



**Delaware Public Health District**  
*Dedicated to your health*

# FOOD SAFETY PACKET



## 3-SINK UTENSIL WASH

**RINSE  
SCRAPE  
SOAK**



**RINSE**  
Clean warm water



**SANITIZE**  
75°-120 F water +  
sanitizer



**AIR  
DRY**

**Sanitize with the right amount of sanitizer to kill GERMS!**

- 50-100 ppm Chlorine for 7-10 seconds
- Quaternary ammonium per manufacturer's specifications
- 12.5 - 25 ppm Iodine for 30 seconds
- Use test strips to check the concentration of sanitizer



## SELF-INSPECTION CHECKLIST

### FOOD STORAGE

1.  All food stored in closed containers and packages.
2.  Unpackaged foods that have been returned from the dining room are discarded.
3.  Dry bulk food items such as flour, salt, sugar, etc. are stored in clean, labeled containers.
4.  Food is not stored under unprotected or exposed water or sewer lines.
5.  Food and food-contact surfaces are stored 6 in. above the floor to permit cleaning and prevent contamination.
6.  Food storage areas, shelves and containers are clean and free from food residue, trash and unnecessary items.
7.  Foods are dated and/or placed on shelves to ensure "first in, first out" rotation.
8.  All food is obtained from an approved source (licensed by the county, state or federal government).
9.  Dented cans are discarded or returned and are not being held for use.
10.  Shelves are located away from the wall to discourage nesting of insects and rodents.
11.  Toxic materials and chemicals are not stored with food items.
12.  Employee clothing and personal items are stored in a designated area separate from food.

### NON-FOOD STORAGE/CHEMICAL STORAGE

1.  Mops, cleaning equipment and dirty linens are stored properly.
2.  The storage area is clean and free from trash and food residue.
3.  Toxic materials and chemicals are labeled and stored properly.

### COOLERS AND FREEZERS

1.  Time /Temp Controlled for Safety, (TCS) foods are cooled properly from 135°F to 70°F in 2 hours and from 70°F to 41°F in 4 hours using chill sticks, ice baths or 2 inch shallow containers that are not sealed tightly until cool.
2.  Foods are not stacked or stored too closely so that air can circulate freely.
3.  Freezers are clean and food remains frozen.
4.  Frozen foods do not show evidence of freezer bum, spoilage or ice build-up.
5.  All foods in coolers and freezers are in closed containers and labeled properly.
6.  Raw meat, seafood and eggs are not stored above cooked or ready-to-eat foods and are stored according to their cooking temperatures (higher cooking temperatures stored on the lower shelves).
7.  Ready-to-eat, TCS foods are date marked and labeled after opening or preparation and used or discarded within 7 days.
8.  Coolers are clean and the temperature is 41°F or below.
9.  A readily visible, accurate thermometer is provided as an integral part of the cooler or freezer, or is located inside the unit at its warmest location.

### FOOD PRODUCTION/PREPARATION AREA

1.  All food service equipment, appliances, walls, floors, ceiling, vents, filters and screens are clean.
2.  All foods are cooked to proper internal temperatures (per Ohio Uniform Food Safety Code).
3.  All food service employees handling or preparing food have hair appropriately restrained.
4.  All lighting is protected by shatter resistant shields or bulbs.
5.  Utensils, pots, pans and dishes are free of food residue, dirt and grease.
6.  Cutting boards are cleaned and sanitized between use and when switching between raw and cooked foods.
7.  Cutting boards do not have deep grooves and are easily cleanable and utensils are free of pits, cracks and chips.
8.  Employees infected with a disease or who have symptoms of a disease which may be transmitted through food are either sent home or restricted to non-food-contact activities. Employees do not have open sores or cuts.
9.  Food preparation equipment such as grinders, choppers, mixers, knives and can openers are cleaned and sanitized between use and every 4 hours during continuous use.



