



CFP Inspection Form Committee **Marking Instructions**

All references and code sections in these marking instructions are based on the 2001 Food Code.

GENERAL MARKING INSTRUCTIONS

HEADER

Establishment	Complete this section using the “name” or “Doing Business As” of the business. This information should be the same as the license/permit application completed at the initiation of the business.
Address	Street address of the actual business location.
City/State	Actual business location
Zip Code	Actual business location
Telephone	Contact phone number for the establishment
License/Permit #	License number or tracking identification
Permit Holder	Name of Owner or Operator as shown on application
Purpose of Inspection	The reason for the inspection – routine, reinspection, complaint follow-up, etc.
Est. Type	Description or code for describing the type of facility (e.g. restaurant, market, vehicle, Temporary food facility)
Risk Category	Designation of risk for determining frequency of inspection
No. of Risk Factor/ Intervention Violations	The number of boxes marked OUT in items 1-27 should be counted and the total number placed here

No. of Repeat Risk Factor/Intervention Violations	The number of boxes marked R (repeat) in items 1-27 should be counted and the total number placed here
Score (optional)	A score is optional for this form. If a jurisdiction has a scoring system, it should be incorporated into the inspection form and the score of an inspection placed here.
Date	The date of the inspection including month, day, and year
Time In	The actual time the inspection begins
Time Out	The actual time the inspection ends

RISK FACTORS AND INTERVENTIONS

Risk factors are improper practices or procedures, which have been identified by the Centers for Disease Control and Prevention (CDC), through epidemiological data as the most prevalent contributing factors of foodborne illness or injury. Risk factors include: Food from Unsafe Sources, Improper Holding Temperatures, Inadequate Cooking, Contaminated Equipment, and Poor Personal Hygiene. These items are prominent on the inspection report because maintaining these items in compliance is vital to preventing foodborne illness. Additionally, five key public health interventions were established in the Food and Drug Administration (FDA) Food Code to protect consumer health. The interventions are: Demonstration of Knowledge, Employee Health Controls, Controlling Hands as a Vehicle of Contamination, Time and Temperature Parameters for Controlling Pathogens and the Consumer Advisory. For each item on the inspection report in the Foodborne Illness Risk Factors and Public Health Interventions section, indicate one of the following for **COMPLIANCE STATUS**: “**IN**” which means that the item is in compliance; “**OUT**” which means that the item is not in compliance; “**N.O.**” which means that the item was not observed during the inspection; or “**N.A.**” which means that the item is not applicable for the facility. If N.A. or N.O. is not given as an option for a particular item, this means that this item should be observable during the inspection and a compliance status must be determined. **If the item is marked “OUT”, document each violation for the item number in the “Observations and Corrective Actions” section of the inspection report.** Compliance status should be determined as a result of observations that establish a pattern of non-compliance. Consideration should be given to the seriousness of the observation with regard to prevention of foodborne illness.

For items marked “**OUT**”, further indicate the status of the violation by marking an “**X**” in the corresponding box for “**COS**” which means Corrected on-site during the inspection and/or “**R**” which means Repeat violation. Marking **COS** indicates that all violations cited under that particular item number have been corrected and verified prior to the completion of the inspection. The actual corrective action taken for each violation should be documented in the “Observations and Corrective Actions” section of the inspection report. (For example, an Item #7 *Handwashing facility* is marked out of compliance because the establishment does not have soap and paper towels at the handwash sink. They partially correct the problem by putting soap at the sink, but still do not have paper towels or any other effective means for drying hands. The corrective action taken for the soap is documented in the narrative on the form, but **COS** is not marked for Item #7 because all violations under that item were not corrected). Marking **R** indicates that the same violation(s)

under a particular item number was cited on the last inspection report. (Using the previous example, on the subsequent inspection if soap and paper towels were not in violation, but employees were not washing hands in the correct sink which is also cited under Item #7 *Handwashing facility*, **R** would not be marked because this violation is a new violation which was not cited on the previous inspection report.)

DEMONSTRATION OF KNOWLEDGE

1. Food Manager's Certification by Accredited Program, facility operated in compliance with Code, or person in charge responding correctly to Food Safety questions

NOTE: *This item only addresses the demonstration of knowledge of the person in charge and does not evaluate whether or not the person in charge is properly performing the duties as described in the Food Code. Deficiencies in actual operations will be marked in the corresponding and appropriate section elsewhere on the report. It is not the intent of the report to penalize the facility twice for the same non-compliant observation.*

IN/OUT This item should be marked IN or OUT of compliance. The person in charge has three options for demonstrating knowledge. This item is marked OUT of compliance if the person in charge fails to meet at least one of the options. The three options for demonstration of knowledge allowed by the Food Code are:

1. Certification by an ACCREDITED PROGRAM;
2. Complying with this Code by having no violations during the current inspection; or
3. Correct responses to the inspector's questions regarding public health practices and principles applicable to the operation. The inspector should assess this item by asking open-ended questions that would evaluate the PIC's knowledge in the areas enumerated in Section 2-102.11, paragraph C items (1) through (15) of the 2001 Food Code. Questions can be asked during the initial interview, menu review, or throughout the inspection as appropriate. The Inspector should ask a sufficient number of questions to enable him/her to make an informed decision concerning the PIC's knowledge of the Code requirements and public health principles as they apply to the operation. The dialogue should be extensive enough to reveal whether or not that person is enabled by a clear understanding of the Code and its public health principles to follow sound food safety practices and to produce foods that are safe, wholesome, unadulterated, and accurately represented.

