



CITY OF LYNN MASSACHUSETTS
Inspectional Services Department
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Website: www.lynnisd.com

City of Lynn Grading Policy for Permanent Food Facilities

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Introduction

This Grading Policy for Permanent Food Facilities provides information to the food service operator on all matters related to the Inspection Report Form (IRF), the grading system, the retail food inspection process, and common terminology utilized by the City of Lynn ISD, Health Division Food Program. The policy serves not only as a reference manual but as an educational tool to assist the food service operator in self-assessment using the same criteria currently in use by the Food Program.

The IRF is used both to document violations observed in a food facility and to calculate the final grade based on compliance with Federal, State and local laws, regulations and ordinances. This policy provides detailed information on each category found in the IRF along with examples of violations that may be identified in each respective category. In addition, the policy has been updated to provide pertinent sections of the Retail Food Code as well as procedures to assist in compliance.

To help the food operator maintain a food facility in compliance with the law and to prepare the food operator for the inspection process, a series of supplemental documents have been included in this policy.

- Common Terminology – The terms are defined so that everyone can communicate clearly and openly during the inspection process.
- Understanding the Inspection Report Form – A description of specific sections of the inspection form.
- Inspection Report Form – Routine Inspection Check list
- How Violations are identified – An explanation of the violations listed on the Inspection Report Form.
- Self-inspection Guide – Allows an operator or manager to complete an inspection using the same criteria as the Health Division.
- Department Policies – Policies and procedures your inspector follows and how those policies may affect your business.

If you have questions regarding your IRF, actions by your inspector or the Department, or any applicable law or regulation, please contact our office:

City of Lynn, Inspectional Services Department, Health Division
3 City Hall Square, City Hall, Room 401, Lynn, MA 01901
Telephone (781) 598-4000

Or

The Massachusetts Department of Public Health
Food Protection Program



Common Terminology

The success of any food inspection program requires a clear understanding of the common terminology used by the Food Inspector and the food industry. The terms below are defined so that everyone can communicate clearly and openly during the inspection process.

Approved Source is a producer, manufacturer, distributor, or food facility that is licensed or permitted by a local, state or federal agency based on a determination of conformity with applicable laws that protect public health.

Massachusetts Department of Public Health, Division of Food and Drugs, Food Establishment Inspection Code dealing with safe food preparation and handling in retail food facilities.

Cross Contamination is the transfer of disease-causing microorganisms, such as bacteria and viruses, from one food to another.

Food-borne Illness is an infection or intoxication caused by a bacteria, virus or parasite transmitted by a food.

Food Facility means any room, building, or place, or portion thereof, maintained, used, or operated for the purpose of storing, preparing, serving, manufacturing, packaging, transporting, salvaging or otherwise handling food at the retail level.

Retail means the food product is dispensed or sold directly to the consumer.

HACCP Plan is a written document that details the formal procedures for following the Hazard Analysis Critical Control Point (HACCP) principles. The HACCP method is, by definition, focused on identifying hazards which might result in consumers receiving harmful food products. The document is a quality management system which identifies and evaluates points during food production in order to set up measures and control hazards to ensure food safety.

Pathogen is a micro-organism, such as bacteria or virus that is capable of causing disease or illness after entering the body.

Permit Suspension is an action taken by the Board of Health and/or the Health Division to order a facility temporarily closed.

Permit Revocation is an action taken by the Board of Health and/or the Health Division to order a facility permanently closed.

Potentially Hazardous Food (PHF) a food that is natural or synthetic and that requires temperature control because it is in a form capable of supporting rapid and progressive growth of infectious or toxigenic microorganisms.

Inspection Categories

Routine Inspections are unannounced and conducted three (3) times/year or more often if determined by a risk assessment. The risk assessment evaluates the food, preparation, and the population served in



determining the potential risk to the public for the occurrence of Food-borne illness. The inspector conducts an in-depth evaluation of the facility and records violations on the IRF.

Re-Inspections are inspections initiated by the inspector when the routine inspection reveals serious or repeat violations at the facility. This is not a routine inspection and only the issues noted on the original IRF are addressed. The grade will not be changed until the next routine inspection. Re-inspections are not included in the annual ISD, health permit fee so an additional charge of \$25 is incurred by the owner when upon re-inspection the violation(s) has not been addressed and a second re-inspection is required.

Re-Score Inspection is a re-evaluation of the facility requested by the owner which is conducted as a routine inspection in order to have the facility re-scored. In addition, a subsequent unannounced inspection will be performed within **60 days** of the requested re-score inspection to ensure compliance. A fee of **\$50.00** will be required and paid at the time of the request. A re-score inspection is limited to once per fiscal year. Requesting a re-score inspection is not a guarantee of receiving a higher grade.

Understanding the Inspection Report Form (IRF)

The City of Lynn ISD, Health Division is responsible for enforcing sections of Massachusetts Department of Public Health, Division of Food and Drugs and the Lynn Health Division Food Protection Program. To ensure that each food facility is in compliance with Codes, the ISD, Food Inspector and/or Health Inspector, conducts inspections.

Any violation of the applicable Codes and/or regulations is documented on the Inspection Report Form (IRF), which is issued by the Food/Health Inspector at the conclusion of the inspection. This report is used for routine inspections, complaints, Food-borne illness investigations and other inspections to indicate the status of the food facility at the time of the inspection.

The intent of the IRF is to recognize the varying degrees of risk associated with violations of the applicable laws, codes, and regulations. The report contains ten categories of potential violations for documenting violations and information. When completed, the IRF provides the food service operator with important information to identify areas within their operation that have the greatest potential for the spread of Food-borne illness or other health hazards.

The IRF identifies critical violations that directly relate to the transmission of Food-borne illness. The presence of a critical violation poses a health hazard and warrants immediate correction. Five to ten points are deducted for each item marked from the total score. Noncritical violations which pose a health hazard and warrant correction are listed and one to five points are deducted for each item from the total score.

Violations that present an immediate threat to public health have been assigned 35 points (no operable refrigeration equipment, inoperable toilets, sewage backup into facility, no water, no hot water and severe vermin infestation). A facility will be closed immediately.

A re-inspection will be conducted after the initial inspection date. Failure to comply may result in legal action. A re-inspection fee of **\$25.00** will be charged for services required after an initial re-inspection to determine compliance with applicable laws and regulations. Charges are payable at the Inspectional Services office before the second re-inspection will be scheduled and performed. Failure to schedule a second re-



inspection within the timeframe determined by the inspector may result in temporary suspension of license.

Signature of Food Inspector and Signature of Recipient at time of inspection are required.

Understanding the Grade

The purpose in performing food inspections is to protect the public by preventing incidents of Food-borne illness. The ISD, Health Division employs the grading system as an indicator that the public can use to determine the standing of a facility in conforming to current health and safety requirements. Violations on the IRF have been assigned a specific point value based on the associated public health risk. The grade the food facility receives reflects the status of the food facility at the time of the inspection. Each food inspection begins with 100 points. As the Food Inspector conducts the inspection, violations found are marked on the corresponding box of the IRF. The point value from each marked violation is summed and this total is then deducted from the initial 100 points. Letter grades are assigned based on the facility score as indicated in the chart below. At the conclusion of the routine inspection, the ISD, Food or Health Inspector will place the Inspection Summary Report in the facility window or other approved location.

Beginning of the Inspection	100 points
Total points deducted	<u>- points</u>
Remaining points	= Score

An Inspection Summary Report color code is as follows:

A – BLUE, B – GREEN, C – YELLOW, or a Notice of Closure will be issued at the end of the inspection based on the remaining points:

- 86 to 100 points **A** Good food handling practices and overall food facility maintenance and sanitation.
- 76 to 85 points **B** Adequate food handling practices and overall food facility maintenance and sanitation
- 66 to 75 points **C** Minimally acceptable food handling practices and overall food facility maintenance and sanitation. A mandated re-inspection will be conducted in 7 days to ensure improved food handling practices and overall food facility maintenance and sanitation. The “**C**” grade will remain posted until the next routine inspection.
- 0 to 65 points Notice of Closure Poor food handling practices and overall food facility maintenance and sanitation. The facility shall be immediately closed. The Food Permit will be suspended and a Notice of Closure will be posted until the Food Permit is reinstated. The facility must remain closed for the remainder of the inspection date and the next business day. At the conclusion of the inspection conducted to reopen the facility, a new Inspection. Summary Report will be posted. That Inspection report will stand until following routine inspection. No re-score inspection will be conducted following a Notice of Closure.



