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Person-In-Charge (PIC)

- Designate a Person-In-Charge (PIC) during all hours of operation
- Recommend obtaining food safety certification for at least one manager

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Duties of a Certified Food Manager
An owner or operator, through the certified food manager, is responsible for ensuring that:

A. Hazards in the day-to-day operation of the food establishment are identified;

B. Policies and procedures to prevent foodborne illness are developed and implemented;

C. Employees are trained to ensure that there is at least one trained individual present at all times food preparation activities are conducted who can demonstrate the knowledge required in the Code;

D. Food preparation activities are directed and corrective action is taken, as needed, to protect the health of the consumer;

E. In-house self-inspections of daily operations are conducted on a periodic basis to ensure that food safety policies and procedures are followed.
How to Become a Certified Food Manager

Complete a food safety training course and pass a recognized written examination. At this time, three written exams are recognized for certification:

- ServSafe Examination© by the Educational Foundation of the National Restaurant Association
- Certified Professional Food Managers Examination by Prometric
- Food Safety Manager Certification Examination by National Registry of Food Safety Professionals

To sign-up for a class or get more information, contact the following:

- Cerro Gordo County Department of Public Health at: (641) 421-9336 or www.cghealth.com
- Iowa State University Extension at: (515) 294-4111 or www.extension.iastate.edu
- Your food distributor
Food Safety Manual

Section A. Person-In-Charge Responsibilities

The person-in-charge shall demonstrate to the regulatory authority:

A. Describing the relationship between the prevention of foodborne disease and the personal hygiene of a food employee;
B. Explaining the responsibility of the person-in-charge for preventing the transmission of foodborne disease by a food employee who has a disease or medical condition that may cause foodborne disease;
C. Identifying the usual symptoms of, modes of transmission of, typical incubation periods for, and most common foods associated with foodborne diseases;
D. Explaining the significance of the relationship between maintaining the time and temperature of potentially hazardous food and the prevention of foodborne illness;
E. Explaining the hazards involved in the consumption of raw or undercooked meat, poultry, eggs, and fish;
F. Stating the required food temperatures and times for safe cooking of potentially hazardous food;
G. Stating the required temperatures and times for the safe refrigerated storage, hot holding, cooling, reheating, and transportation of potentially hazardous food;
H. Describing the relationship between the prevention of foodborne illness and the management and control of:
   1) Cross-contamination;
   2) Hand contact with ready-to-eat foods;
   3) Hand washing; and
   4) Maintenance of the food establishment in a clean condition and in good repair;
I. Explaining the relationship between food safety and providing equipment that is:
   1) Sufficient in number and capacity; and
   2) Properly designed, constructed, located, installed, operated, maintained, and cleaned;
J. Explaining correct procedures for cleaning and sanitizing utensils and food-contact surfaces of equipment;
K. Identifying the source of water used and measures taken to ensure that the water remains protected from contamination including providing protection from backflow and precluding the creation of cross connections;
L. Identifying poisonous or toxic materials in the food establishment and the procedures necessary to ensure that they are safely stored, dispensed, used, and disposed of;
M. Identifying critical control points in the operation from purchasing through sale or service that may contribute to foodborne illness and explaining steps taken to ensure that the points are controlled when a HACCP plan is required;
N. Explaining the details of how the person-in-charge and food employees comply with the HACCP plan if a plan is required; and
O. Explaining the responsibilities, rights, and authorities assigned by the Code to the:
   1) Food employee and conditional employee;
   2) Person-in-charge; and
   3) Regulatory authority.

Excerpts from Iowa Food Code (Demonstration of knowledge)
Section A. Person-In-Charge Responsibilities

In addition to having a person-in-charge present at the food establishment during all hours of operation, the person-in-charge shall ensure that:

A. Food establishment operations are not conducted in a private home or in a room used as living or sleeping quarters;

B. Persons unnecessary to the food establishment operation are not allowed in the food preparation, food storage, or ware washing areas, except that brief visits and tours may be authorized by the person-in-charge if steps are taken to ensure that exposed food; clean equipment, utensils, and linens; and unwrapped single-service and single-use articles are protected from contamination;

C. Employees and other persons, including delivery and maintenance persons and pesticide applicators, entering the food preparation, food storage, and ware washing areas comply with the Code;

D. Employees effectively clean their hands, by routinely monitoring the employees' hand washing;

E. Employees visibly observe foods as they are received to determine that they are from approved sources, delivered at the required temperatures, protected from contamination, unadulterated, and accurately presented, by routinely monitoring the employees' observations and periodically evaluating foods upon their receipt;

F. Employees properly cook potentially hazardous food, being particularly careful in cooking those foods known to cause severe foodborne illness and death, including eggs and comminuted meats, through daily oversight of the employees' routine monitoring of the cooking temperatures;

G. Employees use proper methods to rapidly cool potentially hazardous foods that are not held hot or are not for consumption within four hours, through daily oversight of the employees' routine monitoring of food temperatures during cooling;

H. Consumers who order raw or partially cooked ready-to-eat foods of animal origin are properly informed that food is not cooked sufficiently to ensure its safety;

I. Employees properly sanitize cleaned multiuse equipment and utensils before they are reused, through routine monitoring of solution temperature and exposure time for hot water sanitizing, and chemical concentration, pH, temperature, and exposure time for chemical sanitizing; and

J. Consumers are notified that clean tableware is to be used when they return to salad bars, buffets, or other self-service areas;

K. Employees are preventing cross-contamination of ready-to-eat food with bare hands by properly using suitable utensils such as deli tissues, utensils, single-use gloves or dispensing equipment;

L. Employees are properly trained in food safety as it relates to their assigned duties;

M. Employees and conditional employees are informed of their responsibility to report to the person-in-charge information about their health and activities as it relates to diseases that are transmissible through food.

Excerpts from the Iowa Food Code (Person in Charge)
Introduction to Procedures, Training & Verification (PTV)

The 3 Principles of Active Managerial Control (AMC)

Food safety shouldn’t be happening by accident—it needs to be built into the way things are done in your operation. This goes beyond general food safety knowledge—there needs to be standard procedures for eliminating or minimizing food safety risks, formal staff training on the standard procedures, and verification by management that staff are following the standard procedures.

These 3 principles of a food safety system are:

- **Procedures**: Defined set of actions for accomplishing a task in a way that minimizes food safety risks.
- **Training**: Teaching employees about the procedures and expectations.
- **Verification**: Making sure that staff is following the procedures, mostly through observation.

Using PTV to Measure AMC

Your discussion with your Food Inspector usually focuses on your procedures—they will now be asking you about your training and verification. They may also be rating your procedures, training, and verification using the descriptors below. These ratings may be used to identify areas that need improvement, and to measure progress in improving AMC.

Descriptors for PTV Ratings

1. **Non-existent**  
   People are not thinking about food safety. This can happen when an establishment is going downhill or when a new establishment has not given much thought to how they will control risk.

2. **Inadequate**  
   People are just starting to think about food safety and how to control risk factors. Efforts are being made, but they are not organized enough and are not adequate.

3. **Basic**  
   Food safety is being addressed systematically, but there are still crucial gaps—they are almost there, but not quite.

4. **Well Developed**  
   Food safety is being addressed systematically with no significant gaps. This is the minimum expectation for all operations.

5. **Proactive**  
   Food safety efforts go above and beyond the minimum requirements.
Food Safety Manual

Section A. Person-In-Charge Responsibilities

Management Systems + Person-in-Charge Oversight = Active Managerial Control

Background

Preventing foodborne disease is the shared goal of public health agencies and the food service industry. Achieving this goal requires “active managerial control” (AMC) of the foodborne disease risk factors within the food service establishment. The Food and Drug Administration (FDA) defines active managerial control as the “implementation and supervision of food safety practices by the person-in-charge to control foodborne disease risk factors.”

During a food safety assessment, conditions are identified that are “symptoms” of problems in active managerial control. These “symptoms” range from mild to severe, resulting in varying degrees of food safety risk. Also, the more symptoms and the worse they are, the greater the lack of active managerial control, and the greater the risk for foodborne disease. The goal of the assessment process is not to fix the symptoms temporarily, but to encourage continuous improvement in AMC, and ultimately, a reduction in foodborne disease risk factors.

An Example of Active Managerial Control: Serving Safe Hamburgers

Managing for food safety includes:

- Recognizing the potential foodborne illness hazards in your day-to-day operation.
- Deciding on the necessary steps to consistently prevent the hazards from occurring.
- Training your employees to prevent the hazards by following the necessary steps.
- Taking corrective action, if a hazard does occur.
- Verifying that your employees are doing what you have trained them to do.
- Continuously improving the system.

What does this mean for the Person-in-Charge?

- Do you know why undercooked hamburgers are a health risk?
- What will you do to prevent the hazard and how will you know you’ve done it right? (For example, cook for a certain time and take food temperatures.)
- Do all of your cooks know what to do, and how and when to check their work?
- If the first burger of the day is cooked for X minutes, but the temperature is only 150ºF, what happens?
- Are you and your managers making sure the cooks are doing it right? Is this recorded somewhere?
- Is there a better way to do the cooking or the checking? Are there additional safeguards?

How Can You Improve YOUR Active Managerial Control?

There is no one specific way to approach the above activities. However, managers who have continuously improved their systems to control foodborne disease risk factors report they:

- Review their list of day-to-day food safety responsibilities daily.
- Proactively work on food safety throughout the organization (from owners through front line staff).
- Provide support for an onsite person-in-charge to spend time on food safety.
- Use the time with their inspector to search for long-term improvements in management systems, rather than viewing the assessment as an annual food safety assurance check.
- Build upon their strengths and successes.
- Develop action plans and take steps to make improvements.
- Seek out opportunities to train both new and existing staff in food safety principles.
- Keep logs (from very simple to detailed) of key food safety checks (such as food temperatures) to assure that their staff is meeting food safety expectations.
- Keep logs describing corrective actions taken when problems or risks are identified.
- Incorporate practical risk reduction ideas into their operation so they become part of the routine.
- Involve their public health department in their continuous improvement efforts, including reporting customer complaints of illness.
- Create a positive work environment, including a clean and well-maintained facility.

Cerro Gordo County Department of Public Health recommends the owner/operator, manager, or key staff members of a food establishment become a certified food manager (CFM).
Person-in-charge MUST be able to describe foods identified as major food allergens and the symptoms that a major food allergen could cause in a sensitive individual who has an allergic reaction.

**MAJOR FOOD ALLERGENS ARE:**
- milk and dairy products
- egg and egg products
- fish: Such as bass, flounder, cod; includes crustacean shellfish such as crab, lobster, shrimp
- tree nuts: Such as almonds, pecans, or walnuts
- wheat
- peanuts
- soy and soy products
# Hazard Analysis Critical Control Points

## Manager Self-Inspection Checklist

Use this checklist once a week to determine areas in your operation requiring corrective action. Record corrective action taken and keep completed records in a notebook for future reference.

### Personal Dress and Hygiene

<table>
<thead>
<tr>
<th>Item</th>
<th>Yes</th>
<th>No</th>
<th>Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employees wear proper uniform including proper shoes</td>
<td>☐</td>
<td>☐</td>
<td>Hands are washed thoroughly using proper hand-washing procedures at critical points... ☐</td>
</tr>
<tr>
<td>Hair restraint is worn</td>
<td>☐</td>
<td>☐</td>
<td>Smoking is observed only in designated areas away from preparation, service, storage, and warewashing areas... ☐</td>
</tr>
<tr>
<td>Fingernails are short, unpolished, and clean</td>
<td>☐</td>
<td>☐</td>
<td>Eating, drinking, or chewing gum are observed only in designated areas away from work areas... ☐</td>
</tr>
<tr>
<td>Jewelry is limited to watch, simple earrings, and plain ring</td>
<td>☐</td>
<td>☐</td>
<td>Employees take appropriate action when coughing or sneezing... ☐</td>
</tr>
<tr>
<td>Hands are washed or gloves are changed at critical points</td>
<td>☐</td>
<td>☐</td>
<td>Disposable tissues are used and disposed of when coughing/blowing nose... ☐</td>
</tr>
<tr>
<td>Open sores, cuts, or splints and bandages on hands are completely covered while handling food</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
</tbody>
</table>

### Food Storage and Dry Storage

<table>
<thead>
<tr>
<th>Item</th>
<th>Yes</th>
<th>No</th>
<th>Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Temperature is between 50°F and 70°F</td>
<td>☐</td>
<td>☐</td>
<td>There are no bulging or leaking canned goods in storage... ☐</td>
</tr>
<tr>
<td>All food and paper supplies are 6 to 8 inches off the floor</td>
<td>☐</td>
<td>☐</td>
<td>Food is protected from contamination... ☐</td>
</tr>
<tr>
<td>All food is labeled with name and delivery date</td>
<td>☐</td>
<td>☐</td>
<td>All surfaces and floors are clean... ☐</td>
</tr>
<tr>
<td>The FIFO (First In, First Out) method of inventory is being practiced</td>
<td>☐</td>
<td>☐</td>
<td>Chemicals are stored away from food and other food-related supplies... ☐</td>
</tr>
</tbody>
</table>

### Large Equipment

<table>
<thead>
<tr>
<th>Item</th>
<th>Yes</th>
<th>No</th>
<th>Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food slicer is clean to sight and touch</td>
<td>☐</td>
<td>☐</td>
<td>All other pieces of equipment are clean to sight and touch — equipment on serving lines, storage shelves, cabinets, ovens, ranges, fryers, and steam equipment... ☐</td>
</tr>
<tr>
<td>Food slicer is sanitized between uses when used with potentially hazardous foods</td>
<td>☐</td>
<td>☐</td>
<td>Exhaust hood and filters are clean... ☐</td>
</tr>
</tbody>
</table>

