

Food Safety

Training Manual

Morris Regional Public Health Partnership

2011

[This page is intentionally left blank.]

Copyright Notice

The Morris Regional Public Health Partnership hereby grants any person the right to physically or electronically (i.e. via downloading) copy this manual for their personal use, provided attribution to the Morris Regional Public Health Partnership is retained and displayed in the presentation.

The Morris Regional Public Health Partnership prohibits anyone from re-copying, re-distributing, re-displaying, or including in an Internet website this manual or any portion thereof. In other words, you are allowed to have and view this presentation, however if someone else wants it, you must contact the Morris Regional Public Health Partnership. The Morris Regional Public Health Partnership holds and retains exclusive copyright to this manual.

Information in this manual has been obtained from a variety of sources and cannot be warranted. Sources include, but are not limited to, government information, industry publications, websites, and other generally available public information.

This manual is not intended to replace the Certified Food Protection course required by the New Jersey Department of Health and Senior Services Food Code (N.J.A.C 8:24-2.1b). This manual is to be used as a supplemental training guide for food workers.

[This page is intentionally left blank.]

Why Read This Book?

This Food Safety Training Manual:

- Was designed to provide food handlers with a basic understanding of food safety. Food handlers are the first line of defense in keeping food safe. This training manual will assist your manager, who is responsible for ensuring that you prepare and serve food safely. A food handler certificate confirms that you have met the learning objectives in this book.
- Was created in response to the observation by the Morris Regional Public Health Partnership that Local Health Departments are not offering an adequate number of food training courses to food handlers in Morris County, New Jersey. This was identified after a customer service survey was administered to the Risk 2 and Risk 3 retail food establishments in the MLC-3 region; and
- Is accompanied by an online test and is intended to help you learn what you need to know to obtain a food handler certificate. You will need a score of 75% to pass. You will be tested on all of the learning objectives listed on page 7. In this book you will find a list of definitions and additional resources that may be helpful. It is recommended to print a copy of this book for future reference.

Funding for the project is provided by the NJ Health Officers Association, through the Multi-State Learning collaborative (MLC-3) grant awarded to Morris Regional Public Health Partnership acting as project manager. The MLC-3 is managed by the Network of Public Health Institutes with support from the Robert Wood Johnson Foundation.

“There are certain things only a government can do. And one of those things is ensuring that the foods we eat are safe and do not cause us harm.”

- President Obama

Acknowledgements

The Morris Regional Public Health Partnership as part of a project for public health quality improvement:

East Hanover Township Health Department

Morris County Office of Health Management

Mount Olive Township Health Department

Pequannock Township Health Department

Randolph Township Health Department

The Customer Service Development Committee, consisting of Registered Environmental Health Specialists and a Health Educator, applied their exceptional knowledge of food safety principles to emphasize the importance of training. We are pleased to acknowledge:

Stephanie Gorman, REHS – Pequannock Township Health Department

Gail Gratzel, Sr. REHS – Pequannock Township Health Department

Fatima Hurst, REHS – Pequannock Township Health Department

Kathy Nguyen, REHS – East Hanover Township Health Department

Carl Reiners, REHS – Mount Olive Township Health Department

Arlene Stoller, MPH, CHES – Morris County Office of Health Management

Steve Widuta, REHS – Randolph Township Health Department

Tim Zachok, REHS – Pequannock Township Health Department

TABLE OF CONTENTS

Chapter Title	Page
Chapter 1 - Learning Objectives.....	9
Chapter 2 - Management & Personal.....	11-12
Chapter 3 - Food.....	13-17
Chapter 4 – Foodborne Illness.....	18
Chapter 5 - Microorganisms.....	19-20
Chapter 6 - Sushi.....	21-22
Chapter 7 - Hazard Analysis Critical Control Point.....	23-24
Chapter 8 - Equipment, Utensils & Linens.....	25-26
Chapter 9 - Vending Machines.....	27
Chapter 10 - Water & Plumbing.....	28
Chapter 11 - Waste.....	29
Chapter 12 - Physical Facilities.....	30-31
Chapter 13 - Restrooms and Handwashing Facilities.....	32
Chapter 14 - Poisonous or Toxic Materials.....	33
Chapter 15 - Enforcement Provisions.....	34-35
Chapter 16 – Protocol for Emergencies.....	36-37
Chapter 17 – Definitions.....	38-41
Chapter 17 - Additional Resources.....	42

[This page is intentionally left blank.]

Learning Objectives

Food workers are expected to know the following information to obtain their food handler certificate:

The concept of foodborne illness will be introduced. The training will address personal hygiene, contamination, and temperature control to reinforce the food handler's behaviors, which can prevent foodborne illness.

1. The Person in Charge (PIC) will be knowledgeable of food sanitation rules and procedures within their establishment.
2. The food handler will know that the manager is responsible for training and ensuring that food handlers practice activities that prevent foodborne illness.
3. The food handler will be able to identify the correct techniques for handwashing.
4. The food handler will be able to identify situations when food handlers must wash their hands.
5. The food handler will be able to describe five major mistakes that often cause foodborne illness.
6. The food handler will be able to describe the activities performed by food handlers that prevent foodborne illness from happening.
7. The food handler will know that foodborne illness is caused by organisms (germs), chemicals, or toxins.
8. The food handler will be able to identify potentially hazardous foods that will support bacterial growth when held at temperatures in the danger zone.
9. The food handler will be able to identify that food being cooled, cooked or reheated must move through the temperature danger zone as rapidly as possible.
10. The food handler will be able to identify that cooking foods to the recommended temperatures will kill disease-causing germs.
11. The food handler will be able to define and identify cross contamination as happening when microorganisms are transferred from one food or surface to another food.
12. The food handler will be able to identify methods to prevent cross contamination such as washing, rinsing, and sanitizing utensils, work surfaces and equipment in-between uses.
13. The food handler will be able to identify storage conditions that will minimize the potential for cross contamination.

[This page is intentionally left blank.]

Discipline 1:

Management & Personnel

Supervision

Someone at your restaurant must be in charge during all hours of operation. The person in charge (PIC) is responsible for knowing the food sanitation rules and procedures within your establishment. This person is responsible for providing staff with information needed to perform their job.

The PIC is usually an owner, manager or supervisor, but can be anyone who can demonstrate the knowledge listed above, and is given the authority to oversee other employees.

Person in Charge

Should ensure the following:

- The operation is not being conducted in a private home or in a room used as living or sleeping quarters;
- Customers and other unnecessary persons to the foodservice operation are not in the food preparation, food storage or warewashing areas;
- Employees are routinely washing their hands;
- Monitoring and evaluating deliveries;
- Through daily oversight of employees' routine monitoring of the cooking temperatures, using appropriate temperature measuring devices and are properly handling raw animal product and ready to eat foods;
- All employees are properly trained in food safety as it relates to their assigned duties.

