



# Food Establishment Manual

A GUIDE TO SAFE FOOD HANDLING  
FOR FOOD ESTABLISHMENTS



PROGRESS IN MOTION



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# Proper Food Handling

## Most Common Viruses and Bacteria



SALMONELLA



E. COLI



NOROVIRUS



LISTERIA



CAMPYLOBACTER



CLOSTRIDIUM PERFRINGENS

According to the Centers for Disease Control and Prevention (CDC) 1 in 6 people (48 million people) get sick; 128,000 are hospitalized and 3,000 people die from foodborne illnesses each year in the U.S based on a 2011 study. Foodborne illnesses cost the U.S. economy about \$8.1 billion every year.

There are ongoing reports and investigations of foodborne illnesses nationwide. The CDC reports foodborne illnesses are severely underreported. Viruses and bacteria accounted for 98% of all foodborne illness (viruses 53%; bacteria 45%) in 2016. Both can be controlled through proper food handling.

# Time/Temperature Control for Safety Foods



ALL RAW MEATS



DAIRY PRODUCTS



CUT MELONS



SPROUTS



COOKED VEGETABLES



COOKED FOOD

In 2005, the U.S. Food and Drug Administration (FDA) Food Code changed the term Potentially Hazardous Food (PHF) to Time/Temperature Control for Safety (TCS) Food. TCS food is any food or food ingredient that can support the rapid and progressive growth of infectious or toxigenic microorganisms. TCS foods can be any food that is moist, non-acidic (neutral pH) and a source for microbial growth. TCS foods must be kept at 41°F or below or 135°F or higher. Note, the above list is not all inclusive. For questions regarding TCS foods, call the City of Frisco at 972-292-5304.



# Highly Susceptible Populations

Anyone can get sick from food when it is handled in an unsafe manner; however, highly susceptible populations, such as pregnant women; children younger than 5 years; people with compromised immune systems and adults older than 65 years, get sick more frequently or have more serious illness.

Certain foods are more likely to cause foodborne illnesses and are restricted from being provided in establishments serving a highly susceptible population. Certain foods include undercooked meats, raw oysters, undercooked eggs, sprouts, and unpasteurized milk or juices.



PREGNANT WOMEN



ADULTS OLDER THAN 65 YEARS OF AGE



CHILDREN YOUNGER THAN 5 YEARS



PEOPLE WITH COMPROMISED IMMUNE SYSTEMS

# Employee Illness



**NO SYMPTOMS  
FOR  
24 HOURS**

Sick employees are more likely to contaminate food and utensils with bacteria or viruses. Therefore, they must be restricted or excluded from working with any food or food service equipment. Sick employees must be symptom-free for 24 hours before being allowed return to work.

Employees diagnosed with the following illnesses must report the illnesses to their supervisors:

- Salmonella typhi
- Shigellosis
- E-coli 0157:H7
- Norovirus
- Non-Typhoidal Salmonella
- Hepatitis A

The person in charge must immediately report these top 6 illnesses listed to the left to the City of Frisco at 972-292-5304.



VOMITING



DIARRHEA



SEVERE ABDOMINAL CRAMPS



PERSISTENT COUGHING OR SNEEZING



LESIONS CONTAINING PUS



SORE THROAT WITH FEVER

# Food Worker Policies



Eat food in designated areas only. Smoking is prohibited on food establishments' premises.



Wear top covering hair restraints (e.g. hats or hairnets) and clean outer clothing.



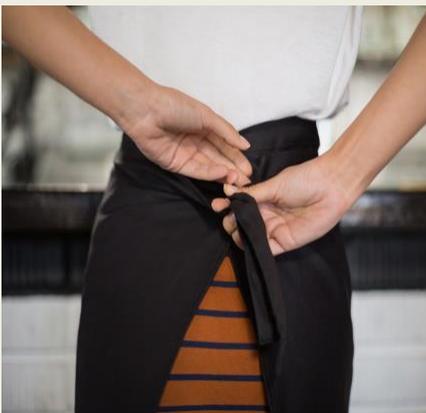
Keep fingernails trimmed and clean. Artificial and polished nails are prohibited when working with exposed foods unless wearing gloves.



Do not use cloth towels or aprons for wiping or drying hands.



Store drinks in clean, closed containers that will not contaminate hands (e.g. cups with lids and straws or handles). Store drinks below and separate from food, prep surfaces, utensils, etc.



Remove aprons before entering the restroom or leaving the food prep area.



Remove all jewelry from hands and wrists; only a single ring is permitted. Medical ID bracelets are not approved on the wrist.



Always wash your hands properly.

# Proper Handwashing



Rub hands vigorously with soap and warm water for 15 seconds.



Rinse well for 5 seconds.



Dry hands thoroughly using a disposable towel.



To avoid recontamination, use a disposable towel to turn off faucets.



If using an automatic hand dryer, other means to avoid recontamination must be provided (i.e. automatic faucets and/or touchless doors).

# Handwashing and Glove Use

Proper handwashing is the single most effective way to stop the spread of disease. Always thoroughly wash hands. Gloves and hand sanitizers are NOT a substitute for good handwashing practices. Improper use of gloves and handwashing procedures are violations, subject to demerit upon inspections.



WASH HANDS PROPERLY



PUT ON CLEAN GLOVES



DISCARD SOILED GLOVES AND GO BACK TO STEP 1



USE GLOVES AS NEEDED

When using gloves, always wash your hands before putting on a new pair of gloves. Change your gloves and wash your hands whenever the gloves become contaminated, including:

- After handling raw meat, poultry, fish, or eggs
- After touching face with glove or sneezing/coughing into the glove
- After touching unclean dishes or trash
- When changing tasks



Provide a double barrier by wearing a glove over an impermeable cover on the skin, cut, infected wound, or pustular boil.

