure, adequate quantity* |
| N.A. | | Do Not Mark This Item N.A. |
| N.O. | | Do Not Mark This Item N.O. |

PLUMBING

- | | | |
|----------------|------------|--|
| IN/ OUT | 29. | Installed, maintained* |
| N.A. | | Do Not Mark This Item N.A. |
| N.O. | | Do Not Mark This Item N.O. |
| IN/ OUT | 30. | Cross connection*, back siphonage, backflow prevention* |
| N.A. | | Do Not Mark This Item N.A. |
| N.O. | | Do Not Mark This Item N.O. |

TOILET FACILITIES

- | | | |
|----------------|------------|--|
| IN/ OUT | 31. | Number*, convenient, accessible, designed, installed |
| N.A. | | Do Not Mark This Item N.A. |
| N.O. | | Do Not Mark This Item N.O. |
| IN/ OUT | 32. | Toilet rooms enclosed, self-closing doors; fixtures, good repair, clean, proper waste receptacles |
| N.A. | | Do Not Mark This Item N.A. |
| N.O. | | Do Not Mark This Item N.O. |

GOOD RETAIL PRACTICES (GRPs)

STATUS

SEWAGE

- IN/ OUT** **33. Sewage and waste water disposal***
N.A. **Do Not Mark This Item N.A.**
N.O. **Do Not Mark This Item N.O.**

GARBAGE & REFUSE DISPOSAL

- IN/ OUT** **34. Containers or receptacles: covered, adequate number, insect / rodent proof, frequency of removal, clean area properly constructed, necessary implements, supplies**
N.A. **Do Not Mark This Item N.A.**
N.O. **Do Not Mark This Item N.O.**

PHYSICAL FACILITY

- IN/ OUT** **35. Floors, walls, ceilings: designed, constructed, maintained, clean**
N.A. **Do Not Mark This Item N.A.**
N.O. **Do Not Mark This Item N.O.**

- IN/ OUT** **36. Lighting, ventilation, dressing rooms / designated areas maintained**
N.A. **Do Not Mark This Item N.A.**
N.O. **Do Not Mark This Item N.O.**

- IN/ OUT** **37. Premises maintained free of litter, unnecessary articles, cleaning and maintenance equipment properly stored**
N.A. **Do Not Mark This Item N.A.**
N.O. **Do Not Mark This Item N.O.**

- IN/ OUT** **38. Complete separation from living / sleeping quarters; laundry**
N.A. **Do Not Mark This Item N.A.**
N.O. **Do Not Mark This Item N.O.**

PEST AND ANIMAL CONTROL

- IN/ OUT** **39. Presence of insects / rodents eliminated: outer openings protected, animals as allowed**
N.A. **Do Not Mark This Item N.A.**
N.O. **Do Not Mark This Item N.O.**

CORRECTIVE ACTION PLAN

(Note: This document is to be completed by the candidate only)

Establishment Name:	Physical Address:
Candidate's Name:	Date:

Based on this day's inspection the following uncontrolled hazards known to contribute to foodborne illness were identified: (Uncontrolled hazards include the occurrence of any risk factor or lack of PUBLIC HEALTH INTERVENTIONS).

Chart 1: Risk Factors Identified/ Corrective Action Required

RISK FACTORS IDENTIFIED / CORRECTIVE ACTION REQUIRED			
UNCONTROLLED PROCESS STEP OR CCP	HAZARD (most common)	CRITICAL LIMITS	CORRECTIVE ACTION WHEN LIMITS ARE NOT MET
1.			
2.			
3.			
4.			
5.			

CORRECTIVE ACTION PLAN

II. The following corrective action plan is recommended to establish active managerial control of the identified uncontrolled hazards. *(For unmet critical limits, the plan delineates what needs to be controlled and how it will be controlled, along with necessary records and responsible personnel. It will also indicate what training is necessary.)*

As the person in charge of the _____

Located at _____, I have reviewed, and understand

The provisions of this voluntary Corrective action plan.