N.A. Do Not Mark this item N.A.

N.O. Do Not Mark this item N.O.

EMPLOYEE HEALTH

2. Management awareness, policy present

IN/OUT This item should be marked IN or OUT of compliance. This item is marked IN compliance when all of the following criteria are met:

1. The person in charge is aware of the Food Code provision that employees or applicants who have received a conditional offer of employment, are required to report certain symptoms or diagnosed illnesses to the person in charge, and
2. The person in charge can convey knowledge of an employee health policy or have access to an employee health policy (not necessarily written) stating what actions are necessary following a report that an employee has a certain symptom or diagnosed illness.

The policy must reflect the current Food Code provisions. Verbal communication of the employee health policy must be specific to the types of illnesses and symptoms that require reporting. Nonspecific statements such as, "sick or ill employees are not allowed to work," are not acceptable as meeting this requirement.

N.A. Do Not Mark this item N.A.

N.O. Do Not Mark this item N.O.

3. Proper use of reporting, exclusion, and restriction

IN/OUT This item must be marked IN or OUT of compliance. To be marked IN there must be no ill employees or employees experiencing symptoms requiring reporting or action by the person in charge observed at the time of the inspection.

N.A. Do Not Mark this item N.A.

N.O. Do Not Mark this item N.O.

GOOD HYGIENIC PRACTICES

4. Proper eating, tasting, drinking or tobacco use

IN/OUT This item should be marked IN or OUT of compliance.

N.A. Do Not Mark this item N.A.

N.O. This item may be marked N.O. for retail operations only in the **RARE** case when there are no food workers present at the time of inspection.

5. No discharge from eyes, nose and mouth

IN/OUT This item should be marked IN or OUT of compliance.

N.A. Do Not Mark this item N.A.

N.O. This item may be marked N.O. for retail operations only in the **RARE** case when there are no food workers present at the time of inspection.

PREVENTING CONTAMINATION BY HANDS

6. Hands clean and properly washed

IN/OUT This item should be marked IN or OUT of compliance. This item is marked IN compliance only when employees are observed using proper handwashing techniques at appropriate times and places.

N.A. **Do Not Mark** this item N.A.

N.O. This item may be marked N.O. for retail operations only in the **RARE** case when there are no food workers present at the time of inspection. (If there are no food workers present, but the person in charge accompanies the inspector on the inspection and starts handling utensils or going in and out of refrigerators without washing his or her hands, then this item would be marked OUT.)

7. No bare hand contact with ready-to-eat foods or approved alternate method properly followed

IN/OUT This item should be marked IN or OUT of compliance. This item is marked IN compliance only when employees are observed using suitable utensils or gloves to prevent bare hand (or arm) contact with ready-to-eat foods or are observed following an alternative procedure to no bare hand contact per an approved variance.

N.A. This item may be marked N.A. for facilities that do not prepare ready-to-eat foods or sell only prepackaged foods.

N.O. This item may be marked N.O. for retail operations that prepare ready-to-eat foods only when no food handling is performed at the time of inspection.

8. Adequate handwashing facilities properly supplied and accessible

IN/OUT This item should be marked IN or OUT of compliance.

N.A. **Do Not Mark** this item N.A.

N.O. **Do Not Mark** this item N.O.

APPROVED SOURCE

9. Food obtained from approved source

IN/OUT This item should be marked IN or OUT of compliance.

N.A. **Do Not Mark** this item N.A.

N.O. **Do Not Mark** this item N.O.

10. Food received at proper temperature

IN/OUT This item should be marked IN or OUT of compliance.

N.A. This item may be marked N.A. for retail operations when the establishment receives only foods that are not potentially hazardous and that are not frozen.

N.O. This item may be marked N.O. if food is not received during the inspection.

11. Food in good condition, safe and unadulterated

IN/OUT This item should be marked IN or OUT of compliance.

N.A. **Do Not Mark** this item N.A.

N.O. **Do Not Mark** this item N.O.

12. Required records available: shellstock tags, parasite destruction

***NOTE:** Fish that is sold in retail food stores that is expected to be cooked by the consumer is not required to be frozen for parasite destruction.*

IN/OUT This item should be marked IN or OUT of compliance.

N.A. This item may be marked N.A. when shellstock are not used in the establishment and the only fish that is sold raw, raw-marinated or undercooked is the tuna species listed as exempted from freezing in the Food Code.

N.O. This item may be marked N.O. when shellstock and raw, raw-marinated and undercooked fish are sold periodically in the establishment, but are not being sold at the time of inspection and prior compliance through tags, invoices or purchase records is unable to be verified.

