



Texas Food Establishment Rules

Standardization and Certification

**Retail Food Inspection/Training Officers
Procedures Manual**

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

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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.

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, Food Establishments 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 Introduction

1-102 Purpose

1-103 Scope

1-104 Identifying Applicants

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, is encouraged to select at least 1 individual to be STANDARDIZED and CERTIFIED by DSHS as the DSHS-CERTIFIED INSPECTION / TRAINING OFFICER.

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) **“PHF” means Potentially Hazardous Food.**
- (a) **“Potentially hazardous food”** 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 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 PHF?TCS in one of the tables listed in subparagraph (D) of §229.162(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-PHF/non-TCS in one of the tables in subparagraph (D) of §229.162(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 §229.162(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-PHF/nonTCS in Table A or Table B of §229.162(74) of the TFER.

(21) "**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.

(22) "**Regulatory Authority**" means the local, state or federal enforcement body or authorized representative having jurisdiction over the FOOD ESTABLISHMENTS.

(23) "**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.

(24) **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 §§229.164(k)(1)(A)-(C), 229.164(l)(1)-(2), or 229.164(l)(1)-(2) of the TFER; is a raw or partially cooked animal food and the consumer is advised as specified under §229.164(k)(1)(D)(i) and (ii) of the TFER; is prepared in accordance with a variance that is granted as specified under §229.164(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 §§229.164(k)(1) or 229.164(k)(2), or frozen as specified under §229.164(l)(1)-(2) of the TFER.
- (ii) Raw fruits and vegetables that are washed as specified under §229.164(f)(6) of the TFER;
- (iii) Fruits and vegetables that are cooked for hot holding, as specified under §229.164(k)(3) of the TFER;
- (iv) All potentially hazardous food that is cooked to the temperature and time required for the specific food under §229.164(k) of the TFER, and cooled as specified in §229.164(o)(4) of the TFER;
- (v) Plant 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.

Chapter

2

Qualifying for Certification

Parts

2-1 PREREQUISITE TRAINING AND EXPERIENCE

2-1 PREREQUISITE TRAINING AND EXPERIENCE

Subparts

2-101 Objective

2-102 Eligibility

2-101 Objective.

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
- (4) 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 do 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 Objective
- 3-102 Performance Areas
- 3-103 Methodology

3-101 Objective.

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.

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 recERTIFICATIONS)

(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 recERTIFICATIONS)

(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 recERTIFICATIONS)**

(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 (For initial CERTIFICATION only):**

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 reCERTIFICATION. 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 TDH 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.
- (A) 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 ReCERTIFICATION 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
FOOD ESTABLISHMENTS GROUP**

Return the completed nomination form to: Texas Department of State Health Services,
Food Establishments 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:	<input type="checkbox"/>
100 food establishment inspections within the past 3 years:	<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 # _____

Retail Food Establishment Inspection Report

San Code	Date	Time In	Time Out	Establishment Number		Permit Number	Risk Category
Purpose of Inspection: 1-Compliance 2-Routine 3-Field Investigation 4-Visit 5-Other							
Establishment:				Owner:			
Physical Address:				Zip:		Phone: ()	
OUT 5 Pts	IN	NA	NO	CO S	Food Temperature/Time Requirements		
					Violations Require Immediate Corrective Action		Remarks
					1. Proper Cooling for Cooked/Prepared Food		
					2. Cold Hold (41 degrees Fahrenheit /45 degrees Fahrenheit)		
					3. Hot Hold (135 degrees Fahrenheit)		
					4. Proper Cooking Temperatures		
					5. Rapid Reheating (165 degrees Fahrenheit in 2 Hrs)		
Item/Location/Temperature							
OUT 4 Pts	IN	NA	NO	CO S	Personnel/Handling/Source Requirements		
					Violations Require Immediate Corrective Action		Remarks
					6. Personnel with Infections Restricted/Excluded		
					7. Proper/Adequate Handwashing		
					8. Good Hygienic Practices (Eating/Drinking/Smoking/Other)		
					9. Approved Source/Labeling		
					10. Sound Condition		
					11. Proper Handling of Ready-To-Eat Foods		
					12. Cross-contamination of Raw/Cooked Foods/Other		
					13. Approved Systems (HACCP Plans/Time as Public Health Control)		
					14. Water Supply – Approved Sources/Sufficient Capacity/Hot and Cold Under Pressure		
OUT 3 Pts	IN	NA	NO	CO S	Facility and Equipment Requirements		
					Violations Require Immediate Correction, Not To Exceed 10 Days		Remarks
					15. Equipment Adequate to Maintain Product Temperature		
					16. Handwash Facilities Adequate and Accessible		
					17. Handwash Facilities with Soap and Towels		
					18. No Evidence of Insect Contamination		
					19. No Evidence of Rodents/Other Animals		
					20. Toxic Items Properly Labeled/Stored/Used		
					21. Manual/Mechanical Warewashing and Sanitizing at ()ppm/temperature		
					22. Manager Demonstration of Knowledge/Certified Food Manager		
					23. Approved Sewage/Wastewater Disposal System, Proper Disposal		
					24. Thermometers Provided/Accurate/Properly Calibrated (±2 degrees Fahrenheit)		
					25. Food Contact Surfaces of Equipment and Utensils Cleaned/Sanitized/Good Repair		
					26. Posting of Consumer Advisories (Heimlich/Disclosure/Reminder/Buffer Plate)		
					27. Food Establishment Permit		
Subtotal	Other Violations – Require Corrective Action, Not to Exceed 90 Days or the Next Inspection, Whichever Comes First						
5pt							
4pt							
3pt							
Total	Inspected by:			Print:			
F/U Yes/ No	Received by:			Print:			Title:

Corrective Actions to Ensure Safe Food

Item No.

