PREFACE

This Standardization and Certification Retail Food Inspection Training Officers Procedures Manual establishes the procedures for the Standardization and Certification of retail food inspectors in Texas.

Local health jurisdictions who have adopted the Texas Food Establishment Rules (TFER) should submit the Standardization Verification Nomination Form (Annex 1) to request standardization of their training officer. A local health jurisdiction with 5 or more employees can have one training officer to every 15 employees standardized by Texas Department of State Health Services. That training officer(s) will then be able to standardize their employees. For local health jurisdictions with less than 5 employees, Texas Department of State Health Services will standardize all employees and act as the training officer.

Through the procedures described in this document, the candidate will demonstrate thorough knowledge and expertise in their understanding, application, and interpretation of the Retail Food Establishment Inspection Report, public health interventions, foodborne illness risk factors, and HACCP principles. They will also demonstrate the use of essential inspection equipment and the necessary communication skills in conducting a retail food establishment inspection. Candidates are expected to have basic inspection skills and baseline knowledge of these elements before requesting standardization.

The standardization process consists of a field exercise which includes 8 joint inspections of retail food establishments selected by the standardization officer (standard). Facilities selected for inspection will include four high risk facilities, two medium risk facilities, one highly susceptible population facility, and one facility with an existing HACCP plan.

This manual was adopted for use by the Texas Department of State Health Services, Public Sanitation and Retail Food Safety Group from the U. S. Food and Drug Administration (FDA) Standardization and Certification Procedures Manual.
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1 Purpose and Definitions

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1-1 INTRODUCTION

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1-101 Introduction.

The main goal of the Texas food safety program is the reduction and prevention of foodborne illness. To that end, the Texas Department of State Health Services (DSHS) provides several approaches, one of which is the STANDARDIZATION and CERTIFICATION of retail food inspection personnel. This process provides regulatory personnel the opportunity to demonstrate their knowledge and skills related to the Texas Food Establishment Rules (TFER) provisions in a uniform system of measurement. The process and criteria for demonstrating proficiency in the required performance areas are described in the DSHS Procedures for Standardization and Certification of Retail Food Inspection / Training Officers.

The procedures are based on the TFER and are updated to reflect current provisions and to include a more refined focus on foodborne illness RISK FACTORS, PUBLIC HEALTH INTERVENTIONS, and application of the principles of HAZARD ANALYSIS CRITICAL CONTROL POINT (HACCP).

It is critical that FOOD safety personnel become STANDARDIZED and
subsequently CERTIFIED through this process to ensure that retail FOODS are safe, unadulterated, and honestly presented at retail throughout Texas. CERTIFICATION as a DSHS-CERTIFIED INSPECTION / TRAINING OFFICER is issued to all CANDIDATES who successfully complete the STANDARDIZATION process.

1-102 Purpose.

Through the application of the procedure, the CANDIDATE will demonstrate knowledge and expertise in the understanding, application, and interpretation of PUBLIC HEALTH INTERVENTIONS, foodborne illness RISK FACTORS, and HACCP PRINCIPLES; and in the use of essential inspection equipment; and will exhibit necessary communication skills in conducting a FOOD ESTABLISHMENT inspection. This procedure is not intended to provide basic training to individual CANDIDATES.

The CANDIDATE shall meet all the requirements of the procedure in order to be CERTIFIED by DSHS. Chapter 2 of the procedure describes the qualifications required of the CANDIDATE; Chapter 3 describes the field requirements; and Chapter 4 describes the communication requirements to convey the purpose and the findings of the inspection.

CANDIDATES who are successful in achieving CERTIFICATION by DSHS are expected to use the procedure to train or STANDARDIZE other inspectors within their regulatory agency.

1-103 Scope.

The procedures describe the process used by the DSHS STANDARD in CERTIFYING qualified FOOD safety inspection personnel in retail FOOD ESTABLISHMENT inspection techniques, based on the TFER, which lead to CERTIFICATION as an DSHS-CERTIFIED INSPECTION / TRAINING OFFICER.

1-104 Identifying Applicants.

Each local REGULATORY AUTHORITY for retail FOOD ESTABLISHMENTS, as broadly defined by the TFER that has 5 or more inspection personnel is encouraged to select at least 1 individual for every 15 inspection personnel to be STANDARDIZED and CERTIFIED by DSHS as the DSHS-CERTIFIED INSPECTION / TRAINING OFFICER. Regulatory authority with less than 5 inspection personnel, TEXAS DEPARTMENT OF STATE HEALTH SERVICES will act as the training officer and STANDARDIZED ALL INSPECTION PERSONNEL.
DEFINITIONS

Subpart

1-201 Applicability and Terms Defined

(A) All terms appearing throughout this document in SMALL CAPS refer to defined terms in this document. The following definitions apply in the interpretation and application of this Procedure.

(B) Terms Defined:

(1) "Applicant" means an employee of the DSHS, local, or other REGULATORY AUTHORITY who applies for CERTIFICATION or reCERTIFICATION and is recommended to the DSHS for CERTIFICATION or reCERTIFICATION by the person's supervisor.

(2) "Candidate" means:

(a) An APPLICANT who successfully completes the eligibility requirements for initial CERTIFICATION; or

(b) A DSHS-CERTIFIED INSPECTION / TRAINING OFFICER who is applying for reCERTIFICATION.

(3) "CAP" means Corrective Action Plan which is a mutually agreed upon written plan (between the CANDIDATE and the management of the FOOD ESTABLISHMENT) that describes a management system for control of foodborne disease RISK FACTORS. The plan delineates necessary records, responsible personnel, what needs to be controlled, and how it will be controlled.

(4) "Certificate" means the official document issued by DSHS to a "CERTIFIED INSPECTION / TRAINING OFFICER."

(5) "Certification" means the process by which the STANDARD verifies that a CANDIDATE meets the requirements set out in the STANDARDIZATION and CERTIFICATION procedures for INSPECTION / TRAINING OFFICERS.

(6) "Certified Inspection / Training Officer" means a person who has been
issued a CERTIFICATE by the DSHS, stating that the CANDIDATE has successfully met all requirements for CERTIFICATION.

(7) "Complex food preparation" means a process wherein multiple FOOD processes are involved in the preparation of a retail FOOD item, i.e., FOOD is stored, prepared, cooked, cooled, reheated, hot held, and served.

(8) "CCP" means "CRITICAL CONTROL POINT," a point or procedure in a specific FOOD system where loss of control may result in an unacceptable health risk.

(9) "CL" means "CRITICAL LIMIT," the maximum or minimum value to which a physical, biological, or chemical parameter must be controlled at a CRITICAL CONTROL POINT to minimize the risk that the identified FOOD safety HAZARD may occur.

(10) "Employee" means the permit holder, person in charge, person having supervisory or managerial duties, person on the payroll, family member, volunteer, person performing work under contractual agreement, or other person working in a food establishment.

(11) "Food" means a raw, cooked, or processed edible substance, ice, beverage, or ingredient used or intended for use or for sale in whole or in part for human consumption, or chewing gum.

(12) "Food Establishment" means an operation that stores, prepares, packages, serves, vends or otherwise provides food for human consumption such as: a restaurant; retail food store; satellite or catered feeding location; catering operation if the operation provides food directly to a consumer or to a conveyance used to transport people; market; vending location; conveyance used to transport people; institution; or food bank; and that relinquishes possession of food to a consumer directly, or indirectly through a delivery service such as home delivery of grocery orders or restaurant takeout orders, or delivery service that is provided by common carriers.

(a) The term includes an element of the operation such as a transportation vehicle or a central preparation facility that supplies a vending location or satellite feeding location unless the vending or feeding location is permitted by the regulatory authority; an operation that is conducted in a mobile, stationary, temporary, or permanent facility or location; where consumption is on or off the premises; and regardless of whether there is a charge for the food.
(b) The term does not include: an establishment that offers only prepackaged foods that are not potentially hazardous; a produce stand that offers whole, uncut fresh fruits and vegetables; a food processing plant; a kitchen in a private home if only food that is not potentially hazardous is prepared for sale or service at a function, such as a religious or charitable organization's bake sale; a Bed and Breakfast Limited facility as defined in the TFER; or a private home that receives catered or home-delivered food.

(12) "GRP" means "GOOD RETAIL PRACTICES," which are preventive measures that include practices and procedures which effectively control the introduction of pathogens, chemicals, and physical objects into FOOD. GOOD RETAIL PRACTICES are prerequisites to instituting a HACCP PLAN or RISK CONTROL PLAN.

(13) "HACCP" means "HAZARD ANALYSIS CRITICAL CONTROL POINT.

(14) "HACCP plan" means a written document that delineates the formal procedures for following the HAZARD ANALYSIS CRITICAL CONTROL POINT PRINCIPLES developed by the National Advisory Committee on Microbiological Criteria for Foods.

(15) "HACCP principles" means the 7 principles of the Hazard Analysis and Critical Control Point System which:

(a) Were adopted March 20, 1992 and amended 8/14/97, by the National Advisory Committee for the Microbiological Criteria for Foods; and

(b) Are the following:

i. Conduct a HAZARD analysis;

ii. Identify the CCPs in the process;

iii. Establish CRITICAL LIMITS for preventive measures associated with each identified CCP;

iv. Establish CCP monitoring requirements;

v. Establish corrective action to be taken when monitoring indicates that there is a deviation from the established critical limit;
vi. Establish procedures for verification that the HACCP system is working correctly; and

vii. Establish effective record keeping procedures that document the HACCP system.

(16) “Hazard” Means a biological, chemical, or physical property that may cause an unacceptable consumer health risk.

(17) “HSP” means “HIGHLY SUSCEPTIBLE POPULATION,” a group of PERSONS who are more likely than other people in the general population to experience foodborne disease because they are: immunocompromised; preschool age children, or older adults; and obtaining food at a facility that provides services such as custodial care, health care, or assisted living, such as a child or adult day care center, kidney dialysis center, hospital or nursing home, or nutritional or socialization services such as a senior center.

(18) “NSSP” means "National Shellfish Sanitation Program," which is a cooperative state-FDA-industry program for the sanitary control of shellfish that are shipped in interstate commerce.

(19) "Person in charge" means the individual present at a FOOD ESTABLISHMENT who is responsible for the operation at the time of the inspection.

(20) "Public health interventions" means the following set of new preventive measures that were introduced in the FDA Food Code in 1993. The INTERVENTIONS are:

(a) Demonstration of Knowledge;
(b) EMPLOYEE Health;
(c) Hands as a Vehicle of Contamination (also a RISK FACTOR);
(d) Time -Temperature Relationships (also a RISK FACTOR); and
(e) Consumer Advisory.

(21) “Regulatory Authority” means the local, state or federal enforcement body or authorized representative having jurisdiction over the FOOD ESTABLISHMENTS.

(22) "Risk-based inspection" means a FOOD ESTABLISHMENT inspection approach focused on identifying significant behaviors and practices inherent to the FOOD ESTABLISHMENT operations with particular emphasis on the PUBLIC HEALTH INTERVENTIONS and RISK FACTORS.
(23) **Risk Factors.**

(a) "Risk factors" means improper practices or procedures, which have been identified by the Centers for Disease Control and Prevention (CDC), through epidemiological data as the most prevalent contributing factors of foodborne illness or injury.

(b) "Risk factors" includes:

(i) poor personal hygiene;
(ii) food from unsafe source;
(iii) inadequate cooking;
(iv) improper holding temperatures; and
(v) contaminated equipment.

(25) **"RTE" means Ready-to-Eat Food**

(a) "Ready-to-eat-food" means food that is in a form that is edible without additional preparation to achieve food safety, as specified under §§228.104(k)(1)(A)-(C), 229.104(l)(1)-(2), or 228.104(l)(1)-(2) of the TFER; is a raw or partially cooked animal food and the consumer is advised as specified under §228.104(k)(1)(D)(i) and (ii) of the TFER; is prepared in accordance with a variance that is granted as specified under §229.104(k)(1)(D)(i) and (iii) of the TFER; and may receive additional preparation for palatability or aesthetic, epicurean, gastronomic, or culinary purposes.

(b) "Ready-to-eat-food" includes:

(i) Raw animal food that is cooked as specified under §§228.104(k) (1) or 228.104(k) (2), or frozen as specified under §228.104(l) (1)-(2) of the TFER.

(ii) Raw fruits and vegetables that are washed as specified under §228.104(f)(6) of the TFER;

(iii) Fruits and vegetables that are cooked for hot holding, as specified under §228.104(k)(3) of the TFER;

(iv) All time and temperature control for food safety food that is cooked to the temperature and time required for the specific food under §228.104(k) of the TFER, and cooled as specified in §228.104(o)(4) of the TFER;
(v) Plant-base food for which further washing, cooking, or other processing is not required for food safety, and from which rinds, peels, husks, or shells, if naturally present are removed;

(vi) Substances derived from plants such as spices, seasonings, and sugar;

(vii) A bakery item such as bread, cakes, pies, fillings, or icing for which further cooking is not required for food safety;

(viii) The following products that are produced in accordance with USDA guidelines and that have received a lethality treatment for pathogens: dry, fermented sausages, such as dry salami or pepperoni; salt-cured meat and poultry products, such as prosciutto ham, country cured ham, and Parma ham; and dried meat and poultry products, such as jerky or beef sticks; and

(ix) Foods manufactured according to 21 CFR 113, Thermally Processed Low-Acid Foods Packaged in Hermetically Sealed Containers.

(26) "Sanitization" means the application of cumulative heat or chemicals on cleaned food-contact surfaces that, when evaluated for efficacy, yield a reduction of 5 logs, which is equal to a 99.999% reduction of representative disease microorganisms of public health importance.

(27) "Standard" means an agent of the Commissioner of the DSHS who is responsible and qualified as a standardized training officer for certifying a CANDIDATE. This person shall be CERTIFIED by the FDA Center for Food Safety and Applied Nutrition (CFSAN) or the DSHS Food Establishments Group. The STANDARD represents the DSHS position on all issues during the CERTIFICATION process.

(28) "Standardization" means the process whereby a CANDIDATE demonstrates the knowledge and skills to satisfy CERTIFICATION requirements.

(29) "TCS" means Time and Temperature Control for Food Safety.

(a) "Time and Temperature Control for Food Safety" means a FOOD that requires time and temperature control for safety (TCS) to limit pathogen growth or toxin production. The term includes:
an animal food (a food of animal origin), including fresh shell eggs, that is raw or heat-treated; a food of plant origin that is heat-treated or consists of raw seed sprouts; cut leafy greens; cut melons; and garlic-in-oil mixtures that are not modified in a way that results in mixtures that do not support growth as specified under subparagraph (A) of this paragraph; and a food whose pH/aw interaction is designated as TCS in one of the tables listed in subparagraph (D) of §228.102(74) of the TFER, unless a product assessment or vendor documentation acceptable to the regulatory authority is provided.