(Person in charge)

(Date)

(Candidate)

(Date)

CORRECTIVE ACTION PLAN (EXAMPLE)

Establishment Name: Hamburger Heaven	Physical Address: 1234 Anywhere Street
Candidate's Name: Jane Smith	Date: 06-01-06

Based on this day's inspection the following uncontrolled CCPs known to contribute to foodborne illness were identified: (Uncontrolled hazards include the occurrence of any risk factor or lack of public health interventions).

Chart 1a: Sample Risk Factors Identified / Corrective Action Required

RISK FACTORS IDENTIFIED / CORRECTIVE ACTION REQUIRED			
UNCONTROLLED PROCESS STEP OR CCP	HAZARD (most common)	CRITICAL LIMITS	CORRECTIVE ACTION WHEN LIMITS ARE NOT MET
1. <i>Hamburger cooked to 130°F on grill.</i>	<i>E. coli</i>	68°C (155°F)	<i>Continue to cook until temperature is met</i>
2. <i>Yesterday's chili is reheated to 145°F</i>	<i>C. perfringens</i>	74°C (165°F)	<i>Continue to reheat until temperature is met or discard</i>
3. <i>Employees do not wash their hands between working with raw and cooked chicken.</i>	Salmonella Typhi	<i>Employee must wash hands between working with raw and cooked chicken.</i>	<i>Employee must wash hands; review of handwashing training tapes mandatory</i>
4.			
5.			

CORRECTIVE ACTION PLAN (EXAMPLE)

II. The following corrective action plan will be implemented to establish active managerial control of the identified uncontrolled hazards. (*The plan identifies the corrective action when critical limits are not met; who is responsible; what action is necessary; how the plan is implemented; when action is taken; what records are maintained; and what if any training is necessary.*)

Plan for Hazard #1 - Cooking temperature of hamburgers

Temperature checks of hamburger patties will be taken on the first batch of hamburgers cooked.

Sam Jones will record the temperatures on his production chart.

Hamburgers with a temperature below 68 °C (155 °F) will be returned to the grill for further cooking to internal temperature of 68 °C (155 °F).

Temperature records will be faxed to Jane Smith each Friday for 4 weeks.

Plan for Hazard #2- Reheat of leftover chili for hot holding.

Leftover chili will be reheated on the stove.

Sam Jones will check the temperature of the chili before placing it on the steam table.

The temperatures will be recorded on his production chart.

Chili with a temperature below 74 °C (165 °F) will be placed back on the stove until it reaches 74°C (165 °F). The records will be held for Jane Smith=s review on 8/26/99.

Plan for Hazard #3 - Proper handwashing

All employees will review the handwashing training tapes.

Employees will sign log, indicating they have received training on handwashing.

Sam Jones will keep a record of those employees who have reviewed the tapes.

Employees will record each time they wash their hands for one week.

Sam Jones will monitor and maintain this record.

On 8/26/08 this record will be mailed to Jane Smith.

As manager of the Hamburger Heaven located at 1234 Anywhere Street, I have reviewed and understand the provisions of this voluntary Corrective action plan.

Sam Jones
(Establishment manager)

06/01/08
(Date)

Jane Smith
(Regulatory official)

06/01/08
(Date)

HACCP PLAN VERIFICATION WORKSHEET

(Note: This document is to be completed by the candidate only if the establishment has a HACCP Plan)

Establishment Name:	Physical Address:
Candidate's Name:	Date:

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 from the DSHS Standardization Inspection Report (ANNEX 2 Section 1). Are monitoring actions performed according to plan?
 Yes _____ No _____

DESCRIBE _____

HACCP PLAN VERIFICATION WORKSHEET

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

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: _____

HACCP PLAN VERIFICATION SUMMARY

(Note: This document is to be completed by the candidate only)

Establishment Name:	Physical Address:
Candidate's Name:	Date:

Chart 2: HACCP Plan Verification Summary

HACCP PLAN VERIFICATION SUMMARY (Circle IN or OUT)			
	Record #1	Record #2	Record #3
	Today's Date:	2 nd Selected Date:	3 rd Selected Date:
Required Monitoring Recorded ¹	IN/ OUT	IN / OUT	IN / OUT
Accurate and Consistent ²	IN / OUT	IN / OUT	IN /OUT
Corrective Action Documented ³	IN / OUT	IN / OUT	IN/ OUT
Total # of record answers that are in Disagreement with the Standard = _____ (This box for Completion by Standard 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 on the 3 selected dates? An "IN" answer would indicate that all required monitoring was documented. If any required monitoring was not documented, an "OUT" answer would be circled in this section.
2. Does the food establishment's HACCP documentation for the selected dates appear accurate and consistent with other observations? An "IN" answer would indicate that the record appears accurate and consistent. An "OUT" answer would indicate 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? An "IN" answer would indicate that corrective action was documented for each CL not met for each of the 3 selected dates. An "IN" can also mean that no corrective action was needed. An "OUT" answer would indicate any missing or inaccurate documentation of corrective action.

HACCP PLAN FLOW CHART AND/OR SUMMARY

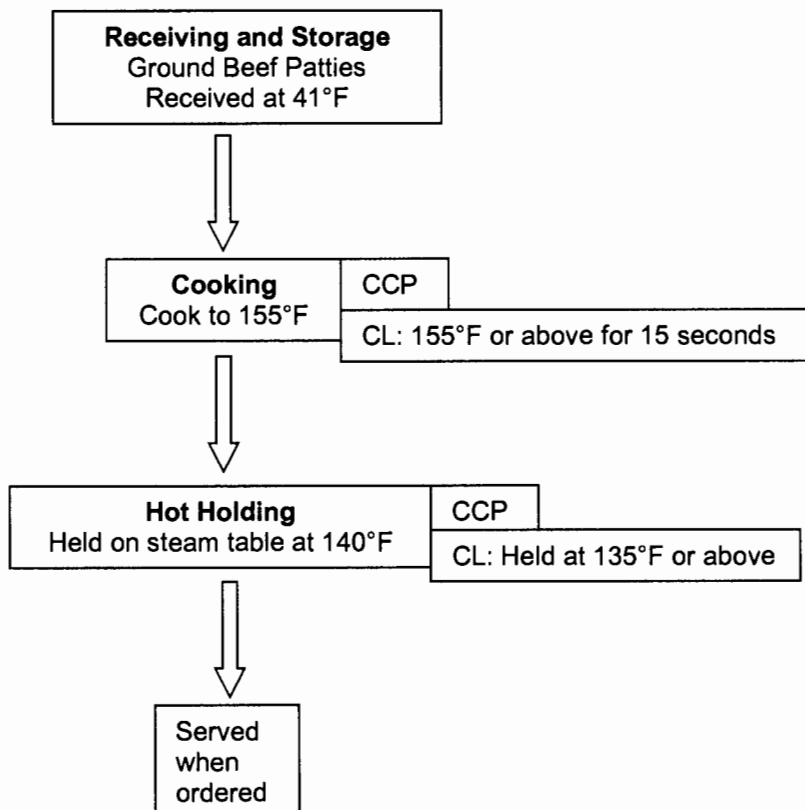
(Note: This document is to be completed by the candidate only)

Establishment Name: ABC Burgers	Physical Address: 123 Main St.
Candidate's Name: Carl Clean	Date: 01/01/2015

