



FOOD SAFETY OPERATIONAL PLAN REVIEW

This plan review has been designed to assist you in determining what foods you and your newly proposed food facility are prepared to serve. It is important to answer each question thoroughly. This plan is as important as your business plan. It will help you visualize all the food preparation processes that you intend to utilize in your facility and will help you and us determine if your procedures and equipment support that preparation. Proper procedures and equipment lead to safe food preparation and service.

Name of Establishment:
Address:
Owner's name:
Operator's name:

Establishment Type (Office Use Only) 602, 603, 605, 606, 610, 611, 614, 615, 616, other
Establishment License #

Training/Manager's Certification/Person-in-charge

According to IDAPA 16.02.19.201 The License 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 ESTABLISHMENT during all hours of food preparation and service.

A designated person-in-charge will be provided for each shift where foods will be prepared and/or served. YES / NO

Based on the Risks of foodborne illness inherent to the Food operation, during inspections and upon request, the person-in-charge shall demonstrate to the regulatory authority knowledge of foodborne disease prevention.

Please List each PERSON-IN-CHARGE that you have hired, their likely shift time, and the training they have successfully completed:

NAME	SHIFT	TRAINING
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Employee Illness Policy

Is there a written policy to exclude or restrict food workers who are sick or have infected cuts and lesions? YES / NO

What symptoms of illness would cause you to restrict or exclude an employee from handling food?

Please briefly describe your policy:

Food Preparation Review

Check categories of Potentially Hazardous Foods (PHF's) to be handled, prepared and served.

<u>CATEGORY</u>	<u>(YES)</u>	<u>(NO)</u>
1. Thin meats, poultry, fish, eggs (hamburger; sliced meats; fillets)	()	()
2. Thick meats, whole poultry (roast beef; whole turkey, chickens, hams)	()	()
3. Cold processed foods (salads, sandwiches, vegetables)	()	()
4. Hot processed foods (soups, stews, rice/noodles, gravy, chowders, casseroles)	()	()
5. Bakery goods (pies, custards, cream fillings & toppings)	()	()
6. Other _____	()	()

Complexity of Food Preparation and risk factors (check all boxes that apply):

- Retail Food Market: no food preparation (sale of unopened potentially hazardous foods-phfs). *Risk Factor:* cold holding.
- Preparation of ready-to-eat foods from commercially prepared foods (e.g. Sandwich preparation and heated frozen soups) with or without limited hot-holding. *Risk Factors:* handwashing/no bare hand contact, cold holding, hot-holding, adequate reheating, and clean food contact surfaces.
- Preparation of large batches of phf type foods from raw ingredients, cook and serve only (e.g. summer camp kitchen). *Risk Factors:* handwashing/no bare hand contact, cold holding, clean food contact surfaces, pathogen destruction

- Preparation limited to cook and serve of commercially prepared frozen or refrigerated foods (e.g. hamburgers/chicken cooked from raw and handling of final product) with limited hot and cold holding. *Risk Factors:* handwashing/no bare hand contact, adequate thawing, cold-holding, hot-holding, clean food contact surfaces, cross contamination, pathogen (disease causing organisms) destruction (by cooking or freezing in special cases).
- Extensive handling of raw ingredients; food processes include cooking, cooling and reheating of phf's with extensive hot and cold-holding of phf's. *Risk Factors:* handwashing/no bare hand contact, adequate thawing, cold-holding, hot-holding, adequate cooling/reheating, clean food contact surfaces, cross contamination, pathogen destruction.
- Catering/Off-site/Satellite. *Risk Factors:* handwashing/no bare hand contact, adequate thawing, cold holding, hot holding, adequate cooling/reheating, clean food contact surfaces, cross contamination, pathogen destruction & food protection/transportation.
- Facility serves a highly susceptible population (immunocompromised, preschool aged children or older adults (e.g. nursing home). *Risk Factors:* handwashing/no bare hand contact, adequate thawing, cold-holding, hot-holding, adequate cooling/reheating, clean food contact surfaces, cross contamination, pathogen destruction & pasteurized egg product.
- Food processing (wholesale sales of foods made at facility): *Risk factors:* depend on type of foods to be prepared and sold.

Risk Factors

A. Handwashing/No Bare Hand Contact With Ready-to-Eat Foods:

- 1. Adequate number of hand sinks? **Y N**
- 2. Hand sink(s) convenient to food preparation area/dishwashing area/wait station? **Y N NA**
- 3. Hand sink(s) convenient to cook line? **Y N NA**
- 4. Can your food service staff easily see the hand washing sinks while preparing and cooking food? **Y N**

B. Prepared Ready-To-Eat Foods & Method to Prevent Bare Hand Contact

Table 1. List all in-house prepared ready-to-eat foods by category (e.g. sandwiches, salads, burgers) and the method used to prevent bare hand contact with the food. Check all boxes that apply.

Food	Gloves	Deli Tissue	Suitable Utensil/Other List
Example: corn chips			Chip scoop

C. Thawing Potentially Hazardous Foods:

Table 2. How will potentially hazardous foods be thawed? (e.g. beef, pork, fish, poultry) Check all that apply.

FOOD	Thawing Method			
	Under Refrigeration	Cold Running Water	Microwave or Cook	Other (List)
Example: uncooked shrimp		X		

D. Reheating:

1. How will PHF's that are cooked, cooled, and reheated for hot holding be reheated so that all parts of the food reach a temperature of at least 165°F for 15 seconds?

2. List the foods that will be reheated.

2. How will rapidly reheating food to 165°F for hot-holding be accomplished within 2 hours? And how will you verify this process?