PROTECTION FROM CONTAMINATION

13. Food separated and protected

IN/OUT This item should be marked IN or OUT of compliance.

N.A. This item may be marked N.A. when there are no raw animal foods used in the facility and only prepackaged foods are sold.

N.O. **Do not mark** this item N.O.

14. Food-contact surfaces: cleaned and sanitized

IN/OUT This item should be marked IN or OUT of compliance.

N.A. This item may be marked N.A. only when there is no requirement to clean equipment and utensils such as when only prepackaged foods are sold.

N.O. **Do Not Mark** this item N.O.

15. Proper disposition of returned, previously served, reconditioned, and unsafe food

IN/OUT This item should be marked IN or OUT of compliance. This item is marked OUT of compliance if food is found unsafe, adulterated, from an unapproved source, or ready-to-eat food is contaminated by employees and is not discarded or reconditioned according to an approved procedure, or if previously served unwrapped, unprotected food is observed being reserved .

N.A. Do Not Mark this item N.A.

N.O. Do Not Mark this item N.O.

POTENTIALLY HAZARDOUS FOOD TIME/TEMPERATURE

16. Proper cooking time and temperatures

NOTE: *The cooking temperatures of foods must be measured to determine compliance or noncompliance. Do not rely upon discussions with managers or cooks to make a determination of compliance or noncompliance. The temperature of raw animal foods in each species cooked during the inspection should be taken. (For instance, if the facility fries chicken, scrambles eggs, bakes fish, grills hamburgers, and slow-roasts prime rib during the inspection – the cook temperatures of all of the products should be measured and recorded. Temperatures, both IN compliance and OUT of compliance, should be recorded in the “Temperature Observations” section of the inspection report. If there is insufficient space for the number of temperatures taken, additional temperatures should be documented in the “Observations and Corrective Actions” section of the inspection report. If a food is cooked below the required temperature but the facility has an approved Consumer Advisory or an approved Variance with HACCP plan for that food item, mark the item IN compliance, record the temperature and document the reason it is in compliance. The time of inspections should be varied so that cooking can be observed.*

IN/OUT This item should be marked IN or OUT of compliance. This item should be marked OUT of compliance if the items checked do not meet the temperature requirements for cooking and the employee doing the cooking attempts to serve the product without returning the product to the cooking process.

N.A. This item may be marked N.A. when no raw animal foods are cooked in the establishment.

N.O. This item may be marked N.O. when no raw animal foods are cooked during the time of inspection.

The cooking temperature / time requirements for each raw animal species are as follows:

- *Raw eggs broken on request and prepared for immediate service cooked to 63°C (145°F) for 15 seconds; Raw eggs broken, but not prepared for immediate service, cooked to 68°C (155°F) for 15 seconds*
- *Comminuted fish, meat, game animals cooked to 68°C (155°F) for 15 seconds*
- *Roasts, including formed roasts, are cooked to 54°C (130°F) for 112 minutes or as chart specified and according to oven parameters per chart*

- *Ratites and injected meats cooked to 68°C (155°F) for 15 seconds*
- *Poultry, stuffed fish/meat/pasta/poultry/ratites, or stuffing containing fish, meat, poultry or ratites cooked to 74°C (165°F) for 15 seconds*
- *Wild game animals cooked to 74°C (165°F) for 15 seconds*
- *Whole-muscle, intact beef steaks cooked to surface temperature of 63°C (145°F) on top and bottom; meat surfaces have a cooked color change*
- *Raw animal foods rotated, stirred, covered, and heated to 74°C (165°F) in microwave; food stands covered for 2 minutes after cooking*
- *All other raw animal foods cooked to 63°C (145°F) for 15 seconds*

17. Proper reheating procedures for hot holding

NOTE: *The reheating temperatures of foods must be taken to determine compliance or noncompliance. Do not rely solely upon discussions with managers or cooks to determine compliance or noncompliance. Temperatures, both IN and OUT of compliance, should be recorded in the “Temperature Observations” section of the inspection report. If there is insufficient space for the number of temperatures taken, additional temperatures should be documented in the “Observations and Corrective Actions” section of the inspection report. This item should be marked OUT of compliance if the items checked are not reheated to the required temperatures.*

IN/OUT This item should be marked IN or OUT of compliance.

N.A. This item may be marked N.A. when foods are not held over for a second service and/or reheating for hot holding is not performed in the establishment.

N.O. This item may be marked N.O. such as when foods are held over for a second service, but no foods are reheated during the time of inspection.