- 1 **Cooling**
PHF/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**
PHF/TCS food held above 41° F (45° F) more than 4 hours:
Action: Voluntary destruction

PHF/TCS food held above 41° F (45° F) less than 4 hours:
Action: Rapid cool (e.g. ice bath)
- 3 **Hot Hold**
PHF/TCS food held below 135° F more than 4 hours:
Action: Voluntary destruction

PHF/TCS food held below 135° F less than 4 hours:
Action: Rapid reheat to 165° F or more
- 4 **Cooking**
PHF/TCS food undercooked:
Action: Re-cook to proper temperature
- 5 **Rapid Reheating**
Cold PHF/TCS food improperly reheated:
Action: Reheat rapidly to 165°
- 7 **Handwashing**
Food employees observed not washing hands:
Action: Instruct employees to wash hands as specified in the Rules
- 9, 10 **Approved Source/Sound Condition**
Foods from unapproved sources/unsound condition:
Action: Voluntary destruction
- 11 **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
- 12 **Cross Contamination of Raw/Cooked Foods**
Ready-To-Eat food contaminated by raw PHF/TCS food:
Action: Voluntary destruction of ready-to-eat foods
- 14 **Water Supply**
Facility does not have water for washing hands, preparing food, or cleaning equipment/ utensils
Action: Voluntary suspension of food preparation

*Potentially Hazardous Food (PHF) / Time/Temperature Control for Safety (TCS)

**DSHS STANDARDIZATION REPORT
VIOLATIVE CONDITIONS OBSERVED**

Establishment Name: _____

Inspection Report Item #	TFER Citation	TFER Page #	Condition Observed

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DSHS STANDARDIZATION REPORT FOODBORNE ILLNESS INTERVENTIONS AND RISK FACTORS

Establishment Name: _____

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

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

FOODBORNE ILLNESS INTERVENTIONS AND RISK FACTORS

*Indicates critical items

STATUS

- | | | | |
|-----------|------------|-----------|--|
| | | 1. | DEMONSTRATION OF KNOWLEDGE* |
| IN | OUT | | TFER compliance, certified via testing with accredited program, or responses to safety questions regarding operation* |
| | | 2. | 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 |
| | | 3. | 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 |
| IN | OUT | B. | The prescribed Heimlich Maneuver sign is placed in a conspicuous location to employees or customers |
| | | 4. | 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 | B. | All shellfish from NSSP listed sources / no recreationally caught shellfish received or sold* |
| IN | OUT | 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 | E. | Shellstock tags retained for 90 days from the date the container is emptied* |
| IN | OUT | F. | Written documentation of parasite destruction maintained for fish products for 90 days |

FOODBORNE ILLNESS INTERVENTIONS AND RISK FACTORS

*Indicates critical items

STATUS

- | | |
|---------------------|--|
| | 5. TIME/TEMPERATURE CONTROLS |
| | 5.1 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 |
| 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 |
| | 5.2 Reheating for Hot Holding* |
| IN OUT NA NO | A. PHF 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. PHF 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 |
| | 5.3 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 |
| | 5.4. Cooling* |
| IN OUT NA NO | A. Cooked PHF cooled from 57°C (135°F) to 21°C (70°F) within 2 hours and from 21°C (70°F) to 7°C / 5°C (45°F / 41°F) or below within 4 hours |
| IN OUT NA NO | B. PHF (from ambient temperature ingredients) cooled to 7°C / 5°C (45°F / 41°F) or below within 4 hours |
| IN OUT NA NO | C. Foods received at a temperature according to Law cooled to 7°C / 5°C (45°F / 41°F) within 4 hours |
| IN OUT NA NO | D. After receiving, raw shell eggs placed in 7°C (45°F) ambient air temperature |

FOODBORNE ILLNESS INTERVENTIONS AND RISK FACTORS

*Indicates critical items

STATUS

- | | |
|---------------------|--|
| IN OUT | 5.5 PHF Cold & Hot Holding* |
| IN OUT NA NO | A. PHF maintained at 7°C/5°C (45°F/41°F) or below, except during preparation, cooking, cooling or when time is used as a public health control |
| IN OUT NA NO | B. PHF 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 |
| IN OUT | 5.6 Date Marking & Discarding* |
| IN OUT NA NO | A. Date marking for RTE, PHF prepared on-site or opened commercial container held for more than 24 hours |
| IN OUT NA NO | B. Discarding RTE, PHF prepared on site or opened commercial container held at < 5°C (41°F) for <7 days or >5°C (41°F-45°F) for <4 days |
| IN OUT NA NO | 5.7 Time* |
| IN OUT NA NO | When only time is used as a public health control, food is cooked and served within 4 hours |
| | 6. 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 <i>Salmonella Enteritidis</i> |
| IN OUT NA NO | C. Raw or partially cooked animal food and raw seed sprouts not served |
| | 7. 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—critical items |
| 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 | 8. FOOD-CONTACT SURFACES* |
| IN OUT | Food-contact surfaces and utensils are clean to sight and touch and sanitized before use |
| IN OUT NO | 9. PROPER, ADEQUATE HANDWASHING* |
| IN OUT NO | Hands clean and properly washed |

FOODBORNE ILLNESS INTERVENTIONS AND RISK FACTORS

*Indicates critical items

STATUS

- | | |
|--------------------------|---|
| IN OUT NO | <p>10. 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*</p> |
| IN OUT NA NO | <p>11. 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 §229.163 (g)</p> |
| IN OUT
IN OUT | <p>12. HANDWASH FACILITIES*
A. Handwash facilities conveniently located and accessible for employees
B. Handwash facilities supplied with hand cleanser / sanitary towels / hand drying devices/signage</p> |
| IN OUT NA | <p>13. CHEMICAL
A. If used, no unapproved food or color additives. Sulfites not applied to fresh fruits and vegetables intended for raw consumption*</p> |
| IN OUT | <p>B. Poisonous or toxic materials, chemicals, lubricants, pesticides, medicines, first aid supplies*, and other personal care items properly identified, stored, and used</p> |
| IN OUT NA | <p>C. Poisonous or toxic materials held for retail sale properly stored*</p> |
| IN OUT NA | <p>14. CONFORMANCE WITH APPROVED PROCEDURES*
A. If conducting processing that requires a variance, complies with required variance and required HACCP procedures by monitoring CCP's and taking necessary corrective actions</p> |
| IN OUT NA | <p>B. If conducting reduced oxygen packaging with 2 barriers—HACCP plan required.</p> |

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 “HSP” - highly susceptible population</p>	<p>“NSSP” - National Shellfish Sanitation “PHF” - potentially hazardous food “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 critical according to the DSHS Texas Food Establishment Rules. The item requires immediate attention.