# Hand Sinks

Hand sinks must be used for handwashing **ONLY** and must **ALWAYS** have warm running water (min. 100°F), cold running water, hand soap, and disposable towels.



**WARM WATER**



**COLD WATER**



**HAND SOAP**



**DISPOSABLE TOWELS**



Do not block handwashing sinks or use these sinks for any other purpose (e.g. dumping liquids, rinsing containers, filling sanitizer buckets, filling water pitchers, etc.).

# Bare-Hand Contact

DO NOT touch ready-to-eat foods with bare hands. Avoid bare-hand contact by using single-use gloves, utensils, deli tissue, etc.



Ready-to-eat foods are foods that do not require further cooking before being served. These foods are most at risk for transmitting fecal-oral diseases (e.g. E. coli, Hepatitis A, and Norovirus) that are spread from contaminated hands.

# Preventing Cross-Contamination

Cross-contamination is when contaminants are spread from a contaminated source (e.g. raw chicken, meats, fish, eggs; soiled utensils, and equipment, etc.) to a non-contaminated source.



Store raw meats, poultry, fish, and eggs on the bottom shelf of the refrigerator, below and separate from all other foods.



Use a drip pan under raw meat, poultry, fish or egg products.

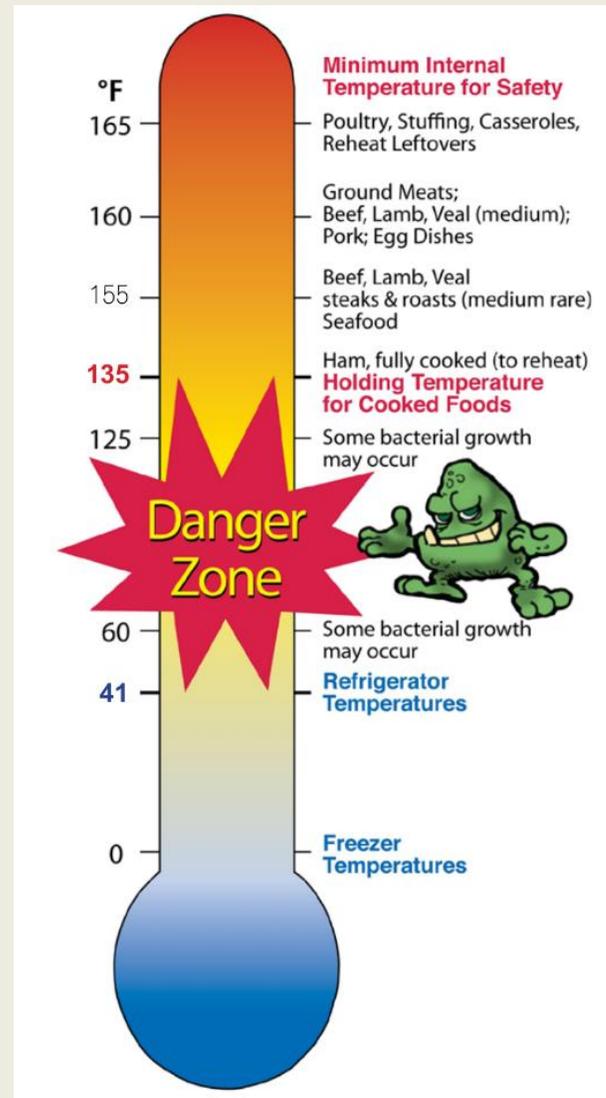


Use separate cutting boards and utensils for raw meat, produce, and ready-to-eat food. If using the same cutting board for raw meat, it must be cleaned and sanitized before each use with a different type of raw animal food such as beef, fish, lamb, pork, or poultry.



# Food Temperature Control

Proper temperature controls and food handling practices prevents the growth of bacteria. The “danger zone” is the temperature range between 41°F and 135°F. Bacteria can grow very rapidly within the danger zone.



(Photo from benekeith.com)



Proper cooling, reheating, cold holding, hot holding and cooking temperatures should be carefully monitored. Time/Temperature Control for Safety foods must be held outside of the danger zone at 41°F or below or at 135°F or above.

# Thermometers

Daily thermometer calibration is recommended. Thermometers should also be recalibrated if they are dropped or exposed to very high or very low temperatures. For proper calibration, devices shall be calibrated in accordance to manufacturers' specifications. Ensure the appropriate type of thermometer is provided in all mechanically refrigerated or hot food storage units.



Check metal-stem thermometers for accuracy.

1. Place thermometer stem in a glass filled with ice and a little water.
2. Wait 15-20 seconds; if the thermometer does not read 32°F, it must be recalibrated.



Use temperature charts or logs to record and verify proper temperature.

1. Check and record temperatures every two hours.
2. Monitor food temperatures (including receiving temperatures).
3. Be sure to record corrective actions taken.

# Temperature Logs



# Thawing Foods

Frozen foods must be thawed using methods that maintain temperature control. Approved methods for thawing include refrigeration or placing covered, unpackaged food under cold running water. Use of a microwave and conventional cooking are approved for thawing if immediately preceding a cook step.



Refrigeration (2-3 days before needed)



Completely submerged under cool running water that drains



Microwave (if used immediately prior to a cook step)



Conventional cooking (Photo from [restaurantequipmenttogo.com](http://restaurantequipmenttogo.com))



Thawing of Reduced Oxygen Packaged (ROP) fish must be removed from reduced oxygen environment before thawing under refrigeration or immediately after thawing under running water.



