

# RETAIL FOOD FACILITY OPERATOR'S GUIDE



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[www.sdcdeh.org](http://www.sdcdeh.org)

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## County of San Diego Department of Environmental Health Food and Housing Division



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The San Diego County Department of Environmental Health Food and Housing Division seeks to increase life expectancy and the quality of life by promoting public health and safety for the 3 million residents of San Diego County and the more than 17.2 million overnight guests that visit the County each year. Our commitment is embedded in our goals and objectives and includes providing the greatest opportunity for reducing health disparities community wide.

One of the Food and Housing Division's main goals is to reduce the number of foodborne illnesses in San Diego County. We work towards this goal by partnering with our stakeholders to improve food employee behaviors and food preparation practices that directly relate to foodborne illness in retail food facilities. Improved food employee behaviors and food preparation practices should then lead to a reduction in the occurrence of major food safety risk factor violations identified by the Centers for Disease Control and Prevention as the most significant contributing factors to foodborne illness.

There are 18 cities with more than 12,000 food facilities in San Diego County. The types of food facilities regulated by San Diego County include: restaurants, retail food processors, markets, wholesale food warehouses, boats (with food service), school kitchens, food carts and lunch trucks, and retail markets.

This guide has been developed to provide operators with a basic understanding of the principles of food safety practices and procedures and the operation of our food safety program. The use of this guide will assist operators in determining the current status of their operation and provide the tools necessary to improve all aspects of food handling, preparation, storage, transportation and service. In addition, this guide provides operators with information regarding the inspection process, the report issued by the Registered Environmental Health Specialist (REHS), and the scoring criteria for the grading system.

Please note that the information in this guide is based on the California Retail Food Code (CalCode). For specific regulatory language, retail food operators are encouraged to have a copy of the CalCode available for ready reference.

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# ***Food Safety Risk Factors For Foodborne Illness***

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Foodborne illness causes an estimated 48 million illnesses, 128,000 hospitalizations, and 3,000 deaths in the United States each year from all sources including commercial and residential venues. The good news is that it is preventable, and you can do your part by following the principles outlined in this guideline. According to the Centers for Disease Control and Prevention (CDC), five food safety risk factors related to employee behaviors and preparation practices have been identified as the leading contributing factors to foodborne illness:

- 1. Improper holding temperatures**
- 2. Poor personal hygiene**
- 3. Inadequate cooking**
- 4. Contaminated equipment**
- 5. Food from an unsafe source**

Immediate correction is required whenever a risk factor violation occurs at a commercial establishment, even when the inspector is not in your facility. If the violation cannot be immediately corrected, then a suitable alternative must be implemented, or the impacted area or process must be closed until the violation is corrected. Failure to take immediate corrective action increases the risk that a foodborne illness outbreak will be caused by your facility. The Environmental Health Specialist focuses on the above critical risk factors when conducting a routine inspection. By focusing on the five major risk factors for foodborne illness, the Environmental Health Specialist can also help you identify areas that may increase the risk of foodborne illness. Once these areas are identified, the Environmental Health Specialist can discuss methods for eliminating and/or mitigating the unsafe conditions.

Please note that in addition to the above risk factors, five key public health interventions are identified by the Federal Food and Drug Administration (FDA) as methods to protect consumer health:

- 1. Demonstration of knowledge**
- 2. Employee health controls**
- 3. Controlling hands as a vehicle of contamination**
- 4. Time and temperature parameters for controlling pathogens**
- 5. The consumer advisory**

You have a significant share in the responsibility to make sure food is safe. Your food safety management system must focus on monitoring and controlling food safety risk factors and implementing public health interventions in order to minimize the risk of foodborne illness.



# Food Inspection Report

County of San Diego, Department of Environmental Health  
P.O. Box 120261, San Diego, CA 92113-0261  
(619) 595-6900 (800) 253-6933 www.sdsdoh.org

Page 1 of \_\_\_\_\_

Facility Name \_\_\_\_\_ Grade \_\_\_\_\_ Grade \_\_\_\_\_  
 to \_\_\_\_\_ Permit # \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_ CT \_\_\_\_\_  
 Permit Holder \_\_\_\_\_ Permit Exp. Date \_\_\_\_\_ Time In / Time Out \_\_\_\_\_  
 Inspection Type: Routine Reinspection Complaint Environmental Other  
 Time Spent: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 # of Employees \_\_\_\_\_  
 ID # \_\_\_\_\_

In = In compliance N/O = Not observed NA = Not applicable MAJ OUT = Major violation observed MIN OUT = Minor violation observed COS = Corrected onsite PTS = Points PTS LOST = Points

NO	NA	MAJ OUT	MIN OUT	COS	PTS	PTS LOST
<b>DEMONSTRATION OF KNOWLEDGE</b>						
<b>EMPLOYEE HEALTH &amp; HYGIENIC PRACTICES</b>						
<b>PREVENTING CONTAMINATION BY HANDS</b>						
<b>TIME AND TEMPERATURE RELATIONSHIPS</b>						
<b>PROTECTION FROM CONTAMINATION</b>						
<b>PROTECTION FROM CONTAMINATION (cont.)</b>						
<b>FOOD FROM APPROVED SOURCES</b>						
<b>CONFORMANCE WITH APPROVED PROCEDURES</b>						
<b>CONSUMER ADVISORY</b>						
<b>HIGHLY SUSCEPTIBLE POPULATIONS</b>						
<b>WATER / HOT WATER</b>						
<b>LIQUID WASTE DISPOSAL</b>						
<b>VERMIN</b>						

ITEM / LOCATION	TEMP (°F)	ITEM / LOCATION	TEMP (°F)	ITEM / LOCATION	TEMP (°F)

SUPERVISION	PTS	PTS LOST
24. Person in charge present & performs duties	1	
<b>PERSONAL CLEANLINESS</b>		
25. Personal cleanliness & hair restraints	1	
<b>GENERAL FOOD SAFETY REQUIREMENTS</b>		
26. Approved thawing methods used, frozen food	1	
27. Food separated and protected	1	
28. Fruits & vegetables washed	1	
29. Toxic substances - properly identified, stored, used	1	
<b>FOOD STORAGE / DISPLAY / SERVICE</b>		
30. Food storage, food storage containers identified	1	
31. Consumer self-service	1	
32. Food properly labeled & honestly presented	1	

EQUIPMENT / UTENSILS / LINENS	PTS	PTS LOST
33. Nonfood contact surfaces clean	1	
34. Warewashing facilities - installed, maintained, used, Test strips available	1	
35. Equipment / Utensils - approved, installed, good repair, capacity	1	
36. Equipment / Utensils / Linens - storage, use	1	
37. Vending machines	1	
38. Adequate ventilation / Lighting - designated areas, use	1	
39. Thermometers - provided, accurate	1	
40. Wiping cloths - properly used, stored	1	
<b>PHYSICAL FACILITIES</b>		
41. Plumbing - proper backflow devices	1	
42. Garbage & refuse - properly disposed, facilities maintained	1	

PHYSICAL FACILITIES (cont.)	PTS	PTS LOST
43. Toilet facilities - properly constructed, supplied, clean	1	
44. Premises, personal / cleaning items, vermin-proofing	1	
<b>PERMANENT FOOD FACILITIES</b>		
45. Floor, walls and ceilings - built, maintained, clean	1	
46. No unapproved private homes / living or sleeping quarters	1	
<b>SIGN REQUIREMENTS</b>		
47. Grade card, signs, last inspection report available	1	
<b>COMPLIANCE &amp; ENFORCEMENT</b>		
48. Plan Review	<input type="checkbox"/>	
49. Permits Available	<input type="checkbox"/>	
50. Impoundment	<input type="checkbox"/>	
51. Hearing	<input type="checkbox"/>	

Inspection Result:  Ordered Closed  Approved to Reopen  Yes  No  None  Inactive  Directed  
 Inspection Score: 100 - \_\_\_\_\_ = \_\_\_\_\_ %

OBSERVATIONS & CORRECTIVE ACTIONS (see reverse for additional comments)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Received by (Print) \_\_\_\_\_ Received by (Signature) \_\_\_\_\_ Title \_\_\_\_\_  
 Specialist (Print) \_\_\_\_\_ Specialist (Signature) \_\_\_\_\_ Phone \_\_\_\_\_

This report is an Official Notice of Violation. Corrections must be completed in the time specified. See reverse side for the general requirements and code sections for each violation listed. A reinspection fee may be charged if violations noted on this report are not corrected by the reinspection date.

# Sample Report

## ***Understanding The Food Facility Inspection Report***

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The Environmental Health Specialist will use the official inspection report when grading your facility. The point values of violations noted are weighted based on the food safety risk factors mentioned above. At the completion of the inspection the Environmental Health Specialist will review the results of the inspection and the necessary actions required to correct any violations. You should maintain inspection reports in a separate file for periodic review to evaluate improvements or repetitive violations found during inspections.

Environmental Health Specialists work with operators to gain voluntary compliance whenever possible. However, it is important to realize that the violations listed on the Food Facility Inspection Report are violations of the California Health and Safety Code and require correction. Immediate correction is required of any of the risk factor violations that have been identified as major violations. When major violations cannot be immediately corrected, or a suitable alternative found, the food facility may be subject to closure of the impacted areas or processes until the violations are corrected.

Trends in the occurrence of major violations can identify training needs, procedural changes, or equipment improvements that are needed to reduce the risk of foodborne illness or injury. As a facility operator, you are responsible for all violations found in your facility and should make every effort to make sure your facility has proper food handling procedures, training, and equipment in place to run a safe food business.

If your facility has a history of recurring major violations, recurring scores of less than 90%, or recurring facility closures, you may be issued a notice to appear for an administrative hearing and placed on an improvement plan. For more serious violations of the code, continued noncompliance, or interference in the performance of the duties of an Environmental Health Specialist, your permit to operate may be suspended or revoked.

This section of the guide provides an explanation of the main sections of the Food Facility Inspection Report and is a resource to help food facility operators meet the requirements of the California Health and Safety Code:

### ***DEMONSTRATION OF KNOWLEDGE***

#### ***Demonstration of knowledge/Food Safety Certificate***

All food facilities that handle unpackaged potentially hazardous foods are required to have an owner or employee who has passed an approved food safety certification exam. **A person can be certified for only one facility.** To obtain a list of food handler schools that give the food safety certification exam go to our web site at [www.sdcdeh.org](http://www.sdcdeh.org) or call (858) 505-6900.

## **Food handler training**

All people who prepare food, serve food, wash dishes, or in any way touch unwrapped food or utensils are required to have food safety knowledge about their assigned duties and have a valid food handler's card. The card can be obtained by either successfully completing a 3-hour food handler's class from an approved school, a food safety certification exam or passing a county issued food handler's test given by the owner or employee with food safety certification. The food safety certified person is responsible for ensuring that employees have sufficient knowledge of food safety practices to ensure the safe preparation and service of the food at that location. To obtain a list of food handler schools that offer food handler training, go to our web site at [www.sdcdeh.org](http://www.sdcdeh.org) or call (858) 505-6900.

## **EMPLOYEE HEALTH & HYGIENIC PRACTICES**



### **Communicable disease; reporting; restrictions & exclusions**

A wide range of communicable diseases and infections may be transmitted by infected food employees to consumers through food and/or food related utensils and equipment. Proper management of a food facility operation begins with instituting a system of ensuring employees who present a risk of transmitting foodborne pathogens to food or to other employees, do not handle open food, utensils or equipment. Food Employees should notify the person in charge when they experience symptoms such as diarrhea, fever, vomiting, jaundice, sore throat with fever, or lesions so that the person in charge can take appropriate steps to preclude the transmission of foodborne illness. When the person in charge becomes aware of an employee who has been diagnosed with a reportable disease, they must call our Department at (858) 505-6814. You are also encouraged to call if others in your household have similar symptoms or diseases.

#### **Major Violation:**

***Failure to report or comply with exclusions or restrictions of sick food employees.***

If you are sick State Law requires that you do the following:

1. **Notify the Person in Charge** if you have been diagnosed with the following Gastrointestinal Illnesses: Salmonella, Hepatitis A, Shigella, E. coli, Norovirus or Entamoeba histolytica.

***Remember, do not work with food or utensils if you are sick with gastrointestinal illnesses, especially with diarrhea and/or abdominal cramps, fever, and vomiting.***

2. **Notify the Person in Charge** if you have a lesion or wound on the hands, wrists, and arms that is open or draining.

***Remember, all lesions and wounds in these areas must be protected with an impermeable cover (such as a finger cot or stall) and covered with a glove if on the hands. Lesions on other parts of the body should be covered by a dry, durable, tight-fitting bandage.)***

A Person in Charge must be present during all hours of operation. If you are sick, State law requires that the Person in Charge do the following:

1. **Exclude a food employee** from the food facility if diagnosed with Salmonella, Hepatitis A, Shigella, E. coli, Norovirus or Entamoeba histolytica **and** report to the Department of Environmental Health by calling (858) 505-6814.

***Exclusions can only be removed by the County of San Diego Department of Environmental Health or the County Health and Human Services Agency.***

2. **Restrict a food employee** from working with exposed food, clean equipment, clean linens, clean utensils, and unwrapped single-service articles if the food employee is suffering from symptoms of acute gastrointestinal illness or if they are experiencing persistent coughing, sneezing, or nasal discharges.

***Restrictions can be removed when the food employee states they no longer have symptoms.***

3. **Report to the Department of Environmental Health** if two or more people are sick with acute gastrointestinal illness or if they have been diagnosed with Salmonella, Hepatitis A, Shigella, E. coli, Norovirus or Entamoeba histolytica by calling (858) 505-6814.

***Acute gastrointestinal illness is diarrhea, either alone or in conjunction with vomiting, fever, or abdominal cramps. It can also be vomiting in conjunction with diarrhea or two other gastrointestinal symptoms such as fever or abdominal cramps.***

4. **Matters involving food employee health must be handled in the best manner possible to protect the individual's right to confidentiality.**

### ***No discharge from eyes nose or mouth***

If food employees are experiencing persistent sneezing, coughing or runny nose, state law requires that they be restricted from working with exposed food or clean equipment, utensils, and linens until they no longer have symptoms.

### ***Proper eating, tasting, drinking or tobacco use***

Eat or drink only in designated employee eating areas that are outside of the kitchen. Eating or drinking in the kitchen, or any other area where food is prepared and stored, is not allowed. However, you may drink from a closed container in the kitchen if it has a straw. You can also flavor taste food provided you only use the utensil once.



## **PREVENTING CONTAMINATION BY HANDS**

### ***Hands clean & properly washed; proper glove use***



Extensive handwashing is required before beginning work and after using the toilet room. Food employees are also required to wash hands before handling food/equipment/utensils, before donning gloves, and as often as necessary when switching from working with raw to ready to eat foods, after touching body parts, or any time when contamination may occur.

#### **Major Violation:**

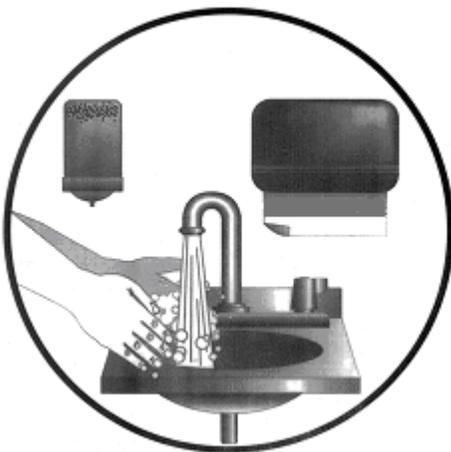
***Hands are not washed when required, gloves are not used correctly, or gloves are used for more than one task.***

Always thoroughly wash hands and arms by vigorously rubbing them with soap and warm water (100°F) for at least 10-15 seconds.

Food employees with an open sore, must cover it with a fresh bandage and use gloves. Food employees with artificial fingernails must also wear gloves when handling food. Change gloves as often as you would wash your hands, so you don't contaminate food, such as after handling raw meat or after sneezing. Always wear a fresh, clean pair of gloves before handling ready-to-eat foods.

In addition, bare hand and arm contact with unpackaged ready to eat food must be minimized by using scoops, forks, tongs, wrappers, gloves, or other implements to assemble or serve the food.

### ***Adequate hand washing facilities supplied and accessible***



Hand washing signs must be posted at all hand washing sinks. Provide all hand washing sinks with warm water and single service liquid or powder hand cleaning soap. Each hand-washing sink shall also be provided with an individual, disposable towel dispenser or a heated-air hand-drying device.

**Provide all hand washing sinks with warm water and single service soap and paper towels.**

# TIME AND TEMPERATURE RELATIONSHIPS

## Proper hot & cold holding temperatures



Potentially hazardous foods shall be held hot at 135°F or above or held cold at 41°F or below at all times. Live molluscan shellfish, raw shell eggs, and pasteurized milk and pasteurized milk products in unopened containers may be received and stored at an internal temperature of 45°F or below. Common examples of potentially hazardous foods are meat, poultry, milk products, raw and cooked eggs, seafood, gravies, cooked rice, refried beans, baked potatoes, sprouts, cut melons and unpasteurized fruit juices. Potentially hazardous food items must be held inside properly functioning refrigeration units. Food must be diligently prepared in small batches to minimize the time it is out at room temperature. Hot foods shall be served hot and cold foods served cold.

### **Major Violation:**

Multiple potentially hazardous foods or pooled eggs are held at temperatures of 50°F-130°F without any other intervention.

## Time as a public health control

For information on Time as a public health control, refer to Appendix M.

### **Major Violation:**

Food that has been time marked and has exceeded the time marked.

## Proper cooling methods

Cooked potentially hazardous food shall be cooled from 135°F to 41°F within 6 hours, and during this time decrease the temperature from 135°F to 70°F within 2 hours. Rapid cooling of small batches of food in refrigerators can be accomplished by placing food in shallow pans and separating the food into smaller portions. Cooked food can also be cooled using rapid-cooling equipment, adding ice as an ingredient, or placing containers in an ice bath and stirring frequently. Food containers used for cooling should be kept loosely covered or uncovered if protected from overhead contamination during the cooling process and stirred if necessary to achieve even cooling.

### **Major Violation:**

Potentially hazardous food is improperly cooled.

## Proper cooking time & temperatures

All foods prepared at the food facility from raw or incompletely cooked animal tissue must be thoroughly cooked prior to serving. Cooking potentially hazardous foods to the required temperatures is the only way to kill germs in food. Probe thermometers must be used to verify internal

### **Major Violation:**

Potentially hazardous food is not cooked as required.

temperatures. A thermocouple thermometer is best used to measure the internal temperature of thin foods such as hamburger patties.

State mandated internal cooking temperatures are:

Food Item	Cooking Temperature
Fruits & vegetables cooked for hot holding	135°F
Shell eggs cooked for immediate service; fish; single pieces of meat	145°F for 15 secs
Comminuted meat; injected meats; raw eggs for later service	155°F for 15 secs
Poultry; comminuted poultry; stuffed items (fish, meat, poultry, pasta); stuffing containing fish; meat; poultry; ratites)	165°F for 15 secs
Roasts (beef, pork, and ham)	130°F or as specified in the California Retail Food Code

It is important to note that the required temperature **is not** the oven temperature; it is the internal temperature at the geocentric point (the middle) of the food after it has been cooked.

***Proper reheating procedures for hot holding***

Food that has been prepared, cooked, and cooled by a food facility must be rapidly reheated within 2 hours to a minimum internal temperature of 165°F for hot holding. Food must not be heated or “cooked” in steam tables or other hot holding units. Food reheated in a microwave must be rotated or stirred, covered, heated to 165°F, and allowed to stand covered for two minutes after reheating. Commercially processed ready-to-eat potentially hazardous food must be reheated to 135°F or above. Cooked and refrigerated food that is prepared for immediate service may be served at any temperature.