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Example of Actual Inspection Summary Report

Inspection Summary Report

Facility _____

Address _____

GRADE

A

TAMPERING OR REMOVAL OF THIS REPORT IS A VIOLATION WHICH WILL RESULT IN
CLOSURE OF THIS ESTABLISHMENT.

Food Inspector

Date

Health Division,
Inspectional Service Department
3 City Hall Square, Room 401
Lynn, MA 01901 (781-598-4000)



How Violations are Identified

The Grading Policy for Permanent Food Facilities has been developed to establish criteria that will be used to evaluate food handling practices and overall maintenance and sanitation at food establishments within City of Lynn. The following information has been provided to help the food operator prepare for the inspection process.

FOOD – BORNE ILLNESS RISK FACTORS – CRITICAL (5-10 points)

Holding Temperatures

- Cold holding of potentially hazardous food
- Potentially hazardous food shall be maintained at or below 41°F.
- This subcategory will be marked if potentially hazardous foods are maintained at the improper temperature measured equal to or above 50°F.

Examples:

1. Temperature of potentially hazardous food is 56°F in a refrigeration unit
2. Numerous ready-to-eat food items in a deli display case measured equal to or above 50°F
3. 1 tray of raw sliced chicken in a walk in refrigerator measured equal to or above 50°F
4. Previously refrigerated shell eggs stored at room temperature
5. Pooled eggs, shelled eggs held at room temperature for more than 4 hours

Exceptions:

- Mass Food Code states the following food product may be held at or below 45°F:
- Raw shell eggs – This subcategory will be marked if the temperature of the above excepted items is found equal to or above 42°F.

Hot Holding of Potentially Hazardous Food

- Potentially hazardous food shall be maintained at or above 135°F.
- This subcategory will be marked if potentially hazardous foods are maintained at the improper temperature measured below or equal to 130°F.

Examples:

- Multiple potentially hazardous foods in a steam table measure below or equal to 130°F
- 1 quart beef gravy in a steam table measures below or equal to 125°F
- Temperature of a potentially hazardous food is 120°F in a hot holding unit

Cooling of Potentially Hazardous Food

After heating or hot holding, potentially hazardous food shall be rapidly cooled from 135°F to 70°F



within two hours and from 70°F to 41°F or below within four hours by an approved method. Potentially hazardous food prepared with ingredients at ambient temperature shall be cooled to 41°F within 4 hours.

Approved cooling methods are:

- Placing the food in shallow pans
- Separating the food into small or thin portions
- Using rapid cooling equipment
- Using containers that facilitate heat transfer
- Adding ice as an ingredient
- Using ice paddles
- Inserting appropriately designed containers in an ice bath and stirring frequently

This subcategory will be marked if potentially hazardous foods are held at the improper temperature as a result of improper cooling practices. The potentially hazardous food will be evaluated for time/temperature criteria.

Examples:

- Beans cooling in a deep container in the refrigerator for more than 2 hours and temperature is measured at 125°F
- Potentially hazardous food on food preparation table at 115°F, no approved cooling method ongoing
- Tuna salad prepared on site is out of temperature

Reheating of Potentially Hazardous Food

Potentially hazardous food that is cooked, cooled, and reheated for hot holding shall be rapidly reheated to 165°F for 15 seconds. The time the food is between 41°F and 165°F shall not exceed two hours. Ready-to-eat potentially hazardous foods taken from commercially processed, hermetically sealed containers shall be heated to 135°F for hot holding.

This subcategory will be marked if potentially hazardous foods are not being rapidly reheated to 165°F prior to hot holding or hermetically sealed containers are not heated to 135°F prior to hot holding.

Examples:

- Leftover potentially hazardous food being reheated in a steam table
- Nacho cheese from a sealed can is not heated to 135°F
- Cooking Temperatures

Cooking Temperatures of Raw Animal Foods and Plant Foods

All read-to-eat foods prepared at a food facility from raw or incompletely cooked food of animal origin shall be cooked to heat all parts of the food to a temperature and for a time that complies with the following:



- Raw shell eggs that are broken for immediate service, fish and single pieces of meats including beef, veal, lamb and pork shall be heated to a minimum temperature of 145°F for 15 seconds.
- Ratites, injected meats, comminuted meat and any food containing comminuted meat, raw eggs and any food containing raw egg shall be heated to a minimum internal temperature of 155°F for 15 seconds.
- Poultry, comminuted poultry, stuffed fish, stuffed meat, stuffed poultry, stuffed ratites, stuffed pasta and food stuffing containing meat, fish or poultry, or ratites shall be heated to a minimum internal temperature of 165°F.
- Whole roasts, corned beef roasts, pork roasts, and cured pork roasts such as ham shall be cooked as specified.
- Microwaved raw or incompletely cooked food shall be heated to an internal temperature of 165°F.
- Fruits and vegetable that are cooked for hot holding shall be cooked to a minimum temperature of 135°F.

This subcategory will be marked when food is not cooked to the required temperatures and time.

Examples:

- Hamburger patty is removed from grill and the temperature is immediately measured at 145°F for assembly as a hamburger
 - Stuffed poultry is removed from oven and the temperature is immediately measured at 155°F
- Food Handler Health and Hygiene

Hands Clean and Washed as Required

All employees shall thoroughly wash their hands and that portion of their arms exposed to direct food contact.

- Immediately before engaging in food preparation, including working with non-prepackaged food, cleans equipment and utensils, and unwrapped single-use food containers and utensils
- After touching bare human body parts other than clean hands and clean, exposed portions of arms
- After using the toilet room
- After caring for or handling any animal allowed in a food facility
- After coughing, sneezing, using a handkerchief or disposable tissue, using tobacco, eating or drinking
- After handling soiled equipment or utensils
- As often as necessary, during food preparation, to remove soil and contamination and to prevent cross-contamination when changing tasks
- When switching between working with raw food and working with ready-to-eat food
- Before donning gloves for working with food
- Before dispensing or serving food, handling clean tableware and serving utensils in the food service area



This subcategory will be marked when an employee fails to wash their hands as required.

Examples:

- Food handler fails to wash hands after returning from a nonfood-related activity
- Employee observed to have dirty hands and nails
- Food handler preparing raw chicken fails to wash hands prior to handling clean customer utensils or ready-to-eat food
- Food handler wipes hands on a soiled towel and resumes food handling
- Bus boy cleared table of dirty dishes and placed clean utensils on table without washing hands

Employee Personal Hygiene, Health, Open sores, and Cuts

The person in charge shall do either of the following: (1) exclude a food employee from a food facility if the food employee is diagnosed with an infectious agent; (2) restrict a food employee from working with exposed food; clean equipment, utensils and linens; and unwrapped single-service and single-use articles if the food employee is suffering from symptoms of an acute gastrointestinal illness. Gloves shall be worn when contacting food and food-contact surfaces if the employee has any cuts, sores, rashes, artificial nails, nail polish, rings, support devices or fingernails that are not clean, smooth or neatly trimmed. Food employees experiencing, while at work, persistent sneezing, coughing, runny nose that is associated with discharge from the eyes, nose, or mouth shall not work with exposed foods; clean equipment, utensils or linens; or unwrapped single-use utensils. All food employees preparing, serving, or handling food or utensils shall wear restraints to effectively keep their hair from contacting non-prepackaged food, clean equipment, utensils, linens, and unwrapped single-use articles.

This subcategory will be marked when a food handler is observed:

- Persistently sneezing or coughing
- Using gloves improperly
- With a bandage/open wound on the hand without approved coverings and gloves
- Has cuts, rashes, and sores that are likely to transmit diseases
- Is performing their duties in a manner which may transmit disease to others

Examples:

- Food handler has a cut that is covered with a band aid, but is not wearing a glove
- Food handler engaged in activities such as licking fingers, touching mouth, touching nose, expectorating, or touching hair
- A food handler working while sick

Employee Uses Utensils for Ready-to-Eat Food

Food employees shall minimize bare hand and arm contact with non-prepackaged food that is in a ready-to-eat form. Food employees shall use utensils such as scoops, forks, tongs, paper wrappers, gloves, or other implements to assemble ready-to-eat food or to place ready-to-eat food on tableware or in other



containers. However, food employees may assemble or place on tableware or in the other containers ready-to-eat food in an approved food preparation area without using utensils if hands are clean.