Employee Health

If feeling ill with diarrhea, vomiting, jaundice (yellowing of skin and/or eyes), or fever with sore throat, a food handler must notify the person in charge immediately. Employees who are feeling ill should not work in the restaurant. If the food handler has an infected boil, cut, burn or sore on the hand or wrist, he/she should not handle food.

Personal Cleanliness

Fingernails must be trimmed, filed and maintained so that the edges and surfaces are clean and not rough. Food handlers should not wear nail polish, fake fingernails or jewelry on their arms and hands while preparing food. This does not apply to a plain ring, such as a wedding band. Clean clothing must be worn. Hair must also be restrained.

Handwashing

A food handler must wash their hands for 20 seconds (sing Happy Birthday twice) with warm water and soap. Hands must be dried with a paper towel. Do not use common towels

to dry hands. Hands must be washed in a hand sink. There is no handwashing in a 3-compartment sink, preparation sink or mop sink. Food handlers must wash their hands and exposed portions of their arms immediately before handling food, clean equipment and utensils and unwrapped single-service and single use articles, and:

- After touching bare skin;
- After using the bathroom;
- After caring for or handling service animals or aquatic animals;
- After coughing, sneezing, using a tissue, using tobacco, eating, or drinking;
- After handling soiled equipment and utensils;
- During food preparation, as often as necessary to remove soil and contamination and to prevent cross contamination when changing tasks;
- When switching between working with raw food and working with ready-to-eat food;
- Before putting on gloves for working with foods; and
- After engaging in other activities that contaminate the hands.

Discipline 2:

Food

Source	Food must be obtained from an approved source that is in compliance with State and local laws and regulations. Food can not be prepared in a private home.												
Labeling	Packaged food must be properly labeled. Working containers must be labeled.												
Containers & Packaging	Food packages must be in good condition and protect the food contents so that food is not exposed to adulteration or potential contaminants. Containers must be approved for food storage. Do not reuse food containers to hold food product once emptied. For example, once the ricotta cheese, mozzarella cheese or soy sauce containers are empty, you can not reuse them to hold food product. Containers must have tightly fitting lids.												
Deliveries	Deliveries must be made during hours of operations and inspected upon receipt.												
Receiving Temperatures	Deliveries containing potentially hazardous food must be received at a temperature of 41°F or below, unless otherwise specified. Raw shell eggs may be received at a temperature of 45°F or below.												
Refrigeration Storage	<p>When storing foods in any refrigeration/freezer unit, all foods must be stored based on internal cooking temperatures. Food must be elevated at least 6-inches (6") off of the ground. Food must be properly covered to prevent contamination.</p> <table><tr><td>Top Shelf:</td><td>Ready to eat foods</td><td>(No cook or Hot hold 135°F)</td></tr><tr><td></td><td>Raw beef, pork, fish</td><td>(145°F)</td></tr><tr><td></td><td>Raw ground meats, eggs</td><td>(155°F)</td></tr><tr><td>Bottom Shelf:</td><td>Raw chicken, turkey, duck</td><td>(165°F)</td></tr></table>	Top Shelf:	Ready to eat foods	(No cook or Hot hold 135°F)		Raw beef, pork, fish	(145°F)		Raw ground meats, eggs	(155°F)	Bottom Shelf:	Raw chicken, turkey, duck	(165°F)
Top Shelf:	Ready to eat foods	(No cook or Hot hold 135°F)											
	Raw beef, pork, fish	(145°F)											
	Raw ground meats, eggs	(155°F)											
Bottom Shelf:	Raw chicken, turkey, duck	(165°F)											
Food Storage	Food must be stored in a clean and dry area that is not exposed to splash, dust or other forms of contamination. Food must be stored at least six-inches (6") off of the floor. Food can not be stored in areas accessible to customers, locker rooms, toilet rooms, garbage rooms, or mechanical rooms. Do not store food under water or sewer lines.												
Eggs and Milk	Liquid, frozen and dry eggs must be pasteurized. Fluid and dry milk and milk products must be pasteurized. Pasteurized eggs												

must be used in place of raw shell eggs in the preparation of foods such as Caesar dressing, hollandaise or Béarnaise sauce, mayonnaise, meringue, eggnog, tiramisu and egg-fortified beverages that are not cooked to safe cooking temperatures.

Seafood

Fish that are received for sale or service must be caught or harvested legally.

Shellfish

Molluscan shellfish must be obtained from approved sources. Shellstock must be kept in containers that have identification tags. The identification tags must list the dealer's name and address and the certification number assigned by the shellfish control authority; the date of harvesting; the location of harvesting; the type and quantity of shellfish; and the following statement: **"THIS TAG IS REQUIRED TO BE ATTACHED UNTIL CONTAINER IS EMPTY AND THEREAFTER KEPT ON FILE FOR 90 DAYS."** Shellfish must be received reasonably free of mud, dead shellfish, and shellfish with broken shells.

Fruits & Vegetables

Fruits and vegetables must be washed prior to preparation or sale.

Game Animals

Restaurants can only offer game animals (reindeer, elk, deer, antelope, water buffalo or bison) if commercially raised. A restaurant can not offer game animals that they have hunted.

Condiments

Condiments (i.e. ketchup, mustard, relish, salt, pepper, dressing) must be protected from contamination. Dispensers and/or original containers must be designed to provide protection. Individual packages or portions may be used.

Gloves

Food handlers can not touch ready-to-eat food with their bare arms and hands. A food handler can use gloves, tongs, deli tissues, spatulas, or other dispensing equipment to eliminate bare hand contact. Gloves are single use and can not be used for multiple activities. A food handler must change his/her gloves, and wash hands, when changing activities. It's important to remember the gloves are not to protect you from the food, but to protect the food from you.

Cross Contamination

It's important to protect against cross contamination during preparation and storage. Raw animal product and ready-to-eat foods should be prepared at different times to avoid cross contamination. Using color-coded cutting boards can also be used to identify what foods are being prepared (red = meat, yellow = poultry, green = fruits/vegetables)

Food Contact Surfaces

Food contact surfaces must be cleaned and sanitized at least once every four (4) hours, if not more frequently if needed. When surfaces are not being sanitized, wiping rags must be stored in a sanitizing bucket. Each station should have its own sanitizing bucket. Do not use the same sanitizing bucket and cloth for raw animal product and read-to-eat foods.

Food on Display

Food that is on display must be protected from cross contamination. The food must be properly covered or stored under a properly-designed and installed sneeze guard.

Linens & Napkins

Porous materials, like linens and napkins should never come in contact with food. Porous materials absorb and hold onto food residue, attracting insects and rodents into the establishment.