## SELF-INSPECTION CHECKLIST CONTINUED

10. \_\_\_\_\_ Food service employees wash their hands thoroughly after using the restroom, coughing, sneezing, handling raw meat, before glove use and between glove changes or any other form of contamination.
11. \_\_\_\_\_ Food service employees do not touch or handle cooked and ready-to-eat foods with their bare hands.
12. \_\_\_\_\_ Frozen foods are thawed properly (under refrigeration at 41°F or below, under potable running water that is 70°F or below, in the microwave if cooked immediately, or as part of the cooking process).
13. \_\_\_\_\_ Thawed foods are not refrozen. Cooked or processed foods may be refrozen.
14. \_\_\_\_\_ TCS foods are held at the correct temperature (135°F or above or 41°F or below).
15. \_\_\_\_\_ TCS foods are reheated properly to 165°F within 2 hours. Steam tables or food warmers are not used to reheat food.
16. \_\_\_\_\_ An easily accessible hand washing sink is available and stocked with soap, disposable paper towels or other approved hand drying provision, hot and cold running water and a hand washing reminder poster.
17. \_\_\_\_\_ Vegetables and fruits are properly washed before cutting and preparation.
18. \_\_\_\_\_ An accurate, NSF approved, metal probe thermometer (0-220°F) is available for monitoring cooking, cooling, reheating and holding temperatures.
19. \_\_\_\_\_ Employees do not smoke, use tobacco or eat in the food preparation and storage areas. Drinks must be in covered containers.
20. \_\_\_\_\_ All equipment is NSF (National Sanitation Foundation) approved or equivalent and in working order.
21. \_\_\_\_\_ No equipment has been moved, replaced or added without notifying the local health department.
22. \_\_\_\_\_ Sulfites are not used as an added ingredient.
23. \_\_\_\_\_ Adequate lighting and ventilation is provided throughout the facility.
24. \_\_\_\_\_ Wiping cloths are stored in sanitizer wiping cloth buckets between use (Quat: per manufacturer's instructions, Chlorine: 100 ppm).
25. \_\_\_\_\_ Shellstock tags or labels are retained for ninety days from the date the last shellstock was sold.
26. \_\_\_\_\_ Employees handling food are not wearing jewelry on their hands or wrists.

### DISHWASHING AREA

1. \_\_\_\_\_ A high temperature dishwashing machine reaches a wash cycle temperature of 150°F and a rinse cycle temperature of 180°F (160°F plate surface) or temperatures listed in manufacture's specifications.
2. \_\_\_\_\_ Manual ware washing in a three compartment sink must include washing (soap and water), rinsing (clean water), sanitizing (sanitizer and water) and air drying. Sanitizers that may be used include Chlorine at 50 ppm, Quaternary Ammonium Compound at concentration that is per manufactures specs or Iodine between 12.5 and 25 ppm.
3. \_\_\_\_\_ Dishes, glasses, etc. are air dried and not stacked while wet.
4. \_\_\_\_\_ If a low temperature dishwashing machine is used with a chemical agent, the temperature and the chemical concentration must be at the manufacturer's specifications.
5. \_\_\_\_\_ No cracked or chipped dishes or glasses are present.
6. \_\_\_\_\_ There is no evidence of food residue on "clean" dishes, pots, pans, etc.
7. \_\_\_\_\_ All plumbing properly installed and maintained with appropriate back-flow, back-siphonage devices and air gaps. All sinks have running hot and cold water and drain properly.
8. \_\_\_\_\_ Sanitizer test kits are available to adequately test sanitizing solutions and dish machines daily.

### FOOD TRANSPORTATION

1. \_\_\_\_\_ Food carts and hot/cold holding boxes are clean and in good condition prior to use.
2. \_\_\_\_\_ TCS foods are transported and held at 41°F or below or at 135°F or above and all foods are protected from contamination.
3. \_\_\_\_\_ Trays and other utensils are washed thoroughly before re-use.
4. \_\_\_\_\_ Proper hand washing is practiced on site.

### GARBAGE/REFUSE AREA AND PEST CONTROL

1. \_\_\_\_\_ Garbage and refuse containers are clean and in good condition with no leaks.
2. \_\_\_\_\_ Garbage containers (including outside dumpster) have tight fitting lids.
3. \_\_\_\_\_ A covered trash can is available in the women's restroom.
4. \_\_\_\_\_ No evidence of rodent or pest infestation. .
5. \_\_\_\_\_ Outside doors and screen doors are tight-fitting and air curtains are in working order.
6. \_\_\_\_\_ Pest control devices are located so that they do not contaminate food and food preparation areas.



