

BROOKHAVEN NATIONAL LABORATORY Safety & Health Services Division INDUSTRIAL HYGIENE GROUP Standard Operating Procedure: Field Procedure		NUMBER IH100500
		REVISION SHSD Final rev0
SUBJECT:	INSTRUMENT OPERATION:	DATE 10-05-04
Food Service Sanitation Inspections		PAGE 1 OF 12

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1.0 Purpose/Scope

This procedure provides a standardized method for IH professional to conduct food service inspections at BNL facilities. It is used for the cafeteria, Brookhaven Center, and the Child Development Center.

2.0 Responsibilities

- 2.1 Use of this procedure is limited to persons who have demonstrated the competency to satisfactorily conduct an inspection, as evidenced by experience and training, to the satisfaction of their supervision or existing qualification criteria set by their organization.
- 2.2 Personnel that perform and inspection with this procedure are responsible to follow all steps in this procedure.

3.0 Definitions None

4.0 Prerequisites None

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5.0 Precautions

5.1 Hazard Determination:

- 5.1.1 Inspections do not cause exposure to any chemical, physical, or radiological hazards.
- 5.1.2 Inspections do not generate Hazardous Waste.

5.2 Personal Protective Equipment: no typically needed

6.0 Procedure

6.1 Equipment:

- 6.1.1 Camera
- 6.1.2 Inspection Checklist (Attachment 9.1)

6.2 Conduct the inspection by examining all line entries on the Inspection Checklist. Mark any deficiencies and document corrective actions.

6.3 Results interpretation:

- 6.3.1 A competent person writes a hazard evaluation report that evaluates the inspection data and summarizes needed corrective actions.

7.0 Implementation and Training

Prior to using this procedure:

- 7.1 Demonstration of proper knowledge of health issues to the satisfaction of the employee's supervision.
- 7.2 Other appropriate training for the area to be entered (check with ESH coordinator or FS Representative for the facility).

8.0 References

8.1 Suffolk County Health Department Article 13 *Sanitary Code*

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9.0 Attachments

9.1 Checklist for inspection

9.2 Inspector Qualification record

10.0 Documentation

Document Review Tracking Sheet		
PREPARED BY: <i>(Signature and date on file)</i> R. Selvey Date: 09/14/2004	REVIEWED BY: <i>(Signature and date on file)</i> N. M. Bernholc Date: 09-23-04	APPROVED BY: <i>(Signature and date on file)</i> R. Selvey IH Manager Date: 10/04/04
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Periodic Review Record		
Date of Review	Reviewer Signature and Date	Comments Attached

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Attachment 9.1

Food Service Inspection Checklist

(see next page)