STATUS

PERSONNEL

IN OUT NA	15.	Personal Cleanliness (fingernails, jewelry, outer clothing, hair restraints)
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FOOD & FOOD PROTECTION

IN OUT	16.	Food source*, original container, properly labeled*, condition, used*, honestly presented*, segregated distressed products
IN OUT NA NO	17.	Plant food cooking for hot holding
IN OUT	18.	Protection from contamination—noncritical items
IN OUT	19.	Facilities / equipment to control product temperature
IN OUT	20.	PHF properly thawed
IN OUT	21.	Dispensing of food / utensils properly stored

FOOD EQUIPMENT

IN OUT	22.	Thermometers provided and conspicuous*
IN OUT	23.	Food and nonfood-contact surfaces: designed / constructed, maintained, installed, located, operated, cleanable*
IN OUT	24.	Warewashing facility: designed, constructed, installed, located, operated, cleanable, used
IN OUT	25.	Wiping cloths, linens, napkins, gloves, sponges: properly used, stored
IN OUT	26.	Storage, handling of clean equipment, utensils
IN OUT	27.	Single-service / single-use articles: storage, dispensing, use, no reuse

WATER*

IN OUT	28.	Safe water source, hot & cold under pressure, adequate quantity
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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 minimized*: outer openings protected, animals as allowed*
	SPECIALIZED PROCESSING METHODS*	
IN OUT NA	40.	Variance for smoking for preservation, curing, using additives as preservatives, or using reduced oxygen to package food

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

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

1. DEMONSTRATION OF KNOWLEDGE

- 229.163(a) Assignment - responsibility*
- 229.163(b) Demonstration - knowledge*
- 229.163(c) Person in charge – duties

2. EMPLOYEE HEALTH

- 229.163(d) Responsibility of the person in charge to require reporting by food employees and applicants*
- 229.163(d)(2) Exclusions and restrictions*
- 229.163(d)(3) Removal of exclusions and restrictions
- 229.163(d)(4) Responsibility of a food employee or an applicant to report to the person in charge*
- 229.171(p) Reporting by the person in charge*

3. CONSUMER ADVISORY*

- 229.164(s)(3) Consumption of shellfish that are raw, undercooked, or not otherwise processed to eliminate pathogens
- 229.173 (a) Heimlich Maneuver Poster
- 229.164(h)(6) Using clean table ware for second portions and refills

4. FOOD FROM APPROVED SOURCE

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

- 229.164(b)(1) Compliance with food law*
- 229.164(b)(2) Food in a hermetically sealed container*
- 229.164(b)(3) Fluid milk and milk products*
- 229.164(c)(3) Shell eggs*
- 229.164(c)(4) Eggs and milk products, pasteurized*
- 229.166(a)(3) Bottled drinking water*

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

- 229.164(b)(4) Fish*
- 229.164(b)(5) Molluscan shellfish*
- 229.164(c)(8) Shellstock identification*

FOODBORNE ILLNESS INTERVENTIONS & RISK FACTORS

4. FOOD FROM APPROVED SOURCE

C. Game approved by regulatory authority*

229.164(b)(7) Game animals*

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

229.164(c)(1) Temperature*

229.164(c)(5) Package integrity*

229.164(a) Safe, unadulterated, and honestly presented*

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

229.164(c)(8) Shellstock identification*

229.164(d)(2) Shellstock, maintaining identification*

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

229.164(l)(1) Parasite destruction*

229.164(l)(3) Records, creation and retention

G. CCP monitoring records maintained in accordance with HACCP plan*

229.164(p)(2) Reduced oxygen packaging, criteria*

5. TIME / TEMPERATURE CONTROLS

5.1 *Inadequate Cook**

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

229.164(k)(1)(A)(i) Raw animal foods*

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

229.164(k)(1)(A)(ii) Raw animal foods*

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

229.164(k)(1)(B)(i) Raw animal foods*

229.164(k)(1)(B)(ii)

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

229.164(k)(1)(A)(ii) Raw animal foods*

FOODBORNE ILLNESS INTERVENTIONS & RISK FACTORS

5. TIME / TEMPERATURE CONTROLS

5.1 *Inadequate Cook**

- 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**
229.164(k)(1)(A)(iii) 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**
229.164(k)(1)(A)(i) 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**
229.164(k)(2) Microwave cooking*
- H. All other PHF cooked to 63°C (145°F) for 15 seconds**
229.164(k)(1)(A)(i) Raw animal foods*
- I. All fruits and vegetables that are cooked for hot holding are cooked to 60°C (135°F)**
229.164(k)(3) Plant food cooking for hot holding*

5.2 *Reheating for Hot Holding**

- A. PHF rapidly reheated to 74°C (165°F) for 15 seconds or preparation for immediate service**
229.164(m)(1) Preparation for immediate service
229.164(m)(2) Reheating for hot holding*
- B. PHF reheated to 74°C (165°F) or higher in a microwave**
229.164(m)(2)(B) Reheating for hot holding*
- C. Commercially processed RTE food, if reheated, held at 60°C (140°F) or above**
229.164(m)(2)(C) Reheating for hot holding*
- D. Remaining unsliced portions of beef roasts reheated for hot holding using minimum oven parameters**
229.164(m)(2)(E) Reheating for hot holding*

5.3 *Cooling**

- A. Cooked PHF cooled from 60°C (140°F) to 21°C (70°F) within 2 hours and from 21°C (70°F) to 7°C / 5°C (45°F / 41°F) or below within 4 hours**
229.164(o)(4)(A) Cooling*

FOODBORNE ILLNESS INTERVENTIONS & RISK FACTORS

5. TIME / TEMPERATURE CONTROLS

5.3 Cooling*

- B. PHF (from ambient temperature ingredients) cooled to 7°C / 5°C (45°F / 41°F) or below within 4 hours**

229.164(o)(4)(B) Cooling*

- C. Foods received at a temperature according to law cooled to 7°C / 5°C (45°F / 41°F) within 4 hours**

229.164(o)(4)(C) Cooling*

5.4 PHF Cold & Hot Holding*

- A. PHF maintained at 7°C / 5°C (45°F / 41°F) or below, except during preparation, cooking, cooling or when time is used as a public health control**

229.164(o)(6)(B) PHF, hot and cold holding*

- B. PHF maintained at 60°C (140°F) or above, except during preparation, cooking, or cooling or when time is used as a public health control**

229.164(o)(6)(A) PHF, hot and cold holding*

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

229.164(k)(1)(B) PHF, hot and cold holding*

229.164(k)(1)(B)(i)

5.5 Date Marking & Discarding*

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

229.164(o)(7) RTE, PHF, date marking*

- B. RTE, PHF opened commercial container held at $\leq 5^{\circ}\text{C}$ ($\leq 41^{\circ}\text{F}$) for ≤ 7 days or $> 5^{\circ}\text{C} - 7^{\circ}\text{C}$ ($41^{\circ}\text{F} - 45^{\circ}\text{F}$) for ≤ 4 days or discard**