Cooking Temperatures

All foods must be cooked to an internal temperature as follows:

135°F	145°F	155°F	165°F
Fruit	Fish	Shell eggs	Poultry
Vegetable	Meat	Ratites	Stuffed fish
Commercially cooked food	Pork	Injected meat	Stuffed meat
	Commercially raised game animals	Ground meat	Stuffed pasta

Whole beef roasts, corned beef roasts, pork roasts and cured pork roasts such as ham, can be cooked to an internal temperature as follows:

Temp.	Time
130°F	112 Minutes
132°F	77 Minutes
134°F	47 Minutes
136°F	32 Minutes
138°F	19 Minutes
140°F	12 Minutes
142°F	8 Minutes
144°F	5 Minutes
145°F	3 Minutes

Consumer Advisory

If your establishment cooks certain raw animal product to order (i.e. eggs, hamburger, steaks), it is recommended that a consumer advisory be placed on the menu or on a table tent to notify customers that there is an increased risk of foodborne illness when consuming raw or undercooked food.

Microwaves	All food cooked or reheated in the microwave must be cooked to 165°F. Microwaves must be cleaned daily.
Reheating	All food must be reheated to 165°F within 2 hours.
Freezers	Must be maintained at 0°F. Frozen foods must be maintained frozen.
Defrosting Food	When defrosting frozen food, never leave it at room temperature. Proper defrosting methods include: placing it in the refrigerator; submerged under water no hotter than 70°F, that is continuously running and draining; or as part of the cooking process.
Cooling Temperatures	When cooling food never leave it at room temperature. As soon as you are done cooking the food product, remove it from the heat, and start the cooling process immediately. Food must be cooled as follows: 135°F → 70°F within 2 hours; and 70°F → 41°F within 4 hours.
Cooling Methods	Not only does a food handler have to follow specific time and temperature levels for cooling foods, but also has to use one or more approved methods to cool food. Approved methods include: placing the food in shallow pans (no deeper than 4"); separating the food into smaller or thinner portions; using rapid cooling equipment, such as ice paddles; stirring the food in a container placed in an ice water bath; using containers that facilitate heat transfer; or adding ice as an ingredient. Food being cooled should be loosely covered or uncovered if protected from overhead contamination during the cooling period.
Time as a Control	If time is used as the public health control for potentially hazardous food, the food shall be marked to indicate the time that it is removed from the proper temperature. There is a four (4) hour window. Food handlers can use stickers to write the time it was removed from temperature and the time it will be thrown away. Food must be thrown away after four hours if it is not being properly cold or hot held. Health department approval is required when using time as a control.
Approval Required	A retail food establishment must obtain approval from the local health department for any of the following activities: <ul style="list-style-type: none"> • Using time as a public health control

- Smoking food as a method of food preservation rather than as a method of flavor enhancement
- Curing food
- Using food additives or adding components such as vinegar to render a food so that it is not potentially hazardous
- Packaging food using a reduced-oxygen packaging method
- Operating a molluscan shellfish life-support system display tank used to store and display shellfish that are offered for human consumption
- Custom processing animals that are for personal use as food and not for sale or service in a retail food establishment

Special Requirements

In a retail food establishment that serves a highly susceptible population (i.e. Nursing homes, hospitals, assisted living facilities, day cares), the following requirements must be met:

- Raw animal food, such as raw fish, raw molluscan shellfish and steak tartar can not be offered;
- Partially cooked food such as lightly cooked fish, rare meat, soft cooked eggs that are made from raw shell eggs and meringue can not be offered; and
- Seed sprouts can not be offered.

Thermometers

Thermometers must be available and readily accessible to use for temping food product. Thermometers must be calibrated on a regular basis to ensure accurate temperature readings that are +/- 3°F. In addition to a stem thermometer, establishments cooking thin food product (i.e. fish and chicken filets, meat patties, bacon) must have a thin-tipped thermocouple. A thin-tipped thermocouple is a digital thermometer that will give more of an accurate reading. Thermometers should not be made of glass or contain mercury. Thermometers must be cleaned and sanitized before a food handler checks the temperature of the food product. If the thermometer is not properly sanitized, it may become a source for cross contamination. Also, all refrigerators and freezers must have internal thermometers, in addition to the ones installed in the unit.

Can Openers

Cutting or piercing parts of can openers must be removable for cleaning and for replacement.

Foodborne Illness – Questions and Answers

What is foodborne disease?

Foodborne disease is caused by eating contaminated foods or beverages. Many different disease-causing microbes, or pathogens, can contaminate foods. Poisonous chemicals or other harmful substances can cause foodborne disease if they are present in food. There are more than 250 different types of foodborne disease.

What are the most common foodborne diseases?

The most common foodborne infections are those caused by the bacteria *Campylobacter*, *Salmonella*, and *E. coli* O157:H7, and by a group of viruses called calicivirus, also known as the Norwalk and Norwalk-like viruses.

How many cases of foodborne disease are there in the United States?

An estimated 76 million cases of foodborne disease occur each year in the United States. The Centers for Disease Control and Prevention estimate that there are 325,000 hospitalizations and 5,000 deaths related to foodborne diseases each year. The most severe cases tend to occur in the very old, the very young and those who have an illness already that reduces their immune system function, as well as in healthy people exposed to a very high dose of an organism.

How does food become contaminated?

There are many opportunities for food to become contaminated as it is produced and prepared. Many foodborne microbes are present in healthy animals raised for food. Meat and poultry can be contaminated during slaughter. Likewise, fresh fruit and vegetables can be contaminated if they are washed or irrigated with water that is contaminated with animal manure or human sewage. Foodborne microbes can be introduced from infected humans who handle the food or by cross contamination from raw animal product. In the kitchen, microbes can be transferred from one food to another food by using the same knife, cutting board or other utensil to prepare both without washing the surface or utensil in between. A food that is fully cooked can become recontaminated if it touches other raw foods or drippings from raw foods that contain pathogens.

Myths and Truths about Food Poisoning

Not True

- 1.) Food with pathogens that make you sick, will look, smell or taste bad.
- 2.) Really fresh food cannot make people sick.
- 3.) Only dirty kitchens can make people sick.
- 4.) Properly cooked food can never cause food poisoning.

True

- 1.) A food with enough pathogens to make you sick may look, smell or taste good.
- 2.) Really fresh food can cause food poisoning if it is not properly handled.
- 3.) Even clean kitchens can make people sick.
- 4.) Food poisoning can occur even when foods are properly cooked.