### Refrigerator, Freezer, and Milk Cooler

<table>
<thead>
<tr>
<th>Item</th>
<th>Yes</th>
<th>No</th>
<th>Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thermometer is conspicuous and accurate</td>
<td>☐</td>
<td>☐</td>
<td>Proper chilling procedures have been practiced... ☐</td>
</tr>
<tr>
<td>Temperature is accurate for piece of equipment</td>
<td>☐</td>
<td>☐</td>
<td>All food is properly wrapped, labeled, and dated... ☐</td>
</tr>
<tr>
<td>Food is stored 6 inches off floor in walk-ins</td>
<td>☐</td>
<td>☐</td>
<td>The FIFO (First In, First Out) method of inventory is being practiced... ☐</td>
</tr>
<tr>
<td>Unit is clean</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
</tbody>
</table>
**Food Handling**

<table>
<thead>
<tr>
<th>Item</th>
<th>Yes</th>
<th>No</th>
<th>Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frozen food is thawed under refrigeration or in cold running water</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Food is handled with utensils, clean gloved hands, or clean hands</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Utensils are handled to avoid touching parts that will be in direct contact with food</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Food is tasted using proper method</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Food is not allowed to become cross-contaminated</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
</tbody>
</table>

**Utensils and Equipment**

<table>
<thead>
<tr>
<th>Item</th>
<th>Yes</th>
<th>No</th>
<th>Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>All small equipment and utensils, including cutting boards, are sanitized between uses</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Thermometers are washed and sanitized between each use</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Small equipment and utensils are air dried</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Can opener is clean to sight and touch</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Work surfaces are clean to sight and touch</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Drawers and racks are clean</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Work surfaces are washed and sanitized between uses</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Small equipment is inverted, covered, or otherwise protected from dust or contamination when stored</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
</tbody>
</table>

**Hot Holding**

<table>
<thead>
<tr>
<th>Item</th>
<th>Yes</th>
<th>No</th>
<th>Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit is clean</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Temperature of food being held is above 140°F</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Food is heated to 165°F before placing in hot holding</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Food is protected from contamination</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
</tbody>
</table>

**Cleaning and Sanitizing**

<table>
<thead>
<tr>
<th>Item</th>
<th>Yes</th>
<th>No</th>
<th>Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Three-compartment sink is used</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>If heat sanitizing, the utensils are allowed to remain immersed in 170°F water for 30 seconds</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Three-compartment sink is properly set up for warewashing (wash, rinse, sanitize)</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>If using chemical sanitizer, it is the proper dilution</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Chlorine test kit or thermometer is used to check sanitizing rinse</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>The water is clean and free of grease and food particles</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>The water temperatures are accurate</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>The utensils are allowed to air dry</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Wiping cloths are stored in sanitizing solution while in use</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
</tbody>
</table>

**Garbage Storage and Disposal**

<table>
<thead>
<tr>
<th>Item</th>
<th>Yes</th>
<th>No</th>
<th>Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kitchen garbage cans are clean</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Loading dock and area around dumpster are clean</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Garbage cans are emptied as necessary</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Dumpster is closed</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Boxes and containers are removed from site</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
</tbody>
</table>

**Pest Control**

<table>
<thead>
<tr>
<th>Item</th>
<th>Yes</th>
<th>No</th>
<th>Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screens are on open windows and doors and in good repair</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>No evidence of pests is present</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
</tbody>
</table>

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This is a companion tool to “Serving It Safe” (USDA Publication FNS-295, Revised Fall 1999).
United States Department of Agriculture • Food and Nutrition Service
Employee Illness RISK FACTORS

Employee Illness

- Inform employees (and job applicants) they need to tell the Person-in-Charge if they have 1) diarrhea, vomiting, or jaundice; 2) a boil, infected wound or other lesion; or 3) hepatitis A, *Salmonella, Shigella,* or *E. coli O157:H7,* Norovirus
- Exclude employees from work when they have vomiting or diarrhea
- Log employee reports of vomiting or diarrhea
- Report customer illness complaints to CGCDPH at (641) 421-9336
- Call Public Health when an employee is diagnosed with hepatitis A, *Salmonella, Shigella, E. coli O157:H7,* Norovirus or other infectious disease; restrict them from working with food and food-contact surfaces

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Employee illness decision tree | 13
When you get sick poster | 14
Employee illness log | 15
Food Employee Reporting Agreement Form | 16
**EMPLOYEE ILLNESSES INFORMATION FOR MANAGERS**

**What to do now:**
- Inform employees—they need to tell the Person-in-Charge if they have:
  - Diarrhea or vomiting
  - *Salmonella*, *Shigella*, *E. coli* O157:H7, hepatitis A, Norovirus or other intestinal illness (diagnosed by a doctor)
  - Open, blistered, or infected burns, boils, cuts, etc. on the hands or forearms
  - Burns, wounds, or boils on the hands or forearms that are open, blistered, or have pus
  - Jaundice (yellowing of the skin or eyeballs)

**What to do when an employee has:**

**Diarrhea or Vomiting**
- Do not allow employees to work until they are well
- Keep a written record of all employee reports of diarrhea and vomiting. A sample log page is included in your Food Safety Manual

**Hepatitis A, Salmonella, Shigella, E. coli O157:H7, Norovirus, or other intestinal illness**
- Call CGCDPH to report the illness
- Do not allow employees with diarrhea or vomiting to work until they are well
- Employees without diarrhea or vomiting can work, but not with food or food-contact surfaces (clean equipment, utensils, linens, and single-service and single-use items)

**Open, blistered, or infected burns, boils, cuts, etc. on the hands or forearms**
- Supply the employee with a waterproof bandage to apply to the boil or wound
- Supply gloves, which must be worn if the boil or wound is on the hand or wrist

**Persistent sneezing, coughing, or a runny nose**
- People with these symptoms can work, but not with food or food-contact surfaces (clean equipment, utensils, linens, and single-service and single-use items)
Decision Guide for Restaurant Managers:

Determine if workers have an undiagnosed illness that can be spread through food and if they should be excluded from work.

1. “Do you have vomiting and/or diarrhea?”
   - Yes: Exclude foodworker from work
     - If already at work, send home
     - Do not allow foodworker to work until 72 hours after symptoms end
     - Record an illness log
   - No: Go to question #2

2. “Does someone in your household have vomiting and/or diarrhea?”
   - Yes: Allow to work with restrictions
     - Reinforce handwashing
     - No bare hand contact with ready-to-eat foods
     - Discuss illness reporting policy
     - Discuss how ill foodworkers can spread illness through food
   - No: Go to question #3

3. “Do you have a cough, sore throat, or runny nose?”
   - Yes: Do not exclude or restrict foodworker
   - No: Go to question #2

The decision guidelines adhere to the following messages:

- If an employee calls in sick with vomiting and/or diarrhea, he or she should not come in to work.
- If an employee is at work and begins to experience vomiting and/or diarrhea, he or she should go home.

Using this decision guide is relatively simple. It works much like any other flow chart. The response to the initial question leads to another question, or to a suggested course of action. The guide begins by assuming that one of your restaurant employees has called in sick. By asking the worker the questions listed in the guide, you can determine if his or her illness is something that can be transferred to your restaurant patrons via food or if it is an illness that can be spread to patrons through other means.

Other infectious diseases that are not transmitted through food, like pandemic influenza, can also spread rapidly through close contact. This can decimate an establishment’s workforce and may put customers at risk. Use the guide to determine if your employees are at risk of spreading this illness.
When you get sick...

If you have:

• **Diarrhea or vomiting**

  OR

• Been diagnosed with *Salmonella*, *Shigella*, *E. coli* O157:H7 bacteria; or hepatitis A virus, Norovirus

  OR

• Have a boil or infected wound on your hands or wrists

Let your supervisor know
and give the date your symptoms began.

Questions?
Call Cerro Gordo County Department of Public Health
(641) 421-9336
EMPLEOEE ILLNESS LOG

1. Use this sheet when employees have vomiting or diarrhea.
2. Fill in the information requested in the column headings below.
3. Call Cerro Gordo County Department of Public Health (CGCDPH) at (641) 421-9336 if an ill employees have been diagnosed with:

<table>
<thead>
<tr>
<th>Salmonella</th>
<th>Shigella</th>
<th>E. coli O157:H7</th>
<th>hepatitis A</th>
<th>Norovirus</th>
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CERRO GORDO COUNTY DEPARTMENT OF PUBLIC HEALTH
(641) 421-9336
FORM 1-B
Conditional Employee or Food Employee Reporting Agreement
Preventing Transmission of Diseases through Food by Infected Conditional Employees or
Food Employees with Emphasis on illness due to Norovirus, Salmonella Typhi, Shigella spp.,
Enterohemorrhagic (EHEC) or Shiga toxin-producing Escherichia coli (STEC), or hepatitis A Virus

The purpose of this agreement is to inform conditional employees or 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 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)

Future Medical Diagnosis:

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

Future Exposure to Foodborne Pathogens:

1. Exposure to or suspicion of causing any confirmed disease outbreak of Norovirus, typhoid fever,
   shigellosis, E. coli O157:H7 or other EHEC/STEC infection, or hepatitis A.
2. A household member diagnosed with Norovirus, typhoid fever, shigellosis, illness due to EHEC/STEC,
   or hepatitis A.
3. A household member attending or working in a setting experiencing a confirmed disease outbreak of
   Norovirus, typhoid fever, shigellosis, E. coli O157:H7 or other EHEC/STEC infection, or hepatitis A.

I have read (or had explained to me) and understand the requirements concerning my responsibilities under the
Food Code 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; and
3. Good hygienic practices.

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

Conditional Employee Name (please print) __________________________________________ Date _______

Signature of Conditional Employee __________________________________________ Date _______

Food Employee Name (please print) __________________________________________ Date _______

Signature of Food Employee __________________________________________ Date _______

Signature of Permit Holder or Representative __________________________________________ Date ____
Hand Hygiene RISK FACTORS

- Have employees wash their hands: 1) after using the restroom; 2) after touching any raw meat; 3) before starting work; 4) after breaks; 5) after touching mouth, nose, or wound; 6) after coughing, sneezing, or using disposable tissues; 7) after using tobacco, eating or drinking; 8) after handling soiled utensils/equipment; 9) before donning gloves for working with food; and 10) any other time they become contaminated.
- Have employees wash their hands thoroughly: 1) lathering and rubbing, 2) for about 20 seconds, and 3) using a fingernail brush (optional).
- Provide hand sinks convenient and easily accessible to food prep, grill/cook line, dishwashing, and bar areas.
- Provide hot water, soap, paper towels, and fingernail brush (optional) at each hand sink.
- Avoid direct bare-hand contact with ready-to-eat food.
- Use spatulas, tongs, other utensils, single-use gloves, or deli tissues to limit direct hand contact with other food and wash hands between foods.
- When gloves are used, change them between tasks and when damaged.
- Have employees wash, bandage, and cover wounds and cuts on hands with a glove or finger cot.

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Tips on proper glove use 23
Food Safety Manual

Section C. Hand Hygiene

THE MANAGER’S GUIDE TO HAND WASHING

Hand washing is the most important thing food service employees can do to prevent foodborne illness, but it needs to be done right. Let your employees know how important hand washing is, and that you expect them to do it right by doing the following.

Get the hands ready
- Jewelry and Fingernails
  - Ask food prep employees to remove rings except for plain wedding bands.
  - Rings interfere with good hand washing technique and provide a home for bacteria to hide and grow.
  - Bracelets and watches are also a hazard.
  - Nails need to be trimmed, filed, free of polish, and clean (both over and under).
  - Long, glue-on nails are a hazard. They can fall off and end up in the food, and are also a place for bacteria to live.

When to wash: the big three
There are a number of times when employees are expected to wash their hands.
Start with these three if you have not been emphasizing hand washing before.
- BEFORE STARTING WORK
- AFTER USING THE TOILET
- AFTER TOUCHING RAW MEAT

Use proper technique
- Learn how and when to wash hands properly and teach your employees. Monitor employee hand washing, and set a good example.

Make it easy
- Are sinks in convenient places? Consider adding or moving sinks to make it easier to wash.
- Use moisturizing soap, and moisturizing hand sanitizer, if needed, so dry skin won't stop employees from washing.
- Install an instant on-off valve at the faucet, or a single lever faucet. This makes it easier to turn water on and off and adjust water temperature to a comfortable level. Also, a faucet that can be turned off with the wrist or arm protects clean hands from contamination by dirty faucets.
- Keep a waste container close to the sink so paper towels can be thrown away easily.

Hand Awareness
- Employees should consciously be aware of what there hands are touching and wash them when they become contaminated.
How to wash your hands

Only wash your hands in sinks designated for hand washing. 
Do not wash your hands in utensil, food preparation, or service sinks.

1. Use SOAP, not a hand sanitizer solution, and WARM RUNNING WATER
2. RUB your hands vigorously for 20 seconds
3. WASH ALL SURFACES, including:
   » backs of hands
   » wrists
   » between fingers
   » under fingernails
4. WASH and BRUSH under each fingernail with a NAILBRUSH if needed
5. RINSE well under running water
6. DRY hands with a paper towel
7. Use the paper towel to turn off the water, and to open the door when leaving a restroom.

