



COUNTY OF NEVADA COMMUNITY DEVELOPMENT AGENCY

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FOOD FACILITY SELF INSPECTION

The items listed in this bulletin are the areas our Department will be inspecting when we perform our routine food facility inspections. As you can see there are many things that your inspector will be checking each time they visit your facility. Some violations are so serious that they warrant the immediate closure of a facility. It is important that you understand what issues fall into this category.

THE FOLLOWING CONDITIONS ARE SERIOUS AS THEY PRESENT MAJOR HEALTH HAZARDS

- **Overflowing sewage, inside or outside the facility**
- **No potable water**
- **No hot water**
- **No electricity**
- **Severe rodent or insect infestation**
- **Actual or potential threat to the public: No sanitizer, no refrigeration available, sick employees handling food, etc.**

IF ANY OF THESE ARE PRESENT, YOUR FACILITY MUST CLOSE UNTIL THESE CONDITIONS ARE CORRECTED

SELF-INSPECTION CHECKLIST

The following checklist is provided so that you may perform periodic reviews of your facility's operation. We suggest that you go through this checklist, and "check off" those items that are in compliance. Those not checked would be considered a "violation" during our inspection, and need to be corrected. We hope this checklist assists you in maintaining your facility at the highest standards. It will help you be better prepared for routine inspections of your facility.

DEMONSTRATION OF KNOWLEDGE

- Food facility has an owner or employee who has successfully passed an approved and accredited manager's food safety certification examination and has a current and valid certificate posted onsite.

Employee Name: _____

Exp. Date: _____

Certification Agency: _____

EMPLOYEE HEALTH AND HYGIENIC PRACTICES

- Employees handling food and/or utensils have no open sores and are not visibly ill.
- Employees who are exhibiting symptoms of an illness that cannot be controlled by medication are excluded from the facility.
- Employees are not smoking or using tobacco inside the facility.

PREVENTING CONTAMINATION BY HANDS

- Employees are washing their hands with soap and warm water at the following times:
 - Before starting work.
 - After touching body parts other than clean hands.
 - After using the restroom.
 - After caring for or handling any animal allowed in a food facility.
 - After coughing, sneezing, using a handkerchief or disposable tissue, after using tobacco, eating or drinking.
 - During food preparation in order to prevent cross-contamination.
 - When switching between raw and ready-to-eat foods.
 - Before initially putting on gloves for working with food.
 - Before dispensing or serving food or handling clean tableware.
 - After engaging in other activities that contaminate hands.
- All sinks are fully operable with hot and cold water at each faucet.
- Facility can maintain warm water of at least 100°F at all hand sinks.
- All hand washing sinks are provided with the following in dispensers at, or adjacent to each hand washing facility:
 - Hand washing cleanser.
 - Sanitary single-use towels or a heated-air hand drying device.
- Single-use gloves, tongs, spatulas, deli-tissue, or other approved utensils are used for serving/handling ready-to-eat food products. Employees shall not touch ready-to-eat foods with their bare hands.

TIME AND TEMPERATURE RELATIONSHIPS

- Potentially hazardous foods that are served cold, such as deli meat, eggs and cut tomatoes are maintained **at or below 41°F** at all times.
- Potentially hazardous foods that are held hot, such as cooked meats roasted chicken and cooked vegetables, are maintained **at or above 135°F** at all times.
- Approved written procedures are available and maintained in the facility whenever time is used as a public health control for holding potentially hazardous foods.
- Procedures for using time as a public health control for holding potentially hazardous foods are followed and records are properly maintained.
- Potentially hazardous foods are cooled properly by using one or more of the following methods:
 - Separate foods into smaller portions and place in shallow pans that are no more than 4 inches deep. *Note: Metal pans cool better than glass or plastic pans.*
 - Add ice as an ingredient.
 - Place foods into an ice bath and rapidly and frequently stir the foods to speed the cooling process.
 - Loosely cover foods so heat and steam can escape during cooling.
 - Arrange containers within a refrigeration unit so air can flow properly around containers.
 - Use special equipment like chill paddles or blast chillers.
- Cooked foods are cooled quickly. You can take as long as 6 hours to cool hot foods down to 41°F, as long as they are cooled to 70°F within the first 2 hours.
- Foods are cooked to minimum cooking temperatures (except by customer request).
- Potentially hazardous food that is cooked, cooled and reheated for hot holding is reheated rapidly to 165°F for 15 seconds

PROTECTION FROM CONTAMINATION

- Unpackaged foods, such as tortilla chips, bread, and open salsa, which have been served or returned from the dining area, are discarded.
- Food is inspected and found to be free from contamination, adulteration, and spoilage.
- Sulfites are not used on potentially hazardous foods or raw fruits or vegetables.
- Returned, damaged, or unlabeled food products are stored separately from usable foods.
- Facility complies with the artificial trans-fat ban, as applicable.

- Multiservice utensils are being washed, rinsed and sanitized using one of the following methods:
 - By hand in a three compartment sink (wash-rinse-sanitize).
 - Chemical sanitizing (dish machine) conforming to American National Standards Institute (ANSI) standards.
 - High temperature dishwasher machine with final rinse measuring 160°F at the utensil.
 - By manual heat sanitization, with a rack or basket, to allow complete immersion into a sink with an integral heating device that maintains water at least 171°F in temperature.
- Facility shall maintain warewashing solution at a minimum of 100°F in the 3-compartment sink for utensil washing.