(b) The term does not include an air-cooled hard-boiled egg with shell intact, or a shell egg that is not hard-boiled, but has been treated to destroy all viable Salmonellae; a food whose pH/aw interaction is designated as non-TCS in one of the tables in subparagraph (D) of §229.102(74) of the TFER; a food, in an unopened hermetically sealed container, that is commercially processed to achieve and maintain commercial sterility under conditions of non-refrigerated storage and distribution; a food for which a product assessment, including laboratory evidence, demonstrates that time and temperature control for safety is not required and that may contain a preservative, other barrier to the growth of microorganisms, or a combination of barriers that inhibit the growth of microorganisms; or a food that does not support the growth of microorganisms as specified under subparagraph (A) of §229.102(74) of the TFER even though the food may contain an infectious or toxigenic microorganism or chemical or physical contaminant at a level sufficient to cause illness. The term does not include food that, because of pH, water activity (aw), or the interaction of pH and aw is considered non-TCS in Table A or Table B of §229.102(74) of the TFER.
2-101 Objectives.

This chapter explains the prerequisite training and experience requirements for CANDIDATES to qualify for DSHS CERTIFICATION. In order for DSHS to engage in the process of field inspections for the purpose of STANDARDIZATION and CERTIFICATION, the CANDIDATE must qualify by fulfilling the training and experience requirements specified in this chapter. These eligibility requirements only apply to first time APPLICANTS for DSHS STANDARDIZATION and CERTIFICATION. Once CERTIFIED, CANDIDATES for recERTIFICATION only need to meet the CERTIFICATION maintenance requirements (see Section 3-403).

2-102 Eligibility.

(A) APPLICANTS for initial DSHS CERTIFICATION must utilize the TFER and:

(1) Be routinely engaged in retail FOOD protection program work;

(2) Have job responsibility for conducting FOOD safety training and/or STANDARDIZATION of other regulatory personnel;

(3) Have successfully completed within the preceding 2 years at
least 20 contact hours of training in the application of FOOD science and related studies such as microbiology, epidemiology, regulations, plan review or HAZARD ANALYSIS CRITICAL CONTROL POINT (HACCP) PRINCIPLES;

(4) Have successfully completed the training curriculum as outlined in Standard Two of the Voluntary National Retail Food Regulatory Program Standards; and

(5) Have fulfilled one or more of the following prerequisites:

(a) At least 1 year of full time experience in retail FOOD ESTABLISHMENT inspections within the past 3 years, or

(b) At least one hundred retail FOOD ESTABLISHMENT inspections performed within the past 3 years, such as enforcement, training, or consultation inspections.

(B) When an APPLICANT’S supervisor submits the CERTIFICATION Nomination form (Annex 1) to DSHS, the APPLICANT shall provide documentation of having fulfilled the above eligibility requirements. The APPLICANT’S line supervisor must sign and date the nomination form. The completed nomination forms should be submitted to the appropriate DSHS office.

(C) APPLICANTS who does not meet eligibility requirements may later request CERTIFICATION, after completing the unmet requirements.
Chapter

3 Certification: Field Requirements and Administration

Parts

3-1 SCOPE
3-2 INSPECTION EQUIPMENT REQUIREMENTS
3-3 INSPECTIONS
3-4 TDH CERTIFICATION
3-5 CERTIFICATION RENEWAL
3-6 TERMINATION OF FIELD EXERCISE

3-1 SCOPE

Subparts

3-101 Objectives
3-102 Performance Areas
3-103 Methodology

3-101 Objectives

This chapter explains the field requirements leading to DSHS CERTIFICATION.
3-102 Performance Areas.

The following areas of performance shall be addressed by the CANDIDATE during the retail FOOD ESTABLISHMENT inspections and evaluated by the STANDARD:

(A) Good Retail Practices:
The CANDIDATE shall demonstrate knowledge of current DSHS TFER provisions related to GOOD RETAIL PRACTICES and the ability to interpret and apply them.

(B) Risk-Based Inspection:
The CANDIDATE shall demonstrate knowledge of current DSHS TFER provisions related to PUBLIC HEALTH INTERVENTIONS and RISK FACTORS which are most frequently associated with foodborne illness or injury.

(C) Application of HACCP:
The CANDIDATE shall demonstrate the ability to verify compliance with an existing HACCP PLAN. In the absence of a HACCP PLAN, the CANDIDATE shall demonstrate the ability to apply all 7 HACCP PRINCIPLES to the inspection process and complete Annex 4 Section 3.

(D) Inspection Equipment:
The CANDIDATE shall be equipped and familiar with inspection equipment essential to each FOOD ESTABLISHMENT inspection. During the inspection, the CANDIDATE shall demonstrate knowledge of proper use of essential inspection equipment.

(E) Communication:
The CANDIDATE shall demonstrate the ability to effectively communicate with the PERSON IN CHARGE and explain significant inspection findings to the PERSON IN CHARGE at the conclusion of the inspection.
Methodology.

(A) Initial Certification:
The DSHS Standard and the Candidate shall conduct 8 joint field inspections of retail Food Establishments selected by the Standard. The Food Establishments selected for inspection during certification should be 4 high risk, 2 medium risk, 1 HSP and 1 with a HACCP plan. All 8 inspections for initial certification should be completed within a reasonable period of time, not to exceed 12 months.

(B) Recertification:
The DSHS Standard and the Candidate will conduct 6 joint field inspections of retail Food Establishments selected by the Standard. The Food Establishments selected for inspection during recertification should be 3 high risk, 2 medium risk and 1 with a HACCP plan. All 6 inspections for recertification should be completed within a reasonable period of time, not to exceed 3 years.

(C) Options of the Standard:
The Standard has the option of adjusting the time period, type of facility selected inspection at any time to enhance the effectiveness of the certification process.

(D) Performance Evaluation Methods:
The performance of the Candidate shall be evaluated by the DSHS Standard using the methods outlined in table 1.
Table 1. Summary of Evaluation Methods for Each Performance Area.

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<td>Communications</td>
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**NOTE:**
1. all of the initial CERTIFICATION requirements are to be completed during a total of 8 joint inspections with the DSHS STANDARD, over a period not to exceed 12 months.

2. The recERTIFICATION requirements are to be completed during a total of 6 joint inspections with the DSHS STANDARD over a period not to exceed 3 years.

### 3-2 INSPECTION EQUIPMENT REQUIREMENTS

**Subparts**

3-201 Equipment Use
3-202 Equipment List

3-201 Equipment Use.

Specific inspection equipment is required to effectively and accurately conduct an inspection and evaluate RISK FACTORS that contribute to foodborne illness in retail FOOD operations. The CANDIDATE shall be evaluated on the proper use of the inspection equipment during all inspections (refer to Subpart 3-302 (C)). Even though some equipment is listed as optional, it may be essential for some FOOD ESTABLISHMENT inspections, depending on the circumstances.
3-202 Equipment List.

(A) The following is a list of the *essential* equipment recommended to evaluate a retail FOOD operation:

1. Necessary inspection forms and administrative materials;
2. Head cover: baseball cap, hair net, or equivalent;
3. Thermocouple TEMPERATURE MEASURING DEVICE;
4. Temperature-sensitive tapes for verifying hot water WAREWASHER final rinse temperature or a temperature measuring device;
5. Chemical test kit for different chemical SANITIZER types;
6. Flashlight; and
7. Alcohol swabs.

(B) The following is a list of *optional* equipment recommended to evaluate a retail operation:

1. Lab coat or equivalent protection to cover street clothes;
2. Time-temperature data logger;
3. Camera;
4. Measuring tape;
5. Light meter;
6. pH meter;
7. Water activity meter; and
8. Pressure gauge.

3-3 INSPECTIONS

Subparts

3-301 Field Exercise
3-302 Performance Criteria
3-303 Assessment

3-301 Field Exercise.

(A) **CANDIDATE Inspection Duties:**
During all joint field retail FOOD ESTABLISHMENT inspections, the CANDIDATE shall take the lead. The CANDIDATE shall make introductions and determine who the PERSON IN CHARGE is at the beginning of each inspection.
The CANDIDATE shall record all observations and inspection data collected during the inspection. For the purpose of tracking temperature patterns, it is recommended that the CANDIDATE perform a preliminary survey of FOOD temperatures early in each inspection.

At various times during the field exercise the CANDIDATE shall be directed to perform specific tasks, such as explaining TFER requirements, citing code provisions, calibrating inspection equipment, and preparing flow charts or reviewing HACCP records to demonstrate proficiency in each area.

(B) Performance Areas:
During the inspection, the STANDARD shall observe and evaluate the CANDIDATE, based on the CANDIDATE'S interpretation and application of DSHS TFER provisions. Five performance areas are included in the evaluation:

(1) GOOD RETAIL PRACTICES;
(2) RISK-BASED INSPECTION;
(3) Application of HACCP PRINCIPLES;
(4) Inspection equipment; and
(5) Communications.

NOTE: The Regulatory Authority may include additional performance areas as necessary.

(C) Determining TFER Provisions:
It is required that the CANDIDATE document and/or cite the appropriate TFER provisions corresponding to each violation observed. For this section only, scoring is not used and does not impact the outcome of the CANDIDATE's performance.

(D) Comparison of Findings:
Following each joint FOOD ESTABLISHMENT inspection, the CANDIDATES shall compare their findings with the STANDARD, and the differences shall be thoroughly discussed before proceeding to the next inspection (See Annex 2). The STANDARD shall retain the CANDIDATE's inspection reports, flow charts, and CORRECTIVE ACTION PLAN to document satisfactory completion of CERTIFICATION requirements (See Annexes 2 and 3).

At the conclusion of the field exercise, the STANDARD shall
tabulate and review the CANDIDATE's inspection results and other observations to determine if the CANDIDATE has successfully completed the requirements for CERTIFICATION (See Annex 5).

3-302 Performance Criteria.

To be CERTIFIED by DSHS, a CANDIDATE shall meet the following criteria for each performance area:

(A) Risk-Based Inspection and Good Retail Practices:

(1) Inspection Report:
At the conclusion of each inspection the CANDIDATE shall complete the DSHS STANDARDIZATION Inspection Report (Annex 2, Section 1), based on observations and data collected during the inspection. The CANDIDATE shall determine which items on the inspection report form were in or out of compliance, not observed, and/or not applicable based on the observations.

(2) Candidate Scoring:
The STANDARD shall grade each DSHS STANDARDIZATION Inspection Report (Annex 2, Section 1), by circling each incorrectly marked item and discussing these items with the CANDIDATE after each inspection. At the conclusion of each inspection, the STANDARD shall determine the number of disagreements on items and record that number in the chart provided in Annex 5. At the completion of the final inspection, the STANDARD shall total the number of disagreements for all FOOD ESTABLISHMENTS inspected.

(a) To satisfy the “RISK-BASED INSPECTION” performance area, the CANDIDATE shall not disagree with the STANDARD on more than 11 items in any one ESTABLISHMENT in this section of the STANDARDIZATION Inspection Report and have an average score of at least 90%.

(b) To satisfy the “GOOD RETAIL PRACTICES” performance area, the CANDIDATE shall not disagree with the STANDARD on more than 5 items in any one ESTABLISHMENT in this section of the STANDARDIZATION Inspection Report and have an average score of at least 85%.
(B) Application of HACCP Principles:

During the FOOD ESTABLISHMENT inspections, the CANDIDATE shall demonstrate the proper inspection approach for FOOD ESTABLISHMENTS with preexisting HACCP PLANS and those without HACCP PLANS. Each CANDIDATE shall demonstrate an understanding of HACCP by:

(1) Flow Charts: (Required for initial CERTIFICATIONS; optional for re-CERTIFICATIONS)

(a) Preparing Process Flow Charts:
During the joint inspections, the STANDARD shall select an example of each of the three types of food preparation processes for the CANDIDATE to describe on a flow chart (Annex 4, Section 3). The CANDIDATE shall develop a flow chart for the process and identify the HAZARDS, CCPs, and CLS for every CCP on each flow chart.

(b) Requirements:
The STANDARD shall grade the flow charts based on the correct identification of HAZARDS, CCPs, and CLS. To satisfy this requirement, each flow chart may contain no more than 2 errors or omissions. The FDA Retail HACCP Guide: "Managing Food Safety, A Guide for the Voluntary Use of HACCP Principles for Operators of Food Service and Retail Establishments" and the current edition of the DSHS TFER will be the reference documents for this exercise.

(2) Corrective Action Plan: Required for both initial CERTIFICATIONS and re-CERTIFICATIONS)

(a) Developing a CORRECTIVE ACTION PLAN:
During at least 1 of the joint inspections, the STANDARD will select a CCP that the CANDIDATE has determined is not in compliance with CLs set by the TFER. The CANDIDATE shall develop a mock CORRECTIVE ACTION
PLAN with the PERSON IN CHARGE. The CORRECTIVE ACTION PLAN should stress simple control measures that can be integrated into the daily routine of the FOOD ESTABLISHMENT. The plan should be brief and address the following points:

(i) What HAZARD needs to be controlled?
(ii) How the HAZARD will be controlled;
(iii) Who is responsible for control; and
(iv) What monitoring, record keeping, and corrective actions are required?

(b) Requirements:
To satisfy the requirements, all 4 points shall be addressed in the CORRECTIVE ACTION PLAN. The CANDIDATE is not required to ask the PERSON IN CHARGE to commit to implementation of the CORRECTIVE ACTION PLAN (Annex 3, Section 1).

(3) HACCP Plans: (Required for both initial CERTIFICATIONS and re-CERTIFICATIONS)

(a) Verification of HACCP Plans:
During the joint inspections, the CANDIDATE shall select at least 1 FOOD ESTABLISHMENT to inspect that has implemented a HACCP PLAN. The CANDIDATE shall demonstrate the ability to verify that the HACCP PLAN is implemented by reviewing the FOOD ESTABLISHMENT's monitoring procedures and record keeping; verifying that CLs are met, and by substantiating that corrective actions are taken when the CLs are not met. The STANDARD shall select at least 1 CCP for the CANDIDATE to verify.

The CANDIDATE shall review the records for the selected CCPs for 3 specific twenty-four hour periods, which shall include records for the current day and 2 additional days selected at random. Based on this review, the CANDIDATE shall make the following determinations regarding monitoring, record keeping, and the performance of corrective action for a total of 9 HACCP PLAN record answers (Annex 4, Chart #2):
(i) Required monitoring was performed on the 3 selected dates;
(ii) Accurate and consistent records appear for the selected dates; and
(iii) Corrective action was documented in accordance with the plan when CLs were not met on each of the 3 selected dates (CANDIDATE shall select the 3 days of records through discussions with the FOOD ESTABLISHMENT management).

(b) HACCP Principles:
The CANDIDATE shall orally communicate to the STANDARD the HACCP PRINCIPLES and how they would apply to the FOOD ESTABLISHMENT'S operation.

(c) Requirement:
The CANDIDATE shall record the determination under "Status" on the DSHS STANDARDIZATION Inspection Report (Annex 2, Section 1, Foodborne Illness Interventions and Risk Factors #14); and document findings on the HACCP PLAN Verification Summary Chart (Annex 4, Section 2, Chart #2). To satisfy this requirement, the CANDIDATE and the STANDARD shall be in agreement in at least 8 out of the 9 HACCP PLAN record answers on the HACCP PLAN Verification Summary Chart.