**PROTECTION FROM CONTAMINATION**

***Returned and reservice of food***

After food has been served or sold to a consumer, food that is unused or returned by the consumer may not be reused (unpackaged dipping sauces, bread, chips, salsa, pickles, peppers, etc.). It must be discarded after the customer is finished with the serving.

## ***Food in good condition, safe & unadulterated***

Food must be inspected and checked upon receipt for proper temperature, signs of spoilage (i.e., damaged containers, spilled product, or stained packages) and contamination (i.e., unclean ice in contact with food, insects in grains, ants in sugar, and mouse droppings in flour). Food must also be protected from cross contamination. Cross contamination occurs when harmful microorganisms are moved from one food item to another such as by storing or thawing raw meat and poultry above other ready to eat foods.

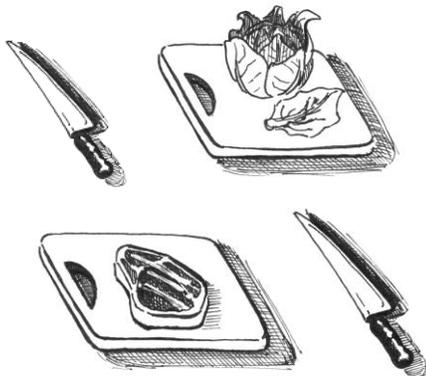
### **Major Violation:**

Food has evidence of being contaminated or adulterated.

Ice is often called the “forgotten food”. Although it’s frozen, ice can still be contaminated with germs. Do not use your hands or drinking containers to scoop ice out of the bin. Do not use ice in drinks if the ice has been used for another purpose, such as beverage containers stored in the ice. When scooping ice, use only commercial food-grade plastic or metal scoops with handles.

Food must also be protected from unapproved additives such as sulfites or from chemical contamination. Sulfites cannot be added to potentially hazardous foods or fresh fruits and vegetables because it can cause a severe allergic reaction in some people. In addition, containers previously used to store chemicals cannot be used again to store food, utensils, or linens.

## ***Food contact surfaces clean & sanitized***



Crosscontamination can occur when harmful microorganisms are moved from one item to another. For this reason, all surfaces that come into contact with food must be cleaned and sanitized each time there is a change in processing between different raw animal products, produce, and ready-to-eat foods; and at least once after every four

### **Major Violation:**

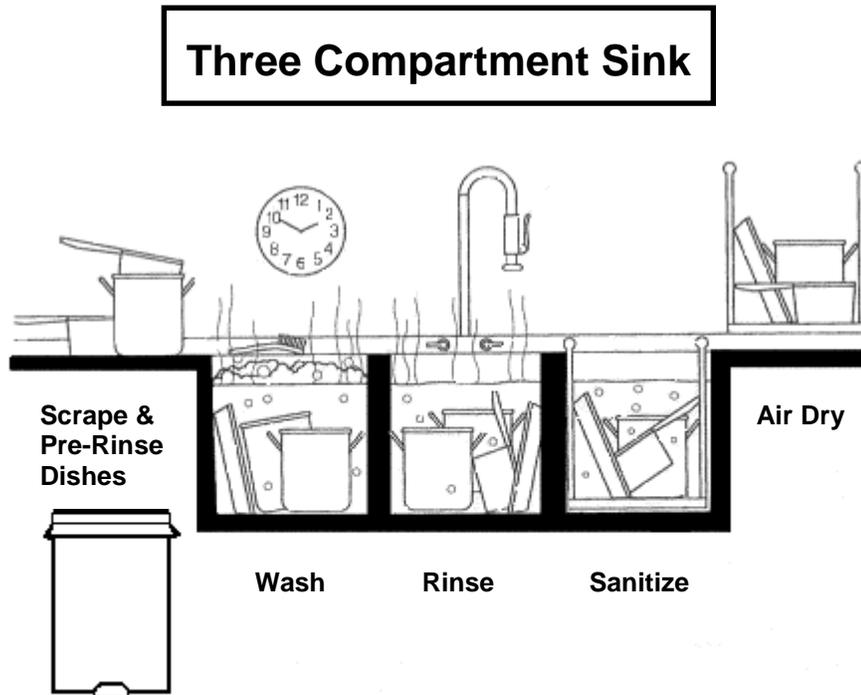
Improper sanitization of food contact surfaces; improper ware washing machine temperature; Contamination of food contact surfaces that could result in food contamination; and failure to sanitize food contact surfaces when required.

hours of use. This includes cutting boards, knives, slicers, or other equipment that comes into direct contact with food. Dishes and utensils used by customers must also be properly washed and sanitized between customers to prevent the transmission of disease. Thermocouples or probe thermometers must also be washed and sanitized before and after use.

Mechanical warewashing machines must only be used according to the manufacturer’s label. In particular, they must be used only for the intended utensils or equipment and they must meet the manufacturer’s specifications for water temperature and sanitization. The sanitizing solution must be verified often to ensure proper concentration. Airdry all utensils before stacking and storing.

For manual warewashing, a sink with at least three compartments must be provided for washing, rinsing, and sanitizing equipment and utensils.

The **Wash** compartment of a sink shall contain a wash solution of detergent, or other cleaning agent according to the cleaning agent manufacturer's label instructions. The temperature of the wash solution must be maintained at no less than 100°F or the temperature specified on the cleaning agent manufacturer's label instructions.



The **Rinse** compartment water shall be maintained clear. Refill if water cools or gets cloudy.

Chemical **sanitizers** shall be EPA approved for use in food facilities and shall be used in accordance with the manufacturer's use directions as specified on the product label. Manual sanitization shall be accomplished in the final sanitizing rinse by one of the following:

- a) Contact with a solution of 100 ppm available chlorine solution for 30 seconds.
- b) Contact with a solution of 25 ppm available iodine for one minute.
- c) Contact with a solution of 200 ppm quaternary ammonium for one minute.
- d) Contact with water of at least 171°F for 30 seconds.
- e) Contact with any chemical sanitizer that meets the requirements of Section 180.940 of Title 40 of the Code of Federal Regulations.

# FOOD FROM APPROVED SOURCES

## Food obtained from approved source



All food must come from an **Approved Source**. Food shall only be purchased from a reputable distributor who is permitted, licensed or registered with a food regulatory agency. Food can only be prepared from home if it is an approved Cottage Food Operation. An invoice for the

food purchase can be used as proof of a food source. Raw or processed meat and poultry products must have a USDA approval stamp. Ask your wholesaler for copies of their last inspection report. Periodic quality assurance checks of your wholesale suppliers are a good method to ensure that the food you receive is handled safely. When you receive products, you must inspect it to make certain it is free of contamination, at proper temperature, and from an approved source.

**Major Violation:**  
Food is transported in an unapproved manner; or is from unapproved, unsafe, or otherwise unverifiable sources.

Soft cheese must also be purchased from a licensed food distributor or manufacturer. **DO NOT BUY FRESH CHEESE FROM A DOOR TO DOOR VENDOR!** The production of soft-fresh cheese by unlicensed manufacturers poses a threat to public health! Cheese must have the following: manufacturer's name and address, processing plant number, ingredient and nutrition information, and an expiration date.

## Compliance with shell stock tags, condition, display

Tags for shellfish must be kept with the container they are stored in until emptied and must be maintained onsite for at least 90 days. Shell stock cannot be co-mingled (i.e., different oyster bags mixed together, and oysters stored in the same container as clams).

**Major Violation:**  
Missing or incomplete shellfish certification tags or improper wet storage of shellfish (includes commingling).

## Compliance with Gulf Oyster Regulations

Facilities that sell, serve, or give away raw oysters harvested from the Gulf Coast states (Louisiana, Florida, Texas, Alabama and Mississippi) must comply with CA state regulation requirements. Raw Gulf Coast Oysters cannot be served or sold without evidence of approved treatment from April 1 – October 31.

Raw Gulf Coast Oyster warning signs must be posted for untreated Gulf Coast Oysters from November 1 – March 31.

**Major Violation:**  
Untreated raw Gulf Coast Oysters are served or sold during prohibited months (April 1-October 31) or warning signs are not posted during November 1-March 31.

## **CONFORMANCE WITH APPROVED PROCEDURES**

### ***Compliance with variance; specialized process; HACCP plan***

High risk food processing methods require a Hazard Analysis Critical Control Point (HACCP) plan. If you utilize any of the following practices, you will need a HACCP plan:

- Smoking food as a method of preservation
- Curing food
- Using food additives as a method of preservation or as a means to change the food to non-potentially hazardous
- Operating a molluscan shellfish life support tank for shellfish intended for human consumption
- Custom processing animals as food for personal use
- Using acidification or water activity to prevent the growth of *Clostridium botulinum*\*
- Reduced oxygen packaging\*

#### **Major Violation:**

If using Reduced Oxygen Packaging for potentially hazardous foods or modifying food using acidification or water activity and the facility has not obtained a HACCP Plan, or is required to have a Department approved HACCP Plan or variance and is not following the approved procedures.

\*Bullets with an asterisk\* at the end require approval by the State Department of Public Health.

For more information on what a HACCP Plan is, see Appendix J.

## **CONSUMER ADVISORY**

### ***Consumer advisory provided for raw/undercooked foods***

If raw or undercooked beef, pork, poultry, fish, eggs, or foods containing raw or undercooked eggs (i.e., Cesar Salad Dressing or Hollandaise Sauce) is served, an advisory either orally or in writing must be given to the customer that the food is raw or undercooked.

A consumer advisory is not required for Sashimi, seared Ahi Tuna, and steak tartare because it is common knowledge that these items are served raw. A consumer advisory is also not required when a customer specifically orders food raw or undercooked (i.e., rare steak or soft-boiled eggs).

In addition, customers must be notified orally or in writing that they shall use clean tableware when returning to salad bars or buffets for second servings.

## HIGHLY SUSCEPTIBLE POPULATIONS

### **Licensed health care facilities/public & private schools; prohibited foods not allowed**

In order to protect highly susceptible populations such as children, the elderly, and the immune compromised, certain high-risk foods are prohibited at public and private schools and licensed health care facilities. These prohibited foods include:

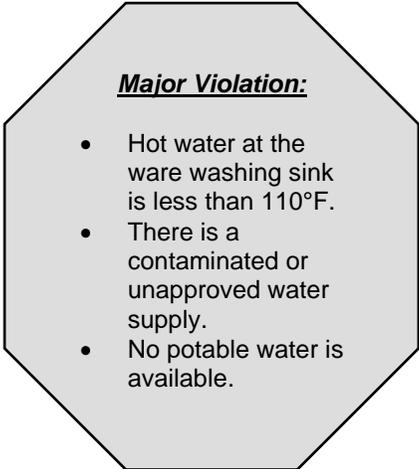
1. Unpasteurized juice, fluid milk or dry milk.
2. Unpasteurized shell eggs, unless raw eggs are used for one consumer's serving at a single meal and cooked as required by code or combined as an ingredient before baking and thoroughly cooked to a ready-to-eat form, or the facility is operating pursuant to a HACCP Plan.
3. Food served to people who are in medical isolation, including food in unopened original packages, cannot be re-served.
4. Ready-to-eat foods that contain raw food of an animal origin or partially cooked foods.
5. Raw seed sprouts.



## WATER/HOT WATER

### **Hot & cold water available**

Food facilities must always have a safe and sufficient supply of potable hot and cold running water under pressure available . Hot water must be a minimum temperature of 120°F in the facility. Manual utensil washing, and hand washing shall be completed at a minimum of 100°F. Hot water for warewashing machines must be at a temperature required by manufacturer's specifications. **Food facilities cannot prepare or serve unpackaged food when no potable water is available.**



# LIQUID WASTE DISPOSAL

## *Sewage & wastewater properly disposed*

Liquid wastes must be disposed of through an approved plumbing system or an approved private disposal system. Equipment such as steam tables, ice machines, refrigerator units, and buffet lines, if not self-contained, must drain properly into a floor sink through an air gap (not into buckets or pans). Wastewater back-ups, overflowing or clogged grease traps/interceptors, or lack of operable toilets requires immediate correction. **Facilities shall close if the sewer or grease trap/interceptor backs up until the problem is corrected and the establishment is cleaned and sanitized.**

**Major Violation:**

- Sewage or wastewater overflows or back-ups into the food facility that results, or can likely result, in contamination of food contact surfaces and adulteration of foods.
- An overflowing or clogged grease trap/interceptor.
- No operable toilets.

# VERMIN



## *No rodents, insects, birds, or animals*

Your food facility must be free from cockroaches or other insects, and rodents. Eliminate all openings into your building where insects or rodents can enter (i.e., open doors or holes in outside walls). When receiving products always inspect them for insects or rodent damage. Pets or animals shall not be allowed inside the food facility. Fish aquariums and service animals for the disabled are allowed in the customer areas only. **Facilities shall close when there is an active infestation of cockroaches, rodents, or flies until the problem is corrected. You should always use a licensed pest control operator to control the presence of vermin.**

**Major Violation:**

Presence of cockroaches, mice, rats and similar vermin (that carry disease) within the food facility as evidenced by live bodies, fresh droppings, vomitus, urine stains, or gnaw marks that has resulted or would likely result in contamination of food, equipment, packaging or utensils.

## **SUPERVISION**

### ***Person in charge present & performs duties***

A person in charge must be present at the facility during all hours of operation. The person in charge is responsible for excluding or restricting ill food employees, making sure customers do not walk through the kitchen, and making sure customers are notified that they must use clean plates and utensils when returning to salad bars or buffets.

## **PERSONAL CLEANLINESS**

### ***Personal cleanliness & hair restraints***



Food employees are required to practice good hygiene and wear clean clothes and shoes while working with food, equipment, or utensils. Food employees (including managers) who are handling food must always wear hair restraints. Examples of hair restraints include hats, caps or hairnets.

Food employees are not allowed to smoke in the kitchen or any area where food or utensils are handled or stored. Remember to always wash your hands after you have smoked on your break.

## **GENERAL FOOD SAFETY REQUIREMENTS**

### ***Approved thawing methods used, frozen food***

Keep frozen foods in a frozen state until ready for preparation. There are only four safe ways to thaw frozen food products:

1. In a refrigerator, at 41°F or below.



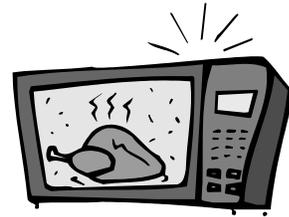
2. Submerged under clean, running water at a temperature of 70°F or lower, not to exceed two hours.



3. As part of a cooking procedure. Food must reach a required minimum internal cooking temperature.



4. In a microwave oven, if the food will be prepared immediately after thawing.

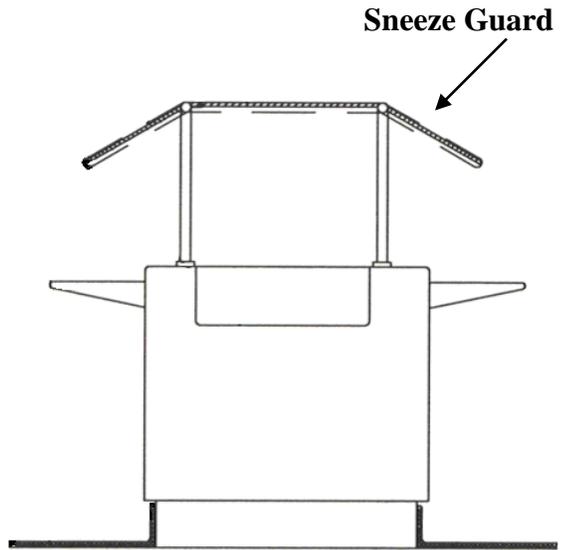


### ***Food separated and protected***

Food must be stored, prepared, and served in a manner that protects it from contamination.

Always store prepared or ready-to-eat foods, such as vegetables, above raw meat, poultry and fish to prevent cross contamination. If possible, store raw meat, poultry, and fish in a separate unit from cooked and ready-to-eat foods. Ice, although it's frozen, can be contaminated with germs. Do not use your hands or drinking containers to scoop ice. Use only commercial food grade plastic or metal scoops with handles.

Self-service food displays must have a sneeze guard to protect food from contamination (i.e., salad bars, condiment bars, or any ready-to-eat food that is displayed and accessible to customers). These displays must be shielded so as to intercept a direct line between the customer's mouth and the food being displayed. For information on the specific measurements required for self-service food displays, please call our plan check unit at (858) 505-6660 or log onto [www.sdcdeh.org](http://www.sdcdeh.org). In addition, outdoor food displays and food equipment used outdoors must be stored inside a food facility during nonoperating hours or during inclement weather - such as rain or windy/dusty conditions.



### ***Wash fruits and vegetables***

Wash all whole fruits and vegetables before you use them. Be sure to use a clean and sanitized food preparation sink or a clean and sanitized food colander so the fruits and vegetables are protected from contamination.

### ***Toxic substances properly identified, stored, used***

All chemicals or cleaning supplies must be labeled and stored separately from food, utensils, packaging material, and food-contact surfaces. All insecticides, rodenticides, or pesticides must be

used according to the directions on the label. The label must also say the chemical is safe for use in a commercial kitchen.

## **FOOD STORAGE/DISPLAY/SERVICE**

### ***Food storage; food storage containers identified***

Food items must be stored above the floor in clean, covered containers. All food must be stored in a manner that protects it from dirt, vermin, and juice droplets from other products, overhead leakage, or other contamination. All facilities shall also have adequate storage space for their operation.

### ***Consumer self-service***

Salad bars and buffets must be monitored on a regular basis and each container holding food must have its own serving utensil. Beverage dispensers in consumer self-service areas must also be monitored and operated in a safe and sanitary manner.

Raw, nonprepackaged meat, poultry, and eviscerated fish (except sushi or raw shellfish) cannot be offered for consumer self-service unless it will be immediately cooked and consumed on the premises.

### ***Food properly labeled & honestly presented***

Prepackaged foods must be labeled in accordance with the California Sherman Food, Drug, and Cosmetic Law. Any food that is not properly labeled, or if the manufacturer's dating information has been altered, shall be deemed misbranded.

All prepackaged foods must at least have the common name of the food, manufacturer's or distributor's name and address, weight, and ingredients in descending order by weight. Bakery products sold directly to another retail food facility or over the counter to the consumer, are exempt from labeling provisions.

Bulk food containers where consumers can serve themselves must also be labeled with ingredients or have a card, sign, or other way of giving consumers information about the ingredients.

## **EQUIPMENT/UTENSILS/LINENS**

### ***Nonfood contact surfaces clean***

All non-food contact surfaces shall be cleaned frequently to prevent accumulation of dust, dirt, food residue or other debris. This includes shelves, worktables, or other equipment not directly in contact with food.

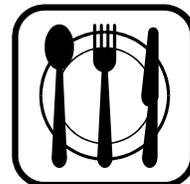
### ***Warewashing facilities: installed, maintained, used; test strips***

For manual warewashing, a sink with at least 3 compartments must be provided for washing, rinsing, and sanitizing equipment and utensils. Sink compartments must be large enough to accommodate immersion of the largest equipment and utensils.

All utensil-washing equipment, except under counter dish machines, must also have two integral metal drain boards of adequate size and construction. One drain board shall be attached at the point of entry for soiled items and one shall be attached at the point of exit for cleaned and sanitized items. Where an under counter dish machine is used, there shall be two metal drain boards, one for soiled utensils and one for clean utensils, located adjacent to the machine. The drain boards of the adjacent warewashing sink shall be sloped and drain to an approved waste receptor.

Test strips must be used to determine if the sanitizer is at the correct strength in the dishwasher or third sink compartment when washing dishes by hand. Test strips can be purchased from the chemical supplier or restaurant supply company. Test strips must also be properly stored (i.e., chlorine test strips must not get wet and quaternary ammonium test strips must not be exposed to excessive light).