Brookhaven National Laboratory Food Service Inspection Report

SUFFOLK COUNTY DEPARTMENT OF HEALTH SERVICES, FOOD ESTABLISHMENT INSPECTION REPORT

LOCATION INSPECTED	
DATE INSPECTED	

RED CRITICAL ITEMS (1 - 27): MUST RECEIVE IMMEDIATE ATTENTION

Food Supply- food not adulterated and received from an approved source		Violation
1.	Foods, including shellfish, are wholesome unadulterated and from an approved source; only pasteurized milk and milk products used.	
2.	Cracked eggs are not used; poultry products are pasteurized; liquid frozen or powdered eggs used. Shelled eggs stored at 42-58 F.	
3.	Food container showing evidence of swelling, rust, leak, or otherwise such condition as may render the product unwholesome not being used.	
4.	Use of home prepared foods is prohibited. (Note parent supplied lunches with child's name is acceptable if served only to parent's child.)	
5.	Water/ice for human consumption from approved source protected from contamination and cross-connection.	
6.	Shucked shellfish stored in original container and properly labeled until used.	
7.	Shellfish stock properly labeled.	
Food Protection- Cooking and re-heating		
8.	Pre-cooked refrigerated potentially hazardous foods, that are to be heated are heated rapidly to 16 F or above.	
9.	Stuffing, stuffed meat and poultry cooked to 16 F, pork and pork products cooked to 15 F. Roast beef cooked to 13 F. All other potentially hazardous foods cooked to 14 F.	
10.	Frozen foods larger than 3 pounds not defrosted as part of cooking process.	
Food Protection- Cooling/Refrigeration and Hot Storage		
12.	Smoked fish maintained at 38 F. Shellfish stored at a temperature as will keep them alive until use.	
13.	Solid or semi-solid potentially hazardous foods such as gravies and protein type salads, etc. stored in shallow pans with a food depth of less than 4".	
14.	Potentially hazardous foods cooled by an approved method where product temperature can be reduced from 12 F to 7 F or less in 2 hours and 42 F or less within 6 hours.	
15.	Potentially hazardous foods are maintained at or below 42 F or above 14 F.	
16.	Ingredients used to make potentially hazardous salads are prechilled before mixing.	
17.	Hot and cold food storage facilities shall be provided with an indicating thermometer with an increment scale accurate to plus or minus two degree Fahrenheit. Shall register the coldest part of hot storage facility; for cold storage, shall register the warmest part of the facility in which potentially hazardous food is stored. So situated that it may be readily observed for temperature determination.	
18.	Frozen food shall be maintained at 0 degrees or lower except when thawed.	
19.	Potentially hazardous foods shall be thawed at 52 degrees F or below, or under below 70 F	
20.	Zone type thermometers without increment scales shall not be acceptable.	
21.	Sufficient number of refrigerators and hot food storage facilities available for the storage, display and transportation of potentially hazardous foods at required temperatures (<42 F or >14 F).	
22.	Unwrapped/potentially hazardous foods not re-served.	
23.	Cooked or prepared foods protected from cross contamination from raw foods.	

24.	Ready-to-eat potentially hazardous foods prepared using clean sanitized utensils and equipment.	
25.	Food protected from overhead sewage line drippage or other sources of possible waste water contamination.	
26.	Toxic chemicals, lawfully permitted, as are required to maintain sanitary conditions, are properly stored, labeled and used. <ul style="list-style-type: none"> ▪ Containers of poisonous and toxic materials used for cleaning and sanitizing shall be prominently and distinctively marked or labeled for easy identification as to contents. ▪ Poisonous or toxic materials shall be identified, and shall be used only in such manner and under such conditions as will not contaminate food or constitute a hazard to employees or customers. ▪ Bactericides, cleaning compounds, or other compounds intended for use on food-contact surfaced, shall not be used in such manner as to leave a toxic residue on such surfaces, nor to constitute a hazard to employees. Phenolic compounds shall not be used for sanitizing utensils or equipment. ▪ Poisonous materials shall not be used in any way as to contaminate food , equipment, or utensils, nor to constitute other hazards to employees or consumers. 	
27.	Personal medications properly stored separate from food, preparation and service areas.	
28.	Food contact surfaces of utensils and equipment made of non-toxic, corrosive resistant materials.	
29.	Food processing and public areas free from sewage.	
Food Protection- Employees		
30.	Food workers using proper utensils during preparation or serving of food to minimize hand contact (tongs, spoons, spatulas, plastic throw away gloves).	
31.	Employees engaged in food preparation or utensil handling, free from illness transmittable through food, water or equipment (such as Hepatitis, diarrhea, stomach flu, infected cuts, persistent coughs, sneezing, vomiting, lesions, or acute respiratory infection).	
32.	Food workers after having handled raw foods, coughing, smoking, sneezing or otherwise having contaminated their hands, washed their hands thoroughly before resuming work.	

