

NFS Inspection Form

AREA: _____ **Date:** _____ **Inspectors:** _____

Points	Points Earned		A. Food Items Received and Stored Properly Maximum score of 18 points	Problems Identified	Correction Action	Date of Completion
2		Standard	Storage shelves, racks are clean, free of grime, soil build up; sanitized routinely			
		Reference	<i>ServSafe® Coursebook 7th ed. (pg. 7.7)</i>			
		Criteria	Keep all storage areas clean and dry. Clean floors, walls, and shelving in coolers, freezers, dry-storage areas, and heated holding cabinets regularly. Clean up spills and leaks promptly to keep them from contaminating other food.			
3		Standard	Raw meats are stored separately or below ready to eat or cooked foods			
		Reference	<i>ServSafe® Coursebook 7th ed. (pg. 7.7)</i>			
		Criteria	Store raw meat, poultry, and seafood separate from ready-to-eat food. Store ready-to-eat food above raw meats. Store in the following top-to-bottom order: seafood, whole cuts of beef and pork, ground meat and ground fish, whole and ground poultry: the order is based on the minimum internal cooking temperature. This will prevent juices from raw food from dripping onto ready-to-eat foods. Make sure there are no leaks.			
2		Standard	Accurate temperature thermometers are present and temperatures are taken			
		Reference	<i>ServSafe® Coursebook 7th ed. (pg. 5.4, 5.9)</i>			
		Criteria	Make sure thermometers are accurate by calibrating them regularly: before each shift and before the first delivery arrives. Thermometers used to measure the temperature of food need to be +/- 2°F or +/- 1°C. Thermometers used to measure air temperature in food storage equipment need to be accurate to +/- 3°F or +/- 1.5°C. Food handlers should avoid time-temperature abuse by following good policies and procedures, which address the following areas: monitoring, tools, recording, time and temperature control and corrective actions.			
2		Standard	Temperatures are appropriate for the storage area			
		Reference	<i>ServSafe® Coursebook 7th ed. (pg. 7.5)</i>			
		Criteria	Pathogens can grow when food is not stored at the correct temperature. Follow these guidelines to keep food safe: <ul style="list-style-type: none"> • Store TCS food at an internal temperature of 41°F (5°C) or lower, or 135°F (57°C) or higher. Test often. • Store meat, poultry, seafood, and dairy items in the coldest part of the unit, away from the door. • Make sure storage units have at least one air-temperature measuring device it must be accurate to +/- 3°F or +/- 1.5°C, keep in the warmest part of refrigerated units and the coldest part of hot-holding units. • Consider using cold curtains in walk-in coolers and freezers to help maintain temperatures. • Defrost freezers regularly to ensure efficiency. Move food to another freezer while defrosting. 			
2		Standard	Foods are inspected upon receipt per HACCP and receipt-dated			
		Reference	<i>ServSafe® Coursebook 7th ed. (pg. 6.3)</i>			
		Criteria	Deliveries must be inspected immediately upon receipt. The process starts with a visual inspection of the delivery truck, checking for signs of contamination. Inspect the overall condition of the vehicle, looking for signs of pests. If there are signs of problems, reject the delivery. Then, look at each delivery right away to count quantities, check for damaged food, and look for items that might have been repacked or mishandled. Spot-check weights and take sample temperatures of all TCS food. Inspect and store each delivery before accepting another one, as this will prevent temperature abuse in the receiving area.			
2		Standard	There is appropriate air circulation around food			
		Reference	<i>ServSafe® Coursebook 7th ed. (pg. 7.5)</i>			
		Criteria	Do not overload coolers or freezers. Overloading prevents good airflow and units have to work harder to stay cold. Be aware that frequent opening of the cooler lets warm air inside, which can affect food safety. Use open shelving. Do not line shelves with aluminum foil, sheet pans, or paper, as this restricts cold air circulation in the unit.			

