

# Central Connecticut Health District

## Food Service Handouts Booklet

Revised December 15, 2006

# Food Service Handouts

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## **QUALIFIED FOOD OPERATOR REQUIREMENTS**

Each person owning, operating or managing any food service establishment designated either as a class 3 or class 4 shall be a qualified food operator or shall employ on-site at least one qualified food operator who is in a supervisory position at said establishment. Qualified food operator is a food operator employed in a full-time position who has demonstrated a knowledge of safe food handling techniques. Supervisory position means the position of a person who directs and inspects the performance of food service workers.

### **Responsibilities of Qualified Food Operators:**

The QFO is responsible for operating the food service establishment in compliance with all the provisions of section 19-13-B42 of the Regulations of Connecticut State Agencies. The QFO of food service establishment is responsible for ensuring training of food preparation personnel. All such personnel shall receive training that shall include but not necessarily be limited to :

- Instruction in proper food temperatures
- Food protection
- Personal health and cleanliness
- Sanitation of the facility, equipment, supplies and utensils

The QFO shall maintain written documentation of a training program and training records of individual employees, and shall make these records available to the inspector upon request.

### **Qualified food operator not on-site:**

The owner/operator of the food service establishment shall designate an **alternate person** to be in charge at all times when the qualified food operator cannot be present or on-site in the establishment. **A signed statement must be provided to the Health District attesting that the alternate person in charge has demonstrated knowledge of food safety training.**

(See next page for approved testing organizations)

**QUALIFIED FOOD OPERATOR**  
**APPROVED TESTING ORGANIZATIONS**

**The Educational Foundation of the National Restaurant Association (NRA)**

Phone: 1-800-765-2122

Website: [www.edfound.org](http://www.edfound.org)

250 South Wacker Drive

Chicago, IL 60606

**Certifying Board for Dietary Managers**

Phone: 1-800-323-1908

Fax: 1-630-587-6308

Website: [www.dmaonline.org](http://www.dmaonline.org)

406 Surrey Woods Drive

St. Charles, Illinois 60174-2386

**Experior Assessments (formerly National Assessment Institute)**

Phone: 1-800-624-2736

Fax: 727-461-2746

Website: [www.experioronline.com/food.htm](http://www.experioronline.com/food.htm)

600 Cleveland Street, Suite 900

Clearwater, FL 33755

Contact: Douglas Campbell

**The National Registry of Food Safety Professionals, Inc.**

Phone: 1-800-446-0257

Fax: 407-894-7748

Website: [www.NRFSP.com](http://www.NRFSP.com)

1200 East Hillcrest Street

Suite 303

Orlando, FL 32803

Contact: David Cox

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**Designated Alternate—Person In Charge**  
Demonstrated Knowledge Statement

Name of Establishment

\_\_\_\_\_

Town of Operation

\_\_\_\_\_

I, \_\_\_\_\_ attest that  
(Print Name of Owner or QFO)

\_\_\_\_\_ is employed as the alternate  
(Print Name of Alternate Person in Charge)

person in charge and he/she has a complete understanding of the responsibilities associated with being the Designated Alternate for the above establishment.

The Designated Alternate shall be responsible for: ensuring that all employees comply with CT Public Health Code State regulations; ensuring that foods are safely prepared; handling emergencies; admitting the inspector; and receiving and signing the inspection report.

Signature of Owner or QFO \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

Signature of Designated Alternate \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

(see next page for Elements of Knowledge and Demonstrated Elements of Competency)

### A. Elements of Knowledge

1. Identify foodborne illness—define terms associated with foodborne illness; recognize the major microorganisms and toxins that can contaminate food and the problems that can be associated with the contamination; define and recognize potentially hazardous foods; define and recognize illness that can be associated with chemical and physical contamination; define and recognize the major contributing factors for foodborne illness; recognize how microorganisms cause foodborne disease.
2. Identify time/temperature relationship with foodborne illness—recognize the relationship between time/temperature and microorganisms (survival, growth, and toxin production); describe the use of thermometers in monitoring food temperatures.
3. Describe the relationship between personal hygiene and food safety—recognize the association between hand contact and foodborne illness; recognize the associations between personal habits and behaviors and foodborne illness; recognize the association between health of a food handler and foodborne illness; recognize how policies, procedures and management contribute to improved food hygiene practices.
4. Describe methods for preventing food contamination from purchasing to serving—define terms associated with contamination; identify potential hazards prior to delivery and during delivery; identify potential hazards and methods to minimize or eliminate hazards after delivery.
5. Identify and apply correct procedures for cleaning and sanitizing equipment and utensils—define terms associated with cleaning and sanitizing; apply principals of cleaning and sanitizing; identify materials, equipment, detergent, sanitizer; apply appropriate methods of cleaning and sanitizing; identify frequency of cleaning and sanitizing.
6. Recognize problems and potential solutions associated with facility, equipment, and layout. Identify facility, design, and construction suitable for food service establishments; identify equipment and utensil design and location.
7. Recognize problems and potential solutions associated with temperature control, preventing cross contamination, housekeeping and maintenance—Implement self inspection program, implement pest control program; implement cleaning schedules and procedures; implement equipment and facility maintenance program.
8. Identify and recognize the foods most commonly associated with food allergies.

### B. Demonstrable Elements of Competency

1. Assess the potential for foodborne illness in a food service establishment; perform operational food safety assessment; recognize and develop standards, policies and procedures, select and train employees; implement self audit/inspection program; revise policy and procedure (feedback loop); implement crisis management program.
2. Assess and manage the process flow—identify approved source; implement and maintain a receiving program; implement and maintain storage procedures; implement and maintain preparation procedures; implement and maintain holding/service/display procedures; implement and maintain cooling and post preparation storage procedures; implement and maintain re-service procedures; implement and maintain transportation procedures.

