

GUIDANCE FOR RETAIL FOOD FACILITY INSPECTIONS

A PARTNERSHIP BETWEEN
VENTURA COUNTY RETAIL FOOD FACILITIES

&

VENTURA COUNTY ENVIRONMENTAL HEALTH DIVISION



COUNTY of VENTURA

PUBLIC INFORMATION

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OUR MISSION & COMMITMENT

The mission of the Ventura County Environmental Health Division (Division) is to protect public health and the environment by ensuring conformance with State laws and County ordinances pertaining to a wide variety of environmental health programs, including the Consumer Food Protection Program. The Division strives to partner with the food facility operators to ensure that the food facility is operated in compliance with the [California Retail Food Code](#) and by doing so, the community is provided with safe food. The Division is also committed to improving our quality of service and our relationship with the food facility operators and food service employees. To strengthen this relationship and continue building the partnership, it is important that food facility operators know what they can expect during an inspection as well as understand their rights and responsibilities and how they can improve their operation. Providing and ensuring safe and healthy food for our Ventura County residents is the goal.

PURPOSE

This Division can provide strategies and tools to effectively minimize and eliminate the major risk factors that could contribute to foodborne illness and foodborne illness outbreaks. The Division strives to be a valuable resource to our food facility owners and operators. It is our hope that you will utilize our knowledge and expertise to help you maintain a successful and safe food business.

We understand that you want to be recognized by the public because of your excellent food, great customer service, safety and cleaning practices and you want to protect your customers by providing quality, safe food products. This booklet will provide you with information on the services provided by the Division as well as resources to assist you in reaching and maintaining a high standard of food safety, cleaning, and sanitizing practices.

At the end of this booklet, we have provided resources that can help train and communicate with your employees about food safety. We hope you utilize these tools that can help you develop and implement food safety systems in place.

WHAT TO EXPECT DURING A RETAIL FOOD FACILITY INSPECTION

Division Environmental Health Specialists (inspectors) will conduct unannounced inspections and will:

- Identify themselves and provide proper identification (i.e., Ventura County employee I.D. badge and a business card)
- State the purpose of the inspection (e.g., routine inspection, complaint investigation)
- Request to speak to Person in Charge (PIC) and obtain consent to enter the non-public areas (e.g., kitchen, storage areas)
- Verify that the owner on file is still the current owner (will check the posted Permit to Operate to verify it is current and valid)
- Wash hands prior to beginning the inspection
- Conduct a thorough risk-based inspection of the entire food facility operation with emphasis on the highest risk operations
- Engage the employees and operators in the inspection, ask questions about the operation and provide clear explanations of the health and safety requirements and the corrective actions that are needed for any violations
- Provide a written inspection report detailing the items discussed during the inspection (the report will be emailed unless requested to be printed onsite or when a Permit to Operate is suspended or other enforcement action is taken)
- Demonstrate a respectful and professional demeanor during the inspection

Food facility operators have the right to:

- Request additional information or clarification regarding any of the violations or decisions made during the inspection
- Request to speak to a supervisor or manager if they disagree with a decision made during the inspection
 - You may contact the Division's main phone line at (805) 654-2813 and ask to speak to a supervisor
- Request a hearing if they disagree with the suspension of the Permit to Operate of the food facility
- Refuse entry to an Environmental Health Specialist if he or she does not provide proper identification

Food facility operators have the responsibility to:

- Operate the food facility in a clean, sanitary manner and in compliance with the California Retail Food Code and correct all violations that are noted on the inspection report
- Demonstrate a respectful and professional demeanor during the inspection

We appreciate your cooperation and partnership!

RISK-BASED INSPECTIONS - WHAT ARE THE FIVE MAJOR RISK FACTORS FOR FOODBORNE ILLNESS?

Foodborne illness causes an estimated 48 million illnesses, 128,000 hospitalizations, and 3,000 deaths in the United States every year. According to the Centers for Disease Control and Prevention, five food safety risk factors related to employee behaviors and food preparation practices have been identified as the leading contributing factors to foodborne illness:

- 1. Poor employee health and personal hygiene**
- 2. Improper holding temperatures**
- 3. Inadequate cooking**
- 4. Contaminated equipment or utensils**
- 5. Food from an unsafe source**

Immediate corrective action is required whenever a major violation (risk factor violation) poses an imminent health risk at a food facility. If the major violation cannot be immediately corrected, then other actions must be implemented, such as:

- Impoundment of equipment,
- Discarding of food, or even
- Suspension of Permit to Operate

Failure to take immediate corrective action increases the risk that a foodborne illness outbreak will be caused by your facility, putting your customers at risk of getting sick. Applying proper food handling techniques can prevent contamination of food and the occurrence of foodborne illness.

MAJOR RISK FACTOR #1 – POOR EMPLOYEE HEALTH AND PERSONAL HYGIENE



Employee Health

It is important that food workers are in good health while preparing food. A food worker that has been diagnosed with an acute gastrointestinal illness (GI), or is showing symptoms such as abdominal cramps, diarrhea, or vomiting could potentially contaminate food. It is possible for a food worker to transfer their illness to customers via the food. There is the potential for employees to spread the illness to numerous people causing an outbreak.

The person in charge (PIC) of the food facility is responsible for the health of their employees. The PIC must tell food workers suffering from symptoms of an acute GI to stay home.

Food workers should be restricted from working with exposed food, clean equipment, utensils, linens, and unwrapped single-use articles if they are coughing and sneezing and medicine is not helping. Additionally, any cuts, sores, or open wounds on the hands and arms must be properly bandaged, covered, and the food worker must wear gloves. The PIC is also required to exclude from the food facility any employees that are diagnosed with one of the following illnesses by a doctor:

- *Salmonella typhi*
- *Salmonella spp*
- *Shigella spp*
- *Entamoeba histolytica*
- Enterohemorrhagic or shiga toxin producing *Escherichia coli*
- Hepatitis A virus
- Norovirus

Additionally, the PIC is responsible for notifying the Division if any of their employees have been diagnosed with one of these illnesses and when two or more food employees are experiencing symptoms of acute GI illness at the same time. Only the Division in conjunction with Ventura County Public Health may remove an exclusion imposed due to the diagnosis of one of these illnesses.