When to wash your hands

Before:
» Starting work
» Putting on gloves

During:
» food preparation as needed
» when switching between raw and ready-to-eat foods

After:
» Using the bathroom
» Break time, smoking, eating, or drinking

WASHING YOUR HANDS IS THE MOST IMPORTANT THING YOU CAN DO TO PREVENT FOODBORNE ILLNESS!
HANDWASHING

1. Wet hands with hot (100°F) running water.

2. Apply soap.

3. Rub hands together for at least 10-15 seconds.

4. Clean under fingernails and between fingers.

5. Rinse hands thoroughly under running water.

6. Dry hands. Turn off faucet with paper towel.

Cerro Gordo County Department of Public Health
Be A Germ-Buster

WASH YOUR HANDS

1. WET

2. SOAP

3. WASH FOR 20 SECONDS

4. RINSE

5. DRY

6. TURN OFF WATER WITH PAPER TOWEL
How to use “Single-Use Gloves”

The wearing of single-use gloves can provide additional food protection. However, they are only effective if placed on properly washed hands and changed at appropriate times during the food handling operation.

The Iowa Food Code requires that employees avoid direct hand contact with ready-to-eat food and limit contact with other food. Wearing gloves is one way to meet this requirement.

If a food employee has a boil, infected wound or other lesion on their hand; the employee must apply a waterproof bandage and wear a single use glove or finger cot over the bandage.

When Single-Use Gloves Are Used:
- Wash hands thoroughly before and after wearing gloves, and when changing to a new pair of gloves.
- Change gloves between handling raw foods and cooked or ready-to-eat foods.
- Discard gloves when torn, contaminated, or removed for any reason.
- Change gloves when interruptions occur in the food operation.
- Change gloves frequently.
- Never reuse gloves under any circumstances.

Single-use gloves are to be used only once and for one specific purpose only.

REMEMBER: GLOVES CAN SPREAD GERMS JUST AS EASILY AS HANDS CAN IF NOT USED PROPERLY!
TIPS ON THE PROPER USE OF GLOVES

1. Wash your hands thoroughly after wearing or when changing gloves.

2. Always wear gloves when handling ready-to-eat foods such as salads, fruits, sandwiches, meats, breads or ice.

3. Use gloves that fit properly and that are designated for the task at hand.

4. Change gloves whenever you change activity (from making sandwiches to making change) or whenever you leave your work station.

5. Change gloves after sneezing, coughing or touching your hair or face with your gloved hands.

6. Change gloves often to minimize the buildup of perspiration and bacteria.
Food Source RISK FACTORS

Food Source

- Obtain food from only approved suppliers
- Inspect food at the time of delivery for signs of spoilage; reject damaged packages or containers
- Receive potentially hazardous food at 41°F or colder; reject food with signs of temperature abuse and return to supplier; store food promptly

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Raw fish parasite destruction chart | 28
Receiving temperature log | 29
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Purchasing Food Products

Purchasing food products from an approved supplier is the first step in ensuring safe foods to provide to your customers. Foods prepared or stored in a private home may not be used or offered for human consumption in a food establishment. You can ask your supplier to verify that their sources are approved by the appropriate food regulatory agency.

Required Sources or Conditions for Selected Food Products:

**Fluid Milk:**
Must be pasteurized.

**Poultry, Beef, Pork, Lamb and Goat:**
Must be U.S. Department of Agriculture (U.S.D.A.) or Iowa Department of Agriculture and Land Stewardship inspected.

**Fish:**
Must be commercially and legally caught or harvested and approved for sale or service.

**Fish Intended for Raw Consumption:**
Must be obtained from a supplier that freezes fish, or fish must be frozen on premises according to regulations.

**Raw and Frozen Shucked Shellfish:**
Must be commercially and legally harvested, and must be commercially and legally harvested, and obtained in properly labeled containers.

**Molluscan Shellfish:**
Must be commercially and legally harvested, and received in containers with proper labels or tags.

**Shell Eggs:**
Must be from an approved source.

**Liquid, Frozen, or Dry Eggs and Egg Products:**
Must be pasteurized.

**Wild Mushrooms:**
Vender must have letter of approval from the appropriate regulating authority to sell the wild mushrooms.

**Canned Food Products:**
Must be purchased from a licensed food processor.
Receiving Food Products

Delivered Product Quality
When food products are delivered to your establishment’s door, it is the responsibility of the person in charge to ensure inspection of each food delivery for general cleanliness, condition of containers, and signs of temperature abuse.

Boxes/Cartons/Containers
Check deliveries to make sure that the packages of food products are not leaking and intact. A container that is broken, open, crushed, torn, or otherwise damaged, may have had its contents exposed to possible contamination. Look for signs of contamination by rodents, insects, or birds. If any of the above problems are identified, reject the product.

Canned Products
When receiving canned products, always inspect them for the following potential problems:
• Severe dents on the top or bottom rim, or onside seam
• Swollen or bulging cans
• Rusted cans with pitted surfaces

If cans have any of these problems, they must be either thrown away or returned to the supplier.

Receiving Temperatures
Generally, all cold potentially hazardous foods must be received at 41°F or below. Some exceptions are:
• Shell eggs must be received at 45°F or lower.
• Shellfish and shellstock must be received at 45°F or lower.
• Frozen foods must be received frozen.

Cross-Contamination
During deliveries, the potential for cross contamination is high. Watch to ensure that containers or cartons filled with raw foods, such as meats and poultry, or fresh produce are not stacked on top of each other or located in such a manner that leaking product from one container can contaminate a different food in another container.
Purchasing Molluscan Shellfish

What is a Molluscan Shellfish?
“Molluscan shellfish” means an edible species of fresh or frozen oysters, clams, mussels, and scallops or edible portions thereof, except when the scallop product consists only of the shucked adductor muscle. “Shellstock” means raw, in shell molluscan shellfish. “Shucked shellfish” means molluscan shellfish that have one or both shells removed.

When Purchasing and Receiving Raw Shucked Shellfish Make Sure That:
• Shucked shellfish are obtained from an approved source. Consult the “Interstate Certified Shellfish Shippers List.”
• Shucked shellfish are obtained in non-returnable packages that have a legible label that identifies the following:
  • Name, address, and certification number of the shucker-packer or the repacker.
  • The “sell by” date for containers with a capacity of less than one-half gallon or the “date shucked” for packages with a capacity of one-half gallon or larger.
• Shucked shellfish are received at 45°F or below. Once received shucked shellfish must be cooled to 41°F or less within four hours.
• Shucked shellfish are not removed from the original container until sold or served unless the labeling information for the shellfish on display is retained and correlated to the date(s) when the shellfish are sold or served.

When Purchasing and Receiving Molluscan Shellstock Make Sure That:
• Shellstock were harvested from approved waters and obtained from an approved source. Consult the Interstate Certified Shellfish Shippers List.
• Shellstock are received at a temperature of 45°F or below. Once received, shellstock must be cooled to 41°F or less, within four hours.
• Not more than one tagged or labeled container is used at one time without a variance based on an approved HACCP plan.
• Shellstock are not co-mingled with shellstock from another container before being ordered by a customer.
• Tags or labels shall be retained for 90 days in a system that keeps the tags correlated to the date(s) of sale/service.
• Container label or tag must include:
  • Harvester’s identification number, date of harvest, harvest location including the abbreviation of state and country, and the type and quantity of shellfish.
  • The statement: THIS TAG IS REQUIRED TO BE ATTACHED UNTIL CONTAINER IS EMPTY OR RETAGGED AND THEREAFTER KEPT ON FILE FOR 90 DAYS.
  • Dealer’s name, address, certification number and the original shipper’s certification number including the abbreviation of state or country of harvest.
Instructions: Each container of fish (original packaging or other container) must be identified with the type of fish, manufacturer/supplier name, lot # and date received. Identify your action/response plan to freezer temperatures above -4°F, and keep that document with these records.

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Cerro Gordo County Department of Public Health, 22 North Georgia Avenue, Suite 300, Mason City, IA 50401
Cleaning and Sanitizing

- Wash, rinse, sanitize, and air-dry all food-contact surfaces, including utensils & equipment after each use.
- Protect ready-to-eat foods from contamination by: 1) preventing contact with un-clean/un-sanitized surfaces; 2) having a separate prep area for food that will be cooked (especially meat, poultry, seafood); and 3) have employees handle only one food type at a time.
- A specific kind of contamination can occur when ready-to-eat foods come in contact with raw animal products or their juices. This is called cross-contamination. When preparing different kinds of foods, a food worker must take great care to ensure that ready-to-eat foods do not come in contact with raw animal foods or anything else that raw animal foods have touched without first being washed, rinsed and sanitized.
- Provide food-contact surfaces, such as cutting boards & prep tables, that are smooth and easy to clean.
- Training is critical to the success of the cleaning and sanitizing program. Employees must understand the tasks you want them to perform and the level of quality expected. Customers expect food premises to be clean. Clean and organized food service establishments create a good impression and help make a safe, pleasant environment for everyone. However, it is important to remember that even when something looks perfectly clean, it could be contaminated.

### Section E. Cleaning and Sanitizing

**Contaminated utensils and equipment RISK FACTORS**

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Clean As You Go!

“Clean as you go” means that work surfaces and prep tables are cleaned as soon as they are done being used for one task. **Cross contamination happens when one type of food is prepared on a surface, and then another food is prepared on that same surface without cleaning.** Clean utensils, cutting boards, knives and other food prep surfaces between handling different foods, and at least once every four hours when prepping one food. This will reduce the risk of illness from cross contamination.

When to Clean

Wash, rinse and sanitize whenever there is a chance for cross contamination or when you see a spill. Sanitize at the start and end of the day.

Wash, rinse and sanitize each surface that touches food, such as a meat slicer or grinder, and cutting boards. Follow the directions on the equipment if disassembly is needed, so that all the spaces where food can collect and germs can grow are cleaned.

Develop a Cleaning Schedule

A daily cleaning schedule should be set up so that no equipment is forgotten.

Food Prep Surfaces

In addition to the above, food prep surfaces may be wiped off between full cleaning procedures with:

1. A wiping cloth stored in sanitizing solution at recommended strength
   or
2. Sanitizer applied to the surface from a spray bottle and wiped off with single-use paper towels.
How to manually clean and sanitize

Step One
Wash in hot, soapy water. Proper washing may require scraping, pre-flushing, presoaking or scrubbing with an abrasive material.

Step Two
Rinse in clean water. Rinsing removes the detergents and remaining food particles.

Step Three
Two options exist to sanitize cleaned items:

**Hot Water Sanitization – Option No. 1**
Sanitize by immersion in hot water maintained at 171°F or higher by means of an approved heating device such as a dishwasher.

**Chemical Sanitization – Option No. 2**
To sanitize with chemicals, clean items must be immersed for a specified amount of time in an approved sanitizing solution at the proper concentration. Examples of proper time and concentration levels are:

- Chlorine at a concentration of 50-100 ppm with a contact time of at least 10 seconds or as directed by the manufacturer
- Iodine at a concentration between 12.5-25 ppm with a contact time of at least 30 seconds or as directed by the manufacturer
- Quaternary ammonium at a concentration of 150-400 ppm with a contact time of at least 30 seconds or as directed by the manufacturer
- Other approved sanitizers as directed by the manufacturer

Remember: Chemical test strips or test kits are required to verify the chemical concentration of the sanitizers used. Concentrations below minimum levels will not sanitize effectively, while sanitizers used in concentrations above the recommended levels can leave toxic residues.

Step Four
Air dry. Never use a towel or other materials to dry sanitized utensils. This can recontaminate already clean/sanitized equipment.
Manual dishwashing in a three-compartment sink
Using a commercial dish machine to clean and sanitize

Warewashing machines
Commercial dish machines are designed to sanitize by either using high temperature water or by injecting a chemical sanitizer. It is important to know how your dishwasher works so read the manufacturers instructions.

• Check them for cleanliness.
• Clean foreign objects from trays/spray nozzles.
• Check detergent and sanitizer (if used) levels.
• Scrape, rinse, or soak items before washing them.
• Load racks correctly.
• Check machine temperatures/pressures.
• Check sanitizer (if used) with test papers.
• Air-dry all items.
• Keep machine in good repair.
Clean-in-place equipment

This type of equipment is designed to be cleaned and sanitized by having a detergent solution, a hot water rinse and sanitizing solution pass through it. Equipment used to hold and dispense potentially hazardous food must be cleaned and sanitized daily or at a frequency indicated by the manufacturer. Follow manufacturer’s guidelines for cleaning and sanitizing.

Some examples of clean-in-place equipment are:

- Soft serve ice cream machines.
- Beverage dispensers.
- Ice machines.

Food-contact cleaning and sanitizing solutions must:

- Remain within the tubes, pipes or chambers for a predetermined amount of time.
- Reach all food contact surfaces.
- Be completely drained after use.

Stationary Equipment

Equipment manufactures will usually provide cleaning and sanitizing instructions; follow those guidelines.

- Unplug equipment.
- Remove food and soil.
- Remove detachable parts and wash in a commercial dish machine or three-compartment sink.
- Re-sanitize food contact surfaces handled when putting the unit back together.
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**Cooking Potentially Hazardous Food RISK FACTORS**

- Cook eggs for immediate service to an internal temperature of at least 145°F
- Other egg dishes to 155°F
- Use only pasteurized eggs in dishes containing raw or lightly cooked eggs
- Cook fish to an internal temperature of at least 145°F
- Cook ground beef to an internal temperature of at least 155°F
- Cook pork to an internal temperature of at least 145°F
- Cook poultry to an internal temperature of at least 165°F
- Use approved freezing methods to destroy parasites in fish that is intentionally served raw or undercooked
- Develop a system to monitor cooking temperatures and verify they are safe

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How to use a food thermometer | 42
Cooking roasts | 43
Raw or undercooked food disclosure and reminder | 44
Cooking temperature log | 45
Cooking temperatures
Disease causing bacteria can multiply rapidly in potentially hazardous foods if temperature controls are not used or are inadequate.