This subcategory will be marked when employees have not washed their hands and or are not using utensils and are assembling ready-to-eat food.

Examples:

- An employee has not washed her hands before holding a taco shell in her bare hands
- An employee has not washed his hands before placing salad, without the use of tongs/or gloves, onto a plate
- An employee has not washed his hands before placing nuts, without the use of a utensil, on an ice cream sundae

Hand Washing Sink - Soap and Towels

Hand washing facilities shall be provided within or adjacent to toilet rooms. Cleanser and single-use sanitary towels or heated air hand drying device shall be provided at or adjacent to hand washing sinks.

This subcategory will be marked to indicate a lack of hand washing supplies or inadequate hand washing facilities in the facility.

Examples:

- Missing/empty/nonfunctional single-service soap and/or towel dispensers
- Only drying device at the hand washing sink is inoperable

Hand Washing Sink - Warm Water, Accessible

Food facilities that handle non-prepackaged foods shall provide facilities exclusively for hand washing in food preparation areas. Hand washing facilities shall provide warm water under pressure for a minimum of 15 seconds through a mixing valve or combination faucet. The hand washing sinks shall be clean, unobstructed and accessible at all times for employee use.

This subcategory will be marked to indicate a lack of a hand washing sink; a hand washing sink that is not accessible to food handlers or is inadequate/lacking fixtures.

Examples:

- Lack of hand washing sink
- Hand washing sink removed after final walk-through inspection by health inspector
- Missing faucet and/or handle at hand washing sink
- All hand washing sinks blocked/inaccessible

Equipment and Utensils

Food Contact Surfaces Clean, Sanitized as Required



Food shall be prepared with suitable utensils and on surfaces that, prior to use, have been cleaned, rinsed and sanitized. Equipment, food contact surfaces and multi-service utensils shall be effectively washed to remove or completely loosen soils by the use of manual or mechanical methods necessary, such as the application of detergents containing wetting agents and emulsifiers, acid, alkaline, or abrasive cleaners, hot water, brushes, scouring pads, high pressure sprays or ultrasonic devices. Food contact surfaces sanitized as required between types of animal products, between raw food of animal origin and ready-to-eat food, and between raw fruits or vegetables and potentially hazardous food, before using a food temperature measuring device, at any time contamination occurs, and throughout the day at least every 4 hours.

This subcategory will be marked for violations involving the improper sanitization of kitchen utensils or food contact surfaces.

Examples:

- Failure to clean and sanitize the cutting board after processing raw meats and before handling ready-to-eat food
- Failure to sanitize probe thermometers before each use
- Failure to clean and sanitize the prep table between processing raw meats and cooked meats

Proper Sanitizing Method, Residual Temperature Contact Time

Multi-use utensils shall be sanitized using the following method - wash, rinse, proper sanitizing rinse:

- Contact with a solution of 100 ppm available chlorine solution for 30 seconds;
- Contact with a solution of 25 ppm available iodine for one minute;
- Contact with a solution of 200 ppm quaternary ammonium for one minute;
- And/or contact with water at least 180°F for 30 seconds.
- Wiping cloths shall be held in proper sanitizing solution.

This subcategory will be marked for violations involving the lack of sanitization methods.

Examples:

- Storing towels in a bucket with excessively soiled water
- Lack of washing/sanitizing equipment
- Improper sanitizing of kitchen utensils
- Absence of soap or sanitizing solution or the inability to heat sanitize
- No detectable sanitizer during manual/mechanical dishwashing
- High temperature dish machine fails to reach a minimum temperature of 180°F at the manifold
- No measurable sanitizer in the bucket(s) used to hold wiping towels
- Multiple wiping cloths used more than once for wiping food preparation surfaces and not stored in a sanitizer solution bucket after each use.

Hot and Cold Water Available



An adequate, protected, pressurized, potable (drinkable) supply of hot and cold water shall be provided at all times.

This subcategory will be marked when the hot water measures 110°F or below and unpackaged food is handled.

Examples:

- Food facilities that handle open food or multi-use utensils with a water
- Temperature of less than 110°F throughout the establishment
- The water temperature at any critical sink (hand washing, food preparation, utensil washing) is less than 110°F

Approved Source

Food Obtained From an Approved Source

All food and water shall be obtained from approved sources. No food shall be prepared at home.

This subcategory will be marked when food has been determined to be from an unapproved source or no invoice is available to substantiate the source.

Examples:

- Shellfish harvested from unapproved waters
- Animal from a personal hunting trip served at a food facility
- Food received at food facility from an unpermitted facility or private home
- Facility has no cooking facilities and is serving food prepared at home

Records, Shellfish Tags Maintained

Raw shucked shellfish and raw frozen molluscan shellfish shall have a label or tag identifying the species, quantity, harvest site, date of harvest and name and certification number of the harvester or original shipper for each container. Shellfish tags shall be retained for 90 days after receipt and kept in chronological order. Molluscan shellfish shall not be removed from the container in which they are received other than immediately before sale or preparation for sale.

This subcategory will be marked when raw or raw frozen shellfish are lacking the appropriate label or the tags have not been retained for 90 days after receipt.

Examples:

- No tags/records to verify that shellfish are harvested from certified waters
- Failure to maintain shellfish certification tags/records for 90 days from receipt of product

Food Received at Proper Temperature and Condition



Food shall be inspected upon receipt and prior to any use, storage, or resale. Food shall be accepted only if the inspection conducted determined that the food: was prepared and received from an approved source; is in containers that are not contaminated or damaged; is in containers and on pallets that are not infested with vermin. Potentially hazardous food shall be inspected for signs of spoilage. Upon receipt, potentially hazardous food shall be free of evidence of previous temperature abuse.

This subcategory will be marked for the improper inspection of food upon delivery; the receipt of food that shows signs of spoilage, temperature abuse or infestation of vermin.

Examples:

- Supplier delivers load at peak time and the manager accepts the food without inspecting potentially hazardous food for temperature abuse, vermin and/or adulteration in a timely manner
- Receipt of potentially hazardous food items transported in an unrefrigerated truck

After Served, Food is Not Re-Served or Reused

Unpackaged food that has been served to any person or returned from any eating area shall not be served again or used in the preparation of other food.

This subcategory will be marked to indicate previously served food that is then reserved to a different customer or used for preparation of another dish.

Examples:

- Open pitcher of cream for coffee used at one table then moved to another table for use by another customer
- Leftover tortilla chips taken from customer table and placed in bulk bin to be served to another customer
- Soup removed from customer and returned to stock pot for re-service

Food Protected From Cross Contamination

Food is protected from cross contamination by:

1. Separating raw food of animal origin from raw ready-to-eat food during transportation, storage, preparation, holding and display.
2. Separating types of raw food of animal origin from each other during transportation, storage, preparation, holding, and display, except when combined as ingredients.

This subcategory will be marked for violations that would expose ready-to-eat food to contamination from raw animal food such as raw meat, poultry, fish or eggs during storage and display unless combined as an ingredient.

Examples:

- Raw uncovered chicken stored above exposed ready-to-eat food with evidence of cross



contamination

- Raw shrimp stored adjacent to cold cuts in a meat display case with evidence of cross contamination

Food Protected from ISD Contamination

Food prepared, stored, displayed, dispensed, placed, transported, sold and served as to be protected from ISD contamination such as dirt, vermin, unnecessary handling, droplet contamination, overhead leakage, customer contamination, or other contamination.

This subcategory will be marked when food is being prepared and conditions or actions place the food at risk for contamination.

Examples:

- Contamination by chemical substance
- Washing utensils or hands over food in a food preparation sink
- Use of a mop sink, hand washing sink or ware washing sink to defrost meat or preparation/storage of food
- Missing sneeze guards

Food free from Contamination, Adulteration

All food shall be manufactured, produced, prepared, compounded, packed, stored, transported, kept for sale, and served so as to be pure and free from adulteration and spoilage. Adulterated includes food that bears or contains any poisonous or deleterious substance that may render the food impure or injurious to health. Food is also adulterated if it is manufactured, prepared, or stored in a manner that deviated from a HACCP Plan.

This subcategory will be marked if food products are adulterated and would pose an immediate risk of injury or illness.