## PREPARING FOR AND REACTING TO A WATER INTERRUPTION & BOIL ADVISORY

A sufficient supply of safe, clean (potable) water is required to operate a licensed food facility at all times. Water is used in numerous applications including handwashing, beverage and ice dispensing, food preparation and cooking and cleaning of equipment of utensils.

Whether a licensed food facility is served by a community or non-community water supply, interruptions in the supply of potable water can occur. Planned interruptions include routine or scheduled maintenance on the pump or plumbing, or, less commonly, the diversion of the water during certain hours each day due to rationing. Unplanned interruptions include water line breaks, fire department demands, supply contamination or system failure due to accidents or natural disasters.

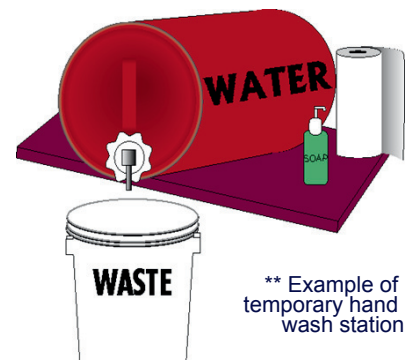
Often times, the facility will be without water for only a short period of time. HOWEVER, for at least 24 hours following restoration, the facility will be under a boil advisory. This boil advisory is put in place in order to protect consumers from potential contamination that may have occurred during the repair or emergency. **This means that your facility must continue to provide a safe, clean supply of water while the boil advisory is in place.**

There are many factors that need to be considered when deciding what action is necessary to protect the public health during an interruption. Factors include facility dependency on water (e.g., menu and nature of operation), the anticipated duration of the water interruption, any advance contingency planning, and the ready availability of alternate supplies of potable water, single service tableware/single use kitchenware and other resources.

There are 4 alternatives a food operation can take during a water interruption and boil advisory:

1. Temporarily cease operation until the boil advisory is lifted.
2. Modify menu to serve only pre-packaged foods with no food preparation required. (ex: packaged pop, candy, nuts, or TCS foods that were prepared and packaged prior to water interruption)
3. Boiling your current supply on site for at least one minute to effectively kill any pathogens present in the water
4. Providing a sufficient supply of potable water from an alternate source\*. This can include:
  - Individual serving size containers of commercially bottled water
  - Approved piping, tubing or hoses connected to a nearby approved source (one that is not affected by the interruption)
  - Bulk water containers filled from an approved source, a water/food tank truck filled with water from an approved source; or
  - An approved stationary water tank/cistern filled from an approved source

\*To be acceptable, an alternate supply must be protected from contamination and must provide enough water to accommodate the public health related operations of the food service. In addition, bulk containers, tank trucks or water tanks used for transporting or storing potable water must be cleaned, sanitized and filled in an acceptable manner.



\*\* Example of temporary hand wash station

Flushing of toilets and water used for mopping of floors does not require an alternate supply for use.



## PREPARING FOR AND REACTING TO A WATER INTERRUPTION & BOIL ADVISORY CONTINUED

Below, you can find alternate methods for day-to-day activities that require potable water. Keep in mind these methods **MUST** continue for the duration of the boil advisory and a sufficient supply of water must be maintained for the duration. If you feel your operation cannot maintain these alternate methods for the entire duration, you may have to choose to cease that activity or close.