2	Standard	FIFO system used; items dated with expiration/use by date or date of receipt				
	Reference	ServSafe® Coursebook 7th ed. (pg. 7.4)				
	Criteria	Rotation: First-in, First-out (FIFO) Food items (refrigerated, frozen and dry foods) must be rotated so the items with the earliest use-by or expiration dates are used before those with later dates. Labeling: Foods that are not in their original container need to be labeled with the common name of food. Dating: Foods need to have either a label stating the date the food item was prepared or a use-by date.				
3	Standard	Foods are properly labeled with identity, use-by or expiration dates				
	Reference	ServSafe® Coursebook 7th ed. (pg. 7.2-7.3)				
	Criteria	Labeling food is important. Illnesses have occurred when unlabeled chemicals were mistaken for food. Allergic reactions can occur when food was unknowingly prepped with a food allergen that was not identified on the label. Any item not stored in its original container must be labeled by the common name or statement that clearly identifies it. If a food item is easily identifiable by sight and will not be mistaken for another item, labeling is not required. Food packaged in the operation that is being sold to customers for use at home must be labeled with the following information: Common name of the food or a statement that clearly identifies it, quantity of the food, list of ingredients and sub-ingredients in descending order by weight if made with two or more ingredients, list of artificial colors, flavors, and chemical preservatives, name and place of business of the manufacturer, packer, or distributor, and source of each major food allergen contained in the food.				
Points	Points Earned	B. Temperatures Appropriate	Maximum score of 18 points	Problems Identified	Correction Action	Date of Completion
3	Standard	TCS (Time and Temperature Control for Safety) Foods are kept at or below 41°F during cold holding				
	Reference	ServSafe® Coursebook 7th ed. (pg. 1.7-1.8, 5.2)				
	Criteria	TCS foods include: milk and dairy products, shell eggs, meat, poultry, fish, shellfish and crustaceans, baked potatoes, heat-treated plant food (cooked rice, beans, and vegetables), soy protein (tofu), sprouts and sprout seeds, sliced/cut produce, untreated garlic and oil mixtures. TCS food has been time-temperature abused any time it remains between 41°F and 135°F.				
	Reference	2013 Food Code: 3-501.16				
	Criteria	Store TCS foods at an internal temperature of 41°F (5°C) or lower. Storage units have at least one air temperature measuring device and accurate +/- 3°F. Device must be located in the warmest part of the refrigerated units. Test often to verify that the cooler is working.				
3	Standard	TCS are cooled by an approved method				
	Reference	ServSafe® Coursebook 7th ed. (pg. 8.15-8.16)				
	Criteria	Cool food to 70°F within two hours, then cool it to 41°F or lower in the next four hours. Total cooling time cannot be longer than six hours. Thickness or density of the food, size of the food, and storage container will affect cooling time.				
	Reference	2013 Food Code: 3-501.1				
2	Standard	TCS are stored under refrigeration except during necessary preparation (limit 30 min)				
	Reference	ServSafe® Coursebook 7th ed. (pg. 8.2), 2013 Food Code: 3-501.19				
	Criteria	Only remove as much food from the cooler as you can prep in a short period of time, because this keeps ingredients from sitting out for long periods of time. Return prepped food to the cooler or cook it, as quickly as possible.				
2	Standard	TCS (ex: potato/pasta salads) prepared using pre-chilled ingredients (≤ 41° F)				
	Reference	ServSafe® Coursebook 7th ed. (pg. 8.6)				
	Criteria	Consider chilling all ingredients and utensils before using them to make the salad.				