Discipline 3:

Microorganisms

Etiologic Agent	Incubation Period	Symptoms	Duration of Symptoms	Common Vehicles
<i>Staphylococcus aureus</i>	1-6 hours	Sudden onset of severe nausea and vomiting. Abdominal cramps. Diarrhea and fever may be present.	24-48 hours	Unrefrigerated or improperly refrigerated meats, potato and egg salads, cream pastries.
<i>Bacillus cereus</i> (preformed enterotoxin)	1-6 hours	Sudden onset of severe nausea and vomiting. Diarrhea may be present.	24 hours	Improperly refrigerated cooked or fried rice and meats.
<i>Bacillus cereus</i> (diarrheal toxin)	10-16 hours	Abdominal cramps, watery diarrhea, nausea	24-48 hours	Meats, stews, gravies, vanilla sauce.
<i>Clostridium perfringens</i> (toxin)	8-16 hours	Watery diarrhea, nausea, abdominal cramps; fever is rare.	24-48 hours	Meats, poultry, gravy, dried or precooked foods, time- and/or temperature abused food.
<i>Vibrio parahaemolyticus</i>	12-24 hours	Watery diarrhea, abdominal cramps, nausea, vomiting.	2-5 days	Raw or undercooked seafood such as fish or shellfish.
<i>Shigella</i>	1-4 days	Abdominal cramps, fever and diarrhea. Stools may contain blood and mucus.	4-7 days	Food or water contaminated with human fecal material. Ready to eat foods touched by an infected food worker.
<i>Salmonella (nontyphi)</i>	1-3 days	Diarrhea, fever, abdominal cramps, some vomiting.	4 to 7 days	Contaminated eggs, unpasteurized milk, juice or cheese, contaminated raw fruits and vegetables.
<i>Enterotoxigenic E. Coli (ETEC)</i>	1-3 days	Watery diarrhea that is often bloody, abdominal pain and vomiting.	3 to >7 days	Food or water contaminated with human feces.
<i>Campylobacter jejuni</i>	2-5 days	Diarrhea, cramps, fever and vomiting; diarrhea may be bloody.	2-10 days	Raw and undercooked poultry, unpasteurized milk, contaminated water.

Etiologic Agent	Incubation Period	Symptoms	Duration of Symptoms	Common Vehicles
<i>Shiga toxin-producing E.Coli</i> (STEC) including E. Coli O157:H7	2-6 Days	Severe diarrhea that is often bloody, abdominal pain and vomiting. Usually little or no fever is present.	5-10 days	Undercooked beef, especially hamburger, unpasteurized milk and juice, raw fruits and vegetables (i.e. sprouts) and contaminated water.
Norovirus	12-48 hours	Nausea, vomiting, cramping, diarrhea, fever, myalgias and some headache. Diarrhea is more prevalent in adults. Vomiting is more prevalent in children.	12-60 hours	Food or water contaminated with human fecal material, including shellfish. Ready to eat foods touched by an infected food worker.
<i>Listeria monocytogenes</i>	9-48 hours for gastrointestinal symptoms; 2-6 weeks for invasive disease	Fever, muscle aches, and nausea or diarrhea. Pregnant women may have mild flu-like illness, and infection can lead to premature delivery or stillbirth. Elderly and immunocompromised patients may have bacteremia or meningitis.	Variable	Fresh soft cheeses, unpasteurized milk, ready-to-eat deli meats, hot dogs.
Hepatitis A	Average 30 days (range 15-50 days)	Diarrhea, dark urine, jaundice, and flu-like symptoms (i.e. fever, headache, nausea, and abdominal pain)	Variable (2 weeks to 3 months)	Food or water contaminated with human fecal material, including shellfish. Ready to eat foods touched by an infected food worker.
Paralytic Shellfish Poisoning (PSP)	<3 hours	Diarrhea, nausea, vomiting, parasthesias of mouth, lip, weakness, dysphagia, dysphonia, respiratory paralysis	Days	Scallops, mussels, clams, cockles.
Botulism	12-36 hours	Vomiting, diarrhea, blurred vision, diplopia, dysphagia, and descending muscle weakness	Days to months	Home-canned foods with a low acid content, improperly canned foods or herb infused oils.

Discipline 4:

Sushi

Parasite Destruction

Before service or sale in ready-to-eat form, raw, raw-marinated, partially-cooked, or marinated-partially-cooked fish must be frozen throughout to a temperature of:
-4°F or below for seven days in a freezer; or
-31°F or below for 15 hours in a blast freezer

Exemptions

If the fish are tuna of the species *Thunnus alalunga*, *Thunnus albacores* (Yellowfin tuna), *Thunnus atlanticus*, *Thunnus maccoyli* (Bluefin tuna, Southern), or *Thunnus obesus* (Big eye tuna), or *Thunnus thynnus* (Bluefin tuna, Northern), the fish may be served or sold in a raw, raw-marinated, or partially-cooked ready-to-eat form without freezing.

Record Retention

Records must be created and retained on site, if raw, raw-marinated, partially-cooked, or marinated-partially cooked fish are served or sold in ready-to-eat form, the person in charge shall record the freezing temperature and time to which the fish are subjected and shall retain the records at the retail food establishment for 90 days beyond the time of service or sale of the fish.

Freezing Information for Sushi-grade Fish					
Date & Time Received	Fish	Quantity	Duration of freezing	Temp.	Date for usage
Ex. 12/14/07 @ 11:34 am	Salmon	3 filets	7 days	-4°F	12/21/07
	Eel	2 filets	7 days	-5°F	12/21/07
Ex. 12/19/07 @ 10:50 am	Mackerel	4 filets	15 hours (in a blast freezer)	-34°F	12/20/07@ 1:50 am
	Fluke	2 filets	15 hours	-34°F	
	Octopus	1 filet	15 hours	-34°F	

Letter of Guarantee

If the fish is frozen by a supplier, a written agreement or statement from the supplier stipulating that the fish supplied are frozen to the appropriate time and temperature, as specified above.

Rice

Rice being used for making sushi is usually left at room temperature. Since it is a potentially hazardous food, it requires some sort of control to prevent bacteria from growing. By adding vinegar, a food handler is able to control the pH level to prevent bacteria growth. The pH level must be at or below 4.6. A pH log must be kept, documenting the pH

level for each batch of rice made. If rice is kept above 135°F, controlling the pH level is not necessary.

Record Log for Sushi Rice			
Date	Batch #	Time	PH
Example: 12/13/07	#1	11:30 am	4.52
	#2	4:30 pm	4.45
Example: 12/14/07	#1	11:15 am	4.34
	#2	3:30 pm	4.27

pH Meter

If a food handler is controlling the pH levels of the rice, a pH meter is required to take the readings. The pH meter must be calibrated on a regular basis.

Discipline 5:

Hazard Analysis Critical Control Point (HACCP)

What is HACCP?

- A systematic approach to the identification, assessment and control of hazards in commercial food production.
- Most effective and economical food safety system to reduce foodborne diseases.
- Applied through seven principles which facilitate prevention, elimination or reduction of food safety hazards to an acceptable level.

The seven principles include:

1. Conduct a Hazard Analysis

This principle includes the identification of hazards associated with the food product. This involves three main steps:

- Prepare a flow diagram that identifies food production from start to finish;
- List the steps in the process where hazards may occur; and
- Develop preventive measures that the establishment can implement to control the hazards.