Hand Washing

Proper hand washing goes "hand-in-hand" with employee health when preventing foodborne illness. Foodborne illnesses are often caused by food workers contaminating their hands and then touching food or other food contact surfaces without first washing their hands. It is required to wash your hands before touching food, utensils, or food contact surfaces in each of these instances to prevent spreading foodborne illness:

- When you first arrive at work and enter the kitchen
- After using the restroom
- After sneezing or coughing
- After touching any other part of the body (e.g., hair or face) besides your hands and the exposed part of your arms that were previously washed
- After handling any raw animal products (e.g., raw meat and raw eggs)
- After performing any non-food preparation related activity such as taking out the garbage, eating, drinking, smoking, using pesticides, washing dirty utensils, using a phone, or handling money

Thorough hand washing is important to ensure that all contamination has been removed. Proper hand washing shall be done by vigorously rubbing together the surfaces of hands and arms with warm water and soap for a minimum of 10 – 15 seconds. A nail brush may be necessary to get any dirt underneath the fingernails. The hands and arms shall then be rinsed and dried using disposable paper towels or a hot air blow dryer.



Some food facilities have employee health and hand washing policy documents that food workers sign when they are first hired. It is recommended that the PIC record and log employee absence due to employee illness, and the nature of the employee's illness (e.g., respiratory, GI) – see Appendix A for sample log.

Gloves

Proper glove use is an excellent tool for protecting the food from contamination. However, the use of gloves must follow strict guidelines or else food becomes contaminated just as though no gloves were used at all. These guidelines include:

- A food worker must wash their hands before putting on a clean pair of gloves.
- Gloves must be changed every time that a food worker would otherwise be required to wash their hands.
- Gloves must be changed when they have become damaged or deteriorated.
- Single-use gloves are to be discarded after use and may not be reused.

Additional important personal hygiene practices include keeping fingernails trimmed and filed, wearing hair restraints, and wearing clean outer clothing.



The purpose of holding potentially hazardous foods (PHF) at proper temperatures is to minimize the growth of any pathogenic bacteria that may be present in the food. The number of bacteria that a person ingests with their food has a direct impact on a possible illness. A small number of disease-causing bacteria may cause a mild illness or possibly no illness at all. However, a large number of the same bacteria may cause a very severe illness.

Potentially Hazardous Foods

Foods that have the ability to support the rapid and progressive growth of infectious and toxin producing microorganisms

i.e. meats, poultry, dairy products, cut melons, sliced tomatoes, cooked rice and noodles, raw sprouts...etc.



Holding PHF at improper temperatures may allow pathogenic bacteria to reproduce rapidly and progressively to great numbers, thus putting someone who eats that food at great risk for foodborne illness. The temperature range between 41°F and 135°F is called the danger zone. Food facility operators must take every precaution to minimize the amount of time that PHF spend in the danger zone.

Cold Holding

PHF that are going to be held at cold temperatures (i.e., refrigerated) must be held at a temperature of 41°F or below. Examples of cold holding methods include walk-in coolers, prep refrigerators, cold top tables, holding foods on ice, refrigerated displays, and the use of refrigerated trucks. It is important that the temperature of the food itself be 41°F or below at all times. Foods in a refrigerator that measure 40°F in the morning before the facility opens may be well above 41°F during a lunch rush with the refrigerator door constantly opening and closing.

Hot Holding

PHF that are going to be held at hot temperatures must be held at a temperature of 135°F or above at all times. Examples of hot holding methods include steam tables, soup warmers, lamps, double boilers, and hot holding cases/cabinets.

Thawing Of Foods

Do not thaw PHFs at room temperature. Use one of the following methods to thaw PHFs:



Inside a refrigerator



Under running water



By use of a microwave



In the cooking process

Rapid Cooling & Reheating

The danger zone also applies to the cooling and reheating of PHF. When cooling hot foods for later use, they must be rapidly cooled. This means that the temperature must come down from 135°F to 70°F within 2 hours, and then from 70°F down to 41°F within 4 additional hours. At the end of the 6 hours the food must be at or below 41°F. Rapid cooling can be accomplished by:

- Placing food in shallow pans
- Separating food into smaller or thinner portions
- Using rapid cooling equipment (e.g., blast chiller)
- Using containers that facilitate heat transfer (e.g., metal pans)
- Adding ice as an ingredient
- Using ice paddles and ice baths



When reheating cold foods to hot hold them for service throughout the day, they must be rapidly reheated. This means that PHF must be reheated to 165°F within 2 hours before being placed in a steam table or some other hot holding unit.

MAJOR RISK FACTOR #3 – INADEQUATE COOKING



Use a probe thermometer to measure the internal temperature of foods.



Ensure that the thermometer stem is sanitized before each use.

Cooking foods to the proper temperatures is extremely important because many raw meats have pathogenic bacteria on them naturally, such as *Salmonella* on raw chicken. Cooking is the only food preparation step that will actually kill bacteria. Proper holding temperatures slow down bacteria reproduction, freezing food makes bacteria go dormant, but proper cooking temperatures will kill bacteria that are in the food.

When cooking foods, ensure that the proper temperature is reached by using an accurate probe thermometer to measure the center of the food. Once the proper cooking temperature has been achieved, ensure that the food remains at or above that temperature for at least 15 seconds to make sure that most if not all of the bacteria are eliminated.

Cook the following foods to the listed minimum internal temperatures for at least 15 seconds:

- Raw poultry such as chicken, duck, and turkey – 165°F
- Raw ground or chopped fish and meat such as ground beef and sausage – 155°F
- Raw pork, fish, eggs, lamb, and whole pieces of beef – 145°F
- Fruits and vegetables prior to hot holding – 135°F

MAJOR RISK FACTOR #4 – CONTAMINATED EQUIPMENT OR UTENSILS



When utensils or equipment become dirty or contaminated, they can transfer that contamination to the food, causing a foodborne illness. This may occur several different ways. If utensils or equipment are not cleaned frequently, and old food residue is allowed to build up at room temperature, bacteria in the residue may multiply rapidly and contaminate any food that comes into contact with it. In order to prevent this from happening, utensils, food preparation equipment, and food contact surfaces should be washed, rinsed, and sanitized at least once every 4 hours. This can be done manually in a three-compartment sink, in a mechanical dish machine, or through a clean-in-place procedure for large pieces of equipment.

Make sure you use the correct sanitizer and allow for the appropriate contact time. Also, make sure you always have the test strips to measure the concentration of the sanitizer:

California's Required Sanitizer Concentrations and Contact Times:

I. Chlorine:

100 ppm for 30 Seconds

II. Quaternary Ammonia:

200 ppm for 60 Seconds

III. Iodine:

25 ppm for 60 Seconds



Use sanitizer water that is: **70-120°F**



- Check the sanitizer concentration.
- Follow test strip label directions.

Dish machines can also be used to clean and sanitize utensils.



Check on These:

- Wash and rinse temperatures.
- Cycle times.
- Check chlorine levels of final rinse. Most require 50 ppm chlorine.