# FOOD EMPLOYEE TRAINING RECORD

Name of Establishment: \_\_\_\_\_

Address of Establishment: \_\_\_\_\_

\_\_\_\_\_

Employee Name: \_\_\_\_\_ Date of Hire: \_\_\_\_\_

Duties: \_\_\_\_\_

\_\_\_\_\_

TRAINING TOPICS	DATE Completed	QFO Initials	EMPLOYEE Initials
<b>I. Proper Food Temperature Control</b>			
a. Internal cooking temperature requirements			
b. Reheating procedures and temperature requirements			
c. Hot and cold holding requirements			
d. Rapid cooling procedures and requirements			
e. Food temperature gauge use, storage, sanitization, and calibration			
<b>II. Food Protection</b>			
a. Washing fruits and vegetables			
b. Proper procedures for defrosting protein food products			
c. Practices and methods followed to prevent cross-contamination during preparation			
d. Proper covering of food to protect from sources of contamination during storage and service			
<b>III. Personal Health and Cleanliness</b>			
a. Handwashing requirements and procedures			
b. Proper use of single service gloves			
c. Employee sick leave, ill food handler restrictions from food service duties/illness reporting responsibility to health jurisdiction			
d. Good hygienic practices			
<b>IV. Sanitation of the Facility, Equipment, Supplies, and Utensils</b>			
a. Sanitization requirements and procedures			
b. Cleaning schedule and procedures for food and non-food contact surfaces			
c. Proper use and requirements for washing equipment in a 3-bay sink and/or dishwashing machine			

**CENTRAL CONNECTICUT HEALTH DISTRICT** www.ccthd.org

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**Application for Use of Time Only As a Control for Potentially Hazardous Foods (PHF)**

(See next page for Control Requirements)

Name of Establishment \_\_\_\_\_ Date \_\_\_\_\_

Address of Establishment \_\_\_\_\_  
Street Town

Qualified Food Operator \_\_\_\_\_

Designated Alternate (QFO) \_\_\_\_\_

List potentially hazardous food items to be stored/displayed at room temperature:

\_\_\_\_\_

(NOTE: ALL PHF TO BE DISCARDED AFTER 4 HOURS OR IF NOT SOLD)

Describe how potentially hazardous foods stored at room temperature will be labeled or identified to ensure compliance with control requirements:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant Name \_\_\_\_\_  
(please print) Signature

Approved By \_\_\_\_\_  
Registered Sanitarian Date

Approved By \_\_\_\_\_  
Director of Health Date

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## **Requirements for use of Time only as a control for Potentially Hazardous Foods**

Food service establishments may apply for permission from the Central Connecticut Health District to maintain potentially hazardous foods at 46°F to 139°F using time only as a control provided the following conditions are met.

1. The working quantity of food doesn't exceed an amount that will be served within 4 hours;
2. The food is marked or identified with
  - a. The date and time when temperature control is interrupted (when the food was removed from the heat or cooling source)
  - b. The date and time (no more than 4 hours after removal from temperature control) by which the food must be served or discarded;
3. Food not served within 4 hours of removal from temperature control shall be discarded;
4. Unmarked time-controlled food shall be discarded;
5. An application describing the above procedures has been approved by the Central Connecticut Health District. Approved procedures must be maintained in the establishment.
6. The establishment may be required to show that they have not had any violation of items 3, 4, 7, 8 and 9 on the inspection report form, a 4 point demerit item, or a score of less than 80 for the past 3 routine inspections

Written verification that food employees have been trained in the approved procedure prior to implementation.

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## **HAND WASHING**

### **WHERE?**

At the designated hand wash sinks in the restrooms and in the food handling areas in the kitchen.

### **HOW?**

Lather hands and arms for 20 seconds and rinse thoroughly as often as may be required to remove soil and contamination such as:

### **WHEN?**

**AS OFTEN AS NECESSARY TO REMOVE SOIL AND CONTAMINATION**

### **BEFORE**

- Starting work
- Immediately before engaging in food preparation
- Handling clean equipment and utensils
- Handling unwrapped single-service and single-use articles

### **AFTER**

- Using the toilet
- Touching bare human body parts
- Caring for assistance animals
- Coughing—sneezing
- Using a handkerchief or tissue
- Tobacco use—eating—drinking
- Handling money
- Engaging in other activities that contaminate the hands

### **DURING**

- Food preparation as often as necessary to remove soil contamination and to prevent cross-contamination when changing tasks
- When switching between working with raw foods of animal origin and ready-to-eat foods
- When changing gloves.



## WASH YOUR HANDS!

Where: Only in the designated handwash sink

When:

- ✓ Before starting work
- ✓ Before putting on gloves
- ✓ After coughing, sneezing, touching face, combing or touching hair
- ✓ After using the toilet, smoking, eating, breaks
- ✓ After touching raw, fresh or frozen beef, poultry, fish or meat
- ✓ After taking out trash, touching dirty dishes or equipment
- ✓ After mopping, sweeping, using the telephone, or handling money
- ✓ **WHEN IN DOUBT, WASH YOUR HANDS**

How:

1. Wet hands with warm water and soap
2. Wash. Scrub each hand from wrists to fingertips, between fingers, and on backs of hands. Scrub fingernails.
3. Rinse with warm water.
4. Dry with paper towel.
5. Turn off water with paper towel.