### ***Equipment/Utensils – approved; installed; good repair; capacity***



All new and replacement food-related and utensil-related equipment must be certified or classified for sanitation by an American National Standards Institute (ANSI) accredited certification program. In the absence of an applicable ANSI sanitation certification, food-related and utensil-related equipment must be approved by the enforcement agency. There must be equipment with enough capacity used for cooling and heating food, and for holding cold and hot food. A food preparation sink must also be provided when foods are washed, rinsed, soaked, thawed, or similarly prepared in order to protect the food from contamination.

Keep refrigeration units organized and do not overfill. Do not line shelves with foil, paper, or cardboard. Lining shelves and over-packing a refrigerator prevents good air circulation for effective temperature control.

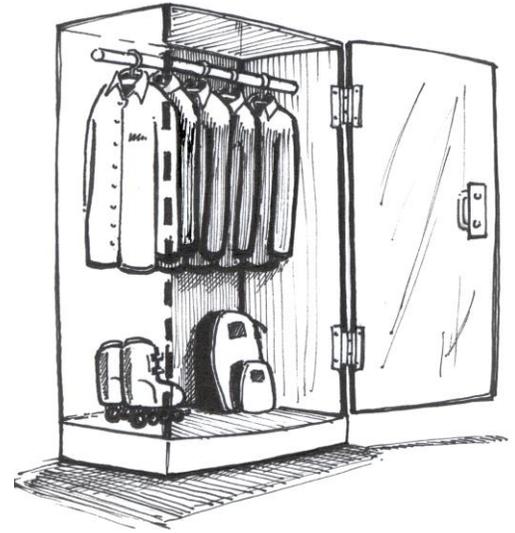
Dishes, utensils, and equipment must also be fully operative and in good repair and used as designed. All cracked and worn dishes and utensils must be discarded. Surfaces, such as cutting

boards, that are subject to scratching and scoring shall be resurfaced when they can no longer be effectively cleaned and sanitized or discarded if they are not capable of being resurfaced.

### ***Equipment, utensils and linens: storage and use***

Dirty towels or other soiled linens shall be stored in designated containers away from food preparation and storage areas. Clean linens must also be kept separated from dirty linens and be obtained from a reputable laundry.

Equipment, utensils, and linens in active use must be stored in a sanitary manner. Never store them in locker rooms, toilet rooms, refuse rooms, mechanical rooms, under open stairwells, or under sewer lines or leaking water lines. Unused items must be stored in a sanitary manner or discarded.



Always place utensils so they can be picked up by the handles. Store cups and glasses upside down on a clean surface so you never touch the rim or inside of the glass.

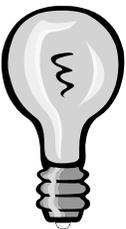


All sinks must be used for the intended purpose for which they are designed. The following are examples of **improper** uses: use of a mop sink, hand sink, or utensil sink for food preparation. Never use the hand sink for anything other than hand washing. Blocking the hand sink, so it is not easily accessible for use, is also prohibited.

### ***Vending machines***

Vending machines that dispense beverages into a cup; ice cream; or other potentially hazardous foods must be constructed to NSF or NAMA standards. They must also have: a separate health permit; the owner's name, address, and telephone number posted; and a record of cleaning and sanitizing. Vending machines dispensing potentially hazardous foods must also be capable of keeping the food at safe temperatures. Vending machines sited outside of buildings must have overhead protection and be kept in an area that is protected from contamination.

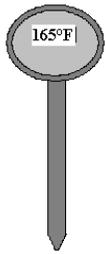
### ***Adequate ventilation and lighting; designated areas, use***



Sufficient lighting and ventilation must be provided throughout the facility to facilitate proper food preparation and storage and to provide a reasonable condition of comfort for employees. Exhaust ventilation equipment must be provided over all cooking equipment and must be kept clean, especially the exhaust hood vents. Toilet rooms also need a source of ventilation such as a screened window or exhaust fan.

All light bulbs must be shielded, coated, or otherwise shatter-resistant in areas where there is exposed food, equipment, utensils, and linens; or unwrapped single-service and single-use articles.

### ***Thermometers provided and accurate***

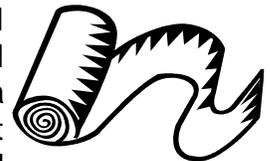


Approved thermometers are required in all cold holding units and recommended for hot holding units to allow you to monitor and verify that the food within these units are at safe temperatures. The thermometer must be kept in the warmest part of the refrigeration unit, which is usually at the front and top of the unit. Thermometers must be accurate to their specification or to  $\pm 2^{\circ}\text{F}$  in the intended range of use. Food temperature devices may not have sensors or stems constructed of glass, except for thermometers with glass sensors or stems that are encased in a shatterproof coating such as candy thermometers. Thermometers can be purchased at wholesale or restaurant suppliers.

Probe thermometers, or thermocouple thermometers are required for checking internal food temperatures while heating, before serving, when holding hot food, in refrigeration units, and for checking water temperatures. The probe thermometer or thermocouple thermometer shall have suitable small-diameter probes that are designed to measure temperature of thin foods, such as hamburger patties, and placed at least  $\frac{1}{4}$  inch deep into the food item.

### ***Wiping cloths: properly used and stored***

Clean linens must be free from food debris and visible soil. They are to be used for a single purpose (i.e., wiping tables, seats, or tableware) or used once and laundered. They can be used repeatedly for a single purpose if kept in a sanitizing solution. Wiping cloths used for raw animal products must be kept separate from cloths used for other purposes. Sponges cannot be used on food contact surfaces.

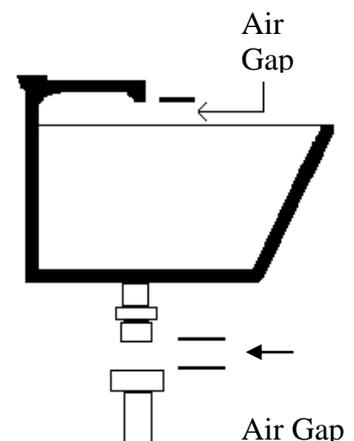


Chemical test strips must be available if sanitizers are used. Whenever a sanitizing solution becomes cloudy or heavily permeated with food particles and juices, or no longer meets the required sanitizing concentration levels, it must be replaced.

## **PHYSICAL FACILITIES**

### ***Plumbing; proper backflow devices***

Plumbing must be kept in good repair and there must always be adequate water pressure. Wastewater lines shall be maintained free of leaks. Sinks, floor sinks, and floor drains shall drain freely. Approved backflow prevention devices shall be maintained in place and in good repair wherever required, including but not limited to, refrigeration condensate drain lines and backflow prevention devices at mop sinks, warewashing machines, and hose bibs. If air gaps are used, carefully maintain this preventive methodology. Maintaining these devices helps



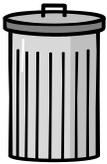
prevent contamination of food or water with wastewater. Backflow prevention devices may be required to be tested and pass standards on a periodic basis.

Grease traps and interceptors are part of the sanitary waste plumbing of a food facility. Grease clings to surfaces that are free of water. Therefore, grease will build from the top down in the sewer line and will continue to build restricting the flow of wastewater. The purpose of a grease trap or interceptor is to remove, separate, accumulate and recover globules of grease, fats, and oils from waste to assure the free-flowing drainage of wastewater. Cleaning and removing the contents of a grease trap typically involves opening the device and removing the contents manually. During normal operation, the contents of a grease trap become odorous and unsanitary making the removal of the content an unpleasant task.

Due to the problems associated with sanitation caused by allowing grease traps inside food preparation areas, all installations of grease traps and grease interceptors, for newly constructed facilities, shall be located outside of food or utensil areas.

The Department of Environmental Health Plan Check Unit works cooperatively with each local wastewater district to coordinate the review of plans for installation of these devices. It is important to note that the local wastewater district determines the necessity for and sizing of grease traps. The plan check unit evaluates the location of the grease trap/interceptor to ensure that it does not create a sanitation problem in the food facility. For more information please call the Plan Check Unit at (858) 505-6660.

### ***Garbage and refuse properly disposed; facilities maintained***



Each food facility shall have the equipment necessary to adequately store or dispose of all waste material. All food waste and rubbish containing food waste and recyclables shall be kept in leak proof and rodent proof containers and shall be contained to minimize odor and insect development by covering with tight-fitting lids or placing in a disposable bag that is waterproof and then sealed. Trash containers inside a food facility need not be covered during periods of operation. All food waste, rubbish, and recyclables shall be removed and disposed of in a sanitary manner as frequently as may be necessary to prevent the creation of a nuisance, but not less than once per week.

### ***Toilet facilities: properly constructed, supplied, cleaned***

Keep all toilet facilities clean and in good repair. A toilet room located on the premises shall be completely enclosed and provided with a tight-fitting and self-closing door to separate it from the other portions of the food facility. Toilet paper should be in proper dispensers.

Permanent food facilities constructed after January 1, 2004 that provide space for consumption of food onsite must provide toilet facilities for patrons. Those constructed before January 1, 2004 must provide either clean toilet facilities for patrons, or a sign stating that public toilet facilities are not provided.

## ***Premises; personal/cleaning items; vermin-proofing***

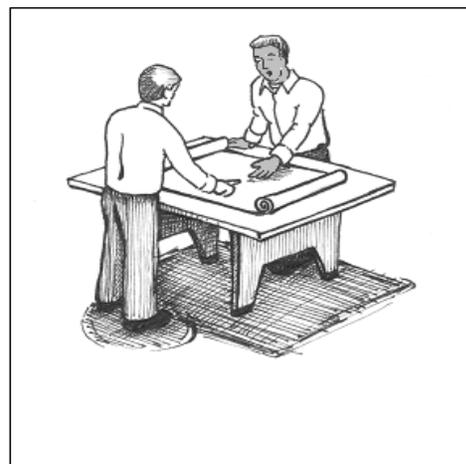
The food facility must be maintained and operated to prevent the entrance and harborage of insects, rodents, or birds. Cracks in walls and around equipment must be sealed, doors to the outside must have self-closing devices and must be kept closed when not in use, pass through windows must be kept closed when not in use, and the premises must be kept free of litter and items unnecessary to the operation of the facility. If used, insect electrocution devices must be designed to retain the insect in the device and must not be located over food or utensil areas.

Articles of clothing and other personal items must be stored in a separate area designated for employee use. Mops and cleaning items also must be stored in a designated area that is separate from food and utensils. After mops are used, place them in a position that allows them to air dry without soiling walls, equipment, or supplies.

## **PERMANENT FOOD FACILITIES**

### ***Floors, walls and ceilings: built, maintained, and clean***

All floors, walls, and ceilings should be free of grease, dirt, and debris. Floor drains, floor sinks, windows, screens, exhaust vents, fans, areas around conduits, floor mats, and duckboards must be maintained in a clean condition. Tile, tile grout, cove base, cement, concrete material, paint, ceiling panels, wood, etc. must also be kept clean and in good repair. Before making repairs or replacing floors, walls, or ceilings consult with the County of San Diego Environmental Health Plan Check Unit (858) 505-66660 to ensure that materials/plans are approved.



**County of San Diego  
Environmental Health  
Plan Check Unit**

### ***No unapproved private homes/living or sleeping quarters***

There shall be no living or sleeping areas allowed in any part of the food facility.

## **SIGN REQUIREMENTS**

### ***Signs posted; last inspection report available***

The grade card and health permit must be posted so that it can be easily viewed. This includes any “B” or “C” card posted by the Environmental Health Specialist. If the grade card is damaged or lost, call (858) 505-6900 for a replacement.

A copy of the last routine inspection report must be available for review by the public upon request. A sign must also be posted advising patrons that the most recent inspection report is available for review upon request (you will find this notification on the Grade Card). Hand washing signs must also be posted at hand washing sinks and “No Smoking” signs must be posted in food preparation, food storage, and warewashing areas.

## **COMPLIANCE & ENFORCEMENT**

### ***Plan review***

Remodeling or making significant changes to the structure or equipment in your facility requires department approval. Contact your Environmental Health Specialist with any questions regarding changing your operation or physical changes to your facility. Major changes will require plans and clearance from the Department of Environmental Health Plan Check Unit, (858) 505-6660.

### ***Permits available***

All food facilities open for business shall have a public health permit to operate. A permit is nontransferable and is valid only for the person, location, type of food sales, and unless suspended or revoked for cause, for the time-period indicated. Facilities found operating without a permit will be closed and may be subject to a penalty of up to three times the cost of the permit fee. It is important to note that your completed permit application and accompanying fee is not an approval to operate. You must first be inspected and approved to operate by an Environmental Health Specialist.

To obtain a permit to operate a retail food facility, please contact our public information specialist at (858) 505-6900. Additional fees may be charged for hearings or multiple re-inspections conducted to determine compliance with violations noted on the inspection report.

## ***Impoundment***

Based upon inspection findings or other evidence, an Environmental Health Specialist may impound food, equipment, or utensils that are found to be unsanitary or in such disrepair that food, equipment, or utensils may become contaminated or adulterated. No food or equipment that has been impounded shall be used until the impound is released by the enforcement officer.

## ***Permit suspension***

Immediate closure of a food facility will be required when the food operation poses an imminent health hazard to the public or facility personnel. Examples of situations requiring immediate closure include but are not limited to:

- Sewage backing up into the facility.
- No hot or cold water under adequate pressure is available.
- Extended power outage.
- Vermin infestation (cockroaches, mice, rats, flies, etc.).
- Disease transmission.
- Inability to clean and sanitize food contact surfaces
- Contaminated or adulterated food

A closed facility must remain closed until the Department of Environmental Health has granted approval to re-open. A permit holder can request a hearing within 15 calendar days after receipt of the notice to immediately close due to the presence of an imminent health hazard.

After providing an opportunity for a hearing, a permit can also be formally modified, suspended, or revoked for serious or repeated violations, or for interference in the performance of the duty of an enforcement officer.

# Understanding Your Grade and Grade Posting Requirements

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All restaurants, bars, taverns, retail food processors, and deli markets where food is prepared will receive a grade card. A grade card score is based on the total number of points deducted for observed violations during an inspection.

## **Grade A 90-100 points**

This indicates that your facility is in satisfactory compliance with all requirements. The comments section of your inspection report will contain directions that may improve your operation and your score prior to the next inspection.

## **Grade B 80 –89 points**

This indicates that your facility needs significant improvement either in structural or operational procedures. If you earn a grade B, you will be given an official notice outlining the violations and the time required to correct them.

## **Grade C below 80 points**

A grade of C is a failing grade. It indicates that your facility requires major changes or improvement. An official notice of violations and required corrections will be issued with a grade of C.

Facilities must earn a grade of A within 30 days of receiving a grade of B or C, or be subject to additional enforcement action.

Your grade card shall be posted during all hours of operation. Facilities operating without their posted grade card may be subject to further legal action.

## **Requesting a Re-grade Inspection**



If your facility receives a grade other than a grade of A you will be required to pay an unscheduled inspection fee prior to the re-grade inspection. This fee covers the cost of the unscheduled full facility inspection. Once the fee is paid you may request a scored inspection. However, it is not a guarantee that your facility's score will be changed unless significant compliance is made to earn back the points originally deducted.

# Department of Environmental Health Food & Housing Division

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## ***Qualifications of Environmental Health Specialists***

Environmental Health Specialists (EHS) are required to have a Bachelor's degree from an accredited college or university with at least 30 semester units of basic biological, physical, or environmental science courses. All Environmental Health Specialists in the Food & Housing Division (FHD) are required to possess a valid registration as a Registered Environmental Health Specialist in the State of California. This registration ensures that Environmental Health Specialists have met specific educational, training, and experience requirements to better serve their communities.

## ***What to do in the event of a Foodborne Illness***

Food facility operators are encouraged to report all foodborne illness complaints to the Department of Environmental Health at this designated number: (858) 505-6814. Once the report is taken, the Epidemiology Liaison will determine if a site visit is necessary. Any information received from a complainant regarding a foodborne illness is kept confidential.

## ***Interested in becoming more involved in San Diego Food Safety?***

The Food Safety Advisory Committee (FSAC) meets each year to discuss important food safety issues in San Diego County. If you are interested in getting involved in the Food Safety Advisory Committee, please contact us at (858) 505-6900.

## ***Building or Remodeling Your Food Facility?***

A person proposing to build or remodel a food facility shall submit complete, easily readable plans, drawn to scale, and specifications to the local enforcement agency for review and approval before starting any new construction or remodeling. The plans will be approved or rejected within 20 working days after receipt by the FHD and the applicant will be notified of the decision. For more information about plan submission, contact the Plan Check Unit at (858) 505-6660.

# Important Contacts

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**County of San Diego  
Department of Environmental Health  
Food & Housing Division**

**Website:** [www.sdcdeh.org](http://www.sdcdeh.org)  
**E-mail:** [fhdutye@sdcounty.ca.gov](mailto:fhdutye@sdcounty.ca.gov)  
**FAX:** (858) 505-6998

**Environmental Health Specialist on Duty - (858) 505-6900**

**Complaints - (858) 505-6903**

**Foodborne Illness Complaints - (858) 505-6814**

**Foodhandler Card Information - (858) 505-6900**

**Permits – (858) 505-6666**

**Plan Check Unit - (858) 505-6660 Fax: (858) 505-6824**

**Office Locations-**

San Diego Office  
5500 Overland Ave #110  
San Diego, CA 92123

M-F 8 am – 4:30 pm

**Recycling - (877) 713-2784 (non-hazardous wastes)**

## **U.S. Department of Agriculture/U.S. Food and Drug Administration**

### **Center for Food Safety & Applied Nutrition, Outreach and Information Center**

*CFSAN, in conjunction with FDA field staff, is responsible for promoting and protecting the public's health by ensuring that the nation's food supply is safe, sanitary, wholesome, and honestly labeled, and that cosmetic products are safe and properly labeled.*

200 C Street SW (HFS-555)  
Washington, DC 20204  
Toll-Free Information Line:  
(888) 723-3366 [www.cfsan.fda.gov](http://www.cfsan.fda.gov)

### **Food and Drug Administration**

Federal (USFDA, Small Business Assistance)-  
(510) 637-3980/ Complaints - (800) 495-3232

### **USDA Meat and Poultry Hotline (Includes eggs)**

*This toll-free telephone service helps prevent foodborne illness specifically by answering questions about the safe storage, handling, and preparation of meat, poultry, and egg products.*

10:00am-4:00pm (Monday-Friday)  
(800) 535-4555

### **Foodborne Illness Education Information Center**

*The USDA/FDA Foodborne Illness Education Information Center provides information about foodborne illness prevention to educators, trainers, and organizations developing education and training materials for food workers and consumers.*

USDA/FDA Foodborne Illness Education  
Information Center  
National Agricultural Library, USDA  
10301 Baltimore Blvd., Room 304  
Beltsville, MD 20705-2351  
(301) 504-5755

### **State of California Department of Health Services Food & Drug Branch**

*The Food and Drug Branch mission is to protect and improve the health of all California residents by assuring that foods, drugs, medical devices, cosmetics and certain other consumer products are safe and are not adulterated, misbranded nor falsely advertised; and that drugs and medical devices are effective.*

(800) 495-3232 (800) 256-7072 (TDD/TTY)

# Wastewater Discharge Contacts for Food Facilities

(Grease traps/Interceptors)

<b>Carlsbad</b>	(760) 438-2722 ext.7109	<b>Imperial Beach</b>	(619) 423-8311
<b>Chula Vista</b>	(619) 476-5388	<b>La Mesa</b>	(619) 667-1450
<b>City of San Diego</b>	(858) 654-4188	<b>Lemon Grove</b>	(619) 825-3927
<b>Coronado</b>	(619) 522-7380	<b>National City</b>	(619) 336-4210
<b>County of San Diego</b>	(858) 505-6660	<b>Oceanside</b>	(760) 435-5957
<b>Del Mar</b>	(858) 694-2212	<b>Poway</b>	(858) 668-4719
<b>El Cajon</b>	(619) 441-1726	<b>San Marcos</b>	(760) 744-1050
<b>Encinitas</b>	(760) 633-2850	<b>Santee</b>	(619) 448-4551
<b>Leucadia</b>	(760) 753-0155	<b>Solana Beach</b>	(858) 720-2477
<b>Escondido</b>	(760) 839-6290	<b>Vista</b>	(760) 643-2804

## Regional Stormwater Contacts

<b>Regional Stormwater Hotlines:</b>	(888) 846-0800 and (888) Think-Blue <a href="http://www.projectcleanwater.org">www.projectcleanwater.org</a>
<b>Carlsbad</b>	(760) 602-2799
<b>Chula Vista</b>	(619) 397-6000
<b>Coronado</b>	(619) 522-7380
<b>County of San Diego</b>	(888) 846-0800
<b>Del Mar</b>	(858) 704-3652
<b>El Cajon</b>	(619) 441-1653
<b>Encinitas</b>	(760) 633-2787
<b>Escondido</b>	(760) 839-4668
<b>Imperial Beach</b>	(619) 424-4095
<b>La Mesa</b>	(619) 667-1340
<b>Lemon Grove</b>	(619) 825-3827
<b>National City</b>	(619) 336-4380
<b>Oceanside</b>	(760) 435-5800
<b>Poway</b>	(858) 668-4700
<b>Port of San Diego</b>	(619) 686-6254
<b>San Diego</b>	(619) 235-1000 Hotline (619) 525-8647 General
<b>Santee</b>	(619) 258-4100 Ext. 177
<b>San Marcos</b>	(760) 744-1050 Ext. 3250
<b>Solana Beach</b>	(858) 720-2487
<b>Vista</b>	(760) 639-2804

# Appendix A

## *Self Inspection Checklist*

The items shown on this checklist represent the major areas evaluated during a routine food facility inspection. This checklist is designed to assist you, the facility operator, in evaluating the condition of your facility between inspections by Department of Environmental Health. We suggest that you go through this list, and "check off" those items that you believe are in compliance. Those not checked could be considered a "violation" and should be corrected. We hope this will help you maintain your facility at the highest standards.

