

STATE OF CONNECTICUT

DEPARTMENT OF PUBLIC HEALTH

Manisha Juthani, MD
Commissioner



Ned Lamont
Governor
Susan Bysiewicz
Lt. Governor

ENVIRONMENTAL HEALTH AND DRINKING WATER BRANCH

Alternate Person-In-Charge During Non-Peak Hours Form

RCSA 19a-36h-4(c)

The owner or manager of each class 2, 3 and 4 food establishment shall appoint an alternate person to be in charge, when the person in charge cannot be present. The alternate person in charge shall only be utilized during non-peak hours of operation, such as an overnight shift in which no more than two employees are on-site, and there is limited or no food preparation taking place. Such appointment shall be in writing on a form prescribed by the commissioner. The alternate person in charge shall:

- (1) Demonstrate the same knowledge as a certified food protection manager and carry out the responsibilities as specified in subsection (d) of section 19a-36i of the Connecticut General Statutes; and
- (2) Upon request of a food inspector at the food establishment, demonstrate to the food inspector, by a means according to section 2-102.11(B) or (C) of the food code, the knowledge required under section 2-102.11(C)(1) to (17), inclusive, of the food code.

CGS 19a-36i(d):

The alternate person or persons in charge shall be responsible for ensuring the following: (1) All employees are in compliance with the requirements of this section; (2) foods are safely prepared in accordance with the requirements of the food code; (3) emergencies are managed properly; (4) a food inspector is admitted into the food establishment upon request; and (5) he or she receives and signs inspection reports.

2-102.11(B)

Being a certified food protection manager who has shown proficiency of required information through passing a test that is part of an accredited program; or

2-102.11(C)

Responding correctly to the inspector's questions as they relate to the specific food operation. The areas of knowledge include:

- (1) Describing the relationship between the prevention of foodborne disease and the personal hygiene of a food employee;
- (2) Explaining the responsibility of the person in charge for preventing the transmission of foodborne disease by a food employee who has a disease or medical condition that may cause foodborne disease;
- (3) Describing the symptoms associated with the diseases that are transmissible through food;
- (4) Explaining the significance of the relationship between maintaining the time and temperature of time/temperature control for safety food and the prevention of foodborne illness;
- (5) Explaining the hazards involved in the consumption of raw or undercooked meat, poultry, eggs, and fish;
- (6) Stating the required food temperatures and times for safe cooking of time/temperature control for safety food including meat, poultry, eggs, and fish;



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- (7) Stating the required temperatures and times for the safe refrigerated storage, hot holding, cooling, and reheating of time/temperature control for safety food;
- (8) Describing the relationship between the prevention of foodborne illness and the management and control of the following:
 - (a) Cross contamination,
 - (b) Hand contact with ready-to-eat foods,
 - (c) Handwashing, and
 - (d) Maintaining the food establishment in a clean condition and in good repair;
- (9) Describing foods identified as major food allergens and the symptoms that a major food allergen could cause in a sensitive individual who has an allergic reaction.
- (10) Explaining the relationship between food safety and providing equipment that is:
 - (a) Sufficient in number and capacity, and
 - (b) Properly designed, constructed, located, installed, operated, maintained, and cleaned;
- (11) Explaining correct procedures for cleaning and sanitizing utensils and food-contact surfaces of equipment;
- (12) Identifying the source of water used and measures taken to ensure that it remains protected from contamination such as providing protection from backflow and precluding the creation of cross connections;
- (13) Identifying poisonous or toxic materials in the food establishment and the procedures necessary to ensure that they are safely stored, dispensed, used, and disposed of according to law;
- (14) Identifying critical control points in the operation from purchasing through sale or service that when not controlled may contribute to the transmission of foodborne illness and explaining steps taken to ensure that the points are controlled in accordance with the requirements of this Code;
- (15) Explaining the details of how the person in charge and food employees comply with the HACCP plan if a plan is required by the LAW, this Code, or an agreement between the regulatory authority and the food establishment;
- (16) Explaining the responsibilities, rights, and authorities assigned by this Code to the:
 - (a) Food employee,
 - (b) Conditional employee,
 - (c) Person in charge,
 - (d) Regulatory authority; and
- (17) Explaining how the person in charge, food employees, and conditional employees comply with reporting responsibilities and exclusion or restriction of food employees.

I _____ attest that _____
 (Print Name of Owner or Manager) (Print Name of Alternate Person in Charge)

is employed as the alternate person in charge during non-peak hours that are agreed upon by the Local Health Department/District, and has demonstrated to me the elements of knowledge and demonstrable elements of competency as described under CGS 19a-36i(d) and 2-102.11(B) or 2-102.11(C) of the food code as listed above.

Signature and Title _____ Date _____
 (Signed by Owner/Operator of the Establishment)

Signature and Title _____ Date _____
 (Signed by Alternate Person in Charge)

Name of Establishment _____

Address of Establishment _____