229.164(o)(8)(A) RTE, PHF, disposition*

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

229.164(o)(7)(B) RTE, PHF, date marking*

- D. If frozen RTE, PHF 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 or $> 5^{\circ}\text{C} - 7^{\circ}\text{C}$ ($41^{\circ}\text{F} - 45^{\circ}\text{F}$) for ≤ 4 days minus time from preparation/opening and discard**

229.164(o)(7)(B) RTE, PHF, date marking*

229.164(o)(8) RTE, PHF, disposition*

FOODBORNE ILLNESS INTERVENTIONS & RISK FACTORS

5. TIME / TEMPERATURE CONTROLS

5.6 Time*

Time as a Public Health Control*

229.164(o)(9) Time as a public health control*

6. 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

229.164(u)(1)(B) Pasteurized foods, prohibited reservice, and prohibited food*

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

229.164(u)(2) Pasteurized foods, prohibited reservice, and prohibited food*

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

229.164(u)(3)(A) Pasteurized foods, prohibited reservice, and prohibited food*
)

D. Unopened food package not re-served

229.164(u)(8) Pasteurized foods, prohibited reservice, and prohibited food*

7. PROTECTION FROM CONTAMINATION*

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

229.164(f)(2) Packaged & unpackaged food - separation, packaging, & segregation*

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

229.164(f)(2) Packaged & unpackaged food - separation, packaging, & segregation*

C. Food protected from environmental contamination

229.164(f) Packaged & unpackaged food - separation, packaging, & segregation*

229.164(h) Food contact with equipment and utensils*

229.164(i)(1-4)

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

229.164(j)(4) Returned food and reservice of food*

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

229.164(t) Discarding or reconditioning unsafe, adulterated or contaminated food*

FOODBORNE ILLNESS INTERVENTIONS & RISK FACTORS

8. FOOD-CONTACT SURFACES

229.165(k)(11)	Manual warewashing equipment, hot water sanitization temperatures*
229.165(k)(12)	Mechanical warewashing equipment, hot water sanitization temperatures*
229.165(k)(13)	Mechanical warewashing equipment, sanitization pressure
229.165(k)(14)	Manual and mechanical warewashing equipment, chemical sanitization - temperature, pH, concentration, and hardness*
229.165(k)(15)	Manual warewashing equipment, chemical sanitization using detergent - sanitizers
229.165(m)	Equipment food-contact surfaces*, nonfood-contact surfaces, and utensils*
229.165(n)(1)	Equipment food-contact surfaces and utensils*
229.165(n)(2)	Cooking and baking equipment
229.165(p)	Sanitization of equipment and utensils - food-contact surfaces and utensils*
229.165(q)	Sanitization of equipment and utensils - before use after cleaning - frequency*
229.165(r)	Hot water and chemical*

9. PROPER, ADEQUATE HANDWASHING

229.163(e)(1)	Clean condition - hands and arms*
229.163(f)(2)	Cleaning procedure*
229.163(h)	When to wash*
229.163(i)	Where to wash*
229.163(j)	Hand sanitizers

10. GOOD HYGIENIC PRACTICES*

229.163(n)(1)	Eating, drinking, or using tobacco*
229.163(o)(2)	Discharges from the eyes, nose and mouth*
229.164(e)(2)	Preventing contamination when tasting*

11. PREVENTION OF CONTAMINATION FROM HANDS*

229.164(e)(1)	Preventing contamination from hands*
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12. HANDWASH FACILITIES

A. Handwash facilities conveniently located and accessible for employees*

229.166(g)(1)	Handwashing facilities - numbers and capacities*
229.166(h)(1)	Handwashing facilities - location and placement*
229.166(i)(1)	Using a handwashing facility - operation and maintenance
229.166(g)(1)(A)	Minimum number*
229.167(p)(8)	Maintaining and using handwashing facilities

12. HANDWASH FACILITIES

FOODBORNE ILLNESS INTERVENTIONS & RISK FACTORS

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

- 229.167(e)(2) Hand washing cleanser, availability*
- 229.167(e)(3) Hand drying provision*
- 229.167(e)(4) Handwashing aids and devices, use restrictions

13. CHEMICAL

A. No unapproved food or color additives. Sulfites are not applied to fresh fruits and vegetables intended for raw consumption*

- 229.164(c)(2) Additives*
- 229.164(f)(5) 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

- 229.168(i)(2) Refrigerated medicines, storage*
- 229.168(j) Storage - first aid supplies*
- 229.168(k) Storage - other personal care items

Stock and retail sale of poisonous or toxic material

- 229.168(a) Identifying information, prominence - original containers*
- 229.168(b) Common name - working containers*

Operational Supplies and Applications

- 229.168(c) Separation - storage*
- 229.168(d) Restriction - presence and use*
- 229.168(d)(2) Conditions of use*
- 229.168(e) Poisonous or toxic material containers - prohibitions*
- 229.168(f)(1) Sanitizers, criteria - chemicals*
- 229.168(f)(2) Chemicals for washing fruits and vegetables, criteria*
- 229.168(f)(3) Boiler water additives, criteria*
- 229.168(f)(4) Drying agents, criteria*
- 229.168(g) Incidental food contact, criteria - lubricants*
- 229.168(h)(1) Restricted use pesticides, criteria*
- 229.168(h)(2) Rodent bait stations*
- 229.168(h)(3) Tracking powders, pest control and monitoring*
- 229.168(i)(1) Restriction and storage - medicines*

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

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

FOODBORNE ILLNESS INTERVENTIONS & RISK FACTORS

14. CONFORMANCE WITH APPROVED PROCEDURES

229.171(c)(3) Conformance with approved procedures*

TFER REFERENCE SHEET
TDH STANDARDIZATION INSPECTION REPORT

GOOD RETAIL PRACTICES

PERSONNEL

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

229.163(f)	Maintenance - fingernails
229.163(g)	Prohibition – jewelry
229.163(h)	Clean condition - outer clothing
229.163(j)	Effectiveness - hair restraints

FOOD & FOOD PROTECTION

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

229.164(c)(7)	Ice*
229.164(c)(8)	Shucked shellfish, packaging and identification
229.164(c)(10)	Shellstock, condition
229.164(d)(1)	Molluscan shellfish, original container
229.164(f)(3)	Food storage containers, identified with common name of food
229.164(f)(4)	Pasteurized eggs, substitute for raw shell eggs for certain recipes*
229.164(i)(3)	Vended potentially hazardous food, original container
229.164(n)(1)	Frozen food
229.164(p)(1)	Standards of identity
229.164(p)(2)	Honestly presented
229.164(q)(1)	Food labels*
229.164(q)(2)	Other forms of information*
229.167(n)	Segregation and location - distressed merchandise