A specific kind of contamination can occur when ready-to-eat foods come into contact with raw animal products or their juices. This is called cross-contamination. When preparing different kinds of foods, a food worker must take great care to ensure that ready-to-eat foods do not come into contact with raw animal products or anything else that raw animal products have touched without first being washed, rinsed, and sanitized. It is possible for cross-contamination to occur due to contaminated utensils, food contact surfaces, and by unwashed hands.

Care also needs to be taken in how raw animal products are stored in a refrigerator. Raw animal products must be stored below and away from ready-to-eat foods to prevent any possible dripping or leaking from the raw food container that may cause cross-contamination.

Utensils, equipment, and food contact surfaces may also be contaminated if they come into contact with dirty mop water, garbage, pesticides, sewage, or anything else that could potentially cause illness.

It is important that all food equipment and utensils be of commercial grade and approved for sanitation by an American National Standards Institute (ANSI) to ensure that it is designed to allow for proper cleaning and sanitization and is safe to be used. Contact this Division if you are thinking about adding or changing food equipment and obtain approval prior to installing the new equipment.

MAJOR RISK FACTOR #5 – FOOD FROM AN UNSAFE SOURCE



Any food that is to be sold, served, given away, or used as an ingredient, must be obtained from an approved source. An approved source is a facility where the food produced, prepared, or processed, meets or exceeds the standards of the responsible regulatory agency. This most commonly means that the facility has a valid permit, license, or registration and is inspected on a regular basis by a regulatory agency. The regulatory agency may be the Ventura County Environmental Health Division, but it may also be another agency, such as the California Department of Public Health, the U.S. Food and Drug Administration (FDA), or the U.S. Department of Agriculture (USDA).

Even when the source you purchase food from is approved, it is still advisable to know exactly how they handle your food before it gets to you. When receiving food, check it to make sure that it is being received at the proper temperatures, that it is not infested with any kind of vermin, and that it has not been adulterated in any way. If the food has been temperature abused, is infested,

or has been adulterated, do not accept the delivery. Since it can be difficult to tell if fresh produce has been contaminated prior to delivery, ensure that it is always washed prior to being cut, cooked, prepared, and served.

IMMINENT HEALTH HAZARD – TEMPORARY PERMIT SUSPENSION

An imminent health hazard means a significant threat or danger to health exists due to a product, practice, circumstance, or event that can cause food infection, food intoxication, disease transmission, vermin infestation, or hazardous condition that requires immediate correction or cessation of operation to prevent injury, illness, or death.

If an imminent health hazard is found and the facility is unable to correct the hazard and corresponding violation(s), an Environmental Health Specialist may need to temporarily suspend the Permit to Operate and close the facility to prevent injury, illness, or death.

The Environmental Health Specialist is required to issue a notice to the Permit Holder setting forth the violation(s) with pertinent code section(s) and inform the Permit Holder of the right to a hearing.

Upon correction of the violation(s) and payment of a non-compliance inspection fee, the Permit Holder contacts a Division supervisor to schedule a follow-up inspection. An Environmental Health Specialist will conduct a follow-up inspection, and after verifying the imminent health hazard and corresponding violation(s) are corrected, reinstate the Permit to Operate.

RESOURCES

The following resources are included in this booklet to provide you with tools that you can apply to monitor food safety practices, including a self-checklist that will allow you and your employees to identify issues that need to be corrected to keep your customers safe.

- Food Facility Inspection Self-Checklist
- Employee Illness Log
- Cold Holding Temperature Log
- Hot Holding Temperature Log
- Cooling of Foods Log
- Cleaning / Sanitizing Monitoring Log
- Animals in Food Facilities
- Food Safety in Food Facilities Related to Power Outage
- Food Safety After a Fire
- Flooding Emergency Information for Food Facilities
- Cleaning after Rodent Infestation
- Cleaning After Sewage Release Inside Food Facilities
- To-go, Delivery & Third-Party Delivery Packages
- Food Donations

APPENDIX A



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FOOD FACILITY INSPECTION SELF CHECKLIST

The items listed below are the major areas the Environmental Health Division (Division) will be looking at when we conduct routine inspections of your food facility. This checklist is provided so that you may perform periodic reviews of your facility's operation. Self-audits performed in the food facility can reduce and/or eliminate Health Code violations during a routine inspection and prevent customers from becoming ill. We suggest that you review this checklist and "check off" those items that are in compliance. Those not checked could be considered "violations" and should be corrected. Please call your district inspector or the main office at (805) 654-2813 if you have any questions.

FOOD

- Food is purchased from an approved source (licensed by the county, state, or federal government).
- Food is inspected and found to be free from contamination, adulteration, and spoilage.
- Unpackaged foods which have been served or returned from the dining area are discarded.
- All foods are stored a minimum of 6" off the floor.
- Restrooms are not used for the storage of food, equipment, or supplies.
- All paper products are stored in a manner so as to protect them from contamination.
- Foods, and food related products, are being protected from dirt, unnecessary handling, over-head leakage, and other forms of contamination.
- All food storage containers are approved and safe for the storage of foods, have tight fitting lids and are labeled.
- Raw foods are stored separate from ready-to-eat foods.

TEMPERATURE CONTROL

- Potentially hazardous foods are maintained below 41°F or above 135°F at all times.
- A thermometer, accurate to $\pm 2^\circ\text{F}$, is provided either as an integral part of the refrigerator and freezer (dial outside) or is located inside each unit at its warmest point.
- An accurate metal probe thermometer, suitable for measuring food temperatures, is readily available and is being used to check food temperatures daily.
- Food products are thawed in one of the following methods only: a) in refrigeration units, b) under cold running, potable water of sufficient velocity to flush loose food particles, c) in a microwave oven, d) as part of the cooking process.
- Frozen food is maintained in a frozen state.
- Thawed food items are not refrozen. Cooked or processed foods may be refrozen.
- Adequate rapid cooling and reheating procedures used for all potentially hazardous foods.

PERSONNEL

- Each food facility that handles open potentially hazardous foods must have an owner or employee who successfully passed an approved and accredited food safety certification examination.
- All employees handling food or utensils must have obtained their Food Handler Card.
- Employees wash their hands with soap and warm water for at least 10-15 seconds for the following reasons: a) before starting work, b) immediately after using the bathroom, c) between tasks, d) any time needed to prevent food contamination.

APPENDIX A

- Employees handling food or utensils are not sick and have no open sores.
- Employees are wearing clean outer garments.
- Tongs or other implements are used for serving food products.
- Hair of employees is properly confined.
- Employees do not smoke or use tobacco inside the facility.
- Clothing and personal effects are stored away from food products in employee lockers or other approved location.