The reheating for hot holding temperature / time requirements are as follows:

- *Potentially hazardous foods rapidly reheated to 74°C (165°F) for 15 seconds within 2 hours*
- *Food reheated in a microwave to 74°C (165°F) or higher*
- *Commercially processed ready-to-eat potentially hazardous foods reheated to 60°C (135°F) or above within 2 hours*
- *Remaining unsliced portions of roasts reheated for hot holding using minimum oven parameters*

18. Proper cooling time and temperatures

NOTE: *The requirement for cooling cooked potentially hazardous food is that the food must be cooled from 135°F to 41°F or less (or to 45°F or less based on the jurisdictions’ cold holding temperature requirement), in 6 hrs provided that the food is cooled from 135°F to 70°F within the first 2 hours. For example, if a facility cools chili from 135°F to 70°F in 1.5 hours; they then have 4.5 hours to get it from 70°F to 41°F or less (or 45°F or less). There are two critical limits that must*

be met with cooling. If the food is not cooled from 135°F to 70°F within 2 hours, this item is marked OUT. If the food is not cooled from 70°F to 41°F or less (or 45°F or less) within 6 hours minus the time it took the food to cool from 135°F to 70°F, the item is marked OUT. Discussions with the person in charge along with observations should be used to determine compliance. For instance, during discussion with the person in charge, he says that a food product was cooled overnight in the walk-in cooler. The product is checked and the temperature is 50°F. Eight hours have elapsed from closing to opening. This item should be marked out because the product did not cool from 135°F to 70°F within two hours and from 70°F to 41°F or less (or 45°F or less) within 6 hours. Temperatures, both IN compliance and OUT of compliance, should be recorded in the “Temperature Observations” section of the inspection report. If there is insufficient space for the number of temperatures taken, additional temperatures should be documented in the “Observations and Corrective Actions” section of the inspection report.

IN/OUT This item should be marked IN or OUT of compliance.

N.A. This item may be marked N.A. when the establishment does **not** receive raw shell eggs, shellstock, or milk, prepares **no** potentially hazardous foods from ambient temperature ingredients that require cooling, and does **not** cool cooked potentially hazardous foods.

N.O. This item may be marked N.O. when the establishment does cool potentially hazardous foods, but proper cooling per the prescribed temperature and time parameters can not be determined during the length of the inspection.

The cooling categories and their temperature / time requirements are as follows:

- ***Cooked potentially hazardous food cooled from 60°C (135°F) to 5°C (41°F) or less, or to 7°C (45°F) or less in 6 hrs, provided that the food is cooled from 60°C (135°F) to 21°C (70°F) within the first 2 hours***
- ***Potentially hazardous food (from ambient temperature ingredients) cooled to 7°C/5°C (45°F/41°F) or below within 4 hours***
- ***Foods (shellstock, milk) received at a temperature according to Law cooled to 7°C/5°C (45°F/41°F) within 4 hours***
- ***Raw shell eggs received at an ambient temperature of 7°C (45°F) immediately placed in refrigerated equipment that maintains an ambient air temperature of 7°C (45°F)***

19. Proper hot holding temperatures

NOTE: *Temperatures, both IN compliance and OUT of compliance, should be recorded in the “Temperature Observations” section of the inspection report. If there is insufficient space for the number of temperatures taken, additional temperatures should be documented in the “Observations and Corrective Action” section of the inspection report.*

IN/OUT This item should be marked IN or OUT of compliance.

N.A. This item may be marked N.A. when the establishment does **not** hot hold food.

N.O. This item may be marked N.O. when the establishment does hot hold foods, but no foods are being held hot during the time of inspection.

20. Proper cold holding temperatures

NOTE: *Temperatures, both IN compliance and OUT of compliance, should be recorded in the “Temperature Observations” section of the inspection report. If there is insufficient space for the number of temperatures taken, additional temperatures should be documented in the “Observations and Corrective Action” section of the inspection report.*

IN/OUT This item should be marked IN or OUT of compliance.

N.A. This item may be marked N.A. when the establishment does **not** cold hold food.

N.O. **Do not mark** this item N.O.

21. Proper date marking and disposition

IN/OUT This item should be marked IN or OUT of compliance.

N.A. This item may be marked N.A. when there is no ready-to-eat, potentially hazardous foods prepared and held, or commercial containers of ready-to-eat, potentially hazardous foods opened and held, over 24 hours in the establishment.

N.O. This item may be marked N.O. when the establishment does handle foods requiring date marking, but there are no foods requiring date marking in the facility at the time of inspection.

22. Time as a Public Health Control: procedures and records

IN/OUT This item should be marked IN or OUT of compliance.

N.A. This item may be marked N.A. when the establishment does not use time only as the public health control.

N.O. This item may be marked N.O. when the establishment uses time only as the public health control, but is not using this practice at the time of inspection.

CONSUMER ADVISORY

23. Consumer advisory provided for raw or undercooked food

IN/OUT This item should be marked IN or OUT of compliance. This item is marked IN compliance if the establishment provides an advisory that meets disclosure and reminder.

N.A. This item may be marked N.A. when the establishment does not serve raw or undercooked animal foods.

N.O. **Do Not Mark** this item N.O.

HIGHLY SUSCEPTIBLE POPULATION

24. Pasteurized foods used; prohibited foods not offered

NOTE: Discussions with the person in charge and employees regarding whether or not certain foods are served or certain practices occur in the establishment, along with observations should be used to determine compliance.

IN/OUT This item should be marked IN or OUT of compliance.

N.A. This item may be marked N.A. if a highly susceptible population is not served.

N.O. **Do Not Mark** this item N.O.