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## **Acceptable Methods to Eliminate Bare Hand Contact with Ready-To-Eat Foods**

The use of utensils, tongs, deli paper, or sanitary, disposable gloves is acceptable when preparing ready-to-eat foods

**Ready-to-eat foods** are defined as foods that can be eaten without washing, cooking, or additional preparation such as salads, sandwiches, breads.

Single use disposable gloves may be used when preparing food and handling clean equipment and utensils. The following information will help to clarify how and when to use gloves in the preparation and service of food.

### **What kinds of foods should not be prepared with bare hands?**

- Ready-to-eat foods
- Food that is not later cooked or reheated

### **Can ready-to-eat foods be touched with bare hands if the hands are washed?**

**No.** Use utensils, tongs, gloves or deli paper must be used. Although handwashing is effective in reducing contamination, food workers may forget to wash their hands or may not wash their hands properly.

### **If disposable gloves are used, how often should they be changed?**

Disposable gloves **must** be changed when they become contaminated, soiled, torn, damaged, or when the food worker leaves the food preparation area. The gloves should be changed frequently to minimize the build-up of perspiration and bacteria inside the gloves.

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## INTERNAL COOKING TEMPERATURES

<p><b><u>Whole Roasts, Corned Beef, Pork Roasts:</u></b> 130°F. 121 minutes 140°F. 12 minutes 145°F. 3 minutes</p>
<p><b><u>Ground or Comminuted Meat and Fish Products:</u></b> 145°F. 3 minutes 150°F. 1 minute 155°F. 15 seconds 158°F. Instantaneously</p>
<p><b><u>Shell Eggs, Fish, Meat (Including Pork)</u></b> 145°F. 15 seconds</p>
<p><b><u>Game Meats, Poultry, Ground or Comminuted Poultry, Stuffed Fish, Stuffed Meat, Stuffed Pasta, Stuffed Poultry or Stuffing containing PHF ingredients:</u></b> 165°F. 15 seconds</p>

**Raw animal food cooked in a microwave oven shall be:** rotated or stirred throughout or midway during cooking to compensate for uneven distribution of heat; covered to retain surface moisture; heated to a temperature of at least 165° F. in all parts of the food, and allowed to stand covered for 2 min. after cooking.

### **Cold and Hot Holding Temperatures**

**45° F. or less or 140°F. or more** for all potentially hazardous foods (PHF) except whole beef and pork roasts which may be held hot at 130°F. or above.

Ready-to-eat food taken from a commercially processed, hermetically sealed container shall be heated to **140° F. or greater** for hot holding. Cooked, cooled, and refrigerated food that is prepared for immediate service in response to an individual consumer order may be served at any temperature.

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## **Cooling Requirements:**

Cooked Potentially Hazardous Food shall be cooled:

140°F ⇨ 70°F. within 2 hours

70°F. ⇨ 45°F. within an additional 4 hours

## **Reheating Temperatures:**

Potentially Hazardous Food that is cooked, cooled, and reheated for hot holding shall be reheated so that all parts of the food reach a temperature of at least 165°F. for 15 seconds within 2 hours except remaining unsliced portions of roast beef which may be reheated at 145°F. for 3 minutes within 2 hours.

Ready-to-eat food taken from a commercially processed, hermetically sealed container shall be heated to a temperature of at least 140°F. for hot holding. Cooked, cooled, and refrigerated food that is prepared for immediate service in response to an individual consumer order may be served at any temperature.

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## Cooling Prepared Foods Properly



### CREATE AN ICE WATER BATH

1. Place food container in ice water.
2. Stir food frequently to remove heat.
3. Monitor food temperature with a metal stemmed probe thermometer.



### REDUCE THE SIZE OF THE HOT FOOD

1. Slice (half, quarter, third) solid foods like ham, roasts, turkey.
2. Place in shallow containers.
3. Place directly into refrigerator in an area with high cold air velocity.
4. Monitor the food temperatures with a metal stemmed probe thermometer.

When using ice to keep foods cold, be sure to place ice around the food holding at least as high as the level of the food in the container. Ice must completely surround the food. Monitor food temperatures to maintain the 45 degrees or below at all times. Replace melted ice as necessary.

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## **THAWING PROCEDURES FOR POTENTIALLY HAZARDOUS FOODS**

The following methods apply to all raw, rare, or previously cooked potentially hazardous food items which are frozen:

- 1) **IN THE REFRIGERATOR-** This method requires that you plan ahead to allow adequate time for the food item to thaw. (typically 24 to 48 hours) Freezing foods in smaller quantities [ for example~ cutting roasts in halves or quarters, portioning soups into several smaller containers]
- 2) **UNDER COLD RUNNING WATER-** Place the frozen item in a clean container in the food preparation sink. Turn the cold tap so that the water is constantly exchanged as the container overflows. Foods that would lose quality with extensive rinsing could be wrapped in resealable bags. Items which are vacuum sealed could be thawed in this way also.
- 3) **AS PART OF THE COOKING PROCESS-** Begin cooking the frozen food item, and do not stop until the food is completely cooked to the proper internal temperature. This method will work well for some foods [for example~ hamburger patties, sausage links, pre-cooked chicken wings] and will not be useful for others [for example~ a whole frozen turkey]. The use of a microwave oven to defrost is included in this method: when removed from the microwave, the food item must be put in the oven or on the stove to complete the cooking process without delay. Never return an uncooked food item to the refrigerator after it has been defrosted in the microwave oven.