WATER AND SEWAGE

- All sinks are fully operable with hot (120°F or above) and cold water at each faucet.
- All sinks drain properly. Floor drains and floor sinks are in good working order.
- Plumbing is in good repair.
- Grease trap is routinely cleaned.

EQUIPMENT

- All equipment (i.e., stoves, grills, refrigerators, tables, sinks, ice machine, etc.) are clean and well maintained.
- Inoperable equipment has been repaired or replaced (removed from the facility).
- No equipment has been replaced, moved, or added without prior approval from the Division.
- All food equipment and utensils must meet NSF standards and be certified for sanitation.

UTENSILS

- Multiservice utensils are being washed by one of the following means only: a) hand washing in a three-compartment sink (wash, rinse, sanitize), b) chemical sanitizing (dish machine) conforming to NSF standards, c) high temperature sanitization.
- Testing materials to adequately test sanitizing methods are readily available.
- All utensils are clean and well maintained.
- Damaged or unapproved utensils have been repaired or replaced.
- Utensils are properly protected during storage.

FLOORS / WALLS / CEILINGS

- Floors are clean, well maintained and in good repair.
- Walls, ceilings, and windows are clean, well maintained, and in good repair.

TOILET / DRESSING ROOM / HANDWASHING SINKS

- Toilet facilities are clean, well maintained and in good working order.
- Self-closing doors in toilet and dressing rooms are working properly.
- Single service soap and towel dispensers at all hand wash sinks are operable and stocked.
- Toilet tissue dispensers are full.
- Legible hand washing signs should be posted.
- Ventilation is provided in each restroom and is in proper working order.

LIGHT AND VENTILATION

- Adequate lighting and ventilation are provided throughout the facility.
- Exhaust ventilation filters are clean and well maintained.
- Light fixtures have approved safety covers.

APPENDIX A

PEST CONTROL

- Facility is free from insect and rodent infestations.
- Live animals, birds, or fowl are not allowed in the food preparation areas.
- Outside doors and screen doors are self-closing and closures are in working order.
- Air curtains operate automatically when delivery door / pass-through windows are opened.
- Only pesticides that are approved to be used in a food facility are used.

REFUSE

- Trash containers are leak-proof and covered.
- Plastic bags are tied before placing in refuse containers.
- Outside trash bin lids are closed.
- Outside premises and refuse areas are clean and well maintained.

OPERATION

- Hazardous substances (i.e., chemicals, cleaning supplies, etc.) are labeled and stored away from food products.
- There are no living quarters within the facility.
- No smoking and first aid signs (choking) are properly posted.
- Cleaning equipment and soiled linens are properly stored.
- Returned, damaged, or unlabeled food products are properly stored.
- Facility has a current Environmental Health Division Permit to Operate

THE FOLLOWING CONDITIONS ARE SERIOUS. YOUR FACILITY MUST CLOSE UNTIL THEY ARE ABATED.

1. Overflowing sewage
2. No potable water
3. No hot water
4. No electricity
5. Cockroach, rodent, or insect infestation
6. Actual or potential threat to the public health and safety (i.e., foods out of temperature, inadequate sanitization, etc.)

APPENDIX C

COLD COLD HOLDING TEMPERATURE LOG

All refrigerators and freezers must have a working thermometer.

Refrigerators must be maintained at 41°F or below / freezers at 20°F or below (product is frozen solid, not soft or pliable).

Date: _____

Shift Supervisor/Manager: _____

Time Location	Morning	Midday	Evening	Checked by (Initial)	Notes/Corrective Acton
Walk-In Refrigerator	°F	°F	°F		
Refrigerator 1	°F	°F	°F		
Refrigerator 2	°F	°F	°F		
Refrigerator 3	°F	°F	°F		
Refrigerator 4	°F	°F	°F		
Refrigerator 5	°F	°F	°F		
Refrigerator 6	°F	°F	°F		
Walk-in Freezer	°F	°F	°F		
Freezer 1	°F	°F	°F		
Freezer 2	°F	°F	°F		
Freezer 3	°F	°F	°F		
Freezer 4	°F	°F	°F		

APPENDIX D

HOT HOLDING TEMPERATURE LOG

Holding Hot Foods: Foods that must be stored hot are stored in hot holding equipment. Hot holding equipment is designed to hold food **at 135°F or above**.

- Check and record the temperature of hot foods at appropriate times.
- Frequently stir and, if possible, keep the food covered.
- Never mix newly cooked foods with previously cooked foods.
- Never mix raw foods with cooked foods.

Date: _____

Shift Supervisor/Manager: _____

Time Location	Morning	Midday	Evening	Checked by (Initial)	Notes/Corrective Acton
Steam Table 1 or () Hot food item	°F	°F	°F		
Steam Table 2 or () Hot food item	°F	°F	°F		
Steam Table 3 or () Hot food item	°F	°F	°F		
Steam Table 4 or () Hot food item	°F	°F	°F		
Steam Table 5 or () Hot food item	°F	°F	°F		
Steam Table 6 or () Hot food item	°F	°F	°F		
Steam Table 7 or () Hot food item	°F	°F	°F		

APPENDIX F

Date:	Cleaning/Sanitizing Monitoring Log				
<i>Focus Areas</i>	<i>AM</i>	<i>PM</i>	<i>Evening</i>	<i>Comment</i>	<i>Initials</i>
Fryer Area					
Wok Area					
Steam Table Area					
Food Prep Area 1					
Food Prep Area 2					
Food Prep Area 3					
Hand Sink #1					
Hand Sink #2					
Utensil Washing Area					
Utensil Storage Area					
Sanitizer at Dish Machine					
Sanitizer at the Bar Area					
Sanitizer Buckets					
Beverage Station					
Dry Food Storage Area					
Walk-in Freezer					
Walk-in Refrigerator					
Men's Restroom					
Women's Restroom					
Employee Restroom					

APPENDIX G



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With certain exceptions, facility owners cannot allow animals into their restaurants, bakeries, bars, markets, and other retail food facilities. However, this restriction does not apply to outdoor dining areas such as patio dining, but animals must not go through the facility to get to the patio. This restriction also does not apply to service animals, police dogs, fish in aquariums; as well as live shellfish and crustaceans to be served.

In January of 2014, a new law took effect in California which updated the definition of Service Animals to bring it more in-line with recent changes in the Americans with Disabilities Act.

The law states that a service animal must be a **dog** trained, or in training, to do work, or tasks, for a person with a disability.

The law, California Health & Safety Code Section 113903, specifically states,

“Service animal” means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability, or that is in training to do that work or perform those tasks. “Service animal” does not include any other species of animals, whether wild or domestic, trained or untrained.

The work or tasks performed by a service animal shall include assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing nonviolent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, or helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this subdivision.