BLUE MAINTENANCE ITEMS (28 - 73): CORRECT AS SCHEDULED

Food Protection – Employees		
33.	Valid Food Establishment Permit prominently displayed.	
34.	Valid Food Manager Certificate displayed.	
35.	Smoking Law Complied with.	
Food Protection- General		
36.	Food protected during storage, preparation, display, transportation and service from potential sources of contamination (food properly covered, labeled, not stored directly on floor, protected with adequate sneeze guards, food containers not double stacked.)	
37.	In use food dispensing utensils properly stored (Ice cream scoops stored in running water).	
38.	Clean and sanitized utensils and equipment properly stored.	
39.	Single service items properly stored, dispensed and not reused.	
40.	Accurate thermometers available and used for the evaluation of cooking re-heating and hot or cold storage temperatures (Bayonette thermometer available).	
41.	Proper thawing procedures used (Under refrigeration or cold running water).	
42.	Raw ready to eat foods properly washed before serving (fruit, vegetables).	
Personal Hygiene and Activities of Food Workers		
43.	Personal cleanliness adequate, clean outer garments worn, no excessive jewelry worn.	
44.	Smoking, use of tobacco, eating or drinking prohibited in food preparation, dishwashing and food storage areas.	
45.	Proper hair restraints used.	
46.	Adequate dressing rooms provided, facilities kept clean, personal articles properly stored.	

Sanitary Design, Construction and Installation of Equipment and Utensils	
48.	Food (ice) contact surfaces of equipment and utensils are properly designed and constructed free of cracks, dents, rust, open seams or otherwise not easily cleanable.
49.	Non-food contact surfaces of equipment and utensils are properly designed and constructed, installed so as to be easily cleanable.
Cleaning Washing and Sanitizing of Equipment and Utensils	
50.	Wash and rinse water clean and at proper temperature.
51.	Sanitizing rinse at proper temperature, chemical concentration and for appropriate time.
52.	Proper washing technique used (Wash, rinse, sanitize).
53.	Accurate thermometers, chemical test kits and pressure gauges available to monitor dishwashing and sanitizing operations.
54.	Wiping cloths clean. Stored in a sanitizing solution before use.
55.	Food contact surfaces washed, rinsed and sanitized after each use and following any time or operation when contamination may have occurred.
56.	The use sponges and wiping clothes shall be restricted. Sponges and cloths used for food service personnel for wiping spills on food contact surfaces shall be clean, and shall be used for no other purpose. Sponges and cloths used for wiping counter and table surfaces shall be clean and used for no other purpose. Shall be sorted in a sanitizing solution between uses.
57.	Cleaning methods to minimize dispersal of dust used. Where sweeping is necessary, push type brooms and dust arresting sweeping compounds used. Cleaned is done during periods when the least amount of food is exposed.
58.	Non food contact surfaces of equipment kept clean.
Sanitary Control Facilities	
59.	Adequate amount of hot and cold running water under adequate pressure provided. Hot water temperature to be maintained at a minimum of 14 F.
60.	All sewage and liquid waste being disposed of in an approved subsurface system. Public sewage system used if available.
61.	Plumbing and sinks properly sized, installed and maintained. Equipment and floors properly drained.
62.	Adequate, conveniently located toilet facilities provided. Facilities clean and in good repair.
63.	Hand washing facilities provided where required, properly maintained and supplied with sanitary towels or hand drying device and hand cleanser. Hand washing sign posted.
Garbage and Refuse Disposal	
64.	Adequate, leakproof, non-absorbent, vermin-proof, covered containers provided where needed.
65.	Garbage storage areas properly constructed. Areas maintained clean.
Insect and Rodent Control	
67.	Premises maintained free from rodents and insects. Effective measures taken against the entrance of insects and rodents into the premises.
68.	Pesticide applied under the direct supervision by a certified applicator in accordance with label directions and in accordance with applicable laws.
Construction and Maintenance of Physical Facilities	
69.	Floors, walls and ceiling properly constructed, smooth and easily cleanable and maintained clean.
70.	Adequate lighting provided in food processing, storage and utensil washing areas. Fixtures properly shielded.
71.	Adequate ventilation provided. Stoves properly hooded and vented to the outside. Hoods, ducts, fans and filters maintained clean.
72.	Premises free from litter. Articles not pertaining to the operation stored away from premises. All other articles properly stored so as not to create a nuisance.
73.	Living quarters completely separate from food establishment operations.
74.	Live animals, birds and pets, except special assistance dogs restricted from premise.
75.	Cleaning equipment and linen properly stored. Laundry areas separate from food preparation and storage areas.