Call our Duty Specialist at (858) 505-6900 or e-mail [fh dutyeh@sdcounty.ca.gov](mailto:fh dutyeh@sdcounty.ca.gov) if you have further questions.



# Food Facility Self-Inspection Checklist



## Promoting Safe and Thriving Communities

The items listed below represent the major areas evaluated during a routine food facility inspection. This checklist is designed to assist you, the facility operator, in evaluating the condition of your facility between inspections by this department. We suggest that you go through this list, and "check off" those items that you believe are in compliance. Those not checked could be considered a "violation" and should be corrected. We hope this checklist will help you maintain your facility at the highest standards. Please call our main office at 858-505-6900 if you have any questions.

### FOOD SAFETY

- 1. Food is purchased from an approved source (licensed by the county, state, or federal government).
- 2. Food is inspected and found to be free from contamination, adulteration, and spoilage.
- 3. Unpackaged foods which have been served or returned from the dining area are discarded.
- 4. All foods are stored a minimum of 6 " off the floor.
- 5. Restrooms are not used for the storage of food, equipment, or supplies.
- 6. Adequate protection is provided for all paper products.
- 7. Food is being protected from dirt, unnecessary handling, over-head leakage, and other forms of contamination.
- 8. All food storage containers have proper covers and are properly labeled.
- 9. Foods are dispensed in the self-serve area in an approved manner.
- 10. The use of sulfites in perishable foods is prohibited.
- 11. Food products are labeled and stored in non-toxic containers.
- 12. Raw foods separate from cooked.
- 13. Shellfish tags kept for 90 days, warning signs posted.

### TEMPERATURE CONTROL

- 1. Potentially hazardous foods are maintained below 41°F or above 135°F.
- 2. A thermometer, accurate to + or - 2°F, is provided either as an integral part of the refrigerator (dial outside) or is located inside each unit at its warmest point in a visible location.
- 3. An accurate metal probe thermometer or thermocouple, suitable for measuring food temperatures, is readily available and is being used to check food temperatures.
- 4. Food products are being thawed in one of the following methods only: a) in refrigeration units, b) under cold running, potable water of sufficient velocity flush loose food particles, c) in a microwave oven, d) as part of the cooking process.
- 5. Frozen food is maintained in a frozen state.
- 6. Thawed food items are not refrozen unless cooked first.
- 7. Rapid cooling and reheating procedures used for all perishable foods.

### PERSONNEL

- 1. All employees handling unpackaged food or utensils have obtained their Food Handler's Certificate/training and all records are readily available.
- 2. Employees wash their hands with soap and warm water for at least 20 seconds for any of the following reasons: a) before starting work, b) immediately after using the restroom, c) between tasks, d) any time needed to prevent food contamination.
- 3. Employees handling food or utensils have no open sores and are not sick.
- 4. Employees are wearing clean outer garments.
- 5. Tongs or other implements are used for handling food products.
- 6. Hair of employees is properly confined.
- 7. Employees do not smoke or use tobacco inside the facility.
- 8. Clothing and personal effects are stored away in a proper manner.

### WATER AND SEWAGE

- 1. All sinks are fully operable with hot and cold water under pressure.
- 2. All sinks drain properly. Floor drains and floor sinks are in good working order/clean.
- 3. Plumbing is in good repair, not leaking.

- 4. Cross connection control device is properly installed and in good repair. (Vacuum breakers and back flow preventers)
- 5. Grease traps are routinely cleaned.

**EQUIPMENT**

- 1. All equipment (i.e., stoves, grills, refrigerators, tables, sinks, etc.) is clean and well-maintained and food contact surface are properly washed and sanitized.
- 2. Inoperable equipment has been repaired or replaced (removed from the facility).
- 3. Only approved equipment is installed in an approved manner & location.

**UTENSILS**

- 1. Multiservice utensils are being washed by one of the following means only: a) handwashing in an approved three compartment sink (wash-rinse-sanitize), b) chemical sanitizing (dish machine) conforming to NSF standards, c) high temperature sanitization.
- 2. Testing materials to adequately test sanitizing methods are readily available and used.
- 3. All utensils are clean, sanitized and well-maintained.
- 4. Damaged or unapproved utensils have been repaired or replaced.
- 5. Utensils are properly protected during storage.

**FLOORS/WALLS/CEILINGS**

- 1. Floors are clean, well-maintained and in good repair.
- 2. Walls, ceilings and windows are clean, well-maintained and in good repair.

**TOILET/DRESSING ROOM/HANDWASHING SINKS**

- 1. Toilet facilities are clean, well-maintained and in good working order.
- 2. Self-closing doors in toilet and dressing rooms are working properly.
- 3. Single service soap and towel dispensers above all handwash sinks are operable and full.
- 4. Toilet tissue dispensers are full.
- 5. Legible handwashing signs are properly posted.
- 6. Ventilation is provided in each restroom and is in proper working order.

**LIGHT AND VENTILATION**

- 1. Adequate lighting and ventilation are provided throughout the facility.
- 2. Exhaust ventilation filters are clean and well-maintained.
- 3. Light fixtures have approved safety covers.

**PEST CONTROL**

- 1. Facility is free from insect and rodent infestations.
- 2. Live animals, birds, or fowl are not allowed in food prep areas.
- 3. Outside doors and screen doors are self-closing and closures are in working order.
- 4. Air curtains are operating properly.
- 5. Only approved pesticides are used in the proper manner.

**REFUSE**

- 1. Trash containers are leak-proof and covered.
- 2. Plastic bags are tied before placing in refuse containers.
- 3. Outside trash bins are clean and in good repair and the lids are closed.
- 4. Outside premises and refuse areas are clean and well-maintained.

**OPERATION**

- 1. Hazardous substances (cleaning materials) are properly labeled and stored away from food products.
- 2. There are no living quarters within the facility.
- 3. No smoking and first aid signs (choking) are properly posted.
- 4. Cleaning equipment and soiled linens are properly stored.
- 5. Returned, damaged, or unlabeled food products are properly stored.
- 6. Facility has a current Department of Environmental Health Permit to operate and it is conspicuously posted.
- 7. Grade Card is posted properly.

# Appendix B

## Summary of Major Violations

Major violations require immediate corrective action or suitable alternatives until the violations are corrected. When a major violation cannot be immediately corrected, or a suitable alternative found, the food facility must close the impacted areas until the violation is corrected.

Data Field	Major Violation
<b>Communicable disease; reporting, restrictions &amp; exclusions</b>	Failure to report or comply with exclusions or restrictions of sick food employees as required in these sections.
<b>No discharge from eyes, nose and mouth</b>	Failure to restrict a food employee that is experiencing persistent sneezing, coughing or runny nose with discharges from the eyes, nose, or mouth from working with exposed food, clean equipment, clean utensils, or clean linens.
<b>Hands clean &amp; properly washed; gloves used properly</b>	Hands are not washed when required, gloves are not used correctly, or gloves are used for more than one task.
<b>Hot and cold holding temperatures</b>	Multiple potentially hazardous foods or pooled eggs are held at temperatures of 50°F-130°F without any other intervention.
<b>Time as a Public Health Control; procedures &amp; records</b>	Food that has been time marked and has exceeded the time marked.
<b>Proper cooling methods</b>	Potentially hazardous food is improperly cooled.
<b>Proper cooking time &amp; temperatures</b>	Potentially hazardous food is not cooked as required.
<b>Proper reheating procedures for hot holding</b>	Potentially hazardous food is not reheated as required.
<b>Food in good condition, safe and unadulterated</b>	Food has evidence of being contaminated or adulterated.
<b>Food Contact Surfaces clean &amp; sanitized</b>	Improper sanitization of food contact surfaces; Improper warewashing machine temperature; contamination of food contact surfaces that could result in food contamination; and failure to sanitize food contact surfaces when required.
<b>Food obtained from approved source</b>	Food is transported in an unapproved manner; or is from unapproved, unsafe, or otherwise unverifiable sources.
<b>Compliance with shell stock tags, condition, display</b>	Missing or incomplete shellfish certification tags or improper wet storage of shellfish (includes commingling).
<b>Compliance with Gulf Oyster regulations</b>	Untreated raw Gulf Coast Oysters are served or sold during prohibited months (April 1-October 31) or warning signs are not posted during November 1-March 31.
<b>Compliance with: Variance, Specialized Process, and HACCP plan</b>	If using Reduced Oxygen Packaging for potentially hazardous foods or modifying food using acidification or water activity and the facility has not obtained a HACCP Plan, or is required to have a Department approved HACCP Plan or variance and is not following the approved procedures.
<b>Licensed health care facilities/public &amp; private schools; prohibited foods not offered</b>	If prohibited foods are served.
<b>Hot &amp; cold water available</b>	<ul style="list-style-type: none"> <li>Hot water at the ware washing sink is less than 110°F.</li> <li>There is a contaminated or unapproved water supply.</li> <li>No potable water is available.</li> </ul>
<b>Sewage and wastewater properly disposed</b>	<ul style="list-style-type: none"> <li>Sewage or wastewater overflows or back-ups into the food facility that results, or can likely result, in contamination of food contact surfaces and adulteration of foods.</li> <li>An overflowing or clogged grease trap/interceptor.</li> <li>No operable toilets.</li> </ul>
<b>No rodents, insects, birds or animals</b>	Presence of cockroaches, mice, rats and similar vermin (that carry disease) within the food facility as evidenced by live bodies, fresh droppings, vomitus, urine stains, or gnaw marks that has resulted or would likely result in contamination of food, equipment, packaging or utensils.

# Appendix C

## ***Model Food Safety Risk Control Plan Workbook***

One of the main food safety objectives for both the retail food industry and the Department of Environmental Health is to reduce the number of foodborne illnesses in San Diego County. Together, we can work toward this goal by focusing our efforts on risk factors that can lead to foodborne illness in food facilities and by working to improve food employee behaviors and food preparation practices that can directly relate to foodborne illness in food facilities.

This guidance document is designed to provide you with information on how to develop and implement a food safety risk control plan. A risk control plan helps to identify and mitigate food safety risks. It also helps to prepare you to quickly and efficiently respond to food recalls. In general, a risk control plan includes procedures for addressing the following areas:

1. Recipe/Process instructions
2. Temperature Control
3. Approved Food Sources
4. Receiving
5. Employee Health and Hygiene
6. Pest/Vermin Control
7. Food Storage
8. Cleaning and Sanitizing
9. Food Security/Defense
10. Food Recalls
11. Documentation and Record keeping

You are encouraged to use the general recommendations in this guidance document to tailor food safety practices and procedures appropriate to your food facility operations.

**\* *Please note that this document is intended to be a guideline and may not be all-inclusive for every situation.***

# Model Food Safety Risk Control Plan Workbook

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## Recipe/Process Instructions

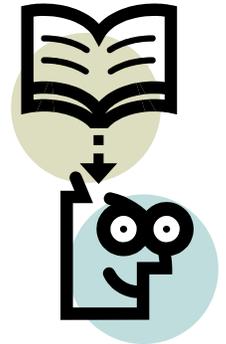
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Develop and implement recipe/process instructions for preparing foods served at your facility. Simple control measures integrated into recipes and processes can improve your control over foodborne illness risk factors.

Evaluate each process flow of menu items prepared in your facility to identify areas where food safety risk factors can go “out of control”. For example:

- a. Recipe/Process instructions that specify using color-coded cutting boards for separating raw animal foods from ready-to-eat products are developed to control the potential for cross contamination.
- b. Pasteurized eggs are substituted in recipes that call for raw or undercooked eggs to reduce the risk of foodborne illness.
- c. Commercially precooked chicken is used in recipes calling for cooked chicken, such as chicken salad, to reduce the risk of contaminating food-contact surfaces and ready-to-eat food with raw chicken.
- d. Pasta is chilled in an ice bath immediately after cooking and before placing in the cold holding unit to minimize the time in the danger zone.

Evaluating your process flows for foods prepared at your facility is one of the most important things that you can do because it can identify food safety risks that need to be controlled. Failure to control a food safety risk factor can contribute to an outbreak of foodborne illness at your facility.



# Temperature Control Procedures Worksheet

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## I. Temperature Control Logs



Temperature Control Procedures are intended to ensure that perishable/potentially hazardous foods (PHF) are held at proper temperatures to maintain quality and safety. Temperature control logs, or equivalent methods, should be kept for the following:

### a. Each refrigeration/cooler unit:

Record temperatures at the beginning of each day and every four hours while open for business. A continuous read system with alarm capacity can be used in lieu of temperature control logs. In this case, a manual check should be made at the beginning of each shift to verify the system is working (see sample temperature control log).

### b. Receiving temperatures of PHF:

Record internal temperature of PHF received with each shipment. Have a receiving log, note temperature on the invoice/shipping document (see sample receiving log), or other suitable method.

### c. Cold and hot holding units used for PHF:

Record internal temperature of food when it is placed in cold or hot holding unit and every four hours while open for business (see sample temperature control log).

### d. Reheating foods for hot holding:

Record internal temperature of food after it has been reheated to make sure it meets state standards. Also record how long it took for the food to reach the required temperature (see sample temperature control log).

### e. Cooking of meat, fish, eggs, poultry:

Record internal temperature of food after it has been cooked to make sure it meets state standards (see sample temperature control log). Some facilities may opt to purchase foods, such as hamburger patties, that meet a certain specification for thickness of food. In these cases, standard cooking times and temperatures must be established, and food randomly checked to ensure the internal cooking temperature of the food meets state standards. ***If food is not cooked to the required temperature, a consumer advisory is required (partially cooked foods of animal origin cannot be served at schools or licensed health care facilities).***

## II. Calibration Logs

Procedures for calibrating temperature-recording devices are important to ensure accuracy. The manufacturer's instructions must be followed. Temperature measuring devices must be accurate to plus or minus two degrees Fahrenheit. Devices such as metal probe thermometers should be calibrated at least once per week or replaced by a newly calibrated thermometer. A calibration log must be kept on file (see thermometer calibration procedures and sample calibration log). It is important to note that a probe thermometer must be replaced with a newly calibrated thermometer any time it is dropped, severely shaken, subject to severe temperature variations in a short time period, or otherwise had its accuracy compromised.

### **III. Written Procedures**

Written procedures should include (at a minimum):

- a. Person/position that will record temperatures
- b. Person/position that will conduct calibration of thermometers
- c. What foods will temperatures be recorded
- d. When will temperatures be recorded
- e. How will temperatures be logged
- f. What temperature recording devices will be calibrated or verified in- house and which, if any, will need calibration by the manufacturer or authorized service representative
- g. When will each temperature recording device be calibrated
- h. How will in-house temperature recording devices be calibrated
- i. Where will temperature and calibration logs be kept
- j. Procedure for sanitizing thermometers before use or storage

# Thermometer Calibration

Food temperature measuring devices must be calibrated in accordance with the manufacturer's specifications as often as necessary to ensure their accuracy. Additionally, a record log should be kept of your thermometer calibrations. A sample log is attached.

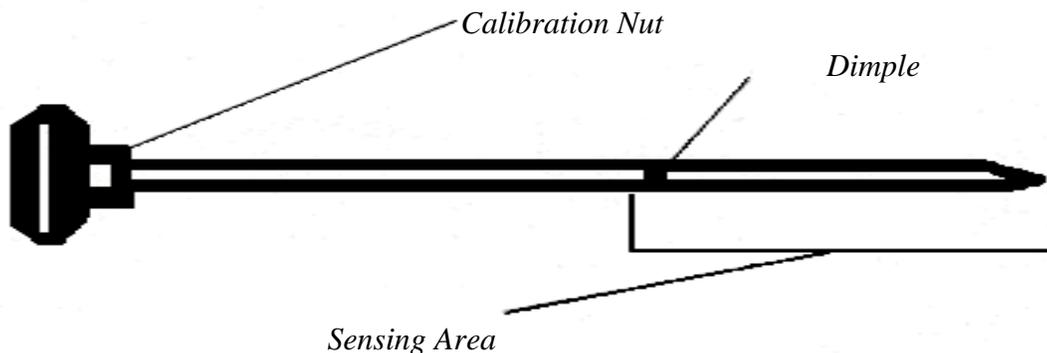
If a thermometer does not have specific instructions for calibration, the following methods may be used.

## I. Ice Point Method

1. Fill a large container with crushed ice that is similar to a slushy drink. Add clean tap water until the container is full. Stir ice water mixture.
2. Put the thermometer probe into the ice water so that the sensing area, usually about an inch up from the tip on a bimetallic thermometer, is completely submerged. Don't let the probe touch the sides or bottom of the container. Wait 30 seconds, or until the temperature indicator stops moving.
3. On bimetallics, hold the calibration nut on the underside of the dial head securely with a wrench, or the tool attached to the sheath, and rotate the dial head until the thermometer reads 32°F (0°C).

## II. Boiling Point Method

1. Bring clean tap water to a boil in a deep pan.
2. Put the thermometer probe into the boiling water so that the sensing area is completely submerged. Again, don't let the probe touch the sides or bottom of the pan. Wait 30 seconds, or until the temperature indicator stops moving.
3. On bimetallics, hold the calibration nut on the underside of the dial head securely with a wrench or tool attached to the sheath and rotate the dial head until the thermometer reads 212°F (100°C) or the appropriate boiling point for your elevation. For every 550 feet of elevation, the boiling point drops 1°F.