The U.S Department of Justice has provided the following guidance for food facility owners:

APPENDIX G

When it is not obvious what service an animal provides, only limited inquiries are allowed. Staff may ask two questions: (1) is the dog a service animal required because of a disability, and (2) what work or task has the dog been trained to perform. Staff cannot ask about the person's disability, require medical documentation, require a special identification card or training documentation for the dog, or ask that the dog demonstrate its ability to perform the work or task.

Allergies and fear of dogs are not valid reasons for denying access or refusing service to people using service animals. When a person who is allergic to dog dander and a person who uses a service animal must spend time in the same room or facility, for example, in a school classroom or at a homeless shelter, they both should be accommodated by assigning them, if possible, to different locations within the room or different rooms in the facility.

A person with a disability cannot be asked to remove his service animal from the premises unless: (1) the dog is out of control and the handler does not take effective action to control it or (2) the dog is not housebroken. When there is a legitimate reason to ask that a service animal be removed, staff must offer the person with the disability the opportunity to obtain goods or services without the animal's presence.

Additional information can be found at the United States Department of Justice website at:

http://www.ada.gov/service_animals_2010.htm

http://www.ada.gov/service_animals_2010.pdf

APPENDIX H



COUNTY of VENTURA

PUBLIC INFORMATION

Resource Management Agency • Environmental Health Division • 800 S. Victoria Ave, Ventura, CA 93009
Phone 805-654-2813 • Fax 805-654-2480 • vcrma.org/divisions/environmental-health

FOOD SAFETY IN FOOD FACILITIES RELATED TO A POWER OUTAGE

The Ventura County Environmental Health Division (Division) has the following information for your food facility regarding food safety in the event of a power outage:

If you have advance warning of a power outage, move food products from smaller refrigerators, such as reach-ins and cook's line units, to walk-ins. If the outage is anticipated to last more than 4 hours, move foods that must be refrigerated to the freezer as space will allow. When the power goes out you can make the food last longer by keeping the doors to the freezer unit and walk-in closed as much as possible. If the power is off for more than 6 hours, in order to maintain potentially hazardous foods at 41°F or below, dry ice, block ice, or bags of ice may be used in the freezer and walk-in, food may be relocated to a commercial freezer, or you may secure a generator or refrigerated truck for emergency power. Also be aware that you cannot touch dry ice with your hands and you should not breathe the fumes, so follow handling directions carefully.

Without power, a full freezer will keep everything frozen for about 2 days. A half-full freezer will keep food frozen 1 day. If the freezer is not full, quickly group packages together so they will retain the cold more effectively. Separate meat and poultry items from other foods so if they begin to thaw, their juices will not drip on to other foods. Discard any thawed food that has risen to room temperature and remained there 2 hours or more.

If products were at room temperature or above when the power went out, they should be rapidly cooled to 41°F using an ice bath prior to placing in any walk-in unit. If the food has not reached 41°F within 6 hours it must be discarded. Do not place unrefrigerated foods in the walk-in once the power has gone out.

When in doubt, throw it out!

Prior to resuming food preparation, all potentially hazardous foods must be evaluated for proper temperatures. Bacteria can multiply rapidly on potentially hazardous foods that have been at room temperature for more

than 2 hours. Discard any foods that have been contaminated by raw meat juices and immediately discard anything with a strange color or odor.

Discard the following potentially hazardous foods if kept above refrigerator temperature (41°F) for more than 2 hours:

- ✓ raw or cooked meat, poultry, or seafood
- ✓ milk/cream, yogurt, soft cheese
- ✓ cooked pasta, pasta salads
- ✓ custard, chiffon, or cheese pies
- ✓ fresh eggs, egg substitutes
- ✓ meat or cheese-topped pizza, luncheon meats
- ✓ casseroles, stew, or soups
- ✓ mayonnaise, tartar sauce, and creamy dressings
- ✓ refrigerated cookie doughs
- ✓ cream-filled pastries

Any foods stored in undercounter or smaller reach-in refrigerator units should be thrown out. Any foods that were prepared prior to the power outage that were not rapidly cooled should be discarded. Thawed foods that are at 41°F or below must be used immediately, **do not refreeze thawed foods.**

Cooking temperatures

The following foods must be cooked to minimum internal temperatures to ensure food safety:

FOOD	A MINIMUM INTERNAL TEMPERATURE
Whole Cut Beef/Fish/Pork	145°F or above for 15 seconds
Eggs	145°F or above for 15 seconds
Ground / Flaked Meats	155°F or above for 15 seconds
Poultry and Stuffed Fish/Meats	165°F or above for 15 seconds

If you have any questions regarding this information or regarding food safety, call the Environmental Health Division from 8 AM to 5 PM, Monday through Friday at 805/654-2813.



FOOD SAFETY AFTER A FIRE

Eating food that has been involved in a fire can be dangerous and may cause illness to you and your family. Do not try to save food after a fire.

Discard all food that has been near a fire. Food exposed to fire can be damaged by the heat of the fire, smoke fumes, and fire-fighting chemicals. These fumes and chemicals cannot be washed off.

These include:

- Foods stored outside of the refrigerator, such as bread, fruits, and vegetables.
- Raw food or food in permeable packaging (cardboard, plastic wrap, etc.).
- All foods in cans, bottles, and jars. While they may appear to be okay, the heat from a fire can damage the containers and can activate food spoilage bacteria.
- Foods stored in refrigerators or freezers. Refrigerator seals are not airtight and fumes can get inside.

Food exposed to fire can be compromised by three factors:

1. Heat from the Fire:

Food in cans or jars may appear to be okay, but if they've been exposed to the heat of a fire, they may no longer be safe. Heat from a fire can activate food spoilage bacteria. If the heat is extreme, the cans or jars themselves can split or rupture, rendering the food unsafe.

2. Fumes from the Fire:

One of the most dangerous elements of a fire is sometimes not the fire itself, but toxic fumes released from burning materials. These fumes can kill and can also contaminate food.

- Any unpackaged food or food stored in permeable packaging (cardboard, plastic wrap, etc.) should be thrown away. Toxic fumes can permeate the packaging and contaminate the food.
- Discard any raw foods, stored outside the refrigerator (such as potatoes or fruit) that could be contaminated by fumes.
- Food stored in refrigerators or freezers can also become contaminated by fumes. The refrigerator seal is not airtight and fumes can get inside.

3. Chemicals in Fire:

Chemicals used to fight fires contain toxic materials and can contaminate food and cookware. The chemicals cannot be washed off the food.