FOOD OPERATION ACTIVITY	ALTERNATE METHOD
Thawing frozen foods	Thaw in refrigerator   Thaw as part of the cooking process
Washing produce	Use pre-washed produce (either from a manufacturer or produce that was washed prior to the interruption)   Use alternate potable supply or boiled water
Misting produce for retail	ALWAYS turn off any misting devices directly connected to water supply   Use alternate potable supply or boiled water
Preparation and cooking of foods (includes reconstituting of dry foods)	Use only foods prepared prior to water interruption   Use prepared food from another licensed facility with potable water   Use alternate potable supply or boiled water   Discontinue sale of prepared foods
Ice Making	ALWAYS turn off ice machine if directly connected to water supply   Use ice prepared prior to interruption   Use bagged ice from an approved source
Beverage dispensing (includes fountain beverages, coffee machines, iced beverage machines, F'Real machines)	ALWAYS – Turn off any beverage dispensing machines directly connected to water supply   Use bottled or canned beverages   Use alternate potable supply or boiled water
Handwashing (includes employee hand sinks and public lavatories)	Use alternate potable supply or boiled water   Set up temporary hand wash station using beverage dispensing coolers or jugs supplied with warm water
Cleaning and sanitizing of equipment, utensils, kitchen ware, cutting boards, table surfaces, vending machine components, etc...	Use only single-service articles such as paper plates, paper cups and single use silverware   Take items to commissary for cleaning   Use alternate potable supply or boiled water
Storage of utensils normally stored in dipper wells	Store utensils in food   Store utensils in a clean, dry location and switch with clean utensils every 4 hrs   Use single use scoops or spoons
Using garbage grinders	Dispose of garbage in proper containers with other refuse



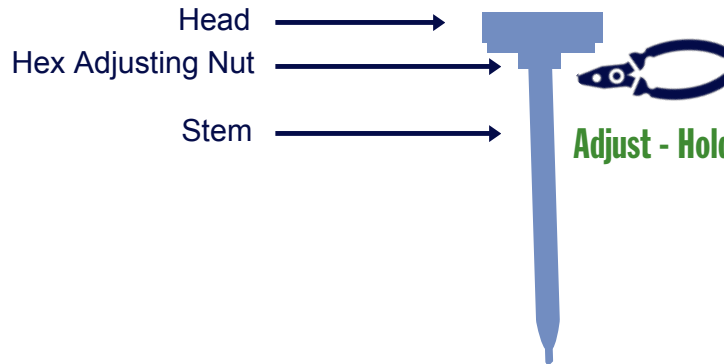
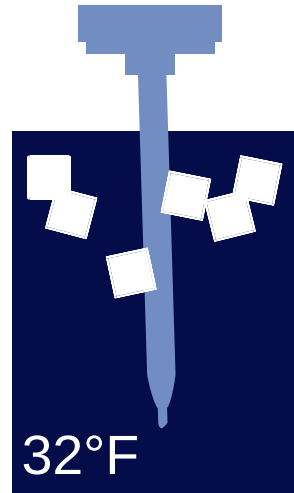
## THERMOMETER CALIBRATION

### ICE WATER METHOD

- Fill a large glass with crushed ice
- Add clean tap water until glass is full
- Put the thermometer or probe stem into the ice water so that the sensing area is completely submerged
- Wait 30 seconds
- Hold the adjusting nut securely with a wrench or pliers and rotate the head of the thermometer until it reads 32°F

#### IMPORTANT TO NOTE

- Stir the mixture well
- Do not let the stem touch the bottom or sides of the glass
- The thermometer stem or probe stem must remain in the ice water
- Press the reset button on a digital thermometer to adjust the readout

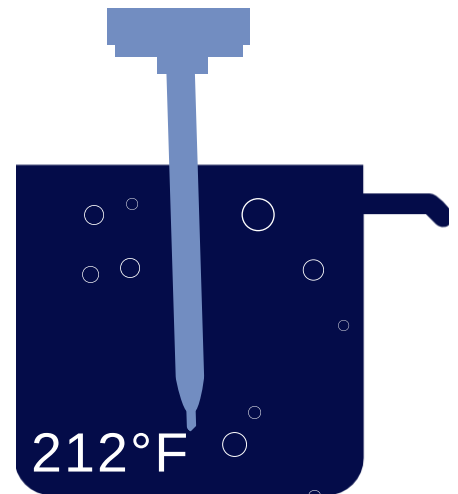


### BOILING WATER METHOD

- Bring clean tap water to a boil in a deep pot
- Put the thermometer or probe stem into the boiling water so that the sensing area is completely submerged
- Wait 30 seconds
- Hold the adjusting nut securely with a wrench or pliers and rotate the head of the thermometer until it reads 212°F (100°C) or the appropriate boiling temperature

#### IMPORTANT TO NOTE

- Do not let the stem touch the bottom or sides of the pot
- The thermometer stem or probe stem must remain in the boiling water
- Press the reset button on a digital thermometer to adjust the readout





# **CONSUMER ADVISORY**

Eating raw or undercooked meats, poultry, seafood, shellfish or eggs may increase your risk of foodborne illness. Young children, pregnant women, older adults and those who have certain medical conditions are at greater risk.