76.	A commercial type dishwasher is required for dishes and utensils. A mechanical glasswasher, or commercial dishwasher is required at bars. For items not washed in a dishwasher, a three compartment sink of a commercial type with compartments large enough to submerge the largest utensil with drain boards is required. Supplied with potable hot and cold running water. Hot water shall be a minimum of 140 degrees Fahrenheit.	
77.	When hot water is used for sanitation, not less than 170 degrees Fahrenheit. Must have an indicating thermometer.	
78.	A commercial hot water heater capable of meeting peak demands of equipment must be provided or when manual dishwashing is employed equipment shall be sanitized by one of the following methods: <ul style="list-style-type: none"> ▪ Immersion for at least ½ minute in hot water of at least 170 degrees ▪ Immersion for at least 1 minute in 50 ppm chlorine at not less than 75 degrees Fahrenheit. A suitable chlorine test kit shall be available. ▪ By use of other chemical sanitization as above. 	
79.	Rooms in which food is prepared or utensils are washed, dressing or locker rooms ,toilet rooms and garbage and refuse storage areas shall be well ventilated.	
Other Sanitation Requirements		
80.	"Choking" sign posted	
81.	Water Supply Tested	
82.	Maintenance Closet with suitable slop sink and storage space provided	
83.	A separate hand washing sink with tempered running water, soap and towel dispenser is required in food service and preparation area.	
84.	All storage to be 8 to 10 inches off the floor to make floor area beneath accessible.	
85.	Attend Suffolk County food Certification courses.	
Transportation		
86.	During transportation, all food shall be in suitable covered containers of completely wrapped or packaged or otherwise protected from contamination. The requirements contained in this article for storage, display and general protection not food against contamination shall apply in the transportation of food.	
87.	Vehicles used for the transportation of potentially hazardous foods shall be equipped with insulation and mechanical refrigeration systems capable of maintaining a product temperature of 42 degrees or lower, and of zero degrees or lower if transporting frozen food.	
Other:		
88.		
89.		
90.		

BNL SAFETY INSPECTION ITEMS

91.	FIRE: Fire extinguishers inspected and properly located	
92.	EGRESS: Entrances to building in good condition, properly lighted, fire exits marked, etc.	
93.	CHILD SAFETY ISSUES:	
94.		
95.		

DESCRIPTION OF VIOLATION / OBSERVATION

Item	Deficiency, Violation, Observation, or Concern (Items 1 - 27 require immediate attention, Items 28-72 correct as scheduled)	Date Corrected

IH 100500

Attachment 9.2

Inspector Qualification Form

(see next page)

Food Service Inspector
Job Performance Measure (JPM) Completion Certificate

Candidate's Name	Life Number:
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Knowledge of the Principles of Food Service Inspections

Criteria	Qualifying Standard	Unsatis- factory	Recov- ered	Satisf- actory
Hazard Analysis	Understands the need to perform a inspection of the food service area and potential exposure to the sampler form un-mitigated hazards.			
Personal Protective Equipment	Understands the need to be aware of the potential biological contamination from improperly stored food stuffs to the sampler and knows how to determine the need for PPE.			
Sampling Protocol	Understands the inspection logic necessary to appropriately evaluate the safety of a food service operation. And to accurately measure worker, public and environmental exposure potential.			
Analysis of data	Understands the need to perform analysis on the inspection data to assess potential exposure to the sampler, worker, public and environment, and to recommend corrective actions as necessary, and employee notification.			

Practical Skill Evaluation: Demonstration of Inspection Methodology

Criteria	Qualifying Performance Standard	Unsatis- factory	Recov- ered	Satisf- actory
Sampling Equipment	Knows where equipment needed for the procedure is located and how to properly sign it out.			
Record forms	Shows how to correctly and completely fill all forms associated with this SOP.			
Data Analysis	Shows how to correctly have the data analyzed and make appropriate recommendations.			
Employee Notification	Knows how to timely and properly notify workers and management of problem areas.			

Employee: I accept the responsibility for performing this task as demonstrated within this JPM and the corresponding SOP.

Candidate Signature:	Date:
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Evaluator: I certify the candidate has satisfactorily performed each of the above listed steps and is capable of performing the task unsupervised.

Evaluator Signature:	Date:
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