- Foods that are exposed to chemicals should be thrown away. This includes food stored at room temperature, such as fruits and vegetables, as well as foods stored in permeable containers like those with screw-caps, snap-lids, crimped caps, twist caps, flip tops, and snap-open, and home-canned foods because they cannot be disinfected.
- Throw away food in cardboard containers, including juice/milk/baby formula boxes.

Power Outage: Even if your home was not directly damaged by fire, extended power outages have occurred. Discard all foods in your refrigerator and freezer. Document food and other items that are disposed of for insurance purposes by listing and/or taking photographs.

- **Reheating food that has become contaminated will not make it safe!**
- **Never taste food to determine its safety!**
- **When in doubt, throw it out!**

Removing Odors from Refrigerators and Freezers:

The following steps may have to be repeated several times:

1. Dispose of all food.
2. Remove shelves, crispers, and ice trays. Wash them thoroughly with hot water and detergent. Then rinse with a sanitizing solution of 1 tablespoon of unscented, liquid chlorine bleach per gallon of drinking water.
3. Wash the interior of the refrigerator and freezer, including the door and gaskets, with hot water and baking soda. Rinse with a sanitizing solution (see above).
4. Leave the door open for about 15 minutes.

If odor remains, try any or all of the following:

- Wipe the inside of the unit with equal parts of vinegar and water to destroy mildew.
- Leave the door open and allow to air out for several days.
- Stuff the refrigerator and freezer with rolled newspapers. Keep the door closed for several days. Remove the newspaper and clean with vinegar and water.
- Sprinkle fresh coffee grounds or baking soda loosely in a large, shallow container in the bottom of the unit.
- Use a commercial product available at hardware and houseware stores. Follow the manufacturer's instructions.
- If odors still remain, the unit may need to be discarded.

Sanitizing Cooking Surfaces, Cookware and Utensils:

- Sanitize cookware by washing in soap and hot water. Then submerge for 15 minutes in a solution for 1 tablespoon of unscented, liquid chlorine bleach per gallon of drinking water.
- Discard wooden cutting boards, plastic utensils, baby bottle nipples, and pacifiers as there is no way to safely clean them.
- Thoroughly wash metal pans, ceramic dishes, utensils (including can openers) with soap and water (hot water if available). Rinse and sanitize them by boiling in clean water or immersing them for 15 minutes in a solution of 1 tablespoon of unscented, liquid chlorine bleach per gallon of drinking water.
- Thoroughly wash countertops with soap and water (hot water if available). Rinse and then sanitize them by applying a solution of 1 tablespoon of unscented, liquid chlorine bleach per gallon of drinking water. Allow to air-dry.



FLOODING EMERGENCY INFORMATION FOR FOOD FACILITIES

FOOD SAFETY

If your power has been out:

1. WHEN IN DOUBT, THROW IT OUT!
2. Food will last longer by keeping the refrigerator doors closed.
3. The refrigerator will keep food cool 4-6 hours depending on the kitchen temperature. Freezer units should keep food frozen for 2 days. A half-full freezer unit should keep things frozen about 1 day.

If food has been flooded:

1. Segregate the damaged items from those that were not damaged.
2. Most food and beverage items under flood waters cannot be salvaged. Contact this Division at the telephone numbers shown below for further information and requirements on salvaging.
3. Keep records of damaged products.

Disposal of non-salvageable food and beverage items:

1. For solid waste removal, contact your local rubbish company.
2. Contact your distributors to determine if they can assist you.

CLEANUP AFTER FLOOD

1. Thoroughly wash walls, floors, equipment, and food contact surfaces with warm soapy water.
2. Disinfect all affected areas with a solution of **1/2 cup** of chlorine per gallon of water.
3. Utensils should be thoroughly washed, then disinfected in a chlorine solution of **one tablespoon** of chlorine per gallon of water.

INSPECTION

1. No food establishment shall be permitted to reopen until the entire premises have been thoroughly cleaned, disinfected, and allowed to completely dry.
2. A safe water supply shall be confirmed and approved prior to operation.
3. All equipment must be in working order and properly calibrated prior to opening.
4. Plumbing fixtures must be free of obstruction that could cause a backup of waste.
5. Contact this Division to schedule an inspection prior to operating.

For additional information, contact the Environmental Health Division during normal business hours, Monday through Friday, 8:00 AM-5:00 PM, at 805/654-2813.

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COUNTY of VENTURA

PUBLIC INFORMATION

Resource Management Agency • Environmental Health Division • 800 S. Victoria Ave, Ventura, CA 93009
Phone 805-654-2813 • Fax 805-654-2480 • vcrma.org/divisions/environmental-health

Cleaning Guidelines for Facilities with Rodent Infestation

Ventilate:

Before you start cleaning the affected areas, ventilate the space by opening the doors and windows for at least 30 minutes to allow fresh air to enter the affected areas. Use cross-ventilation and leave the affected area during the airing-out period.

Clean up of urine and rodent droppings:

When you are ready to begin cleaning up any urine and droppings, remember **DO NOT** stir up dust by sweeping or vacuuming droppings, urine, or nesting materials.

- Wear rubber, latex, or vinyl gloves when cleaning urine and droppings
- Spray the urine and droppings with a disinfectant or a mixture of bleach and water and let soak 5 minutes. The recommended concentration of bleach solution is 1 ½ cups of household bleach with 1 gallon of water.
- Use a paper towel to pick up the urine and droppings and dispose the waste in the garbage.
- After the rodent droppings and urine have been removed, disinfect items that might have been contaminated by rodents or their urine and droppings.

Disinfect affected areas:

- Mop floors and clean countertops with disinfectant or bleach solution.
- Wash fabric with laundry detergent in hot water if exposed to rodent urine or droppings.

Lastly, remove gloves and thoroughly wash hands with soap and water for at least 20 seconds.

Clean up of dead rodents or nests:

- Wear rubber, latex, or vinyl gloves when cleaning up dead rodents or nests
- Spray the dead rodent or nest and the surrounding area with a disinfectant or a mixture of bleach and water.
- Soak rodent, nesting materials or droppings in solution for 5 minutes before wiping up with a paper towel or rag.
- Place the dead rodent or nest materials in a plastic bag and seal tightly. Place the full bag in a second plastic bag and seal.

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- Throw the bag into a covered trash can that is regularly emptied.

Remove gloves and thoroughly wash hands with soap and water for at least 20 seconds.

When removing any potentially contaminated materials from storage boxes:

- First, move the storage boxes outside and place them in an area that is well-ventilated and exposed to direct sunlight. The outside of the storage boxes can be disinfected using bleach and water solutions or disinfectant solution.
- Next, remove the potentially contaminated materials while in the sunlit ventilated area. Remain upwind so that any dust or debris is not blown toward your face. Items that are no longer needed can be discarded.
- Dispose of any cardboard boxes contaminated with urine or droppings. Plastic glass or metal containers can be disinfected by spraying with the bleach and water solution or disinfectant. Then, using a rag or paper towel, wipe up the urine or droppings and dispose of the waste.
- Clean countertops, cabinets, and drawers with disinfectant or bleach and water solution.
- Decontaminate gloves with disinfectant or bleach and water solution. Wash hands well with soap and warm water.