CHEMICAL

25. Food additives: approved and properly used

IN/OUT This item should be marked IN or OUT of compliance. This item is marked IN compliance if approved food and color additives are on site and used properly or if sulfites are on the premises, and they are not applied to fresh fruits/vegetables for raw consumption. This item is marked OUT of compliance if unapproved additives are found on the premises and/or approved additives are improperly used, such as sulfites being applied to fresh fruits or vegetables.

N.A. This item may be marked N.A. if the food establishment does **not** use any additives or sulfites on the premises.

N.O. **Do Not Mark** this item N.O.

26. Toxic substances properly identified, stored, and used

IN/OUT This item should be marked IN or OUT of compliance.

N.A. **Do Not Mark** this item N.A.

N.O. **Do Not Mark** this item N.O.

CONFORMANCE WITH APPROVED PROCEDURES

27. Compliance with variance, specialized process, and HACCP plan

IN/OUT This item should be marked IN or OUT of compliance.

N.A. This item may be marked N.A. if the establishment is not required by the regulatory authority to have a variance or HACCP plan and juice is not packaged on the premises.

N.O. **Do Not Mark** this item N.O.

GOOD RETAIL PRACTICES (GRPs)

Good Retail Practices (**GRPs**) are preventive measures that include practices and procedures which effectively control the introduction of pathogens, chemicals, and physical objects into food. If GRPs are not controlled they could be contributing factors to foodborne illness. However, the intention of this inspection form is to focus the inspector's attention on those factors that have been shown to be most often linked with causing foodborne illness. Since the major emphasis of an inspection should be on the Risk Factors that cause foodborne illness and the Public Health interventions that have the greatest impact on preventing foodborne illness, the GRPs have been given less importance on the inspection form and a differentiation between IN, OUT, N.A. and N.O. is not made in this area. For marking the GRPs section, place an "X" in the box to the left of the numbered item if a code provision under that item is **OUT** of compliance. Document each violation of the code provision for the item number in the "Observations and Corrective Actions" section of the inspection report. For items marked out of compliance, further indicate the **VIOLATION STATUS** by marking an "X" in the corresponding box: **COS** = Corrected on site during inspection and/or **R** = Repeat violation per the same instructions as given in the Risk Factor section. References to the appropriate Food Code provisions that can be debited under each numbered GRP item are listed in the following chart:

Safe Food and Water	
28. Pasteurized eggs used where required	
Pasteurized eggs substituted for raw shell eggs in uncooked egg-based dishes *	3-302.13
29. Water & ice from approved source	
Ice used as a food/cooling medium made from potable water *	3-202.16
Drinking water from an approved source *	5-101.11
Standards of quality for public drinking water met * ; Nondrinking water used only for non-food purposes *	5-102.11-12
Sampling report for non-public water tested as required; Recent report available *	5-102.13-14
Alternative water supply delivered through approved means	5-104.12
30. Variance obtained for specialized processing methods	
Documentation & justification for variance on file with regulatory authority	8-103.11
Food Temperature Control	
31. Proper cooling methods used; adequate equipment for temperature control	
Frozen food stored frozen; Proper cooling methods used for PHF	3-501.11 & 15
Cooling, heating, & holding equipment sufficient in number & capacity (in good repair)	4-301.11
32. Plant food properly cooked for hot holding	
Plant food (vegetables/fruit) cooked to 135F or above for hot holding	3-401.13
33. Approved thawing methods used	
Frozen PHF slacked at proper temperature; Proper thawing methods used for PHF	3-501.12-13
34. Thermometers provided & accurate	
Food, ambient air & water thermometers accurate in the intended range of use	4-203.11-12
Thermometers located in refrigerators/hot holding units to measure ambient air in warmest/coolest areas of units	4-204.112
Food thermometers provided & accessible; Appropriate thermometer for measuring thin foods provided	4-302.12
Food Identification	
35. Food properly labeled; original container	
Proper identification & sell-by date on packaging of shucked shellfish	3-202.17
Molluscan shellfish stored in original container until sold/prepped	3-203.11
Food storage containers identified with common name of food	3-302.12
Vended PHF dispensed in original container	3-305.13
Standards of identity met for packaged foods; Foods honestly presented so as to not misinform consumers	3-601.11-12
Food packaged in the food facility labeled as specified in law; Consumer warnings as required by law on labels	3-602.11-12
Prevention of Food Contamination	
36. Insects, rodents, & animals not present; no unauthorized persons	
Persons unnecessary to facility not in food prep, food storage & warewashing areas	2-103.11(B)
Food employees not handling animals	2-403.11
Insect control devices properly designed & installed	6-202.13
Openings to outside protected against entry of pest; Protective barriers provided for exterior walls/roofs	6-202.15-16