**NEVER THAW A POTENTIALY HAZARDOUS  
FOOD AT ROOM TEMPERATURE:  
THE OUTSIDE SURFACE OF THE FOOD WILL BE AT  
A DANGEROUSLY WARM TEMPERATURE  
[ BACTERIA AND PATHOGENS MULTIPLYING ]  
WHILE THE INSIDE WILL REMAIN FROZEN**

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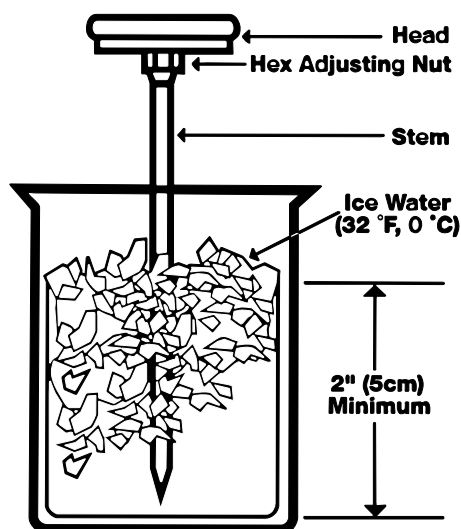
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## Calibrating a Thermometer

There are two ways to check the accuracy of a food thermometer. One method uses ice water, the other uses boiling water. Many food thermometers have a calibration nut under the dial that can be adjusted. Check the package for instructions.

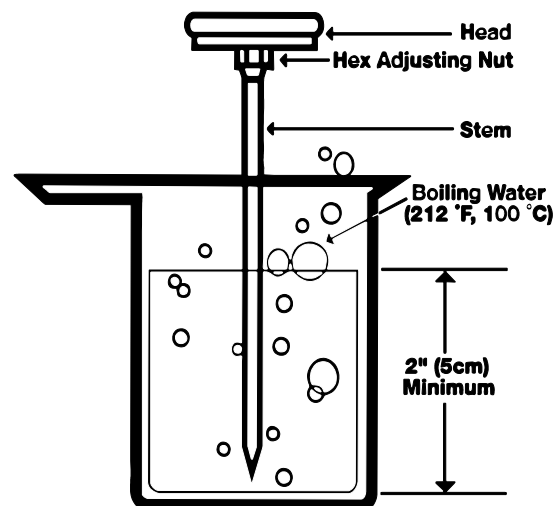
### Ice Water

To use the ice water method, fill a large glass with finely crushed ice. Add clean tap water to the top of the ice and stir well. Immerse the food thermometer stem a minimum of 2 inches into the mixture, touching neither the sides nor the bottom of the glass. Wait a minimum of 30 seconds before adjusting. (For ease in handling, the stem of the food thermometer can be placed through the clip section of the stem sheath and, holding the sheath horizontally, lowered into the water.) Without removing the stem from the ice, hold the adjusting nut under the head of the thermometer with a suitable tool and turn the head so the pointer reads 32°F.



### Boiling Water

To use the boiling water method, bring a pot of clean tap water to a full rolling boil. Immerse the stem of a food thermometer in boiling water a minimum of 2 inches and wait at least 30 seconds. (For ease in handling, the stem of the food thermometer can be placed through the clip section of the stem sheath and, holding the sheath horizontally, lowered into the boiling water.) Without removing the stem from the pan, hold the adjusting nut under the head of the food thermometer with a suitable tool and turn the head so the thermometer reads 212 °F.



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## **SERVING RAW OR UNDERCOOKED FOOD**

Food service establishments serving raw or undercooked animal food are required to provide a consumer advisory stating the following, **“Thoroughly cooking meats, poultry, seafood, shellfish, or eggs reduces the risk of food borne illness”**.

The consumer advisory is required when the menu includes raw or undercooked animal foods such as:

- Raw eggs
- Raw fish
- Raw marinated fish
- Raw molluscan shellfish
- Steak tartare
- Lightly cooked fish
- Rare meat
- Soft-cooked eggs

Advisories may be in the form of a poster, brochure, menu advisory, label statements, table tents, placards or other written means and should identify the applicable food item.

Serving raw or undercooked pork or poultry products is not permitted.

Serving raw or undercooked animal food is prohibited in nursing homes, health care facilities and day care centers.

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## Egg Safety

### Salmonella enteritidis

There was a time when you could tell if an egg was contaminated just by looking at the shell; the egg was contaminated when the shell was cracked and dirty. However, a perfectly clean and intact egg may contain the disease of *Salmonella enteritidis*.

Research has shown that salmonella from infected hens can pass *Salmonella enteritidis* into the egg before the shell is formed to cover it. The U.S. Centers for Disease Control now estimates that 1 egg in 10,000 may be contaminated. The elderly, small children and those with immune compromised systems are more likely to get sick if they eat these bacteria in raw or undercooked eggs.

### Pooling Eggs

Pooled eggs are raw unpasteurized shell eggs that are commingled and not used for immediate service. The Connecticut Public Health Code, section 19-13-B42 (F), requires a food service facility crack only enough eggs for immediate service.

- Pooled eggs that are commingled must be cooked together for immediate service. Ex. Cooking and serving scrambled eggs for a buffet.
- Pooled eggs that are commingled cannot be held or stored for non immediate service.

### Why Not Pool Eggs

Studies have shown that the risk of food-borne disease, *Salmonella enteritidis* is increased by cracking, combining, and storing raw, unpasteurized eggs together. The risk is related to the presence of *Salmonella enteritidis* in unpasteurized eggs, the time and temperature of holding pooled eggs above 45 degree F, and the time and temperature of the eggs when cooked. Eggs that are soft-boiled, sunny side up, over easy or soft scrambled eggs are not fully cooked. Egg yolks and egg whites must be heated for 15 min at (145°F) to be considered fully cooked.

Lower the risk of food borne disease. Only pool the number of eggs you will use immediately and never store pooled eggs.