3	Standard	TCS foods are maintained properly to keep hot foods above 135° F				
	Reference	ServSafe® Coursebook 7th ed. (pg. 9.2), 2013 Food Code: 3-501.16				
	Criteria	Hold hot foods at 135°F or higher. Check the temperature at least every 4 hours. Throw out food that is not 135°F or higher. You can also check the temperature every 2 hours, leaving time for corrective action. Food held below 135°F can be reheated and then place back in the hot-holding unit.				
2	Standard	Proper thawing techniques are used				
	Reference	ServSafe® Coursebook 7th ed. (pg. 8.4), 2013 Food Code: 3-501.13 Thawing				
	Criteria	Thaw TCS food in the following ways: refrigeration under 41°F, running water at 70°F no longer than 4 hours (including prep and cooling), microwave then cooked immediately, and as part of the cooking process.				
3	Standard	Foods cooked to proper temperatures				
	Reference	ServSafe® Coursebook 7th ed. (pg. 8.10-8.12)				
	Criteria	Cooking food to safe levels and holding that temperature for a specific amount of time is the only way to reduce pathogens. The temperature is different for each food. The FDA recommends cooking food to the minimum internal temperatures listed below: 165°F (74°C) for 15 seconds: Poultry, stuffing made with fish, meat or poultry, stuffed meat, seafood, poultry, or pasta, and dishes that include previously cooked TCS ingredients. 155°F (68°C) for 15 seconds: Ground meat, injected meat, mechanically tenderized meat, ratites, ground seafood and shell eggs hot-held for service. 145°F (63°C) for 15 seconds: Steaks/chops of pork, beef, veal and lamb, seafood (including fish, shellfish, and crustaceans), commercially-raised game and shell eggs that will be served immediately. 145°F (63°C) for 4 minutes: Roasts of pork, beef, veal and lamb (roasts may be cooked to these alternate cooking times and temperatures depending on the type of roast and oven used: 130°F (54°C) for 112 minutes, 131°F (55°C) for 89 minutes, 133°F (56°C) for 56 minutes, 135°F (57°C) for 36 minutes, 136°F (58°C) for 28 minutes, 138°F (59°C) for 18 minutes, 140°F (60°C) for 12 minutes, 142°F (61°C) for 8 minutes, and 144°F (62°C) for 5 minutes). 135°F (57°C): Fruit, vegetables, grains (rice and pasta), and legumes (beans, refried beans) that will be hot-held for service.				
Points	Points Earned	C. Chemicals Properly Secured, Labeled, and Dated	Maximum score of 3 points	Problems Identified	Correction Action	Date of Completion
1	Standard	Chemicals are properly labeled with identity				
	Reference	ServSafe® Coursebook 7th ed. (pg. 12.14-12.15)				
	Criteria	Store chemicals in their original containers away from food and prep areas. Separate by spacing or partitioning. If chemicals are transferred to a new container the label must list the common name of the chemical.				
1	Standard	Chemicals are properly labeled with contents and potential injury/treatment information				
	Reference	ServSafe® Coursebook 7th ed. (pg. 12.15), OSHA 29 Code of Federal Regulations (CFR), Part 1910, Subpart Z				
	Criteria	Chemicals stored in their original container should have a manufacturer's label that includes the directions for use and be clear enough to read. Each hazardous chemical requires a Safety Data Sheet (SDS) that includes the composition/information on ingredients as well as first-aid measures, which describes the necessary measures for different routes of exposure (inhalation, skin and eye contact, and ingestion), the most important symptoms/effects, and indication of immediate medical attention and special treatment needed.				
1	Standard	Poisonous/toxic materials in secured, locked areas. Stock dated with receipt date				
	Reference	ServSafe® Coursebook 7th ed. (pg. 13.9)				
	Criteria	Store chemical away from utensils and equipment used for food. Keep them in a separate storage area in their original container.				
	Reference	2013 Food Code: Annex 5; p611				
	Criteria	During each inspection, the proper labeling, storage, and use of poisonous and toxic chemicals should be verified. Containers of poisonous or toxic materials and personal care items shall bear a legible manufacturer's label. Working containers used for storing poisonous or toxic materials such as cleaners and sanitizers taken from bulk supplies should be clearly and individually identified with the common name of the material. Only chemicals that are necessary to the operation and maintenance of a food establishment, such as for the cleaning and sanitizing of equipment and utensils and the control of insects and rodents, should be in the food establishment. Medicines necessary for the health of employees may be allowed in a food establishment, but they should be labeled and stored to prevent contamination of food and food-contact surfaces.				

Points	Points Earned		D. Food Items Handled Properly During Preparation/Service Maximum score of 8 points	Problems Identified	Correction Action	Date of Completion
2		Standard	Proper utensils used to eliminate bare hand contact w/ cooked or prepared foods			
		Reference	<i>ServSafe® Coursebook 7th ed. (pg. 9.6), 2013 Food Code: Preventing Contamination by Employees 3-301.11 Preventing Contamination from Hands.</i>			
		Criteria	Food handlers must wear single-use gloves whenever handling ready-to-eat foods. As an alternative, food can be handled with spatulas, tongs, deli sheets, or other utensils.			
2		Standard	Food contact surfaces are sanitized before working with ready to eat/serve foods			
		Reference	<i>ServSafe® Coursebook 7th ed. (pg. 12.6-12.8)</i>			
		Criteria	Any surface that touches food, such as knives, stockpots, cutting boards, or prep tables, must be cleaned, rinsed, and sanitized.			
2		Standard	Unwrapped TCS foods are not re-served			
		Reference	<i>ServSafe® Coursebook 7th ed. (pg. 7.6, 7.8, 7.10)</i>			
		Criteria	Wrap or cover all food correctly. Leaving food uncovered can lead to cross-contamination. If removed from original packaging, meat, poultry and fish must be wrapped in airtight, moisture-proof material or placed in clean and sanitized containers.			
2		Standard	Produce is washed prior to serving			
		Reference	<i>ServSafe® Coursebook 7th ed. (pg. 8.8)</i>			
		Criteria	Wash fruits and vegetables thoroughly under running water to remove dirt and other contaminants. Do this before cutting, cooking, or combining with other ingredients.			
Points	Points Earned		E. Area Free of Evidence of Pest Infestation or Waste Contamination Maximum score of 9 points	Problems Identified	Correction Action	Date of Completion
3		Standard	No evidence of insects, rodents – i.e. droppings.			
		Reference	<i>ServSafe® Coursebook 7th ed. (pg. 13.2, 13.5-13.6)</i>			
		Criteria	Prevention is critical in pest control and the most effective ways in doing that are to deny pests access to the operation, deny pests food, water, and shelter, and working with a licensed pest control operator. Pests may still get into your operation even if you try to prevent them by hiding in delivery boxes or even riding in on staff's clothing or personal belongings. Roaches live and breed in dark, warm, moist, hard-to-clean areas, such as behind coolers, in sink/floor drains, inside equipment, and behind unsealed covering. If you suspect you have a roach problem, check for a strong oily odor, droppings that look like grains of black pepper, and capsule-shaped, brown, dark red or black egg cases. Rodents are identified by signs of gnawing, droppings and urine stains, tracks, nesting materials, and holes.			
		Reference	<i>Corrugated Cardboard Cartons within Nutrition and Food Service Template (Section 2, Section 5a & 5b)</i>			
		Criteria	All incoming corrugated cardboard boxes or cartons into the Food and Nutrition area will be checked for pests and if showing signs of pest infestation, will be emptied of its contents and disposed of immediately.			
1		Standard	Windows/doors screened if opened			
		Reference	<i>ServSafe® Coursebook 7th ed. (pg. 13.3)</i>			
		Criteria	Keep all exterior openings tightly closed, but if opened, screen all windows and vents with screening of at least 16 mesh per square inch. Anything larger might let in mosquitoes or flies. Check screens often. Clean, patch, or replace them as needed.			
2		Standard	Trash area separate from food areas: Container leak proof and covered			
		Reference	<i>ServSafe® Coursebook 7th ed. (pg. 11.19)</i>			
		Criteria	Waste and recyclables must be stored separately from food and food-contact surfaces. The storage of these items must not create a nuisance or a public health hazard. Indoor containers must be leak-proof, waterproof, and pestproof, They should be easy to clean and covered when not in use.			