Effective pest control measures in place *; Dead or trapped pest removed from traps at adequate frequency	6-501.111-112
Prohibited live animals not on premises *	6-501.115
37. Contamination prevented during food preparation, storage, & display	
Shellstock free of mud, dead shellfish & shellfish with broken shells	3-202.19
Ice as a coolant not used as food; Packaged foods not stored in direct contact with water/ice during display	3-303.11-12
Linens & napkins not used in contact with food unless as a liner in the service of food & replaced each time	3-304.13
Food stored 6" off the floor in clean, dry location & not stored in prohibited areas	3-305.11-12
Unpackaged food protected from environmental contamination during prep	3-305.14
Food on display protected by sneezeshields/packaging; Condiments protected in dispensers/individual packets	3-306.11-12
Consumer self service operations monitored & provided with suitable utensils	3-306.13(B,C)
Food not contaminated by any other source	3-307.11
Distressed food segregated & properly located away from food/utensils/equipment	6-404.11
38. Personal cleanliness	
Fingernails neat & trimmed; Gloves worn over polished nails & artificial nails	2-302.11
No jewelry worn during food handling except plain wedding band	2-303.11
Outer clothing clean	2-304.11
Hair restraints & clothes that cover body hair worn by employees	2-402.11
39. Wiping cloths: properly used & stored	
Cloths for spills used for only one purpose; Wet wiping cloths stored in sanitizer; Wet & dry cloths stored clean	3-304.14
Sponges not used on sanitized food contact surfaces	4-101.16
Wiping cloths laundered in establishment, air dried if no clothes dryer present	4-901.12
40. Washing fruits & vegetables	
Raw fruits & vegetables thoroughly washed before use	3-302.15
Proper Use of Utensils	
41. In-use utensils: properly stored	
In-use utensils properly stored between uses	3-304.12
42. Utensils, equipment, & linens: properly stored, dried, & handled	
Clean linens free of food residues & soil	4-801.11
Based on use, linens laundered at adequate frequency	4-802.11
Soiled linens properly stored; Linens mechanically washed unless wiping cloths are only laundered on site	4-803.11-12
Equipment/utensils air dried after washing, rinsing & sanitizing	4-901.11
Equipment/utensils/linens stored 6" off the floor in a clean, dry location & not stored in prohibited areas	4-903.11-12
Kitchenware/tableware handled to protect food-/lip-contact surfaces; Soiled tableware removed from eating areas	4-904.11-12
Preset tableware wrapped/covered; Unused settings removed from table	4-904.13
43. Single-use & single-service articles: properly stored & used	
Single-service items available if no washing facilities present *; Single-service/use items not reused	4-502.12-13
Molluscan/crustacea shells used only once as serving container	4-502.14
Single-service/use items stored 6" off the floor in a clean, dry location & not stored in prohibited areas	4-903.11-12
Single-service/use items properly handled to protect food-/lip-contact surfaces	4-904.11(A,C)
44. Gloves used properly	
Single-use gloves only used for one task; Appropriate gloves used for job task being performed	3-304.15
Utensils, Equipment and Vending	
45. Food- & nonfood-contact surfaces cleanable, properly designed, constructed, & used	
Clean tableware for seconds provided to self-service consumers; Returnables not refilled at food facility	3-304.16-17
Utensils/food-contact surfaces made of safe, durable, smooth materials*	4-101.11
Cast iron, lead, copper *, galvanized metal * not used for food-contact surfaces	4-101.12-15
Pewter & solder exceeding limits for lead not used for food-contact surfaces	4-101.17-18
Wood used for food-contact surfaces constructed of hard wood	4-101.19
Nonscratching utensil used with nonstick coatings; Nonfood-contact surfaces made of durable, smooth materials	4-101.110-111
Single-service/use items made of safe & clean materials *	4-102.11
Equipment/utensils/thermometers designed & constructed for durability *	4-201.11-12
Food-contact surfaces smooth & easily accessible for cleaning *; CIP equipment easily cleanable	4-202.11-12
"V" Threads only used for hot oil cooking/filtering equipment	4-202.13
Hot oil filtering equipment readily accessible for filter replacement & cleaning	4-202.14
Cutting parts of can opener readily removable for cleaning/replacement	4-202.15
Nonfood-contact surfaces free of crevices & designed to be easily cleanable; Kick plates removable for cleaning	4-202.16-17
Covers/lids for equipment overlapping the opening & sloped to drain	4-204.12
Equipment requiring lubricants designed so that lubricants do not drip into food	4-204.15
Beverage tubing not in contact with stored ice; Liquid waste drains not passing through ice storage bins	4-204.16-17
Condenser separated from food storage space; Can openers on vending machines protected from contamination	4-204.18-19
Molluscan shellfish tanks marked for display only or operated under a HACCP plan	4-204.110
Vending machine designed to protect unpackaged product; Vending machine equipped with self-closing door or cover	4-204.13-14