(It is recommended that thermometers be calibrated weekly)





# Verifying Approved Sources Worksheet

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## I. System for Verifying Approved Food Sources

It is important to have a system in place to ensure your food sources meet or exceed regulatory standards. The following are some suggested methods of verifying that the food you are receiving comes from an approved source:

- a. Evidence of regulatory oversight (last inspection report, state or federal registration/license, local health permit),
- b. Third party audit results (e.g. NSF or AIB),
- c. Self-certification (guarantee) based on HACCP or other risk control system,
- d. USDA Mark on meat and poultry items,
- e. Copy of a distributor's food safety compliance guarantee from their suppliers,
- f. Laboratory testing results,
- g. Man-in-plant verification (some chain facilities monitor food they buy),
- h. Certification of adherence to Good Agricultural Practices (for produce),
- i. USDC approved list of establishments (seafood)  
<http://seafood.nmfs.noaa.gov>
- j. Listing in Interstate or California Shellfish Shippers Listing (molluscan shellfish)  
[www.dhs.ca.gov/fdb](http://www.dhs.ca.gov/fdb) or [www.ISSC.org](http://www.ISSC.org)
- k. Shellfish tags (molluscan shellfish)
- l. Gulf oyster treatment process verification

## II. Written Procedures

Written procedures should include (at a minimum):

- a. Who will verify approved sources.
- b. What records will be kept as evidence of approved sources.
- c. When and how often will you ask for verification of approved source from your suppliers
- d. Where records will be kept and for how long.

# Receiving Procedures Worksheet

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## I. Written Procedures for Receiving

Written procedures should include (at a minimum):

**a. Checking in deliveries. Do not allow unattended deliveries.**

- Who is responsible for checking in deliveries?

**b. Keeping copies of invoices/shipping documents.**

- What documents will be kept
- Where the documents will be kept

**c. Inspecting deliveries for tampering, discoloration, pinholes, leakage, unusual packages, contamination (rodent activity or insects), shell eggs clean and unbroken, and safe temperatures (see sample receiving log. Also note the condition of delivery vehicle (clean, good repair, safe temperature, no insects, no rodent droppings, and no meat juices on the floor).**

- Who is responsible for inspecting deliveries?

**d. Raw or raw frozen molluscan shellfish containers must have certification tags or labels that include the species, quantity, harvest date, and name and certification number of the harvester or original shipper or both.** The shellfish certification tag or label shall be maintained upon the original container until emptied and then retained for a period of not less than 90 days from the date of receipt. The tag must also be written in indelible ink. Live molluscan shellfish may not be accepted unless received at an internal temperature of 7°C (45°F) or below.

**e. Substandard food items. A record should be kept of rejected food items (see sample receiving log).**

- What corrective actions will be taken if foods received do not meet the standards in your plan
- How will corrective actions be documented

**f. Reconciling amount of product received with that ordered.**

- How you will reconcile amount received with amount ordered

**g. Notifying law enforcement and public health if evidence of tampering is found in food or shipping documents.**

- When staff will need to notify law enforcement and public health

## IV. Records:

- a. Temperature of Potentially Hazardous Food and condition of food received and delivered.
- b. Invoices/shipping documents
- c. Corrective actions (i.e. rejecting food because contaminated or not at a safe food temperature)



# Employee Health & Hygiene Procedures Worksheet

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## I. Food Employee Training

Food employee knowledge is the foundation for establishing good practices in your facility's operation. All people who work with food in your facility should have a good working knowledge of basic food safety and hygiene principles. Depending on the situation, formal presentations, one-on-one training, policies, and instruction or demonstrations (proper hand washing demonstration) may be appropriate. Written procedures should include (at a minimum):

- a. **Conducting food worker food safety training within 10 days of hire (either by the food safety certified manager or by an approved food handler training instructor). Approved food handler training instructors can be found on the Department's website at [www.sdcdeh.org](http://www.sdcdeh.org)**
- b. **Ensuring a food handler test (80% is passing grade) is taken at least once every three years for each food employee. The test can be conducted by the food safety certified manager or a County approved food handler training instructor.**
- c. **Providing at least one food safety certified manager within 60 days of opening the facility or hiring a new manager.**
- d. **Keeping employee training logs and exams if trained "in-house" by a food safety certified manager.**

## II. Employee Health and Hygiene

Written Employee Health & Hygiene Procedures should include (at a minimum):

- a. **Providing hand-washing signs at hand wash sinks.**
- b. **Teaching employees how and when to wash hands.**
- c. **Ensuring employees wear clean clothes and providing employee lockers or other personal storage areas.**
- d. **Providing gloves/band aids for employees with cuts or lesions.**
- e. **Providing a clean, separate employee break/lunch area.**
- f. **Enforce no smoking, eating, or drinking in food areas (it is ok to drink from an enclosed drink container with a straw in food areas).**

**g. Having procedures for managing sick employees**

Your policy for managing sick employees must contain at least the following:

1. **Food employees must notify the Person in Charge** if they have been diagnosed or symptomatic with the following Gastrointestinal Illnesses: Salmonella, Hepatitis A, Shigella, E. coli, norovirus or Entamoeba histolytica.

***Remember, food employees should not work with food or utensils if they are sick with gastrointestinal illnesses, especially with diarrhea and/or abdominal cramps, fever, and vomiting.***

2. **Food employees must notify the Person in Charge** if they have a lesion or wound on their hands, wrists, and arms that is open or draining.

***Remember, all lesions and wounds in these areas must be protected with an impermeable cover (such as a finger cot or stall) and covered with a glove if on the hands. Lesions on other parts of the body should be covered by a dry, durable, tight-fitting bandage.***

A Person in Charge must be present during all hours of operation. If food employees are sick, State law requires that the Person in Charge do the following:

1. **Report to the Department of Environmental Health** if food employees are recently diagnosed with Salmonella, Hepatitis A, Shigella, E. coli, Norovirus or Entamoeba histolytica by calling (858) 505-6814.
2. **Report to the Department of Environmental Health** if two or more people are sick with acute gastrointestinal illness by calling (858) 505-6814.

***Acute gastrointestinal illness is diarrhea, either alone or in conjunction with vomiting, fever, or abdominal cramps. It can also be vomiting in conjunction with diarrhea or two other gastrointestinal symptoms such as fever or abdominal cramps.***

3. **Exclude a food employee** from the food facility if diagnosed with Salmonella, Hepatitis A, Shigella, E. coli, Norovirus or Entamoeba histolytica.

***Exclusions can only be removed by the County of San Diego Department of Environmental Health or the County Health and Human Services Agency.***

4. **Restrict a food employee** from working with exposed food, clean equipment, clean linens, clean utensils, and unwrapped single-service articles if the food employee is suffering from symptoms of acute gastrointestinal illness or if they are experiencing persistent coughing, sneezing, or nasal discharges.

***Restrictions can be removed when the food employee states they no longer have symptoms.***

## Sample Food Employee Reporting Agreement

Purpose: To prevent transmission of diseases through food by infected food employees with emphasis on illness due to Norovirus, *Salmonella* Typhi, *Shigella* spp., *Entamoeba histolytica*, Enterohemorrhagic (EHEC) or Shiga toxin-producing *Escherichia coli* (STEC), or Hepatitis A Virus

***The purpose of this agreement is to inform food employees of their responsibility to notify the Person in Charge when they experience any of the conditions listed so that the Person in Charge can take appropriate steps to preclude the transmission of foodborne illness.***

### I AGREE TO REPORT TO THE PERSON IN CHARGE:

**Any Beginning (Onset) of the Following Symptoms, Either While at Work or Outside of Work, Including the Date of Onset:**

1. Diarrhea
2. Vomiting
3. Jaundice
4. Sore throat with fever
5. Infected cuts or wounds, or lesions containing pus on the hand, wrist, an exposed body part, or other body part and the cuts, wounds, or lesions are not properly covered (*such as boils and infected wounds, however small*)

### **Medical Diagnosis:**

**If I am diagnosed as being ill with Norovirus, typhoid fever (*Salmonella* Typhi), *Entamoeba histolytica*, shigellosis (*Shigella* spp. infection), *Escherichia coli* O157:H7 or other EHEC/STEC infection, or hepatitis A (hepatitis A virus infection).**

I have read (or had explained to me) and understand the requirements concerning my responsibilities under the **California Retail Food Code** sections 113949-113950.5 and 113974 and this agreement to comply with:

1. Reporting requirements specified above involving symptoms, diagnoses, and exposure specified.
2. Work restrictions or exclusions that are imposed upon me.
3. Good hygienic practices.

I understand that failure to comply with the terms of this agreement could lead to action by the food facility or the food regulatory authority. It may jeopardize my employment and may involve legal action against me or my employer.

**Food Employee Name (please print)** \_\_\_\_\_

**Signature of Food Employee** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature of Permit Holder or Representative** \_\_\_\_\_ **Date** \_\_\_\_\_

# Pest/Vermin Control Procedures Worksheet

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## I. Written Procedures

Pests/vermin, such as rodents, flying insects, crawling insects, and others must be kept out of a food facility. Having a proactive pest control plan in place will help avoid contamination of food and product loss. The following are suggestions on what an effective pest control program should include:

- a. **Using a Licensed Pest Control Operator (PCO).** Know who your PCO is and what their PCO license number is. Make sure your PCO also conducts inspections and provide recommendations as part of your service contract.
- b. **Using only approved pesticides.** Make sure pesticides used on the premises and make sure pesticides are applied according to the use intended on the label. The PCO is required by law to document the following items on the site visit report:
  - The name of the pesticide used
  - The amount of pesticide used
  - The location the pesticide was applied
- c. **Numbering and mapping all devices/bait stations.** Know how bait stations/devices are numbered and mapped. No poison bait can be used on the interior of the facility. Poison bait stations must be locked and affixed to the ground or building.
- d. **Weekly log (should be at least daily if a problem is noted).** Your procedures should include who is responsible for checking bait stations/devices both inside and outside of the facility.
- e. **Pest control servicing inside and outside no less than once per month.**
- f. **Eliminating rodent breeding or harborage conditions (standing/pooling water, accumulation of trash/litter, clutter, spilled food items, potential nesting areas, heavy vegetation close to building exterior, poor maintenance of the trash and dumpster or pallet storage area, etc.)**
- g. **Maintaining an unobstructed space between walls and shelving or pallets.**
- h. **Vermin-proofing doors and screens (no holes in walls, screened windows, no gaps under doors greater than ¼ inch).**

## II. Records

- a. Pest control service receipts (recommend that an environmental assessment be part of the service agreement).
- b. Map of all devices/bait stations.
- c. Weekly pest control self inspection logs.

# Food Storage Procedures Worksheet

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## I. Self-Inspection and Written Procedures

Food must be stored so it is protected from pests and contamination. Additionally, if certain foods are not stored properly, microorganisms can grow. In order to protect foods, written procedures to ensure safe food storage should include (at a minimum):

- a. Providing adequate storage space.
- b. Storing nonfood items (including chemical and cleaning items) separate from food.
- c. Securing poisonous/toxic chemicals not held for sale.
- d. Separating raw animal foods from ready-to-eat foods.
- e. Protecting foods from contamination (proper packaging and coverage).
- f. Providing a separate and labeled storage area for salvage or returned items.
- g. Implementing procedures for handling salvaged, expired, damaged, or contaminated foods (include timely disposal of damaged, spoiled, or expired products). Disposition of these food items should also be documented.
- h. Rotating stock to ensure First In – First Out (FIFO).
- i. Providing adequate lighting and ventilation.
- j. Assuring food received is properly labeled.
- k. Cleaning and organizing food storage areas.
- l. Maintaining proper food storage temperatures.
- m. Maintaining an unobstructed, clearly delineated, space between walls and stored items.
- n. Storing food off the floor at least 6 inches or on pallets and easily movable by pallet jacks, forklifts or other similar devices.

## II. Written Procedures Worksheet

The items listed above should be included in the facility's monthly self-inspection procedure (see sample self-inspection procedure worksheet). The written procedures developed should include (at a minimum):

- a. Who is responsible for ensuring compliance with food storage procedures?
- b. Procedures you will implement to ensure compliance with each of the items listed above.

# Sanitation Operating Procedures (SOPs) Worksheet

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## I. Master Cleaning Schedule, Water Sampling, and Cleaning Logs

Facilities must be kept clean and in good repair. Effective cleaning must also be conducted in a manner that does not result in contamination of foods or food related equipment or utensils. Your SOPs should include (at a minimum):

- a. A daily cleaning/maintenance log for toilet rooms (clean, maintained, and stocked).
- b. Water sample results if water is from a well (particularly if ice is made at the facility). In these cases, water sampling should take place in accordance with applicable laws but should be conducted at least twice per year.
- c. A master cleaning and maintenance schedule and procedures.

## II. Written Procedures

Written procedures should include (at a minimum):

- a. **A daily cleaning/maintenance log for toilet rooms (clean, maintained, and stocked) with procedures on who will clean and stock the toilet rooms daily and where the cleaning log will be posted.**
- b. **Water sample results if water is from a well (particularly if ice is made at the facility).** Your procedure should include who will take the water samples, how often they will be taken, and your water permit number. This is generally covered under a state or local permit, but you will need to verify safety of your water supply with the regulatory agency.
- c. **A master cleaning and maintenance schedule and procedures.** Your procedures should include who is responsible for ensuring cleaning is completed for at least the following:
  - Food contact surfaces including (but not limited to) sinks, cutting boards, utensils, food equipment, and table tops. Don't forget to include procedures for use of wiping cloths!
  - Nonfood contact surfaces and making sure overhead pipes are clean and not leaking
  - Forklifts and pallet jacks, pallets, skids, bins, totes
  - Litter or ponding water, outside or inside facility
  - Food transportation compartments
  - Refrigerators/coolers (floors, walls, ceilings, coils) and ice machine/ice scoops and shovels
  - Drains and equipment
  - Refuse bin/compactor area also make sure refuse clean up frequency is adequate
  - Floors, walls, and ceilings
  - Janitorial facilities, dressing rooms, and lunch rooms
  - Other equipment or facilities needing cleaning or maintaining

## III. Records

- a. Toilet room cleaning/maintenance log.
- b. Water Sample-testing results.

# Food Safety & Security/Defense Worksheet

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## BACKGROUND:

It is the responsibility of each food facility to provide safe and wholesome food to their customers. Food and water systems cannot be protected against every possible hazard; however, this guideline checklist was developed to assist the retail food facility operator in reducing potential hazards.

## SECURITY:

- Limit access to food preparation and storage areas.
- Do not allow non-essential personnel in food processing and storage areas.
- Lock doors and windows allowing only authorized personnel in these areas. Fire exits must not be blocked.
- Monitor visitors and delivery personnel. Consider a visitor log.
- Report unusual activity to a manager or security.



## APPROVED SOURCE:

- Confirm that suppliers have a food safety and security plan in place.
- Check-in the deliveries, do not allow an unattended delivery.
- Keep a list of where food products are purchased and maintain copies of invoices/bill of lading for tracking all purchases.
- Create a written plan with the procedures for the food facility's receipt of foods.
- Use approved food sources only.
- Be aware of delivery conditions and product quality. Inspect for tampering, discoloration, pinholes or unusual packages.

## STORAGE:

- Maintain security and integrity of storage areas. Focus on potential contamination points.
- Chemical and cleaning items should be stored in a designated area away from food and utensils.
- All food items and condiments are to be adequately protected from contamination in covered, approved containers.

## FOOD DISPLAY / BUFFET:

- Self-serve or buffet areas may be at risk. Develop a monitoring plan to observe the area and not just during replenishing.
- Do not refill partially empty containers. Place a clean or new container of fresh product in the serving area. This breaks the cycle of potential contamination.
- Sneeze guards and/or food covers are required to provide protection from droplet contamination.
- Remove all food from service that has been tampered with.



## Food Safety & Security/Defense (CONTINUED)

### WATER / ICE:

- Provide/verify backflow prevention devices are installed and tested as required.
- Secure the ice machine(s) inside the facility to prevent contamination.
- Water and ice must come from an approved source. It should be delivered so as to be protected from contamination. Do not place bags of ice on the floor.

### EMPLOYEES:

- All employees must receive adequate food handler training, with records maintained by management.
- Set a policy for employee screening or background checks.
- Provide adequate training for new employees with appropriate supervision.
- Employees must wear clean uniforms.
- Provide secure lockers for employee belongings away from the food preparation and storage area.



### GOVERNMENT LIAISON:

- Report suspect foodborne illness (e.g. vomiting, diarrhea and/or fever) to the Department of Environmental Health at (858) 505-6814.
- After hours, holidays and weekends contact the Environmental Health Specialist at (858) 565-5255.
- For confirmed tampering contact 911 immediately. Additionally, notify the Department of Environmental Health at (858) 505-6900.

Additional food safety information and resources on the Internet:

[www.cdc.gov](http://www.cdc.gov)

[www.fda.gov](http://www.fda.gov)

[www.usda.gov](http://www.usda.gov)

[www.sdcdeh.org](http://www.sdcdeh.org)

# Food Recall Plan Worksheet

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The food industry and their regulating agencies have a legal responsibility to ensure that food products are safe and will not cause illness to the consumer. Corrective actions needed to remove a product from distribution are usually conducted in conjunction with a variety of governmental agencies.

Recalls are “voluntary” actions taken by a firm to remove a product from the market which may be conducted on a firm’s own initiative, by FDA or USDA request, or order under statutory authority. There are three levels or types of recall depending on the severity of consequences or health effects after consumption of the food or drink:

1. Class I recall is a situation where there is a reasonable probability that the use of or exposure to a recalled product will cause serious adverse health consequences or death.
2. Class II recall is a situation where use of or exposure to a recalled product may cause temporary or medically reversible adverse health consequences, or where the probability of serious adverse health consequences is remote.
3. Class III recall is a situation where use of or exposure to a recalled product is not likely to cause adverse health consequences.

## Responding to a Product Recall

1. Know your food product suppliers – keep records of their information, i.e. facility location, contact persons and phone numbers.
2. Keep records of product information, deliveries and product inventory.
3. Always read communications received from your supplier.
4. Separate right away the recalled food products to be returned to the supplier from the rest of your product inventory.
5. Keep a record of the products returned to the supplier. Record should include information on the products, such as product name, manufacturer, code numbers and/or date of manufacturing.

**Please note that this is intended to be a guideline and may not be all inclusive for every situation.**

In the case of reported illness or death, contact the San Diego County Department of Environmental Health at (858) 505-6814. For other recall assistance, please call (858) 505-6900 or e-mail [fhdutye@sdcounty.ca.gov](mailto:fhdutye@sdcounty.ca.gov)

# FACT SHEET

## Food Recalls

The following is modeled from the food recall fact sheet posted on the United States Department of Agriculture (USDA) website:

### **What is a food recall?**

A food recall is a voluntary action by a manufacturer or distributor to protect the public from products that may cause health problems or possible death.

### **Who regulates food products?**

The Food Safety and Inspection Service (FSIS) of the U.S. Department of Agriculture (USDA) inspects and regulates meat and poultry products and processed eggs (eggs that have been removed from their shells for further processing) produced in federally inspected plants. FSIS is responsible for ensuring that these products are safe, wholesome, and accurately labeled. All other food products are regulated by the Food and Drug Administration (FDA).

### **What is the purpose of a recall?**

The purpose of a recall is to remove food from commerce when there is reason to believe it may be adulterated (injurious to health or unfit for human consumption) or misbranded (false or misleading labeling and/or packaging).

### **Who decides when a recall is necessary?**

All recalls are voluntary. They may be initiated by the manufacturer or distributor of the food or at the request of FSIS or FDA. If a company refuses to recall its product, then FSIS has the legal authority to detain and/or seize meat and poultry product(s) in commerce when there is reason to believe they are hazardous to public health or if other consumer protection requirements are not met.