### When to Use Pasteurized Eggs

Foods that are lightly cooked such as French toast or custards are not safe if a contaminated egg is used. Per the Connecticut Public Health Code, section 19-13-B42 (F) Pasteurized eggs or egg products must be substituted for raw shell eggs in the preparation of foods that are not thoroughly cooked such as:

*Caesar salad; Hollandaise sauce; homemade mayonnaise; homemade eggnog; Béarnaise sauce; Mousse and tiramisu; meringue; homemade ice cream; and raw cookie dough.*

Pasteurized eggs are available in whole, liquid or dried form.

# CENTRAL CONNECTICUT HEALTH DISTRICT

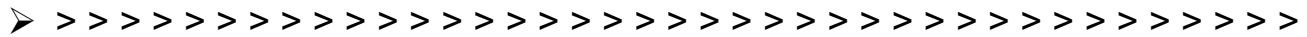
## DENTED CANS

Cans should be inspected upon receipt and storage, and removed whenever one of the following conditions is noted:

- A dent is on the side seam of the can
- A dent is on the top or bottom seam of the can
- A dent anywhere on the can has a sharp burr that can be felt at the edges of the dent
- the can is bulging or swollen
- the can is leaking
- the can is rusted and/or pitted

Cans noted with one of the above conditions must not be used. Damaged cans must be labeled "DO NOT USE" and stored in a separate area clearly marked as "RETURNS".

If you cannot make a clear determination as to the wholesomeness of the can, you should put it in the designated return area.



**RETURNS**  
**ONLY**  
**DO NOT USE**

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## **Frequency for Cleaning and Sanitizing**

All kitchenware and food contact surfaces of equipment that have been used in the preparation or serving of food and drink, and multi-use food storage utensils (exclusive of cooking surfaces of equipment) shall be thoroughly **cleaned at least every 4 hours**.

Thermometers and kitchenware, utensils, and food contact surfaces used in the preparation or storage of potentially hazardous food shall be **cleaned and sanitized every 4 hours** and as follows:

- **prior to such use**
- **a change from working with raw animal foods to working with ready-to-eat foods;**
- **a change in the type of raw animal food such as beef, fish, lamb, pork, or poultry;**
- **use with raw fruit or vegetables prior to use with potentially hazardous food; and**
- **at any time during the operation when contamination may have occurred.**

Unless approved by the Director of Health for a different frequency of cleaning, **equipment, food contact surfaces and utensils that have been used in the preparation of potentially hazardous foods shall be cleaned and sanitized at least every 4 hours**.

Notes: Insert pans and containers in refrigerators do **NOT** need to be taken out and cleaned every 4 hours because the refrigeration temperatures limit bacterial growth.

Meat slicers, burger flippers, and similarly used equipment and utensils coming into contact with potentially hazardous foods must be cleaned and sanitized at least every 4 hours.

Sinks used to wash or thaw food shall be sanitized before and after use.

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## Wash, Rinse & Sanitize



**WASH, RINSE and SANITIZE pots, pans, glasses, dishes and utensils.**



### 1.) Wash

- ✓ Soak, flush or scrape dishes to remove food particles
- ✓ Wash with detergent and clean, hot water (110 degrees)

### 2.) Rinse

- ✓ Submerge in clean, warm water to remove detergent
- ✓ OR, flush with overhead spray rinse

### 3.) Sanitize

- ✓ Check sanitizer levels with test strip
  - Chlorine 50-100 ppm
  - 12.5 Iodine
  - Quaternary ammonium 200 ppm
- ✓ Submerge in approved chemical sanitizing solution for at least 1 minute
- ✓ Air dry all sanitized dishes on drainboard



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## **WATER TEMPERATURES**

### **Mechanical Dishwashing**

#### **WASH WATER**

- 165°F for a single temperature stationary rack machine
- 160°F for a single tank, conveyor, dual temperature machine
- 150°F for a single tank, stationary rack, dual temperature machine
- 150°F for a multi-tank, conveyor, multi-temp machine

#### **Sanitization**

- 165°F for a single temperature stationary rack machine (note: wash water temperature also 165°F)
- 180°F for all other machines

(Note: Maximum water temperature of 194°F, plate temperature 160°F during final rinse)

### **Manual Warewashing**

- Minimum water temperature 110°F

### **Handwashing**

- Maximum water temperature 115°F

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## **WIPING CLOTHS**

A wiping cloth is good for one of two things: Killing disease-causing bacteria on your food contact surfaces and equipment, or helping to spread disease causing bacteria from one end of your establishment to the other. The following are important do's and don'ts:

### **THE DO'S**

- Store your wiping cloths in fresh solutions of sanitizer (at the proper concentration)
- Check the concentration of the sanitizer regularly with test strips to make sure that it maintains the proper concentration:
  - **CLORINE**                      **50 – 100 PPM**
  - **IODINE**                        **12.5        PPM**
  - **QUATERNARY**                **(PER THE MANUFACTURERS INSTRUCTIONS)**
- Keep a container holding the wiping cloth and sanitizer at each food preparation area.
- Label the wiping cloth container as "Sanitizer"
- Change the sanitizer every four hours
- Use freshly laundered cloths every day
- Use the wiping cloth frequently on your equipment and counters to keep contamination under control
- Use the wiping cloth frequently on all cutting boards and knives

### **THE DON'TS**

- Never use food contact surface cloths for gross cleaning jobs like wiping spills off the floor.
- Do not add detergent to bleach for a better "clean". The soap may neutralize the sanitizer, making it ineffective.
- **DO NOT FORGET TO USE THE WIPING CLOTHS.**

### **TIP**

Mix the sanitizing solution in the third compartment of your three compartment sink. Fill your wiping cloth bucket and spray bottles from there.