# Reheating Foods

After cooling, all leftovers and pre-made foods must be reheated to an internal minimum temperature of 165°F within 2 hours if reheated for hot holding. Approved methods for reheating include the stovetop, oven, microwave or other rapid heating equipment, such as a grill. Most hot-hold equipment is not designed to reheat foods.



STOVE TOP



OVEN



MICROWAVE (cover food when heating, stir, and wait two minutes before checking temperature and serving)



Hot holding equipment is not designed for reheating foods.

# Proper Rapid Cooling

Time/Temperature Control for Safety (TCS) foods must be cooled as quickly as possible to prevent microbial growth. Approved methods for rapid cooling include using a refrigerator or freezer, ice bath, ice paddles, or adding ice or cold water to liquid foods. For an example cooling log, see Appendix.



Place small containers of food into a refrigerator or freezer with space around each container to allow airflow. Food must be loosely covered or uncovered if protected from overhead contamination until it reaches 41°F.



Place food in a clean prep sink or larger container filled with ice water. Make sure the ice water and the food are at the same level. Stir regularly. Use bath along with refrigeration.



Use ice paddles to cool soups, gravies, and other thin foods. Stir regularly. Use paddles with the refrigeration or ice bath method.



Add ice or cold water to a fully cooked product. This works well for soups, stews, or recipes that include water as an ingredient.



Cooked TCS foods must be cooled within 2 hours from 135°F to 70°F. Then an additional 4 hours to be cooled from 70°F to 41°F or lower. The total cooling process must be done within 6 hours. If cooling from foods with ingredients at ambient temperatures, the food must be cooled within 4 hours.

# Cleaning and Sanitizing

Cleaning is the removal of dirt, soil, and debris.  
Sanitizing is the removal of disease-causing microorganisms.

## Cleaning

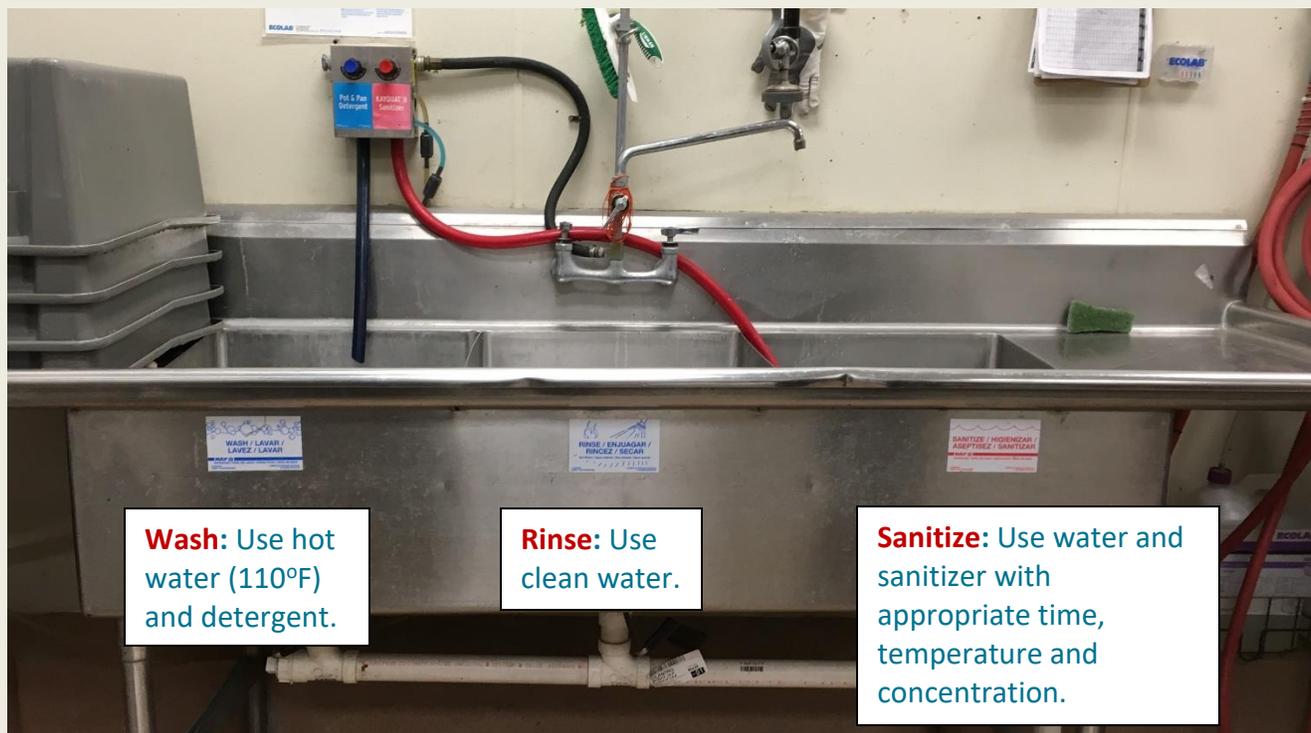


## Sanitizing



# Cleaning and Sanitizing

ALL food and non-food contact surfaces, including equipment, utensils, prep tables, sinks, cutting boards, slicers, mixers, and anything else used in food preparation areas, must be washed, rinsed, and sanitized. Mechanical or alternative ware washing equipment does not replace the requirement for a 3-compartment sink.



## Provide Test Strips that Match the Sanitizing Chemical



CHLORINE



QUATERNARY AMMONIUM



PEROXYOCTANOIC ACID



IODINE



Ensure scraping, rinsing, or soaking debris off equipment before washing. Air dry all items after the sanitize step and store all items upside down to drain. Follow chemical manufacturer specifications for accepted chemical ranges.