Vending machines for PHF equipped with auto shutoff *	4-204.111
Vending machines for liquids equipped with drains, internal waste receptacle, & automatic shutoff	4-204.121
Case lot handling equipment movable by hand, hand trucks, forklifts; Vending machine doors/openings tight-fitting	4-204.122-123
Dispensing utensils provided for each container of food at a consumer self-service unit	4-302.11
Equipment, washers/dryers, linens & storage cabinets properly located	4-401.11
Fixed equipment properly spaced, sealed or elevated	4-402.11-12
Equipment in good repair & adjusted per manufacturer's specs; Scratched cutting boards resurfaced or discarded	4-501.11-12
Microwave ovens meeting safety standards specified in CFR	4-501.13
Utensils maintained in good repair; Thermometers calibrated per manufacturer's specs	4-502.11
Dry cleaning methods used with non-PHF only	4-603.11
Cleaning/refilling of returnables only for non-PHF or conducted at a regulated facility *	4-603.17
Food-contact surfaces not contaminated during lubricating & reassembly of equipment	4-902.11-12
46. Warewashing facilities: installed, maintained, & used; test strips	
Pressure devices accurate to + 2 pounds per square inch	4-203.13
Data plate/baffles/thermometers on warewashing machines; Heater/basket present for manual heat sanitization	4-204.113-116
Warewashing machine equipped with means to verify dispensing of detergents & sanitizers	4-204.117
Pressure device on machines with hot water sanitizing rinse; Sinks/drainboards/compartments self-draining	4-204.118-120
3 compartment sink, large enough to immerse largest utensil with adequate drainboards provided	4-301.12-13
Thermometer for testing sanitizing water temperature &/or test kit for measuring sanitizer concentration provided	4-302.13-14
Warewashing equipment cleaned before use & every 24 hours; Warewashing machine operated per data plate	4-501.14-15
Warewashing sinks cleaned & sanitized after used for different purposes	4-501.16
Cleaning agents used for washing utensils in accordance with manufacturer's instructions	4-501.17
Wash, rinse & sanitize solutions maintained clean; Manual wash temperature maintained at not less than 110 F	4-501.18-19
Wash temperature requirement met for warewashing machine based on machine type	4-501.110
Concentration of sanitizer solution determined by use of test kit	4-501.116
Utensils precleaned prior to washing; Soiled items properly loaded into warewashing machines	4-603.12-13
Equipment food-contact surfaces & utensils effectively washed; Utensils & equipment rinsed after washing	4-603.14 & 16
Fixed equipment & equipment too large for warewashing sinks/machine washed by alternative method	4-603.15
47. Nonfood-contact surfaces clean	
Equipment maintained free of encrusted grease/soil deposits	4-601.11(B,C)
Nonfood-contact surfaces cleaned at frequency to prevent buildup of residue	4-602.13
Physical Facilities	
48. Hot & cold water available; adequate pressure	
Capacity * & pressure adequate to meet facility demands *	5-103.11-12
Water provided by public water main or approved system	5-104.11
49. Plumbing installed; proper backflow devices	
Water temperature 100°F @ handwashing sink; Flow of metered faucet at least 15 seconds	5-202.12
Drinking water system flushed & disinfected after repair or emergency *	5-101.12
Plumbing system constructed of approved materials *	5-201.11
Plumbing system designed, constructed & installed according to law *	5-202.11
Air gap provided between water supply inlet & flood level rim of plumbing fixture *	5-202.13
Backflow prevention device designed per approved standards	5-202.14
Water filter/screen/water conditioning device installed to allow ease of cleaning	5-202.15
Service sink available for cleaning of mops & disposal of liquid waste	5-203.13
Backflow prevention device or air gap provided on plumbing fixtures as required *	5-203.14
Backflow prevention device on carbonator with no air gap *	5-203.15
Backflow prevention devices/conditioning devices located to allow service/maintenance	5-204.12-13
No cross connection between drinking & non-drinking water *; Water treatment device inspected & serviced	5-205.12-13
Water reservoir of fogging devices maintained & cleaned *; Plumbing system maintained in good repair *	5-205.14-15
Mobile water tank constructed of safe, durable, finished materials	5-301.11
Mobile water tank sloped to drain & designed to allow inspection & cleaning	5-302.11-16
Mobile water tank designed with cover for water inlet/outlet & dedicated hose connection	5-303.11-13
Water tank/pump/hoses properly disinfected & handled *; Backflow prevention in place	5-304.11-14
50. Sewage & waste water properly disposed	
Mobile holding tank adequately sized for capacity & sloped to drain	5-401.11
Backflow prevention present to prevent back siphonage *	5-402.11
Grease trap located to allow ease of cleaning; Sewage conveyed through approved sanitary sewage system *	5-402.12-13
Mobile wastes removed through approved removal procedure; Waste retention tank flushed in a sanitary manner	5-402.14-15
Approved sewage disposal system used for waste disposal *; Other liquid wastes drained to disposal per law	5-403.11-12
51. Toilet facilities: properly constructed, supplied, & cleaned	
At least one toilet available or number specified by law *	5-203.12
Receptacle in women's toilet room covered	5-501.17

