

RETAIL FOOD INSPECTION AND GRADING GUIDE



Imperial County Public Health Department
Environmental Health Division



www.icphd.org

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Introduction

The Imperial County Public Health Department is dedicated to improving quality of life and ensuring public health and safety for all residents of Imperial County through education, surveillance, enforcement and community service. The Department's Environmental Health Division enforces provisions of the California Retail Food Code with the goal of ensuring that an exceptional level of food safety and sanitation is maintained at permanent food establishments that have open food.

The Imperial County Retail Food Inspection and Grading Guide is intended to provide guidance to food service operators in matters related to the retail food facility inspection process, inspection report and grading program. This guide helps the operator or manager to complete an inspection using similar criteria as Environmental Health Division staff.



To help the food operator maintain a food facility in compliance with the law and to prepare the food operator for the inspection process, the following key categories have been included in this guide:

- **Common Terminology** – The terms are defined to supply clarity for improved communication during the inspection process.
- **Types of Inspections** – An explanation of the types of inspection a facility may have.
- **The Inspection Report** – An explanation of critical risk factors and good retail practices and the Official Retail Food Inspection Report (ORFIR).
- **Understanding the Grade** – An explanation on the issuance of the letter grade and how the letter grade card will be displayed.
- **Inspection Report Marking Guide** – Provides guidance on how the critical risk factors and good retail practices are evaluated during an inspection.
- **Self-Inspection Guide** – Allows an operator or manager to conduct an inspection using the same criteria as the Health Inspector.

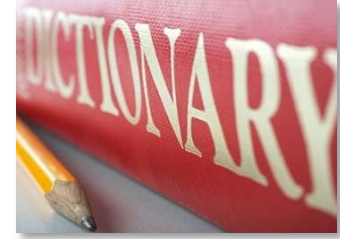
It is important to remember that this guide is a reference tool only. The guidelines provided are not intended to be all inclusive as individual establishments and severity of violations can vary greatly. The scientific community regularly provides enforcement agencies with new and updated information. Laws and policies are subject to change based upon the public health need. Therefore, inspection procedures are subject to change. The Imperial County Public Health Department Environmental Health Division will make every effort to inform the local food service industry of significant changes promptly.

If you have questions or concerns about your inspection, actions by your inspector or any applicable law or regulation, please contact our office:

**Imperial County Public Health Department
Environmental Health Division
1221 W. State St., Suite B, El Centro, CA 92243
Phone: (442)265-1888 Fax: (442)265-1903**

Common Terminology

The success of any food inspection program requires a clear understanding of the common terminology used by the health inspector and the food industry. The terms below are defined so that everyone can communicate clearly and openly during the inspection process.



Adulterated means either of the following:

- (a) Food that bears or contains any poisonous or deleterious substance that may render the food impure or injurious to health.
- (b) Food that is manufactured, prepared, or stored in a manner that deviates from a Hazard Analysis Critical Control Point (HACCP) plan so as to pose a discernable increase in risk.

Approved Source: A producer, manufacturer, distributor, or a food facility that is acceptable to the enforcement agency based on a determination of conformity with applicable laws. In the absence of applicable laws, approval would be based on current public health principles and practices, which are recognized within general industry standards that protect public health.

California Retail Food Code “CalCode”: Part of the California Health and Safety Code addressing the regulation of retail food establishments.

Cross Contamination: Is the transfer of harmful microorganisms from one food or food contact surface to another. Microorganisms may be transferred from contaminated equipment, utensils, and human hands to other food or food contact surfaces. Microorganisms may also be transferred when raw meat or poultry are stored or thawed above other food or food contact surfaces.

Foodborne Illness: An infection or intoxication caused by a bacteria, virus or parasite transmitted by food.

Food Facility: A room, building, or place, or portion thereof, maintained, used, or operated for the purpose of storing, preparing, serving, manufacturing, packaging, transporting, salvaging or otherwise handling food at the retail level. Retail means the food product is dispensed or sold directly to the consumer.

HACCP Plan: Written document that details the formal procedures for following the HACCP principles that were developed by the National Advisory Committee on Microbiological Criteria for Foods.

Impound: Means the legal control exercised by the enforcement officer over the use, sale, disposal, or removal of any food, equipment, or utensils.