Examples:

- Physical contamination - foreign object found in food product
- Damaged canned goods found to be leaking or that have been adulterated

Chemicals Properly Packaged, Used, Labeled, or Stored

All poisonous or toxic materials shall be properly stored in containers labeled as to contents, hazard and use, and shall be stored in a separate location to prevent contamination of food, equipment, utensils, linens, and single-use articles. A container previously used to store poisonous or toxic materials shall not be used to store, transport, or dispense food, utensils, or single-use articles.

This subcategory will be marked for violations involving the improper storage or use of pesticides, insecticides, rodenticides, or non-food chemicals that pose a high risk to public health.



Examples:

- Open container of bleach/sanitizer above a food preparation area
- Automatic insecticide spray dispenser in a food or utensil area
- An unapproved insecticide used in the food facility
- Chemicals stored in a food container (chemical mistaken for food product)
- Using an unapproved lubricant for food equipment

Imminent Health Hazard – Requires Immediate Closure – (35 points)

Inadequate or Nonfunctioning Refrigeration Equipment

Equipment for cooling and heating food and for holding cold and hot food shall be sufficient in number and capacity to ensure proper food temperature control during transportation and operation.

This subcategory will be marked when all refrigeration units are not maintaining food at 41°F or less and no other cold holding equipment is available.

Example:

- Holding food in walk-in refrigeration, preparation units, or display cases, that are not maintaining food at 41°F or less and no other refrigeration units are available

No Operable Toilet Facilities

A food facility shall provide clean toilet facilities maintained in good repair for employees. This subcategory will be marked when a facility has no operable toilets.

Examples:

- No operable toilets available for employee use
- Toilet facilities have been removed or are completely inaccessible

Sewage overflow at facility

Liquid waste shall be disposed of through the approved plumbing system and shall discharge into the public sewerage or into an approved private sewage disposal system. All plumbing and plumbing fixtures shall be maintained so as to prevent any contamination, and shall be kept fully operative, and in good repair.

This subcategory will be marked when a facility's liquid wastes are not disposed through an approved plumbing system and pose an immediate danger to the public's health and safety.

Examples:

- Sewage overflow contaminates the interior or exterior public areas, the utensil area, food preparation area, or storage area



- Overflowing toilets
- Overflowing floor drains/sinks in food preparation area, utensil area or storage area

No Potable, Pressurized Hot and Cold Water Supply

An adequate, protected, pressurized, potable (drinkable) supply of hot and cold water shall be provided at all times.

This subcategory will be marked when a facility lacks an adequate, protected, pressurized, potable supply of hot and cold water.

Examples:

- No water available throughout the facility
- No hot water throughout the facility
- No water at any critical sink (hand washing, food preparation, utensil washing)

Severe Vermin Infestation

The premises of each food facility shall be kept free of vermin.

This subcategory will be marked when there is the presence of vermin within the food facility that contaminate food contact surfaces, food packaging, utensils or food equipment. Signs of infestation include live bodies, fresh droppings, vomitus, urine stains, gnaw marks or fecal matter.

Examples:

- Observed live vermin contaminating food contact surfaces, food packaging, utensils, food equipment
- Fresh droppings, gnaw marks, nesting, rub marks, or live rodents observed in critical area(s) such as food preparation, food storage, and utensil washing/storage areas
- Signs of an active infestation of cockroaches observed in critical areas

Additional Imminent Health Hazards:

- Fire
- Power Outage
- Gross Unsanitary Conditions
- Communicable Disease Transmission Confirmation
- Positive Food-borne Illness investigation

FOOD-BORNE ILLNESS RISK FACTORS – Non-Critical (1 to 5 points) Holding Temperatures

Cold Holding of Potentially Hazardous Food

Potentially hazardous food shall be maintained at or below 41°F.



This subcategory will be marked if potentially hazardous foods are maintained at an improper temperature measured between 42°F and 49°F inclusive.

Examples:

- Temperature of food item is 48°F in a refrigeration unit
- Numerous ready-to-eat food items in a deli display case are measured between 42°F and 49°F inclusive
- 1 tray of raw sliced chicken in a walk-in refrigerator is measured between 42°F and 49°F inclusive

Exceptions:

- The following foods may be held at or below 45°F:
- Raw shell eggs
- Unshucked live molluscan shellfish
- Pasteurized milk and pasteurized milk products in original, sealed containers
- Potentially hazardous food held for dispensing in serving lines and salads bars during periods not to exceed 12 hours in any 24-hour period
- Potentially hazardous foods held during transportation

This subcategory will be marked if the temperature of the above excepted items is between 46°F and 49°F inclusive.

Hot Holding of Potentially Hazardous Food

Potentially hazardous food shall be maintained at or above 135°F.

This subcategory will be marked if potentially hazardous foods are held at an improper temperature measured between 131°F and 134°F inclusive.

Examples:

- Multiple potentially hazardous foods in a steam table measured between
- 131°F and 134°F inclusive
- 1 quart beef gravy in a steam table at 131°F for 2 hours
- Temperature of a potentially hazardous food is measured at 130°F in a hot holding unit

Cooling of Potentially Hazardous Food

After heating or hot holding, potentially hazardous food shall be rapidly cooled from

135°F to 70°F within two hours and from 70°F to 41°F or below within four hours by an approved method. Potentially hazardous food prepared with ingredients at ambient temperature shall be cooled to 41°F within 4 hours. Approved cooling methods are:



- Placing the food in shallow pans
- Separating the food into small or thinner portions
- Using rapid cooling equipment
- Using containers that facilitate heat transfer
- Adding ice as an ingredient
- Using ice paddles
- Inserting appropriately designed containers in an ice bath and stirring frequently

This subcategory will be marked if potentially hazardous foods are held at temperatures in a safe range; however, improper cooling practices are used. Examples:

- Beans cooling in a deep container, rather than shallow pans, in a refrigerator for more than 6 hours and the temperature of the beans is measured at 46°F
- A large pot of soup with a temperature at 135°F is left on a food preparation table for 3 hours with no approved cooling method on-going

Food Preparation

Thawing of Frozen Potentially Hazardous Food

Frozen potentially hazardous food shall only be thawed by using one of the following methods:

- In a refrigeration unit at 41°F or below
- Completely submerged under cool potable running water for a period not to exceed two hours.
- In a microwave, if immediately followed by preparation
- Or as part of the cooking process (e.g. hamburger patties)

This subcategory will be marked for improper thawing methods.

Examples:

- Chicken thawing at room temperature on a food prep table
- Shrimp thawing in standing water

Preparation of Potentially Hazardous Food

If it is necessary to remove potentially hazardous food from the specified holding temperatures to facilitate preparation, this preparation shall in no case exceed two hours without a return to the specified holding temperatures.

This subcategory will be marked when the preparation of potentially hazardous food exceeds 2 hours and the temperature is measured between 50°F and 130°F and preparation is not observed.

Examples:

- Raw chicken observed on the food preparation table at 80°F, has been held for less than 3 hours,



and the cook is not observed actively engaged in the preparation of chicken

- Cooked turkey soup is in a large pot on a stove at 120°F, stove is turned off, food has been held for 3 hours, no approved cooling method on-going, and the cook is not observed actively engaged in serving the soup
- Food prepared in approved area
- All food shall be manufactured, produced, prepared, compounded, packed, stored, transported, kept for sale, and served so as to be pure and free from adulteration and spoilage. All food must be prepared in an approved facility. Adequate and suitable counter space shall be provided for all food preparation operations.

The subcategory will be marked when food is being prepared in an unapproved area.

Examples:

- Preparing food on the floor
- Washing produce in a mop sink
- Using a sink as food preparation surface or counter space
- Preparing food in an office, storage room, dining room, or any other unapproved area

Food Handler Health and Hygiene

Employee personal hygiene, health, open sores, cuts

The person in charge shall do either of the following:

- Exclude a food employee from a food facility if the food employee is diagnosed with an infectious agent
- Restrict a food employee from working with exposed food; clean equipment, utensils and linens; and unwrapped single-service and single-use articles if the food employee is suffering from symptoms of an acute gastrointestinal illness. Gloves shall be worn when contacting food and food-contact surfaces if the employee has any cuts, sores, rashes, artificial nails, nail polish, rings, support devices or fingernails that are not clean, smooth or neatly trimmed. Food employees experiencing, while at work, persistent sneezing, coughing, runny nose that is associated with discharge from the eyes, nose, or mouth shall not work with exposed food, clean equipment, utensils or linens, or unwrapped single-use utensils. All food employees preparing, serving, or handling food or utensils shall wear restraints to effectively keep their hair from contacting non-prepackaged food, clean equipment, utensils, linens, and unwrapped single use articles.