2	Standard	Shipping cartons not in food preparation or serving areas				
	Reference	Corrugated Cardboard Cartons within Nutrition and Food Service Template (Section 2, Section 5)				
	Criteria	Corrugated cardboard cartons will be removed from the area as soon as items are unpacked. Foods may be stored in the original box or carton in a storeroom or area separate from the food service and production area in the kitchen. Foods that need to be stored (dry or cold) in boxes or cartons should be kept in their original packing cartons. Cardboard containers should not be used to store anything other than its original contents.				
1	Standard	Floor drains clear, without debris				
	Reference	ServSafe® Coursebook 7th ed. (pg. 11.17, 12.13)				
	Criteria	The facility must have adequate drainage to handle all wastewater. Any area subjected to heavy water exposure should have its own floor drain. The drainage system should be designed to prevent floors from flooding. Nonfood-contact surfaces, such as floors, do not need to be sanitized, but must be cleaned regularly to prevent dust, dirt, and food residue from building up. This prevents pathogen growth and prevents pests.				
Points	Points Earned	F. Food Items Safe from Potential Contamination	Maximum score 8 points	Problems Identified	Correction Action	Date of Completion
2	Standard	Shell eggs are pasteurized, not cracked/dirty				
	Reference	ServSafe® Coursebook 7th ed. (pg. 6.11, 8.7)				
	Criteria	Shell eggs should be clean and unbroken. Consider using pasteurized shell eggs or egg products for egg dishes requiring little or no cooking (hollandaise sauce, Caesar salad dressing, tiramisu, and mousse). Operations that serve high-risk populations, such as hospitals, must take special care when using eggs and is recommended to use pasteurized eggs or egg products when dishes containing eggs will be served raw or undercooked.				
2	Standard	All juices, egg product, dairy products are pasteurized				
	Reference	ServSafe® Coursebook 7th ed. (pg. 8.8), 2013 Food Code: 3-101.11, 3-201.11 and 3-202.14				
	Criteria	Egg products shall be obtained pasteurized. Fluid and dry milk and milk products shall be obtained pasteurized If you package fresh fruit and vegetable juice in-house for later sale, treat (pasteurize) the juice according to an approved HACCP plan. Food establishments that serve a highly susceptible population (HSP) cannot serve prepackaged juice that bears the warning label and they must serve only pasteurized juice.				
1	Standard	Walls, Floors, Ceilings Clean				
	Reference	ServSafe® Coursebook 7th ed. (pg. 12.13)				
	Criteria	Nonfood-contact surfaces, such as floors, walls, and ceilings do not need to be sanitized, but must be cleaned regularly to prevent dust, dirt, and food residue from building up. Not only will this prevent the growth of pathogens, but it will also prevent pests.				
1	Standard	Food trucks gaskets, vents, and coils clean and functional				
	Reference	2013 Food Code: 4-501.11				
	Criteria	As per manufacturer specifications.				
1	Standard	No chemical sprays used around food				
	Reference	ServSafe® Coursebook 7th ed. (pg. 12.14)				
	Criteria	Many chemicals used in an operation can be hazardous, especially if used in the wrong way. To reduce your risk of cross-contamination, always cover or remove items that could be contaminated before using chemicals. After using chemicals, make sure to clean and sanitize equipment and utensils. Always follow the law and manufacturers' directions when using chemicals.				