Cook to this temperature or hotter:**

- **Poultry** 165º
- **Ground beef** 155º
- **Exotic game** 155º
- **Pork** 155º
- **Eggs** 145º
- **Fish** 145º

**MICROWAVE COOKING**
Cover and cook to 165º or hotter—then let the food stand (with cover on) for 2 minutes.

**Temperatures indicated are internal food temperatures and should be measured with a proper and calibrated thermometer.

Remember these temperature requirements also:

- Reheated food must reach and internal temperature of 165º or hotter within 2 hours
  - Reheating must be done rapidly and the minimum temperature must be reached within two hours. Steam tables, warmers, or similar equipment do not heat food quickly enough and must not be used for reheating food.

- Keep food at 135º or hotter
  - If hot holding of a cooked product is necessary, the food must be maintained at 135°F or above.

- Leftover foods must be cooled from 135°F to 70°F within two hours and from 70°F to 41°F within an additional four hours. The goal is to cool foods as quickly as possible.

- Refrigerated food must be kept at 41º or colder.
HOW TO USE A THERMOMETER TO CHECK FOOD TEMPERATURES

1. Clean and sanitize the stem of the thermometer.

2. Insert in the thickest part of the food to the proper depth:
   - Metal stem thermometer with dial: Must be in the food up to and just past the dimple in the stem.
   - Metal stem thermometer with digital readout: 3/4 inch of the stem must be in the food.

3. Wait until the thermometer reading has stabilized (stops changing), and then read the temperature.

4. A small-diameter probe thermometer that temps at the tip of the thermometer must be used for thin foods such as meat patties.

   When checking a food delivery, do not puncture sealed packages. Instead, place the thermometer between two packages.

Checking thermometers for accuracy:

1. Fill a glass with ice water.

2. Place the thermometer in the glass and stir.

3. Wait 3 minutes.
   - If the thermometer reads 32º ± 2º it is okay to use.
   - If it doesn’t, calibrate thermometer to correct temperature following manufacturers recommendations.

4. If the thermometer cannot be adjusted and does not read 32º ± 2º it should be thrown away and replaced.

For more information:
http://www.fsis.usda.gov/fact_sheets/Use_a_Food_Thermometer/index.asp
http://www.fsis.usda.gov/Is_It_Done_Yet/Brochure_Text/index.asp
Cooking Roasts

The cooking requirements will vary depending on the size of the roast, the type of oven used, and the desired final roast temperature.

Oven Types and Temperatures

Use the following chart to select the correct oven cooking temperature.

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<th>Oven Types</th>
<th>Roasts less than 10 lbs.</th>
<th>Roasts larger than 10 lbs.</th>
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<tr>
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<td>350º F</td>
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<td>Convection</td>
<td>325º F</td>
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<td>High Humidity</td>
<td>250º F or less</td>
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</table>

Minimum Holding Times

After selecting the correct oven temperature based on roast size and oven type, cook the roast to the desired internal temperature and then hold at that temperature for the amount of time specified in the chart below to ensure a safe food product.

<table>
<thead>
<tr>
<th>Temperature (Fahrenheit)</th>
<th>Holding Time (Minutes)</th>
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For Example:

To cook a nine pound beef roast in a convection oven, set the oven temperature to 325º F. If the desired final temperature of the roast is 142º F then once that internal temperature is reached, the roast must be held at 142º F for a minimum of 8 minutes to ensure a safe product.
FDA Policy for Raw or Undercooked Foods of Animal Origin: Disclosure & Reminder

The permit holder shall inform consumers of the significantly increased risk of consuming raw or undercooked foods of animal origin by way of disclosure and reminder using brochures, deli case or menu advisories, label statements, table tents, placards or other effective written means.

**Disclosure shall include:**

- A description of the animal-derived foods, such as “oyster on the half shell”, “raw oysters,” or “raw-egg Caesar salad,” and “hamburgers” (can be cooked to order)
- Identification of the animal-derived foods by asterisking them to a footnote that states that the items are served raw or undercooked, or contain (or may contain) raw or undercooked ingredients.

**Reminder shall include asterisking the animal-derived foods requiring disclosure to a footnote that states:**

- "Regarding the safety of these items, written information is available upon request."
- "Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness",
- "Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness, especially if you have certain medical conditions."
## COOKING TEMPERATURES

Week ending: __________________________

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<th>Menu item</th>
<th>Sat am</th>
<th>Sat pm</th>
<th>Sun am</th>
<th>Sun pm</th>
<th>Mon am</th>
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<th>Tue am</th>
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Reviewed by: __________________________ Date: __________________________
# Section G. Hot Holding

## Hot Holding Potentially Hazardous Food RISK FACTORS

<table>
<thead>
<tr>
<th>Hot Holding Potentially Hazardous Food</th>
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<tbody>
<tr>
<td>➢ Keep all hot food at 135°F or hotter</td>
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<tr>
<td>➢ Develop a written plan for using time as a control when hot food is held below 135°F; discard food after 4 hours of holding below 135°F</td>
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<td>➢ Reheat previously cooled food to at least 165°F within 2 hours before placing in a hot holding unit</td>
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<tr>
<td>➢ Develop a system to monitor hot holding temperatures and verify they are safe</td>
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### Section page

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
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<tbody>
<tr>
<td>Time as a food safety control</td>
<td>47</td>
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<td>Time control log for hot hold foods</td>
<td>48</td>
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<tr>
<td>Hot holding temperature log</td>
<td>49</td>
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</tbody>
</table>
Time as a Food Safety Control

Time is usually used in combination with temperature to control bacterial growth in potentially hazardous foods and ensure safe food products. However, under certain circumstances you may rely on "time only" as the food safety control. Used correctly, time can be an effective control because there will be no significant bacterial growth or resulting toxin production possible in such a limited time. Time must be closely monitored and controlled, or foodborne illness may result.

Situations in which foods may be used with “time only” as a Food Safety Control

• A working supply of potentially hazardous food held before cooking.
• Ready-to-eat potentially hazardous food that is displayed or held for service for immediate consumption.

Conditions that must be met when using time as a Food Safety Control

• The food container or package must be clearly marked to indicate the exact time that is four hours past the point in time when the food is removed from temperature control.
• The food must be cooked and served, served if ready-to-eat, or discarded, within four hours from the point in time when the food is removed from temperature control.

Note that once time is used as the control, food cannot be placed under temperature control again to be saved and used at a later time.

• All food in unmarked containers or packages, or for which the four hour time limit has expired, must be discarded.
• To ensure that employees know how to properly use time as a control:
  • Provide proper training on procedures and requirements of time as a control for food safety.
  • Written procedures must be maintained in the establishment which detail the following:
    • marking food packages or containers with a time limit,
    • how to use time limits when cooking and serving foods, or serving ready-to-eat foods, and
    • discarding food that is unmarked or for which the time has expired.
# TIME CONTROL LOG - HOT FOODS

**START TIME:** When the food is taken off the stove, out of the oven, etc

**DISCARD TIME:** \( START \ TIME + 4 \ HOURS \)

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### Hot Holding Temperatures
**Minimum Temperature 135°F**

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Reviewed by: ______________________ Date: ______________________
Cooling Potentially Hazardous Food

RISK FACTORS

- Cool hot food from 135°F to 70°F within 2 hours and then to 41°F within 4 additional hours
- Pre-cool ingredients used in salads and other mixed, cold food; or cool to 41°F within 4 hours after preparation
- Develop a system to monitor that safe cooling times and temperatures are achieved

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
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<tbody>
<tr>
<td>How to cool hot foods</td>
<td>51</td>
</tr>
<tr>
<td>Critical food temperatures</td>
<td>52</td>
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<tr>
<td>Cooling temperature chart</td>
<td>53</td>
</tr>
<tr>
<td>Cooling temperature log</td>
<td>54</td>
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<tr>
<td>Cooling logarithm verification graph</td>
<td>55</td>
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</tbody>
</table>
COOLING HOT FOODS

Remember:
Foods must be cooled from 135°F to 70°F within 2 hours; then— from 70°F to 41°F within 4 more hours;

The faster foods pass through this "temperature danger zone" as they are cooled, the better;

When potentially hazardous foods are improperly cooled, it provides an ideal environment for bacteria to multiply.

USE A THERMOMETER TO CHECK THIS.

QUICK COOLING METHODS

Begin cooling foods almost immediately after removing from the heat source. Never let foods sit and cool "on the counter".

SHALLOW PANS (for soups, sauces, gravies, etc.)
  Metal pans chill food the fastest (not glass or plastic)
  Pre-chill / pre-freeze pans to speed cooling process
  (This method can also be used for small to medium-sized pieces of meat.)
  1. Put a 2 inch layer of food in a shallow, metal pan.
  2. Do not cover.
  3. Put the pan in the cooler where cold air can circulate around it.
  4. Cover the food after it has cooled.

ICE BATH
  1. Put the food container into an ice bath.
  2. Stir the food often.

ADDING ICE INSTEAD OF WATER (to soups, stews, etc.)
  1. Add only half the water before cooking.
  2. After cooking, add the other half as ice.

CHILLING WANDS
  Place the clean, frozen wand in the food and stir.
Critical Food Temperatures

Quickly cool hot food from 135°F to 70°F within two hours, and then 41°F or lower in an additional four hours for a total cooling time of six hours or less. Check the temperature of the food to assure it is cooling as required.

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COOLING CHART for ______________________Date________

Record the time when cooling begins below 'Start Time'.
Suggestion: Take temperatures every 15 minutes.

Record the TIME each temperature is taken at the top of each column; then go down the TIME column until the corresponding FOOD TEMPERATURE is reached—put a CHECK in that BOX.

| START TIME | 155°F | 150°F | 145°F | 140°F | 135°F | 130°F | 125°F | 120°F | 115°F | 110°F | 105°F | 100°F | 95°F | 90°F | 85°F | 80°F | 75°F | 70°F | 65°F | 60°F | 55°F | 50°F | 45°F | 40°F | 35°F | 30°F | 25°F |
|------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
## Cooling Log

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</table>
Cold Holding Potentially Hazardous Food

- Keep all cold food at 41°F or colder
- Develop a written plan for using time as a control when cold food is held above 41°F; discard food after 4 hours of holding above 41°F
- Develop a system to monitor cold holding temperatures and verify they are safe
- Care should be taken in how raw animal products are stored in a refrigerator. Raw animal products must be stored below and away from ready-to-eat foods to prevent any possible dripping or leaking from the raw animal food that may cause cross-contamination.

<table>
<thead>
<tr>
<th>Section</th>
<th>page</th>
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<tbody>
<tr>
<td>Equipment monitoring cooler log</td>
<td>57</td>
</tr>
<tr>
<td>Equipment monitoring freezer log</td>
<td>58</td>
</tr>
<tr>
<td>Time control log for cold ready-to-eat (RTE) foods</td>
<td>59</td>
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</table>
# COOLER TEMPERATURES
Maximum Temperature is 41°F

Location: _______________________

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<thead>
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<th>DATE</th>
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Reviewed by: ____________________  Date: ____________________
FREEZER TEMPERATURES

Location: _______________________

<table>
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<tr>
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<th>Initials</th>
<th>CONCERNS -- COMMENTS</th>
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Reviewed by: Date:
# TIME CONTROL LOG - COLD FOODS

**START TIME:** When the food is taken out of the cooler  
**DISCARD TIME:** \( \text{START TIME} + 4 \text{ HOURS} \)

<table>
<thead>
<tr>
<th>Date:</th>
<th>Food item:</th>
<th>Start time:</th>
<th>Discard time:</th>
<th>Time discarded:</th>
<th>Initials:</th>
</tr>
</thead>
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</table>
Date Marking Potentially Hazardous Food RISK FACTORS

Date Marking Potentially Hazardous Food (PHF)
- Label refrigerated, ready-to-eat PHF held over 24 hrs with date of preparation or opening
- Discard refrigerated, ready-to-eat PHF that has not been served within 7 calendar days after preparation or opening

Section          page
Date marking guidelines       61
DATE MARKING

Foods prepared at the establishment:
- Date marking is for potentially-hazardous, ready-to-eat foods that are refrigerated (such as egg salad, leftover hot dishes) and held for more than 24 hours.
- Mark with the MADE (initial preparation) date, and the CONSUME BY date (7 days after preparation). NOTE: DAY OF PREPARATION COUNTS AS DAY 1.
- Foods must be held at less than 41º for the duration of the 7 days

Foods prepared and packaged at a processing facility:
- These foods shall be clearly marked with the date the original container is opened.
- Food shall be consumed or discarded within seven days. NOTE: DAY OPENED COUNTS AS DAY 1 (Talk with an inspector about exceptions)
- At no time shall the food be sold or served beyond the expiration date placed on the original container by the food manufacturer.
- Food must be held at less than 41º for the duration of the 7 days

Examples:

<table>
<thead>
<tr>
<th>IF</th>
<th>THEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food made on-site and served today</td>
<td>No date marking needed</td>
</tr>
<tr>
<td>Food made on-site and served over the next couple of days</td>
<td>Label with MADE date, and CONSUME BY date 7 days later</td>
</tr>
<tr>
<td>Food purchased in ready-to-eat form (ex. deli ham or turkey)</td>
<td>Label with OPENED date and CONSUME BY date 7 days later</td>
</tr>
</tbody>
</table>

Freezing
- ✔ This stops the 7 day clock, but does not set it back to zero.
- ✔ Before freezing a food, label it with the number of days it was held after preparation or opening.
- ✔ After thawing, the food can be served for the remainder of the original 7 days.
- ✔ If the food was not date labeled before it was frozen, serve it within 24 hours after thawing or throw it away.