This subcategory will be marked when an employee's hygiene or improper use of gloves will lead to contamination of food products and poses a minor risk.

Examples:

- Artificial nails worn, but no gloves being used
- Lack of clean, washable outer garments or other clean uniforms



- Inadequate hair confinement
- Multiple/uncleanable rings worn by food handler

Appropriate Handling of Ready-to-Eat Food

Food employees shall minimize bare hand and arm contact with non-prepackaged food that is in a ready-to-eat form. Food employees shall use utensils such as scoops, forks, tongs, paper wrappers, gloves, or other implements to assemble ready-to-eat food or to place ready-to-eat food on tableware or in other containers. However, food employees may assemble or place on tableware or in other containers ready-to-eat food in an approved food preparation area without using utensils by employee if hands are clean.

This subcategory will be marked when employees are not using utensils to assemble or serve ready-to-eat food and the activity poses a minor risk.

Examples:

- Using a cup rather than an ice scoop to fill drink cups
- Removing bulk beef jerky without tongs
- Employee using hands to place “left-over” food in a “to-go” container

Hand Washing Sink - Soap and Towels

Hand washing facilities shall be provided within or adjacent to toilet rooms. Cleanser and single-use sanitary towels or hot-air hand drying devices shall be provided at or adjacent to hand washing sinks.

This subcategory will be marked to indicate improper or defective hand washing equipment in the facility.

Examples:

- Partially operating single service soap and/or towel dispensers
- Use of bar soap
- Multiple hand washing sinks are available, but a single service soap or towel dispenser is empty at one wash station
- Drying device at the hand washing sink is inoperable; however, paper towels are available

Hand Washing Sink - Warm Water, Accessible

Hand washing facilities shall provide warm water (110°F) under pressure for a minimum of 15 seconds through a mixing valve or combination faucet. The hand washing sinks shall be clean, unobstructed and accessible at all times for employee use.

This subcategory will be marked when hand washing sink is available/accessible to food handlers; however, there are problems that limit adequate hand washing.

Examples:

- Warm water pressure is not adequate



- Water heater is inadequate to provide warm water to all hand wash sinks at the same time
- Hand washing sink temporarily blocked by a movable item such as a cart or mop bucket

Equipment and Utensils

Food Contact Surfaces Clean and Sanitized as Required

Food shall be prepared with suitable utensils and on surfaces that, prior to use, have been cleaned, rinsed and sanitized. Equipment, food contact surfaces and multiservice utensils shall be effectively washed to remove or completely loosen soils by the use of manual or mechanical methods necessary, such as the application of detergents containing wetting agents and emulsifiers, acid, alkaline, or abrasive cleaners, hot water, brushes, scouring pads, high pressure sprays or ultrasonic devices. Food contact surfaces sanitized between types of animal products, between raw food of animal origin and ready-to-eat food; between raw fruits or vegetables and potentially hazardous food, before using a food temperature measuring device, at any time contamination occurs, and throughout the day at least every 4 hours.

This subcategory will be marked for violations involving the improper sanitization of kitchen utensils or food contact surfaces as required and the activity poses a minor risk.

Examples:

- Soap and sanitizer combined for use rather than used separately
- Clean linens are stored with dirty linens
- Soiled linens are not kept in designated containers
- Linens are found on the floor

Sanitizer Concentration and Test Kit

Wiping cloths that are used for cleaning food spills shall not be used for any other purpose; shall be dry and used for cleaning food spills from tableware and carry-out containers. Dry or wet cloths that are used with raw foods of animal origin shall be kept separate from cloths used for other purposes, and wet cloths used with raw foods of animal origin shall be kept in a separate sanitizing solution. Cloths in direct contact with food shall be used only once until laundered, or if held in a sanitizing solution, when not wiping, may be used repeatedly.

This subcategory will be marked for violations involving the improper storage and use of wiping cloths that pose a minor risk.

Examples:

- Wet wiping cloths kept on counter and not in sanitizer bucket
- Wiping cloth kept in sanitizing bucket; however, sanitizer concentration is present but below required concentration and can be adjusted.

Food Received in Good Condition



Food shall be inspected upon receipt and prior to any use, storage, or resale. Food shall be accepted only if the inspection conducted determined that the food: was prepared and received from approved source; is in containers that are not contaminated or damaged; is in containers and on pallets that are not infested with vermin. Potentially hazardous food shall be inspected for signs of spoilage. Upon receipt, potentially hazardous food shall be free of evidence of previous temperature abuse.

This subcategory will be marked for the improper inspection of non-potentially hazardous food upon delivery and the improper transportation of food items.

Examples:

- Supplier delivers load at peak activity time and the manager accepts the food without inspecting cans or bulk items for wholesome conditions
- Delivered non-potentially hazardous foods are received in containers that are dented or slightly damaged
- Protection from Contamination

Food Protected from Cross Contamination

Food is protected from cross contamination by:

1. Separating raw food of animal origin from raw ready-to-eat food during transportation, storage, preparation, holding and display.
2. Separating types of raw animal food of animal origin from each other during transportation, storage, preparation, holding, and display, except when combined as ingredients.

This subcategory will be marked for violations that would expose ready-to-eat food to contamination from raw meat, poultry, fish or eggs during storage and display and pose a minor risk to public health.

Examples:

- Double stacking food containers without adequate covers inside a refrigerator – no evidence of contamination
- Linens used as basket liners are not laundered between use by customers
- Bulk food containers without labels identifying common name of food
- Lack of approved scoops used for dispensing bulk food
- Raw meat stored over ready-to-eat food but no contamination observed
- In-use food utensils stored improperly, such as, not under running water or not cleaned/sanitized every 4 hours
- Plastic shopping bags used for food storage
- Using an unapproved rubber mat or cloth under a cutting board
- Storing acidic food in open tin cans

Food Protected from Environmental Contamination



Food prepared, stored, displayed, dispensed, placed, transported, sold and served as to be protected from environmental contamination, such as, dirt, vermin, unnecessary handling, droplet contamination, overhead leakage, customer contamination, or other contamination.

This subcategory will be marked when food is being prepared and conditions or actions place the food at risk for contamination and present a minor risk to public health.

Examples:

- Potential contamination of food as a result of proximity to the splash area of sinks
- Food stored in unapproved interior areas of the food facility
- Unapproved/inadequately constructed sneeze guard
- Cracked or soiled sneeze guard
- Utensils not being protected from contamination
- Food stored less than 6'' off the floor except large pressurized cylinders or large cases
- Food stored outside the food facility

Facility Free of Vermin Infestation

The premises of each food facility shall be kept free of vermin.

This subcategory will be marked when there is the presence of vermin within the food facility. There is no contamination of food contact surfaces. Signs of infestation include bodies, fresh droppings, vomit, urine stains, gnaw marks or fecal matter.

Examples:

- Observed vermin in non-critical areas such as restrooms, or non-food contact surfaces such as walls and floors
- Droppings, gnaw marks, nesting, rub marks, or other evidence of vermin
- Flies noted in the food preparation areas

Chemicals Properly Packaged, Used, Labeled, and Stored

All poisonous or toxic materials shall be properly stored in containers labeled as to contents, hazard and use, and shall be stored in a separate location to prevent contamination of food, equipment, utensils, linens, and single-use articles. A container previously used to store poisonous or toxic materials shall not be used to store, transport, or dispense food, utensils, or single-use.

This subcategory will be marked for violations involving the improper storage of pesticides or chemicals that pose a low risk to public health.

Examples:

- An unapproved insect light trap found in an area where there is unprotected food or utensils
- Unlabeled spray bottle in the kitchen



- An unapproved pesticide found in the janitorial closet

Observed Eating, Drinking, or Tobacco Use

- a. An employee shall eat and/or drink only in designated areas where contamination of non-prepackaged food; clean equipment, utensils, and linens; unwrapped single-use articles; or other items needing protection cannot result.
- b. A food employee may drink from a closed beverage container if the container is handled to prevent contamination of the employee's hands, the container, non-prepackaged food, and food-contact surfaces.
- c. Smoking is not allowed in food establishments and observed evidence of smoking such as discarded smoked cigarettes or ashtrays will constitute a violation.