1	Standard	Chemicals are separate from foods during delivery and storage				
	Reference	<i>ServSafe® Coursebook 7th ed. (pg. 12.15)</i>				
	Criteria	Chemicals must be stored in their original containers and away from food, equipment, utensils, and linens. Some operations also designate specific areas for storing chemicals. You can separate the chemicals by spacing them apart from other items or by partitioning off chemicals from other items stored in the same area.				
Points	Points Earned	G. Area Free of Potential Injury or Safety Hazards	Maximum score of 8 points	Problems Identified	Correction Action	Date of Completion
1	Standard	Light fixtures covered, in good repair				
	Reference	<i>ServSafe® Coursebook 7th ed. (pg. 11.18)</i>				
	Criteria	All lights should have shatter-resistant light bulbs or protective covers in order to prevent broken glass from contaminating food or food-contact surfaces.				
1	Standard	Grease traps clean				
	Reference	<i>ServSafe® Coursebook 7th ed. (pg. 11.17)</i>				
	Criteria	Grease traps are often installed to prevent buildup from creating a drain blockage. If used, grease traps must be easily accessible, installed by a licensed plumber, and cleaned periodically according to manufacturers' recommendations. If the traps are not cleaned or it is not done properly, a backup of waste water could lead to odor and contamination.				
1	Standard	Emergency Equipment within date and functional (on 15 page word document, need to discuss reference)				
	Reference	National Fire Protection Association Standards				
	Criteria	1.1* Scope. The provisions of this standard apply to the selection, installation, inspection, maintenance, and testing of portable extinguishing equipment. A.1.1.1 Many fires are small at origin and can be extinguished by the use of portable fire extinguishers.				
1	Standard	No dangerous areas for slipping, falling				
	Reference	<i>ServSafe® Coursebook 7th ed. (pg. 11.4-11.6)</i>				
	Criteria	Flooring should be smooth, durable, nonabsorbent, and easy to clean. It should also resist wear and help prevent slips. Flooring should be kept in good condition and be replaced if damaged or worn. If standing water occurs due to spraying or flushing the floors when cleaning, remove it as quickly as possible. Flooring porosity can cause people to slip or fall, so it is important to use nonabsorbent flooring in areas like walk-in coolers, prep areas, and dishwashing areas. It is especially important to use nonslip surfaces in traffic areas, as slips and falls are potential hazards.				
1	Standard	Equipment and storage areas in good repair; guards used when appropriate				
	Reference	<i>ServSafe® Coursebook 7th ed. (pg. 12.12)</i>				
	Criteria	Once utensils, tableware, and equipment have been cleaned and sanitized, they must be stored in a way that will protect them from contamination. Keep the food-contact surfaces of stationary equipment covered until ready for use.				
1	Standard	Wet floor signs used when floor wet/slippery; floors wet mopped properly				
	Reference	<i>ServSafe® Coursebook 3rd Edition (pg. 12-14)</i>				
	Criteria	To clean floors: <ul style="list-style-type: none"> • Mark the area being cleaned with signs or safety cones to prevent slips and falls. • Sweep the floor. • Use a deck or scrub brush and full-strength detergent solution on extra soiled areas to remove grease and dirt. • Mop or pressure-spray the area, working from the walls toward the floor drain. Soak the mop in a bucket of detergent solution and wring it out. Clean a ten-foot by ten-foot area with both sides of the mop, using a figure-eight motion. Soak and wring out the mop, then clean the same area again. • Remove excess water with a damp mop or squeegee, working away from the walls and toward the floor drain. • Rinse thoroughly with clean water, using the same mopping procedure. 				