Remember:
The growth of pathogenic bacteria to dangerous levels can result when potentially hazardous foods are held at refrigerated temperatures for extended periods.
# Food Safety Manual

## Section K. Other Information

<table>
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<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
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<td>Foodborne illness chart</td>
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<tr>
<td>Routine monitoring log</td>
<td>64</td>
</tr>
<tr>
<td>Customer illness complaint form</td>
<td>65</td>
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<tr>
<td>Reduce sewer line failures from fat and grease</td>
<td>66</td>
</tr>
<tr>
<td>Websites of interest</td>
<td>67</td>
</tr>
</tbody>
</table>
Foodborne Illness-Causing Organisms in the U.S. **WHAT YOU NEED TO KNOW**

While the American food supply is among the safest in the world, the Federal government estimates that there are about 48 million cases of foodborne illness annually—the equivalent of sickening 1 in 6 Americans each year. And each year these illnesses result in an estimated 128,000 hospitalizations and 3,000 deaths.

The chart below includes foodborne disease-causing organisms that frequently cause illness in the United States. As the chart shows, the threats are numerous and varied, with symptoms ranging from relatively mild discomfort to very serious, life-threatening illness. While the very young, the elderly, and persons with weakened immune systems are at greatest risk of illness result in an estimated 128,000 hospitalizations and 3,000 deaths.

The chart shows, the threats are numerous and varied, with symptoms ranging from relatively mild discomfort to very serious, life-threatening illness. While the very young, the elderly, and persons with weakened immune systems are at greatest risk of illness result in an estimated 128,000 hospitalizations and 3,000 deaths.

<table>
<thead>
<tr>
<th><strong>ORGANISM</strong></th>
<th><strong>COMMON NAME OF ILLNESS</strong></th>
<th><strong>ONSET TIME AFTER INGESTING</strong></th>
<th><strong>SIGNS &amp; SYMPTOMS</strong></th>
<th><strong>DURATION</strong></th>
<th><strong>FOOD SOURCES</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Bacillus cereus</em></td>
<td>B. cereus food poisoning</td>
<td>10-16 hrs</td>
<td>Abdominal cramps, watery diarrhea, nausea</td>
<td>24-48 hours</td>
<td>Meats, stews, gravies, vanilla sauce</td>
</tr>
<tr>
<td><em>Campylobacter jejuni</em></td>
<td>Campylobacteriosis</td>
<td>2-5 days</td>
<td>Diarrhea, cramps, fever, and vomiting; diarrhea may be bloody</td>
<td>2-10 days</td>
<td>Raw and undercooked poultry, unpasteurized milk, contaminated water</td>
</tr>
<tr>
<td><em>Clostridium botulinum</em></td>
<td>Botulism</td>
<td>12-72 hours</td>
<td>Vomiting, diarrhea, blurred vision, double vision, difficulty in swallowing, muscle weakness. Can result in respiratory failure and death</td>
<td>Variable</td>
<td>Improperly canned foods, especially home-canned vegetables, fermented fish, baked potatoes in aluminum foil</td>
</tr>
<tr>
<td><em>Clostridium perfringens</em></td>
<td>Perfringens food poisoning</td>
<td>8–16 hours</td>
<td>Intense abdominal cramps, watery diarrhea</td>
<td>Usually 24 hours</td>
<td>Meats, poultry, gravy, dried or precooked foods, time and/or temperature-abused foods</td>
</tr>
<tr>
<td><em>Cryptosporidium</em></td>
<td>Intestinal cryptosporidiosis</td>
<td>2-10 days</td>
<td>Diarrhea (usually watery), stomach cramps, upset stomach, slight fever</td>
<td>May be remitting and relapsing over weeks to months</td>
<td>Uncooked food or food contaminated by an ill food handler after cooking, contaminated drinking water</td>
</tr>
<tr>
<td><em>Cyclospora cayetanensis</em></td>
<td>Cyclosporiasis</td>
<td>1-14 days, usually at least 1 week</td>
<td>Diarrhea (usually watery), loss of appetite, substantial loss of weight, stomach cramps, nausea, vomiting, fatigue</td>
<td>May be remitting and relapsing over weeks to months</td>
<td>Various types of fresh produce (imported berries, lettuce, basil)</td>
</tr>
<tr>
<td><em>E. coli</em> (Escherichia coli) producing toxin</td>
<td>E. coli infection (common cause of &quot;travelers' diarrhea&quot;)</td>
<td>1-3 days</td>
<td>Watery diarrhea, abdominal cramps, some vomiting</td>
<td>3-7 or more days</td>
<td>Water or food contaminated with human feces</td>
</tr>
<tr>
<td><em>E. coli O157:H7</em></td>
<td>Hemorrhagic colitis or E. coli O157:H7 infection</td>
<td>1-8 days</td>
<td>Severe (often bloody) diarrhea, abdominal pain and vomiting. Usually, little or no fever is present. More common in children 4 years or younger. Can lead to kidney failure</td>
<td>5-10 days</td>
<td>Undercooked beef (especially hamburger), unpasteurized milk and juice, raw fruits and vegetables (e.g. sprouts), and contaminated water</td>
</tr>
<tr>
<td><em>Hepatitis A</em></td>
<td>Hepatitis</td>
<td>28 days average (15-50 days)</td>
<td>Diarrhea, dark urine, jaundice, and flu-like symptoms, i.e., fever, headache, nausea, and abdominal pain</td>
<td>Variable, 2 weeks-3 months</td>
<td>Raw produce, contaminated drinking water, uncooked foods and cooked foods that are not reheated after contact with an infected food handler; shellfish from contaminated waters</td>
</tr>
<tr>
<td><em>Listeria monocytogenes</em></td>
<td>Listeriosis</td>
<td>9-48 hrs for gastrointestinal symptoms, 2-6 weeks for invasive disease</td>
<td>Fever, muscle aches, and nausea or diarrhea. Pregnant women may have mild flu-like illness, and infection can lead to premature delivery or stillbirth. The elderly or immunocompromised patients may develop bacteremia or meningitis</td>
<td>Variable</td>
<td>Unpasteurized milk, soft cheeses made with unpasteurized milk, ready-to-eat deli meats</td>
</tr>
<tr>
<td><em>Noroviruses</em></td>
<td>Various called viral gastroenteritis, winter diarrhea, acute non-bacterial gastroenteritis, food poisoning, and food infection</td>
<td>12-48 hrs</td>
<td>Nausea, vomiting, abdominal cramping, diarrhea, fever, headache. Diarrhea is more prevalent in adults, vomiting more common in children</td>
<td>12-60 hrs</td>
<td>Raw produce, contaminated drinking water, uncooked foods and cooked foods that are not reheated after contact with an infected food handler; shellfish from contaminated waters</td>
</tr>
<tr>
<td><em>Salmonella</em></td>
<td>Salmonellosis</td>
<td>6-48 hours</td>
<td>Diarrhea, fever, abdominal cramps, vomiting</td>
<td>4-7 days</td>
<td>Eggs, poultry, meat, unpasteurized milk or juice, cheese, contaminated raw fruits and vegetables</td>
</tr>
<tr>
<td><em>Shigella</em></td>
<td>Shigellosis or Bacillary dysentery</td>
<td>4-7 days</td>
<td>Abdominal cramps, fever, and diarrhea. Stools may contain blood and mucus</td>
<td>24-48 hrs</td>
<td>Raw produce, contaminated drinking water, uncooked foods and cooked foods that are not reheated after contact with an infected food handler</td>
</tr>
<tr>
<td><em>Staphylococcus aureus</em></td>
<td>Staphylococcal food poisoning</td>
<td>1-6 hours</td>
<td>Sudden onset of severe nausea and vomiting. Abdominal cramps. Diarrhea and fever may be present</td>
<td>24-48 hours</td>
<td>Unrefrigerated or improperly refrigerated meats, potato and egg salads, cream pastries</td>
</tr>
<tr>
<td><em>Vibrio parahaemolyticus</em></td>
<td>V. parahaemolyticus infection</td>
<td>4-96 hours</td>
<td>Watery (occasionally bloody) diarrhea, abdominal cramps, nausea, vomiting, fever</td>
<td>2-5 days</td>
<td>Undercooked or raw seafood, such as shellfish</td>
</tr>
<tr>
<td><em>Vibrio vulnificus</em></td>
<td>V. vulnificus infection</td>
<td>1-7 days</td>
<td>Vomiting, diarrhea, abdominal pain, bloody diarrhea infection. Fever, bleeding within the skin, ulcers requiring surgical removal. Can be fatal to persons with liver disease or weakened immune systems</td>
<td>2-8 days</td>
<td>Undercooked or raw seafood, such as shellfish (especially oysters)</td>
</tr>
</tbody>
</table>

For more information, contact: The U.S. Food and Drug Administration Center for Food Safety and Applied Nutrition  
Food Information Line at 1-888-SAFEFOOD (toll free), 10 AM to 4 PM ET, Monday through Friday.  
Or visit the FDA Web site at www.fda.gov.
# ROUTINE MONITORING

Week: ________________

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<tr>
<th>Equipment:</th>
<th>Sat</th>
<th>Sun</th>
<th>Mon</th>
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Walk-in #: 

Reach-in #: 

Freezer #: 

Foods: 

Deliveries: 

Sanitizer (ppm): 

Reviewed by:  

Date:
What to do with customer illness complaints

When customers call with complaints of illness after eating here, take the following actions:

◊ Get the customer’s contact information
   Name __________________________
   Phone# _____-_____-_____

◊ Ask the customer to report their illness to Cerro Gordo County Department of Public Health.

◊ Call Manager_______________ Immediately at ____-____-____

◊ Call Cerro Gordo County Department of Public Health
   641-421-9336
   Monday - Friday
   8:00 a.m. to 4:30 p.m.

   Or

   The Iowa Department of Inspections and Appeals
   515-281-6096

◊ Public Health Staff will follow-up with the customer to ask about symptoms and the foods eaten in the days before illness began

X ____________________________
Manager
Section K. Other Information

HOW RESTAURANTS CAN REDUCE SEWER LINE FAILURES FROM FAT & GREASE

Restaurant fats and greases that have not been adequately captured and disposed of can build up on the inside of sewer lines and create problems for the restaurant and for others who are connected to the sewer main in the street:

✓ Grease build-up can cause sewage to back up into businesses, homes, parks, yards, and streets;
✓ Cleaning up the damage and the plugged sewer line are time consuming, messy, and expensive;
✓ People and businesses can be exposed to disease-causing bacteria and viruses, in the process; and
✓ Restaurants can be assessed for the increased cost of cleaning grease-plugged sewer lines.

Sources of fat & grease:
Foods with significant amounts of meat, shortening, lard, butter, or margarine increase the risk of grease build-up in sewer lines. Fat and grease accumulations washed off dishes and cooking utensils increase risk of build-up in sewer lines.

Sizing, scheduling, training, & records are essential:
➢ Ask an Iowa licensed plumber to: a) assess the size and condition of your grease trap/interceptor(s); and b) review the waste flow rates and grease removal record to determine if changes are needed.
➢ Determine what the manufacturer recommends for the sizing, scheduling, and method for cleaning your grease trap(s).

Clean the grease trap regularly:
➢ Most traps need to be cleaned at least every week and some traps need to be cleaned daily due to amounts of grease entering the plumbing system.
➢ Assign specific staff to clean the grease traps, on a set schedule - or contract that to a cleaning service.
➢ Avoid chemicals and additives that claim to dissolve grease - they are not substitutes for proper maintenance. Such compounds can create even more problematic grease clogs further down the pipe.
➢ Record the amount of grease removed at each cleaning. The record helps managers assure the trap is being cleaned according to the established schedule and provides information for adjusting the cleaning frequency in the future.

Procedures:
➢ Develop a dishwashing procedure that keeps fat and grease out of the plumbing system, such as:
  ▪ Scrape grease and food scraps into a container for disposal with other garbage, or for recycling, if available.
  ▪ Empty greasy food scraps from sink baskets/strainers into the trash.
  ▪ Do not flush greasy food waste or pour or scrape grease into garbage disposals, floor drains, sinks, or toilets.
➢ Train and retrain workers about the procedures. Periodically observe that procedures are being followed.
Website of Interest

Cerro Gordo County Department of Public Health website
http://www.cghealth.com/

Iowa Department of Public Health foodborne illness information
http://www.idph.state.ia.us/adper/illness.asp

Iowa Department of Inspection and Appeals (Food and Consumer Safety Bureau)
http://www.state.ia.us/government/dia/page3.html

Iowa Department of Agriculture and Land Stewardship (Meat and Poultry Bureau)
http://www.agriculture.state.ia.us/meatAndPoultryInspection.asp

Iowa State University Extension Food Safety Page
http://www.extension.iastate.edu/foodsafety/

Iowa Alcoholic Beverages Division
http://www.iowaabd.com/

Iowa Department of Public Health (Iowa Smoke Free Air Act)
http://www.iowasmokefreeair.gov/

United States Department of Agriculture food safety fact sheets

USDA Food Safety and Inspection Service (FSIS) home page

Government food safety related information, gateway website
http://www.foodsafety.gov/

FDA Center for Food Safety and Applied Nutrition
http://www.cfsan.fda.gov/list.html

CDC Food Safety Office home page
http://www.cdc.gov/foodsafety/default.htm

NSF International home page
http://www.nsf.org/
This Emergency Handbook was developed as a quick reference guide to provide step-by-step emergency information to food managers and other supervisory personnel at food service establishments. The handbook:

- Addresses both naturally occurring and man-made emergencies.
- Provides prompts for whom to call, first steps to take and subsequent recovery actions to follow after an emergency happens.
- Contains tips on managing longer-term emergencies caused by disruption of utilities and municipal services.
- Offers ongoing food security and emergency preparedness advice.