Hazards may be biological (bacterial, viral or parasitic), chemical (pesticides, food additives or naturally occurring, like ciguatoxin) or physical (stones, metal fragments, plastic or glass).

2. Identify Critical Control Points

This principle includes the identification of critical control points (CCP), the central feature of the HACCP principle. A CCP is defined as a point, step or procedure in the food chain at which control can be applied and a food safety hazard can be prevented, eliminated or reduced to acceptable levels. CCPS in food preparation may include:

- Cooking
- Chilling
- Specific sanitation procedures
- Product formulation control
- Employee and environmental hygiene

3. Establish Critical Control Limits for Each CCP

This principle includes the development of critical limits for each CCP. A critical limit is defined as a criterion that must be met for each preventive measure associated with a CCP. Critical limits may come from:

- Regulatory standards and guidelines
- Scientific literature
- Experimental studies
- Consultation with experts

Each CCP will have one or more preventive measures for which critical limits must be established and controlled for prevention, elimination or reduction of hazards to an acceptable limit. Some critical limits may include:

- Time
- Temperature
- Water activity
- pH

4. Establish Procedures to Monitor Each CCP

This principle includes the development of procedures to monitor CCPs and use monitoring results to adjust and control process. Monitoring mainly consists of observations and measurements taken to determine that a CCP is properly controlled. There are three main purposes for monitoring:

- Tracks the systems operation so that corrective action can be taken to regain control of the process
- Indicates when a loss of control and a deviation have actually occurred and corrective action must be taken.
- Provides written documentation to verify the HACCP plan.

5. Establish Corrective Actions

This principle includes the implementation of corrective actions when monitoring indicates a deviation from an established critical limit. This ensures that no unsafe product is served.

6. Establish Record Keeping Procedures

This principle establishes effective record keeping systems that document the HACCP system. Some examples include:

- Ingredients – Supplier certification, storage temperature and time
- Preparation – Monitored CCPs, adequacy of procedures
- Packaging – Specification of packaging materials and sealing
- Finished Product – Product safety and shelf life data
- Storage and Distribution – Temperature records
- Deviation and Corrective Action – Validation records

7. Establish Procedures for Verifying the HACCP System is Working as Intended

This principle verifies if the HACCP system is working or needs modification or revalidation.

Discipline 6:

Equipment, Utensils & Linens

Food-contact Surfaces	Materials that are used in the construction of utensils and food contact surfaces must be light colored, durable, smooth, corrosion-resistant, resistant to pitting, chipping, scratching, scoring or decomposition, and nonabsorbent. It should be sufficient in weight and thickness to withstand repeated warewashing. When in constant use with potentially hazardous foods it must be cleaned and sanitized once every four (4) hours.
Sponges	Sponges can not be used to clean or sanitize food contact surfaces or food related equipment. Sponges are a breeding ground for bacteria.
Wood	Wood can not be used as a food contact surface. The only exception is a hard maple that may be used for cutting boards, cutting blocks, bakers' tables or as rolling pins, doughnut dowels, salad bowls or chopsticks.
Non Food Surfaces	Non food-contact surfaces of equipment that are exposed to splash, spillage, or other food soiling or that require frequent cleaning shall be constructed of a corrosion resistant, nonabsorbent and smooth material.
Design & Construction	Equipment and utensils must be constructed to be durable to withstand normal use. Surfaces must be: <ul style="list-style-type: none">• Smooth;• Free of breaks, open seems, cracks, chips, pits, and similar imperfections;• Free of sharp internal angels, corners, and crevices;• Finished to have smooth welds and joints; and• Be accessible for cleaning and inspection
Dishwashers	There are two different methods for sanitizing with a dishwasher: hot water or chemical. The temperature gauge on the machine must be properly working at all times. For a hot water sanitizing dishwasher, the final rinse at the manifold must be 180°F and 160°F at the plate. The temperature of the wash solution in spray type dishwashers that use hot water to sanitize shall not be less than:

Type	Temperature
Stationary rack, single temperature machine	165°F
Stationary rack, dual temperature machine	150°F
Single tank, conveyor, dual temperature machine	160°F
Multi-tank, conveyor, multi-temperature machine	150°F
Spray type, that uses chemicals to sanitize	120°F

3-Compartment Sinks

The compartments must be large enough to accommodate your largest equipment and utensils. A 3-compartment sink is only for warewashing; there is no to be no handwashing in the sink. All food-related equipment must be washed (soap & water) → rinsed (water) and sanitized (sanitizing agent and water) → air dried. The water for the wash cycle must be at or above a temperature of 110°F. Sanitizing concentrations are as follows:

Sanitizing Agent	Temperature		Concentration (ppm)
	pH 10 or less	pH 8 or less	
Chlorine	120°F	120°F	25
	100°F	75°F	50
	55°F	55°F	100

Sanitizing Agent	Temperature	pH	Concentration
Iodine	75°F	5.0	12.5-25
Quaternary Ammonium	75°F	N/A	100-200

Test Kit

A test kit or other device that accurately measures the concentration (ppm) of the sanitizing solution must be available.

Laundering

Clean linens shall be free from food residues and other soiling matter. Soiled linens shall be kept in a nonabsorbent container until they can be laundered.

Discipline 7:

Vending Machines

Food

Potentially hazardous food dispensed through a vending machine shall be in the package in which it was placed at the retail food establishment or food processing plant at which it was prepared. There must be an automatic control that protects the machine if there is a power failure, mechanical failure or other condition that results in an internal machine temperature above 41°F or below 135°F

Condiments

Condiments at a vending machine location must be in individual packages or provided in dispensers that are filled at an approved location.

Doors

Vending machine doors and access opening covers to food and container storage spaces must be tight-fitting

Location

If a vending machine is located outside, a machine must be provided with overhead protection, except machines vending canned beverages.

Discipline 8:

Water & Plumbing

Drinking Water

Must be obtained from an approved source. A public water system and water from a non-public water system must meet the requirements of the NJSDWA.

Plumbing System

Must be in good repair. There should be no leaky pipes or faucets. Turning the water off at the shut-off valve does not save money.

Air Gap/Backflow

An air gap must be installed between the water supply inlet and the flood level rim of the plumbing fixture, equipment, or non-food equipment. If there is not an air gap, a backflow or backsiphonage prevention device must be installed. A backflow prevention device must be located so that it can be easily cleaned and maintained. Common locations of air gaps and/or backflow devices include, but not limited to: warewashing sinks, preparation sinks, ice machines and soda machines.

Mop Sink

At least one service sink or one curbed cleaning facility equipped with a floor drain must be provided and conveniently located for the cleaning of mops or similar wet floor cleaning tools and for the disposal of mop water and similar liquid waste. Just remember, not everything can go down the drain. Read the labels on how to dispose of the product.