# Storing Chemicals

Chemical contamination of food can cause serious illness. Ensure that all chemicals are stored in a designated storage area, below and separate from food and food- contact surfaces, and in correctly labeled containers.



Store chemicals in a designated chemical storage area.



Store Chemicals below and separate from food and food contact surfaces. Store chemicals in correctly labeled containers.



First aid kits must be stored away from food or food contact surfaces.



Do not store chemicals or employee medication and personal care products with food.

# Wiping Cloths



Wiping cloths that are in-use should be stored in a clean sanitizer solution between uses in appropriately labeled sanitizer buckets.



# Utensil Storage

NEVER store in-use utensils in sanitizer or in room-temperature or cold water. In-use utensil storage can be stored as designated below:

- In food with the handles above the top of the food and the container.
- In non-TCS food with the handles above the top of the food within containers or equipment that can be closed.
- On a clean portion of the food preparation table or cooking equipment only if the in-use utensil and the food-contact surface of the food preparation table or cooking equipment are cleaned and sanitized at the proper frequency.
- In running water of sufficient velocity to flush particulates to the drain, if used with moist food such as ice cream or mashed potatoes.
- In a clean, protected location if the utensils are used with a food that is not TCS.
- In a container of water if the water is maintained at a temperature of at least 135°F and the container is cleaned at the proper frequency.



Store in the food, with the handle up and out of the food.



Store in water 135°F or higher.



Store in running water.

Storage of utensils not in-use must be stored on a clean, dry, and sanitized surface.



Store on a clean, dry surface that is cleaned and sanitized.



Do not store utensils in between equipment or walls.

# Receiving and Approved Sources

All food in food service establishments must be obtained from an approved source. Obtain proof of parasite destruction statement for all required fish to be served raw or under-cooked. Food made in a residential kitchen is not an approved source.



Wash all fresh produce prior to cutting, cooking, preparation and serving to clean any contaminants. Chemicals used for washing must be an approved food additive and generally recognized as safe (GRAS) for this intended use.



Molluscan Shellfish: Verify molluscan shellfish have complete, attached tags showing the shellfish came from approved harvest sites. Retain shellfish tags for a minimum of 90 days.



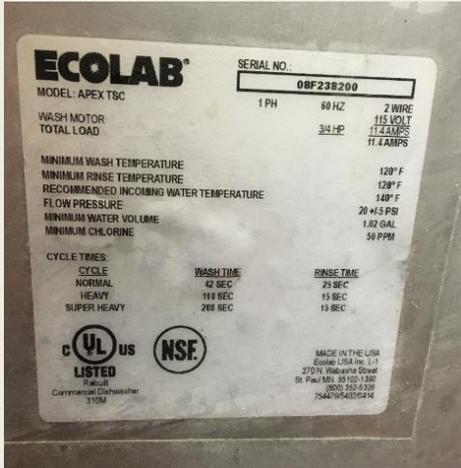
All food must be obtained from an approved source and received in good condition, safe, and unadulterated. TCS foods must be received at 41°F or below. Shipments should be inspected for damage, pests, and temperature abuse.



Raw Eggs: Do not use raw eggs in any ready-to-eat food item (e.g. Caesar salad dressing, hollandaise, meringue) in service to highly susceptible populations, unless the eggs are pasteurized. Eggs must come from a supplier inspected by the U.S. Food and Drug Administration (FDA) or the Texas Department of Agriculture.

# Equipment and Maintenance

All food service utensils and equipment must be approved for use in a retail food establishment and be used as manufacturer intended. Maintain regular cleaning schedules for equipment.



Look for the following symbols on utensils and equipment.



Photo from UL.com

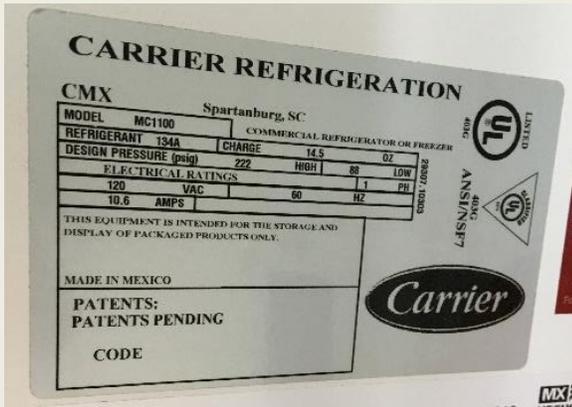


Photo from Intertek-twn.com



Photo from NSF.org

# Pest Control

Control pests in the food service establishment by using a professional exterminator, approved traps, screens, fly fans; sealing openings; and keeping the facility clean. NEVER apply household pesticides in a food service establishment. Pest control devices, such as “bug zappers” or fly papers, may not be placed above food or food preparation surfaces to prevent a risk of contamination.



USE COMMERCIAL-GRADE PRODUCTS



USE APPROVED TRAPS



TIGHTLY SEAL OPENINGS



KEEP EXTERIOR CLEAN



USE FLY FANS



KEEP EQUIPMENT AND INTERIOR CLEAN



Ensure facilities are cleaned before the end of the night including, but not limited to, the following: properly dispose of refuse; clean and sanitize equipment and food contact surfaces; and properly store equipment to air dry and prevent environmental contamination.

# Imminent Public Health Hazards

In the event of flood, fire, power outage, sewer backup, water shortage, or other emergency, potential imminent health hazards may exist. If the event should occur, the food establishment should voluntarily close until the condition no longer exists.