This subcategory will be marked if an inspector observes a food employee eating or drinking in areas that may contaminate non-prepackaged food; clean equipment, utensils, and linens; un-wrapped single use articles, or food contact surfaces.

Examples:

- Food employee eating sandwich in food preparation area rather than break room
- Food employee drinking from an open cup and placing cup on top of clean linens
- Food employee using chewing tobacco while mixing bread dough and expectorating into nearby cup

Packaged Food, Self-Service Bulk, Properly Labeled

Packaged food, self-service bulk food, and any food containing two or more ingredients must be properly labeled. Any food is misbranded if its labeling is false or misleading, if it is offered for sale under the name of another food, or if it is an imitation of another food for which a definition and standard of identity has been established by regulation. Food facilities or manufacturers dating information on foods may not be concealed or altered.

This subcategory will be marked for violations regarding the proper labeling of foods and/or violations regarding truth in advertising.

Examples:

- Out-of-date baby formula being sold
- Multiple prepackaged foods not properly labeled
- Bulk food containers are not labeled or are improperly labeled

Oyster Warning Signs Required for Raw Oysters

All retail food facilities which offer raw oysters harvested from the states of Alabama, Florida, Louisiana, Mississippi, and Texas shall provide a written warning to any person who orders such product.



This subcategory will be marked to indicate the lack of a written warning sign for the consumption of raw oysters harvested from the states of Alabama, Florida, Louisiana, Mississippi, and Texas.

Example:

- Lack of a written warning sign for the consumption of raw oysters in a location that is visible to consumers

Ready-to-Eat Food Less than Thoroughly Cooked Notification

Ready-to-eat food containing raw egg, comminuted meat, or single pieces of meat, beef veal, lamb, pork, poultry or fish, and seafood may be served less than thoroughly cooked if the facility notifies the consumer; unpackaged confectionary food containing more than ½% alcohol may be served if the facility notifies the consumer.

This subcategory will be marked if the customer was not notified that the food contains a specific ingredient.

Examples:

- Facility offers undercooked eggs for breakfast; however, menu does not indicate the risk associated with eating raw eggs
- Facility sells confectionary items containing more than ½% alcohol without informing customer

Accurate Probe Thermometer Required for Testing PHF

An accurate metal probe thermometer suitable for measuring the temperature of potentially hazardous food shall be readily available to the food handler.

This subcategory will be marked if an accurate metal probe thermometer is not available at the time of inspection.

Examples:

- Inaccurate probe thermometer
- No probe thermometer available or in use
- Thermometer not appropriate to measure food such as a bi-metal stem thermometer is used for measuring the temperature of hamburger patties

Accurate Thermometer Required for Each Refrigeration Unit

A thermometer accurate to +/- 2°F shall be provided for each refrigeration unit and shall be located in the warmest part of the unit.

This subcategory will be marked if accurate thermometers are missing or broken in refrigeration units.



Examples:

- Broken thermometer in walk-in refrigerator
- Missing/inoperable/inaccurate thermometers in any refrigeration units

Chemical Test Kit for Monitoring Sanitizing Solution

Testing equipment and material shall be available to adequately measure the sanitizer solution for the applicable sanitization method.

This subcategory will be marked if sanitizer testing equipment is lacking or not appropriate.

Examples:

- Lack of sanitizer test strips
- Sanitizer test kit is wrong type for sanitizer used

Employee Change/Storage Facilities Present/Properly Used

Lockers or other suitable facilities shall be located in a separate room or designated area where contamination of food, equipment, utensils, linens, and single-use articles cannot occur. Lockers or other suitable facilities shall be provided for employees to store their clothing and personal effects. Dressing rooms shall be provided for employees that regularly change their clothes in the facility.

This subcategory will be marked for violations related to change rooms, enclosures or storage of personal items.

Examples:

- Living/sleeping quarters within the facility
- Bedding observed
- Employee clothing/personal belongings stored outside designated areas
- Changing room cluttered or unclean
- Changing room has been converted to another use

Equipment Maintains Holding Temperatures

Equipment for cooling and heating food and for holding cold and hot food shall be sufficient in number and capacity to ensure proper food temperature control during transportation and operation as specified in Section 113996. All food equipment and utensils shall be kept clean, fully operative, and in good repair.

This subcategory will be marked when equipment units are not maintaining food at approved holding temperatures.

Examples:

- Refrigeration units that are not maintaining food at 41°F or less



- Display cases units that are not maintaining food at 41°F or less
- Rotisserie chicken display case maintaining food at 125°F

Equipment/Utensils Approved, Cleaned, Good Repair

All utensils and equipment shall be approved for use, made of nontoxic, nonabsorbent, non-corrosive materials, constructed, installed and maintained to be easily cleaned. All equipment, and utensils shall be kept clean, fully operative and in good repair.

This subcategory will be marked for violations involving the condition of the equipment, utensils, shelving or cabinets.

Examples:

- Broken/cracked handles on utensils
- Using a cup without a handle to dispense bulk food
- A cracked sink
- Chipped dishes and glassware
- Rusty shelving
- Missing refrigerator handle
- Inoperable ice machine
- Unclean utensils/equipment
- Missing/dirty/moldy fan guard in refrigerators
- Dirty food storage containers
- Moldy refrigerator gaskets
- Shelves lined with cardboard or aluminum foil
- Pots/pans stored directly on the floor
- Utensils stored in a mop sink

Exhaust Hoods/Filters Present, Clean, Good Repair

Exhaust hoods and filters shall be properly installed, maintained clean, and in good repair.

This subcategory will be marked for violations with the maintenance of a mechanical ventilation system over food equipment.

Examples:

- Interior of hood and/or filters have an accumulation of grease
- Filters are missing
- Hood, although operable, is not on during cooking
- Hood not functioning adequately
- Hood is not clean

Floors, Walls, Ceilings Approved, Clean, Good Repair



All food facilities and all equipment, utensils, and facilities shall be kept clean and in good repair.

This subcategory will be marked when floors/walls/ceilings, including those of walk-in refrigerators, are not clean.

Examples:

- Peeling paint/plaster on walls or ceilings
- Missing/deteriorated ceilings surfaces as a result of active water intrusion
- Gross accumulation of mold, grease, and/or filth on walls, ceilings and/or floors
- Damaged walls such as gaps/holes in walls
- Ceiling panel soiled with accumulated dust/grease
- Make-up air vent/ceiling vent accumulated with grease
- Buildup of decomposed food products/grease on floors
- Missing base coving or floor tiles, missing or deteriorated grout between floor tiles or carpet on floors in unapproved areas
- Loose metal flashing
- Cardboard used on the floor
- Rusty ceiling in walk-in cooler

Lighting Provided as Required and/or Shielded

Adequate lighting shall be provided in all areas to facilitate cleaning and inspection. Light fixtures in areas where all open food is stored, served, prepared, and where utensils are washed shall be of shatterproof construction or protected with light shields.

This subcategory will be marked for inadequate lighting or lack of required shatterproof lights or light shields.

Examples:

- Inoperable/missing light in walk-in refrigerator, freezer, food preparation area, utensil washing area, or display cases
- Inadequate lighting in food preparation and utensil washing areas
- Missing light shields or non-shatterproof bulbs

Premises Clean, Free of Litter, Rubbish, Used Articles

The premises of a food facility shall be kept free of litter and equipment that is unnecessary to the operation or maintenance of the facility. Non-food items shall be stored and displayed separate from food and food-contact surfaces. All food waste and rubbish containing food waste shall be kept in leak proof, non-absorbent, and rodent proof containers.

This subcategory will be marked for violations involving the cleanliness of the interior and exterior of the food establishment, including rubbish, litter and accumulations of inoperable items.



Examples:

- Widespread accumulation of filth that does not pose a direct risk of food contamination
- Exterior refuse/grease container lids left open or missing
- Leaking/overflowing refuse containers
- Janitorial sink in disrepair and/or has an accumulation of filth
- Broom stored in food preparation area, mop bucket in food area
- Nonfunctioning equipment stored in a facility

Toilet Facilities Present, Equipped, Maintained

Toilet facilities shall be maintained clean, sanitary and in good repair. Toilet rooms shall be separated by a well-fitting self-closing door. Toilet tissue shall be provided in a permanently installed dispenser at each toilet.

This subcategory will be marked for violations related to the condition of the toilet facilities and its accessories.