**\*\* Before purchasing food please ask staff about items offered for sale that may meet this criteria.**

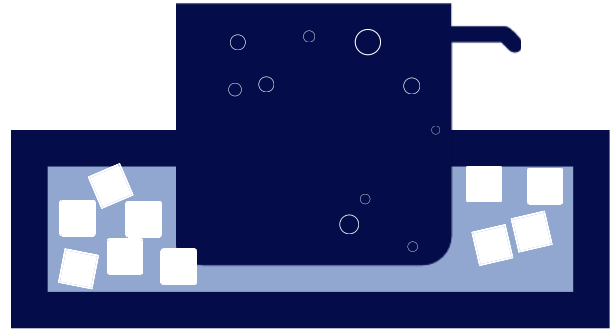




## PROPER COOLING METHODS

Keep **germs** from growing in your food by using proper cooling methods:

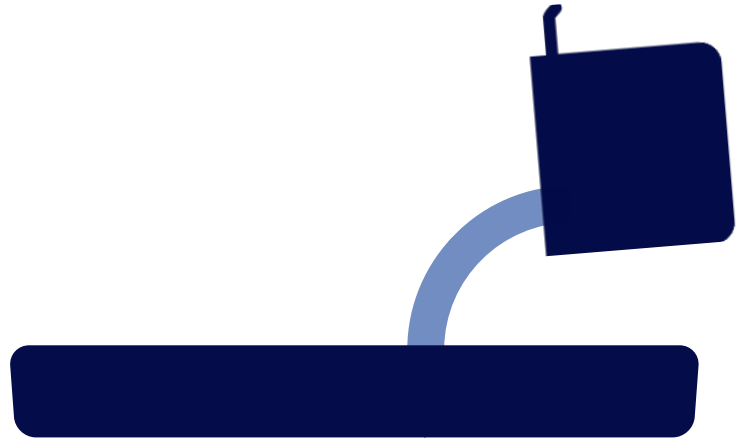
### 1. ICE WATER METHOD



### 2. ICE WAND



### 3. SHALLOW PANS (No deeper than 2 inches)



### 4. BLAST CHILLER



- Cool ALL hot foods from 135°F to 70°F in 2 hours or less
- And from 70°F to 41°F in another 4 hours or less
- Total cooling time may not exceed 6 hours



## COOKING TEMPERATURES

Minimum Safe Internal Temperatures | Never keep food at room temperature or between 41°F - 135°F