### **How are unsafe products discovered?**

Unsafe or improperly labeled food can come to the attention of FSIS or FDA in many different ways:

- The company that manufactured or distributed the food informs agency of the situation.
- The discovery is made through test results received by the agency as part of its sampling program.
- Field inspectors and compliance officers, during their routine duties, gather information and make observations that may lead to the discovery of unsafe or improperly labeled foods.
- Agencies may learn of unsafe food from consumer complaints, and epidemiological data submitted by state or local public health departments.

As soon as an agency learns that a possibly unsafe or mislabeled food is in commerce, it conducts a preliminary investigation to determine whether a recall of the food is necessary.

The preliminary investigation may include some or all the following steps:

- Collecting and verifying information about the suspected food.
- Documenting a chronology of events.
- Contacting the manufacturer of the food for more information.
- Discussions with field inspection and compliance personnel.
- Interviewing a consumer who allegedly became ill or injured from eating the food.
- Collecting and analyzing food samples.
- Contacting state and local health departments.

### **What is the role of the USDA and the FDA?**

During a food recall, the public health is protected by ensuring that potentially hazardous foods are removed from commerce as quickly as possible. The primary role of regulatory agencies is to closely monitor the effectiveness of the firm's recall procedures and to provide scientific and technical advice.

### **What are the various types of recalls?**

**Class I** -A Class I recall involves a health hazard situation where there is a reasonable probability that eating the food will cause health problems or death. Meat that is contaminated with pathogenic bacteria, such as *Listeria monocytogenes* in a ready-to-eat product or *Escherichia coli* 0157:H7 in raw ground beef, would be subject to a Class I recall. Also, adding Class I allergens, such as peanuts or eggs, as an ingredient in processed meat without listing them on the label would justify a Class I recall.

**Class II** -A Class II recall involves a potential health hazard situation where there is a remote probability of adverse health consequences from eating the food. An example of a Class II recall would be the presence of dry milk, a Class II allergen, as an ingredient in sausage without mention of the dry milk on the label.

**Class III** -A Class III recall involves a situation when eating the food will not cause adverse health consequences. An example would be improperly labeled processed meat in which added water is not listed on the label as required by Federal regulations. In addition to determining the class of the recall, the appropriate agency verifies that the company has identified production and distribution information to facilitate the recall.

### **What are other food withdrawal actions?**

Other food withdrawal actions can include stock recovery, market withdrawal, or product hold. These actions may be initiated by a manufacturer or supplier to address quality control or other issues not likely to impact the public's health.

### **How does the USDA and the FDA ensure that products subject to the recall are returned?**

Environmental Health Specialists conduct "effectiveness checks" to ensure that the company makes all reasonable efforts to retrieve the recalled product(s). A sufficient number of effectiveness checks are made to verify that the recall is conducted in an effective manner, and that the company locating, retrieving, controlling, and disposing of the food is acting according to regulatory requirements.

## **Does USDA keep documentation on recalls?**

The Recall Management Division maintains comprehensive case files for all recalls coordinated by FSIS (USDA).

## **Where can consumers find information on recalls of food products?**

- For additional information on recalls of meat and poultry products, consumers may contact the following: Open Federal Cases area of the USDA Web site, USDA Meat and Poultry Hotline 1-800-535-4555, or Email: [mphotline.fsis@usda.gov](mailto:mphotline.fsis@usda.gov)
- For information on recalls of all other foods, please contact FDA's Center for Food Safety and Applied Nutrition's Outreach and Information Center at 1-888-SAFE FOOD (1-888-723-3366).
- Additional information is also available on the Web site: [www.foodsafety.gov](http://www.foodsafety.gov).

# Documentation and Record Keeping Procedures Worksheet

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## I. Documentation and Record Keeping Procedures

Documentation and record keeping are important in tracking a facility's operation. An efficient system needs to be in place to ensure records are being properly maintained as outlined in your plan. Records also need to be organized, stored in a secure location, and maintained for an extended period. One important concept to remember is, ***if you didn't record it, it didn't happen!***

### a. Keep records organized.

Where do you keep your records: \_\_\_\_\_

Who is responsible for maintaining your records: \_\_\_\_\_

How long will you maintain your records: \_\_\_\_\_

### b. Keep and periodically review a customer complaint file. Review the file for trends in types of complaints to indicate whether or not there is a problem with a particular food item or practice.

Who maintains your customer complaint file: \_\_\_\_\_

Where is your customer complaint file records maintained: \_\_\_\_\_

### c. Records that you should maintain (at a minimum):

1. Food Safety Risk Control Plan
2. Invoices and shipping documents
3. Verification of approved sources
4. Shellfish tags for at least 90 days
5. Temperature control logs or computer print outs
6. Thermometer calibration logs
7. Monthly facility self-inspection logs
8. Receiving/transportation/delivery logs
9. Training records, food handler tests, and food safety manager certificate
10. Cleaning logs and schedules
11. Disposition of salvaged, expired, damaged, or contaminated foods.
12. Documentation and information on implementation of recalls.
13. Water sample testing results.
14. Pest control service receipts (include inspections and recommendations as part of service agreement)
15. Map of all pest control devices/bait stations (if applicable)
16. Weekly pest control inspection logs
17. Regulatory agency inspection reports/verification documentation

# Appendix D

## *Procedures for Food Facilities in the Event of a Disaster, Emergency, or Utility Interruption*

### PROCEDURES FOR FOOD FACILITIES IN THE EVENT OF A MAJOR DISASTER OR EMERGENCY

During a major disaster utility service may be interrupted including the rupture or breakage of water, sewer, and natural gas lines. Also, electrical and power supply lines are often broken and services interrupted for extended periods of time. Given these potential problems, food operators should pay close attention to public alerts during disaster emergencies for warnings on utility hazards and the affected areas. The following guidelines should also be followed:

- 1. WATER SERVICE PROBLEMS:** If water service is interrupted or contaminated, water from these lines cannot be used for drinking, making ice, or cooking. Water lines to buildings that supply drinking fountains, coffee machines, soft drink/soda machines, and ice machines with water, cannot be used for human consumption. If they do, there is a great risk of illness or death due to the contamination of the water source.

**SOLUTION:** Discontinue preparing and serving unpackaged food and use bottled water to wash hands. Otherwise, the food facility needs to immediately close and contact the Department of Environmental Health for approval prior to re-opening.

- 2. ELECTRICAL PROBLEMS:** If the electrical supply is interrupted or completely out, food stored in refrigerators or freezers may spoil, depending on the duration of the power outage. If the power is out, DO NOT OPEN the units if possible. An unopened refrigerator should be able to maintain a temperature of 41°F or below for up to 4 hours. Readily perishable foods can generally be kept at room temperature for up to an hour without spoilage or potential health problems. (We are not approving readily perishable foods to be stored at room temperature. Under the California Health and Safety Code, they must be maintained at 41°F or below, or 135°F or above at all times. This applies only to disaster situations). Frozen foods once thawed should not be refrozen.

**SOLUTION:** Try to keep readily perishable foods at 41°F or below. Use clean uncontaminated ice to help keep these foods at the proper temperature. The refrigerator will keep food safe for up to 4 hours. If the power is off longer, you can transfer food to a cooler and fill with ice or frozen gel packs. Make sure there is enough ice to keep food in the cooler at 41°F or below. Add more ice to the cooler as it begins to melt. A full freezer will hold the temperature for approximately 48 hours (24 hours if it is half full). Do not use for human consumption if they have been above 41°F for over two hours. Any spoiled foods should be put into sealed plastic garbage bags and disposed of in the dumpster. Make sure the dumpster lids are closed to prevent fly breeding and access by rodents.

**3. SEWAGE PROBLEMS:** If the sewer line has been ruptured or broken, any wastewater or sewage from the food facility may either start backing up inside the facility or start overflowing out the facility, or both.

**SOLUTION:** Immediately discontinue the use of all toilet facilities, and any discharges of wastewater. The food facility must immediately close and contact our Department for approval prior to reopening. Try to contain sewage discharges outside the building to prevent risk to the public, and properly disinfect the area. Any food, including cans or bottles, contaminated by the sewage must be properly disposed of in the dumpsters and CANNOT be washed and reused. All floors and contaminated equipment must be properly cleaned and sanitized.

**4. GAS LINE PROBLEMS:** If gas lines ruptured and service is interrupted, some equipment in the food facility will not be functional including stoves, steam tables, and the hot water heater.

**SOLUTION:** Discontinue preparing unpackaged foods if there is no hot water available. Food facilities will have a problem operating without natural gas service. Any multi-use utensils, such as plates and silverware cannot be properly washed or sanitized. Single service utensils will have to be used, such as paper or plastic plates, cups, knives, forks, and spoons.

**5. FIRES:** Fires are sometimes caused during an earthquake or other disaster.

**SOLUTION:** If your food facility is involved in a fire, it must be closed immediately and inspected by our Department prior to reopening.



# County of San Diego



## Department of Environmental Health

5500 Overland Ave. San Diego, CA 92123 ♦ (858) 505-6900 ♦ [www.sdcdeh.org](http://www.sdcdeh.org)

### Information Regarding Water Outages (Restaurants and Bars)

**When a water outage occurs within a food facility, the best precaution to take is to cease food and beverage operations immediately until water is restored and determined to be safe again. Facilities should contact the Department of Environmental Health, Food and Housing Division for more information at (858) 505-6900.**

#### During the water outage:

- No preparation of foods should be conducted in the facility. Establishments selling unpackaged foods that cannot provide water must remain closed.
- Establishments selling only 100% prepackaged food may remain open.
- Bars are approved to serve bottled beverages only.
- Prepared foods from another approved supplier *may* be allowed.
- Operable toilet facilities with hand washing facilities must be available within a reasonable walking distance from the food facility.

#### Establishments may remain open if they can provide the following:

- An adequate potable supply of warm water must be available to wash hands and utensils.
- Single service utensils, dishes, and glasses must be used to serve the public.
- Commercially bottled water must be provided for food preparation.
- Temporary hand washing equipment must be available in every food preparation area: a container of clean, warm water with a spigot that allows hands free washing, and soap and paper towels.

#### After water has been restored:

- Run all faucets for 3 to 5 minutes to flush the lines with safe water before use. Include faucets located in restrooms, throughout the kitchen, waiter stations and drinking fountains.
- Flush lines and sanitize all ice machines, coffee machines, post-mix machines and fountain machines. See ice machine cleaning instructions on page 2.
- Clean and sanitize all fixtures, sinks and equipment connected to water supply lines.
- Follow the manufacturer's recommended procedures for disinfecting water softeners, prior to putting them back on line; disinfecting filters or replacing media in small filters on ice machines, water treatment systems, beverage vending machines; and replacing carbon filters or carbon media in filters.
- Rewash and sanitize all dishes, multi-use utensils and work areas.

#### For information regarding the status of a water outage, contact:

- Your local water supplier or the County Water Authority main line - (858) 522-6600
- The California State Department of Public Health, Drinking Water - (619) 525-4159
- The Department of Environmental Health - (858) 505-6900

**Procedure for Cleaning and Sanitizing Automatic Ice Making Machines  
with removable or non-removable icemakers**

**If available, follow the manufacturer's recommended cleaning and sanitizing procedures. The manufacturer may state that chlorine solutions may not be used.**

Follow these procedures when the water outage is in effect.

1. Unplug the ice machine. Put a "Do Not Use" sign on the machine. Discard all ice.
2. Turn off the water supply to the machine. Drain all water from the machine.

**Cleaning and disinfecting procedures for commercial ice-making machines with removable ice contact surfaces.**

If manufacturer's instructions are unavailable, follow steps 1 and 2 above, then:

1. Remove all ice-contact parts from the machine.
2. Wash all parts in hot detergent water. Use a soft brush to remove rust and dirt from metal parts. Nylon and rubber parts including gaskets and O-rings should be washed using a cloth. Rinse parts thoroughly in clean water.
3. Place parts in a sanitizing solution for 30 seconds. Use either a quaternary ammonia compound following manufacturer's instructions or use 1-ounce household bleach in 3 gallons of clean potable water. After 30 seconds, let parts air-dry.
4. Thoroughly wash hands before handling sanitized parts.
5. Reassemble the machine. Wipe all exposed surfaces with a fresh chlorine solution. Let air-dry.
6. Restart the machine. Discard the first ice produced.

**Cleaning and sanitizing procedures for commercial ice-making machines with non-removable ice contact surfaces.**

Machines with non-removable ice contact surfaces that are NSF/ANSI Standard 12 listed are designed to have sanitizing solutions circulate through the machines. The manufacturer may state that chlorine solutions not be used during the clean in place procedures. If not:

1. Remove any residual ice from the ice reservoir or shoots. Turn off the machine to allow any other ice in the machine to melt.
2. Turn the water supply and electricity on. Drain sufficient water through the machine to flush any residual water and dirt from the machine.
3. Run the machine through 2 or 3 freezing cycles. Discard the ice made.
4. Turn the water supply off.
5. Drain the water and the ice inside the system.
6. Circulate a warm water cleaning solution through the machine for at least 2 minutes. Drain the system.
7. Circulate clean potable water for 2 minutes. Drain the system.
8. Circulate a sanitizing solution. Use either a quaternary ammonia compound following manufacturer's instructions or use 1-ounce household bleach in 3 gallons of clean potable water. Run the solutions through the machine for 2 minutes. Drain the system.
9. Wash, rinse, and sanitize any storage bins.
10. Return the drain valves to their normal position and start the machine.
11. Discard the first ice produced.

These procedures were extracted from a variety of sources including the California State Department of Public Health.

6.



# COUNTY OF SAN DIEGO DEPARTMENT OF ENVIRONMENTAL HEALTH

## FIRE RECOVERY FOR FOOD OPERATORS

### BEFORE YOU ENTER

- Check exterior structure for damage
- Contact the fire department if safety of the interior structure is questionable

### BEFORE YOU REOPEN

- Contact the Department of Environmental Health ([fhdutye@sdcounty.ca.gov](mailto:fhdutye@sdcounty.ca.gov) or (858) 505-6900 or your local environmental health specialist for approval to reopen.

### WHEN IT IS SAFE TO ENTER...

#### CHECK:

- Potable water supply.
- Electrical power supply.
- Functional sewer system.
- Natural gas supply.
- Safety of structure.



#### REMOVE:

- All foods exposed to fire, fire debris, fire retardant, smoke, water, or damage due to fire.
- All high-risk foods with temperatures between 41°F and 135°F.

#### EVALUATE:

- All food and food items damaged by fire.
- Contact your insurance company and/or licensed food salvager for review and evaluation on possible recovery costs.

#### CLEAN AND SANITIZE THROUGHOUT THE FACILITY:

- All food contact surfaces.
- All utensils.
- All dishes and glassware.
- All exterior surfaces of equipment.
- All walls, floors, and ceilings.
- All hood surfaces and hood filters.
- All work stations and customer tables.
- All equipment air intakes.



- All ventilation ducts.

## **FIRE RECOVERY FOR FOOD OPERATORS**

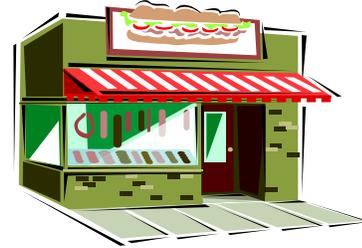
**IF THE FACILITY OPERATOR INTENDS TO RESUME FOOD PREPARATION AND SELL PREPACKAGED FOODS, VERIFY THE FOLLOWING:**

- Provisions for hot and cold potable water are available.
- Provisions for hand washing are available.
- Provisions for toilets are available.
- Electricity and natural gas (if applicable) services are available.
- Refrigeration and/or freezer units are capable of maintaining food temperatures of 41°F or below.
- Hot food holding units are capable of maintaining food temperatures of 135°F or above.
- Damaged foods have been removed from sale.
- All food can be protected from contamination.
- Rodent and insect infestations do not exist.



**IF THE FACILITY OPERATOR INTENDS TO SELL ONLY PREPACKAGED FOODS THAT DO NOT REQUIRE REFRIGERATION OR HEATING, VERIFY THE FOLLOWING:**

- Damaged food has been removed from sale.
- All food can be protected from contamination.
- Rodent and insect infestations do not exist.
- Provisions for hand washing are available.
- Provisions for toilets are available.





## COUNTY OF SAN DIEGO DEPARTMENT OF ENVIRONMENTAL HEALTH

### FIRE RECOVERY FOR FOOD OPERATIONS DAMAGED FOOD

The following checklist provides information on food salvaging operations for retail food facilities after having a fire or impact from smoke or ash damage. Damaged food products must be removed from sale or use and be properly disposed.

#### CHECK CANNED GOODS FOR:

- Any damage caused by heat or pressure.
- Contact with liquid waste, sewage, chemical, clear water or floodwater (even clear water can be contaminated).
- Contact with dust, debris, or chemicals.
- Missing labels.
- Severely or sharply dented side panels of can.
- Dented lids.
- Damaged lid lips.
- Rust on lids and side seams.
- Bulging at seams, lids or sides.
- Separation at lid surfaces.
- Separation at body seams.
- Leaks or punctures.



#### CHECK BOTTLES AND JARS FOR:

- Any damage caused by heat or pressure.
- Loose lids or caps.
- Breaks, chips, or cracks.
- Damaged or missing labels.
- Contact with liquid waste, sewage, chemicals, clear water or floodwater (even clear water can be contaminated).
- A foul odor upon opening container.

#### CHECK PRODUCE FOR:

- Heat or fire damage, including ash or smoke.
- Residue or films.
- Physical damage.
- Foreign matter.
- Contact with liquid waste, sewage, chemicals, clear water or floodwater (even clear water can be contaminated).
- Foul odor or spoilage



## **FIRE RECOVERY FOR FOOD OPERATORS: DAMAGED FOOD (CONTINUED)**

### **CHECK PREPACKAGED FOODS AND CONTAINERS FOR:**

- Torn, ripped, or opened packaging.
- Residue or film build-up on packaging.
- Physical damage of product.
- Contact with liquid waste, sewage, chemicals, clear water or floodwater (even clear water can be contaminated).
- Discard products that have leaks, breaks, glass splinters, or other evidence of contamination.

### **TESTING PREPACKAGED FOODS FOR DAMAGE:**

- Select a few prepackaged items from each shelf as samples.
- Open samples and inspect for evidence of smoke, foreign matter or spoilage. Discard samples after inspection.
- If samples show evidence of contamination or product spoilage within the packaging, remove all of the packages on that shelf and hold for evaluation by a licensed food salvager.
- If samples do not show any contamination of product, but show a substance build-up that is easily cleanable, clean the remaining shelf contents using only water and paper towel. Change paper towels often.
- Continue this procedure throughout the prepackaged food section(s).

### **OTHER FOODS (needing disposal):**

- Grain and flour which is normally finely divided but is now caked/not free flowing.
- Foil packages which show evidence of stain on the inner wrapper.
- Contaminated bulk food items must be discarded.
- Refrigerated and/or frozen foods that exceed 41°F must be discarded. Frozen foods that are kept at or below 41°F can be salvaged.

**If items are found with the types of damages listed above, they are not to be sold or given away to the public...**

### **DO:**

- Stack damaged foods and contaminated containers in a separate area.
- Double bag spoiled food in plastic bags and place in a watertight dumpster or trash cans with tight fitting lids if there is a small quantity.
- Contact your waste disposal company to coordinate disposal and landfill arrangements. Extra dumpsters may be needed.
- Contact your insurance company on possible recovery cost of damaged food.
- Contact a licensed food salvager for evaluation and review.

### **DO NOT:**

- Return damaged product to shelves.
- Attempt to repair damage containers.
- Replace ripped, torn, or missing labels.
- Store spoiled or damaged produce for more than 7 days.