**FIRE**



**WATER SHORTAGE**



**POWER OUTAGES**



**FLOOD OR SEWER BACKUP**



**SIGNS OF RODENTS AND PESTS**



**NO HOT WATER**



If a facility experiences a large fire, a sudden water or power shortage, a flood, sewer backup, or any other similar incident, call City of Frisco Health & Food Safety at 972-292-5304.

# Food Safety Self-Inspection

Food safety self-inspections should be used as a tool for managers and employees to make sure their facility is following best practices. Self-inspections also help facilities prepare for regular inspections. For more information and a sample self-inspection form, see Appendix.



**SELF-INSPECTION FORM**



**CALIBRATED METAL-STEM THERMOMETER**



**TEST STRIPS FOR SANITIZER**



**FLASHLIGHT**

To conduct a self-inspection, you will need:

1. A self-inspection form, clipboard, and pen
2. A calibrated metal-stem thermometer
3. Test strips for sanitizer
4. A flashlight (for better viewing of dark corners, equipment interiors, etc.)

# Processes That Require a Variance or a HACCP

## VARIANCE REQUIRED

*A written document issued by the regulatory authority that authorizes a modification or waiver of one or more requirements of this chapter if, in the opinion of the regulatory authority, a health hazard or nuisance will not result from the modification or waiver.*

- Smoking food as a method of food preservation
- Curing Food
- Using food additives or adding components such as vinegar as a method of preservation or to render a food so that it is not TCS
- Operating a Molluscan shellfish life-support system display tank
- Custom processing animals that are for personal use as food and not for sale or service in a food establishment
- Preparing food by another method that is determined by the regulatory authority to require a variance
- Sprouting seeds or beans, such as wheat grass or alfalfa sprouts
- Reduced Oxygen Packaging (ROP) TCS Food

## HACCP REQUIRED

*A written document that delineates the formal procedures for following the Hazard Analysis Critical Control Point principles developed by The National Advisory Committee on Microbiological Criteria for Foods.*

- Juice Packaged in a Food Establishment
- Reduced Oxygen Packaging of TCS food
- Packaging TCS food using a Cook-Chill or a Sous Vide process
- Packaging cheese
- Unpackaged juice that is prepared on the premises for service or sale in ready-to-eat form
- Operating a Molluscan shellfish life-support system display tank

# Required Documents

During each routine inspection, inspectors may ask to see required documentation (depicted below) that are to be maintained on site. The Certified Food Manager Certificate (CFM certificate), the current Health Permit, and the most recent Health Inspection or Availability Signage (see Appendix) are the three documents required to be posted conspicuously.



**CFM CERTIFICATE, PERMIT, AND MOST RECENT INSPECTION POSTED**



**FOOD HANDLER CERTIFICATES MAINTAINED ONSITE (All food service employees must obtain Food Handler Certificate within 60 days of employment.)**



**HAND WASHING SIGNAGE POSTED AT ALL HAND SINKS**

## STANDARD OPERATING PROCEDURES CLEANING AND DISINFECTING BODILY FLUIDS

**Purpose:** To prepare for incidents requiring cleaning and disinfecting of body fluids.

**Scope:** This procedure applies to all who enter the food service operation and production site. Implement to safely and properly respond to all incidents requiring cleaning and disinfecting of body fluids, including vomit, diarrhea, and blood if cleanup is done by an employee of the child nutrition program staff. All body fluids should be treated as infectious.

**Keywords:** Disinfecting, Body Fluids, Personal Protective Equipment (PPE), Infectious

**Instructions:**

**BODILY FLUID CLEAN-UP PROCEDURES AVAILABLE**

<b>LIQUID</b> LIQUID ENVIRONMENTAL SOLUTIONS OF TEXAS LP 11276 TAMARIS • DALLAS, TX 75249 • 800-666-7357	
BUSINESS NAME: 11276 TAMARIS • DALLAS, TX 75249 • 800-666-7357	
ADDRESS: 11276 TAMARIS • DALLAS, TX 75249 • 800-666-7357	
CITY: DALLAS, TX 75249 • 800-666-7357	
STATE: TEXAS • 800-666-7357	
ZIP: 75249 • 800-666-7357	
DATE: 11/22/2016	
TIME: 10:45 AM	
BY: [Signature]	

**GREASE TRAP SERVICE MANIFEST MAINTAINED ONSITE**

## Employee Health Policy Agreement

**Reporting: Symptoms of Illness**

I agree to report to the manager when I have:

1. Diarrhea
2. Vomiting
3. Jaundice (yellowing of the skin and/or eyes)
4. Sore throat with fever
5. Infected cuts or wounds, or lesions containing pus on or infected wounds, however small).

**EMPLOYEE HEALTH AND HYGIENE POLICY**



There may be additional documents required to be on site depending on the food establishment's operations including, but not limited to, parasite destruction logs, shellfish tags, and pH test logs.

- 31 Example Health Inspection Checklist**
- 33 Food Storage Chart**
- 34 Centers for Disease Control and Prevention Bodily Fluid Clean Up**
- 35 Health Inspection Availability Signage**
- 36 Handwashing Signage**
- 37 Non-Smoking Signage**
- 38 Consumer Advisory**
- 39 Example Employee Health and Hygiene Policy**
- 41 Example Cooling Log**

## FOOD FACILITY SELF-INSPECTION CHECKLIST

This checklist is designed to assist you in reviewing the condition of your facility between inspections by this department. The items listed below represent the major areas evaluated during a routine inspection; however, it may not include all items that are evaluated during a routine inspection. Please call (972) 292-5304 if you have any questions.