Major Violations: Directly related to one of the five Center for Disease Control and Prevention (CDC) risk factors or one (1) of the five (5) U.S. Food and Drug Administration (FDA) public health interventions. Major violations pose an immediate threat to public health and the potential to cause foodborne illness.

When a major violation cannot be immediately corrected or mitigated, the food facility or the impacted areas may be subject to closure until the violation is corrected.

Minor Violations: Does not directly cause foodborne illness but are important factors in providing safe, wholesome and unadulterated food products.

Official Retail Food Inspection Form (OFIR): Official Food Inspection Form is Environmental Health Division's inspection form.

Permit Suspension: An action taken by the enforcement agency to order a facility temporarily closed.

Permit Revocation: An action taken by the Environmental Health Division to take away a facility's permit to operate resulting in a facility closure. A facility must apply for a new permit prior to being authorized to reopen.

Person in Charge (PIC): "Person in Charge" means the individual present at a food facility that's responsible for the operation of the food facility.

Potentially Hazardous Food (PHF): Food that is natural or synthetic and that requires temperature control because it is in a form capable of supporting rapid and progressive growth of infectious or toxigenic micro-organisms.

Ready to Eat Food (RTE): Means food that is edible without additional preparation to achieve food safety such as cooking, acidifying, etc.

Restrict: Means to limit the activities of a food employee so that there is no risk of transmitting a disease that is transmissible through food and the food employee does not work with exposed food, clean equipment, utensils, linens, and unwrapped single use articles.

Retail: Retail means the food product is dispensed or sold directly to the consumer.

Sherman Food Drug and Cosmetic Act: Part of the California Health and Safety Code addressing labeling, advertising and pure food.

Time Only Control: Is when time only (rather than time in conjunction with temperature) is used as a control for working with or holding potentially hazardous food (Hazard Analysis Critical Control Plan may be required)

Variance: Means a written document issued by the California Department of Public Health that allows the use of an alternative practice or procedure which is equivalent to the existing requirements, and that a health hazard will not result from the alternative practice or procedure.

Voluntary Condemnation and Destruction (VC&D): Is a procedure by which food found to be adulterated or misbranded is voluntarily destroyed by the operator under the supervision of an authorized representative of the Environmental Health Division.

Centers for Disease Control Risk Factors

While the food supply in the United States is one (1) of the safest in the world, the CDC estimates that there are 48 million cases of foodborne illness in the United States annually, resulting in 3,000 deaths per year. Preventing food borne illness and death continues to be a major public health challenge.

The CDC and the FDA have identified five (5) food borne illness risk factors and five (5) public health interventions, that when addressed during an inspection of a retail food establishment should lead to a reduction in the incidents of food borne illness and to increased public health food safety.

The five (5) most common CDC risk factors are identified as:

1. Improper holding temperature
2. Inadequate cooking
3. Poor personal hygiene
4. Contaminated equipment
5. Food from unsafe sources

The FDA's public health interventions are:

1. Demonstration of knowledge – The ability of the food employee to demonstrate safe food handling procedures related to the task being performed.
2. Employee Health Controls – Employees are to be excluded from food service and/or food handling when ill or injured.
3. Controlling hands as a vehicle of contamination – Enforce diligent hand washing procedures.
4. Time and temperature parameters for controlling pathogens – Utilize the established science-based time/temperature requirements for controlling potential pathogens.
5. Consumer advisories – Advising consumers of known hazards associated with the consumption of certain foods.



Imperial County Environmental Health Division is responsible for enforcing the portion of the California Health and Safety Code known as the California Retail Food Code (Cal Code), which contains the structural, equipment, and operational requirements for all California retail food facilities. To ensure that each retail food facility is in compliance with CalCode, Registered Environmental Health Specialists conduct routine inspections, which are unannounced. During the inspection, the food facility operation and maintenance is evaluated against statewide standards designed to ensure that safe, sanitary practices are being implemented and the facility is well maintained. The purpose of the inspection is to reduce those risk factors that contribute to food borne illness. After an inspection the Environmental Health Specialist will discuss the findings and the required corrective action with the operator. A timeline by which the corrections must occur will then be given. If a violation is observed that presents an imminent risk to public health, then immediate action is required to be taken to correct the violation.