Toilet rooms completely enclosed	6-202.14
Handwash sinks with disposable towels supplied with waste receptacle	6-301.20
Toilet tissue supplied at each toilet	6-302.11
Toilet rooms convenient & accessible during all business hours	6-402.11
Toilet rooms & fixtures cleaned as often as necessary	6-501.12
Toilet room doors kept closed except during cleaning/maintenance	6-501.19
52. Garbage & refuse properly disposed: facilities maintained	
Outdoor storage surface constructed of nonabsorbent material & sloped to drain	5-501.11
Outdoor enclosure for refuse constructed of durable, cleanable materials	5-501.12
Receptacles durable, cleanable, insect-/rodent-resistant, & leakproof; Receptacles not within vending machines	5-501.13-14
Outside receptacles designed with tight-fitting lids/doors/covers & properly installed	5-501.15
Enough storage area/receptacles provided to hold refuse	5-501.16
Cleaning implements/supplies provided for effective cleaning of receptacles	5-501.18
Refuse storage areas located separate from food/utensils/equipment & not creating a nuisance	5-501.19
Receptacles for refuse inaccessible to insects/rodents; Storage areas/receptacles maintained in good repair	5-501.110-111
Receptacles accessible to rodents such as plastic bags not stored outside	5-501.112
Inside receptacles covered if not continually used; Outside receptacles equipped with tight fitting lids	5-501.113
Drain plugs provided in receptacles with drains; Refuse areas & enclosures maintained clean	5-501.114-115
Cleaning of receptacles done in way not to contaminate food/utensils/equipment	5-501.116
Refuse removed in approved manner & at proper frequency to minimize attractant of pest & odors	5-502.11-12
Refuse disposed of in an approved public or private facility	5-503.11
Outdoor refuse areas curbed & graded to drain	6-202.110
53. Physical facilities installed, maintained, & clean	
Clothes washer & dryer provided for laundering conducted on premises	4-301.15
Washer & dryer properly located away from food/utensils/equipment	4-401.11(C)
Laundry facilities used only for items used in the facility	4-803.13
Materials for floors/walls/ceilings smooth, durable, & easily cleanable under normal use	6-101.11
Outdoor areas surfaced with concrete/asphalt; Exterior surfaces weather-resistant	6-102.11
Floors/walls/ceilings smooth & easily cleanable; Utility lines not unnecessarily exposed	6-201.11-12
Floor to wall junctures coved; Water-flushed floors provided with drains & graded to drain	6-201.13
Carpeting not in areas subject to moisture; Mats/duckboards removable & easily cleanable	6-201.14-15
Wall & ceiling coatings/attachments easily cleanable; Studs unexposed in areas subject to moisture	6-201.16-18
Overhead protection at outdoor vending & servicing areas; Outdoor walking/driving surfaces graded to drain	6-202.17-19
Homes/quarters not used for food establishment operations; Living/sleep quarters separated from food operation	6-202.111-112
Physical facilities maintained in good repair & cleaned as often as necessary to keep them clean	6-501.11-12
Floors cleaned by dustless methods; Mop water/maintenance tools not put in prep, hand or warewashing sinks *	6-501.13 & 15
Mops allowed to air dry after use; Sawdust/wood shavings/granular salt not used on floors	6-501.16-17
Maintenance tools properly stored; Premises free of unnecessary items/litter	6-501.113-114
54. Adequate ventilation & lighting; designated areas used	
Ventilation filters designed for ease of cleaning & maintenance	4-202.18
Ventilation hood designed to prevent condensate from dripping onto food/equipment	4-204.11
Ventilation hood adequate to prevent grease & condensation build-up	4-301.14
Heating/ventilation/air conditioning units properly designed to prevent contamination	6-202.12
Mechanical ventilation of adequate capacity to remove steam/heat/vapors/odors/smoke	6-304.11
Ventilation system cleaned in way not to cause contamination or create a public health hazard	6-501.14
Protective shielding on light bulbs over exposed food/utensils/equipment	6-202.11
Lighting intensity adequate in food prep, storage & service areas	6-303.11
Dressing rooms designated if employees change on-site; Lockers provided for employee belongings	6-305.11
Employee accommodations clearly designated for eating/drinking/smoking	6-403.11
Designated dressing rooms/lockers used by employees	6-501.110

TEMPERATURE OBSERVATIONS

Item/location The common name of the food monitored, the state and location the food is observed in at the time of monitoring e.g. hot-holding, refrigerator, prep-table, etc. Temperatures in compliance and out of compliance should be documented. If there is insufficient space for the number of temperatures taken, record the additional temperatures in the "Observations and Corrective Actions" section of the inspection report.

Temp The temperature recorded on the inspector's thermometer. Indicate the measurement in °F or °C. *(Note: Food temperature measuring devices that are scaled only in Fahrenheit should be accurate to ± 2 °F in the intended range of use. Food temperature measuring devices that are scaled only in Celsius or dually scaled in Celsius and Fahrenheit should be accurate to ± 1 °C in the intended range of use.)*

OBSERVATIONS AND CORRECTIVE ACTIONS

Include here specific descriptions of violations observed and recorded in the Risk Factors and Interventions section and Good Retail Practices check boxes. Also include corrective actions for the noted violations and temperatures if there is insufficient space in the allotted section for temperature recordings.

SIGNATURE BLOCK

Person in Charge The Person in Charge is the individual present at a food establishment who is responsible for the operation at the time of inspection.

Inspector The Inspector is the individual conducting the inspection.

Date The date the inspection is completed.

Follow-up The determination of whether to conduct a reinspection or other enforcement action.

Follow-up Date The date the follow-up inspection will be conducted.