### FOOD SAFETY

- | YES                      | NO                       |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Food is purchased from an approved source (no food prepared from private home).   |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Food is inspected and found to be free from contamination, adulteration, and spoilage.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Unpackaged foods which have been served or returned from the dining area are not reused.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. All food and cooking equipment is stored a minimum of 6 " off the floor.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Restrooms are not used for the storage of food, equipment, food-related supplies, or locker rooms.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Exposed food is being protected from dirt, over-head leakage, and other forms of contamination.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. All food storage containers are clean, have tight-fitting lids, are labeled, made from food grade materials, and did not previously hold toxic substances.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Self-service foods are dispensed in an approved manner (e.g. sneeze guards in place).   |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Raw foods of animal origin are stored according to their cooking temperatures.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Shellfish tags are kept for 90 days  |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Food contact surfaces of equipment and utensils which come in contact with TCS foods are cleaned and sanitized when needed to prevent cross-contamination. |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. All fruits and vegetables are washed prior to use.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. Keep wiping cloths in properly labeled sanitizer buckets.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. Consumer advisory provided for all raw or undercooked foods of animal origin (eggs included).  |
| <input type="checkbox"/> | <input type="checkbox"/> | 15. All hand wash stations have stocked mounted soap and disposable towel dispensers.  |

### TEMPERATURE CONTROL

- | YES                      | NO                       |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. TCS foods are maintained below 41°F or above 135°F.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. A thermometer accurate to +/-2°F is provided as either an integral part of the refrigerator (dial outside) or is located inside each unit at its warmest point and in a visible location.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. An accurate metal probe thermometer, suitable for measuring food temperatures, is readily available and regularly used to check food temperatures.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Food products are thawed by using one of the following methods: a) in refrigeration units, b) under cold running water of sufficient velocity to flush away loose food particles, c) in a microwave oven directly to prep, d) as part of the cooking process. Thawing at room temperature is <u>not</u> an approved method. |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. TCS foods must be cooled from 135°F to 70°F within 2 hours and then from 70°F to 41°F within 4 hours. Approved cooling methods include: a) use of an ice bath, b) shallow pans, c) smaller portions, d) ice paddle or adding ice as an ingredient, e) blast chiller.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. TCS foods are rapidly reheated to 165°F within 2 hours.   |

### PERSONNEL

- | YES                      | NO                       |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Employees handling food have no discharges from the eyes, nose, or mouth.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Employees handling food have no open wounds on hands or arms.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Employees are frequently and properly washing hands with soap and warm water (100°F-110°F) at an accessible and designated hand wash sink to prevent the contamination. |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Food Handler and Food Manager certificates are current and on-site.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. A person in charge is present at all times during operating hours.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Tongs or other utensils are used to prevent bare hand contact with ready-to-eat foods.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Employee's hair is properly confined with a top covering hair restraint.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Clothing and personal effects (beverages, phones, medications) are stored in a designated area.   |

Cut Here

**WATER AND SEWAGE**

- | YES                      | NO                       |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. All sinks are fully operable with hot and cold running water. Hot water is at a minimum of 110°F.                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. All sinks drain properly. Floor drains and floor sinks are in good working order and clean.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Plumbing is in good repair, not leaking.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Cross connection control devices are properly installed and in good repair. Air gaps are provided at all indirect liquid waste lines. |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Grease traps and interceptors are routinely cleaned or pumped at a minimum of 90 days.  |

**EQUIPMENT**

- | YES                      | NO                       |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. All equipment (i.e., stoves, grills, refrigerators, tables, sinks, etc.) is clean and well-maintained. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Inoperable equipment has been repaired, replaced, or removed from facility.                            |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Only ANSI approved equipment (e.g. NSF) shall be installed or used within the facility.                |

**UTENSILS**

- | YES                      | NO                       |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Utensils and equipment are properly washed, rinsed, and sanitized.                         |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. All utensils are clean, sanitized, well-maintained, and replaced when needed.              |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Utensils are properly protected from contamination during storage.                         |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Sanitizer test strips are available and used regularly to measure sanitizer concentration. |

**TOILET / DRESSING ROOM / HANDWASHING SINKS**

- | YES                      | NO                       |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Toilet facilities are clean, well-maintained, and in good working order.                              |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Self-closing devices on doors to restrooms and dressing rooms are working properly.                   |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Mounted soap and disposable towel dispensers at all hand wash sinks are operable and stocked.         |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Toilet tissue is provided, and a covered waste receptacle is provided in women's or unisex restrooms. |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Legible handwashing signs are properly posted at all hand wash sinks (including kitchen area).        |

**LIGHTING AND VENTILATION**

- | YES                      | NO                       |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Adequate lighting and ventilation is provided throughout the facility. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Hood exhaust ventilation grease filters are clean and well-maintained. |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Lights must be equipped with shatterproof protection.                  |

**PEST CONTROL**

- | YES                      | NO                       |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Facility is free from insect (e.g. flies, cockroaches) and rodent infestations.                     |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Live animals are not allowed in food preparation areas.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Outside doors or screen doors are kept closed and self-closing devices are in proper working order. |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Air curtains are operating properly.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Only approved pesticides are used and applied in the proper manner.                                 |

**REFUSE**

- | YES                      | NO                       |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Inside trash containers are emptied when full (including restroom trash containers).   |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Outside trash bins are clean, in good repair, and lids are kept closed when not in use. Drains in receptacles have drain plugs in place. |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Outside premises and refuse areas are clean and well-maintained.   |