\*All cooking temperatures must be observed for 15 seconds

Poultry

Reheated Leftovers

165°F



Ground Beef

Ground Pork

Raw eggs for hot holding

155°F



Eggs for immediate service

Fish & Shellfish

Whole Beef

Whole Pork

Whole Lamb

145°F



Vegetables &

pre-cooked foods

135°F



After food is cooked it must be held hot at

135°F





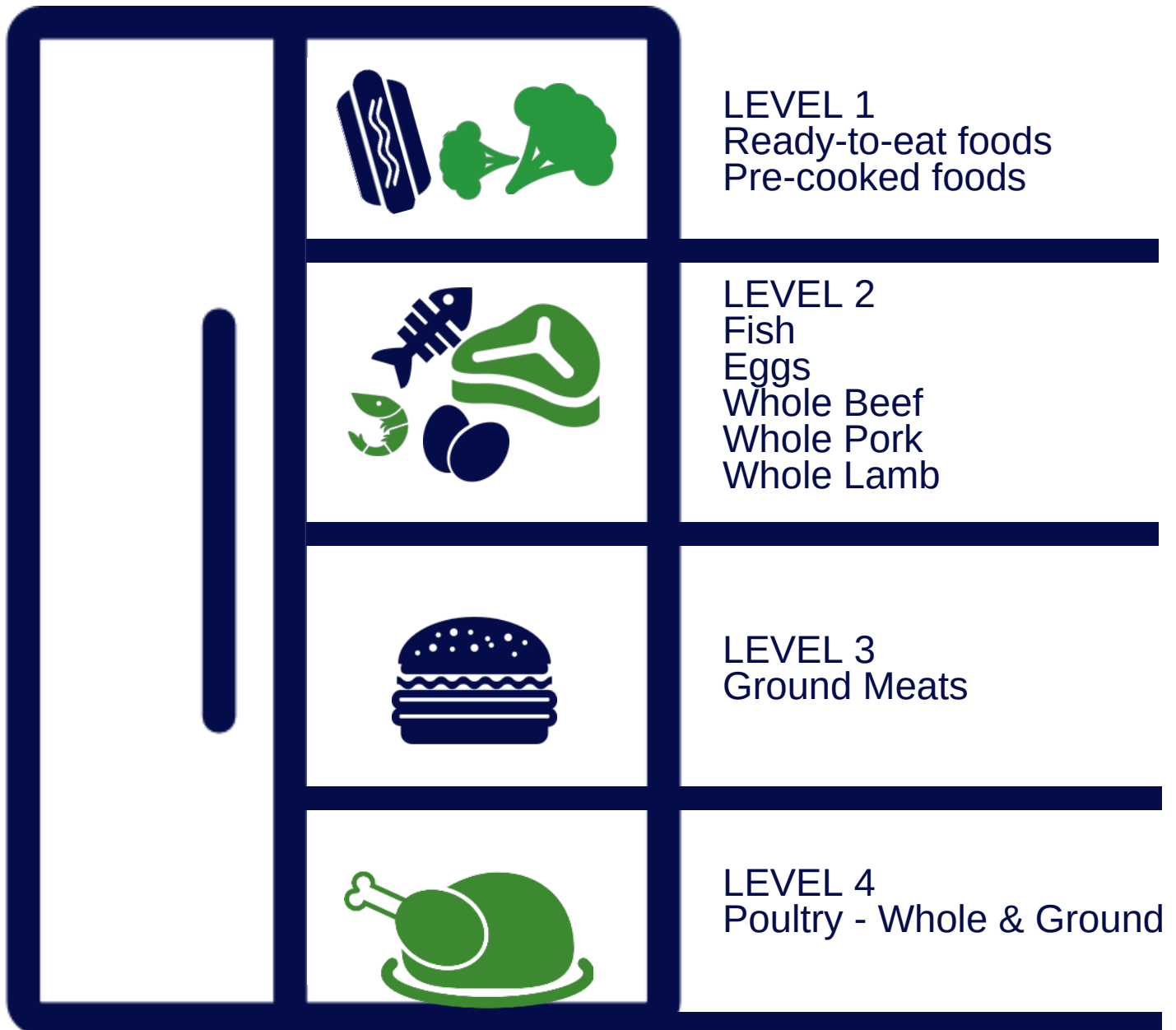
## COOLING LOG

DATE	FOOD	TIME AT 135°F	TIME AT 70°F	TIME AT 41°F

1. Cook food to required temperature (example- chicken to 165°F) \*\* Cooling process does not begin until food is at 135°F \*\*
2. Mark time on chart when food reaches 135°F
3. Mark time on chart when food reaches 70°F \*\* If food did not cool from 135°F to 70°F within 2 hours it must be discarded \*\*
4. Mark time on chart when food reaches 41°F \*\* If food did not cool from 70°F to 41°F within an additional 4 hours it must be discarded \*\*

## REFRIGERATION SAFETY

- Refrigerate promptly
- Never let food sit at room temperature
- Cover and date mark (Discard after 7 days)
- Hold at 41°F or below
- Stack foods in right order to prevent cross-contamination
- Store food 6 inches off floor