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## **RE-INSPECTION FEE NOTICE**

Dear Owner/Operator:

Please be advised that the Central CT Health District intends to charge a re-inspection fee, equal to 50% of the annual licensing fee, for food service establishments which continue to have substandard inspection scores and /or high risk violations. This re-inspection fee will be charged as allowed by the municipal codes of the towns of Berlin, Rocky Hill and Wethersfield.

The re-inspection fee will be charged when the following two conditions are met:

1. The food service establishment receives a score of less than 80 or has one or more 4 demerit point items in violation at the time of the routine inspection.
2. Upon re-inspection, the food service establishment again receives a score of less than 80 or has one or more remaining 4 demerit point items in violation.

Please contact me should you have any questions or need additional information.

Thank you.

Sincerely,

Paul Hutcheon, M.P.H., R.S.  
Director of Health

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## **Procedure for Smoke Testing Grease Extraction Hoods in a Food Service Establishment**

- Designs for new hoods must be stamped by an engineer, indicate that they are in compliance with NSF and NFPA requirements and be approved by the district before installation
- Perform the test at a time which will allow ventilation should the system not work and the kitchen fills with smoke
- Establish “normal” working conditions in the establishment
- Install all suspended ceiling panels
- Close all interior and exterior doors
- Check number of shafts exiting hood. Two separate smoke tests near each end should be performed for larger hoods or hoods with two shafts
- Install grease filters
- Turn on exhaust and make-up air fans
- Heat water to a boil on the stove to warm the ventilation shaft to the roof
- Place a 30 second smoke bomb in a #10 can, set it on a burner and light the smoke bomb
- Check to see that approximately 90% of the smoke is drawn into the hood. Adjustments to the exhaust or make-up fans will need to be made when a considerable amount of smoke is not drawn into the hood.
- Use a smoke tube to check for slight negative pressure in the kitchen. Smoke placed around the edge of a door leading out of the kitchen to another area of the establishment should flow into the kitchen.

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**REQUIREMENTS FOR DIRECT AND INDIRECT WASTE LINE  
CONNECTIONS  
IN FOOD SERVICE ESTABLISHMENTS**

**Existing Establishments**

**Indirect Connection Requirements:**

Dishwashing machines, refrigerators, steam kettles, potato peelers, and similar types of enclosed equipment in which food, portable equipment, or utensils are placed, shall not be directly connected to the drainage system. Each waste pipe from such equipment shall discharge into an open, accessible, individual waste sink, floor drain, or other suitable fixture which is properly trapped and vented: Provided that, when a dishwashing machine is located adjacent to a floor drain, the waste from the dishwashing machine may be connected direct on the inlet side of the floor drain trap.

**CT Dept. of Public Health Compliance Guide For Food Service Inspection Form, Item #34d.**

**Direct Permitted:**

Existing sinks which do not fall into the previous category.

Examples: Hand sinks, ware-washing sinks, food prep sinks, ice bins that are not enclosed.

*Direct connections are permitted in hand sinks, ware-washing sinks, food prep sinks, ice bins that are not enclosed, because there is an air gap to prevent sewage from entering through the faucet and contaminating the water supply.*

**New Construction**

**Indirect Connection Required:**

Equipment and fixtures utilized for the storage, preparation and handling of food shall discharge through an indirect waste line by means of an air gap.

**2003 International Plumbing Code, section 802.**

**Direct Permitted:**

Properly trapped ware-washing sink, hand sinks, and mop sinks.

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The following checklist is provided as a guide for information needed to obtain a permit to construct or remodel a food service establishment.

### **Food Service Establishment Checklist**

1. Floor plan drawn to scale showing location of all equipment and facilities.
2. Manufacturer specification sheet for each piece of food service equipment. (Note: must be NSF approved.)
3. Stamped engineered drawings for the exhaust hood system (if applicable).
4. Provide hand washing facilities in food preparation areas.
5. Show number of seats (if applicable).
6. Show the dry storage area.
7. Show area and indicate method of collection for exterior refuse storage.
8. Floors, walls and ceilings in food preparation areas need to be smooth, non-absorbent and easily cleanable, commercial grade where appropriate.
9. Provide a coved base at the floor/wall juncture in food preparation areas.
10. Provide a mop sink and an area for hanging brooms and mops. If there is no mop sink, explain how mops will be cleaned and where water will be disposed.
11. Provide an area for employees to place personal items. (e.g. Purses, jackets, etc.)
12. Provide an area to store toxic items away from food preparation.
13. Provide a 3 -bay pot and pan washing sink, with rack above for air drying.
14. Equipment list to indicate if equipment is fixed in place, mobile (on casters, etc.) or movable.
15. All food service equipment to be mounted a minimum 6" off the floor or on wheels.
16. Provide a food preparation sink (if applicable).
17. Provide a copy of the menu.
18. Submit documentation for qualified food operator (QFO) if applicable.
19. Indicate source of water supply and method of sewage disposal (public or private).
20. Provide a lighting schedule. Ensure lights are shielded.
21. Indicate type of commercial dishwasher—hot water versus chemical sanitization with test strip.
22. Provide salad bar details including sneeze guard and reach in distance ( if applicable).
23. Locate floor drains if provided.
24. Contact Consumer Protection --phone (860) 713-6160-- if proposed establishment is a bakery or grocery store.
25. Indicate type of ice machine—water cooled versus air cooled.
26. Provide size of hot water heater (UL rated), appropriate to the design of the restaurant.
27. Provide an area for storage of dishes, utensils, and pots and pans.
28. Provide a grease trap/interceptor in compliance with CT DEP FOG Regulations.