**OPERATION**

- | YES                      | NO                       |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Hazardous substances (e.g. cleaning supplies, pesticides) are properly labeled and stored away from food products and utensils. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Floors, walls, ceilings, and windows are clean, well-maintained, and in good repair.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Cleaning equipment and soiled linens are properly stored.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Returned, damaged, or unlabeled food products are stored in a designated area.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Facility has a current permit to operate that is conspicuously displayed.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Food Manager Certificate and most recent health inspection or availability sign are displayed.                                  |

# PROPER FOOD STORAGE

**Refrigerate Safely — Separate** cooked and raw foods.

USE BY  
Vencimiento

Prepared Foods

Fruits/Vegetables

Fish/Seafood

Beef/Pork

Ground Meat

Poultry



**Label** all food clearly and use the first in, first out system.



ALMACENE ALIMENTO APROPIADAMENTE

# Clean-up and Disinfection for Norovirus ("Stomach Bug")

THESE DIRECTIONS SHOULD BE USED TO RESPOND TO ANY VOMITING OR DIARRHEA ACCIDENT

Note: Anything that has been in contact with vomit and diarrhea should be discarded or disinfected.

## 1 Clean up

- Remove vomit or diarrhea right away!
  - Wearing protective clothing, such as disposable gloves, apron and/or mask, wipe up vomit or diarrhea with paper towels
  - Use kitty litter, baking soda or other absorbent material on carpets and upholstery to absorb liquid; do not vacuum material: pick up using paper towels
  - Dispose of paper towel/waste in a plastic trash bag or biohazard bag
- Use soapy water to wash surfaces that contacted vomit or diarrhea and all nearby high-touch surfaces, such as door knobs and toilet handles
- Rinse thoroughly with plain water
- Wipe dry with paper towels

**DON'T STOP HERE: GERMS CAN REMAIN ON SURFACES EVEN AFTER CLEANING!**

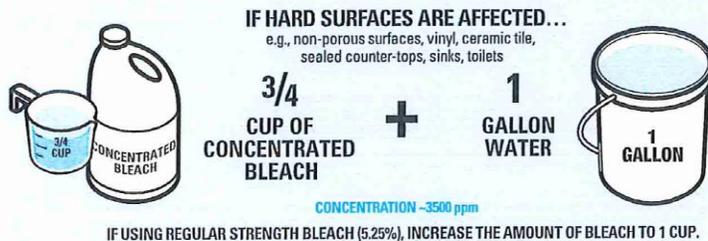
## 2 Disinfect surfaces by applying a chlorine bleach solution

Steam cleaning may be preferable for carpets and upholstery. Chlorine bleach could permanently stain these. Mixing directions are based on EPA-registered bleach product directions to be effective against norovirus. For best results, consult label directions on the bleach product you are using.

### a. Prepare a chlorine bleach solution

Make bleach solutions fresh daily; keep out of reach of children; never mix bleach solution with other cleaners.

**IF HARD SURFACES ARE AFFECTED...**  
e.g., non-porous surfaces, vinyl, ceramic tile, sealed counter-tops, sinks, toilets



**3/4 CUP OF CONCENTRATED BLEACH** + **1 GALLON WATER**

CONCENTRATION ~3500 ppm

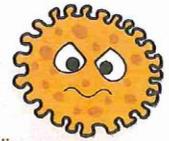
IF USING REGULAR STRENGTH BLEACH (5.25%), INCREASE THE AMOUNT OF BLEACH TO 1 CUP.

- Leave surface wet for at least 5 minutes
- Rinse all surfaces intended for food or mouth contact with plain water before use

## 3 Wash your hands thoroughly with soap and water

Hand sanitizers may not be effective against norovirus.

### Facts about Norovirus



Norovirus is the leading cause of outbreaks of diarrhea and vomiting in the US, and it spreads quickly.

Norovirus spreads by contact with an infected person or by touching a contaminated surface or eating contaminated food or drinking contaminated water. Norovirus particles can even float through the air and then settle on surfaces, spreading contamination.

Norovirus particles are extremely small and billions of them are in the stool and vomit of infected people.

Any vomit or diarrhea may contain norovirus and should be treated as though it does.

People can transfer norovirus to others for at least three days after being sick.

### IF CLOTHING OR OTHER FABRICS ARE AFFECTED...

- Remove and wash all clothing or fabric that may have touched vomit or diarrhea
- Machine wash these items with detergent, hot water and bleach if recommended, choosing the longest wash cycle
- Machine dry



Scientific experts from the U.S. Centers for Disease Control and Prevention (CDC) helped to develop this poster. For more information on norovirus prevention, please see <http://www.cdc.gov/norovirus/preventing-infection.html>.



[disinfect-for-health.org](http://disinfect-for-health.org)

Updated March, 2015

Cut Here

**A COPY OF THE  
MOST RECENT  
HEALTH  
INSPECTION IS  
AVAILABLE UPON  
REQUEST.**

Cut Here



Cut Here

Photo from [www.webstaurantstore.com](http://www.webstaurantstore.com) and [mysafetysigns.com](http://mysafetysigns.com)



**Smoking is Prohibited. Offense  
Punishable by Fine Not to Exceed  
Two-thousand (\$2,000.00) Dollars.**

# Consumer Advisory

## **Purpose of Advisory**

The consumer advisory is meant to inform consumers, especially highly susceptible populations (elderly, children, pregnant women, immunocompromised individuals) about the increased risk of foodborne illness from eating raw or undercooked animal foods through use of a disclosure and a reminder.

## **When is a Consumer Advisory Required?**

According to the Texas Food Establishment Rules<sup>1</sup>, if an animal food such as beef, eggs, fish, lamb, milk, pork, poultry, or shellfish is served or sold raw, undercooked, or without otherwise being processed to eliminate pathogens, either in ready-to-eat form or as an ingredient in another ready-to-eat food, then a consumer advisory is required.