Product/Food: **EXAMPLES**

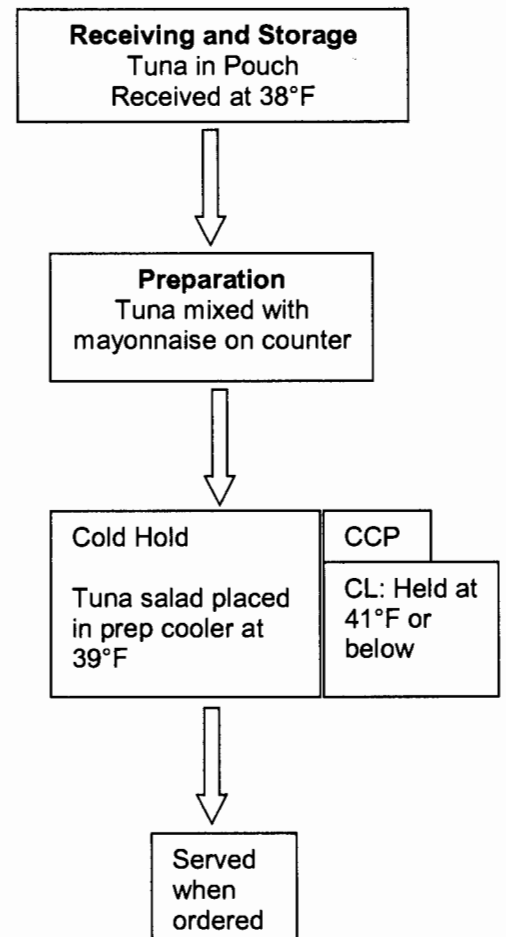
EXAMPLE 1:

Product/Food: Hamburger Patty



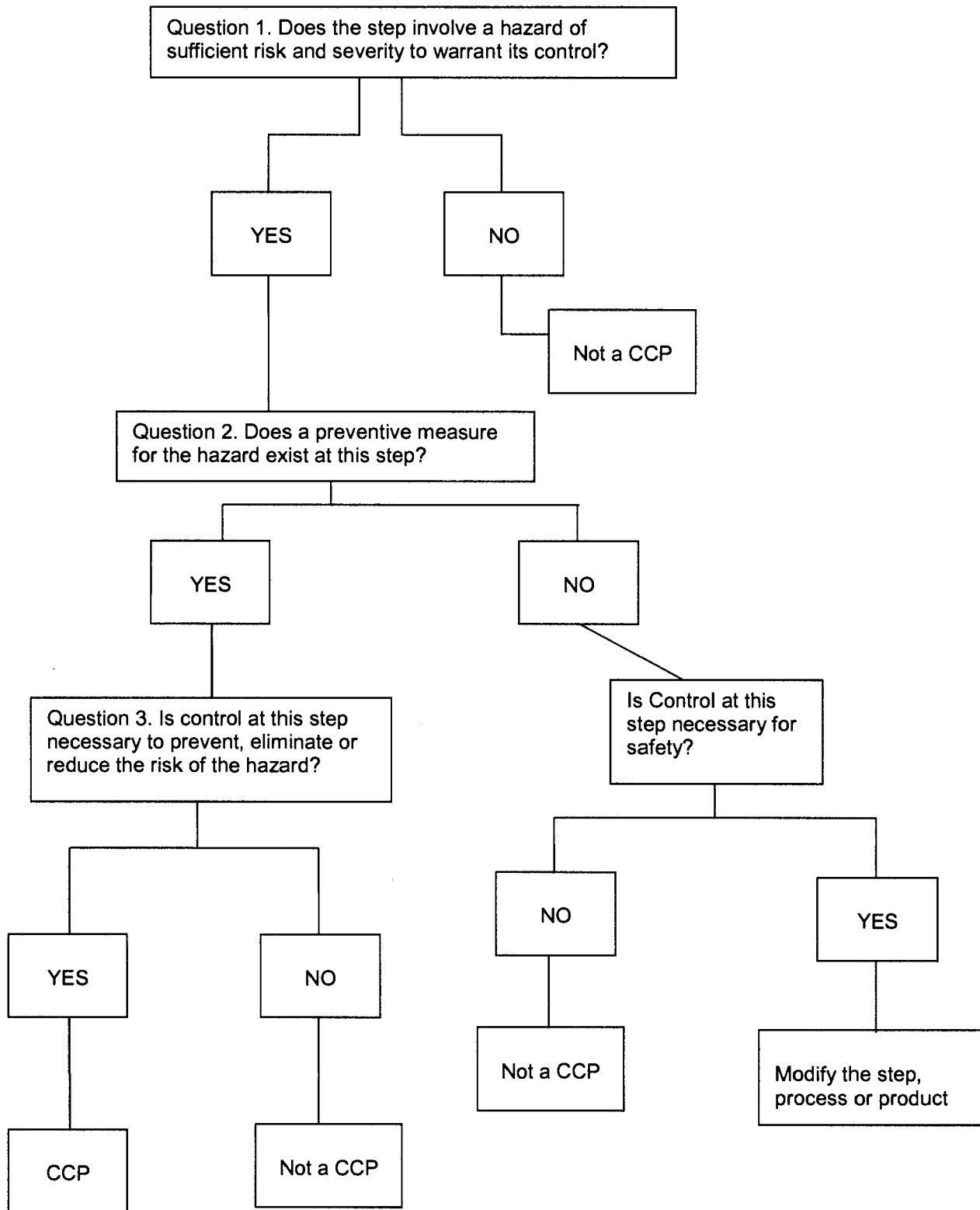
EXAMPLE 2:

Product/Food: Tuna Salad



HACCP PLAN FLOW CHART AND/OR SUMMARY

Decision Tree to determine Critical Control Points (CCP)



SCORING FORM PERFORMANCE CRITERIA

The purpose of the following chart is to tally the disagreement between the Candidate's and the Standard's responses on the DSHS Standardization Inspection Report (Annex 2 Section 1). The Standard 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 DSHS Standardization Inspection Report.

Chart 3: Performance Criteria Tally of Disagreements in Each Establishment

PERFORMANCE CRITERIA TALLY OF DISAGREEMENTS IN EACH ESTABLISHMENT									
Candidate's Name:	Standard's Name:								
ESTABLISHMENTS									
PERFORMANCE AREA	1	2	3	4	5	6	7	8	TOTAL
Risk-Based Inspection (No more than 11 in any one establishment)									
Good Retail Practices (No more than 5 in any one establishment)									

Comments:

STANDARD'S SIGNATURE:

NAME (Print): _____

NAME (Signature): _____

DATE: _____

INSTRUCTIONS FOR SCORING AND DETERMINING PERFORMANCE

RISK-BASED INSPECTION:

To pass this section, the Candidate must achieve an average score of 90 percent (no more than 45 disagreements for all 8 establishments) with **no more than 11 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 <12 , proceed to STEP 2.

If the disagreements/establishment is ≥ 12 stop inspections. Candidate fails.

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

If the disagreements are ≤ 45 for 8 establishments, the Candidate passes.

If the disagreements are > 45 for 8 establishments, the Candidate fails.

If the disagreements are ≤ 33 for 6 establishments, the Candidate passes.

If the disagreements are > 33 for 6 establishments, the Candidate fails.

GOOD RETAIL PRACTICES:

To pass this section, the Candidate must achieve an average score of 85 percent (no more than 32 disagreements for all 8 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 <6 , proceed to STEP 2.

If the disagreements/establishment are ≥ 6 , stop inspections. Candidate fails.

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

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

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

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

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

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					Standard's Name: George Harris				
ESTABLISHMENTS									
PERFORMANCE AREA	1	2	3	4	5	6	7	8	TOTAL
Risk-Based Inspection <small>(No more than 11 in any one establishment)</small>	9	11	11	5	2	2	3	1	44
Good Retail Practices <small>(No more than 5 in any one establishment)</small>	3	2	2	5	3	3	2	2	22

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					Standard's Name: George Harris				
ESTABLISHMENTS									
PERFORMANCE AREA	1	2	3	4	5	6	7	8	TOTAL
Risk-Based Inspection (No more than 11 in any one establishment)	11	11	12						
Good Retail Practices (No more than 5 in any one establishment)	6	5	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.

Texas Food Establishment Rules Standardization Communication Summary

10 = Excellent	5 = Marginal
9	4
8	3
7	2
6	1 = Poor

Please rank (1 to 10) the effectiveness of the inspector's ability to communicate for each of the eight standardization inspections. To pass this segment of standardization the inspector must achieve an average rating of 90%.