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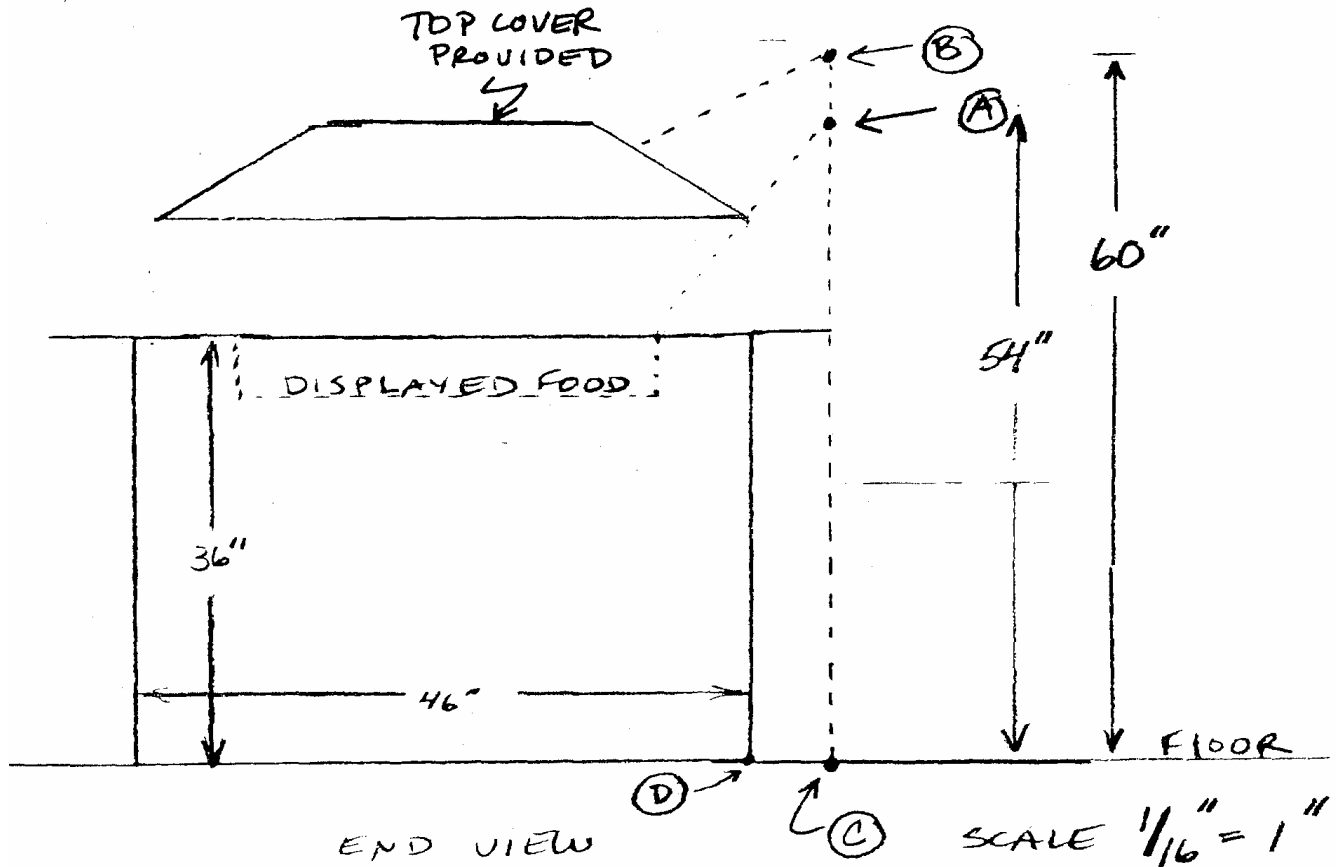
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## Designing a Sneeze Guard

A properly designed sneeze guard will prevent a direct line from being drawn from points (A) and (B) to exposed food. (A & B represent the average height of a mouth.) The sneeze guard must intercept any direct line connection from (A) or (B) to displayed food. Points (A) & (B) are measured up from the floor directly beneath front edge of tray slide (point C) or front edge of counter if no tray slide exists (point D).



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## **Unlicensed Food Service Establishments**

### **Establishment has failed to renew pre-existing license:**

1. Include a statement in the renewal notice that the license must be renewed by June 30.
2. If not renewed by July 31, Sanitarian to contact each establishment to confirm receipt of renewal notice and intent to renew.
3. If not renewed by August 15, issue a certified “Notice of Violation” ordering the owner to renew their license within 7 days of receipt of the notice.
4. If not renewed, issue a certified “Notice of Intent to Suspend” indicating that the license will be suspended 48 hours after receipt of the “Notice of Intent to Suspend”.
5. If not renewed, use a Police Officer to serve a “Notice of Suspension”. Food service operations shall immediately cease upon service of the “Notice of Suspension”. The “Notice of Suspension” shall be posted by the owner upon the inner surface of the window of the front entrance door or upon the nearest window thereto in such a manner as to be clearly visible to the general public from the exterior of the establishment.
6. Require payment of the “No License Penalty Fee” (50% of license fee) before renewal of license following suspension.

### **Establishment transfers ownership, new owner found to be operating without a license:**

1. Inspect the establishment to determine if there are significant PHC violations that would prohibit licensure.
2. If significant PHC violations are identified, use a Police Officer to serve a “Notice of Violation” ordering food service operations to immediately cease.
3. If significant PHC violations are not identified, issue a certified “Notice of Violation” or use a Police Office to serve a “Notice of Violation”, ordering the owner to obtain a license within 48 hours of receipt of the notice.
4. If not renewed, use a Police Office to serve a “Notice of Violation” ordering the owner to immediately cease food service operations.
5. Require payment of the “No License Penalty Fee” (50% of license fee) before issuance of license.

