



YAVAPAI COUNTY COMMUNITY HEALTH SERVICES

ENVIRONMENTAL HEALTH

OPERATION PLAN - FOOD SAFETY PLAN

You may be asking yourself why Yavapai County Community Health Services wants you to submit a food safety plan. Most people think there is already enough government regulation.

However, a food safety plan created by you and your staff and followed daily will actually reduce government intervention in your establishment. It will help you achieve active managerial control, lower the risk of foodborne illness, reduce customer complaints and minimize liability when a customer claims to have become ill from eating at your establishment.

Information contained in this packet will assist you in complying with the Yavapai County Health Code requirement for an Operation Plan for food establishments; this is a food safety plan.

Your Health Inspector is available to assist you in developing your food safety plan.

Remember, without an approved food safety plan, the Health Department will not be able to issue an operating permit.

Please feel free to call either your Health Inspector or me if you have any questions.

Sincerely,

Cecil F. Newell, R.S.
Environmental Health Unit Manager

Food Safety Plan Questionnaire / Checklist

An approved Food Safety Plan (FSP) is required by Yavapai County Community Health Services for all new and existing food establishments. The Food Safety Plan must be submitted for approval to the Health Department, and a copy must be kept, readily available, in the establishment at all times. The designated Person In Charge must know that the FSP is available and where it is kept.

The following questionnaire/checklist was created to help you prepare and develop a food safety plan that is based on your operation. The following items must be addressed in your food safety plan:

MENU

- List or provide a copy of the proposed food menu that will be prepared and or served at your establishment.

PERSON IN CHARGE (PIC)

- Who is the designated Person In Charge (PIC)? Establishments are required to designate a PIC at all times during food service. The PIC must provide proper oversight of employee activities and must demonstrate food safety knowledge.
- Does the PIC have a Certified Food Protection Manager's Certification? Food establishments with less than 10 employees must have a certified food manager available for minimum of eight (8) hours each day that the food establishment is in operation or open for business. A food establishment with 10 or more employees must have a certified food manager present and available during all hours of operation.

FOOD SOURCE

- What are the sources of your food supply? Where will you purchase your foods? (Note: all foods must come from an approved source that is inspected by federal, state or county.)

RECEIVING FOODS

- What is the required temperature for cold foods that will be delivered to your establishment? (Note: frozen foods must arrive "hard" or "solid" and refrigerated Time/Temperature Control for Safety (TCS) foods must be received at or below 41°F.)
- Who will be responsible for receiving food deliveries?
- What conditions would cause you to reject or refuse a food delivery?

EMPLOYEE HEALTH

- What is the establishment's Sick Employee Reporting Policy? Is it available and posted for all employees?
- What type of illness or symptoms must be reported? (Example- vomiting, diarrhea, fever, sore throat, jaundice etc...)
- To whom must an employee report their illness?
- What specific illnesses will require an employee to stay home from work? (Note: the important reportable illnesses include Salmonella, E. Coli, Hepatitis A, Shigella and Norovirus.)
- Who will inform employees about the health reporting requirements?
- What conditions will prevent an employee from participating in food preparation or food service?

- What is the establishment's Vomiting and Fecal Incident Cleanup Procedures Policy? Does the establishment have a vomiting and fecal incident cleanup procedures in writing, available for employees at all times? Does the designated PIC know where the Vomiting and Fecal Incident Cleanup Procedures are located?

HAND-WASHING AND PERSONAL HYGIENE

- What are your written procedures for hand-washing?
- List the specific times when employees need to wash their hands.
- Where will employees wash their hands in your establishment?
- What is your employee personal hygiene policy? (Examples- clean clothes, good personal hygiene, etc...)
- What are your written policies on jewelry, fingernail polish, false fingernails and hair constraint?

PREVENTION OF CONTAMINATION

- Bare hand contact with ready to eat (ready to serve) foods is prohibited. How will you avoid using bare hands? What is your written policy?
- What are your written procedures for storing and separating raw foods from ready to eat foods? (Example- store raw meat and whole shell eggs below ready to eat foods.)
- Eating and smoking is prohibited in any food preparation, food storage or dish wash area. **Where** will your employees take their breaks when eating and or smoking?
- Personal beverages **may** be allowed in the kitchen if they are properly sealed (e.g. cups with lids and straws) and stored in a manner to prevent food or food contact surface contamination. What is your policy on personal beverages? What type of containers will be allowed? **Where** will personal beverages be stored?