3. PLANT FOOD COOKING FOR HOT HOLDING

229.164(k)(3)	Plant food cooking for hot holding
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4. PROTECTION FROM CONTAMINATION

229.164(f)(6)	Washing fruits and vegetables
229.164(g)(1)	Ice used as exterior coolant, prohibited as ingredient*

GOOD RETAIL PRACTICES

FOOD & FOOD PROTECTION

229.164(i)(1)	Food storage
229.164(i)(2)	Food storage, prohibited areas
229.164(i)(4)	Food preparation
229.164(j)(1)	Food display
229.164(j)(2)	Condiments, protection
229.164(j)(3)	Consumer self-service operations*
229.164(j)(5)	Miscellaneous sources of contamination

5. FACILITIES / METHODS TO CONTROL PRODUCT TEMPERATURE

229.164(n)(5)	Cooling methods
229.165(g)(1)	Cooling, heating, and holding capacities – equipment*

6. PHF PROPERLY THAWED

229.164(n)(2)	Potentially hazardous food, slacking
229.164(n)(3)	Thawing

7. DISPENSING OF FOOD / UTENSILS PROPERLY STORED

229.164(h)(2)	In-use utensils, between-use storage
229.165(f)(3)	Dispensing equipment, protection of equipment and food
229.165(f)(4)	Vending machine, vending stage closure

FOOD EQUIPMENT

8 THERMOMETERS PROVIDED AND CONSPICUOUS*

229.165(e)(1)	Temperature measuring devices, food - accuracy
229.165(e)(2)	Temperature measuring devices, ambient air and water - accuracy
229.165(f)(12)	Temperature measuring devices - functionality
229.165(h)(2)	Food temperature measuring devices - numbers

GOOD RETAIL PRACTICES

FOOD EQUIPMENT

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

229.164(h)(6)	Using clean tableware for second portions and refills
229.164(h)(7)	Refilling returnables
229.165(a)(1)	Characteristics*
229.165(a)(2)	Cast iron, use limitation
229.165(a)(3)	Lead in ceramic, china, and crystal utensils, use limitation
229.165(a)(4)	Copper, use limitation*
229.165(a)(5)	Galvanized metal, use limitation*
229.165(a)(7)	Lead in pewter alloys, use limitation
229.165(a)(8)	Lead in solder and flux, use limitation
229.165(a)(9)	Wood, use limitation
229.165(a)(10)	Nonstick coatings, use limitation
229.165(a)(11)	Nonfood-contact surfaces
229.165(b)	Characteristics – single-service / single-use*
229.165(c)(1)	Equipment and utensils - durability and strength
229.165(c)(2)	Food temperature measuring devices - durability and strength*
229.165(d)(1)	Food-contact surfaces - cleanability*
229.165(d)(2)	CIP equipment - cleanability
229.165(d)(3)	"V" threads, use limitation
229.165(d)(4)	Hot oil filtering equipment
229.165(d)(5)	Can openers
229.165(d)(6)	Nonfood-contact surfaces
229.165(d)(7)	Kick plates, removable
229.165(f)(2)	Equipment openings, closures and deflectors - functionality
229.165(f)(5)	Bearings and gear boxes, leakproof
229.165(f)(6)	Beverage tubing, separation
229.165(f)(7)	Ice units, separation of drains
229.165(f)(8)	Condenser unit, separation
229.165(f)(9)	Can openers on vending machines
229.165(f)(10) (B)	Molluscan shellfish tanks*
229.165(f)(11)	Vending machines, automatic shutoff*
229.165(f)(21)	Vending machines, liquid waste products
229.165(f)(22)	Case lot handling equipment, moveability
229.165(f)(23)	Vending machine doors and openings
229.165(f)(24)	Food equipment, certification and classification
229.165(h)(1)	Utensils, consumer self-service
229.165(i)(1)	Equipment, clothes washers and dryers, and storage cabinets, contamination prevention
229.165(j)(1)	Fixed equipment, spacing or sealing - installation
229.165(j)(2)	Fixed equipment, elevation or sealing - installation
229.165(k)(1)	Good repair and proper adjustment - equipment
229.165(k)(2)	Cutting surfaces
229.165(k)(3)	Microwave ovens

GOOD RETAIL PRACTICES

FOOD EQUIPMENT

- 229.165(l)(1) Good repair and calibration - utensils, temperature/pressure devices
- 229.165(m)(1) Equipment, food-contact surfaces, nonfood-contact surfaces, and utensils
- 229.165(n)(3) Nonfood-contact surfaces
- 229.165(o)(1) Dry cleaning - methods
- 229.165(o)(7) Returnables, cleaning for refilling*
- 229.165(w)(1) Food-contact surfaces - lubricating and reassembling
- 229.165(w)(2) Equipment - lubricating and reassembling

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

- 229.165(e)(3) Pressure measuring devices, mechanical warewashing equipment
- 229.165(f)(13) Warewashing machine, data plate operation specifications
- 229.165(f)(14) Warewashing machines, internal baffles
- 229.165(f)(15) Warewashing machines, temperature measuring devices
- 229.165(f)(16) Manual warewashing equipment, heaters and baskets
- 229.165(f)(17) Warewashing machines, sanitizer level indicator
- 229.165(f)(18) Warewashing machines, flow pressure device
- 229.165(f)(19) Warewashing sinks and drainboards, self-draining
- 229.165(f)(20) Equipment compartments, drainage
- 229.165(g)(2) Manual warewashing, sink compartment requirements
- 229.165(g)(3) Drainboards
- 229.165(h)(3) Temperature measuring devices, manual warewashing
- 229.165(h)(4) Sanitizing solutions, testing devices
- 229.165(k)(4) Warewashing equipment, cleaning frequency
- 229.165(k)(5) Warewashing machines, manufacturers" operation instructions
- 229.165(k)(6) Warewashing sinks, use limitation
- 229.165(k)(7) Warewashing equipment, cleaning agents
- 229.165(k)(8) Warewashing equipment, clean solutions
- 229.165(k)(9) Manual warewashing equipment, wash solution temperature
- 229.165(k)(10) Mechanical warewashing equipment, wash solution temperature
- 229.165(k)(16) Warewashing equipment, determining chemical sanitizer concentration
- 229.165(o)(2) Precleaning
- 229.165(o)(3) Loading of soiled items, warewashing machines
- 229.165(o)(4) Wet cleaning
- 229.165(o)(5) Washing, procedures for alternative manual warewashing equipment
- 229.165(o)(6) Rinsing procedures