FOOD FROM APPROVED SOURCES

- Food is purchased from an approved source (*licensed by the county, state, or federal government*)
- All shellstock have verification tags or labels properly stored and displayed.
- Facility complies with Gulf Oyster warding seasonal requirements.

CONFORMANCE WITH APPROVED PROCEDURES

- Written documentation for a variance, specialized process, or approved HACCP plan is maintained and followed.

CONSUMER ADVISORY

- Consumer advisory is provided for ready-to-eat foods containing undercooked meat or raw egg.
- Food products with an alcohol content exceeding 0.5% are properly labeled.

SCHOOL AND HEALTH CARE PROHIBITED FOODS

- Foods which are prohibited at licensed health care facilities, public schools and private schools are not offered for sale or used as an ingredient.

WATER / HOT WATER

- Potable supply of hot and cold water is available and protected from backflow contamination.
- Facility can maintain warm water of 100°F at all hand sinks throughout that facility.
- Facility can maintain hot water of at least 120°F at all remaining sink faucets (ware washing sink, preparation sink and mop basin/sink).

LIQUID WASTE DISPOSAL

- All liquid waste properly drains to an approved and fully functioning sewage disposal system.
- All sinks drain properly.
- Floor drains and floor sinks are functioning properly.

VERMIN

- Facility is free from insect and rodent infestations.
- Live animals are not located in the food preparation area.
- Outside doors and screen doors are self-closing and in good repair.
- Air curtains are operating properly and in good repair.
- Facility is constructed and maintained so as to prevent entrance of vermin.

SUPERVISION / PERSONAL CLEANLINESS

- Food facility has a dedicated "person-in-charge" during all operating hours who is responsible for the facility.
- Person-in-charge (PIC) and all food employees are properly trained and knowledgeable in food safety as it relates to their duties.
- Employees are wearing clean outer garments.
- Hair of employees is properly confined.

GENERAL FOOD SAFETY REQUIREMENTS

- Food products are thawed using one of the following methods:
 - In a refrigeration unit.
 - Under cold running, potable water of sufficient velocity to flush loose food particles.
 - In a microwave oven.
 - As part of the cooking process.
- Frozen food is maintained in a frozen state.
- Food items and food-related products are protected from dirt, unnecessary handling, over-head leakage, and other forms of contamination.
- Raw, whole produce is washed before it is prepared.
- Hazardous substances (e.g. chemicals, cleaning supplies) are properly labeled and stored separately from food products.

FOOD STORAGE / DISPLAY / SERVICE

- Consumer self-service operations are maintained properly.
- Foods are dispensed in the self-serve area in an approved manner.
- All food storage containers have tight fitting lids.
- Food products are properly labeled.
- Foods are stored on approved shelving and a minimum of 6" off of the floor.
- Restrooms are not used for the storage of food, equipment, or supplies.
- Paper products are not stored in areas where they can become contaminated.
- Facility complies with menu labeling and nutritional information requirement, as applicable.

EQUIPMENT / UTENSILS / LINENS

- Equipment is ANSI (American National Standards Institute) certified or equivalent.
- All equipment (e.g. stoves, grills, refrigerators, tables, sinks) is clean and well maintained.
- No equipment has been replaced, moved, or added without prior approval from the local Environmental Health Department office.
- Damaged or unapproved utensils have been repaired or replaced.
- Testing materials to adequately test sanitizing methods are readily available.
- All utensils are clean and well maintained.
- Utensils are properly protected during storage.
- Exhaust ventilation filters are clean and well maintained.
- Ventilation is provided in each restroom and is in proper working order.
- Adequate lighting and ventilation is provided throughout the facility.
- Light fixtures have approved safety covers (shatterproof).
- A thermometer, accurate to + or -2 °F, is provided either as an integral part of each refrigerator and freezer (dial outside), or is located inside each unit at its warmest point.
- Thermometers are readily visible.
- An accurate metal probe thermometer, suitable for measuring internal food temperatures, is readily available and is being used to check food temperatures daily.
- Cleaning equipment and soiled linens are properly stored.
- Sanitizer buckets are used for wiping cloths and have the proper concentration of sanitizer solution.

PHYSICAL FACILITIES

- Plumbing is in good repair.
- Trash containers are lined with disposable plastic bags at all times.
- Plastic bags are tied before placing in outside trash bin(s).
- Outside trash bin lids are closed.

- Outside premises and refuse areas are clean and well maintained.
- Toilet facilities are clean, well maintained and in good working order.
- Self-closing doors in toilet and dressing rooms are working properly.
- Toilet tissue dispensers are full.
- Clothing and personal items are stored separately from food products in a proper manner.

PERMANENT FOOD FACILITIES

- Floors are clean, well maintained and in good repair.
- Walls, ceilings and windows are clean, well maintained and in good repair.
- There are no living quarters within the facility.

SIGNS / REQUIREMENTS

- Last routine inspection report is available for review by the public and by the Environmental Health Specialist (inspector) during inspections.
- Grade card and Public Notice placard is posted in a location where it is easily seen.
- All employees handling food or utensils have a current and valid Food Handler's Certification card on-site.
- Legible hand washing signs are properly posted at all restroom hand sinks.
- No smoking sign is properly posted.
- Customers are notified to obtain clean tableware when returning to self-service areas such as salad bars and buffets.

COMPLIANCE AND ENFORCEMENT

- Plans are submitted for approval prior to remodeling of the facility.
- Facility has a current Environmental Health Permit to operate and permit is posted in a conspicuous place.

If you have any questions, please contact the Nevada County Environmental Health Department and speak to your Environmental Health Specialist.