Examples:

- Unclean restroom facilities
- Inoperable ceiling fan in restroom
- Toilet is not secured to wall or floor
- Restroom door is damaged or not self-closing
- No public restrooms accessible when required

Facility Free of Vermin

The premises of each food facility shall be kept free of vermin.

This subcategory will be marked when there is the presence of vermin within the food facility, food contact surfaces have not been contaminated, and active pest control is provided by a professional pest control service. Signs of infestation include bodies, vomitus, or fecal matter.

Examples:

- Dead cockroaches in non-critical areas such as restrooms or canned food storage areas
- Flies noted in the food facility but not in the food preparation areas
- Holes and gaps with evidence of cockroach harborage such as egg casings

Facility Equipped to Prevent Harborage of Vermin

A food facility shall be constructed, equipped, maintained and operated to prevent the entrance of and harborage of animals, birds and vermin.

This subcategory will be marked for violations involving the possible entrance of vermin, including



rodents and insects.

Examples:

- De-activated air curtain
- Inadequate air curtain to prevent the entrance of flies
- Pass-thru window left open
- A gap under the door greater than ¼ inch
- Missing window screens or screens have holes that will allow entrance of insects

Evidence of Eating, Drinking or Tobacco Use

- a. An employee shall eat, drink, or use any form of tobacco only in designated areas where contamination of non-prepackaged food; clean equipment, utensils, and linens; unwrapped single-use articles; or other items needing protection cannot result.
- b. A food employee may drink from a closed beverage container if the container is handled to prevent contamination of the employee's hands, the container, non-prepackaged food, and food-contact surfaces.

This subcategory will be marked if an inspector observes evidence that a food employee was/is eating, drinking or using tobacco products in areas that may contaminate non-prepackaged food; clean equipment, utensils, and linens; unwrapped single use articles, or food contact surfaces.

Examples:

- Half eaten sandwich in food preparation area rather than break room
- An open cup containing coffee on top of clean linens
- Ashtray with cigarette butts next to prep table

Hot Water Between 111°F and 119°F

Adequate, protected, pressurized, potable supply of hot water (120°F) and cold water shall be provided at all times.

The subcategory will be marked if the facility is involved with food preparation or uses multi-use consumer utensils and the hot water temperature is between 111°F and 119°F inclusive.

Examples:

- Food facilities that handle open food or multi-use utensils and the hot water temperature is 111°F and 119°F inclusive at sinks except hand wash sinks
- Lack of potable hot water to a limited area at less critical locations within a food facility permitted to sell open food
- No available hot water at the mop sink

Critical Sinks Present, Accessible, Good Repair



Critical sinks such as, hand washing, food preparation, janitorial sink, or utensil washing sinks, shall be present and supplied with hot and cold water under pressure.

All plumbing fixtures shall be properly installed of approved materials, clean and in good repair. Sinks shall be accessible.

This subcategory will be marked when a critical sink is not clean or in good repair.

Examples:

- Cracked sink
- Lack of janitorial/mop sink
- Unclean restroom sink
- Food prep sink not secured to wall

Plumbing Fixture – Backflow Protection Device

The potable water supply shall be protected with a backflow protection device. This subcategory will be marked for violations involving cross connections.

Examples:

- A hose, attached to any outlet fixture, that extends below the flood level rim of a sink without an approved backflow prevention device
- A missing or damaged atmospheric vacuum breaker on a garbage grinder or mechanical dishwasher
- A missing or damaged atmospheric vacuum breaker on a mop sink

Plumbing Fixture – Air Gap into Approved Receptor

Equipment used for preparation of food shall drain by means of an indirect waste pipe to an open floor sink.

This subcategory will be marked for violations involving equipment required to drain to an indirect connection.

Examples:

- Ice machine condensate draining to an exterior flower bed
- Drain line without an air gap
- Soda dispensing machine draining to a bucket

All liquid Waste Disposed Through a Plumbing System

Liquid waste shall be disposed through the approved plumbing system and shall discharge into the public sewerage or into an approved private sewerage disposal system.



This subcategory will be marked when a facility's liquid wastes are not disposed through an approved plumbing system.

Examples:

- Disposing liquid waste indirectly or directly into a storm drain, alleyway, parking lot, or other unapproved areas
- Washing down mats or grease filters in unapproved outside areas
- Floor sink drains slowly

Person in Charge Present

The permit holder shall be the person in charge or shall designate a person in charge and shall ensure that a person in charge is present at the food facility during all hours of operation.

This subcategory will be marked when there is not a person in charge present during operating hours.

Valid Food Safety Certification. Demonstration of Knowledge

All food employees shall have adequate knowledge of, and shall be properly trained in food safety as it relates to their assigned duties. Each food facility shall have an owner or employee who has successfully passed an approved and accredited food safety certification examination.

This subcategory will be marked if the facility lacks a person with a valid food safety certification.

This subcategory will also be marked if a food employee doesn't know the requirements of their assigned task as it relates to food health and safety.

Examples:

- Owner or employee not certified in food safety
- Food safety certificate not available for review
- Food safety certificate has expired
- Dishwasher does not know the procedure for manually washing, rinsing and sanitizing dishes
- The cook does not know the minimum cooking temperatures for the items on the grill

Signs – Hand Washing, No Smoking, and Inspection Report

The employer shall post and maintain legible hand washing and no smoking signs in appropriate areas of the facility. The food facility shall post a notice advising patrons that a copy of the most recent inspection report form is available for review.

The subcategory will be marked if the following signs are not posted:

- Hand washing sign(s)
- No smoking sign(s)
- Public notification that the recent inspection report form is available upon request



CITY OF LYNN MASSACHUSETTS
Inspectional Services Department
Room 401, Lynn City Hall, Lynn, MA 01901
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Website: www.lynnisd.com

Food Permit Posted

A food facility shall not be open for business without a valid Food permit. The permit shall be posted in a conspicuous place in the food facility. This subcategory will be marked if the establishment has failed to post a Food Permit from the City of Lynn, ISD, Health Division.

INSPECTION CHECKLIST

This checklist is provided so that you may perform periodic reviews of your food facility's operation and to assist you in identifying areas that may need improvement. Since the items listed in this checklist are considered to be related to the transmission of Food-borne illness it can also be used as a training resource for your employees. The ISD, Health Division is dedicated to working with the food operator to assure that their patrons are protected from Food-borne illnesses. The use of this self-inspection checklist is one



method that will help you provide a safe and healthy dining experience for your patrons.

FOOD

- ___ Food is purchased from an approved source (licensed by the county, state, or federal government).
- ___ Food is inspected and found to be free from contamination, adulteration, and spoilage.
- ___ Unpackaged foods which have been served or returned from the dining are discarded.
- ___ All foods are stored a minimum of 6" off the floor.
- ___ Restrooms are not used for the storage of food, equipment, or supplies.
- ___ All paper products are stored in a manner so as to protect them from contamination.
- ___ Food, and food related products, is being protected from dirt, unnecessary handling, overhead leakage, and other forms of contamination.
- ___ All food storage containers have tight fitting lids and are properly labeled.
- ___ Foods are dispensed in the self-serve area in an approved manner.
- ___ The use of sulfites is prohibited.
- ___ Food products are labeled in an approved manner.
- ___ Food products with an alcohol content exceeding 0.5% are properly labeled.
- ___ Shellfish tags kept for 90 days; warning signs posted.

TEMPERATURE CONTROL

- ___ Potentially hazardous foods are maintained at or below 41°F or at or above 135°F at all times.
- ___ A thermometer, accurate to + or -2°F, is provided either as an integral part of the refrigerator and freezer (dial outside), or is located inside each unit at its warmest point, readily visible.
- ___ An accurate metal probe thermometer, suitable for measuring food temperatures, is readily available and is being used to check food temperatures.
- ___ Food products are thawed in one of the following methods only: a) in refrigeration units; b) under cold running, potable water of sufficient velocity to flush loose food particles; c) in a microwave oven; d) as part of the cooking process.
- ___ Thawed food items are not refrozen.
- ___ Cooked or processed foods may be refrozen.



___ Rapid cooling and reheating procedures used for all potentially hazardous foods.

PERSONNEL

___ An owner or employee has successfully passed an approved and accredited food safety certification examination.

___ Employees wash their hands with soap and warm water for the following reasons: a) before starting work; b) immediately after using the restroom; c) any time needed to prevent food contamination.