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

- 229.164(h)(4) Linens and napkins, use limitation
- 229.164(h)(3) Wiping cloths, use limitations - used for one purpose
- 229.164(h)(5) Gloves, use limitations
- 229.165(a)(6) Sponges, use limitation
- 229.165(s) Clean linens

GOOD RETAIL PRACTICES

FOOD EQUIPMENT

- 229.165(t) Specifications - frequency of laundering
- 229.165(u)(1) Storage of soiled linens - methods
- 229.165(u)(2) Mechanical washing
- 229.165(v)(2) Wiping cloths, air-drying locations
- 229.165(x)(1) Equipment, utensils, linens, and single-service, single-use articles - storing
- 229.165(x)(2) Prohibitions - storing

12. STORAGE, HANDLING OF CLEAN EQUIPMENT, UTENSILS

- 229.165(v)(1) Equipment and utensils, air-drying required
- 229.165(x)(1) Equipment, utensils, linens, and single-service, single-use articles - storing
- 229.165(x)(2) Prohibitions - storing
- 229.165(y)(1) Kitchenware and tableware - handling
- 229.165(y)(2) Soiled and clean tableware - handling
- 229.165(y)(3) Preset tableware - handling

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

- 229.165(l)(2) Single-service and single-use articles, required use*
- 229.165(l)(3) Single-service and single-use articles, use limitation
- 229.165(l)(4) Shells, use limitation
- 229.165(x)(1) Equipment, utensils, linens, and single-service, single-use articles
- 229.165(x)(2) Prohibitions
- 229.165(y)(1) Kitchenware and tableware

WATER

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

- 229.166(a)(1) Approved system*
- 229.166(b) Standards - quality*
- 229.166(b)(2) Nondrinking water*
- 229.166(b)(3) Sampling
- 229.166(b)(4) Sample report
- 229.166(c) Capacity - quantity & availability *
- 229.166(c)(2) Pressure
- 229.166(d)(1) System
- 229.166(d)(2) Alternative water supply

GOOD RETAIL PRACTICES

PLUMBING

15. INSTALLED, MAINTAINED*

229.166(a)(2)	System flushing and disinfection*
229.166(e)	Approved - materials*
229.166(f)(1)	Approved system and cleanable fixtures*
229.166(f)(2)	Handwashing facility, installation - water temperature, and flow
229.166(f)(5)	Conditioning device, design
229.166(g)(3)	Service sink
229.166(h)(3)	Conditioning device, location
229.166(i)(3)	Scheduling inspection and service for a water system device
229.166(i)(4)	Water reservoir of fogging devices, cleaning*
229.166(i)(5)	System maintained in good repair*
229.169(a)(5)(A)	Approved - materials for mobile water tank
229.169(a)(5)(C)	Enclosed system, sloped to drain
229.169(a)(5)(D)	Inspection and cleaning port, protected and secured
229.169(a)(5)(E)	"V" type threads, use limitation
229.169(a)(5)(F)	Tank vent, protected
229.169(a)(5)(G)	Inlet and outlet, sloped to drain
229.169(a)(5)(H)	Hose, construction and identification
229.169(a)(5)(I)	Filter, compressed air
229.169(a)(5)(J)	Protective cover or device
229.169(a)(5)(K)	Mobile food establishment tank inlet
229.169(a)(5)(L)	System flushing and disinfection*
229.169(a)(5)(M)	Using a pump and hoses, backflow prevention
229.169(a)(5)(N)	Protecting inlet, outlet, and hose fitting.
229.169(a)(5)(O)	Tank, pump, and hoses, dedication

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

229.166(f)(3)	Backflow prevention, air gap*
229.166(f)(4)	Backflow prevention device, design standard
229.166(g)(4)	Backflow prevention device, when required*
229.166(h)(2)	Backflow prevention device, location
229.166(i)(2)(A)	Prohibiting a cross connection*

GOOD RETAIL PRACTICES

TOILET FACILITIES

17. NUMBER, CONVENIENT, ACCESSIBLE, DESIGNED, INSTALLED

- 229.166(g)(2) Toilets and urinals*
- 229.167(f)(1) Minimum number - toilets and urinals
- 229.167(l) Convenience and accessibility

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

- 229.166(l)(8) Toilet room receptacle, covered
- 229.167(d)(4) Toilet rooms, enclosed
- 229.166(l)(7) Disposable towels, waste receptacle
- 229.167(f)(2) Toilet tissue, availability*
- 229.167(p)(9) Closing toilet room doors

SEWAGE

19. SEWAGE AND WASTE WATER DISPOSAL

- 229.169(a)(6)(B) Capacity and drainage
- 229.166(j)(1) Establishment drainage system
- 229.166(j)(2)(A) Backflow prevention*
- 229.166(j)(3) Grease trap
- 229.166(j)(4) Conveying sewage*
- 229.169(a)(6)(F) Removing mobile food establishment wastes
- 229.169(a)(6)(E) Flushing a waste retention tank
- 229.166(k)(1) Approved sewage disposal system*
- 229.166(k)(2) Other liquid wastes and rainwater

GARBAGE & REFUSE DISPOSAL

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

- 229.166(l)(1) Indoor storage area
- 229.166(l)(2) Outdoor storage surface
- 229.166(l)(3) Outdoor enclosure
- 229.166(l)(4) Receptacles
- 229.166(l)(5) Receptacles in vending machines

GOOD RETAIL PRACTICES

GARBAGE & REFUSE DISPOSAL

- 229.166(l)(6) Outside receptacles
- 229.166(l)(7) Storage areas, rooms, and receptacles, capacity and availability
- 229.166(l)(9) Cleaning implements and supplies
- 229.166(l)(10) Storage areas, redeeming machines, receptacles and waste handling units, location
- 229.166(l)(11) Storing refuse, recyclables, and returnables
- 229.166(l)(12) Areas, enclosures, and receptacles, good repair
- 229.166(l)(13) Outside storage prohibitions
- 229.166(l)(14) Covering receptacles
- 229.166(l)(15) Using drain plugs
- 229.166(l)(16) Maintaining refuse areas and enclosures
- 229.166(l)(17) Cleaning receptacles
- 229.166(m)(1) Frequency - removal
- 229.166(m)(2) Receptacles or vehicles
- 229.166(n) Community or individual facility
- 229.167(d)(9) Outdoor refuse areas, curbed and graded to drain
- 229.167(o) Receptacles, waste handling units, and designated storage areas