Grease Traps

Filters or other grease extracting equipment shall be designed to be readily removable for cleaning and replacement if not designed to be cleaned in place. Do not place heavy equipment over the lid so that it can be easily accessed for cleaning and inspection. Check with your local health department to see if there are any local requirements for documenting and recording of grease trap cleanings.

Discipline 9:

Waste

Outdoor Storage

An outdoor storage surface for refuse, recyclables and returnables shall be constructed of nonabsorbent material such as concrete or asphalt and shall be smooth, durable and sloped to drain. The enclosure must also be constructed of durable and cleanable materials. Storage areas must be kept clean and free of any unnecessary debris.

Receptacles

Receptacles and waste handling units for refuse, recyclables and returnables and for use with materials containing food residue must be durable, cleanable, insect-resistant, rodent-resistant, leakproof, and nonabsorbent. There must be tight-fitting lids, doors or covers on the receptacles. The lids, doors or covers must be closed at all times. Drains in receptacles and waste handling units for refuse, recyclables and returnables must have drain plugs in place.

Compactors

On-site compactors must be installed so that accumulation of debris and insects and rodents are not attracted or harbored in and around the location.

Removal

Refuse, recyclables and returnables must be removed from the premises at a frequency that will minimize the development of odors and other conditions that attract or harbor insects and rodents.

Discipline 10:

Physical Facilities

Indoor Surface

Indoor surfaces, such as floors, walls, and ceiling surfaces must be smooth, durable, and easily cleanable. Carpet is not permitted in food prep area. Carpet in non-food preparation areas must be closely woven and easily cleanable. Cardboard can not be used to line the floor in damp/slippery areas.

Utility Lines

Utility service lines and pipes shall not be unnecessarily exposed. Exposed utility service lines and pipes must be installed so that they do not obstruct or prevent cleaning of the floors, walls and ceilings.

Lighting

Light bulbs must be shielded, coated or otherwise shatter-resistant in areas where there is exposed food, clean equipment, utensils, linens, or unwrapped single-service and single use articles. There must be sufficient lighting throughout the establishment.

Pests

The presence of insects, rodents and other pests must be controlled to minimize their presence on the premises by routinely inspecting all deliveries and the establishment. If you notice activity, eliminate harborage conditions immediately. If there is evidence of insects, rodents and other pests, you must enlist the help of a licensed pest control operator. You can not apply any pesticides, including household chemicals, such as Raid, Ortho, and Hot Shot, in your retail food establishment. All pesticides must be applied by a licensed pest control operator.

Insect Control Devices

Insect control devices that are used to electrocute or stun flying insects shall be designed to retain the insect within the device. Insect control devices can not be installed over a food preparation area, this includes fly strips.

Rodent Bait

Rodent bait shall be contained in a covered, tamper-resistant bait station.

Windows & Doors

Windows and doors must be protected against the entry of insects and rodents. All windows and doors must remain closed at all times. During the cooler months, if you wish to leave your windows and doors open, there must be a properly designed and installed screen in place. Any holes or gaps along floors, walls and ceilings must be filled.

Dressing Areas	Dressing rooms or dressing areas shall be designated if employees routinely change their clothes in the establishment.
Personal Belongings	Lockers or other suitable facilities must be provided for the storage of employees' clothing and other possessions. Personal belongings can not be stored in and around food preparation areas or in other areas where food and food related equipment is stored. Cell phones should not be located in the food preparation areas. In the colder months, there must be a designated area to store employee coats and jackets.
Medication	Only medications that are necessary for the health of employees are allowed in a retail food establishment. Personal medications must be labeled and located in an area that prevents the contamination of food, equipment, utensils, linens, and single-service and single-use articles. Medication belonging to employees or to children in a day care center that requires refrigeration must be stored in a package or container that is covered and leakproof. The container must be labeled, identifying it as a container for the storage of medicine. It must be located so that they are inaccessible to children.
Cleaning	The establishment must be cleaned on a regular basis. You want to get in the habit of cleaning if something looks dirty or feels dirty. Cleaning on a regular basis will eliminate insects, rodents and other pests from being attracted into your establishment.
Miscellaneous	The premises (both indoor and outdoor) must be free of items that are unnecessary to the operation or maintenance of the establishment, such as equipment that is no longer functional or used, and litter.
Animals	Live animals are not allowed in any retail food establishment, unless they are patrol or service animal. The only exception is if they are a patrol dog accompanying a police or security officer or a service animal trained to assist a person who has a disability. It is a federal violation to deny access to a person who has a service animal.

Discipline 11:

Restrooms & Handwashing Facilities

Toilet Facilities

Each retail food establishment must have an adequate number of toilet facilities, which are accessible to the employees at all times. A toilet room must be completely enclosed, with a tight-fitting and self closing door. Toilet room doors must be closed at all times, except during cleaning or maintenance. A toilet room must be stocked with toilet tissue at all times.

New Establishments

All new establishments must provide toilets for the public in accordance with the requirements of the New Jersey Uniform Construction Code. Handwashing facilities must be located in the food preparation area.

Common Toilets

When a common toilet is used for employees and patrons, access can not be through food preparation, food storage, utensils and equipment washing areas.

Handwashing Facilities

Handwashing facilities must be accessible and properly working at all times. They must be adequate in size and number. Handwashing facilities must be stocked with soap, paper towels, handwashing sign and hot water. Common cloth towels are not permitted for drying hands. A handwashing facility may not be used for purposes other than handwashing.

Receptacles

Receptacles must be provided for waste materials. Receptacles in toilet rooms for women shall be covered. The receptacles must be emptied at least once a day, and more frequently when necessary to prevent excessive accumulation of waste material.

Discipline 12:

Poisonous or Toxic Materials

Identification

Containers holding poisonous or toxic materials must contain a legible and original manufacturer's label. Working containers used for storing poisonous or toxic materials, such as cleaners and sanitizers taken from bulk supplies, must be clearly and individually identified with labels.

Operational Supplies

Poisonous or toxic materials can not be stored in a way that can contaminate food, equipment, utensils, linens, and single-service and single-use articles. Poisonous or toxic materials must be stored separate or in an area that is below food, equipment, utensils, and single-service and single-use articles.

Usage

Poisonous or toxic materials must be used according to manufacturer's directions, as well as conditions that may be established by the health department. Remember, only licensed pesticide operators can apply pesticides in your retail food establishment.

Containers

A container previously used to store poisonous or toxic materials may not be used to store, transport, or dispense food.

Discipline 13:

Enforcement Provisions

Legal Authority

All retail food establishments must operate in compliance with the Chapter 24 “Sanitation in Retail Food Establishments and Food and Beverage Vending Machines” and Title 24, Revised Statutes of New Jersey. The health department may forbid the sale or use of any food or drink, which is, or is suspected of being unwholesome, adulterated or contaminated.

Inspections

The health department can inspect every retail food establishment as often as it deems necessary. The person operating a retail food establishment shall permit access by representatives of the health department.