1	Standard	Locker rooms/rest rooms clean with appropriate handwashing facilities and sign				
	Reference	ServSafe® Coursebook 7th ed. (pg. 11.8, 11.10)				
	Criteria	Restrooms should be convenient, sanitary and have self-closing doors. Handwashing stations should be put in areas that make it easy for staff to wash their hands often, such as in restrooms or directly next to them. These sinks must be used for handwashing and not for any other purpose. A clearly visible sign or poster must tell staff to wash hands before returning to work.				
1	Standard	Items are stored 6" off floor and 18" from sprinkler heads				
	Reference	ServSafe® Coursebook 7th ed. (pg. 7.6, 12.12)				
	Criteria	Store all items (including tableware and floor-mounted equipment on legs at least six inches off the floor to protect them from dirt and moisture.				
	Reference	OSHA 29 Code of Federal Regulations (CFR), Part 1910				
Criteria	Require that shelves and stacked materials not exceed the height of 18 inches below sprinkler heads [29CFR1910.37(a)(4); 29CFR1910.159(c)(10); NFPA 101, §9.7.1.1, §9.7.1.4, and §9.7.5; NFPA 13, §8.6.6; NFPA 25, §2-2.1.2]					
Points	Points Earned	H. Employee Hygiene and Practice	Maximum score of 11 points	Problems Identified	Correction Action	Date of Completion
3	Standard	Food workers wash hands thoroughly for 20 seconds at appropriate times.				
	Reference	ServSafe® Course Book 7^h ed. (pg. 4.5)				
	Criteria	The process of proper hand-washing should take at least 20 seconds. Food handlers must be able to wash their hands correctly and as often as needed. Hands must be washed in a sink designated for handwashing and at appropriate times, such as after all the following activities: using the restroom, touching the body or clothing, coughing, sneezing, blowing their nose using a handkerchief or tissue, eating, drinking, smoking, or chewing gum or tobacco, handling soiled items, and handling raw meat, poultry, and seafood.				
3	Standard	Food workers free from illness transmissible by foods				
	Reference	ServSafe® Coursebook 7th ed. (pg. 4.13-4.16)				
	Criteria	Staff must report illnesses before they come to work and should also let management know immediately if they get sick while working. When food handlers are ill, especially those with vomiting, diarrhea, jaundice, sore throat with fever, and infected wounds or boils that are open/draining, managers may need to restrict them from working with exposed food, utensils, and equipment. If the food handler has a sore throat with a fever, then exclude the food handler from the operation if you primarily serve a high-risk population. The food handler can return to the operation and work with or around food when he or she has a written release from a medical practitioner. If the food handler has vomiting or diarrhea, he or she must have had no symptoms for at least 24 hours or have a written release from a medical practitioner before they can return to work. If a food handler has jaundice, he or she must be reported to regulatory authority, and those who have had it for seven days must be excluded from the operation. They must have a written release and approval from the regulatory authority before returning to work. If the food handler has an illness caused by one of these pathogens: Norovirus, Hepatitis A, <i>Shigella</i> spp. Shiga-toxin producing <i>E-coli</i> (STEC), <i>Salmonella</i> Typhi, or Nontyphoidal <i>Salmonella</i> , then the manager should exclude the food handler from the operation and report the situation to the regulatory authority.				
2	Standard	Employees do not wear jewelry except single plain band				
	Reference	ServSafe® Coursebook 7th ed. (pg. 4.12)				
	Criteria	Remove jewelry from hands and arms before prepping food or when working around prep areas. Food handlers cannot wear rings (except for a plain band), bracelets (including medical bracelets), and watches.				
2	Standard	Employees wear hair/beard/mustache restraints				
	Reference	ServSafe® Coursebook 7th ed. (pg. 4.12)				
	Criteria	Wear a clean hat or other hair restraint when in a food-prep area. This keeps hair from falling into food and onto food-contact surfaces.				