PHYSICAL FACILITY

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

- 229.167(a) Surface characteristics - indoor areas
- 229.167(b) Surface characteristics - outdoor areas
- 229.167(c)(1) Floors, walls, ceilings - cleanability
- 229.167(c)(2) Floors, walls, and ceilings, utility lines
- 229.167(c)(3) Floor and wall junctures, covered, and enclosed or sealed
- 229.167(c)(4) Floor carpeting, restrictions and installation
- 229.167(c)(5) Floor covering, mats and duckboards
- 229.167(c)(6) Wall and ceiling coverings and coatings
- 229.167(c)(7) Walls and ceiling, attachments
- 229.167(c)(8) Walls and ceilings, studs, joists, and rafters

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

- 229.167(p)(1) Repairing
- 229.167(p)(2) Cleaning, frequency and restrictions
- 229.167(p)(3) Cleaning floors, dustless methods
- 229.167(p)(7) Absorbent materials on floors, use limitations

GOOD RETAIL PRACTICES

PHYSICAL FACILITY

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

229.165(d)(8)	Ventilation hood systems, filters
229.165(f)(1)	Ventilation hood systems, drip prevention
229.165(g)(4)	Ventilation hood systems, adequacy
229.167(d)(1)(A)	Light bulbs, protective shielding
)	
229.167(d)(2)	Heating, ventilation, air conditions system vents
229.167(g)	Intensity – lighting
229.167(h)	Mechanical - ventilation
229.167(i)	Designation - dressing areas and lockers
229.167(m)	Designated areas - employee accommodations
229.167(p)(4)	Cleaning ventilation systems, nuisance and discharge prohibition
229.167(p)(10)	Using dressing rooms and lockers

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

229.167(c)(1)	Floors, walls, and ceilings - cleanability
229.167(d)(8)	Outdoor walking and driving surfaces, graded to drain
229.167(j)	Availability - service sinks
229.167(p)(5)	Cleaning maintenance tools, preventing contamination*
229.167(p)(6)	Drying mops
229.167(p)(13)	Storing maintenance tools
229.167(p)(14)	Maintaining premises, unnecessary items and litter

24. COMPLETE SEPARATION FROM LIVING / SLEEPING QUARTERS; LAUNDRY

229.165(g)(5)	Clothes washers and dryers
229.165(i)	Equipment, clothes washers and dryers, and storage cabinets, contamination prevention

24. COMPLETE SEPARATION FROM LIVING / SLEEPING QUARTERS; LAUNDRY

229.167(d)(11)	Living or sleeping quarters, separation
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GOOD RETAIL PRACTICES

PEST & ANIMAL CONTROL

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

- 229.163(k)(1) Handling prohibition - animals*
- 229.167(d)(3) Insect control devices, design and installation
- 229.167(d)(5) Outer openings, protected
- 229.167(d)(6) Exterior walls and roofs, protective barrier
- 229.167(p)(11) Controlling pests*
- 229.167(p)(12) Removing dead or trapped birds, insects, rodents, and other pests
- 229.167(p)(15) Prohibiting animals*

SPECIALIZED PROCESSING METHODS

26. VARIANCE FOR SMOKING FOR PRESERVATION, CURING, USING ADDITIVES AS PRESERVATIVES, OR USING REDUCED OXYGEN TO PACKAGE FOOD*

- 229.164(o)(1) Variance requirement*

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 critical items

FOODBORNE ILLNESS INTERVENTIONS AND RISK FACTORS

STATUS

1. 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.

2. 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 §229.163 of the TFER. Refer also to #2 (B).

N.A.

Do Not Mark This Item N.A.

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 # 2 (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.

FOODBORNE ILLNESS INTERVENTIONS AND RISK FACTORS

STATUS

3. 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. The prescribed Heimlich maneuver poster is placed in a location conspicuous to employees or consumers.

N.A. This item may be marked N.A. in a food establishment where no space for eating is designed or designated.

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

IN/ OUT C. 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.

4. 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.

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

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.

FOODBORNE ILLNESS INTERVENTIONS AND RISK FACTORS

STATUS

4. FOOD FROM APPROVED SOURCE

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

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

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

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

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.

FOODBORNE ILLNESS INTERVENTIONS AND RISK FACTORS

STATUS

5. TIME/TEMPERATURE CONTROL

5.1 *Inadequate Cook*

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

N.A. This item may be marked N.A. if whole-muscle, intact beef steaks are not 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. Raw animal foods rotated, stirred, covered, and heated to 74°C (165°F) in microwave. Food stands covered for 2 minutes after cooking**

N.A. This item may be marked N.A. if raw animal foods are not 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. All other raw animal foods cooked to 63°C (145°F) for 15 seconds**

N.A. This item may be marked N.A. if other raw animal foods not listed above are not cooked in the establishment.

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.

5. TIME / TEMPERATURE CONTROLS

5.2 *Reheating for hot holding**

IN/ OUT **A. PHF 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 not 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. PHF reheated to 74°C (165°F) or higher in a microwave**

N.A. This item may be marked N.A. if foods are not 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.

FOODBORNE ILLNESS INTERVENTIONS AND RISK FACTORS

STATUS

- 5. TIME/TEMPERATURE CONTROLS**
5.2 Reheating for hot holding*
- 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**
- 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.

5. TIME / TEMPERATURE CONTROLS

- IN/OUT 5.3 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.

5.0 TIME/TEMPERATURE CONTROLS

5.4 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 requirement 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 PHF cooled from 57°C (135°F) to 21°C (70°F) within 2 hours and from 21°C (70°F) to 7°/5°C (45°/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 PHF for a second service, but you were unable to determine the temperature and times.
- IN/ OUT B. PHF (from ambient temperature ingredient) cooled to 7°C/5°C (45°F/41°F) or below within 4 hours**
- N.A.** This item may be marked N.A. if no PHF 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.

FOODBORNE ILLNESS INTERVENTIONS AND RISK FACTORS

STATUS

	5. TIME/TEMPERATURE CONTROLS
	5.4 Cooling
IN/ OUT	C. Foods received at a temperature according to Law are cooled to 7°C/ 5°C (45°F/ 41°F) within 4 hours. <i>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.</i> <i>NOTE: If one product is found out of temperature the item is marked out of compliance.</i>
N.A.	This item may be marked N.A. if the establishment does <u>not</u> 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.
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 <u>not</u> 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.
	5. TIME / TEMPERATURE CONTROLS
	5.5 PHF Cold & Hot Holding*
IN/ OUT	A. PHF is maintained at 7°C/ 5°C (45°F/ 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. PHF 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 <u>no</u> PHF 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 <u>not</u> 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.