APPENDIX L



COUNTY of VENTURA

PUBLIC INFORMATION

Resource Management Agency • Environmental Health Division • 800 S. Victoria Ave, Ventura, CA 93009
Phone 805-654-2813 • Fax 805-654-2480 • vcrma.org/divisions/environmental-health

Cleaning after Sewage Release inside Food Facilities

Sewage Backup

Sewage may contain feces, chemicals and disease-causing organisms which may contaminate the operation and possible cause food-borne illnesses.

Corrective Action

In the event of sewage backup inside the food facility, the operator must immediately discontinue operations & contact the Environmental Health Division.

In the case of plugged drain lines, the permit holder should consider the following:

1. Contact a service company to find and remove the obstruction.
2. Replace worn or damaged plumbing as needed.
3. Clean and disinfect affected areas and equipment as specified under “Sewage Clean-Up” on next page.

Employee Safety and Protection

During the clean-up process, be aware of employee safety and protection needs. Examples of items/procedures that may be needed for clean-up include:

1. Eye protection.
2. Rubber boots that can be washed and disinfected after use.
3. Protective clothing such as coveralls or disposable outer garments.

Sewage Clean-Up

All equipment, utensils and environmental surfaces in contact with sewage must be cleaned and disinfected prior to being used or placed back into use and service. Follow the disinfectant use instructions listed on the EPA registered label, or the procedure approved by local authorities.

When food contact surfaces are affected, clean and disinfect contaminated areas first and then follow with a rinse and sanitize prior to use.

Sewage clean-up procedures should include:

1. Remove any standing sewage as soon as possible and prior to starting clean-up procedures. Sewage can contain pathogens that could become a source of contamination and therefore clean-up requires disinfecting affected areas, equipment, surfaces, cleaning tools and utensils.
 - a. Disinfect with a chlorine bleach solution with a concentration of 1000 to 5000 parts per million (5–25 tablespoons of household bleach [5.25%] per gallon of water.

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- b. It is recommended that you calculate solutions prior to an emergency and test surface compatibility with bleach prior to use since bleach may be corrosive to metals or incompatible with other surfaces.
2. Disinfect the floors, walls and other affected areas. When food contact surfaces are affected, clean and disinfect contaminated areas first and then follow with a rinse and sanitize prior to use.
3. Air-dry the affected areas, utensils, surfaces and equipment.
4. Discard mop heads and other cleaning tools/aids that contacted the sewage.
5. Alternative measure: Hire a janitorial service having expertise in cleaning food establishments exposed to sewage backups.

Cleaning Contaminated Linens and Uniforms

Linens or uniforms contaminated by sewage must be discarded or alternatively, they can be professionally laundered prior to use.

Discard Foods

Discard all food that has been in direct contact with the sewage and anything that cannot be washed and disinfected.

WHEN IN DOUBT, THROW IT OUT!

Discard:

1. Discard foods in porous paper, plastic or cellophane packaging that became wet (e.g., boxes or bags of flour, cereal, mixes, rice, salt).
2. Discard exposed food, including bulk foods and produce.
3. Discard containers with screw tops, corks, crown, caps or pull tabs that became wet (e.g., glass/plastic containers of ketchup, dressings, milk, mayonnaise, sauces, beverages).
4. Rusted, pitted, dented, swollen or leaking canned foods.
5. Contaminated single-service items.
6. Any food items that might have become contaminated with sewage.

Employee Handwashing

Require double handwashing immediately after working with contaminated materials and before engaging in any food preparation activities such as handling exposed food, clean equipment and utensils, and unwrapped single service/use articles.

Double handwashing procedures should include:

1. Clean hands and exposed portions of the arms using a cleaning compound in a lavatory that is properly equipped by vigorously rubbing together the surfaces of their lathered hands and arms for at least 20 seconds and thoroughly rinsing with clean water. Repeat.
2. Dry hands using disposable towels.
3. Use a disposable towel to turn off the water to prevent re-contaminating the hands.
4. Follow-up with a hand antiseptic.



AB 3336 Guidance for Food Facilities and Third-party Delivery Services

Background

This guideline was developed to assist food facilities and third-party delivery drivers with the implementation of AB 3336 which is effective starting January 1, 2021. The guideline is intended to provide a summary of the requirements contained within the California Retail Food Code (CRFC) for regulation of a Third-Party Food Delivery Platform and is not meant to be inclusive of all local and state requirements. A full copy of AB 3336 can be viewed here:

https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201920200AB3336

What is a Third-Party Food Delivery Platform?

A Third-Party Food Delivery Platform (TPFDP) is defined by the CRFC as a business engaged in the service of online food ordering and delivery from a food facility to a consumer.

*This does **not** include grocery stores or other facilities that primarily sell the following products: fresh produce, meat, poultry, fish, deli products, dairy products, perishable beverages, baked foods, and prepared foods (excluding restaurants). Additionally, the requirements do not apply to the transportation of prepackaged non-potentially hazardous foods, or food transported as part of a charitable feeding program or food being donated to a food bank.*

Requirements

This bill has two parts and applies to food facilities and food delivery drivers/vehicles.

Food Facilities: All bags or containers in which ready-to-eat foods are being transported from a food facility to a customer must be closed by the food facility with a tamper-evident method (stickers or tape) prior to the food deliverer taking possession of the food. Food facilities are also required to have a contract in place for each TPFDP service.



Food Transportation Vehicles: Ready-to-eat food delivered through a TPFDP must be transported in a manner in which the food is protected from contamination. The TPFDP delivery vehicle must meet the following requirements:

- The interior floor, sides, and top of the food holding area must be clean and capable of withstanding frequent cleaning.
- The food must be protected from contamination.
- The food shall be maintained at a holding temperature necessary to prevent spoilage, except if transported within 30 minutes.

Questions

If you have questions, please contact your area inspector or call 805-654-2813.



AB 3336 Información para Establecimientos de Alimentos y los Servicios de Entrega de Comida a Domicilio

Origen

Esta guía se desarrolló para ayudar a los establecimientos de alimentos y a los conductores de servicios de entrega de comida con la implementación del proyecto de ley AB 3336, que entró en vigencia a partir del 1 de enero de 2021. La guía está destinada a proporcionar un resumen de los requisitos contenidos en el Código de Alimentos Minoristas de California (CFRC por sus siglas en inglés) para la regulación de una plataforma de entrega de comida a domicilio y no pretende incluir todos los requisitos locales y estatales. Puede ver una copia completa de AB 3336 aquí:

https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201920200AB3336

¿Qué es una Plataforma de Entrega de Comida a Domicilio?