Types of Inspections

Routine Inspections: Unannounced and conducted at a frequency determined by a risk assessment. The risk assessment evaluates the food, preparation, and the population served in order to determine the potential risk to the public for the occurrence of a foodborne illness. The inspector conducts an in-depth evaluation of the facility and records violations on the ORFIR.

Re-inspections: Inspections initiated by the inspector when the routine inspection reveals serious or repeat violations at the facility. Re-inspections are not included in the annual environmental health permit fee so an additional charge will be incurred by the owner.

Re-score Inspection: A re-evaluation of the facility, at the **owner's** request, conducted as a routine inspection in order to have the facility re-scored. A facility may only request **one (1) re-score inspection within a calendar year**. Once a facility uses its re-score option, the owner will have to wait until the next routine inspection in order to receive an upgraded Letter Grade Card. A re-score fee will be required at the time of the request. Requesting a re-score inspection is not a guarantee of receiving a higher grade.

Complaint Inspections: These types of inspections are started as a result of a complaint filed by the public. The issues related to complaints received by the Environmental Health Division will be addressed but obvious CDC Risk factor violations will not be ignored. The posted Letter Grade Card will not be changed until the next routine inspection. However, if the inspection reveals a condition(s) that is an imminent health hazard then the facility may be ordered to immediately close.

Emergency Inspections: These types of inspections are conducted when an emergency may exist such as a fire, electrical outage, non-potable water, or sewage overflow into the facility.

The Inspection Report

Environmental Health Division is responsible for enforcing sections of the California Health and Safety Code also known as CalCode. To ensure that each food facility is in compliance with CalCode, the Registered Environmental Health Specialist, who is more commonly referred to as the health inspector, conducts inspections. Any violation of CalCode is documented on the ORFIR, which is issued by the health inspector at the conclusion of the inspection. This report is used for routine inspections and other inspections to indicate the status of the food facility at the time of the inspection.

The intent of the ORFIR is to recognize the varying degrees of risk associated with violations of the applicable laws, codes, and regulations. The report consists of two (2) main parts. The first part includes items that relate to CDC identified critical risk factors and public health interventions. Violations in this section include major violations and “out” (out of compliance) or minor violations. The second section of the report includes items that do not relate to major violations and public health interventions and are considered Good Retail Practices. Violations in this section are considered “out” or minor violations only.

When completed, the ORFIR provides the food service operator with important information to identify areas within their operation that have the greatest potential for the spread of foodborne illness.

At the conclusion of the inspection, the inspector will review the inspection findings with the owner/operator or person in charge. The inspector will email a copy of the report to the operator's email address on file the day following the inspection. If no email address is available a paper inspection report will be mailed out the following day.



IMPERIAL COUNTY PUBLIC HEALTH DEPARTMENT

Environmental Health Division

OFFICIAL RETAIL FOOD INSPECTION REPORT

1221 W. State St., Suite B, El Centro CA 92243

Facility Name: TEST FOOD FACILITY		Inspection Date: 4/12/2022	
Owner/Permittee: TEST OWNER			
Address: 123 FANTASY Ln		City/Zip: EL CENTRO, CA 92243	
Facility Email Address:		Phone #: 1234567890	Fax #:
Person In Charge:		Program Identifier: TEST FACILITY	
Inspector's Name:		Service: ROUTINE INSPECTION	
Time In: 08:00 AM	Time Out: 09:00 AM	Result: MEETS STANDARDS	
FA: FA0008597	PR: PR0022705	Action: VIO. MUST BE CORRECTED	