E. Cooking & Reheating Potentially Hazardous Foods

Table 3. List all cooking and reheating equipment. Check all that apply.

Equipment Name	Cooking	Reheating	New	Used	NSF or Equivalent

H. **Date Marking:** When potentially hazardous food is ready-to-eat and will be kept under refrigeration for more than 24 hours after preparation or opening, a **last date of use** or discard date must be placed on the item.

Will the establishment use or produce food items that will require date marking? **Y** **N**

If yes, describe the date marking method that will be used or provide a written standard operating procedure that assures use or disposal of such foods prior to the use by date. Examples of such foods: potato salad, soups, packaged lunch meat, hot dogs.

Explain your method or system for date marking and identify who will be verifying the system is being completed.

I. Cooling Potentially Hazardous Foods

Table 6. List foods that will be cooled. Verify and check your cooling method. More than one method may be used together. Foods must be cooled from 135 degrees to 70 degrees in 2 hours and from 70 degrees (room temperature) to less than 41 degrees in 4 hours or less. Check all that apply.

Food	Shallow Pan in Cooler	Ice-water bath	Reduction of size*	Ice Paddle	Rapid Chill Device	Other (List)
Example: potato salad	X		X			5 pans of 1 gal each
Example: soup		X				

* Amount or volume of food to be cooled is portioned by cutting it into smaller pieces or putting it into several containers to increase cooling.

J. Will ice be used as a coolant for potentially hazardous foods? **Y N**
 If yes, describe the foods which will be cooled using ice. What will be the source of the ice?

K. Will time be used to control the growth of bacteria, instead of hot or cold holding?
Y N

If yes submit a list of foods and the standard operating procedure used to monitor the use of time as a control. Be specific as to how each food portion is to be tracked. If time is used as a public health control, a standard operating procedure is necessary. A plan for each food that will be time controlled to prevent the growth of harmful bacteria is to be available for the health department to review at time of inspection.

L. **Food Thermometers:** All cold holding and hot holding equipment must have an accurate equipment thermometer in the unit. An accurate and calibrated food thermometer is also required to measure internal food temperatures. Thermometers must be accurate to ± 2 degrees Fahrenheit. It is important to have thermometers capable of taking temperatures in the intended range of use and designed for the intended purpose.

Table 7. Type of Thermometers

Type of Thermometer	Intended Use	Temperature Range

a. What is the minimum hot holding temperature and how many times during an 8 hour shift will you use a thermometer to take the actual internal temperature of the hot held food? The minimum hot holding temperature will keep the food safe.

Minimum Hot-Hold Temperature: _____F

Number of times per shift: _____

b. What is the maximum cold-holding temperature for your refrigerated foods and how many times per 8 hour shift will you actually check the equipment thermometer or probe the food to determine the holding temperature? The maximum cold-holding temperature of food will keep it safe.

Maximum Cold-Holding Temperature: _____F

Number of times per shift: _____

- c. If you are cooling foods from 135 F to below 41 F, how often will you use your food thermometer to take an actual internal temperature to check the rate of cooling?
Every_____ Minutes Never
 - d. Write down temperatures that you have taken of foods or equipment and retain records. Explain your frequency of temperature recording.
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M. Pathogen Destruction: Proper internal cooking temperatures or other means of assuring harmful bacteria and virus' (pathogens) have been destroyed are specific to the types of foods being prepared. Are you and your staff knowledgeable in proper methods of pathogen destruction? **Y N**

Answer all that apply to your menu:

- What is the minimum internal cook temperature for fish? _____F
- What is the minimum internal cook temperature for a hamburger patty? _____F
- What is the minimum internal cook temperature for pork? _____F
- What is the minimum internal cook temperature for chicken? _____F
- What is the minimum internal cook temperature for a beef roast where the final cook temperature is maintained for 120 minutes? _____F

When cooking a raw product such as a burger or chicken, how often do you check the final cook temperature with a thermometer designed for that purpose?

Every Time Often Once a Day Never Other_____

N. Cleaning and Sanitizing

- a. List the sanitizer that will be used to clean tableware and kitchenware.
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- b. What type of sanitizer test paper or strips do you use to check the concentration?
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- c. What concentration of sanitizer is necessary to kill bacteria and virus?

_____ **PPM** Range: _____ **PPM**

O. Catering/Off-site/Satellite: Will this facility provide catering, off site service or operate at a satellite location? **Y N**

If yes,

- 1. List types of menu items to be served or attach menu:
-
-

2. Maximum number of such meals per day: _____

3. Will foods be prepared at the off-site facility or catered event? **Y N**

4. What foods will be routinely transported to the off-site facility or catered event?

5. How will hot and cold temperatures be maintained during transport and service?

6. What is your hand washing policy for food servers?

7. Will a hand wash station or stations with warm water, soap and paper towels, be provided convenient to all food preparation areas? **Y N**

8. Are gloves or implements provided to avoid direct hand contact with ready-to-eat foods?
Y N

9. How are foods protected upon service? Are sneeze guards in use for buffet lines?

10. How are dishes, utensils and other food contact surfaces protected during transportation?

11. What types of vehicles are used for food and utensil transport? _____

12. What is the procedure for disposal of unserved food? _____

13. What is the procedure for transport of soiled utensils back to your commissary?

Food establishment owner/manager signature _____

REHS reviewer _____

Date of review _____

Revised 05/12/2011

Common/ehep/envirom/EHPolicies/Food Safety Op Plan Review for web