CLEANING AND SANITIZING

- What is your written procedure for dish-washing at a three compartment sink? (Example- Wash, Rinse, Sanitize & Air Dry.)
- When and how often you will wash *and* sanitize cutting boards, prep surfaces, utensils and dishware?
- What specific type of sanitizer(s) will you use in your establishment and what is the proper sanitizer concentration?
- **How** will you check your sanitizer concentration?
- If an automatic dish machine is used at your establishment, what is the proper temperature and/or sanitizer rinse?
- Who will be responsible for monitoring the cleaning and sanitizing procedures?
- What corrective action will be taken if a problem is observed?

HOLDING TEMPERATURES

- List the proper cold and hot holding temperatures for Time/Temperature Control for Safety (TCS) foods.
- How will you check food temperatures? (Example- probe thermometer.)
- Who will be responsible for monitoring food temperatures?
- What corrective action will be taken if a problem is observed? (Examples- discard foods found out of temperature, relocate foods to colder refrigeration etc...)

DATE LABELING FOOD ITEMS

- How does the establishment date mark the prepared foods to ensure proper rotation? Do prepared TCS foods get used or thrown away within **7 days** of the initial preparation?

REHEATING FOODS

- What is the required temperature for **all** foods that are re-heated?
- How will you re-heat foods? (Example- stove top, oven, microwave, etc...)
- Who will be responsible for monitoring the temperature of re-heated foods?
- What corrective action will be taken if a problem is observed?

COOLING FOODS

- What are your written procedures for cooling TCS foods?
- What specific methods will be used to cool foods?
- What are the cooling time and temperature parameters? (Example: foods must cool from 140°F to 70°F within two hours and then to 41°F within another four hours – six hours total)
- Who will be responsible for monitoring cooling temperatures?
- What corrective action will be taken if a problem is observed? (Example: reheat food to 165°F and restart the cooling process over.)

COOKING

- List the final cook out temperature for each type of TCS foods on **your** menu. (For example- cook chicken to 165°F.)
- How will you check the cookout temperatures?
- Who will be responsible for monitoring the cookout temperatures?
- What corrective action will be taken if a problem is observed?

CONSUMER ADVISORY

- Does the establishment offer raw or undercooked food items?
- Does the menu list the animal food items that may be ordered raw or undercooked on the menu (e.g. sushi, rare hamburger, eggs over easy etc.)?
- If establishments serve raw or undercooked foods, they **must** have a written consumer advisory printed on the menu with an asterisk (*) next to the food items and the consumer advisory. The written statement shall include: *"These items can be served raw or undercooked. Consuming raw or undercooked meats, seafood or eggs may increase your risk of foodborne illness"*.

OTHER PROCEDURES OR REQUIREMENTS

- Does the establishments have a sign conspicuously posted (easily visible for customers) indicating that *"A copy of the most recent routine Health Inspection report is available upon request"*? Does the PIC know where the copy is located?
- Does the establishment conduct any specialized food processes? Examples include smoking foods as a means of food preservation, curing, drying, sous vide, canning, pickling, aging foods, fermenting, etc.
- Catering: How will food be transported? What type of vehicle will be used? How far will you travel for a catered event?
- Identify any other special requirements that may be unique to your operation. (Example: maintain shellfish tags for 90 days; donated food items for use in the facility; time only as a control factor for TCS foods, etc.)

Include CHARTS that will be kept and maintained on a daily basis.

- ☐ Food temperatures for each cold holding unit in the establishment (REQUIRED).
- ☐ Food temperatures for each hot holding unit in the establishment (OPTIONAL).
- ☐ Cooling food charts with food temperatures and times (OPTIONAL).

- Any other charts or forms of recording keeping that may be required.

SAMPLE LOGS

COLD HOLDING – TEMPERATURE CHART

[illegible]