(C) Inspection Equipment:
The CANDIDATE shall have essential equipment (listed in 3-202) available for use during each inspection and shall demonstrate knowledge of necessary equipment to conduct a FOOD ESTABLISHMENT inspection. The CANDIDATE shall know how to properly use and maintain the equipment. Specifically, the CANDIDATE shall demonstrate that the temperature measuring device is accurate at 0 °C (32 °F) and 100 °C (212 °F).

(D) Communications:
In accordance with Chapter 4 of this procedure, the CANDIDATE shall take the lead in communicating with industry personnel during each of the inspections in 3 areas:

(1) Introduction;
(2) Person in Charge Interview; and
(3) Exit Conference.
During the inspections, the CANDIDATE shall demonstrate by example the concepts of FOOD safety such as washing hands at the appropriate place and time and wearing the proper inspection apparel. The STANDARD shall observe and evaluate the CANDIDATE by focusing attention on communication skills that relay to the PERSON IN CHARGE, the compliance status and any observations, concerns, and alternatives for compliance. Satisfactory performance is achieved if this information is conveyed in a way that is understood, accepted, and acted upon.

**3-303 Assessment - Level of Agreement with Performance Criteria.**

(A) Chart 3 in Annex 5 can be used to tally the number of disagreements on the items between the STANDARD and the CANDIDATE in the “RISK-BASED INSPECTION” and “GOOD RETAIL PRACTICES” sections of the STANDARDIZATION Inspection Report.

(B) Criteria for Success:

(1) To achieve CERTIFICATION, the CANDIDATE shall meet minimum requirements for the 3 Performance Areas described in 3-302 (A) and (B). The CANDIDATE may receive "Needs Improvement" classification in the Equipment and Communications Performance Areas and still be CERTIFIED.

(2) When one or both of these Performance Areas is classified as needing improvement, the CANDIDATE and the CANDIDATE's supervisor shall be notified that the "Needs Improvement" area or areas must be satisfactorily addressed before recERTIFICATION is granted. Prior to recERTIFICATION, the CANDIDATE's supervisor must notify the STANDARD that the area or areas or concern have been addressed.
<table>
<thead>
<tr>
<th>PERFORMANCE AREA</th>
<th>LEVEL OF AGREEMENT</th>
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<tbody>
<tr>
<td>FOODBORNE ILLNESS INTERVENTIONS AND RISK FACTORS</td>
<td>No more than 11 disagreements in any one FOOD ESTABLISHMENT and average score of 90% on the DSHS STANDARDIZATION Inspection Report.</td>
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<td>Minimum of 80% = No more than 11 disagreements out of a total of 45 items</td>
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</tr>
<tr>
<td>GOOD RETAIL PRACTICES</td>
<td>No more than 5 disagreements in any one FOOD ESTABLISHMENT and average score of 85% on the DSHS STANDARDIZATION Inspection Report.</td>
</tr>
<tr>
<td>Minimum of 80% = No more than 5 disagreements out of a total of 26 items</td>
<td></td>
</tr>
<tr>
<td>Application of HACCP PRINCIPLES</td>
<td>1 Process Flow Charts: Maximum of 2 errors or omissions (3-302(B)(1)) Chart #2 (ANNEX 4, Section 3)) 1 CORRECTIVE ACTION PLAN: 4 parts accurately addressed (3-302(B)(2)) Chart #1 (ANNEX 3, Section 1) 1 HACCP PLAN Verification: Correctly review documentation records on 3 different dates, for a food establishment HACCP PLAN (3-302(B)(3)) with agreement on at least 8 out of the 9 answers on Chart #2 (ANNEX 4, Section 2) Knowledge of HACCP PRINCIPLES*: Accurately lists 7 steps</td>
</tr>
<tr>
<td>Inspection Equipment**</td>
<td>CANDIDATE has equipment from the essential equipment list CANDIDATE demonstrates knowledge and use of essential EQUIPMENT (Rate as Satisfactory or Needs Improvement)</td>
</tr>
<tr>
<td>Communications **</td>
<td>Observations of: Introductions to PERSON IN CHARGE (4-102) Fact finding questions through interview with PERSON IN CHARGE (4-103) CANDIDATE setting an example (4-102(B)) Exit conference with PERSON IN CHARGE (4-104) (Rate as Satisfactory or Needs Improvement)</td>
</tr>
</tbody>
</table>

*Initial Certification only  ** Performance Areas deemed in need of improvement shall be satisfactorily addressed before re-certification.  
NOTE: See Annex 5-2 for instructions on scoring and determining performance. 

The Regulatory Authority may include additional performance areas as necessary.
3-4 DSHS CERTIFICATION

Subparts

3-401 CERTIFICATE Issuance
3-402 CERTIFICATE Expiration
3-403 CERTIFICATE Maintenance

3-401 CERTIFICATE Issuance.

Upon achieving the required level of agreement with the STANDARD, the CANDIDATE is awarded the CERTIFICATE of a DSHS-CERTIFIED INSPECTION/TRAINING OFFICER. A CERTIFICATE recognizing the accomplishment is forwarded to the CANDIDATE and notification is sent to the CANDIDATE'S supervisor within sixty days.

3-402 CERTIFICATE Expiration.

CERTIFICATION is valid for a period of 3 years. The date that CERTIFICATION is issued and the date that it expires appear on the CERTIFICATE issued by the DSHS.

3-403 CERTIFICATE Maintenance.

(A) Official records of all CERTIFICATIONS in retail FOOD inspection shall be maintained by the DSHS for at least 3 years.

(B) CERTIFICATION shall be maintained in good standing for the 3-year period when the CERTIFIED person:

(1) Annually conducts and documents STANDARDIZATION exercises, in accordance with this document, with at least 2 other retail FOOD program inspection personnel; and

(2) Annually accomplishes and documents at least 1 of the following activities:
   (a) Assists at least 5 retail FOOD ESTABLISHMENTS in the development of CORRECTIVE ACTION PLANS (CAP). The CERTIFIED INSPECTION/TRAINING OFFICER shall submit a report describing the outcome of the CAP to DSHS WITH THE DSHS NOMINATION FORM, OR
(b) Conducts or coordinates and documents to the DSHS at least 5 training courses related to the retail FOOD protection program, or

(c) Performs and documents to the DSHS any combination of training courses or CORRECTIVE ACTION PLANS that equals 5.

(C) Upon written request by the CERTIFIED person, the requirements listed in Paragraph 3-403 (B) may be adjusted by the DSHS due to special situations or circumstances.

3-5 CERTIFICATION RENEWAL

Subparts

3-501 Requirements
3-502 Expired CERTIFICATE

3-501 Requirements.

In order to renew a person's CERTIFICATION, the STANDARD and the CERTIFIED person shall conduct 6 CERTIFICATION inspections, as described in Part 3-3 and Chapter 4. A person's CERTIFICATION may not be extended beyond the expiration date unless the person successfully fulfills the criteria described in Part 3-3 and Chapter 4, and has complied with the CERTIFICATION maintenance criteria listed in Part 3-4.

3-502 Expired CERTIFICATE.

If a person's CERTIFICATION expires and is not renewed, and the person subsequently reapplies for CERTIFICATION, the person shall apply in writing to the STANDARD for reCERTIFICATION giving reasons why the person is qualified and should be reCERTIFIED. The person shall submit a nomination form signed by the person's program supervisor. The STANDARD shall respond in writing to the program supervisor advising whether or not DSHS will proceed with reCERTIFICATION and the conditions under which CERTIFICATION renewal may be accomplished.
3-6 TERMINATION OF FIELD EXERCISE

Subparts

3-601 Termination of Field Exercise
3-602 Request for ReCERTIFICATION After Termination

3-601 Termination of Field Exercise.

(A) The STANDARD has the option to terminate the field exercise, at any time during the STANDARDIZATION procedure if the CANDIDATE is not properly prepared to achieve the required level of agreement.

(B) The STANDARD shall notify the CANDIDATE and the CANDIDATE’S supervisor in writing of the reasons for failure.

(C) The STANDARD shall document the results of the field exercise, with the reasons for termination of the field exercise, following termination of the STANDARDIZATION procedure. This information shall be forwarded to the CANDIDATE’s supervisor and a copy shall be placed in the DSHS file. All evidence and conclusions reached by the Agency shall be documented in writing by the STANDARD and shall be kept for 3 years in accordance with the Texas Open Records Act.

3-602 Request for Re-CERTIFICATION After Termination.

CANDIDATES may apply for another opportunity to become CERTIFIED when an unsuccessful field exercise is terminated by the STANDARD. Before reapplying, CANDIDATES should improve their skills and areas of weakness.
Chapter 4 Communication Skills

Part

4-1 APPLICATION

Subparts

4-101 Objective
4-102 Introduction
4-103 Interview with the Person in Charge
4-104 Exit Conference

4-101 Objective.

Skillful communication is essential to the inspection process in order to effectuate needed changes by the PERSON IN CHARGE. This chapter highlights the importance of communication skills during an inspection. Activities and responsibilities involved in a retail FOOD inspection program require a person to speak and to listen effectively.

Many different types of communication skills and approaches are necessary and valuable during the inspection process. The CANDIDATE shall be required to take the lead in communicating with industry personnel during all inspections and the STANDARD shall evaluate the CANDIDATE'S communication skills.

4-102 Introduction.

(A) The CANDIDATE shall be required to make all introductions. A complete introduction consists of:

(1) Introducing all persons participating in the inspection;
(2) Presenting credentials or identification;

(3) Describing the purpose and flow of the inspection;

(4) Identifying and explaining to the PERSON IN CHARGE that it will be necessary to ask questions about the operation during the inspection; and

(5) Explaining that this is not intended as a regulatory inspection and that there will be no written report left at the end of the inspection; however, significant findings will be brought to the attention of the PERSON IN CHARGE.

(B) In addition to verbal and written communication, the CANDIDATE shall also use the inspection process to communicate and demonstrate FOOD safety concepts by example. Activities such as proper handwashing, SANITIZING thermometers before probing FOODS, and wearing the proper inspection apparel should be used to reinforce spoken and written communications.

4-103 Interview with the Person in Charge.

The CANDIDATE shall conduct a discussion with the PERSON IN CHARGE to determine:

(A) If a HACCP PLAN exists, and if so, whether the PERSON IN CHARGE understands the principles of the HACCP PLAN and is ensuring that the EMPLOYEES are effectively using the plan;

(B) What training is provided for EMPLOYEES and managers that is relevant to applying the PUBLIC HEALTH INTERVENTIONS and controlling foodborne illness RISK FACTORS;

(C) What EMPLOYEE health policies are in effect; and

(D) What POTENTIALLY HAZARDOUS FOODS are on the menu and what production activities are ongoing at the time of inspection.

4-104 Exit Conference.

At the exit conference, the CANDIDATE shall clearly:
(A) Convey and discuss in detail with the PERSON IN CHARGE the inspection findings including:

(1) The compliance status of the FOOD ESTABLISHMENT describing each significant violative condition and, where appropriate, acceptable compliance alternatives,

(2) The response and plans of the PERSON IN CHARGE for correcting violations, including a CORRECTIVE ACTION PLAN, and

(3) Corrective actions observed during the inspection. Such proactive food safety measures should be commended.

(B) Explain the public health significance of the RISK FACTORS and PUBLIC HEALTH INTERVENTIONS, GRPs, and the CCPs which do not meet the CLs as established in the TFER; and

(C) Demonstrate the ability to discuss and resolve in a courteous and professional manner, issues that the PERSON IN CHARGE might not agree with or clearly understand.
DSHS CERTIFICATION NOMINATION FORM
TEXAS DEPARTMENT OF STATE HEALTH SERVICES
PUBLIC SANITATION AND RETAIL FOOD SAFETY GROUP

Return the completed nomination form to: Texas Department of State Health Services, Public Sanitation and Retail Food Safety Group, PO Box 149347, Mail Code 1987, Austin, Texas 78714-9347 or FAX (512) 834-6683.

APPLICANT INFORMATION

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<th>Candidate’s Name: (Certificate Name...Please Print)</th>
<th>Title:</th>
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<td>Agency:</td>
<td>Dates of Service:</td>
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<tr>
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<td>Office Email Address:</td>
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<tr>
<td>Office Telephone Number:</td>
<td>Office Fax Number:</td>
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<tr>
<td>Office Address:</td>
<td>City:</td>
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<tr>
<td>Home Address:</td>
<td>City:</td>
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</table>

ELIGIBILITY INFORMATION

Formal Education/Training:

Present Retail Food Protection Duties/ Date Assigned:

30

Annex 1
# DSHS CERTIFICATION NOMINATION FORM

## Present Duties Conducting Food Safety Training and/or Standardization / Date Assigned


## Continuing Education: (List hours of education with course titles/dates, within the last 2 years)

Note: 20 contact hours minimum to qualify for nomination.

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<th>Course</th>
<th>Hours</th>
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## Other Prerequisites Completed Within the Past 3 Years: (One box must be checked)

- 1 year of full time experience in retail food establishment inspections: YES ☐ NO ☐
- 100 food establishment inspections within the past 3 years: YES ☐ NO ☐

Our local health jurisdiction adopted the Texas Food Establishment Rules: Yes ☐ No ☐

## SUPERVISOR'S SIGNATURE (Confirming request for nomination):

NAME (Signature): ___________________________ DATE: ________________

NAME (Print): _______________________________ TITLE (Print): ________________

---

For Office Use Only:

- ☐ ROUTINELY ENGAGED IN RETAIL FOOD PROTECTION PROGRAM WORK
- ☐ JOB RESPONSIBILITIES CONDUCTING FOOD SAFETY TRAINING AND/OR STANDARDIZATION
- ☐ 20 CONTACT HOURS OF TRAINING
- ☐ 1 YEAR FULL TIME EXPERIENCE OR 100 FOOD ESTABLISHMENT INSPECTIONS

COMMENTS:

__________________________
__________________________

☐ APPROVED ☐ DISAPPROVED SIGNATURE: ___________________________ DATE: ________________

ASSIGNED TO: ___________________________ ☐ CENTRAL OFFICE ☐ REGION ☐ REGION #

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31  
Annex 1
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<th>Person in Charge</th>
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<tr>
<th>Inspection Time In:</th>
<th>Inspection Time Out:</th>
<th>Manager Certification Required</th>
<th>Yes / No</th>
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<tr>
<th>HACCP Plan Required</th>
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<tr>
<th>HACCP Plan in Place</th>
<th>Yes / No</th>
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Cold Holding Requirement For Jurisdiction:
- [ ] 5°C (41°F) OR [ ] 7°C (45°F) - OR - [ ] 5°C (41°F) and 7°C (45°F) combination

**Notes:**

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## Retail Food Establishment Inspection Report

**Purpose of Inspection:**

1. Compliance
2. Routine
3. Field Investigation
4. Visit
5. Other

**Establishment Name:**

Contact/Owner Name:

**Physical Address:**

City/County:

Zip Code: Phone:

Follow-up: Yes No

**Compliance Status:**

Out = not in compliance  
IN = in compliance  
NO = not observed  
NA = not applicable  
COS = corrected on site  
R = repeat violation

Mark the appropriate points in the OUT box for each numbered item.

Mark a checkmark in appropriate box for IN, NO, NA, COS.

Mark an asterisk * in appropriate box for R.