## COUNTY OF SAN DIEGO DEPARTMENT OF ENVIRONMENTAL HEALTH

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### FOOD SAFETY RELATED TO POWER OUTAGES

With potential electricity shortages facing San Diego County, the County Department of Environmental Health offers the following food safety tips to prevent food-borne illness in the event of power outages:

- Keep refrigerator and freezer doors closed. Keep potentially hazardous foods, such as meat or poultry, chilled to 41°F or less.
- Do not place hot or unrefrigerated foods in the refrigerator once the power has gone out. It will raise the temperature inside the unit. Chill food with ice baths as needed. Any foods that were prepared prior to the power outage that were not rapidly cooled should be discarded.
- If the freezer is not full, group packages together so they will retain the cold more effectively. Without power, a full freezer will keep everything frozen for about 2 days. A half-full freezer will keep food frozen 1 day.
- If you have advance warning of a power outage and if the outage is anticipated to last more than 4 hours, move foods that must be refrigerated to the freezer as space will allow.
- If necessary, use block ice or bagged ice for supplemental cooling.
- Keep meat and poultry items separated from other foods so if they begin to thaw, their juices will not drip on to other foods.
- Discard any thawed food that has risen to room temperature and remained there for two (2) hours or more.
- Some facilities may need to arrange for temporary refrigerated storage units during a prolonged power outage. (e.g. mobile units/trailers).
- Kitchen ventilation units will shut off during power outages. Be advised that smoke, heat and grease emissions can set off alarm and fire suppression systems when the power is out, and the ventilations system is not working.

#### **When in doubt, throw it out!**

When the power comes back on, all potentially hazardous foods must be evaluated for proper temperatures. Bacteria can multiply rapidly on potentially hazardous foods that have been at room temperature for more than 2 hours. Thawed foods that are at 41°F or below should be used as soon as possible. Do not refreeze thawed foods. Cook foods to proper temperatures to ensure food safety.



# COUNTY OF SAN DIEGO DEPARTMENT OF ENVIRONMENTAL HEALTH

## USING DRY ICE SAFELY IN CRITICAL EMERGENCIES FROM NATURAL DISASTERS

Dry ice is solidified carbon dioxide. When dry ice melts, it turns into carbon dioxide gas. Carbon dioxide gas is always present in the environment, but in low concentrations. It is colorless and odorless.

### Are there any special precautions I should take when using dry ice?

There are several important precautions to take when handling dry ice:

- Dry ice is much colder than regular ice and can burn the skin like frostbite. You should wear insulated gloves when handling it. Wear safety glasses and a face shield if you are cutting or chipping it.
- Keep dry ice out of the reach of children.
- Never eat or swallow dry ice.
- Avoid inhaling carbon dioxide gas.

### Can I actually suffocate from dry ice?

Dry ice can be a very serious hazard in a small space that isn't well-ventilated. As dry ice melts, it turns into carbon dioxide gas. In a small space, this gas can build up. If enough carbon dioxide gas is present, a person can become unconscious, and in some cases, die.

### Can I use dry ice in a walk-in cooler or freezer?

It is very dangerous to use dry ice in a walk-in freezer, cooler, closed truck bed, or other small space with poor ventilation. A large amount of dry ice in a walk-in cooler or freezer can produce a great deal of carbon dioxide, which can possibly be fatal to someone entering that space.

### What are signs of being exposed to too much carbon dioxide?

Symptoms of overexposure to carbon dioxide include headache and difficulty breathing, and with greater exposure, nausea and vomiting.

### What are some tips for using dry ice to keep foods cool?

- Order dry ice in the form and size in which it will be used. It can be difficult and dangerous to cut.

### Safely Using Dry Ice

Carbon dioxide gas is heavier than air, and therefore, it can pool in basements or other low areas.

When transporting dry ice, always keep vehicle windows open to bring in fresh air.

The quantity of dry ice used in a regular storage freezer or refrigerator is unlikely to produce carbon dioxide gas in sufficient quantity to cause a health problem. Dry ice can readily be used to keep foods cool in those types of containers.

- Store dry ice in a container that allows some leakage. If unvented, carbon dioxide gas can build up pressure inside a jar or container as dry ice melts.

## **USING DRY ICE SAFELY (Continued)**

### **How much dry ice will I need?**

The quantity of dry ice you will need to maintain temperature in a storage freezer or refrigerator will vary. Some basic tips for using dry ice to cool foods are:

#### **In a Refrigerator:**

- A home-style refrigerator may use about 10 pounds of dry ice per day.
- Dry ice may freeze items, so place foods that may become damaged by freezing as far from dry ice as possible.
- Place ice on the bottom of a household type unit. Place newspaper or other materials as insulation on glass shelves to prevent the shelves from cracking.
- Keep liquids tightly covered so they do not become carbonated as the refrigerator fills with carbon dioxide.

#### **In a Freezer:**

- A chest freezer may use 40 to 50 pounds of dry ice per day, placed on top of the food.
- A home-style refrigerator/freezer combination unit.
- A unit with the freezer on bottom may use 15 to 25 pounds per day, placed on top of food.
- A unit with the freezer on top may use 20 to 30 pounds per day, placed on top of and surrounding food.
- A unit with a side by side freezer may use 30 to 40 pounds per day, placed on top of and surrounding food.

### **How do I dispose of dry ice?**

- Because dry ice can cause carbon dioxide gas to accumulate and build up pressure, do not dispose of dry ice in a sewer, garbage disposal, garbage chute, etc.
- Allow leftover dry ice to melt and turn into gas in a well-ventilated area.

# **Appendix E**

## ***Major Foodborne Illness Pathogens***

## Major Foodborne Illness Pathogens

Associated organism or toxin	Predominant symptoms	Approximate onset time to symptoms	Associated foods and risk factors	Preventive Measures
<i>Upper gastrointestinal tract symptoms (nausea, vomiting) occur first or predominate</i>				
<i>Staphylococcus aureus</i> and its enterotoxins	Nausea, vomiting, retching, diarrhea, abdominal pain, prostration.	1-6 h mean 2-4 h	Reheated foods; ham and other meats; poultry, egg products and other protein foods; sandwiches; milk and dairy products; potato salads; custards; cream-filled pastries; salad dressings	Avoid contamination from unwashed bare hands; practice good personal hygiene; exclude foodservice employees with skin infections from food handling and preparation tasks; properly refrigerate food; rapidly cool prepared foods
<i>Bacillus cereus</i>	Vomiting, abdominal cramps, diarrhea, nausea.	8-16 h (2-4 h emesis possible)	Rice products; starchy foods (potato, pasta and cheese products); sauces; puddings; soups; casseroles; pastries; salads; meats; milk; vegetables; and fish	Careful time and temperature control and quick chilling methods to cool foods; adequate cooking of food
<i>Lower gastrointestinal tract symptoms (abdominal cramps, diarrhea) occur first or predominate</i>				
<i>Clostridium perfringens</i> , <i>Bacillus cereus</i> , <i>Streptococcus faecalis</i> , <i>S. faecium</i>	Abdominal cramps, diarrhea, putrefactive diarrhea associated with <i>C. perfringens</i> , sometimes nausea and vomiting.	2-36 h, mean 6-12 h	Cooked meat; meat products; poultry; stew; gravy; beans that have been improperly cooled	Use careful time and temperature control in cooling and reheating cooked foods. Avoid contamination from unwashed bare hands; practice good personal hygiene.
<i>Salmonella</i> species (including <i>S. arizonae</i> ), <i>Shigella</i> , enteropathogenic <i>Escherichia coli</i> , other <i>Enterobacteriaceae</i> , <i>Vibrio parahaemolyticus</i> , <i>Yersinia enterocolitica</i> , <i>Pseudomonas aeruginosa</i> , <i>Aeromonas hydrophila</i> , <i>Plesiomonas shigelloides</i> , <i>Campylobacter jejuni</i> , <i>Vibrio cholerae</i> (O1 and non-O1) <i>V. vulnificus</i> , <i>V. fluvialis</i>	Abdominal cramps, diarrhea, vomiting, fever, chills, malaise, nausea, headache, possible. Sometimes bloody or mucoid diarrhea, cutaneous lesions associated with <i>V. vulnificus</i> . <i>Yersinia enterocolitica</i> mimics flu and acute appendicitis.	12-74 h, mean 18-36 h	Poultry and poultry products; meat and meat products; fish; shrimp; milk; shell eggs and egg products; sliced melons; sliced tomatoes, raw sprouts and other fresh produce; Imported cheese; unpasteurized milk and apple cider/juice; non-chlorinated water. ( <i>Vibrio vulnificus</i> )- raw or undercooked seafood (particularly oysters)	Avoid cross-contamination; refrigerate food; thoroughly cook poultry to at least 165°F (74°C) for at least 15 seconds; cook pork to 145°F for 15 seconds; cook ground beef to at least 155°F (68°C) for 15 seconds; Practice good personal hygiene; Do not prepare or serve food if ill with diarrhea and vomiting.

Enteric viruses	Diarrhea, fever, vomiting abdominal pain, respiratory symptoms.	3-5 days	Raw or undercooked shellfish; drinking water, ice; raw or uncooked vegetables; fresh fruits and salads; milk and milk products	Obtain shellfish from approved source; prevent cross-contamination from hands; ensure food handlers practice good personal hygiene; clean and sanitize food-contact surfaces; thoroughly cook foods to minimum safe internal temperatures; and use sanitary, chlorinated water.
<i>Giardia lamblia</i>	Mucoid diarrhea (fatty stools) abdominal pain, weight loss.	1-6 weeks	Water; ice; salads; other raw vegetables	Use sanitary, chlorinated water supplies; ensure that food handlers practice good personal hygiene; wash raw produce carefully.
<i>Neurological symptoms (visual disturbances, vertigo, tingling, paralysis) occur</i>				
Shellfish toxin	*** SEE <a href="#">GASTROINTESTINAL AND/OR NEUROLOGIC SYMPTOMS</a> (Shellfish Toxins) (this Appendix)	Less than 1 h	Shellfish (mussels, clams, scallops, etc)  (Neurotoxic shellfish poisoning may be associated with Red Tide)	Obtain shellfish from an approved source; cook foods to minimum safe internal temperatures, Adequate refrigeration of shellfish at all times; Avoid eating shellfish during Red Tide.
Ciguatera toxin	Tingling and numbness, gastroenteritis, dizziness, dry mouth, muscular aches, dilated pupils, blurred vision, paralysis.	1-6 h	Tropical Fish	Adequate refrigeration of fish immediately after they are caught; Obtain tropical fish from an approved source.
<i>Clostridium botulinum</i> and its neurotoxins	Vertigo, double or blurred vision, loss of reflex to light, difficulty in swallowing, speaking, and breathing, dry mouth, weakness, and respiratory paralysis.	2 h to 6 days, usually 12-36 h	Foods that were under processed or temperature abused in storage; canned low-acid food, untreated garlic-and-oil products, sautéed onions in butter sauce; leftover baked potatoes; stews; meat/poultry loaves	Do not use home-canned products; use careful time and temperature control for "sous-vide" items and all large, bulky foods; purchase only acidified garlic-and-oil mixtures and keep refrigerated; sauté onions to order; rapidly cool leftovers.
<i>Allergic symptoms (facial flushing, itching) occur</i>				
Histamine (scombroid)	Headache, dizziness, nausea, vomiting, peppery taste, burning of throat, facial swelling and flushing, stomach pain, itching of skin.	Less than 1 h	Scombroid fish (tuna, mackerel, mahi-mahi, marlin)	Adequate refrigeration of fish immediately after they are caught

*Generalized infection symptoms (fever, chills, malaise, prostration, aches, swollen lymph nodes) occur*

<i>Trichinella spiralis</i>	Gastroenteritis, fever, edema about eyes, perspiration, muscular pain, chills, prostration, labored breathing.	4-28 days, mean 9 days	Primarily from undercooked pork, game meat, bear meat, walrus meat.	Thoroughly cook foods to minimum safe internal temperatures; Cook pork to a minimum temperature of 160°F; avoid cross-contamination
<i>Salmonella typhi</i>	Malaise, headache, fever, cough, nausea, vomiting, constipation, abdominal pain, chills, rose spots, bloody stools.	7-28 days, mean 14 days	Contaminated water or shellfish; foods handled by infected persons and not subsequently heated.	Thoroughly cook foods to a minimum safe internal temperature; avoid cross-contamination; Do not let sick employees handle food; ensure that food handlers practice good personal hygiene; Use sanitary, chlorinated water supplies
<i>Toxoplasma gondii</i>	Fever, headache, myalgia, rash.	10-13 days	Pork; insufficiently cooked hamburger.	Thoroughly cook food to a safe internal temperature.

*Gastrointestinal and/or Neurologic Symptoms - (Shellfish Toxins)*

Paralytic Shellfish Poisoning (PSP) (saxitoxins)	Tingling, burning, numbness, drowsiness, incoherent speech, respiratory paralysis	0.5 to 2 h	Shellfish only from NE or NW coasts in the U.S. and North America. Also in Central America and Asia.	Obtain shellfish from an approved source; cook foods to minimum safe internal temperatures, Adequate refrigeration of shellfish at all times;
Neurotoxic Shellfish Poisoning (NSP) (brevetoxins)	Reversal of hot and cold sensation, tingling; numbness of lips, tongue & throat; muscle aches, dizziness, diarrhea, vomiting	2-5 min to 3-4 h	Shellfish (mussels, clams, scallops, etc)  (Neurotoxic shellfish poisoning may be associated with Red Tide)	Obtain shellfish from an approved source; cook foods to minimum safe internal temperatures, Adequate refrigeration of shellfish at all times; Avoid eating shellfish during Red Tide.
Diarrheic Shellfish Poisoning (DSP) (dinophysin toxin, okadaic acid, pectenotoxin, yessotoxin)	Nausea, vomiting, diarrhea, abdominal pain, chills, fever	30 min to 2-3 h	Shellfish (mussels, clams, scallops, etc)	Obtain shellfish from an approved source; cook foods to minimum safe internal temperatures, Adequate refrigeration of shellfish at all times; Avoid eating shellfish during Red Tide.
Amnesic Shellfish Poisoning (ASP) (domoic acid)	Vomiting, diarrhea, abdominal pain, confusion, memory loss, disorientation, seizure, coma	24 h (gastrointestinal) to 48 h (neurologic)	Mussels, Clams, Crab	Adequate refrigeration of fish immediately after they are caught; Obtain shellfish from an approved source; cook foods to minimum safe internal temperatures.

- References: 1. U.S. Food & Drug Administration, Center For Food Safety & Applied Nutrition, Bad Bug Book. (1992). [www.cfsan.fda.gov](http://www.cfsan.fda.gov)  
 2. National **Restaurant** Association Educational Foundation, ServSafe Essentials, (1999).

# Appendix F

## ***Grease Traps/Interceptors in Food Facilities***

### County of San Diego Department of Environmental Health Policy:

1. All new grease trap/interceptor installations must be located outside of the food facility.
2. A legal air gap separation is to be maintained for sinks or equipment required to drain into floor sinks prior to going into the inlet of a grease trap.
3. Structural hardships that preclude placement of the grease trap outside of food activity areas (food and utensil storage, preparation, and washing areas) shall be approved by the department and a letter must be submitted by the owner of the food facility or his designated agent, documenting why it cannot be installed outside of the food activity area. In these cases, the following may apply:
  - a) A separate area designated for grease traps shall be established within the food facility but outside of the food activity areas such as:
    - i. A room or area such as that used for janitorial or mechanical equipment. This room or area to be located so that maintenance personnel and equipment for the grease trap do not access the food activity areas.
    - ii. An area near the rear or delivery door allowing access for maintenance. Grease trap shall not be in the traffic area and placed at least six inches from walls.
  - b) Grease trap shall be placed so that the lid or extension top is flush with the finished floor.
  - c) In instances where there are special conditions, which will not allow the floors to be saw cut because of high tension concrete, then small or low-profile grease traps will be allowed above floors. A legal air gap is to be maintained at the inlet, and the grease trap bottom is to be properly sealed to the floor. In these situations, verification will have to be supplied by the plan check unit.
4. These requirements are not applicable to existing grease traps in existing food facilities unless undergoing major renovations.
5. The Department of Environmental Health (DEH), Food & Housing Division, Plan Check Unit will provide “technical assistance” to verify these conditions. For further information contact the plan check unit at (858) 505-6660

# Appendix G

## *Catering/Food Delivery Vehicles*

The California Health & Safety Code requires all food to be manufactured, produced, stored and transported to be free from contamination, unadulterated, unspoiled, and from approved sources. The purpose of this guideline is to establish standards for the operation of catering and food transportation vehicles, to ensure the wholesomeness of the food so that it is fit for human consumption.

- **CATERER.** A business that prepares food for a catering function for events such as, but not limited to, picnics, weddings, banquets, parties, and gatherings. This includes the preparation and serving of food offsite by a permitted food facility.
- **CATERING/DELIVERY VEHICLE.** A vehicle upon which food, beverages and related serving equipment are transported related to a catering function.
- **RETAIL FOOD DELIVERY VEHICLE.** A business where food is delivered from a permitted retail food facility by a person or business other than an employee of the permitted food facility.
- **CATERING FUNCTION.** Any event where a caterer provides food for a person or persons other than at an existing health regulated facility.

### **HEALTH PERMITS**

Persons operating as caterers and catering equipment rental establishments are considered to be operating a health-regulated business and must obtain a public health permit.

### **Food Transportation**

1. All potentially hazardous foods must be kept at or below 41°F, or above 135°F at all times. While state law says potentially hazardous foods transported longer than 30 minutes, may be refrigerated at 45°F during transport, we strongly recommend that potentially hazardous foods held cold, be transported at 41°F.
2. All unpackaged prepared foods must be placed in approved covered containers, before leaving a health regulated facility, and kept in such containers until the food is served.
3. Chemicals must be maintained in separate cabinets on the vehicle.
5. Food utensils must be covered and protected from contamination.
6. Vehicles used to transport food must be enclosed and maintained in a clean and sanitary condition.

## **Catering Function Site Requirements**

1. Handwashing facilities must be provided as follows at all sites where employees will be serving food:
  - a. Remote site: A minimum 5-gallon warm water container with spigot, gravity fed, soap, and paper towels in dispensers must be provided at the site; or
  - b. A facility, with hot and cold running water, with soap and paper towels in dispensers available within 200 feet of serving site will be acceptable.
  
2. Sanitation:
  - a. No "home" prepared food shall be permitted unless it is from an approved cottage food operation.
  - b. Food employees must wear clean uniforms and hair covering.
  - c. Food employees must have food handler certificates and an owner or employee who has successfully passed an approved and accredited food safety certification course.
  - d. Utensils and equipment must be properly stored after being washed and sanitized.
    - (1) At an approved commissary/headquarters.
    - (2) From an approved equipment rental business.
  - e. Equipment must be certified or classified for sanitation by an American National Standards Institute (ANSI) accredited certification program.
  - f. Adequate trash and waste receptacles must be provided.

For more information on catering/food transportation please call (858) 505-6900

# Appendix H

## *Temporary Events*

A separate Temporary Food Facility Permit is required of any person or organization that is selling food at a public event. Therefore, all food vendors, including restaurants, are required to apply for a temporary event permit. There must be an event sponsor permit on file at least 30 days prior to each event.

Temporary events include parades, street fairs, festivals, and other approved community events. Food must be prepared and handled in a sanitary manner to protect the public's health. The fees vary according to the permit type. There is a late submittal fee if the application is not received 14 days prior to the event.

In addition to the "Temporary Food Facility Permit", Food Handler Training Certificates are required for at least one person per booth where there is open/unpackaged food.

### **To Apply for New Permits**

1. Submit a completed "Application for Temporary Food Facility Permit". Forms can be found on our website at [www.sdcdeh.org](http://www.sdcdeh.org). Checks must be made payable to the 'County of San Diego'.
2. Return or mail completed forms and fees to Department of Environmental Health (DEH).