___ Employees handling food or utensils have no open sores, and are not sick.

___ Employees are wearing clean outer garments.

___ Tongs or other implements are used for serving food products.

___ Hair of employees is properly confined.

___ Employees do not smoke or use tobacco inside the facility.

WATER AND SEWAGE

___ All sinks are fully operable with warm and cold water at each faucet.

___ All sinks drain properly. Floor drains and floor sinks are in good working order.

___ Plumbing is in good repair.

Grease traps and septic tanks are routinely serviced.

EQUIPMENT

___ All equipment (i.e. stoves, grills, refrigerators, tables, sinks, etc.) is clean and well maintained; food contact surfaces are properly washed and sanitized.

___ Inoperable equipment has been repaired or replaced (removed from the facility).

___ Equipment is listed or certified by NSF International or equivalent.

___ No equipment has been replaced, moved, or added without prior approval from the City of Lynn ISD Health Division.

UTENSILS

___ Multi-service utensils are being washed using one of the following methods: a) in a three compartment sink (wash-rinse-sanitize); b) dishwasher, conforming to NSF International standards, using a chemical sanitizing rinse; c) dishwasher, conforming to NSF International standards, using



rinse water that reaches at least 171°F for 30 seconds, or as specified by the manufacturing specifications..

- All utensils are clean and well maintained.
- Damaged or unapproved utensils have been repaired or replaced.
- Utensils are properly protected during storage.

FLOORS / WALLS / CEILINGS

- Floors are clean, well maintained and in good repair.
- Walls, ceilings and windows are clean, well maintained and in good repair.

TOILET / DRESSING ROOM / HANDWASHING SINKS

- Toilet facilities are clean, well maintained and in good repair.
- Self-closing doors in toilet and dressing rooms are working properly.
- Single service soap and towel dispensers for all hand wash sinks are operable and full.
- Toilet tissue dispensers are full.
- Legible hand washing signs are properly posted.
- Either mechanical ventilation or an openable window is provided in each restroom and are in proper working order.

LIGHT AND VENTILATION

- Adequate lighting and ventilation is provided throughout the facility.
- Exhaust ventilation filters are clean and well maintained.
- Light fixtures have approved safety covers.

PEST CONTROL

- Facility is free from insect and rodent infestations.
- Live animals, birds, or fowl are not located in the facility.
- Outside doors and screen doors are self-closing and closures are in working order.
- Air curtains are operating properly.
- Only approved pesticides are used and stored in the proper manner.



REFUSE

- Trash containers are leak-proof and covered.
- Outside trash bin lids are closed.
- Outside premises and refuse areas are clean and well maintained.

OPERATION

- Hazardous substances (example: chemicals, cleaning supplies, etc.) are properly labeled and stored away from food products.
- No smoking and first aid signs (choking) are properly posted.
- Cleaning equipment and soiled linens are properly stored.
- Returned, damaged, or unlabeled food products are properly stored.
- Facility has a current Food Permit to operate.

THE FOLLOWING CONDITIONS ARE CONSIDERED SERIOUS. YOUR FACILITY MUST CLOSE UNTIL CORRECTIONS ARE MADE:

- Overflowing sewage inside the facility
- No potable water
- No hot water
- No electricity
- No operating refrigeration equipment
- Severe vermin infestation

Departmental Policies

The ISD Health Division has policies and procedures that are in conformance with the state law or local ordinance and are used to protect the public's health and safety. These policies ensure that we perform our job in a consistent and fair manner. The following information is provided to help the food operator understand the most common policies and procedures that may apply to a food facility.

Suspension of Food Permits

Suspension of a Food Permit is also commonly referred to as 'Notice of Closure' of a food facility and may occur without prior notification. A permit is suspended when:

- There is an immediate danger to the public health and safety



- The inspection score is less than 65 points

Some examples of the conditions that are an immediate danger to the public's health and safety:

- Sewage overflowing in the facility
- Lack of potable, pressurized hot and cold water supply (e.g. presence of contaminated water or no water)
- The water temperature at any critical sink (hand washing, food preparation, utensil washing) is 110°F or less.
- Unsafe food temperatures (e.g. all refrigeration units are inoperable)
- Gross unsanitary conditions

Communicable Disease Transmission (e.g. Hepatitis A, Shigella)

If a condition exists that requires the closure of the food facility, the food inspector must inform his/her supervisor. The Food Inspector will then inform the food operator of the suspension of the Food Permit and will direct the food operator to discontinue the operation of the food facility. The food inspector will post a Notice of Closure sign. The food operator will receive the Inspection Report Form. The facility must remain closed until the Food Service Establishment Permit is reinstated.

Revocation of a Food Permit

The revocation of a Food Permit is for more serious reasons, such as repeated serious violations, failure to comply with the orders on the Inspection Report Form or interference with duties of the Food/Health Inspector. The process followed is similar to suspension of a Food Permit.

The Food Inspector must obtain his/her supervisor's approval to close the facility. If the closure is approved, the Food Inspector will inform the food operator of the suspension of the Food Permit and the Board of Health's intentions to revoke the permit.

The Food Inspector will direct the food operator to discontinue the operation of the food facility and will post a Notice of Closure sign. The food operator will receive the Inspection Report Form and A Request for Hearing form. This form allows the food operator to request a hearing to show cause why the Food Permit shall not be revoked. The Lynn Board of Health must determine after a hearing whether a food facility's Food Permit will be revoked. The facility must remain closed until a new permit is issued.

Posting Requirements for Retail Food Facilities Inspection Summary Report

The Inspection Summary Report, which is posted by the Food/Health Inspector, is based on the score on the Inspection Report Form. The Inspection Summary Report must be posted in an area that is clearly visible to patrons of the food facility and the public. The Inspection Summary Report must remain posted until the next routine inspection, when the inspector will post a new Inspection Summary Report.

Notice of Closure

A Notice of Closure sign is posted by the Food Inspector when the Board of Health



Food Permit is suspended or revoked. The sign must be posted at the main entrance until it is removed by the Food Inspector.

The facility must achieve a score of at least 66 points upon inspection for the Food Permit to be reinstated. If the facility does not achieve a score equivalent to a “B” grade, but obtains a score of 66 to 75 a C grade will be posted and a mandated reinspection will be conducted in 7 days to ensure improved food handling practices and overall food facility maintenance and sanitation. The facility will keep the “C” grade until the next routine inspection. No re-score may be requested after a Notice of Closure.

Availability of Inspection Reports

In addition to the posting requirements, the food operator is required to have available the most recent Inspection Report Form that corresponds to the posted Inspection Summary Report. The food operator is required to post a notice advising patrons “that a copy of the most recent inspection report is available for review by interested parties”. The inspection report must be available for review by the public when requested.

Re-Score Inspection

The re-score inspection gives the food operator an opportunity to improve the food facility’s Inspection Summary Report. Only one re-score inspection may be requested within each fiscal year. To have a re-score inspection, the food operator must request it on a standard form no later than seven (7) days of the original inspection. The re-score inspection will be completed within seven (7) days of the request. Before the inspection is conducted, the food operator must pay a \$50 fee to recover the costs of conducting the inspection and an unannounced routine inspection that will be completed within 60 days from the re-score inspection. At the conclusion of the re-score inspection, a new Inspection Summary Report will be posted.

At the conclusion of the unannounced routine inspection, a new Inspection Summary Report will be posted. Only one re-score inspection is allowed each fiscal year.

Appeal Process

1. If, after completion of an inspection, the permittee disagrees with the inspection findings or the resulting Inspection Summary Report, the permittee may request an appeal.
2. The permittee may submit a written request for an appeal on a standardized form within five (5) business days following the inspection.
3. The appeal shall be heard within three (3) business days following the receipt of the written appeal request.
4. The appeal shall be heard by the Director and/or Board of Health, at which time the appeal will be considered and a final decision will be issued within one (1) business day.
5. The previously issued Inspection Summary Report shall remain posted until the final decision by the Director and/or the Board of Health. After the final appeal decision, the new Inspection Summary Report shall be posted within one (1) business day.



CITY OF LYNN MASSACHUSETTS
Inspectional Services Department
Room 401, Lynn City Hall, Lynn, MA 01901
p. 781-598-4000 ~ f. 781-477-7031
Website: www.lynnisd.com

QUESTIONS?

Contact the ISD, Health Division at 781-586-4000 or visit our web site at: www.lynnisd.com

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