1	Standard	Employees wear Personal Protective Equipment appropriately				
	Reference	ServSafe® Coursebook 7th ed. (pg. 4.9-4.12)				
	Criteria	<p>Work attire: Dirty clothing may carry pathogens that can cause foodborne illnesses. These pathogens can be transferred from the clothing to the hands and to the food being prepped. It is important to wear clean clothing daily, change soiled uniforms as needed to prevent contamination, change into work clothes at work, if possible, store street clothing and personal belongings in designated areas, and keep dirty clothing that is stored in the operation away from food and prep areas.</p> <p>Single-Use Gloves: Single-use gloves are designed for one task, after which they must be discarded. Used properly, they can help keep food safe by creating a barrier between hands and food. Single-use gloves should never be used in place of handwashing. They should always be worn when handling ready-to-eat food and do not need to be worn when washing produce or handling ready-to-eat ingredients for a dish that will be cooked to the correct internal temperature. When using single-use gloves, wash your hands before putting on gloves when starting a new task, choose the correct glove size, hold gloves by the edge when putting them on, and once you have them on, check the gloves for rips and tears. Food handlers must change single-use gloves as soon as they become dirty or torn, before beginning a different task, after an interruption, after handling raw meat, seafood, or poultry, and after four hours of continuous use.</p>				
Points	Points Earned	I. Emergency Preparedness	Maximum score of 5 points	Problems Identified	Correction Action	Date of Completion
1	Standard	Up-to-date SDS information easily available.				
	Reference	ServSafe® Coursebook 7th ed. (pg. 13.9), OSHA 29 Code of Federal Regulations (CFR), Part 1910, Subpart Z				
	Criteria	<p>Pesticides are hazardous materials. You should have a corresponding SDS any time one will be used or stored on the premises. The SDS/MSDS includes information such as the properties of each chemical; the physical, health, and environmental health hazards; protective measures; and safety precautions for handling, storing, and transporting the chemical. Employers must ensure that the SDSs are readily accessible to employees for all hazardous chemicals in their workplace. This may be done in many ways. For example, employers may keep the SDSs in a binder or on computers as long as the employees have immediate access to the information without leaving their work area when needed and a back-up is available for rapid access to the SDS in the case of a power outage or other emergency. Furthermore, employers may want to designate a person(s) responsible for obtaining and maintaining the SDSs.</p>				
1	Standard	Eye wash station functional; fire extinguisher tags updated				
	Reference	OSHA 29 Code of Federal Regulations (CFR), Part 1910				
	Criteria	<p>Eye wash station equipment is a form of first aid [29 Code of Federal Regulations (CFR) 1910.151(c)]. The 29 CFR 1910.151(c) states "Where the eyes or body of any person may be exposed to injurious corrosive materials, suitable facilities for quick drenching or flushing of the eyes and body shall be provided within the work area for immediate emergency use."</p> <p>Fire extinguisher: An employer must inspect, maintain, and test all portable fire extinguishers in the workplace. [29 CFR 1910.157(e)(1)]</p>				
1	Standard	Employee able to state emergency procedures				
	Reference	VHA Directive 0320.01 April 6, 2017 Veterans Health Administration Comprehensive Emergency Management Program (CEMP) Procedures (pg. 13)				
	Criteria	<p>All VHA employees are responsible for: Demonstrating proficiency through performance of relevant emergency and continuity procedures and the ability to explain to others what steps to take should an emergency occur.</p> <p>Participating in training and exercises on emergency procedures, as appropriate.</p> <p>Taking appropriate steps to ensure personal and family preparedness for emergency situations occurring in their home communities.</p> <p>Completing registration and data update of all supervised employees in VA-approved personnel accountability and notifications systems, as appropriate.</p>				

2	Standard	Emergency stock of food/water stored properly and within exp/use-by dates				
	Reference	VHA Handbook 1109.04 October 11, 2013 (pg. 32-33)				
	Criteria	Food and Supplies: Food items for an emergency food inventory need to be canned, shelf-stable, and ready-to-use, requiring minimal processing, and little or no additional water. Facilities that utilize the cook chill system of food preparation must be able to pull prepared food products from the food bank. The food bank refrigerator must be linked to the emergency power system. Food stores must be adequate to serve a pre-determined number of people for a length of time set by the medical facility policy. Facilities that are receiver sites must maintain an emergency food inventory, in case of a disruption in the normal delivery from the production center. Emergency Feeding Menu: An emergency feeding menu is dependent on availability of utilities, food inventory, and number of food service workers. A menu that requires a minimal number of staff for preparation and assembly is recommended when planning for a worst case scenario.				
Points	S/U	J. Sanitation	Maximum score of 12 points	Problems Identified	Correction Action	Date of
1	Standard	Drawers, racks, carts, etc. are clean				
	Reference	ServSafe® Coursebook 7th ed. (pg. 12.12)				
	Criteria	Clean and sanitize trays and carts used to carry clean tableware and utensils. Check them daily, and clean as often as needed. Clean and sanitize drawers and shelves before storing clean items.				
2	Standard	Food slicer is clean to sight and touch and sanitized between uses				
	Reference	ServSafe® Coursebook 7th ed. (pg. 12.8), US FDA Retail Food Protection Guidance & Regulation, May 13, 2017				
	Criteria	Equipment manufacturers will usually provide instructions for cleaning and sanitizing stationary equipment, such as a slicer. Unplug the equipment, take the removable parts off the equipment, wash, rinse, and sanitize the parts by hand, scrape or remove food from the surfaces, and wash the equipment surfaces using a cleaning solution prepared with an approved detergent and the correct cleaning tool. Clean and sanitize slicers per manufacturer's instructions at least once every four hours to prevent the growth of disease-causing bacteria. Deli slicers commonly used in retail and foodservice establishments to slice meats, cheeses and produce may become difficult or impossible to properly clean and sanitize after a period of use. Failure to adequately clean and sanitize all surfaces of a deli slicer can contaminate food and cause illnesses or death. Simply wiping down a slicer to remove visible debris is not a substitute for thoroughly cleaning and sanitizing the equipment.				
2	Standard	All equipment is clean to sight and touch – serving lines, shelves, cabinets, ovens, ranges, fryers, steam equipment, etc.				
	Reference	ServSafe® Coursebook 7th ed. (pg. 5.3, 7.7 12-13)				
	Criteria	Clean and sanitize all work surfaces, equipment, and utensils after each task. Keep all storage areas clean and dry. Clean floors, walls, and shelving in coolers, freezers, dry-storage areas, and heated holding cabinets regularly. Clean up spills and leaks promptly to keep them from contaminating other food. Nonfood-contact surfaces, like the exterior of some equipment, do not need to be sanitized because they do not touch food, but they do need to be cleaned regularly to prevent accumulation of dust, dirt, and food residue from building up. This also prevents pathogen growth and prevents pests.				
1	Standard	Small equipment is inverted, covered, or otherwise protected from dust or contamination when stored				
	Reference	ServSafe® Coursebook 7th ed. (pg. 12.12)				
	Criteria	Store glasses and cups upside down on a clean and sanitized shelf or rack. Store flatware and utensils with handles up. Staff can then pick them up without touching food-contact surfaces.				
1	Standard	Exhaust hood and filters are clean				
	Reference	ServSafe® Coursebook 7th ed. (pg. 11.19)				
	Criteria	Ventilation improves the air inside the operation by removing heat, steam, smoke, fumes, and odors from cooking lines. If ventilation systems are not working properly, grease and condensation will build up on walls and ceilings. Ventilation must be designed so that hoods, fans, guards, and ductwork do not drip onto food or equipment. Hood filters or grease extractors need to be tight fitting and easy to remove. They should also be cleaned often. The hood and ductwork should be cleaned periodically by professionals, as well.				