### Priority Items (3 Points) violations Require Immediate Corrective Action not to exceed 3 days

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<thead>
<tr>
<th>Status</th>
<th>Compliance Status</th>
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<tbody>
<tr>
<td>O</td>
<td>R</td>
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<tr>
<td>I</td>
<td>N</td>
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<td>A</td>
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1. **Time and Temperature for Food Safety**
   - Proper cooling time and temperature
   - Proper Cold Holding temperature (41°F/45°F)
   - Proper Hot Holding temperature (135°F)
   - Proper cooking time and temperature
   - Proper reheating procedure for hot holding (165°F in 2 Hours)
   - Time as a Public Health Control; procedures & records

2. **Approved Source**
   - Food and ice obtained from approved source; Food in good condition, safe, and unadulatered; parasite destruction
   - Food Received at proper temperature

3. **Protection from Contamination**
   - Food Separated & protected, prevented during food preparation, storage, display, and testing
   - Food contact surfaces and Returnables; Cleaned and Sanitized at ppm/temperature
   - Proper disposition of returned, previously served or reconditioned

4. **Priority Foundation Items (2 Points) violations Require Corrective Action within 10 days**

5. **Core Items (1 Point) Violations Require Corrective Action Not to Exceed 90 Days or Next Inspection, Whichever Comes First**

**Employee Health**

- 12. Management, food employees and conditional employees; knowledge, responsibilities, and reporting
- 13. Proper use of restriction and exclusion; No discharge from eyes, nose, and mouth

### Preventing Contamination by Hands

- 14. Hands cleaned and properly washed/ Gloves used properly
- 15. No bare hand contact with ready to eat foods or approved alternate method properly followed (APPROVED Y_N)

### Highly Susceptible Populations

- 16. Pasteurized foods used; prohibited food not offered
- 17. Food additives; approved and properly stored; Washing Fruits & Vegetables
- 18. Tonic substances properly identified, stored and used

### Chemicals

- 19. Water from approved source; Plumbing installed; proper backflow device

### Garbage

- 20. Approved Sewage/Wastewater Disposal System, proper disposal

### Food Temperature Control/ Identification

- 21. Proper cooling method used; Equipment Adequate to Maintain Product Temperature
- 22. Proper Date Marking and disposition
- 23. Thermometers provided, accurate, and calibrated; Chemical/Thermal test strips

### Permit Requirement, Prerequisite for Operation

- 24. Food Establishment Permit (Current & Valid)

### Utensils, Equipment, and Vending

- 25. Adequate handwashing facilities; Accessible and properly supplied, used
- 26. Food and Non-food Contact surfaces cleanable, properly designed, constructed, and used
- 27. Warewashing Facilities; installed, maintained, used/ Service sink or curb cleaning facility provided

---

**Print:**

**Title:** Person In Charge/Owner

**Received by:**

**Inspected by:**

**Date:**

**Time in:**

**Time out:**

**License/Permit #:**

**Est. Type:**

**Risk Category:**

**Page __ of ___**

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**Axex 2 Section 1**
### TEMPERATURE OBSERVATIONS

<table>
<thead>
<tr>
<th>Item/Location</th>
<th>Temp</th>
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### OBSERVATIONS AND CORRECTIVE ACTIONS

AN INSPECTION OF YOUR ESTABLISHMENT HAS BEEN MADE. YOUR ATTENTION IS DIRECTED TO THE CONDITIONS OBSERVED AND NOTED BELOW:

Received by: 
Print: 
Title: Person In Charge/Owner

Inspected by: 
Print: 
Samples: Y N # collected
Corrective Actions to Ensure Safe Food

1 Cooling
   • TCS* food cooled from 135° F to 70° F more than 2 hours OR 135° F to 41° F (45° F) More than 6 hours; OR prepared food cooled to 41° F (45° F) more than 4 hours:
      Action: Voluntary destruction, rapid reheating of cooked foods if less than 4 hours

2 Cold Hold
   • TCS food held above 41° F (45° F) more than 4 hours:
      Action: Voluntary destruction

   • TCS food held above 41° F (45° F) less than 4 hours:
      Action: Rapid cool (e.g. ice bath)

3 Hot Hold
   • TCS food held below 135° F more than 4 hours:
      Action: Voluntary destruction

   • TCS food held below 135° F less than 4 hours:
      Action: Rapid reheats to 165° F or more

4 Cooking
   • TCS food undercooked:
      Action: Re-cook to proper temperature

5 Rapid Reheating
   • TCS food improperly reheated:
      Action: Reheat rapidly to 165° F

7 Approved Source/Sound Condition
   • Foods from unapproved sources/unsound condition:
      Action: Voluntary destruction

9 Cross-Contamination of Raw/Cooked Foods
   • Ready-To-Eat food contaminated by raw TCS food:
      Action: Voluntary destruction of ready-to-eat foods

14 Handwashing
   • Food employees observed not washing hands:
      Action: Instruct employees to wash hands as specified in the Rules.

15 Proper Handling of Ready-to-Eat Foods
   • Employee did not properly wash and sanitize hands before touching ready-to-eat food with Bare hands:
      Action: Voluntary destruction

19, 23 Water Supply
   • Facility does not have water for washing hands, preparing food, or cleaning equipment/utensils:
      Action: Voluntary suspension of food preparation

* Time/ Temperature Control for Safety (TCS)
DSHS STANDARDIZATION REPORT
VIOLATIVE CONDITIONS OBSERVED

Establishment Name: _______________________________________________________

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<thead>
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<th>Inspection Report Item #</th>
<th>TFER Citation</th>
<th>TFER Page #</th>
<th>Condition Observed</th>
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<th>Condition Observed</th>
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DSHS STANDARDIZATION REPORT
FOODBORNE ILLNESS INTERVENTIONS AND RISK FACTORS

Establishment Name: ____________________________________________________________________________

<table>
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<th>TFER Interventions</th>
<th>Risk Factors</th>
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<td>Unsafe food sources</td>
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<tr>
<td>Hands as a vehicle of contamination</td>
<td>Poor personal hygiene</td>
</tr>
<tr>
<td>Employee health</td>
<td>Contaminated equipment</td>
</tr>
<tr>
<td>Time temperature relationships</td>
<td>Inadequate cooking</td>
</tr>
<tr>
<td>Time temperature relationships</td>
<td>Improper holding temperatures</td>
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<tr>
<td>Consumer advisory</td>
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</tbody>
</table>

For each item, indicate one of the following for OBSERVATIONAL STATUS: IN - Item found in compliance; OUT - Item found out of compliance, with documentation of the violation noted on the Violated Condition Observed Report; N.O. - Not observed; N.A. - Not applicable

FOODBORNE ILLNESS INTERVENTIONS AND RISK FACTORS

*Indicates priority/ priority foundation items

STATUS

1. TIME/TEMPERATURE CONTROLS

1.1. Cooling*

IN OUT NA NO A. Cooked TCS cooled from 57°C (135°F) to 21°C (70°F) within 2 hours and from 21°C (70°F) to 5°C (41°F) or below within 4 hours
IN OUT NA NO B. TCS (from ambient temperature ingredients) cooled to 5°C (41°F) or below within 4 hours
IN OUT NA NO C. Foods received at a temperature according to Law cooled to 5°C (41°F) within 4 hours
IN OUT NA NO D. After receiving, raw shell eggs placed in 7°C (45°F) ambient air temperature

1.2 TCS Cold & Hot Holding*

IN OUT NA NO A. TCS maintained at 5°C (41°F) or below, except during preparation, cooking, cooling or when time is used as a public health control
IN OUT NA NO B. TCS maintained at 57°C (135°F) or above, except during preparation, cooking or cooling or when time is used as a public health control
IN OUT NA NO C. Roasts held at a temperature of 54°C (130°F) or above
IN OUT NA NO D. Untreated shell eggs stored in 7°C (45°F) ambient air temperature

1.3 Inadequate Cook*

IN OUT NA NO A. Raw eggs broken on request and prepared for immediate service cooked to 63°C (145°F) for 15 seconds. Raw eggs broken, but not prepared for immediate service cooked to 68°C (155°F) for 15 seconds
IN OUT NA NO B. Comminuted fish, meat, and game animals cooked to 68°C (155°F) for 15 seconds
IN OUT NA NO C. Pork roasts and beef roasts, including formed roasts, cooked to 54°C (130°F) for 112 minutes or as chart specified and according to oven parameters per chart
IN OUT NA NO D. Ratites and injected meats cooked to 68°C (155°F) for 15 seconds

Annex 2 Section 1
FOODBORNE ILLNESS INTERVENTIONS AND RISK FACTORS

*Indicates priority/priority foundation items

STATUS

1. TIME/TEMPERATURE CONTROLS

1.3 Inadequate Cook*

IN OUT NA NO E. Poultry: stuffed fish/meat/pasta/poultry/ratites; or stuffing containing fish, meat, poultry, or ratites cooked to 74°C (165°F) for 15 seconds

IN OUT NA NO F. Whole-muscle, intact beef steaks cooked to surface temperature of 63°C (145°F) on top and bottom: Meat surfaces have a cooked color

IN OUT NA NO G. Raw animal foods rotated, stirred, covered, and heated to 74°C (165°F) in microwave. Food stands for 2 minutes after cooking

IN OUT NA NO H. All other raw animal foods cooked to 63°C (145°F) for 15 seconds

IN OUT NA NO I. Wild game animals cooked to 74°C (165°F) for 15 seconds

IN OUT NA NO J. Raw animal foods cooked, using a non-continuous cooking process, cooked to the time/temperature requirements specified for the particular raw animal food

IN OUT NA NO K. All fruits and vegetables or other plant base product that are cooked for hot holding are cooked to 60°C (135°F)

1.4 Reheating for Hot Holding*

IN OUT NA NO A. TCS that is cooked and cooled on premises is rapidly reheated to 74°C (165°F) for 15 seconds for hot holding

IN OUT NA NO B. TCS reheated to 74°C (165°F) or higher in a microwave

IN OUT NA NO C. Commercially processed RTE food reheated to 57°C (135°F) or above

IN OUT NA NO D. Remaining unsliced portions of roasts reheated for hot holding using minimum oven parameters

1.5 Date Marking & Discarding*

IN OUT A. Date marking for RTE, TCS prepared on-site or opened commercial container held for more than 24 hours

IN OUT NA NO B. Discarding RTE, TCS prepared on site or opened commercial container held at < 5°C (41°F) for <7 days

1.6 Time*

IN OUT NA NO A. When only time is used as a public health control, food is cooked and served within 4 hours

IN OUT NA NO B. When only time is used as a public health control for cold food items, food is served within 6 hours or temperature reaches 70°F, whichever comes first

2. FOOD FROM APPROVED SOURCE*

IN OUT A. All food from regulated food processing plants / no home prepared or canned foods/standards for eggs, milk, juice*

IN OUT NA B. All shellfish from NSSP listed sources / no recreationally caught shellfish received or sold*

IN OUT NA NO C. Game and wild mushrooms approved by regulatory authority*

IN OUT D. Food received at proper temperatures / protected from contamination during transportation and receiving / safe and unadulterated food*

IN OUT NA NO E. Shellstock tags retained for 90 days from the date the container is emptied*
## Foodborne Illness Interventions and Risk Factors

*Indicates priority/priority foundation items

### Status

<table>
<thead>
<tr>
<th></th>
<th>In</th>
<th>Out</th>
<th>NA</th>
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</table>
| F. | Written documentation of parasite destruction maintained for fish products for 90 days

### Protection from Contamination*

<table>
<thead>
<tr>
<th></th>
<th>In</th>
<th>Out</th>
<th>NA</th>
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</table>
| A. | Separating raw animal foods from raw RTE food and separating raw animal foods from cooked RTE food
| B. | Raw animal foods separated from each other during storage, preparation, holding, and display
| C. | Food protected from environmental contamination
| D. | After being served or sold to a consumer, food is not re-served
| E. | Discarding or reconditioning unsafe, adulterated or contaminated food

### Food-Contact Surfaces*

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</table>
| Food-contact surfaces and utensils are clean to sight and touch and sanitized before use

### Demonstration of Knowledge*

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<th>Out</th>
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</table>
| TFER compliance, certified via testing with accredited program, or responses to safety questions regarding operation*

### Employee Health*

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<th>Out</th>
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</table>
| A. | Management awareness and policy regarding handling employee health situations
| B. | Visible or known symptoms/or known diagnosis dealt with according to the TFER
| C. | Clean-up of Vomiting and Diarrheal Events

### Good Hygienic Practices*

<table>
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<th>Out</th>
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</table>
| Food employees eat, drink, and use tobacco only in designated areas/ do not use a utensil more than once to taste food that is sold or served/ do not handle or care for animals present. Food employees experiencing persistent sneezing, coughing, or runny nose do not work with exposed food, clean equipment, utensils, linens, or unwrapped single-service or single-use articles*

### Proper, Adequate Handwashing/Gloves Used Properly*

<table>
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</table>
| A. | Hands clean and properly washed
| B. | Gloves used properly

### Prevention of Contamination from Hands*

<table>
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<th>Out</th>
<th>NA</th>
<th>NO</th>
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</table>
| Exposed, RTE food not touched by bare hands unless employees have utilized the special handwash procedures specified in the TFER §228.38(b) and §228.65(a)

### Handwash Facilities*

Annex 2 Section 1
FOODBORNE ILLNESS INTERVENTIONS AND RISK FACTORS

*Indicates priority/priority foundation items

| STATUS | A. Handwash facilities conveniently located and accessible for employees | B. Handwash facilities supplied with hand cleanser/sanitary towels/hand drying devices/signage |

11. FOOD & FOOD PREPARATION FOR HIGHLY SUSCEPTIBLE POPULATIONS*

| IN OUT NA | A. Prepackaged juice/beverage containing juice with a warning label (21 CFR, Section 101.17(g)) not served |
| IN OUT NO | B. Use pasteurized eggs in recipes if eggs are undercooked; and if eggs are combined unless: cooked to order & immediately served; used immediately before baking and thoroughly cooked; or a HACCP plan controls Salmonella Enteritidis |
| IN OUT NO | C. Raw or partially cooked animal food and raw seed sprouts not served |

12. CHEMICAL

| IN OUT NA | A. If used, no unapproved food or color additives. Sulfites not applied to fresh fruits and vegetables intended for raw consumption* |
| IN OUT | B. Poisonous or toxic materials, chemicals, lubricants, pesticides, medicines, first aid supplies*, and other personal care items properly identified, stored, and used |
| IN OUT NA | C. Poisonous or toxic materials held for retail sale properly stored* |

13. CONSUMER ADVISORY*

| IN OUT NA | A. Inform especially vulnerable consumers about the increased risk associated with eating animal foods in raw or undercooked form via disclosure and reminder; brochure fulfills essential criteria |
| IN OUT NA | B. A card, sign or other effective means of notification is displayed to notify consumer that clean tableware is to be used upon return to the self-service areas such as salad bars and buffets |

14. CONFORMANCE WITH APPROVED PROCEDURES*

| IN OUT NA | A. Variance obtained for Specialized Processing Methods (smoking for preservation, curing, using additives as preservatives, or using reduced oxygen to package food) |
| IN OUT NA | B. If conducting processing that requires a variance, complies with required variance and required HACCP procedures by monitoring CCP’s and taking necessary corrective actions |
| IN OUT NA | C. If conducting reduced oxygen packaging with 2 barriers—HACCP plan required. |

15 Treating Juice*

When packaged in a food establishment, juice is treated under a HACCP Plan to reduce pathogens or labeled as specified in the TFER

SCORE: Number of disagreements for Interventions/Risk Factors: 

Annex 2 Section 1
**DSHS STANDARDIZATION REPORT**

**GOOD RETAIL PRACTICES (GRPs)**

Establishment Name: ____________________________

<table>
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<tr>
<th>ABBREVIATIONS</th>
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<tbody>
<tr>
<td>&quot;CCP&quot; - critical control point Program</td>
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<td>&quot;CL&quot; - critical limit</td>
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<td>&quot;GRP&quot; - good retail practice</td>
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<tr>
<td>&quot;HACCP&quot; - hazard analysis critical control point</td>
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<td>&quot;NSSP&quot; - National Shellfish Sanitation</td>
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<td>&quot;HSP&quot; - highly susceptible population</td>
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<td>&quot;RTE&quot; - ready-to-eat</td>
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<tr>
<td>&quot;CAP&quot; - Corrective Action Plan</td>
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<tr>
<td>&quot;TCF&quot; - time/temperature control for safety food</td>
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</tbody>
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For each item, indicate one of the following for **OBSERVATIONAL STATUS**: IN - Item found in compliance; OUT - Item found out of compliance, with documentation of the violation noted on the Violative Condition Observed Report; N.O. - Not observed; N.A. - Not applicable

**GOOD RETAIL PRACTICES (GRPs)**

*Indicates items that are always **priority/priority foundation items** according to the DSHS Texas Food Establishment Rules. The item requires immediate attention.