Large-scale, widespread and catastrophic emergencies will require expert assessment and advice tailored in real time to the specific situation. In such instances, emergency alert systems, news outlets and emergency responders will supplement this handbook as crucial sources of information.

Day in and day out, it is the responsibility of food managers to maintain food safety in their establishments. Food service operations should immediately be discontinued whenever food safety is compromised by an emergency incident. The operation should remain closed until the local health authority grants approval to reopen.

Most food managers will, at some point, encounter the challenges presented by natural disasters and the subsequent emergencies they can cause - power outages, wind damage, flooding and burst pipes, among them. Accidental chemical releases from nearby industries and transportation routes should also be anticipated. In today's atmosphere of heightened homeland security, the potential threats of biological, radiological and chemical terrorism need also be given serious consideration.

This handbook offers practical guidance to food managers in all of these areas.

Bottom line: It's all about keeping our food supply safe.

Much of the information contained in this handbook and accompanying educational materials was obtained from information offered by the American Red Cross, Federal Emergency Management Agency, Massachusetts Department of Public Health, Michigan Department of Agriculture, Minnesota Department of Agriculture, Minnesota Department of Health and Santa Clara County Advanced Practice Center.

Special thanks to Twin Cities metropolitan area food service managers who participated in focus groups and provided input to improve the content of this handbook.

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[www.naccho.org/EQUIPh/](http://www.naccho.org/EQUIPh/)

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**DO THIS FIRST!**

- Close the facility.
  It's not safe to operate without lights, refrigeration, ventilation or hot water.
- Write down the TIME when the power outage occurred.
  Your food safety "time clock" starts ticking when the power goes out.
- Begin taking regular food TEMPERATURE readings.
  - Have a food thermometer at-the-ready at all times.
  - Check hot foods every hour and cold foods every two hours.
  - Keep a time/temperature record for every item checked in every unit.
  *(Note: Make copies of Food Temperature Log, Page 21, and use to keep records.)*

**FOOD SAFETY FACTORS**

Watch these four food conditions carefully:

A. **Foods being cooked when power went off.**
   - Do not serve any partially cooked food.
   - If power outage is brief (under 1 hour), re-cook food to 165°F when power returns.
   - If power is out for more than 1 hour, discard all partially cooked food.

B. **Foods being held hot (e.g., 140°F or above in a warmer)**
   - Once food is below 140°F for more than four hours, discard it.
   - If food is below 140°F for less than four hours, rapidly reheat it to 165°F on stove or in oven before serving.

C. **Foods being held cold (e.g., 41°F or below in a refrigerator)**
   - Write down time when food rises above 41°F.
   - If food cannot be re-chilled to 41°F within four hours, discard it.

D. **Frozen foods that thaw out**
   - If thawed food does not exceed 41°F for more than four hours, it may be refrozen.
   *(Note: Refreezing can make some foods watery or mushy.)*

**ROAD TO RECOVERY**

After the power comes back on…

1. Decide which foods to discard and which to salvage. Use time/temperature records and food safety factors described here. *(Note: Make copies of Food Temperature Log, Page 21, and use to keep records.)*
2. Verify electrical breakers, utilities and all equipment are in working order.
3. Make sure hot water is being heated adequately for hand and ware washing.
4. Clean and sanitize food equipment and utensils as needed.
5. Call your local health department before reopening.

*Close the facility.*

It's not safe to operate without lights, refrigeration, ventilation or hot water.

*Write down the TIME when the power outage occurred.*

Your food safety "time clock" starts ticking when the power goes out.

*Begin taking regular food TEMPERATURE readings.*

- Have a food thermometer at-the-ready at all times.
- Check hot foods every hour and cold foods every two hours.
- Keep a time/temperature record for every item checked in every unit.
  *(Note: Make copies of Food Temperature Log, Page 21, and use to keep records.)*
You're ready to reopen only after making sure the food you are serving is safe.

**POTENTIALLY HAZARDOUS FOODS (PHF)**
Foods to be most concerned about during a power outage include various egg, milk and meat products, cut melons and other perishables. Harmful microorganisms can grow in these foods and cause illnesses when between 41°F and 140°F. Examples:

- Meat and meat dishes
- Mixed dishes (soups, stews, casseroles, pasta/rice)
- Dairy and egg products
  - (milk, eggs, cream sauces, soft cheeses)
- Cut melons, cooked vegetables
  - (cut watermelon, honeydew, cooked peas)
- Some desserts (pumpkin pie, custard-filled pastry, cheesecake, meringue, chiffon)

**NON-POTENTIALLY HAZARDOUS FOODS (non-PHF)**
These foods may be kept at room temperature. Harmful microorganisms usually do not grow on these foods and do not cause illnesses. Discard these foods if quality deteriorates or mold grows on them. Examples:

- Breads, dry flour, dry pasta, dry rice, sugar
- Vinegar-based dressings, ketchup, relish, mustard, condiments
- High-sugar foods (jellies, fruit pies, dried fruit, juices)
- Hard cheeses, solid butter, whole fresh fruits/vegetables

**KEEPING COLD FOOD COLD LONGER**

- Keep refrigerator doors closed, except while checking temperatures every two hours.
- Cover open coolers with tarps or blankets.
- Avoid adding hot foods to refrigerators.
- Group chilled foods together to reduce warming.

*(Note: A closed refrigerator can keep food cold for up to four hours; a closed freezer for up to two days. A half-filled freezer will warm up twice as fast as a full one.)*

**HELPFUL HINTS**

Reduce the impact of a power outage by:

- Canceling incoming food supply shipments.
- Transferring food to off-site cold storage facilities.
- Placing dry ice blocks in refrigerators/freezers. A 25-pound block of dry ice can keep a 10-cubic-foot freezer cold for up to four days.

*(Note: Dry ice produces carbon dioxide gas that should be ventilated.)*
DO THIS FIRST!

- **DECIDE: Stay open or close?**
  - Stay open – if flooding or sewage back-up is contained and can be quickly corrected.
  - Close – if any food storage, prep or service area is at risk of contamination.

  *Note: Flood waters and sewage can contain rotting food, feces, chemicals and disease-causing organisms which will contaminate the operation and easily cause food-borne illnesses. If flooding or sewage back-up can not immediately be contained and cleaned up, the facility should be closed until it can.*

- **GET HELP**
  If facility has been flooded:
  - Call the city building inspector (to determine safety of structure).
  - Call utility companies (to assure safety of gas, electric and telephone).
  - Call a sewage-pumping contractor (if septic tank is flooded).
  - Call a well contractor (for disinfection of contaminated well water).
  - Call your property insurance company (to file a possible claim).
  - Call local health department (for response and clean-up advice).

  *(Note: Keep these contact numbers in the front pocket of this binder)*

If sewer has backed up:
  - Call a licensed plumber to remove blockages in drain lines.
  - Call a sewage-pumping contractor if septic tank is overfilled.
  - Call local health department (for response and clean-up advice).

FOOD SAFETY FACTORS

Discard all food that has been in direct contact with flood water or sewage and anything that cannot be washed and disinfected. WHEN IN DOUBT, THROW IT OUT!

**Discard:**
- Foods in porous paper, plastic or cellophane packaging that became wet (e.g. boxes or bags of flour, cereal, mixes, rice, salt).
- Exposed bulk foods, fresh produce, meat, poultry, fish and eggs.
- Containers with screw tops, corks, crowns, caps or pull tabs that became wet (e.g. glass/plastic containers of ketchup, dressings, milk, mayonnaise, sauces, beverages).
- Rusted, pitted, dented, swollen or leaking canned goods.
- Refrigerated or frozen foods that have been over 41°F and hot foods that have been under 140°F for four or more hours.
- Contaminated single-service items.

**Salvage:**
- All foods not exposed to flood or sewage water
- Undamaged canned goods that have been sanitized
  1. Paper label removed
  2. Washed with soap and water, then rinsed
  3. Sanitized with sanitizing solution, then air dried
  4. Relabeled with permanent marker.

  *(Note: See Discard/Salvage Guidelines, Page 19)*
Consult professional companies for clean-up services after a flood or sewage back-up inside a building. If restaurant employees are involved in the clean-up work, the following guidelines are important to protect their safety and health.

- Wear eye protection, rubber boots and gloves and outer protective clothing (coveralls or long-sleeve shirts and long pants) when handling items contaminated with flood or sewer water.
- If mold problems are identified, wear a properly fitted filtration mask that carries the N-95 designation from NIOSH.
- Do not walk between contaminated areas and other areas of the establishment without removing protective gloves, footwear and clothing.
- Wash your hands thoroughly after working in the contaminated area.

General cleaning - hard, non-porous surfaces (floors, walls, equipment)

- Remove all sewage, mud, silt or other solids and then remove excess water.
- Use a stiff brush, water, detergent, and disinfectant to scrub floors followed by a clean water rinse. Repeat wash and sanitize steps to prevent mold growth.
- Use fans, heaters, air conditioners or dehumidifiers to help the drying process.
- Clean all hard surfaces (equipment, ice machine, counters, furniture) with hot water and detergent; rinse with water; then disinfect with sanitizing solution.

Wash or discard - linens, mops, apparel (contaminated by event or during clean-up)

- Wash all contaminated items such as linens and clothing used in the clean-up in detergent and hot water.
- Launder or discard mops and any cleaning aids that contacted flood or sewer water.

Discard - porous, soft, absorbent and other uncleanable items

- Discard all damaged food equipment, utensils and linens.
- Discard all soft, porous materials because they are not cleanable, such as:
  † Contaminated drywall, insulation and paneling.
  † Contaminated furnishings, carpets, pillows, wall coverings, paper.
  † Contaminated books, paperwork, menus.
- Discard any exposed item that cannot be effectively disinfected (e.g., toaster).

Ready to reopen?

- Call your local health department for a pre-opening inspection.

Helpful hints

Use CAUTION tape to isolate a small flooded or sewage back-up area to keep customers and employees from walking through, getting exposed to, and spreading contamination.

Sanitizing solution

Use 1 tablespoon of household bleach (without additives) per gallon of water.
DO THIS FIRST!

- Uncontrolled fire: Evacuate facility! CALL 911!
- Confined fire: Extinguish with on-site extinguisher. Call health department.

Customer and employee safety is the first priority. Even a small, contained fire can temporarily cause unsafe food service conditions.

- Close the facility, if even temporarily, until food safety can be assured.
- Reopen only after taking necessary recovery steps.

FOOD SAFETY FACTORS

After a fire, many foods may no longer be safe to serve.

- **Discard:**
  - Food in opened containers.
  - Food in paper or cardboard containers.
  - Disposables in opened sleeves or liners.
  - Any food or disposable that shows water or heat damage.
  - Food in screw-type lids.
  - Refrigerated or frozen foods that have been above 41°F for more than 4 hours.
  - Ice in ice bins.
  - Cans that are dented or rusty.
  - Any food that appears damaged. *(Note: See Discard/Salvage Guidelines, Page 19)*
- Call your local health department for an inspection and assessment.

ROAD TO RECOVERY

- **Assess impacts on:**
  - electrical service
  - physical facilities
  - equipment
  - offensive odors and chemical residues
  - natural gas
- **Call:**
  - local building official (to determine building safety)
  - your building insurance company
- **Equipment:**
  - evaluate condition
  - clean and repair
  - remove unusable equipment
  - follow all fire, building and health department instructions
- **Clean Up:**
  - clean all surfaces
  - sanitize all food containers and food-contact surfaces

READY TO REOPEN?

- Check refrigerators (below 41°F) and freezers (below 0°F) before taking new food deliveries.
- Call your local health department for a pre-opening inspection.

HELPFUL HINT

Use a camera or camcorder to document discarded goods for insurance purposes.
4 WATER SERVICE DISRUPTION OR CONTAMINATION

DO THIS FIRST!

CLOSE THE FACILITY!
Without adequate and clean hot and cold water you should not continue to operate.

FOOD SAFETY FACTORS

Water service interruption:
• A broken main water line, malfunctioning well or worn-out water heater can each create unsafe conditions for food establishments.
• Without adequate clean water, employees cannot wash their hands, cook and prepare foods and clean equipment appropriately.
• Rest rooms quickly become health hazards without running water.

Water service contamination:
• A contaminated water supply may contain chemicals, toxins, bacteria, viruses, parasites and other harmful microorganisms that cause human illnesses and can result in death.
• Safe water is essential to operate a safe food business.
• Local health authorities will need to determine the nature and type of the contamination and prescribe appropriate abatement procedures.

ROAD TO RECOVERY

• A food establishment closed because of an interrupted water supply must not reopen until safe water service is restored and the local health department approves reopening.
• Contact your local health department to discuss water system and food facility decontamination procedures.

READY TO REOPEN?