Records

Upon request, the health department must be permitted to examine the health and sanitary records of a retail food establishment to obtain information pertaining to food and supplies, purchases, received or used and persons employed. Inspection reports must be kept on site for a minimum of two years.

Sampling

The health department may take and examine samples of food, drink and other substances as often as it deems necessary for the detection of unwholesomeness, adulteration or contamination. If samples are taken, a receipt will be delivered to the person in charge of the retail food establishment.

Emergency Occurrences

The operator or person in charge must immediately take necessary action and notify the health department if an imminent health hazard may exist because of an emergency such as a fire, flood, extended interruption of electrical or water service, sewage backup, misuse of poisonous or toxic materials, onset of an apparent foodborne illness outbreak, gross insanitary occurrence or condition or other circumstance that may endanger public health.

Closure for Infection

The health department may close a retail food establishment if it is, or is suspected to be a source of foodborne infection.

Penalties

Each town is different regarding penalties and violations. Please check with your local health department to discuss their policies and procedures regarding penalties. According to 26:1A-10, violation of state sanitary code can range anywhere from \$50 - \$1000.

Posting

A retail food establishment is posted “Satisfactory,” “Conditionally Satisfactory” or “Unsatisfactory.” The posting, must be visibly posted in a conspicuous place near the public entrance of the establishment.

Discipline 14

Protocol for Emergencies

Guidelines for Handling Power Outages

First, shut off compressors. When the electricity returns, put the compressors on one at a time. If this is not done, you will blow the circuits.

Second, check with the utility company to see how long they expect the outage to last. If not, call the police at once.

If the outage lasts over one (1):

- Cover all open display cases. If you do not have the ability to cover the display cases, remove all potentially hazardous food items and store in a walk-in refrigerator.
- Obtain ice from machine, order dry ice, or purchase from local convenience or grocery store and place in all refrigerated/freezer units. (It is recommended to have telephone numbers available in advance for ordering ice in the case of emergencies.)
Note: If you are using dry ice, keep the door open as you put away the food. The dry ice could make you very sick.

If the outage lasts over two (2) hours:

- Place all potentially hazardous food items into the walk-in box or freezer.
- Separate any spoiled food items. Inventory. Have the Local Health Department verify and embargo for insurance adjuster. Take pictures.
- If in doubt, throw it out. It is not worth future law suits and negative publicity trying to resell questionable food. If you wouldn't serve it to your grandmother, why would you try serving it to the general public?
- No contaminated containers of alcoholic beverages may be destroyed without permission of State Health Department. They or the ABC will guide you as to whether the taxes can be recovered.
- Protect unwrapped or unprotected items from smoke or water contamination in case of fire.
- In case of flood, raise items to higher shelves.
- Foods held above 41F for more than 4 hours shall not be used or sold.
- Check packages from freezer units for evidence of thawing – stained packages, melted and refrozen (i.e. ice crystals in ice-cream.)
- Notify your insurance agent. Keep an inventory of all food destroyed listing name, description of item, quantity, and reason for destruction. If large quantities are involved, notify the Health Officer so they can verify in case of a question by your insurance carrier. File copies of all destroyed food lists with the Health Department
- Restaurants serviced by well water: lack of power means no power to pump, no water, no operable toilets, increased risk of back siphonage. Do not open until the Local Health Department inspects if these problems occurred. Immediately have a lab test your water for bacterial quality in case of back siphonage. Do not take a chance.

Flood Cleanup Guidelines for Restaurants

All food establishments must remain closed until a representative of the health department determines all of the following requirements have been met.

1. Destroy all refrigerated and previously frozen food.
2. Canned foods and other food items must be destroyed if the label has been removed.
3. Vacuum packed jars & screw on lids exposed to flood waters (pickle jars, bulk dressings, soda bottles and liquids, etc.) are not impervious to flood water and therefore must be destroyed if in contact with flood waters.
4. Destroy all disposable paper or plastic utensils exposed to flood water.
5. Destroy all food items affected by flood waters.
6. Ice machines exposed to flood waters shall be emptied, cleaned and sanitized prior to reuse.
7. All equipment in the food establishment exposed to flood water should be washed, sanitized and air dried prior to cleaning.
8. All floors and walls exposed to flood water should be washed, sanitized and air dried prior to opening.
9. Recommendation for sanitizing solution should be $\frac{1}{4}$ cup of bleach per gallon of cold water.
10. All bottles of alcoholic beverages that are in bottles exposed to flood water must be destroyed. *Warning: Bottles must be emptied before placing out for disposal!*

To Remove Odors from Refrigerators and Freezers

If food has spoiled in a refrigerator or freezer and odors from the food remain, they may be difficult to remove. The following procedures may help but may have to be repeated several times.

- Dispose of any spoiled or questionable food.
- Remove shelves, crispers and ice trays. Wash them thoroughly with hot water and detergent. Then rinse with a sanitizing solution (1 tablespoon unscented, liquid chlorine bleach per gallon of water).
- Wash the interior of the refrigerator and freezer, including the door and gasket, with hot water and baking soda. Rinse with sanitizing solution as above.
- Leave the door open for about 15 minutes to allow free air circulation.

If Odors Can Not be Removed

If odors cannot be removed, then the refrigerator or freezer may need to be discarded. If you need to discard the refrigerator or freezer, discard it in a safe manner:

- “Childproof” old refrigerators or freezers so children do not get trapped inside. The surest way is to take the door off.
- If the door will not come off, chain and padlock the door permanently and close tightly, or remove or disable the latch completely so the door will no longer lock when closed.

Note: It is unlawful in many jurisdictions to discard old refrigerators or freezers without first removing the door. Depending on where you live, your appliance will be picked up by your solid waste provider, a recycler, a retailer or program sponsored by local or regional utilities.

Definition List

Accredited program means a food protection manager certification program that has been evaluated and listed by an accrediting agency as conforming to national standards for organizations that certify individuals. The term refers to the certification process and is a designation based upon an independent evaluation of factors such as the sponsor's mission; organizational structure; staff resources; revenue sources; policies; public information regarding program scope and eligibility procedures; and test development and administration. The term does not refer to training functions or education programs.

Commercially raised game animal means game animals:

1. Commercially raised for food and raised, slaughtered, and processed under a voluntary inspection program that is conducted by the agency that has animal health jurisdiction; or
2. Under a voluntary inspection program administered by the USDA for game animals such as exotic animals (reindeer, elk, deer, antelope, water buffalo, or bison) that are "inspected and approved" in accordance with Exotic Animals.

Critical Control Point means a point or procedure in a specific food system where loss of control may result in an unacceptable health risk.

Game animal means an animal, the products of which are food, which is not classified as poultry, fish, cattle, sheep, swine, goat, horse or equine. The term includes antelope, water buffalo, bison, rabbit, squirrel, opossum, raccoon, nutria, or muskrat, and non-aquatic reptiles such as land snakes. The term excludes ratites such as ostrich, emu and rhea.