**STATUS**

<table>
<thead>
<tr>
<th>16.</th>
<th>PERSONNEL</th>
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<tr>
<td>IN OUT NA</td>
<td>Personal Cleanliness (fingernails, jewelry, outer clothing, hair restraints)</td>
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</table>

**FOOD & FOOD PROTECTION**

| 17.  | Food source*, original container, properly labeled*, condition, used*, honestly presented*, segregated distressed products |
| 18.  | Protection from contamination—core item |
| 19.  | Facilities / equipment to control product temperature |
| 20.  | TCS properly thawed |
| 21.  | Dispensing of food / utensils properly stored |

**FOOD EQUIPMENT**

| 22.  | Thermometers provided and conspicuous/ Chemical/ Thermal test strips provided* |
| 23.  | Food and nonfood-contact surfaces: designed / constructed, maintained, installed, located, operated, cleanable* |
| 24.  | Warewashing facility: designed, constructed, installed, located, operated, cleanable, used |
| 25.  | Wiping cloths, linens, napkins, gloves, sponges: properly used, stored |
| 26.  | Storage, handling of clean equipment, utensils |
| 27.  | Single-service / single-use articles: storage, dispensing, use, no reuse |
| 28.  | Safe water source, hot & cold under pressure, adequate quantity |

**WATER**
GOOD RETAIL PRACTICES (GRPs)

PLUMBING
IN OUT  29. Installed*, maintained
IN OUT  30. Cross connection*, back siphonage, backflow prevention*

TOILET FACILITIES
IN OUT  31. Number*, convenient, accessible, designed, installed
IN OUT  32. Toilet rooms enclosed, self-closing doors; fixtures, good repair, clean proper waste receptacles

SEWAGE
IN OUT  33. Sewage and waste water disposal*

GARBAGE & REFUSE DISPOSAL
IN OUT  34. Containers or receptacles: covered, adequate number, insect / rodent proof, frequency of removal, clean. Area properly constructed, necessary implements, supplies

PHYSICAL FACILITY
IN OUT  35. Floors, walls, ceilings: designed, constructed, maintained, clean
IN OUT  36. Lighting, ventilation, dressing rooms / designated areas maintained
IN OUT  37. Premises maintained free of litter, unnecessary articles, cleaning and maintenance equipment properly stored
IN OUT  38. Complete separation from living / sleeping quarters; laundry

PEST & ANIMAL CONTROL
IN OUT  39. Presence of insects / rodents eliminated: outer openings protected, animals as allowed*

SCORE: Number of disagreements for Good Retail Practices (GRPs): ___________
TFER REFERENCE SHEET
DSHS STANDARDIZATION INSPECTION REPORT

FOODBORNE ILLNESS INTERVENTIONS & RISK FACTORS

1. TIME / TEMPERATURE CONTROLS

1.1 Cooling*

A. Cooked TCS cooled from 60°C (140°F) to 21°C (70°F) within 2 hours and from 21°C (70°F) to 5°C (41°F) or below within 4 hours
   228.75(d)(1) Cooling*

B. TCS (from ambient temperature ingredients) cooled to 5°C (41°F) or below within 4 hours
   228.75(d)(2) Cooling*

C. Foods received at a temperature according to law cooled to 5°C (41°F) within 4 hours
   228.75(d)(3) Cooling*

1.2 TCS Cold & Hot Holding*

A. TCS maintained at 5°C (41°F) or below, except during preparation, cooking, cooling or when time is used as a public health control
   228.75(f)(1)(B) TCS, hot and cold holding*

B. TCS maintained at 57.2°C (135°F) or above, except during preparation, cooking, or cooling or when time is used as a public health control
   228.75(f)(1)(A) TCS, hot and cold holding*

C. Roasts held at a temperature of 54°C (130°F) or above
   228.71(a)(2) TCS, hot and cold holding*

1.3 Inadequate Cook*

A. Raw eggs broken for immediate service and cooked to 63°C (145°F) for 15 seconds, eggs not prepared for immediate service cooked to 68°C (155°F) for 15 seconds
   228.71(a)(1)(A)(i) Raw animal foods*

B. Comminuted fish, meats, and game animals cooked 68°C (155°F) for 15 seconds
   228.71(a)(1)(B) Raw animal foods*
FOODBORNE ILLNESS INTERVENTIONS & RISK FACTORS

1. TIME / TEMPERATURE CONTROLS

1.3 Inadequate Cook*

C. Pork roasts and beef roasts, including formed roasts, cooked to 54°C (130°F) for 121 minutes or as chart specified and according to oven parameters per chart

   228.71(a)(2) Raw animal foods*

D. Ratites, pork, and injected meats cooked to 68°C (155°F) for 15 seconds

   228.71(a)(1)(B) Raw animal foods*

E. Poultry; wild game; stuffed fish/meat/pasta/poultry/ratites; or stuffing containing fish, meat, poultry, or ratites cooked to 74°C (165°F) for 15 seconds

   228.71(a)(1)(C) Raw animal foods*

F. Whole-muscle, intact beef steaks cooked to surface temperature of 63°C (145°F) on top and bottom. Meat surfaces have a cooked color

   228.71(a)(3) Raw animal foods*

G. Raw animal foods rotated, stirred, covered, and heated to 74°C (165°F) in microwave. Food stands covered for 2 minutes after cooking

   228.71(b) Microwave cooking*

H. All other TCS cooked to 63°C (145°F) for 15 seconds

   228.71(a)(1)(A)(ii) Raw animal foods*

I. Wild game animals cooked to 63°C (145°F) for 15 seconds

   228.71(a)(1)(A)(ii) Raw animal foods*

J. Non-continuous cooking

   228.71(d) Raw animal foods*

K. All fruits and vegetables or other plant base product that are cooked for hot holding are cooked to 60°C (135°F)

   228.71(c) Plant food cooking for hot holding*

1.4 Reheating for Hot Holding*

A. TCS rapidly reheated to 74°C (165°F) for 15 seconds or preparation for immediate service

   228.73(a) Preparation for immediate service
   228.73(a) Reheating for hot holding*

B. TCS reheated to 74°C (165°F) or higher in a microwave
FOODBORNE ILLNESS INTERVENTIONS & RISK FACTORS

228.73(b) Reheating for hot holding*

1. TIME / TEMPERATURE CONTROLS

1.4 Reheating for Hot Holding*

C. Commercially processed RTE food, if reheated, held at 60°C (140°F) or above
228.73(c) Reheating for hot holding*

D. Remaining unsliced portions of beef roasts reheated for hot holding using minimum oven parameters
228.73(e) Reheating for hot holding*

1.5 Date Marking & Discarding*

A. Date marking for RTE, TCS prepared on site and opened commercial container held for more than 24 hours
228.75(h)(1)(B) RTE, TCS, date marking*
228.75(g)

B. Discarding RTE, TCS opened commercial container held at ≤ 5°C (<41°F) for ≤ 7 days
228.75(h) RTE, TCS, disposition*

C. If RTE, TCS prepared on site / opened commercial container is frozen, then: 1) consume within 24 hours of thawing, or 2) indicate time before freezing on label
228.75(g) RTE, TCS, date marking*

D. If frozen RTE, TCS prepared on-site / frozen opened commercial container is thawed, hold at ≤ 5°C (41°F) for ≤ 7 days minus time from preparation / opening
228.75(g) RTE, TCS, date marking*
228.75(h) RTE, TCS, disposition*

1.6 Time*

Time as a Public Health Control*
228.75(i) Time as a public health control*

2. FOOD FROM APPROVED SOURCE

A. All food from regulated food processing plants/ no home prepared or canned foods*
228.62(a)(1) Compliance with food law*
228.62(b) Food in a hermetically sealed container*
228.62(c) Fluid milk and milk products*
228.63(d)(1) Shell eggs*
228.63(d)(2) Eggs and milk products, pasteurized*
FOODBORNE ILLNESS INTERVENTIONS & RISK FACTORS

228.141(c) Bottled drinking water*

2. FOOD FROM APPROVED SOURCE

B. All shellfish from NSSP listed sources/ no recreationally caught shellfish received or sold*
   228.62(d)(1) Fish*
   228.62(e) Molluscan shellfish*
   228.63(i) Shellstock identification*

C. Game approved by regulatory authority*
   228.62(g) Game animals*

D. Food received at proper temperatures / protected from contamination during transportation and receiving / safe and unadulterated food*
   228.63(a) Temperature*
   228.63(e) Package integrity*
   228.61 Safe, unadulterated, and honestly presented*

E. Shellstock tags retained for 90 days from the date the container is emptied*
   228.63(i) Shellstock identification*
   228.64(e) Shellstock, maintaining identification*

F. Written documentation of parasite destruction maintained for fish products for 90 days
   228.72(a)(1) Parasite destruction*
   228.72(b)(3) Records, creation and retention

3. PROTECTION FROM CONTAMINATION*

A. Separating raw animal foods from RTE food and separating raw animal foods from cooked RTE food
   228.66(a)(1)(A) Packaged & unpackaged food - separation, packaging, & segregation*

B. Raw animal foods separated from each other during storage, preparation, holding, and display
   228.66(a)(1)(B) Packaged & unpackaged food - separation, packaging, & segregation*

C. Food protected from environmental contamination
   228.66 Packaged & unpackaged food - separation, packaging, & segregation*
   228.68(a) Food contact with equipment and utensils*
   228.70(a); 228.69(b)

D. After being served or sold to a consumer, food is not re-served
   228.70(d)(1) Returned food and re-service of food*
FOODBORNE ILLNESS INTERVENTIONS & RISK FACTORS

E. Discarding or reconditioning unsafe, adulterated or contaminated food*
   228.81(1) Discarding or reconditioning unsafe, adulterated or contaminated food*

4. FOOD-CONTACT SURFACES

228.118(1) Manual ware washing equipment, hot water sanitization temperatures*
228.118(2) Mechanical ware washing equipment, hot water sanitization temperatures*
228.118(3)(A) Mechanical ware washing equipment, sanitization pressure
228.118(3)(B) Manual and mechanical ware washing equipment, chemical sanitization - temperature, pH, concentration, and hardness*
228.111(n) Manual ware washing equipment, chemical sanitization using detergent - sanitizers
228.113(1) Equipment food-contact surfaces*, nonfood-contact surfaces, and utensils*
228.117 Equipment food-contact surfaces and utensils*
228.114(b) Cooking and baking equipment
228.117 Sanitization of equipment and utensils - food-contact surfaces and utensils*
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B. Use pasteurized eggs in recipes if eggs are undercooked; and if eggs are combined unless: cooked to order & immediately served; used immediately before baking and thoroughly cooked; or a HACCP plan controls Salmonella Enteritidis
   228.82(2) Pasteurized foods, prohibited re-service, and prohibited food*

C. Raw or partially cooked animal food and raw seed sprouts not served
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- 228.183(b) Equipment, clothes washers and dryers, and storage cabinets, contamination prevention
- 228.174(l) Living or sleeping quarters, separation

PEST & ANIMAL CONTROL

39. PRESENCE OF INSECTS / RODENTS MINIMIZED*: OUTER OPENINGS PROTECTED, ANIMALS AS ALLOWED*

- 228.44(a) Handling prohibition - animals*
GOOD RETAIL PRACTICES

228.174(c)  Insect control devices, design and installation
228.174(e)(1)  Outer openings, protected
228.174(f)  Exterior walls and roofs, protective barrier
228.186(k)  Controlling pests*
228.186(l)  Removing dead or trapped birds, insects, rodents, and other pests
228.186(o)  Prohibiting animals*
REPORT MARKING INSTRUCTIONS

DSHS STANDARDIZATION REPORT
FOODBORNE ILLNESS INTERVENTIONS AND RISK FACTORS

For each item, indicate one of the following for OBSERVATIONAL STATUS: IN - Item found in compliance; OUT - Item found out of compliance, with documentation of the violation noted on the Violative Condition Observed Report; N.O. - Not observed; N.A. - Not applicable

*Indicates priority/ priority foundation items

**FOODBORNE ILLNESS INTERVENTIONS AND RISK FACTORS**

**STATUS**

1. **TIME/TEMPERATURE CONTROLS**

1.1 **Cooling***

**Note:** Please note that the following items address 5°C (41°F) as well as 7°C (45°F). If you have a temperature that meets the 5°C (41°F) temperature requirements it should also be noted to be in compliance for the 7°C (45°F) item. Please write in this section of the report form all the temperatures you take of the products, no matter if they are IN compliance or OUT of compliance. Remember if one product is out of temperature the item is marked OUT of compliance.