1. Did the inspector properly notify the person-in-charge of their presence and purpose of the inspection?

Yes _____ Inspection: 1__ 2__ 3__ 4__ 5__ 6__ 7__ 8__ 9__ 10__

No _____ Comments _____

2. Was the inspector effective in explaining educational materials in a manner that was easy to understand to restaurant personnel?

Yes _____ Inspection: 1__ 2__ 3__ 4__ 5__ 6__ 7__ 8__ 9__ 10__

No _____ Comments _____

3. Did the inspector ask questions related to food preparation processes occurring in the facility? If yes, please rank the effectiveness of the questions in providing helpful information to the operator concerning their operation.

Yes _____ Inspection: 1__ 2__ 3__ 4__ 5__ 6__ 7__ 8__ 9__ 10__

No _____ Comments _____

4. Did the inspector adequately explain the compliance process if there were uncorrected critical violations? If yes, please rank the effectiveness of the inspector in explaining the compliance guidelines.

Yes _____ Inspection: 1__ 2__ 3__ 4__ 5__ 6__ 7__ 8__ 9__ 10__

No _____ Comments _____

5. Did the inspector effectively explain how to correct critical violations on-site? Did the inspector provide the facility the opportunity to correct violations during the inspection? If yes, please rank the effectiveness of the inspector in explaining the corrective actions for the violations.

Yes _____ Inspection: 1__ 2__ 3__ 4__ 5__ 6__ 7__ 8__ 9__ 10__

No _____ Comments _____

6. Were questions asked by the person-in-charge answered accurately and in a manner that was easily understandable?

Yes _____ Inspection: 1___ 2___ 3___ 4___ 5___ 6___ 7___ 8___ 9___ 10___

No _____ Comments _____

7. Was the exit interview conducted by the inspector effective in explaining all violations and steps to achieve compliance? If yes, please rank the effectiveness of the explanation of violations.

Yes _____ Inspection: 1___ 2___ 3___ 4___ 5___ 6___ 7___ 8___ 9___ 10___

No _____ Comments _____

8. Did the inspector accurately use Public Health Reasons to explain critical violations documented during the inspections?

Yes _____ Inspection: 1___ 2___ 3___ 4___ 5___ 6___ 7___ 8___ 9___ 10___

No _____ Comments _____

Adapted from the Kansas Department Health and Environment Standardization Procedures

SCORING FORM FINAL SCORING REPORT

Chart #4: Candidate's Final Performance Score

CANDIDATE'S FINAL PERFORMANCE SCORE				
Candidate's Name:		Title:		
Agency:		Office Telephone Number:		
Office Address:		City:	State:	Zip:
Standard's Name:		Standard's Title:		
Agency:	Office Telephone Number:		Location of Standardization:	
Office Address:		City:	State:	Zip:
<i>Instructions: For the following Performance Areas circle the Level of Agreement.</i>				
PERFORMANCE AREA		LEVEL OF AGREEMENT		
RISK-BASED INSPECTION	PASSES		FAILS	
GOOD RETAIL PRACTICES	PASSES		FAILS	
APPLICATION OF HACCP PRINCIPLES	SATISFACTORY		UNSATISFACTORY	
INSPECTION EQUIPMENT	SATISFACTORY		NEEDS IMPROVEMENT	
COMMUNICATION	SATISFACTORY		NEEDS IMPROVEMENT	

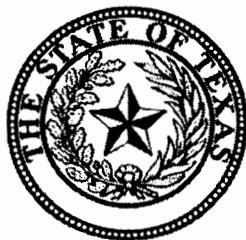
Comments:

STANDARD'S SIGNATURE:

NAME (Print): _____

NAME (Signature): _____

DATE: _____



**Standardization and Certification
Retail Food Inspection/ Training Officers
Procedures Manual
Version No. 00-04 12/2015
Stock # 23-13061**