Hazard Analysis Critical Control Point (HACCP) means a written document that delineates the formal procedures for following the HACCP principles.

Highly susceptible population means a group of persons who are more likely than other populations to experience foodborne disease because they are immunocompromised or older adults and in a facility that provides health care or assisted living services, such as a hospital or nursing home; or preschool age children in a facility that provides custodial care, such as a day care center.

Molluscan shellfish means any edible species of fresh or frozen oysters, clams, mussels, and scallops or edible portions thereof, except when the scallop product consists only of the shucked abductor muscle.

Person in charge means the individual present at a retail food establishment who is responsible for the operation at the time of inspection.

Potentially hazardous food means a food that is natural or synthetic and that requires temperature control because it is in a form capable of supporting:

1. The rapid and progressive growth of infectious and toxigenic microorganisms;
2. The growth and toxin production of *Clostridium botulinum*; or
3. In raw shell eggs, the growth of *Salmonella enteritidis*.

Potentially hazardous food includes an animal food (a food of animal origin) that is raw or heat-treated; a food of plant origin that is heat-treated or consists of raw seed sprouts; cut melons; and garlic and oil mixtures that are not acidified.

Poultry means any domesticated bird (chickens, turkeys, ducks, geese, or guineas) and any migratory waterfowl, game bird, or squab as pheasant, partridge, quail, grouse, or guineas. The term excludes ratites.

Ratite means a flightless bird such as an emu, ostrich or rhea.

Ready-to-eat food means food that is in a form that is edible without additional preparation to achieve food safety (i.e. cooking); or is a raw or partially cooked animal food and is prepared in response to a consumer order and for immediate service.

Ready-to-eat food includes

1. Raw animal food that is cooked to safe cooking temperatures, or frozen;
2. Raw fruits and vegetables that are washed;
3. Fruits and vegetables that are cooked for hot holding;
4. All potentially hazardous food that is cooked to the temperature and time required;
5. Plant 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;
6. Substances derived from plants such as spices, seasonings and sugar;
7. Bakery items such as bread, cakes, pies, fillings, or icing for which further cooking is not required for food safety;
8. The following products that are produced in accordance with USDA guidelines 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
9. Foods manufactured according to Thermally Process Low-Acid Foods Packaged in Hermetically Sealed Containers.

Refrigeration temperatures mean 41°F or less.

Retail food establishment means an operation that stores, prepares, packages, serves vends, or otherwise provides food for human consumption:

1. Such as a restaurant; 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
2. 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.

Risk Type 1 food establishment means any retail food establishment that

1. Serves or sells only pre-packaged, non-potentially hazardous foods;
2. Prepares only non-hazardous foods; or
3. Heats only commercially processed potentially hazardous foods for hot holding and does not cool potentially hazardous foods. Such retail establishments may include, but are not limited to, convenience store operations, hot dog carts, and coffee shops.

Risk type 2 food establishment means any retail food establishment that has a limited menus; and

1. Prepares, cooks and serves most products immediately;
2. Exercises hot and cold holding of potentially hazardous foods after preparation or cooking; or
3. Limits the complex preparation of potentially hazardous foods, including the cooking, cooling, and reheating for hot holding, to two or fewer items. Such retail establishments may include, but are not limited to, retail food store operations, schools that do not serve a highly susceptible population, and quick service operations, depending on the menu and preparation procedures.

Risk type 3 food establishment means any retail food establishment that:

1. Has an extensive menu which requires the handling of raw ingredients; and is involved in the complex preparation of menu items that includes the cooking, cooling, and reheating of at least three or more potentially hazardous foods; or
2. Prepares and serves potentially hazardous foods including the extensive handling of raw ingredients; and whose primary service population is a highly susceptible population. Such establishments may include, but are not limited to, full service restaurants, diners, commissaries, and catering operations; or hospitals, nursing homes, and preschools preparing and serving potentially hazardous foods.

Risk type 4 food establishments means a retail food establishment that conducts specialized processes such as smoking, curing, canning, bottling, acidification designed to control pathogen proliferation, or any reduced oxygen packaging intended for extended shelf-life where such activities may require the assistance of a trained food technologist. Such establishments include those establishments conducting specialized processing at retail.

Safe cooking temperatures means heating all parts of raw animal foods such as eggs, fish, meat, poultry, and foods containing these raw animal foods to a specific time and temperature set by the Food Code.

Sanitization means the application of cumulative heat or chemicals on cleaned food contact surfaces that, when evaluated for efficacy is sufficient to yield a reduction of microorganisms (99.9%) on a surface to a safe level.

Service Animal means an animal such as a guide dog, service dog, or other animal individually trained to provide assistance to an individual with a disability.

Single-service articles means tableware, carryout utensils, and other items such as bags, containers, placemats, stirrers, straws, toothpicks and wrappers that are designed and constructed for one time, one person use after which they are intended for discard.

Single-use articles means utensils and bulk food containers designed and constructed to be used once and discarded. The term includes items such as wax paper, butcher paper, plastic wrap, formed aluminum food containers, jars, plastic tubs or buckets, bread wrappers, pickle barrels, ketchup bottles, and number 10 cans.

Additional Resources

Certified Food Manager Course Information

<http://www.servsafe.com/>
<http://www.prometric.com/default.htm>
<http://www.nrfsp.com/>

Daily Temperature Charts

http://doclibrary.com/MFR957/DOC/Temperature_Charts5327.pdf

Farmer's Markets

http://www.state.nj.us/health/foodanddrugsafety/documents/ch24_farmers_market_guidelines.pdf

Food Allergies

<http://www.foodallergy.rutgers.edu/index.htm>
<http://www.foodallergy.rutgers.edu/images/posters/Restaurant.pdf>

Food Emergency Preparedness

<http://www.state.nj.us/health/foodanddrugsafety/fepd.shtml>

Food Safety Resources

<http://www.foodsafety.gov/>
<http://www.cdc.gov/foodsafety/>
<http://www.fightbac.org/>
<http://origin-www.fsis.usda.gov/>

Handwashing

<http://www.washinghands.net/posters-signs-pictures.php>
http://www.state.nj.us/health/foodanddrugsafety/documents/cleanhands_poster.pdf

NJ Chapter 24 – Sanitation in Retail Food Establishments

http://www.nj.gov/health/foodanddrugsafety/documents/chapter24_effective_1207.pdf

Pest Management

<http://www.epa.gov/opp00001/controlling/resources.htm>
<http://www.whatisipm.org/>
<http://spcpweb.org/>
<http://cdc.gov/rodents/>

Seafood Safety

<http://www.foodallergy.rutgers.edu/index.htm>

Solid Waste

<http://www.epa.gov/epawaste/nonhaz/municipal/index.htm>

[This page is intentionally left blank.]