<table>
<thead>
<tr>
<th>IN/OUT</th>
<th>A.</th>
<th>Cooked TCS FOOD cooled from 57°C (135°F) to 21°C (70°F) within 2 hours and from 21°C (70°F) to 5°C (41°F) or below within 4 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>N.A.</td>
<td></td>
<td>This item may be marked N.A. if the establishment is a cook-serve establishment type.</td>
</tr>
<tr>
<td>N.O.</td>
<td></td>
<td>This item may be marked N.O. if the establishment does cool TCS FOOD for a second service, but you were unable to determine the temperature and times.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>IN/OUT</th>
<th>B.</th>
<th>TCS FOOD (from ambient temperature ingredient) cooled to 5°C (41°F) or below within 4 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>N.A.</td>
<td></td>
<td>This item may be marked N.A. if no TCS FOOD are prepared from ambient temperature ingredient.</td>
</tr>
<tr>
<td>N.O.</td>
<td></td>
<td>This item may be marked N.O. if these foods are prepared, but you were unable to determine the temperature.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>IN/OUT</th>
<th>C.</th>
<th>Foods received at a temperature according to Law are cooled to 5°C (41°F) within 4 hours.</th>
</tr>
</thead>
<tbody>
<tr>
<td>N.A.</td>
<td></td>
<td>This item may be marked N.A. if the establishment does not receive eggs, shellstock, milk or other products that have a transport temperature above 5°C (41°F).</td>
</tr>
<tr>
<td>N.O.</td>
<td></td>
<td>This item may be marked N.O. if the establishment does receive eggs, shellstock, milk, or other products that have a transport temperature above 5°C (41°F), but you were unable to determine if these products were cooled down as described above.</td>
</tr>
</tbody>
</table>
FOODBORNE ILLNESS INTERVENTIONS AND RISK FACTORS

STATUS

IN/OUT D. After receiving, raw shell eggs placed in 7°C (45°F) ambient air temperature.

N.A. This item may be marked N.A. if the establishment does not receive raw shell eggs. This item may be marked N.O. if the establishment does receive raw shell eggs but no raw shell eggs were present at the time of the inspection.

N.O.

1. TIME / TEMPERATURE CONTROLS

1.2 TCS FOOD Cold & Hot Holding

IN/OUT A. TCS FOOD is maintained at 5°C (41°F) or below, except during preparation, cooking, or cooling, or when time is used as a public health control.

N.A. Do Not Mark This Item N.A.

N.O. Do Not Mark This Item N.O.

IN/OUT B. TCS FOOD is maintained at 57°C (135°F) or above, except during preparation, cooking, or cooling when time is used as a public health control.

N.A. This item may only be marked N.A. if there is no TCS FOOD hot holding in the establishment.

N.O. This item should be marked N.O. only in rare instances, when you are unable to determine compliance. Inspections should be conducted during a time when hot holding temperatures can be taken.

IN/OUT C. Roasts are held at a temperature of 54°C (130°F) or above.

N.A. This item may only be marked N.A. if roast is not a menu item.

N.O. This item should be marked N.O. only in rare instances when you are unable to determine compliance. Inspections should be conducted during a time when hot holding temperatures can be taken.

NOTE: Cooking temperatures must be taken to make a determination of compliance or noncompliance. Do not rely upon discussions with managers or cooks to make a determination of compliance or noncompliance. If one food item is found out of temperature the item must be marked as OUT of compliance.

1.3 Inadequate Cook

IN/OUT A. Raw eggs broken for immediate service cooked to 63°C (145°F) for 15 seconds; raw eggs broken, not prepared for immediate service cooked to 68°C (155°F) for 15 seconds.

N.A. This item may be marked N.A. if eggs are not used in the establishment (this will likely be a rare occurrence since eggs, if not cooked for immediate service are used in other recipes).

N.O. This item may be marked N.O. if eggs are used in the establishment, but you are unable to determine the cooking temperature.

IN/OUT B. Comminuted fish, meat, game animals cooked to 68°C (155°F) for 15 seconds.

N.A. This item may be marked N.A. if comminuted meats are not used in the establishment.

N.O. This item may be marked N.O. if one or more types of comminuted meats are used, but you are unable to determine the cooking temperature for any of them.
FOODBORNE ILLNESS INTERVENTIONS AND RISK FACTORS

<table>
<thead>
<tr>
<th>STATUS</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>IN/ OUT</td>
<td>C. Pork roasts and beef roasts, including formed roasts, are cooked to 54°C (130°F) for 112 minutes or as chart specified and according to oven parameters per chart</td>
<td></td>
</tr>
<tr>
<td>N.A.</td>
<td>This item may be marked N.A. if roasts or formed roasts are not used in the establishment.</td>
<td></td>
</tr>
<tr>
<td>N.O.</td>
<td>This item may be marked N.O. if one or more of these meat items are used, but you are unable to determine the cooking temperature for any of them.</td>
<td></td>
</tr>
<tr>
<td>IN/ OUT</td>
<td>D. Ratites and injected meats cooked to 68°C (155°F) for 15 seconds</td>
<td></td>
</tr>
<tr>
<td>N.A.</td>
<td>This item may be marked N.A. if NONE of the listed foods are cooked in the establishment.</td>
<td></td>
</tr>
<tr>
<td>N.O.</td>
<td>This item may be marked N.O. if one or more of the listed foods are cooked in the establishment, but you are unable to determine the cooking temperature for any of them.</td>
<td></td>
</tr>
<tr>
<td>IN/ OUT</td>
<td>E. Poultry; stuffed fish/meat/pasta/poultry/ratites; or stuffing containing fish, meat, poultry or ratites cooked to 74°C (165°F) for 15 seconds</td>
<td></td>
</tr>
<tr>
<td>N.A.</td>
<td>This item may be marked N.A. if poultry / wild game or stuffed items are not used in the establishment.</td>
<td></td>
</tr>
<tr>
<td>N.O.</td>
<td>This item may be marked N.O. if one or more items are used, but you are unable to determine the cooking temperature for any of them.</td>
<td></td>
</tr>
<tr>
<td>IN/ OUT</td>
<td>F. Whole-muscle, intact beef steaks cooked to surface temperature of 63°C (145°F) on top and bottom. Meat surfaces have a cooked color. The steak must be labeled to indicate that it meets the definition of &quot;Whole-Muscle, Intact Beef&quot;</td>
<td></td>
</tr>
<tr>
<td>N.A.</td>
<td>This item may be marked N.A. if whole-muscle, intact beef steaks are not cooked in the establishment.</td>
<td></td>
</tr>
<tr>
<td>N.O.</td>
<td>This item may be marked N.O. if whole-muscle, intact beef steaks are used in the establishment, but you are unable to determine the cooking temperature.</td>
<td></td>
</tr>
<tr>
<td>IN/ OUT</td>
<td>G. Raw animal foods rotated, stirred, covered, and heated to 74°C (165°F) in microwave. Food stands covered for 2 minutes after cooking</td>
<td></td>
</tr>
<tr>
<td>N.A.</td>
<td>This item may be marked N.A. if raw animal foods are not cooked in a microwave.</td>
<td></td>
</tr>
<tr>
<td>N.O.</td>
<td>This item may be marked N.O. if raw animal foods are cooked in a microwave but you are unable to determine the cooking temperatures for any of them</td>
<td></td>
</tr>
<tr>
<td>IN/ OUT</td>
<td>H. All other raw animal foods cooked to 63°C (145°F) for 15 seconds such as seafood and pork</td>
<td></td>
</tr>
<tr>
<td>N.A.</td>
<td>This item may be marked N.A. if other raw animal foods not listed above are not cooked in the establishment.</td>
<td></td>
</tr>
</tbody>
</table>
FOODBORNE ILLNESS INTERVENTIONS AND RISK FACTORS

STATUS

N.O. This item may be marked N.O. if you are unable to determine the cooking temperature of any food, but it should be a rare occurrence. The inspection should be arranged at an optimum time for measuring at least one cooked item.

IN/OUT I. Wild game animals cooked to 63°C (145°F) for 15 seconds

N.A. This item may be marked N.A. if wild game is not prepared in the establishment.

N.O. This item may be marked N.O. if wild game is used in the establishment, but you are unable to determine the cooking temperature.

IN/OUT J. Non-continuous cooking

N.A. This item may be marked N.A. if non-continuous cooking not done in the establishment.

N.O. This item may be marked N.O. if non-continuous cooking is used in the establishment, but you are unable to see the non-continuous cooking process during the inspection.

IN/OUT K. PLANT FOOD COOKING FOR HOT HOLDING

N.A. This item may be marked N.A. if vegetable and fruits are not cooked for hot holding in the establishment.

N.O. Do Not Mark This Item N.O.

1. TIME / TEMPERATURE CONTROLS
1.4 Reheating for hot holding*

IN/OUT A. TCS FOOD that is cooked and cooled on premises is rapidly reheated to 74°C (165°F) for 15 seconds

N.A. This item may be marked N.A. if foods are not held over for a second service.

N.O. This item may be marked N.O. if foods are held over for a second service, but you are unable to check the reheating procedure. Do not depend on discussions with management or cooks to make a determination on this item.

IN/OUT B. TCS FOOD reheated to 74°C (165°F) or higher in a microwave

N.A. This item may be marked N.A. if foods are not reheated in a microwave in the establishment.

N.O. This item may be marked N.O. if foods are reheated in a microwave but you were unable to make a determination of compliance.

IN/OUT C. Commercially processed RTE, if reheated, held at 57°C (135°F) or above

N.A. This item may be marked N.A. if commercially processed ready-to-eat foods are not reheated in the establishment.

N.O. This item may be marked N.O. if commercially processed ready-to-eat foods are reheated in the establishment, but you were unable to determine the reheating temperature.

IN/OUT D. Remaining unsliced portions of beef roasts are reheated for hot holding using minimum oven parameters

Annex 2 Section 3
FOODBORNE ILLNESS INTERVENTIONS AND RISK FACTORS

STATUS

N.A. This item may be marked N.A. if remaining unsliced portions of beef roasts are not used or reheated in the establishment.

N.O. This item may be marked N.O. if remaining unsliced portions of beef roasts are reheated in the establishment, but you were unable to determine the cooking temperature.

1 TIME/TEMPERATURE CONTROL

1.5 Date Marking & Discarding*

IN / OUT A. Date marking for RTE, TCS FOOD prepared on-site or opened commercial container held for more than 24 hours

N.A. This item may only be marked N.A. if there is no RTE, TCS FOOD prepared-on-premises, or opened commercial container held for more than 24 hours

N.O. This item should be marked N.O. when RTE, TCS FOOD prepared-on-premises, or an opened commercial container is held for more than 24 hours and you are unable to determine compliance. Do not depend on information from managers or cooks.

IN / OUT B. Discarding RTE, TCS FOOD prepared on site or opened commercial container held at: ≤ 5°C (41°F) for ≤ 7 days

N.A. This item may only be marked N.A. if there is no RTE, TCS FOOD prepared-on-premises, or opened commercial container held for more than 7 days at 5°C (41°F).

N.O. This item should be marked N.O. when RTE, TCS FOOD is prepared-on-premises, or an opened commercial container is held beyond guidelines listed above and you are unable to determine compliance. Do not depend on information from managers or cooks.

1.6 Time*

IN / OUT A. When only time is used as the public health control, food is cooked and served within 4 hours

N.A. This item may only be marked N.A. if time is not used as the only public health control.

N.O. This item should be marked N.O. when time is used as the public health control and you are unable to determine compliance. Do not depend on information from managers or cooks.

IN / OUT B. When only time is used as a public health control, cold food is served within 6 hours or a temperature of 70°F, whichever comes first

N.A. This item may only be marked N.A. if time is not used as the only public health control.

N.O. This item should be marked N.O. when time is used as the public health control and you are unable to determine compliance. Do not depend on information from managers or cooks.

2. FOOD FROM APPROVED SOURCE*

IN / OUT A. All food from regulated food processing plants / no home prepared or canned foods*

N.A. Do Not Mark This Item N.A.

N.O. Do Not Mark This Item N.O.
FOODBORNE ILLNESS INTERVENTIONS AND RISK FACTORS

STATUS

IN/OUT B. All shellfish from NSSP listed sources / no recreationally caught shellfish received or sold*

N.A. This item may be marked N.A. if shellstock are not used in the establishment.

N.O. Do Not Mark This Item N.O.

IN/OUT C. Game and wild mushrooms approved by regulatory authority*

N.A. This item should be marked N.A. if game or wild mushrooms are not offered in the establishment.

N.O. This item may be marked N.O. if the item is on the menu, but not available at the time of the inspection.

IN/OUT D. Food good condition, safe, and unadulterated food* /protected from contamination during transportation and receiving

This item may be marked IN or OUT of compliance on any one of the listed items. If the food is safe and unadulterated, but you are not able to check any temperatures of food during receiving or are not able to determine the condition of foods transported, mark the item IN compliance.

N.A. Do Not Mark This Item N.A.

N.O. Do Not Mark This Item N.O.

IN/OUT E. Shellstock tags retained for 90 days from the date the container is emptied*

This item may be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.

N.A. This item may be marked N.A. if shellstock are not used in the establishment

N.O. Do Not Mark This Item N.O.

IN/OUT F. Written documentation of parasite destruction maintained for fish products for 90 days

N.A. This item may be marked N.A. if raw, raw-marinated, or partially cooked fish (excluding tuna species listed in the TFER) are not used in the establishment.

N.O. Do Not Mark This Item N.O.

3. PROTECTION FROM CONTAMINATION*

IN/OUT A. Separating raw animal foods from raw RTE food and separating raw animal foods from cooked RTE food

This item may be marked IN or OUT of compliance.

N.A. This item may only be marked N.A. if there is only a vegetarian menu (not likely during a Standardization and Certification exercise).

N.O. Do Not Mark This Item N.O.

IN/OUT B. Raw animal foods separated from each other during storage, preparation, holding, and display
FOODBORNE ILLNESS INTERVENTIONS AND RISK FACTORS

STATUS

N.A.  Mark this item N.A if there is only a vegetarian menu.
N.O.  Do Not Mark this item N.O.

IN/OUT C.  Food protected from environmental contamination—Priority items

N.A.  Do Not Mark This Item N.A.
N.O.  Do Not Mark This Item N.O.

IN/OUT D.  After being served or sold to a consumer, food is not re-served

N.A.  Do Not Mark This Item N.A.
N.O.  Do Not Mark This Item N.O.

IN/OUT E.  Discarding or reconditioning unsafe, adulterated or contaminated food

N.A.  This item may be marked N.A. if unsafe food is not reconditioned.
N.O.  Do Not Mark This Item N.O.

4. FOOD-CONTACT SURFACES

NOTE: This item will require some judgement to be used when marking it IN or OUT of compliance. It should be marked OUT of compliance if observations are made that support a pattern of noncompliance with this item. One dirty utensil, food-contact surface, or one sanitizer container without sanitizer would not necessarily support an OUT of compliance mark.

N.A.  Do Not Mark This Item N.A.
N.O.  Do Not Mark This Item N.O.

5. DEMONSTRATION OF KNOWLEDGE*

IN/OUT The person in charge has three options for demonstrating knowledge. Inability to meet one of those options constitutes OUT of compliance.

The certified food manager test must be a DSHS approved test. Such credentials are indications that management is taking initiative to gain and confirm food safety knowledge, should be acknowledged in that light, and combined with one of the other two methods of demonstration cited in the Texas Food Establishment Rules (TFER) can be used to establish compliance with § 229.163(b).

N.A.  Do Not Mark This Item N.A.
N.O.  Do Not Mark This Item N.O.

6. EMPLOYEE HEALTH*

IN/OUT A.  Management awareness and policy re: handling employee health situations*

This item may be marked IN or OUT of compliance on either management awareness or policy. There must be a management policy, not necessarily written, that directs the handling of employee health situations in a way that is equivalent to subchapter B of the TFER. Refer also to #6 (B).