El CRFC define una Plataforma de Entrega de Comida a Domicilio (TPFDP por sus siglas en inglés) como una empresa dedicada al servicio de pedido y entrega de alimentos en línea desde un establecimiento de alimentos a un consumidor.

*Esto **no** incluye las tiendas de comestibles u otras instalaciones que venden principalmente los siguientes productos: productos frescos, carne, aves, pescado, productos de salchichería, productos lácteos, bebidas perecederas, alimentos horneados y alimentos preparados (excepto restaurantes). Además, los requisitos no se aplican al transporte de alimentos empaquetados que no son potencialmente peligrosos, alimentos transportados como parte de un programa de alimentación caritativa o alimentos donados a un banco de alimentos.*

Requisitos

Este Proyecto de ley tiene dos partes y se aplican a los establecimientos de alimentos y a los conductores / vehículos de entrega de alimentos.

Establecimientos de Alimentos: Todas las bolsas o contenedores en los que se transportan alimentos listos para comer desde un establecimiento de alimentos a un cliente deben estar cerrados por el establecimiento de alimentos con un método de evidencia de manipulación (pegatinas o cinta adhesiva) antes de que el repartidor de alimentos tome posesión de la comida. También se requiere que los establecimientos de alimentos tengan un contrato para cada servicio de TPFDP.



Vehículos de Transporte de Alimentos: Los alimentos listos para consumir entregados a través de un TPFDP deben transportarse de manera que la comida se proteja de la contaminación. Los vehículos de transporte deben cumplir con los siguientes requisitos:

- El piso interior, los lados y la parte superior del área de almacenamiento de alimentos deben estar limpios y ser capaces de soportar en limpieza.
- Los alimentos deben ser protegidos de la contaminación.
- La comida se debe mantener a la temperatura necesaria para evitar que se eche a perder, excepto si se transporta en menos de 30 minutos.

Preguntas

Si tiene preguntas, por favor comuníquese con el inspector de su área o llame al 805-654-2813.



SAFE FOOD DONATION GUIDELINES

These guidelines are for food DONORS and VOLUNTEERS that handle donated foods. For more food safety information, please visit the Ventura County Environmental Health Division website <https://vcrma.org/divisions/environmental-health>

WHAT CAN YOU DONATE?

You can donate non-perishable food and unprepared/prepared hot or cold foods so long as they are unserved to a customer and maintained at proper temperatures.

EXAMPLES OF THE TYPES OF FOODS THAT MAY BE DONATED:

- canned food, and shelf stable packaged goods
- raw fruits and vegetables
- cold or frozen uncooked foods of animal origin, such as raw ground beef
- cold fruit and vegetable salads
- hot foods of animal origin, including mixed dishes like lasagna or cooked vegetables
- cold cooked foods of animal origin
- hot or cold grain dishes

Under the California Good Samaritan Food Donation Act (AB1219), you may donate both nonperishable food and perishable food that is fit for human consumption but that has exceeded the labeled shelf-life date recommended by the manufacturer (California Health and Safety Code Section 114433).

EXAMPLES OF THE TYPES OF FOODS NOT TO BE DONATED:

- potentially hazardous foods that are not maintained at proper temperatures
- canned food that is or looks swollen or has a bulge in it or any can that's dented along the seams or has rust along the seams. This may mean that dangerous bacteria are growing inside, or the damage may have allowed bacteria to get inside
- any sealed package that's torn, has a hole in it, or is coming apart at the seams
- frozen foods whose packages show that the food inside may have melted, then frozen again. For example, in cardboard-carton type packages, food stains on the package or other signs that the package has leaked are evidence that this may have happened. Frozen food that is thawed, then frozen again, gives bacteria a chance to grow

CRITICAL FOOD HANDLING/STORAGE TEMPERATURES

Prepared foods are most susceptible to microbial spoilage between the temperatures of 41°F and 135°F. It is critical that the temperature of the cold food maintains at 41°F or lower for storage and hot holding food maintains at 135°F or higher. Rapidly cool hot prepared food from 135°F to 41°F or below within 6 hours and during this time the decrease in temperature from 135°F to 70°F must occur within two hours. Reheat foods to an internal temperature of at least 165°F or higher for at least 15 seconds if foods have been out of temperatures for less than two hours. If this temperature is not reached within 2 hours, discard the food items. When in doubt, throw it out.

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EVALUATING THE CONDITION OF THE FOOD:

PRIOR TO TRANSPORT:

- package food in appropriate food safe containers, free of contamination.
- cold foods must always remain at 41°F or below
- frozen foods must always remain at 32°F or below
- hot foods must always remain at 135°F or above
- donations of whole produce, canned goods, dry foods and other similar products can be delivered anytime with no requirement for temperature controls or delivery times

DURING TRANSPORT:

- when available, use portable coolers or a refrigerated vehicle to transport foods at 41°F or below
- if refrigerated transport is not available, the food items should be transported in thermal blankets
- if neither refrigerated transport nor thermal blankets are available, food should be labeled “Process Immediately” and must not be out of temperature controls for more than 30 minutes during transportation

AFTER TRANSPORT:

- the food donor must check to ensure proper temperatures at the time of the transfer to the receiving facility or food transporter
- the person-in-charge who accepts the donated food must check that the food is from an approved source (i.e., one that meets food safety standards, such as permitted food facilities), check the temperature of the food upon receipt and note the time that the food is received and that its condition is sound. Examining foods at the time of receipt can be invaluable in intercepting problems that can lead to food contamination, if undetected

FOOD WORKERS – BASIC GOOD HYGIENIC PRACTICES

Handwashing is key to preventing the spread of disease. Good sanitation, hand washing, and minimized barehand contact with raw, ready-to-eat food can help to prevent disease transmission. Food workers must wash their hands and exposed portions of their arms with cleanser and warm water for at least 20 seconds total, with at least 10 to 15 seconds devoted to vigorous rubbing of the hands and arms. Hands and exposed portions of the arms must be washed: immediately before beginning food preparation; during food preparation, as often as necessary to remove soil and contamination and to prevent cross contamination when changing tasks; after using the bathroom; and after engaging in other activities that contaminate the hands. Additional information on when to wash the hands can be found in the California Health and Safety Code Section 113953.3.

Contact Waste Free VC for more food donation related questions.
E-mail: WasteFreeVC@ventura.org or Telephone: (805) 981-6645