## **Disclosure shall include:**

- a. A description of the animal-derived foods, such as "oysters on the half shell (raw oysters)", "raw-egg Caesar salad dressing", and "hamburgers (can be cooked to order)"; or
- b. Identification of the animal-derived 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 that:

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

## **Example of Consumer Advisory:**

**Menu**  
**Two Eggs\* (cooked to order) served  
with grits and toast**

**\*Consuming raw or undercooked meats,  
poultry, seafood, shellfish or eggs may  
increase your risk of foodborne illness**

The following foods **may not** be served or offered for sale in a ready-to-eat form in a food establishment serving a highly susceptible population<sup>2</sup>:

- a. Raw animal foods, such as raw fish, raw-marinated fish, raw molluscan shellfish, and steak tartare;
- b. A partially cooked animal food, such as lightly cooked fish, rare meat, soft-cooked eggs that are made from raw shell eggs, and meringue; and
- c. Raw seed sprouts

<sup>1</sup> Texas Food Establishment Rules reference: §228.80.

<sup>2</sup> Consumer Advisory is not applicable for and may not be used in a children's or senior citizen's menu.  
Texas Food Establishment Rules reference §228.82 (3).



**Texas Department of State  
Health Services**

**PUBLIC SANITATION AND RETAIL FOOD SAFETY GROUP MODEL FORMS**

**Form: No. 1-B - Conditional Employee and Food Employee Reporting Agreement**

Applicable Texas Food Establishment Rules (TFER) Section: §228.35

FORM 1-B	<p>Conditional Employee and Food Employee Reporting Agreement</p> <p>Preventing Transmission of Diseases through Food by Infected Food Employees or Conditional Employees with Emphasis on illness due to Norovirus, <i>Salmonella Typhi</i>, <i>Shigella</i> spp., Enterohemorrhagic (EHEC) or Shiga toxin-producing <i>Escherichia coli</i> (STEC), nontyphoidal <i>Salmonella</i> or hepatitis A Virus</p>
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*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, nontyphoidal *Salmonella* or hepatitis A (hepatitis A virus infection)

Public Sanitation and Retail Food Safety Unit • PO Box 149347, Mail Code 1987 • Austin, Texas 78714-9347  
(512) 834-6753 • Facsimile: (512) 834-6683 • <http://www.dshs.texas.gov/foodestablishments/>

Future Exposure to Foodborne Pathogens:

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

I have read (or had explained to me) and understand the requirements concerning my responsibilities under the Texas Food Establishment Rules 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): \_\_\_\_\_

Signature of Conditional Employee: \_\_\_\_\_ Date \_\_\_\_\_

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

Signature of Food Employee: \_\_\_\_\_ Date \_\_\_\_\_

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

**COOLING OF COOKED TIME/TEMPERATURE CONTROL FOR SAFETY FOODS  
ENFRIAMIENTO DE ALIMENTOS COCIDOS CON EL RIESGO DE PELIGRO**



**Date (Fecha):** \_\_\_\_\_

Food (Comida)	Log: 1. Time (Hora) 2. Temperature (Temperatura) 3. Employee Initials						Corrective Action (Que Fue Corregido)
	<b>135°F to 70 °F within 2 hours</b>						
Step 1	am/pm	am/pm	am/pm	am/pm	am/pm	am/pm	
	<b>20°F to 41 °F within 4 hours</b>						
Step 2	am/pm	am/pm	am/pm	am/pm	am/pm	am/pm	

**Cooling methods (Métodos de enfriamiento):**

- placing the food in shallow pans (comida en recipientes con poco profundidad);
- separating the food into smaller or thinner portions (separar el alimento en porciones pequeños);
- using rapid cooling equipment (usar equipo de enfriamiento rápido);
- stirring the food in container placed in an ice bath (Mezclar el alimento en recipiente con un baño de agua);
- adding ice as an ingredient (Echar hielo como un ingrediente); or
- other effective methods (otro métodos efectivos).

Supervisors Signature \_\_\_\_\_ Date \_\_\_\_\_

Department of State Health Services • Food Establishments Group • PO Box 149347, Mail Code 1987 • Austin, Texas 78714-9347

<http://www.dshs.texas.gov/foodestablishments/>

02/24/17 – Pub. # F23-13356

# Food Handler Training

Texas Department of State Health Services accredits classrooms for food safety classes (i.e. Food Handler's or Food Manager's certificates), on-site training, online training and other resources.

## To learn more visit

<https://www.dshs.texas.gov/food-handlers/>  
<https://www.dshs.texas.gov/food-managers/>

## References and Additional Resources

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The Centers for Disease Control and Prevention (CDC) | [cdc.gov](http://cdc.gov)

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U.S. Food and Drug Administration (FDA) | [fda.gov](http://fda.gov)

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U.S. Department of Agriculture (USDA) | [usda.gov](http://usda.gov)

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Food Safety | [foodsafety.gov](http://foodsafety.gov)

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Texas Department of State Health Services | [www.dshs.texas.gov](http://www.dshs.texas.gov)

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City of Frisco Health & Food Safety | [www.friscotexas.gov/health](http://www.friscotexas.gov/health)

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NOTE: The information provided in this manual is based on the Texas Retail Food Establishment Rules and Regulations; however, it does not represent all requirements or established regulations. To view a copy of the Rules and Regulations, visit [www.friscotexas.gov/184/Food-Establishment-Requirements](http://www.friscotexas.gov/184/Food-Establishment-Requirements) or call 972-292-5304. This manual was provided by the Boulder County Public Health Department and edited by the City of Frisco's Health & Food Safety division.