N.A.  Do Not Mark This Item N.A.
FOODBORNE ILLNESS INTERVENTIONS AND RISK FACTORS

STATUS

N.O.  Do Not Mark This Item N.O.

IN/OUT B. Visible or known symptoms / or known diagnoses dealt with according to the Texas Food Establishment Rules.*

This item may be marked IN or OUT of compliance on the failure to appropriately restrict or exclude based on the evidence presented by symptoms or known diagnoses.

To evaluate compliance, or determine if there is management awareness of how to recognize potential problems and deal with various situations, combine the following observations:
(1) The dialogue under # 6 (A) of this section with the person in charge; and
(2) Your observations of the food workers for symptoms.

N.A.  Do Not Mark This Item N.A.
N.O.  Do Not Mark This Item N.O.

7. GOOD HYGIENIC PRACTICES*

IN/OUT Food employees eat, drink, and use tobacco only in designated areas / do not use a utensil more than once to taste food that is sold or served / do not handle or care for animals present. Food employees experiencing persistent sneezing, coughing, or runny nose do not work with exposed food, clean equipment, utensils, linens, unwrapped single-service or single-use articles*

This item must be marked OUT of compliance if one person is observed to be out of compliance with this item.

N.A.  Do Not Mark This Item N.A.
N.O.  Do Not Mark This Item N.O.

8. PROPER, ADEQUATE HANDWASHING*

NOTE: You must be in the establishment long enough to make an observation for all sections of Personnel.

IN/OUT Hands clean and properly washed*

This item must be marked OUT of compliance if one person is observed with dirty hands or with hands that have not been properly washed.

N.A.  Do Not Mark This Item N.A.
N.O.  Do Not Mark This Item N.O.

9. PREVENTION OF CONTAMINATION FROM HANDS*

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Annex 2 Section 3
FOODBORNE ILLNESS INTERVENTIONS AND RISK FACTORS

STATUS

IN/ OUT  Exposed, RTE food not touched by bare hands unless employees have utilized special handwash procedures as specified in the TFER §288.38(c).

This item must be marked OUT of compliance if one person is observed to be out of compliance with this item.

N.A.  Do Not Mark This Item N.A.
N.O.  Do Not Mark This Item N.O.

10. HANDWASH FACILITIES*

IN/ OUT  A. Handwash facilities conveniently located and accessible for employees

N.A.  Do Not Mark This Item N.A.
N.O.  Do Not Mark This Item N.O.

IN/ OUT  B. Handwash facilities supplied with hand cleanser / sanitary towels / hand drying devices/signage.

N.A.  Do Not Mark This Item N.A.
N.O.  Do Not Mark This Item N.O.

11. FOOD & FOOD PREPARATION FOR HIGHLY SUSCEPTIBLE POPULATIONS*

IN/ OUT  A. Prepackaged juice/beverage containing juice with a warning label (21 CFR, Section 101.17(g)) not served

N.A.  This item may be marked N.A. if a highly susceptible population is not served.
N.O.  Do Not Mark This Item N.O.

IN/ OUT  B. Use pasteurized eggs in recipes if eggs are undercooked; and if eggs are combined unless: cooked to order & immediately served; used immediately before baking and thoroughly cooked; or a HACCP plan controls Salmonella Enteritidis

N.A.  This item may be marked N.A. if a highly susceptible population is not served.
N.O.  This item should be marked N.O. only in rare instances when you are unable to determine compliance. Inspections should be conducted during a time when egg dishes and recipes using eggs are prepared.

IN/ OUT  C. Raw or partially cooked animal food, and raw seed sprouts not served

N.A.  This item may be marked N.A. if a highly susceptible population is not served.
N.O.  This item should be marked N.O. only in rare instances when you are unable to determine compliance. Inspections should be conducted during a time when egg dishes and recipes using eggs are prepared.
12. CHEMICAL

IN/OUT A. Food or color additives: approved and properly used*

This item is marked IN compliance if no unapproved additives are on site; or if sulfites are on the premises, but they are used properly.
This item is marked OUT of compliance if unapproved additives are found on premises and improperly used, or if sulfites are applied to fresh fruits & vegetables.

N.O. Do Not Mark This Item N.O.

IN/OUT B. Poisonous or toxic materials, chemicals, lubricants, pesticides, medicines, first aid supplies*, and other personal care items properly identified, stored, and used

It may be marked OUT of compliance for improper storage or use of any one of the listed items.

N.A. Do Not Mark This Item N.A.
N.O. Do Not Mark This Item N.O.

IN/OUT C. Poisonous or toxic materials held for retail sale properly stored*

It may be marked OUT of compliance for improper storage or use of any one of the items.

N.A. This item may be marked N.A. if the establishment does not hold poisonous or toxic materials for retail sale.
N.O. Do Not Mark This Item N.O.

13. CONSUMER ADVISORY*

IN/OUT A. Inform especially vulnerable consumers about the increased risk associated with eating animal foods in raw or undercooked form via disclosure and reminder; brochure fulfills essential criteria.

N.A. This item may be marked N.A. in a food establishment that does not deliver raw or undercooked animal foods for raw consumption to the consumer.
N.O. Do Not Mark This Item N.O.

IN/OUT B. A card, sign or other effective means of notification is displayed to notify consumer that clean tableware is to be used upon return to the self-service areas such as salad bars and buffets.

N.A. This item may be marked N.A. in a food establishment that does not offer food for self service by the consumer.
N.O. Do Not Mark This Item N.O.

14. CONFORMANCE WITH APPROVED SYSTEMS*

IN/OUT A. Variance obtained for specialized processing methods* (smoking for preservation, using additives as preservatives, or using reduced oxygen to package food)
N.A. This item may be marked N.A. if the establishment does not smoke for preservation/cure foods, brew alcoholic beverages, use additives to preserve foods, and/or package foods using reduced oxygen.

N.O. Do Not Mark this Item N.O.

IN/OUT B. If conducting process that requires a variance, complies with required variance and required HACCP procedures.

It may be marked out of compliance if the establishment does not have a variance for processes requiring a variance as specified in the TFER or is not operating by the protocols stated in the variance.

N.A. This item may be marked N.A. if the establishment does not have a variance or HACCP procedure.

N.O. Do Not Mark this Item N.O.

IN/OUT C. If conducting reduced oxygen packaging with 2 barriers—HACCP plan required.

N.A. This item may be marked N.A. if the food establishment does not conduct reduced oxygen packaging.

N.O. Do Not Mark this item N.O.

IN/OUT 15 Treating Juice*

N.A. This item may be marked N.A. if the establishment does not package juice.

N.O. Do Not Mark this item N.O.
REPORT MARKING INSTRUCTIONS

DSHS STANDARDIZATION REPORT
GOOD RETAIL PRACTICES

For each item, indicate one of the following for OBSERVATIONAL STATUS: IN - Item found in compliance; OUT - Item found out of compliance, with documentation of the violation noted on the Violative Condition Observed Report; N.O. - Not observed; N.A. - Not applicable

GOOD RETAIL PRACTICES (GRPs)

PERSONNEL

16. Personnel cleanliness (fingernails, jewelry, outer clothing, hair restraints)
   This item may be marked OUT of compliance for improper storage or use of any one of the items.
   N.A. Do Not Mark This Item N.A. unless the establishment has no employees.
   N.O. Do Not Mark This Item N.O.

FOOD & FOOD PROTECTION

17. Original container, properly labeled/ segregated distressed products
   N.A. Do Not Mark This Item N.A.
   N.O. Do Not Mark This Item N.O.

18. Protection from contamination (core item)
   N.A. Do Not Mark This Item N.A.
   N.O. Do Not Mark This Item N.O.

19. Adequate equipment / proper cooling methods to control product temperature
   N.A. Do Not Mark This Item N.A.
   N.O. Do Not Mark This Item N.O.

20. TCS food properly thawed
   N.A. Do Not Mark This Item N.A.
   N.O. Do Not Mark This Item N.O.

21. Dispensing of food / utensils properly stored
   N.A. Do Not Mark This Item N.A.
   N.O. Do Not Mark This Item N.O.

FOOD EQUIPMENT

22. Thermometers provided and conspicuous*
   N.A. Do Not Mark This Item N.A.
   N.O. Do Not Mark This Item N.O.

23. Food- and nonfood-contact surfaces: designed / constructed*, maintained, installed, located, operated, cleanable*
   N.A. Do Not Mark This Item N.A.
   N.O. Do Not Mark This Item N.O.
**GOOD RETAIL PRACTICES (GRPs)**

<table>
<thead>
<tr>
<th>STATUS</th>
<th>24. Ware washing facility: designed, constructed, installed, located, operated, cleanable, used</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(Accurate thermometers, chemical test kits provided, gauge cock)</td>
</tr>
<tr>
<td>N.A.</td>
<td>Do Not Mark This Item N.A.</td>
</tr>
<tr>
<td>N.O.</td>
<td>Do Not Mark This Item N.O.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>STATUS</th>
<th>25. Wiping cloths, linens, napkins, gloves, sponges: properly used, stored</th>
</tr>
</thead>
<tbody>
<tr>
<td>N.A.</td>
<td>Do Not Mark This Item N.A.</td>
</tr>
<tr>
<td>N.O.</td>
<td>Do Not Mark This Item N.O.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>STATUS</th>
<th>26. Storage, handling of clean equipment, utensils</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.</td>
</tr>
<tr>
<td>N.A.</td>
<td>Do Not Mark This Item N.A.</td>
</tr>
<tr>
<td>N.O.</td>
<td>Do Not Mark This Item N.O.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>STATUS</th>
<th>27. Single-service / single-use articles: storage, dispensing, use, no reuse.</th>
</tr>
</thead>
<tbody>
<tr>
<td>N.A.</td>
<td>Do Not Mark This Item N.A.</td>
</tr>
<tr>
<td>N.O.</td>
<td>Do Not Mark This Item N.O.</td>
</tr>
</tbody>
</table>

**WATER**

<table>
<thead>
<tr>
<th>STATUS</th>
<th>28. Safe water and ice source*, hot &amp; cold under pressure, adequate quantity*</th>
</tr>
</thead>
<tbody>
<tr>
<td>N.A.</td>
<td>Do Not Mark This Item N.A.</td>
</tr>
<tr>
<td>N.O.</td>
<td>Do Not Mark This Item N.O.</td>
</tr>
</tbody>
</table>

**PLUMBING**

<table>
<thead>
<tr>
<th>STATUS</th>
<th>29. Installed, maintained*</th>
</tr>
</thead>
<tbody>
<tr>
<td>N.A.</td>
<td>Do Not Mark This Item N.A.</td>
</tr>
<tr>
<td>N.O.</td>
<td>Do Not Mark This Item N.O.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>STATUS</th>
<th>30. Cross connection*, back siphonage, backflow prevention*</th>
</tr>
</thead>
<tbody>
<tr>
<td>N.A.</td>
<td>Do Not Mark This Item N.A.</td>
</tr>
<tr>
<td>N.O.</td>
<td>Do Not Mark This Item N.O.</td>
</tr>
</tbody>
</table>

**TOILET FACILITIES**

<table>
<thead>
<tr>
<th>STATUS</th>
<th>31. Number*, convenient, accessible, designed, installed</th>
</tr>
</thead>
<tbody>
<tr>
<td>N.A.</td>
<td>Do Not Mark This Item N.A.</td>
</tr>
<tr>
<td>N.O.</td>
<td>Do Not Mark This Item N.O.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>STATUS</th>
<th>32. Toilet rooms enclosed, self-closing doors; fixtures, good repair, clean, proper waste receptacles</th>
</tr>
</thead>
<tbody>
<tr>
<td>N.A.</td>
<td>Do Not Mark This Item N.A.</td>
</tr>
<tr>
<td>N.O.</td>
<td>Do Not Mark This Item N.O.</td>
</tr>
</tbody>
</table>

74  Annex 2 Section 4
GOOD RETAIL PRACTICES (GRPs)

SEWAGE

IN/ OUT  33. Sewage and waste water disposal*
N.A. Do Not Mark This Item N.A.
N.O. Do Not Mark This Item N.O.

GARBAGE & REFUSE DISPOSAL

IN/ OUT  34. Containers or receptacles: covered, adequate number, insect / rodent proof, frequency of removal, clean area properly constructed, necessary implements, supplies
N.A. Do Not Mark This Item N.A.
N.O. Do Not Mark This Item N.O.

PHYSICAL FACILITY

IN/ OUT  35. Floors, walls, ceilings: designed, constructed, maintained, clean
N.A. Do Not Mark This Item N.A.
N.O. Do Not Mark This Item N.O.

IN/ OUT  36. Lighting, ventilation, dressing rooms / designated areas maintained
N.A. Do Not Mark This Item N.A.
N.O. Do Not Mark This Item N.O.

IN/ OUT  37. Premises maintained free of litter, unnecessary articles, cleaning and maintenance equipment properly stored
N.A. Do Not Mark This Item N.A.
N.O. Do Not Mark This Item N.O.

IN/ OUT  38. Complete separation from living / sleeping quarters; laundry
N.A. Do Not Mark This Item N.A.
N.O. Do Not Mark This Item N.O.

PEST AND ANIMAL CONTROL

IN/ OUT  39. Presence of insects / rodents eliminated: outer openings protected, animals as allowed
N.A. Do Not Mark This Item N.A.
N.O. Do Not Mark This Item N.O.
CORRECTIVE ACTION PLAN

(Note: This document is to be completed by the candidate only)

<table>
<thead>
<tr>
<th>Establishment Name:</th>
<th>Physical Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidate's Name:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

Based on this day's inspection the following uncontrolled hazards known to contribute to foodborne illness were identified: (Uncontrolled hazards include the occurrence of any risk factor or lack of PUBLIC HEALTH INTERVENTIONS).

Chart 1: Risk Factors Identified/ Corrective Action Required

<table>
<thead>
<tr>
<th>UNCONTROLLED PROCESS STEP OR CCP</th>
<th>HAZARD (most common)</th>
<th>CRITICAL LIMITS</th>
<th>CORRECTIVE ACTION WHEN LIMITS ARE NOT MET</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
CORRECTIVE ACTION PLAN

II. The following corrective action plan is recommended to establish active managerial control of the identified uncontrolled hazards. (For unmet critical limits, the plan delineates what needs to be controlled and how it will be controlled, along with necessary records and responsible personnel. It will also indicate what training is necessary.)

As the person in charge of the ________________________________

Located at _______ ____________________________, I have reviewed, and understand

The provisions of this voluntary Corrective action plan.

(Person in charge) ________________________________ (Date) _________________

(Candidate) ________________________________ (Date) _________________
Based on today's inspection, the following uncontrolled CCPs known to contribute to foodborne illness were identified: (Uncontrolled hazards include the occurrence of any risk factor or lack of public health interventions).