2	Standard	Kitchen garbage cans are emptied when necessary and clean			
	Reference	ServSafe® Coursebook 7th ed. (pg. 11.19, 13.4)			
	Criteria	Garbage should be removed from prep areas as quickly as possible to prevent odors, pests, and possible contamination. Staff must be careful when removing garbage so they do not contaminate food or food-contact surfaces. Clean the inside and outside of garbage containers frequently, which helps prevent the contamination of food and food-contact surfaces. It will reduce odors and pests.			
1	Standard	Loading dock and area around dumpster is clean			
	Reference	ServSafe® Coursebook 7th ed. (pg. 12.2, 13.4)			
	Criteria	If you do not keep your facility and equipment clean and sanitary, food can easily become contaminated. Clean spills around garbage containers right away, and wash and rinse containers regularly.			
1	Standard	Dumpster is closed			
	Reference	ServSafe® Coursebook 7^h ed. (pg. 11.19, 13.5)			
	Criteria	Outdoor garbage containers must have tight-fitting lids and be kept covered at all times.			
1	Standard	Utensils are scraped and soaked before being washed			
	Reference	ServSafe® Coursebook 7th ed. (pg. 12.8)			
	Criteria	Scrape items before washing them. If necessary, items can be rinsed or presoaked. This may be necessary when handling items with dried-on food.			
Total Score	Total Points				
100					

*Dry storage 50-70°F; Refrigerators: ≤ 41°F; Freezer: ≤ 0°F; Food Bank: 28°F-32°F if includes Tumble Chilled: Food Bank 32°F-36°F if only Blast Chilled foods

OIG may use additional references such as CDC, OSHA, Joint Commission. You must ensure that you are **compliant with all content of VHA Handbook 1109.04 and the June 2016 DUSHOM Memo, including but not limited to:**

- Annual review of HACCP plan & all required elements
- Documentation of quarterly inspections as outlined in June 2016 DUSHOM memo
- Emergency plans as outlined in June 2016 DUSHOM memo
- No workers with open skin lesions
- Food transported in appropriate containers and within safe temperatures
- Generally clean and sanitary areas. Surfaces free from grease and debris.
- No cross contaminations
- Trash, chemicals and shipping cartons separate from food preparation areas
- Wash temperatures
- Storage temperatures and humidity
- Absence of pests
- Cardboard restrictions/eliminations in VHA Handbook 1109.04
- Observing staff washing their hands, hairnets, acting in a safe/sanitary manner
- Containers at least 6" from floor and appropriate distance from sprinklers
- Expiration dates
- Raw meat handling
- Refrigerator/freezer temperature logs

Useful support materials are available:

[Management Review Service http://vaww.pdush.med.va.gov/programs/mrs/defaultMRS.aspx](http://vaww.pdush.med.va.gov/programs/mrs/defaultMRS.aspx)

[NFAC Foodservice Business SharePoint: https://vaww.infoshare.va.gov/sites/Nutrition/NFS/FSB/SitePages/Home.aspx](https://vaww.infoshare.va.gov/sites/Nutrition/NFS/FSB/SitePages/Home.aspx)