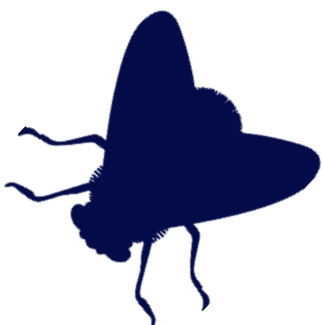




## FLIES AND FOOD

# WHAT HAPPENS WHEN A FLY LANDS ON FOOD

- Flies cannot eat solid food, so to soften it up they vomit on it.
- Then they stamp the vomit in until it is liquid, usually stamping in a few germs for good measure.
- Then when it is good and runny, they suck it all back again, probably dropping some excrement at the same time.
- And then when they have finished eating, it's your turn



**NO BARE HAND CONTACT | WASH HANDS OFTEN**

**20**

**seconds at the sink?**



**or**



**20**

**kinds of sick?**

### **WASH HANDS BEFORE**

- **YOUR SHIFT BEGINS**
- **HANDLING FOOD**
- **PUTTING ON CLEAN GLOVES**

### **WASH HANDS AFTER**

- **USING THE TOILET**
- **HANDLING RAW FOODS**
- **TAKING A BREAK/SMOKING**
- **COUGHING, SNEEZING, EATING, DRINKING**
- **CLEANING/TAKING OUT TRASH**
- **AS OFTEN AS NECESSARY TO REMOVE SOIL AND CONTAMINATION**

- **WASH YOUR HANDS FOR 20 SECONDS WITH HOT SOAPY WATER!**

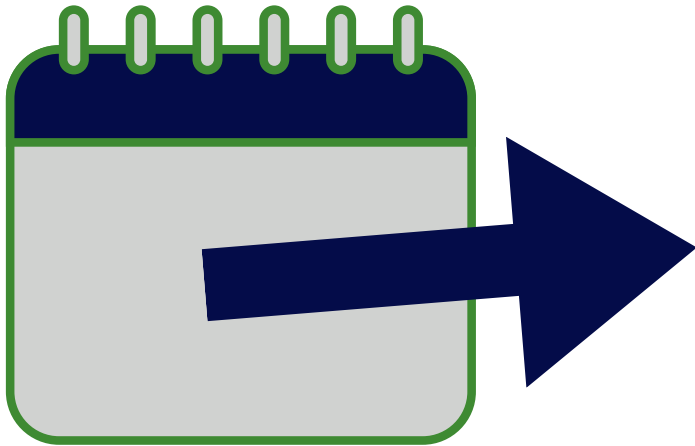
- **DO NOT TOUCH FOODS THAT ARE READY TO EAT WITH BARE HANDS!**

- **USE: GLOVES, TONGS, DELI TISSUE AND OTHER UTENSILS**



**FOOD ITEM DATES**

# WAIT! GIVE IT A DATE!



- **SOUPS & LEFTOVERS**
- **OPEN CONTAINERS, PACKAGES OF MEATS, CHEESES, SALADS/SLAW**
- **FOODS THAWING**

**FOOD MUST BE CONSUMED  
OR DISCARDED WITHIN:**

**7 DAYS WHEN HELD AT 41°F AND BELOW**  
(DATE OF PREPARATION OR OPENING OF PACKAGE COUNTS AS DAY 1)



## FOODBORNE ILLNESS

The term "foodborne illness" does not refer to a particular disease. It means that the cause of the illness came from food. Over 180 different organisms can cause foodborne illness. In 67% of cases of foodborne illness, the cause is unknown.

The source of foodborne illness is rarely the last meal a person ate. The symptoms and times for these different illnesses may either be so similar that they are difficult to distinguish, or so unusual that a person might not recognize the illness as foodborne. Determining which organism or toxin that caused a person's illness requires professional evaluation. The Delaware Public Health District has staff to help make that determination.

Foodborne illness outbreaks are defined as two or more people with similar cases of illness that had a common exposure.

Be proactive! The Health District foodborne illness investigation team is here to help you!

- Please take a name and phone number of the customer
- Let them know that you will be forwarding the complaint to the health department
- Save any leftover food in the refrigerator and date it. We will contact you as soon as possible

In the State of Ohio, anyone who knows of a possible foodborne outbreak must report it to the local health department. That means if a customer calls and reports that two or more of their party ate food from your business and became ill afterwards, you are required to report that information to the local health department for investigation. The purpose of an investigation is not to blame the business. It is to determine the cause and prevent the spread of illness to anyone else.