Chart 1a: Sample Risk Factors Identified / Corrective Action Required

<table>
<thead>
<tr>
<th>UNCONTROLLED PROCESS STEP OR CCP</th>
<th>HAZARD (most common)</th>
<th>CRITICAL LIMITS</th>
<th>CORRECTIVE ACTION WHEN LIMITS ARE NOT MET</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Hamburger cooked to 130°F on grill.</td>
<td>E. coli</td>
<td>68°C (155°F)</td>
<td>Continue to cook until temperature is met</td>
</tr>
<tr>
<td>2. Yesterday's chili is reheated to 145°F</td>
<td>C. perfringens</td>
<td>74°C (165°F)</td>
<td>Continue to reheat until temperature is met or discard</td>
</tr>
<tr>
<td>3. Employees do not wash their hands between working with raw and cooked chicken.</td>
<td>Salmonella Typhi</td>
<td>Employee must wash hands between working with raw and cooked chicken.</td>
<td>Employee must wash hands; review of handwashing training tapes mandatory</td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
CORRECTIVE ACTION PLAN (EXAMPLE)

II. The following corrective action plan will be implemented to establish active managerial control of the identified uncontrolled hazards. (The plan identifies the corrective action when critical limits are not met; who is responsible; what action is necessary; how the plan is implemented; when action is taken; what records are maintained; and what if any training is necessary.)

Plan for Hazard #1 - Cooking temperature of hamburgers

Temperature checks of hamburger patties will be taken on the first batch of hamburgers cooked.
Sam Jones will record the temperatures on his production chart.
Hamburgers with a temperature below 68 °C (155 °F) will be returned to the grill for further cooking to internal temperature of 68 °C (155 °F).
Temperature records will be faxed to Jane Smith each Friday for 4 weeks.

Plan for Hazard #2 - Reheat of leftover chili for hot holding.

Leftover chili will be reheated on the stove.
Sam Jones will check the temperature of the chili before placing it on the steam table.
The temperatures will be recorded on his production chart.
Chili with a temperature below 74 °C (165 °F) will be placed back on the stove until it reaches 74°C (165 °F). The records will be held for Jane Smith’s review on 8/26/99.

Plan for Hazard #3 - Proper handwashing

All employees will review the handwashing training tapes.
Employees will sign log, indicating they have received training on handwashing.
Sam Jones will keep a record of those employees who have reviewed the tapes.
Employees will record each time they wash their hands for one week.
Sam Jones will monitor and maintain this record.
On 8/26/08 this record will be mailed to Jane Smith.

As manager of the ____Hamburger Heaven____ located at ______1234 Anywhere Street____, I have reviewed and understand the provisions of this voluntary Corrective action plan.

Sam Jones
(Establishment manager)
06/01/08 (Date)

Jane Smith
(Regulatory official)
06/01/08 (Date)

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Annex 3 Section 2
# HACCP PLAN VERIFICATION WORKSHEET

(Note: This document is to be completed by the candidate only if the establishment has a HACCP Plan)

<table>
<thead>
<tr>
<th>Establishment Name:</th>
<th>Physical Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidate's Name:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

1. Have there been any changes to the food establishment menu?
   Yes ___  No ___

   **DESCRIBE**
   ___________________________________________________________
   ___________________________________________________________
   ___________________________________________________________
   ___________________________________________________________

2. Was there a need to change the food establishment HACCP plan because of these menu changes?
   Yes ___  No ___

3. List Critical Control Points (CCPs) and Critical Limits (CLs) identified by the establishment HACCP plan?

<table>
<thead>
<tr>
<th>CCPs</th>
<th>CLs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. What monitoring records for CCPs are required by the plan?

<table>
<thead>
<tr>
<th>Type of Record</th>
<th>Monitoring Frequency</th>
<th>Record Location</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. Record compliance from the DSHS Standardization Inspection Report (ANNEX 2 Section 1). Are monitoring actions performed according to plan?
   Yes ___  No ___

   **DESCRIBE**
   ___________________________________________________________
   ___________________________________________________________
   ___________________________________________________________
   ___________________________________________________________
   ___________________________________________________________
HACCP PLAN VERIFICATION WORKSHEET

6. Is immediate corrective action taken and recorded when CLs established by the plan are not met? Yes ______ No ______

7. Are the corrective actions the same as described in the plan? Yes _____ No _____

DESCRIBE

8. Who is responsible for verification that the required records are being properly maintained?

9. Did employees and managers demonstrate knowledge of the HACCP plan? Yes ____ No ____

DESCRIBE:

10. What training has been provided to support the HACCP plan?

11. Describe examples of any documentation that the above training was accomplished?

12. Are calibrations of equipment/thermometers performed as required by the plan? Yes ____ No ____

DESCRIBE

Additional Comments:

______________________________________________________
HACCP PLAN VERIFICATION SUMMARY

(Note: This document is to be completed by the candidate only)

<table>
<thead>
<tr>
<th>Establishment Name:</th>
<th>Physical Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidate's Name:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

Chart 2: HACCP Plan Verification Summary

<table>
<thead>
<tr>
<th>HACCP PLAN VERIFICATION SUMMARY (Circle IN or OUT)</th>
<th>Record #1</th>
<th>Record #2</th>
<th>Record #3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Today's Date:</td>
<td>2nd Selected Date:</td>
<td>3rd Selected Date:</td>
<td></td>
</tr>
<tr>
<td>Required Monitoring Recorded ¹</td>
<td>IN/OUT</td>
<td>IN/OUT</td>
<td>IN/OUT</td>
</tr>
<tr>
<td>Accurate and Consistent ²</td>
<td>IN/OUT</td>
<td>IN/OUT</td>
<td>IN/OUT</td>
</tr>
<tr>
<td>Corrective Action Documented ³</td>
<td>IN/OUT</td>
<td>IN/OUT</td>
<td>IN/OUT</td>
</tr>
</tbody>
</table>

Total # of record answers that are in Disagreement with the Standard = ________ (This box for Completion by Standard only)

The use of a HACCP plan by a food establishment can be verified through a review of food establishment records and investigating the following information:

1. Does the food establishment's HACCP documentation indicate that required monitoring was recorded on the 3 selected dates? An "IN" answer would indicate that all required monitoring was documented. If any required monitoring was not documented, an "OUT" answer would be circled in this section.

2. Does the food establishment's HACCP documentation for the selected dates appear accurate and consistent with other observations? An "IN" answer would indicate that the record appears accurate and consistent. An "OUT" answer would indicate that there is inaccurate or inconsistent HACCP documentation.

3. Was corrective action documented in accordance with the HACCP plan when CLs were not met on each of the 3 selected dates? An "IN" answer would indicate that corrective action was documented for each CL not met for each of the 3 selected dates. An "IN" can also mean that no corrective action was needed. An "OUT" answer would indicate any missing or inaccurate documentation of corrective action.
HACCP PLAN FLOW CHART AND/OR SUMMARY

(Note: This document is to be completed by the candidate only)

<table>
<thead>
<tr>
<th>Establishment</th>
<th>Physical</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: ABC Burgers</td>
<td>Address: 123 Main St.</td>
</tr>
</tbody>
</table>

Candidate's Date: 01/01/2015

Name: Carl Clean

Product/Food: EXAMPLES

**EXAMPLE 1:**
Product/Food: Hamburger Patty

- **Receiving and Storage**
  - Ground Beef Patties
  - Received at 41°F

- **Cooking**
  - Cook to 155°F

- **Hot Holding**
  - Held on steam table at 140°F

- **Served when ordered**

**CL:** Held at 135°F or above

**CCP:**
- 155°F or above for 15 seconds

---

**EXAMPLE 2:**
Product/Food: Tuna Salad

- **Receiving and Storage**
  - Tuna in Pouch
  - Received at 38°F

- **Preparation**
  - Tuna mixed with mayonnaise on counter

- **Cold Hold**
  - Tuna salad placed in prep cooler at 39°F

- **CL:** Held at 41°F or below

- **CCP:**

- **Served when ordered**
HACCP PLAN FLOW CHART AND/OR SUMMARY

Decision Tree to determine Critical Control Points (CCP)

Question 1. Does the step involve a hazard of sufficient risk and severity to warrant its control?

- YES
- NO

Not a CCP

Question 2. Does a preventive measure for the hazard exist at this step?

- YES
- NO

Is Control at this step necessary for safety?

- NO
- YES

Modify the step, process or product

Not a CCP

Question 3. Is control at this step necessary to prevent, eliminate or reduce the risk of the hazard?

- YES
- NO

Not a CCP

CCP
The purpose of the following chart is to tally the disagreement between the Candidate's and the Standard's responses on the DSHS Standardization Inspection Report (Annex 2 Section 1). The Standard determines whether the Candidate properly identified and categorized violative conditions on each of the "Interventions/Risk Factors" and the "Good Retail Practices (GRPs)" portions of the DSHS Standardization Inspection Report.

Chart 3: Performance Criteria Tally of Disagreements in Each Establishment

<table>
<thead>
<tr>
<th>PERFORMANCE CRITERIA TALLY OF DISAGREEMENTS IN EACH ESTABLISHMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidate's Name:</td>
</tr>
<tr>
<td>ESTABLISHMENTS</td>
</tr>
<tr>
<td>PERFORMANCE AREA</td>
</tr>
<tr>
<td>Risk-Based Inspection</td>
</tr>
<tr>
<td>(No more than 11 in any one establishment)</td>
</tr>
<tr>
<td>Good Retail Practices</td>
</tr>
<tr>
<td>(No more than 5 in any one establishment)</td>
</tr>
</tbody>
</table>

Comments:

STANDARD'S SIGNATURE:

NAME (Print): ____________________________

NAME (Signature): ____________________________

DATE: _______
INSTRUCTIONS FOR SCORING AND DETERMINING PERFORMANCE

RISK-BASED INSPECTION:

To pass this section, the Candidate must achieve an average score of 90 percent (no more than 45 disagreements for all 8 establishments) with no more than 11 disagreements per establishment.

STEP 1. Determine the number of disagreements per establishment and record it in the chart (Performance Criteria Tally of Disagreements).

   If the disagreements/establishment is <12, proceed to STEP 2.
   If the disagreements/establishment is ≥12, stop inspections. Candidate fails.

STEP 2. Total the number of disagreements on Interventions/Risk Factors for all the establishments.

   If the disagreements are ≤45 for 8 establishments, the Candidate passes.
   If the disagreements are >45 for 8 establishments, the Candidate fails.
   If the disagreements are ≤33 for 6 establishments, the Candidate passes.
   If the disagreements are >33 for 6 establishments, the Candidate fails.

GOOD RETAIL PRACTICES:

To pass this section, the Candidate must achieve an average score of 85 percent (no more than 32 disagreements for all 8 establishments) and have no more than 5 disagreements on GRPs per establishment.

STEP 1. Determine the number of disagreements per establishment.

   If the disagreements/establishment are <6, proceed to STEP 2.
   If the disagreements/establishment are ≥6, stop inspections. Candidate fails.

STEP 2. Total the number of disagreements on GRPs for all establishments.

   If the disagreements are ≤32 for 8 establishments, the Candidate passes.
   If the disagreements are >32 for 8 establishments, the Candidate fails.
   If the disagreements are ≤24 for 6 establishments, the Candidate passes.
   If the disagreements are >24 for 6 establishments, the Candidate fails.

HACCP PRINCIPLES: A “satisfactory” score is required to pass.
In this example, the Candidate passes both the Risk-Based Inspection and the Good Retail Practices portions. The number of disagreements for any one establishment did not exceed the maximum and the total number of disagreements for all the establishments also did not exceed the maximum number.
Here the Candidate fails the Risk Based Inspection portion of this exercise. The Candidate was close to the maximum number of disagreements for any one establishment in the first two facilities and exceeded this maximum number of disagreements in the third establishment.
Texas Food Establishment Rules
Standardization
Communication Summary

Please rank (1 to 10) the effectiveness of the inspector's ability to communicate for each of the eight standardization inspections. To pass this segment of standardization the inspector must achieve an average rating of 90%.

1. Did the inspector properly notify the person-in-charge of their presence and purpose of the inspection?
   
   Yes____  
   No____  
   Comments__________________________________________________________

2. Was the inspector effective in explaining educational materials in a manner that was easy to understand to restaurant personnel?
   
   Yes____  
   No____  
   Comments__________________________________________________________

3. Did the inspector ask questions related to food preparation processes occurring in the facility? If yes, please rank the effectiveness of the questions in providing helpful information to the operator concerning their operation.
   
   Yes____  
   No____  
   Comments__________________________________________________________

4. Did the inspector adequately explain the compliance process if there were uncorrected critical violations? If yes, please rank the effectiveness of the inspector in explaining the compliance guidelines.
   
   Yes____  
   No____  
   Comments__________________________________________________________

5. Did the inspector effectively explain how to correct critical violations on-site? Did the inspector provide the facility the opportunity to correct violations during the inspection? If yes, please rank the effectiveness of the inspector in explaining the corrective actions for the violations.
   
   Yes____  
   No____  
   Comments__________________________________________________________
6. Were questions asked by the person-in-charge answered accurately and in a manner that was easily understandable?

Yes ___ Inspection: 1 _ 2 _ 3 _ 4 _ 5 _ 6 _ 7 _ 8 _ 9 _ 10 

No ___ Comments ____________________________________________

7. Was the exit interview conducted by the inspector effective in explaining all violations and steps to achieve compliance? If yes, please rank the effectiveness of the explanation of violations.

Yes ___ Inspection: 1 _ 2 _ 3 _ 4 _ 5 _ 6 _ 7 _ 8 _ 9 _ 10 

No ___ Comments ____________________________________________

8. Did the inspector accurately use Public Health Reasons to explain critical violations documented during the inspections?

Yes ___ Inspection: 1 _ 2 _ 3 _ 4 _ 5 _ 6 _ 7 _ 8 _ 9 _ 10 

No ___ Comments ____________________________________________

Adapted from the Kansas Department Health and Environment Standardization Procedures
## Candidate's Final Performance Score

<table>
<thead>
<tr>
<th>CANDIDATE'S FINAL PERFORMANCE SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Candidate's Name:</strong></td>
</tr>
<tr>
<td><strong>Agency:</strong></td>
</tr>
<tr>
<td><strong>Office Address:</strong></td>
</tr>
<tr>
<td><strong>State:</strong></td>
</tr>
<tr>
<td><strong>Standard's Name:</strong></td>
</tr>
<tr>
<td><strong>Agency:</strong></td>
</tr>
<tr>
<td><strong>Location of Standardization:</strong></td>
</tr>
<tr>
<td><strong>City:</strong></td>
</tr>
<tr>
<td><strong>Zip:</strong></td>
</tr>
</tbody>
</table>

*Instructions: For the following Performance Areas circle the Level of Agreement.*

<table>
<thead>
<tr>
<th>PERFORMANCE AREA</th>
<th>LEVEL OF AGREEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>RISK-BASED INSPECTION</td>
<td>PASSES</td>
</tr>
<tr>
<td>GOOD RETAIL PRACTICES</td>
<td>PASSES</td>
</tr>
<tr>
<td>APPLICATION OF HACCP PRINCIPLES</td>
<td>SATISFACTORY</td>
</tr>
<tr>
<td>INSPECTION EQUIPMENT</td>
<td>SATISFACTORY</td>
</tr>
<tr>
<td>COMMUNICATION</td>
<td>SATISFACTORY</td>
</tr>
</tbody>
</table>

Comments:

**STANDARD'S SIGNATURE:**

**NAME (Print):**________________________

**NAME (Signature):**____________________  **DATE:**__________