FOODBORNE ILLNESS INTERVENTIONS AND RISK FACTORS

STATUS

5.0 TIME/TEMPERATURE CONTROL

5.6 *Date Marking & Discarding**

IN/ OUT **A. Date marking for RTE, PHF 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, PHF prepared-on-premises, or opened commercial container held for more than 24 hours

N.O. This item should be marked N.O. when RTE, PHF 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, PHF prepared on site or opened commercial container held at $\leq 5^{\circ}\text{C}$ (41°F) for ≤ 7 days or $> 5^{\circ}\text{C}$ - 7°C (41°F-45°F) for ≤ 4 days and discard**

N.A. This item may only be marked N.A. if there is no RTE, PHF prepared-on-premises, or opened commercial container held for more than 4 days at 7°C (45°F) or greater than 7 days at 5°C (41°F).

N.O. This item should be marked N.O. when RTE, PHF 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.

5.7 *Time**

IN/ OUT **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.

6. 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.

FOODBORNE ILLNESS INTERVENTIONS AND RISK FACTORS

STATUS

- 7. PROTECTION FROM CONTAMINATION***
- A. Separating raw animal foods from raw RTE food and separating raw animal foods from cooked RTE food**
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.
- B. Raw animal foods separated from each other during storage, preparation, holding, and display**
N.A. **Mark** this item N.A if there is only a vegetarian menu.
N.O. **Do Not Mark** this item N.O.
- C. Food protected from environmental contamination—Critical items**
N.A. **Do Not Mark** This Item N.A.
N.O. **Do Not Mark** This Item N.O.
- 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.
- 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.

8. 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.

9. 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.

FOODBORNE ILLNESS INTERVENTIONS AND RISK FACTORS

STATUS

- 10. 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.
-
- 11. PREVENTION OF CONTAMINATION FROM HANDS***
- IN/ OUT **Exposed, RTE food not touched by bare hands unless employees have utilized special handwash procedures as specified in the TFER §229.163(g).**
- 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.
-
- 12. 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.
-
- 13. CHEMICAL**
- IN/ OUT **A. No unapproved food or color additives. Sulfites not applied to fresh fruits and vegetables intended for raw consumption***
- 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.

FOODBORNE ILLNESS INTERVENTIONS AND RISK FACTORS

STATUS

- 13. CHEMICAL**
- 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.
This item may be marked N.A. if the establishment does not hold poisonous or toxic materials for retail sale.
Do Not Mark This Item N.O.
- 14. CONFORMANCE WITH APPROVED SYSTEMS***
- A. 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.
This item may be marked N.A. if the establishment does not have a variance or HACCP procedure.
Do Not Mark This Item N.O.
- B. If conducting reduced oxygen packaging with 2 barriers—HACCP plan required.**
This item may be marked N.A. if the food establishment does not conduct reduced oxygen packaging.
Do Not Mark this item N.O.
- IN/ OUT**
- N.A.**
- N.O.**
- IN/OUT**
- N.A.**
- 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** **15. 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** **16. FOOD SOURCE*, ORIGINAL CONTAINER, PROPERLY LABELED, CONDITION, USED*, HONESTLY PRESENTED*, SEGREGATED DISTRESSED PRODUCTS**
- N.A.** **Do Not Mark** This Item N.A.
- N.O.** **Do Not Mark** This Item N.O.
- IN/ OUT** **17. PLANT FOOD COOKING FOR HOT HOLDING**
N.A. This item may be marked N.A. if vegetable and fruits are not cooked for hot holding in the establishment.
- N.O.** **Do Not Mark** This Item N.O.
- IN/ OUT** **18. PROTECTION FROM CONTAMINATION—NON-CRITICAL**
N.A. **Do Not Mark** this item N.A..
- N.O.** **Do Not Mark** This Item N.O.
- IN/ OUT** **19. FACILITIES / 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. PHF PROPERLY THAWED**
N.A. **Do Not Mark** this item N.A.,
- N.O.** **Do Not Mark** This Item N.O.

GOOD RETAIL PRACTICES (GRPs)

STATUS

WATER

IN/ OUT 28. **SAFE WATER 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.

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.

\

GOOD RETAIL PRACTICES (GRPs)

STATUS

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 MINIMIZED: OUTER OPENINGS PROTECTED, ANIMALS AS ALLOWED**
N.A. Do Not Mark This Item N.A.
N.O. Do Not Mark This Item N.O.

SPECIALIZED PROCESSING METHODS*

- IN/ OUT 40. **VARIANCE FOR 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.

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

HACCP PLAN VERIFICATION WORKSHEET

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: _____

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?

HACCP PLAN VERIFICATION WORKSHEET

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

Yes____ No____

DESCRIBE: _____

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

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

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

Yes ____ No____

DESCRIBE: _____

Additional Comments:

(person in charge)

(date)

(candidate)

(date)

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 YES or NO)			
	Record #1	Record #2	Record #3
	Today's Date:	2nd Selected Date:	3rd Selected Date:
Required Monitoring Recorded ¹	YES/ NO	YES / NO	YES / NO
Accurate and Consistent ²	YES / NO	YES / NO	YES /NO
Corrective Action Documented ³	YES / NO	YES / NO	YES/ NO
Total # of record answers that are in Disagreement with the Standard = _____ (This box for Completion by 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? A "YES" answer would indicate that all required monitoring was documented. If any required monitoring was not documented, a "NO" 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? A "YES" answer would indicate that the record appears accurate and consistent. A "NO" 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? A "YES" answer would indicate that corrective action was documented for each CL not met for each of the 3 selected dates. A "Yes" can also mean that no corrective action was needed. A "NO" answer would indicate any missing or inaccurate documentation of corrective action.

HACCP PLAN FLOW CHART AND SUMMARY

Product/Food: _____

Ingredients:	Preparation, etc.

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 (1-8) TOTAL (1-6)
Risk-Based Inspection									
Good Retail Practices									

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 (1-8) TOTAL (1-6)
Risk-Based Inspection	9	11	11	5	2	2	3	1	44
Good Retail Practices	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 (1-8) TOTAL (1-6)
Risk-Based Inspection	11	11	12						
Good Retail Practices	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___
 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___
 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___
 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___
 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___
 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___
 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___
 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___
 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:
Standard's Name:		Standard's Title:	
Agency:	Office Telephone Number:	Location of Standardization:	
Office Address:		City:	State:
<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
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