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## Guidelines for Food Safety During Temporary Power Outages

Appropriate decision-making before, during, and immediately after power outages is necessary to protect consumers from unsafe food and minimize product loss. The food items of concern are those that are considered as potentially hazardous foods (PHF) such meat, fish, poultry and several others. Generally, PHF's are moist, perishable foods in and on which bacteria can grow most easily during the time when the food is held in the temperature danger zone of 46°F to 139°F.

### **WHEN THERE IS A POWER OUTAGE...**

- Note the time at which the power outage begins.
- Discard food products that are in the process of being cooked, but which have not yet reached the final temperature.

### ACTIONS THAT CAN KEEP FOOD SAFE FOR SEVERAL HOURS

<b>Cold Potentially Hazardous Foods</b>	<b>Hot Potentially Hazardous Foods</b>
<ul style="list-style-type: none"> <li>• Keep refrigerator and freezer doors closed as much as possible</li> </ul>	<ul style="list-style-type: none"> <li>• Do not place hot foods in refrigerators or freezers</li> </ul>
<ul style="list-style-type: none"> <li>• If practical, group packages of cold food together to reduce heat gain</li> </ul>	<ul style="list-style-type: none"> <li>• Use "canned heat" under foods on electric steam tables to help maintain PHF at 140°F</li> </ul>
<ul style="list-style-type: none"> <li>• Cover open refrigerated and frozen food cases, especially vertical displays</li> </ul>	<ul style="list-style-type: none"> <li>• Use ice and/or ice baths to rapidly cool small batches of hot food</li> </ul>
<ul style="list-style-type: none"> <li>• <i>Caution: The use of dry ice may result in unsafe build-up of CO<sub>2</sub> (Carbon Dioxide).</i></li> </ul>	

DISCONTINUE FOOD PREPARATION IF ANY OF THE FOLLOWING CONDITIONS EXIST

- Inability to properly wash, rinse and sanitize utensils
- Inoperative hood ventilation and make-up air supply systems in conjunction with gas or solid fuel heating and cooking equipment (***Danger: Toxic fumes may cause injury or death***)
- Lack of sufficient light in food preparation areas to allow for safe food preparation and cleaning and sanitizing of food contact surfaces.
- No hot water, inadequate water pressure
- Unsafe food temperatures

**WHEN THE POWER IS RESTORED**

- Identify PHF that may have been in the temperature danger zone
- Check the internal food temperature
- If practical, separate packages of food in refrigeration units and freezers to allow for faster re-cooling

REFRIGERATED PHF

Use the table below for handling PHF stored in refrigeration units:

Duration of Power Outage (hours)	Food Temperature		
	45 F or below	46 F to 50 F	50 F or above
0-2	PHF can be sold	Immediately cool PHF To 45 F or below within 2 hours	<b><i>PHF cannot be sold</i></b>
2-3	PHF can be sold	Immediately cool PHF to 45 F or below within 1 hour	<b><i>PHF cannot be sold</i></b>
4+	PHF can be sold	<b><i>PHF cannot be sold</i></b>	<b><i>PHF cannot be sold</i></b>

## PHF IN HOT HOLDING UNITS

Use the table below for handling PHF that is in hot holding units and is below 140°F at the time the power is restored:

Duration of Power Outage	Food below 140 F in Hot Holding Units When Power is Restored
2 hours or less	1. May be sold if reheated to 165° F and then held at 140° F or above; or 2. May be sold if rapidly cooled to 45 ° F or below within 2 hours following restoration of power.
More than 2 hours	<b><i>PHF cannot be sold</i></b>

## REOPENING

If you voluntarily closed your facility, the following conditions should be verified prior to resuming food preparation and/or sale of potentially hazardous foods:

1. All unsafe potentially hazardous food has been discarded
2. Electricity and gas services have been restored
3. All circuit breakers have been properly reset as needed
4. All equipment and facilities are operating properly, including:
  - Lighting
  - Refrigeration
  - Hot holding
  - Ventilation
  - Toilet facilities
5. Hot and cold potable water, under pressure for:
  - Hand washing
  - Proper dishwashing

If your facility was closed by the Central CT Health District, it must remain closed until you obtain official approval to reopen.

## DISPOSAL OF FOOD

- **PHF that has been subjected to temperature abuse prior to the power outage might not be safe to eat even if the procedures in the tables on the previous page are followed. WHEN IN DOUBT, THROW IT OUT!**
- If it is determined that food must be discarded, document the type and amount of food and the reason for disposal for insurance and regulatory purposes.
- Small volumes of food to be discarded can be denatured with a cleaning product (such as bleach) and placed in the outside refuse bin.
- To discard large volumes of food, contact your refuse disposal company or your local landfill operator for disposal instructions.
- If there are any questions regarding the safety of specific foods, contact the Central CT Health District.

Central CT Health District

Owner/Employee Starting Operation Steps

Month \_\_\_\_\_

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
1. Wash hands prior to starting work																																

2. Record temperatures of all refrigeration units. Must be 40°F or less. Thermometers visible and accurate.																																	

3. Set up sanitizing sinks and wiping cloths. Test solution: 50 - 100 ppm Chlorine, 200 ppm QAC. Record.																															
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4. Reheat foods to 165°F. Hot hold foods at 140°. Record.																															
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5. No direct bare hand contact with ready to eat foods.																															
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6. Provide a culinary stem thermometer with calibration tool.																															
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