Upon approval of your application, your "Temporary Food Facility Permit" will be processed and issued by the Environmental Health Specialist on the day of the event or given to your Event Organizer/Sponsor. If you have questions regarding these instructions, please call the Special Events desk at (858) 505-6809.

### **Non-Profit Charitable Organizations**

1. Non-profit groups may operate 2 events at no charge, but applications must be turned in at least 2 weeks before the event.
2. A permit fee is not required for certified non-profit organizations, but a late fee will be required if submitted less than 2 weeks before the event.
3. Submit proof of non-profit status: IRS 501 (c) (3)

### **Mobile Food Vendors**

1. Permitted mobile food vendors may participate in Temporary Events without an additional permit.
2. Make a photocopy of the current permit and return it to the event sponsor. Be sure to have your permit on the mobile food facility at all times.

# Appendix I

## Hazard Analysis Critical Control Point (*HACCP*)

Hazard Analysis Critical Control Point (HACCP) is a common-sense technique to control food safety hazards. It is a preventive system of hazard control rather than a reactive one. Food facilities can use it to ensure safer food products for consumers. It is not a zero risk system but is designed to minimize the risk of food safety hazards. HACCP is not a solitary program but is one part of a larger system of control procedures that must be in place in order for HACCP to function effectively.

A HACCP system helps a food facility operator do the following:

- Identify the foods and procedures that are most likely to cause foodborne illness.
- Develop procedures that will reduce the risk of a foodborne illness outbreak.
- Monitor procedures to keep food safe.
- Verify that the food you serve is consistently safe.

A HACCP plan is a written document that describes the procedures a particular facility will follow. Each HACCP plan is specific to the facility, its menu, its equipment, its processes, and its operations. A HACCP plan is based on the following principles:

Principle 1: Conduct a hazard analysis.

Principle 2: Determine the critical control points (CCP).

Principle 3: Establish critical limits.

Principle 4: Establish monitoring procedures.

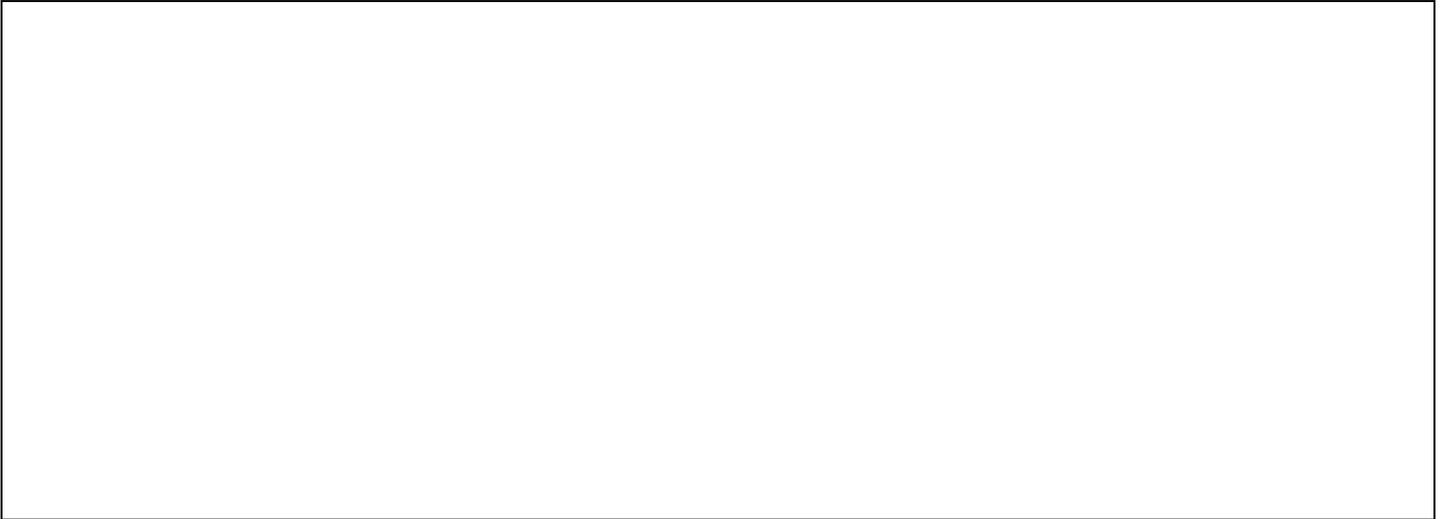
Principle 5: Establish corrective actions.

Principle 6: Establish verification procedures.

Principle 7: Establish record-keeping and documentation procedures.

Owners and operators of food facilities have the primary responsibility for food safety. The development and implementation of HACCP programs is a reliable and responsible step to help ensure the safety of food offered for consumption. For more information on how to develop and implement a HACCP program in your facility visit the FDA, Center for Food Safety and Applied Nutrition website at [www.fda.gov/](http://www.fda.gov/)

## To-Go Label (sample)



# Appendix J

## *Raw Gulf Oyster Requirements*

The California Department of Health Services (DHS) amended state regulation\* in April 2003 to prevent *Vibrio vulnificus* (*V. vulnificus*) illnesses and deaths associated with the consumption of raw Gulf oysters.

**The most significant revision restricts the sale of raw oysters harvested from the Gulf of Mexico during April 1 through October 31 each year, unless the oysters are treated with a scientifically validated process to reduce *V. vulnificus*, a disease-causing organism, to non-detectable levels.**

During April 1 to October 31, no warning signs for Raw Gulf Oysters need to be posted as only **treated** Gulf Oysters are allowed in retail food facilities. The amended code section still requires that Warning signs for Raw Gulf Oysters be posted conspicuously during the months of **November to March**, when Gulf oysters may be sold, served or given away in retail facilities without prior treatment.

The Raw Gulf Oyster Warning signs, both in English and Spanish, need to be posted conspicuously and readable before a consumer places an order. The sample signs in this Appendix conform with the required wording, letter and sign sizes specified in state regulation, and should be used as models by the food facility operators.

\*California Code of Regulations, Title 17, Section 13675

# WARNING

**THIS FACILITY OFFERS RAW OYSTERS FROM THE GULF OF MEXICO.**

**EATING THESE OYSTERS MAY CAUSE SEVERE ILLNESS AND EVEN DEATH IN PERSONS WHO HAVE LIVER DISEASE (FOR EXAMPLE, ALCOHOLIC CIRRHOSIS), CANCER OR OTHER CHRONIC ILLNESSES THAT WEAKEN THE IMMUNE SYSTEM.** If you eat raw oysters and become ill, you should seek immediate medical attention. If you are unsure if you are at risk, you should consult your physician.

# AVISO IMPORTANTE

**ESTA FACILIDAD OFRECE OSTRAS CRUDAS DEL GOLFO DE MEXICO.**

**COMER ESTAS OSTRAS CRUDAS PUEDE CAUSAR UNA ENFERMEDAD GRAVE Y HASTA LA MUERTE EN LA *Raw Gulf Oyster Requirements* S PERSONAS QUE PADECEN DE ENFERMEDADES DEL HIGADO (POR EJEMPLO, CIRROSIS ALCOHOLICA), CANCER U OTRAS ENFERMEDADES CRONICAS QUE DEBILITAN EL SISTEMA INMUNOLOGICO.** Si

usted come ostras crudas y se enferma, debe buscar atención médica inmediatamente. Si usted cree estar en peligro, debe consultar a un médico.

## **REQUIRED MENU WARNING SIGNS**

### **WARNING**

**THIS FACILITY OFFERS RAW OYSTERS FROM THE GULF OF MEXICO. EATING THESE OYSTERS MAY CAUSE SEVERE ILLNESS AND EVEN DEATH IN PERSONS WHO HAVE LIVER DISEASE (FOR EXAMPLE, ALCOHOLIC CIRRHOSIS), CANCER OR OTHER CHRONIC ILLNESSES THAT WEAKEN THE IMMUNE SYSTEM.**

Note: Size of sign was determined by the size of letter print.

Code specifications require:

1. Print no less than 10 point type face
2. Warning enclosed by a box rule with no less than 1/8" of space around

Menu warning sign in Spanish (same specifications for print size):

### **AVISO IMPORTANTE**

**ESTA FACILIDAD OFRECE OSTRAS CRUDAS DEL GOLFO DE MEXICO. COMER ESTAS OSTRAS CRUDAS PUEDE CAUSAR UNA ENFERMEDAD GRAVE Y HASTA LA MUERTE EN LAS PERSONAS QUE PADECEN DE ENFERMEDADES DEL HIGADO (FOR EJEMPLO, CIRROSIS ALCOHOLICA), CANCER U OTRAS ENFERMEDAD ESCRONICAS QUE DEBILITAN EL SISTEMA INMUNOLOGICO.**

## REQUIRED MENU WARNING SIGNS

Code specifications:

1. Card dimensions - shape and size (square - 4" sides; rectangular - 5'3")
2. Print size no smaller than 12 type face for header and first two statements.  
Print size no smaller than 10 type face for remaining sentences.

### 3" X 5" TENT CARD

#### WARNING

**THIS FACILITY OFFERS RAW OYSTERS FROM THE GULF OF MEXICO.**

**EATING THESE OYSTERS MAY CAUSE SEVERE ILLNESS AND EVEN DEATH IN PERSONS WHO HAVE LIVER DISEASE (FOR EXAMPLE, ALCOHOLIC CIRRHOSIS), CANCER OR OTHER CHRONIC ILLNESSES THAT WEAKEN THE IMMUNE SYSTEM.**

If you eat raw oysters and become ill, you should seek immediate medical attention. If you are unsure if you are at risk, you should consult your physician.

County of San Diego, Department of Environmental Health

### 4" x 4" TENT CARD

#### AVISO IMPORTANTE

**ESTA FACILIDAD OFRECE OSTRAS CRUDAS DEL GOLFO DE MEXICO.**

**COMER ESTAS OSTRAS CRUDAS PUEDE CAUSAR UNA ENFERMEDAD GRAVE Y HASTA LA MUERTE EN LAS PERSONAS QUE PADECEN DE ENFERMEDADES DEL HIGADO (POR EJEMPLO, CIRROSIS ALCOHOLICA), CANCER U OTRAS ENFERMEDADES CRONICAS QUE DEBILITAN EL SISTEMA INMUNOLOGICO.**

Si usted come ostras crudas y se enferma, debe buscar atención médica inmediatamente. Si usted cree estar en peligro, debe consultar a un médico.

County of San Diego, Department of Environmental Health

# Appendix K

## *Food Allergens*

### ***Guidance for Industry***

#### **Questions and Answers Regarding Food Allergens, including the Food Allergen Labeling and Consumer Protection Act of 2004**

This guidance represents the current thinking of the Food and Drug Administration on this topic. It does not create or confer any rights for or on any person and does not operate to bind FDA or the public. An alternative approach may be used if such approach satisfies the requirements of the applicable statute and regulations. If you wish to discuss an alternative approach, contact the FDA staff responsible for implementing this guidance. If you cannot identify the appropriate FDA staff, call the telephone number listed on the title page of this document.

#### **I. Introduction**

As originally enacted in 1938, section 403(i) of the Federal Food, Drug, and Cosmetic Act required that the label of a food that is fabricated from two or more ingredients declare each ingredient by its common or usual name (except that spices, flavorings, and colors could be declared as a class.) Although ingredient declarations complying with section 403(i) provide some information to food allergic consumers, in some cases, the common or usual name of an ingredient may be unfamiliar to consumers and many consumers do not recognize that certain ingredients contain or are derived from a food allergen. This situation led, at least in part, to the enactment of the Food Allergen Labeling and Consumer Protection Act of 2004 (FALCPA) (Pub. L. 108-282).

FDA's guidance documents, including this document, do not establish legally enforceable responsibilities. Instead, guidance documents describe the Agency's current thinking on a topic and should be viewed only as recommendations, unless specific regulatory or statutory requirements are cited. The use of the word *should* in Agency guidance means that something is suggested or recommended, but not required.

#### **II. Questions and Answers**

**1. What is the Food Allergen Labeling and Consumer Protection Act of 2004?**

The [Food Allergen Labeling and Consumer Protection Act of 2004 \(FALCPA\)](#) (Public Law 108-282) was enacted in August 2004, and addresses, among other issues, the labeling of foods that contain certain food allergens.

**2. When do the labeling requirements of the Food Allergen Labeling and Consumer Protection Act (FALCPA) become effective for packaged foods sold in the United States?**

All packaged foods regulated under the Federal Food, Drug, and Cosmetic Act (FFD&C Act) that are labeled on or after January 1, 2006, must comply with FALCPA's food allergen labeling requirements.

**3. Must products with labels that do not comply with FALCPA be removed from the market place once the new labeling law is effective?**

No. FALCPA does not require any action with respect to products labeled before January 1, 2006.

**4. What is a "major food allergen?"**

Under FALCPA, a "major food allergen" is an ingredient that is one of the following five foods or from one of the following three food groups **or** is an ingredient that contains protein derived from one of the following:

- milk
- egg
- fish
- Crustacean shellfish
- tree nuts
- wheat
- peanuts
- soybeans

**5. Does FALCPA provide any specific direction for declaring the presence of ingredients from the three food groups that are designated as "major food allergens (i.e., tree nuts, fish, and Crustacean shellfish?")**

Yes. FALCPA requires that in the case of tree nuts, the specific type of nut must be declared (e.g., almonds, pecans, or walnuts). The species must be declared for fish (e.g., bass, flounder, or cod) and Crustacean shellfish (crab, lobster, or shrimp).

**6. Are there food allergens other than those directly addressed by FALCPA?**

Congress designated eight foods or food groups as "major food allergens." These foods or food groups account for 90 percent of all food allergies. Although there are other foods to which sensitive individuals may react, the labels of packaged foods containing these other allergens are not required to be in compliance with FALCPA.

**7. What types of foods are covered by the FALCPA labeling requirements?**

FALCPA's requirements apply to all packaged foods sold in the U.S. that are regulated under the Federal Food, Drug, & Cosmetic Act, including both domestically manufactured and imported foods. FDA regulates all foods except meat products, poultry products, and egg products.

**8. Are fresh fruits and vegetables in their natural state subject to FALCPA's requirements?**

No. Raw agricultural commodities such as fresh fruits and vegetables in their natural state are not affected by FALCPA.

**9. Does FALCPA affect the labeling of packaged meat, poultry, and egg products regulated by the U.S. Department of Agriculture (USDA)?**

FALCPA's requirements apply only to those foods regulated by the Food and Drug Administration under the FFD&C Act. We recommend that producers of meat products, poultry products, and egg products regulated by USDA contact the appropriate USDA agency regarding the labeling of such products.

**10. May the terms "soybean," "soy," and "soya" be considered synonyms for the term "soybeans" for the purpose of satisfying the FALCPA labeling requirements?**

Yes. "Soybean," "soy," and "soya" are reasonable synonyms for the common or usual name "soybeans," and any one of these terms may be used to identify the food source of the major food allergen "soybeans."

**11. When is it appropriate to use the term "soybeans" versus a synonym in food labeling?**

Packaged foods that are made using soybeans as an ingredient or as a component of a multi-component ingredient (e.g., soy sauce or tofu) should continue to use the word "soybeans" as the appropriate common or usual name for this ingredient to identify properly the ingredient (e.g., "soy sauce (water, wheat, soybeans, salt)").

**12. May the singular term "peanut" be substituted for the plural term "peanuts," and may the singular terms (e.g., almond, pecan, or walnut) be used to describe the different types of "tree nuts" (e.g., almonds, pecans, or walnuts) to satisfy the labeling requirements of FALCPA?**

Yes. FDA believes that "peanut" is an acceptable substitute for "peanuts" and that the names of the different types of tree nuts may be expressed in either the singular or plural form for the purpose of satisfying the FALCPA labeling requirements.

**13. May a "Contains" statement on a food label provided in accordance with FALCPA list only the names of the food sources of the major food allergens that are not already identified in the ingredient list for a packaged food?**

No. If a "Contains" statement is used on a food label, the statement must include the names of the food sources of all major food allergens used as ingredients in the packaged food. For example, if "sodium caseinate," "whey," "egg yolks," and "natural peanut flavor" are declared in a product's ingredients list, any "Contains" statement appearing on the label immediately after or adjacent to that statement is required to identify all three sources of the major food allergens present (e.g., "Contains milk, egg, peanuts") in the same type (i.e., print or font) size as that used for the ingredient list.

**14. Is there more than one way to word a "Contains" statement used to declare the major food allergens in a packaged food?**

Yes. The wording for a "Contains" statement may be limited to just stating the word "Contains" followed by the names of the food sources of all major food allergens that either are or are

contained in ingredients used to make the packaged product. Alternatively, additional wording may be used for a "Contains" statement to more accurately describe the presence of any major food allergens, provided that the following three conditions are met:

- a. The word "Contains" with a capital "C" must be the first word used to begin a "Contains" statement. (The use of bolded text and punctuation within a "Contains" statement is optional.)
- b. The names of the food sources of the major food allergens declared on the food label must be the same as those specified in the FALCPA, except that the names of food sources may be expressed using singular terms versus plural terms (e.g., walnut versus walnuts) and the synonyms "soy" and "soya" may be substituted for the food source name "soybeans."
- c. If included on a food label, the "Contains" statement must identify the names of the food sources for all major food allergens that either are in the food or are contained in ingredients of the food.

**15. Is there a penalty for non-compliance with FALCPA?**

Yes. A company and its management may be subject to civil sanctions, criminal penalties, or both under the Federal Food, Drug, and Cosmetic Act if one of its packaged food products does not comply with the FALCPA labeling requirements. FDA may also request seizure of food products where the label of the product does not conform to FALCPA's requirements. In addition, FDA is likely to request that a food product containing an undeclared allergen be recalled by the manufacturer or distributor.

**16. Does FALCPA require food manufacturers to label their products with advisory statements, such as "may contain [allergen]" or "processed in a facility that also processes [allergen]?"**

No. FALCPA does not address the use of advisory labeling, including statements describing the potential presence of unintentional ingredients in food products resulting from the food manufacturing process. FALCPA does require FDA to submit a report to Congress, a part of which assesses the use of, and consumer preferences about, advisory labeling. In earlier guidance, FDA advised that advisory labeling such as "may contain [allergen]" should not be used as a substitute for adherence to current Good Manufacturing Practices (cGMPs). In addition, any advisory statement such as "may contain [allergen]" must be truthful and not misleading.

**17. Does FALCPA require FDA to set so-called thresholds for any food allergen?**

FALCPA does not require FDA to establish a threshold level for any food allergen. It is not unlikely, however, that FDA will at some point need to consider a threshold level for one or more food allergens in the context of reviewing a petition or a notification submitted to request that an ingredient be exempt from FALCPA's labeling requirements.

# Appendix L

## *Time as a Public Health Control*

A process referred to as “Time as a Public Health Control” (TPHC) may be used as an alternative method for a working supply of potentially hazardous food before cooking or for ready-to-eat potentially hazardous food that is displayed or held for service for immediate consumption.

If TPHC is used, written procedures shall be prepared in advance and maintained in the food facility. They must also be made available to the Environmental Health Specialist upon request to ensure compliance with Cal Code provisions for using TPHC. If written procedures are not available, TPHC cannot be used.

The written procedures must include the following:

1. The food shall be marked or otherwise identified to indicate the time that is four hours past the point in time when the food is removed from temperature control.
2. The food shall be cooked and served, served if ready-to-eat, or discarded within four consecutive hours from the point in time when the food is removed from temperature control. The food is not allowed to be served again later. You also cannot break up the time into increments. The time must be consecutive otherwise the food must be discarded, even though only two hours has gone by and you are ready to close for the day.
3. The food in unmarked containers or packages, or food marked to exceed a four-hour limit shall be discarded.

It is also important to note that TPHC CANNOT be used for raw eggs in licensed health care facilities and public and private school cafeterias.

# **NOTES**

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