After safe water service has been restored:
• Flush pipes and faucets; run cold water faucets for at least five minutes.
• Make sure equipment with water line connections (filters, post-mix beverage machines, spray misters, coffee/tea urns, ice machines, glass washers, dishwashers, etc.) is flushed, cleaned and sanitized according to manufacturers' instructions.
• Run water softeners through a regeneration cycle.
• Flush drinking fountains by running water continuously for at least five minutes.
• Contact your local health department for a pre-reopening inspection.

HELPFUL HINTS

Document the time when a water service disruption occurs or contamination is suspected, then immediately notify the local water utility and health department. Be prepared to provide information, if known, on the cause of the problem.
DO THIS FIRST!

- **During a tornado warning** - A tornado has been sighted.
  - Close facility. Help customers and employees find shelter - away from windows and, ideally, in an enclosed area at the lowest level. Stay away from chimneys and large, unattached items such as refrigerators. Turn on a weather radio or local TV for emergency advisories.
- **During high-wind situations** - Damaging high-velocity winds have been reported in the area.
  - Potential risks include downed live power lines, flying debris, wind-blown broken glass and heavy objects. Close facility and assist customers and employees as you would during a tornado warning (above).
- **During a tornado watch** - The potential for tornadoes is considered imminent,
  - Turn on a weather radio or local TV for emergency advisories. Continue normal operations but remain attentive to changing weather conditions.
- **Before re-entering a storm-damaged building:**
  - Call 911 if a power line is down.
  - Call city building department (to determine safety of structure).
  - Call utility companies (to verify status of gas, electric & telephone).
  - Call local health department (for food safety guidance).
  - Call your insurance company (to begin claim process).
  - Call local emergency management agency (for disaster relief).
  
  *(Note: Keep these contact numbers in the front pocket of this booklet’s binder.)*

FOOD SAFETY FACTORS

Broken glass blown by high winds is a significant food safety concern.
- Carefully examine area for glass fragments that may have impaled food packaging or embedded food, even if not clearly visible. All suspect foods and service items must be discarded.
- **In particular, be especially cautious with:**
  - any open or unpackaged food, including ice and beverages
  - porous food packaged in fabric, plastic or paper bags or cardboard cartons
  - fruits and vegetables
  - disposable dishware and utensils
  - filters, purifiers, and beverage cartridges attached to equipment.

ROAD TO RECOVERY

- Wear eye, hand and limb protection to guard against injury from debris.
- Remove debris and place in dumpster.
- Thoroughly vacuum floors and seating areas to ensure removal of hard-to-see glass shards. Double-bag vacuumed waste before discarding.
- Wash and rinse all food contact surfaces, work stations, furniture, utensils, dishes, silverware, glassware, and floors.
- Sanitize all food contact surfaces, work stations, utensils, dishes, silverware, and glassware.

READY TO REOPEN?

- Are utilities restored?
- Is clean-up complete?
- Contact your local health department for a pre-opening inspection.

HELPFUL HINTS

Use a camera or camcorder to document discarded goods for insurance purposes.
**WHAT IS IT?**

Biological tampering or terrorism involves the deliberate use of a biological agent to spread disease-producing microorganisms or toxins in food, water or the atmosphere. These agents can be powders, liquids or in other forms. A biological agent will almost never cause immediate symptoms, as it takes time for the biological agent to grow or cause its toxic effects.

Anthrax, cholera, plague, smallpox and viral encephalitis are just a few examples of potential bioterrorist-introduced diseases. Botulinum and ricin are two examples of toxins that bioterrorists might choose to use.

Because deliberate contamination of the nation's food supply can happen anywhere along the food supply stream, food managers and workers play key roles in minimizing these potential threats.

**DO THIS FIRST!**

- Call 911 to report any activity or delivery that seems suspicious.
- Call your local health department if unusual illnesses occur.

**FOOD SAFETY FACTORS**

Preparedness paves the way to prevention. Develop a good food security system!

- Maintain a current list of local emergency contacts (See card in binder, front pocket.)
- Eliminate unauthorized access where food is open, vulnerable and easily targeted.
- Inspect incoming shipments for suspicious items (tampering, unusual powder or liquid).
- Keep precise inventory records.
- Report all unusual activity to the authorities (unauthorized vehicles, people, theft, sabotage, vandalism).
- Assign specific staff to monitor public access to buffet lines, food carts and any open food areas, ensuring foods are safe.

**ROAD TO RECOVERY**

Clean-up after biological tampering will depend on the biological agent, its form (powder or liquid) and how it was spread (food, air or water) and is determined on a case-by-case basis.

- Keep foods in their original places and seek further guidance from law enforcement and health authorities.
- Follow special instructions on how to safely dispose of items contaminated by biologic agents.

**READY TO REOPEN?**

- Call your local health department for a pre-opening inspection.

**HELPFUL HINTS**

Early warning signs may help you recognize a threat:

- Are large numbers of employees or customers becoming ill?  
  *(Note: Make copies and use Employee Illness Log, Page 20, to track employee illnesses.)*
- Do foods not look, feel or smell right?
- Have unauthorized people been caught doing suspicious things in food preparation areas?
- Have you seen unusual powders or liquids in shipments of food or delivery vehicles?
WHAT IS IT?

A "dirty" bomb is a conventional bomb mixed with a radioactive material. It is not a nuclear weapon. Exposure to radioactive dust discharged by a dirty bomb does not mean a person will develop cancer or other radiation-related diseases. The radiological health risk from the bomb may be very small, but its fear-inducing impact on the public may be very large.

DO THIS FIRST!

- If a dirty bomb explodes in or next to your facility
  - Stop operations immediately.
  - Evacuate the building, taking the following precautions:
    - Cover mouths and noses with wet cloths to prevent inhalation of dust or ash while walking to a safe location.
    - Leave the blast site on foot. Walk to a nearby building and call 911 for help.
    - Avoid taking public transit to minimize contamination and exposure to others.
    - Leave door unlocked for emergency personnel. (Note: Lock registers and take key with you.)
    - Follow directions of emergency responders.

- If a dirty bomb explodes several blocks away from your facility
  - Everyone inside building should stay inside building.
  - Close all windows. Turn off ventilation systems and stay near center of building.
    (Note: This will minimize exposure to stray radiation, if there is any.)
  - Turn on local TV or radio for emergency advisories.
  - Follow directions of local public health, fire and police officials.

FOOD SAFETY FACTORS

Focus on keeping people safe now; you can deal with food safety later.
If you are in the immediate blast and contamination zone, follow instructions from health and emergency response officials on procedures for decontamination of people and property. This may involve removing clothing, showering and other procedures.
Clean-up, decontamination, salvaging food and reopening a food establishment will depend on the type of explosion plus the form and amount of radiation released. Wait for directions from health and emergency response officials on abatement and clean-up procedures. You should be provided answers to the following:

- Can the building be safely occupied?
- What foods can I salvage? How do I do it? What must I discard?
- How do I dispose of contaminated food/equipment?
- How do I clean the building, food equipment and linens?
- What safety equipment do I need when cleaning?

**HELPFUL HINTS**

**Stay calm** - The immediate danger from a dirty bomb is the initial explosion itself. The amount of radiation won’t likely be enough to cause severe illnesses.

**Distance** - By moving away from the source of the blast, you lower your exposure to any radiation.

**Shielding** - Building materials provide some protection against radioactive dust. People near but not in the immediate area of a dirty bomb detonation are better off staying indoors, right where they are, and taking shelter there rather than trying to evacuate.

**Time** - Minimize time spent exposed to radiation to reduce risk.

**READY TO REOPEN?**

- Call your local health department for a pre-opening inspection.
WHAT IS IT?
Any release of a hazardous chemical that threatens public health, contaminates food or water or does harm to the environment is a chemical incident. Examples include a tanker truck rollover and spill, an industrial facility release, or an act of terror in which chemical agents are intentionally released. If these incidents occur at or near your facility, your employees and customers can immediately be endangered.

DO THIS FIRST!
- If a chemical release occurs inside your building:
  - Stop operations immediately.
  - Cover mouths and noses with wet cloths to prevent inhalation of chemicals.
  - Evacuate the building immediately.
  - Call 911 to report the release and any terrorist or suspicious activity.
  - Follow directions of emergency responders.
- If a chemical release occurs in the vicinity of your building:
  - Everyone inside building should stay inside building.
  - Close all windows. Turn off ventilation systems and stay near center of building. *(Note: This will minimize exposure to wind-carried chemical vapor, if there is any).*
  - Call 911 to report the release and any terrorist or suspicious activity.
  - Follow directions of local public health, fire and police officials.
  - Turn on local TV or radio for emergency advisories.
  - Stop all food and beverage service - foods and beverages may be contaminated.

FOOD SAFETY FACTORS
- First, protect customers and employees from the direct effects of the chemical release.
- Do not attempt clean-up until chemical-specific guidance is provided by the health department. *(Wiping up, in some instances, can do more harm than good.)*

ROAD TO RECOVERY
- If you are in the contamination (or "hot") zone, emergency responders or health authorities will provide chemical-specific instructions on how to go about decontamination. This may involve removing clothes, showering, and other procedures.
- Clean-up, decontamination, salvaging food and reopening a food establishment will depend on the type of chemical released. Wait for directions from health and emergency response officials on clean-up procedures. You should be provided answers to the following:
  - Can the building be safely occupied?
  - What foods can I salvage? How do I do it? What must I discard?
  - How do I dispose of contaminated food/equipment?
  - How do I clean the building, food equipment and linens?
  - What safety equipment do I need when cleaning?

READY TO REOPEN?
Call your local health department for help and approval to reopen.
- All contaminated food needs to be disposed of in a permitted landfill.
- All discarded food must be documented (also useful for insurance purposes).

HELPFUL HINTS
- Never taste food to determine its safety.
- If a person eats or drinks anything chemically contaminated, call 911.
- If a chemical gets in a person’s eyes, call 911.
SANITATION IN AN EMERGENCY

- Natural or man-made disaster?
  - Waste collection and disposal facilities may both be inoperative.
  - You may be forced to store solid waste on-site until disaster is resolved.
  - Proper waste storage can help prevent public health hazards.
- Sanitation workers' strike?
  - Waste disposal facilities may continue to operate.
  - You may be able to bring solid wastes to the disposal facility yourself.
  - Plan to transport garbage to disposal facility every three to seven days.

FOOD SAFETY FACTORS

- Make sure solid waste continues to be taken from all indoor food storage, preparation and service areas and moved to locations away from those sanitary food areas.
- Solid waste left outdoors without proper security precautions will attract disease-spreading scavengers (insects and other animals).
- Guard against homeless and other transient people trying to salvage garbage containing unsafe food.

SORT AND SEPARATE WASTE

- Separate "spoilers" (food waste, perishables) from "non-spoilers" (empty containers).
- Separate cooking grease from food waste for appropriate disposal.
- Separate all hazardous materials and chemicals for appropriate disposal
  (Note: Contact local government for hazardous waste disposal assistance).

STORE WASTE CLEANLY AND SECURELY

- Regularly wash food waste containers.
- Put all food waste in plastic bags; avoid overfilling.
- Tie bag tops to prevent spillage, control odors and prevent insect invasion.
- Put tied bags in dumpsters or trash cans with secure lids to prevent rodent invasion.
- Avoid accumulation of loose trash on ground outside of dumpsters and cans.

CHECK WASTE STORAGE AREAS DAILY

- Watch for spills, leakage and pests daily.
- Make sure containers stay closed and clean.
WHAT’S THE PROBLEM?

Pests often become a problem during other emergency events. Floods, storms, and other disasters can dislocate snakes, rodents, insects and other pests from their normal habitats. Standing water becomes a breeding site for insects and vermin (e.g., mosquitoes). Dead animals become food for other pests (e.g., rodents, flies). Sewage and flood contamination can lead to flies and rodents carrying diseases. Lack of garbage pickup can also provide food for insects, rodents and vermin. They can damage food, supplies and buildings, repel customers and cause food-borne illnesses.

HOW DO I EXCLUDE PESTS?

It's all about closing off every access point.
• Keep doors closed. Install door closers and bottom door sweeps.
• Keep dock doors closed and seal gaps around them.
• Keep windows closed and put screens on windows when possible.
• Seal all holes, cracks and crevices in the building walls, foundation and roof.
• Seal around pipes and install screens over ventilation pipes and ducts on roof.
• Train employees to be alert about these access points and to spot pests.
• Inspect all incoming shipments of goods and delivery vehicles for pests.
• If you find pests in food, reject the shipment or discard the food.
• If you find pests in your building, contact a licensed pest control company to eliminate them immediately; then clean the area.

HOW DO I AVOID ATTRACTING PESTS?

Remove sources of food and habitat, and clean and maintain the facility.
• Eliminate food sources inside the building (clean often, clean right away).
• Eliminate food sources outside the building (especially around dumpster).
• Eliminate habitat inside the building (keep floors cleaned, items off ground).
• Eliminate habitat outside the building (mow grass often, remove leaves, nests, weeds and debris, especially that which is very close to the building).
• Eliminate water sources around the building (ditches, pails, pools, cracks).
• Keep trash cans and dumpsters closed and keep the dumpster area clean.
• Remove old, rotting fruit and vegetables inside building to eliminate breeding sites.

WHERE CAN I GET EXPERT ASSISTANCE?

Seek outside help so you can use all the tools available to control pests.
• Consider an overall plan, called Integrated Pest Management (IPM), that looks at all pests, food, habitat, breeding cycles, pesticides and traps.
• Pest control companies can help in the following areas:
  ♦ Traps (live traps, glue boards, mechanical traps, monitoring traps, etc.).
  ♦ Bait to attract and eliminate pests.
  ♦ Assessing building integrity, food sources and habitat elimination.
  ♦ Pesticides, tracking powders and the proper use of these chemicals.
  ♦ University Extension Services and health departments also have IPM information.

(Note: Pesticide use in food establishments is highly regulated. Only specified pesticides may be used; many may be applied by licensed, trained applicators only. Always read pesticide labels.)
After a disaster is over, you will want to keep close watch over pest activity.  
• Immediately after a disaster, pest activity often peaks, then gradually diminishes.  
• Even in non-disaster times, you will encounter some pest activity. It is good business to always monitor pest activity in your operation to prevent problems.  
• Do not rely solely on pesticides to solve your pest problems. Practice IPM.  
• Prevention and early warnings are the keys to solving pest problems.

### ROAD TO RECOVERY

#### Implement a cleaning program
- Create a master cleaning schedule.  
- What - Clean all surfaces, equipment, tools.  
- Who - Assign each task.  
- When - Daily during shift; at night at end of shift.  
- How - Use specific cleaning instructions.  
- Monitor cleaning - Is it getting done? Correctly?

#### Deny pests access
Pests come in through two main routes:
- Brought in with contaminated deliveries or delivery vehicles  
- Through openings in building, windows, doors  
  - Mice, rats, insects use drain pipes like highways going through a facility.  
  - Rodents burrow though degrading masonry.  
  - Rats can squeeze through a hole the size of a quarter; mice through one the size of a dime.

#### Why pests should concern you
- Rodents chewing electrical wires set many fires.  
- Flies spread dysentery, typhoid and cholera.  
- Rodents spread salmonellosis and rat-bite fever.  
- Mosquitoes spread malaria, encephalitis, yellow fever, West Nile virus and more.

#### When you seal holes & cracks
- Make sure the seals are tight.  
- Use durable materials to seal holes, such as concrete or sheet metal, as rodents will chew through soft materials. Steel wool can serve as a temporary seal.
DO THIS FIRST!

- **DECIDE: Close or stay open?**
  - Close if the safety of the food or facility cannot be maintained.
  - Stay open if the safety of the food and facility can both be maintained.
  
  *(Note: By staying open, your business can help bring some order to the uncertainties faced by employees and customers - so long as you can continue to provide safe food and a safe place to serve it.)*

- **GET HELP**
  - Call local building officials for help determining building safety.
  - Call local health department to answer any food safety questions.

### FOOD SAFETY FACTORS

- **Food workers**
  - All food workers must practice strict hand washing, maintain good hygiene and be without boils, sores, cuts, or any communicable disease.
  - Maintain employee illness logs *(see page 20).*
  - Report customer illness complaints to health department.
  - Train employees on any changes in procedure due to the emergency to ensure public health protection.

- **Food and storage**
  - Use water only from a safe and approved source.
  - Carefully examine all sealed food containers and utensils before using. If perishable foods become warm - do not use. If canned foods are damaged, puffed or leaking - do not use.
  - Do not accept food or water from unapproved (i.e., home prepared) or unknown sources where quality control cannot be assured. Inspect all incoming items to detect spoilage or contamination.
  - Store fruits, vegetables, cooked foods, prepared foods and ready-to-eat items above raw meat to prevent cross contamination.
  - Store all items at least six inches off the ground in insect- and rodent-proof containers.
  - Keep all chemicals away from food and utensils. Label all chemical containers.

- **Food preparation**
  - Provide hand washing stations with soap, paper towels, and nail brush.
  - Eliminate bare-hand contact with ready-to-eat food items (provide gloves, tongs, scoops).
  - Separate areas should be set up for hand washing, food preparation, and washing and sanitizing utensils.
  - Prepare quantities sufficient for immediate use. Leftovers must be avoided if refrigeration is inadequate.
  - Use single-service eating and drinking utensils when possible. Avoid customer self-service.

- **Temperature controls**
  - Cook all foods thoroughly - meat, fish, poultry should be well done.
  - Keep hot foods hot at 140°F or above. Quickly reheat all foods to 165°F or hotter.
  - Keep cold foods cold at 41°F or below.
  - Limit food items being cooled. Follow the food code closely for fast and safe cooling.

- **Cleaning and sanitation**
  - All food preparation and serving areas should be cleaned and sanitized. *(Sanitizing solution, see page 5.)*
  - Properly wash (clean water & detergent), rinse, and sanitize (sanitizing solution) all utensils and equipment.
  - Wash and sanitize cutting boards, knives, and other utensils after each use to prevent cross contamination.
  - Use test strips to monitor sanitizer concentrations.
  - Properly dispose of all solid and liquid waste - frequently.
  - Control insects and rodents in all food-related areas. Use only approved pesticides and control measures.
  - Maintain sanitation and regularly clean inside and outside the establishment.
DO THIS FIRST!

- **DECIDE**: Is building safe to enter and reoccupy?
  - Call: city building department (to determine safety of structure)
  - Call: utility companies (gas, electric & telephone)
  - Call: local health department
  - Call: your insurance company
  
  *(Note: Keep these contact numbers in the front pocket of this booklet’s binder)*

FOOD SAFETY FACTORS

- **Contaminated foods that must be discarded:**
  - Any open or unpackaged food, including ice and beverages
  - Porous foods
  - Uncleanable packaged food, including:
    - Crown-cap bottles & jars (require opener to remove top)
    - Cork-top bottle & jars
    - Screw-top bottles & jars
  - Food in fabric, plastic or paper bags
  - Food in cardboard cartons
  - Produce, fruits and vegetables if contaminated
  - Potentially hazardous foods held between 41°F - 140°F for more than 4 hours. *(See page 3.)*

- **Foods that may be salvaged:**
  - Unopened cans if:
    - Labels are intact. However, labels must be removed and then the can re-labeled with a permanent marker prior to cleaning and sanitizing
    - Cans are not dented along any seam.
    - Cans do not show any signs of swelling, leaking or loss of vacuum.
    - Cans are not rusty.
  - **Non-food items:**
    - Discard contaminated disposable dishes, paper products, utensils, etc.
    - Discard filters, purifiers, and beverage cartridges attached to equipment.
    
    *(Note: Refer to Discard/Salvage Guidelines, Page 19.)*

ROAD TO RECOVERY

- Place all discarded foods in plastic bags.
- Tie bags securely to contain food waste, control odors and prevent insect infiltration.
- Place secured bags in dumpsters or trash cans with tight fitting lids.
- Remove disaster debris and place in dumpster.
- Flush all water and equipment drain lines (use bleach).
- Wash, rinse and sanitize all food contact surfaces, work stations, utensils, dishes, silverware, glassware, and walls. *(Sanitizing solution, see page 5.)*
- Disinfect floors, floor-sinks, furniture, and walls as necessary. (Wash, rinse and sanitize with bleach solution.) *(Sanitizing solution, see page 5.)*
- Are utilities safely back on?
- Is clean-up complete?
- Has all damaged or suspect food been removed from the site?
- Are toilets and hand-wash stations equipped with soap, nailbrush and paper towels?
- Are refrigeration units maintaining food temperatures at or below 41°F?
- Are hot holding units maintaining food temperatures at or above 140°F?

READY TO REOPEN?

Call your local health department for help and approval to reopen.
### MANAGEMENT
- The food facility has a food security plan.
- A record is kept of employee illness reports.
- Personnel have received food security training.
- Personnel know what to do if they encounter a product tampering incident.
- In case of an emergency, personnel know whom to contact:
  - Internal: Person in Charge
  - Police (911)
  - Fire (911)
  - Local Public Health Department

### PERSONNEL
- Employment applications are required.
- Employment references are checked.
- Personnel receive food security training when they are hired.
- Food preparation areas are restricted to authorized personnel.
- Employees are not allowed to bring personal items into food preparation areas.
- Employee sick leave policy encourages individuals to report illnesses and not work when they have gastrointestinal symptoms or a communicable disease.
- Customers are restricted to public areas.
- Contractors are restricted to their work required areas.
- Contractors and vendors are monitored while they are at the food facility.

### PRODUCTS
- Products are purchased from reputable, commercial suppliers.
- Purchase records are maintained for product trace back and recalls.
- Products arrive at the food facility in clean and secure transport vehicles.
- Products are never left unsupervised on the loading dock.
- Products are inspected for tampering prior to preparation or service.
- The facility has guidelines for handling product tampering incidents.
- Food items are prepared by personnel trained in food safety and food security procedures.
- Drinkable water is used for rinsing and for preparing food items.
- Salad bars and self-serve carts are closely monitored by staff to prevent contamination and product tampering.

### PROPERTY
- Doors opening onto the loading dock are kept locked when not in use.
- All truck shipments (incoming and outgoing) are monitored by food service employees.
- Products are inspected upon delivery.
- There is good lighting for all high-risk areas at the facility.
- Hazardous chemicals including any pesticides are kept locked in a secure area.
- High-risk areas are marked "employees only" and access is limited to employees who work in the area.
- There is a key control system for store keys.
- Consider operating security cameras, as appropriate, in high-risk and high-traffic areas.
## Discard

Any food or service item that has been contaminated or come in contact with water, sewage, smoke, fumes or chemicals. This includes:

- **Fresh perishables** - produce, meat, poultry, fish, dairy products and eggs.
- **Opened containers and packages**
- **Vulnerable containers** with peel-off, waxed cardboard, cork or screw tops or paraffin seals such as glass or plastic containers of catsup, dressing, milk, horseradish, mayonnaise, pop, beer, sauces, etc.
- **Soft, porous packaging** - food in cardboard boxes, paper, foil, plastic, and cellophane such as boxes or bags of food, cereal, flour, sugar, rice, salt, etc.
- **Dry goods** - spices, seasoning and extracts, flour, sugar and other staples in canisters.
- **Single service items** - plates, cups, utensils, lids, etc.

**Canned and bottled items should be discarded:**

- If charred or near the heat of the fire.
- If rusted, pitted, dented, swollen or leaking.

**Refrigerated or frozen food** must be discarded if:

- In contact with sewage, water, smoke, fumes or chemical seepage.
- Above 41°F for four hours or more.
- Frozen and then thawed for four or more hours.
- Deteriorated in quality or has an unusual appearance, color or odor.

**Potentially Hazardous Food (PHF)** must be discarded if it has been in the "Temperature Danger Zone" (41°F - 140°F) for more than 4 hours. PHFs include:

- **Meat and mixed dishes**
- **Eggs and dairy products**
- **Desserts** - Pies, cakes and pastries containing custard, cheese, chiffon, meringue or pumpkin
- **Cut Melons & Cooked Vegetables** - Watermelon, musk or honeydew melons, cooked peas or corn or beans

**Partially cooked food** must be discarded if without power for more than one hour.

## Salvage

- **Frozen foods if stored in a sealed walk-in or cabinet freezer (no water, smoke, fumes or chemical infiltration) and where ambient temperature has remained below 41°F.**

- **Disinfect undamaged cans and bottles** that have no heat or water damage and are free from dents, bulging, leaks or rust.
  - Paper label removed
  - Washed with soap and water, then rinsed
  - Sanitized with sanitizing solution, then air dried *(Solution, see page 5.)*
  - Relabeled with permanent marker.

If fire, flood or sewage back-up has been effectively contained:

- Food in areas unaffected by smoke, fumes, water, heat, fire suppression chemicals, floodwater or sewage back-up may be salvaged.
- Seek the advice of your local health inspector.

**Non-PHFs** may be kept at room temperature, though quality may deteriorate, including:

- **Bread, rolls, muffins, dry cakes**
- **Solid butter or margarine**
- **Hard cheese - cheddar, parmesan, etc.**
- **Fresh, uncut fruits & vegetables**
- **Fruit or vegetable juices, dried fruit, fruit pies**
- **Canned goods**
- **Dry foods - flour, pasta, rice, etc.**
- **High sugar foods - honey, jellies**
- **Acid-based condiments - ketchup, mustard**

**Partially cooked food** may be quickly reheated to 165°F if without power for less than one hour. When in doubt, throw it out.

## Other than food: Discard

Discard any exposed materials that cannot be effectively cleaned and sanitized, including toasters and other food equipment, linens, furnishings, carpets, etc.
**Employee illness log**

*(Photocopy and use this form to monitor employee illnesses.)*

**Food code requirements for employee health:**

1. Food employees who are ill with vomiting or diarrhea should be excluded from working in the establishment.
2. Complete this log when employees have vomiting or diarrhea.
3. Restrict food employees who are ill with *Salmonella, Shigella, E. coli* or Hepatitis A from working with food. Clean equipment, utensils, linens, or single-use items until the Public Health Department has evaluated the potential for food-borne disease transmission.
4. Call your local health department if an employee is diagnosed with:
   - *Salmonella*
   - *Shigella*
   - *E. coli*
   - Hepatitis A
5. Call your local health department if a customer complains of diarrhea or vomiting; or being infected with *Salmonella, Shigella, E. coli,* or Hepatitis A.

<table>
<thead>
<tr>
<th>Date missed work</th>
<th>Employee name</th>
<th>Symptoms/illness</th>
<th>Diarrhea or vomiting?</th>
<th>Was doctor seen?</th>
<th>Date return to work</th>
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Food temperature log

(Photocopy and use this form to monitor food temperatures during an emergency.)

Required temperatures:
- Hot: 140°F or above
- Cold: 41°F or below
- Reheat to: 165°F or above

<table>
<thead>
<tr>
<th>Date</th>
<th>Monitor’s initials</th>
<th>Hot held or refrigerated?</th>
<th>Food item</th>
<th>Time</th>
<th>Temp.</th>
<th>Corrective action</th>
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