GRADE

A

Score 100



☐ IN = In compliance
☐ Out = Items not in compliance

☐ N/A = Not applicable
☐ MAJ = Major Violation

☐ N/O = Not observed
☐ MIN = Minor Violation

RISK FACTORS AND INTERVENTIONS						
The following pose a threat to public health and must be corrected immediately.						
EMPLOYEE HEALTH, HYGIENE & KNOWLEDGE	IN	N/A	N/O	COS	OUT	
1. Demonstration of knowledge	☐				Maj	2
2. Food safety certification	☐					2
3. Communicable disease; reporting, restrictions & exclusions	☐				4	
4. No discharge from eyes, nose and mouth	☐					2
5. Proper eating, drinking, or tobacco use	☐					2
PREVENT CONTAMINATION BY HANDS						
6. Hands clean and properly washed; proper glove use	☐				4	2
7. Adequate hand washing facilities: supplied and accessible	☐					2
TIME AND TEMPERATURE RELATIONSHIPS						
8. Proper hot and cold holding temperatures	☐				4	2
9. Time as a public health control; procedures & records	☐				4	2
10. Proper cooling methods	☐				4	2
11. Proper cooking time and temperature	☐				4	
12. Proper reheating procedures for hot holding	☐				4	
PROTECTION FROM CONTAMINATION						
13. Returned and re-service of food	☐					2
14. Food in good condition, safe and unadulterated	☐				4	2
15. Food contact surface; clean and sanitized	☐				4	2
FOOD FROM APPROVED SOURCES						
16. Food obtained from approved source	☐				4	2
17. Compliance with shell stock tags, condition, display	☐					2
18. Compliance with Gulf Oyster Regulations	☐					2
ADDITIONAL RISK FACTORS						
19. Compliance with variance, specialized process & HACCP	☐					2
20. Consumer advisory provided for raw/undercooked food	☐					2
21. Licensed health care facilities/public & private schools: prohibited foods not offered	☐				4	
22. Hot and cold water available	☐				4	2
23. Sewage and wastewater properly disposed	☐				4	2
24. No rodents, insects, birds, or animals present	☐				4	2

GOOD RETAIL PRACTICES	
SUPERVISION	OUT
25. Person in charge present and performs duties	1
26. County Health Card - current and available	1
27. Personal cleanliness and hair restraints	1
GENERAL FOOD SAFETY REQUIREMENTS	
28. Approved thawing methods used, frozen food	1
29. Food separated and protected	1
30. Washing fruits and vegetables	1
31. Toxic substances properly identified, stored and used	1
32. Food storage; food storage containers identified	1
33. Consumer self service	1
34. Food properly labeled & honestly presented	1
EQUIPMENT/UTENSILS/LINENS	
35. Nonfood-contact surfaces clean	1
36. Warewashing facilities: installed, maintained, used; test strips/equipment	1
37. Equipment/utensils approved; installed; good repair; capacity	1
38. Equipment, utensils and linens: storage and use	1
39. Vending machines	1
40. Adequate ventilation and lighting; designated areas, use	1
41. Thermometers provided and accurate	1
42. Wiping cloths; properly used and stored	1
PHYSICAL FACILITIES	
43. Plumbing; proper backflow devices	1
44. Garbage and refuse properly disposed; facilities maintained	1
45. Toilet facilities: properly constructed, supplied, cleaned	1
46. Premises; personal/cleaning items; vermin proofing	1
47. Floors, walls and ceiling: properly built, maintained, and clean	1
48. No unapproved private homes / living or sleeping quarters	1
SIGNS/REQUIREMENTS	
49. Signs posted; last inspection report available; current health permit	1

⚙️ COS = Corrected on-site

COMPLIANCE & ENFORCEMENT			
	OUT		OUT
50. Plan review		52. Impoundment/VC&D	
51. Health Permit		53. Permit Suspension	

Person in Charge/Owner

Inspector's Signature

Understanding the Grade

The goal of food inspections is to protect the public by preventing incidents of foodborne illness. The Environmental Health Division has employed a grading system that the public can use as an indicator to determine the standing of a facility in following current health and safety requirements. Violations on the ORFIR have been assigned a specific point value based on the associated public health risk. The grade the food facility receives reflects the status of the food facility at the time of the inspection.

Each food inspection begins with 100 points. As the health inspector conducts the inspection, violations found are marked on the corresponding box of the Official Retail Food Inspection Report. The point value from each marked violation is calculated and the total is then deducted from the initial 100 points. Letter grades are assigned based on the facility score (written as a percentage) as shown below.

At the conclusion of the routine inspection, the Registered Environmental Health Specialist will place the Letter Grade Card in the facility window or other approved location.

Beginning of Inspection	100	points
Total points deducted	- _____	points
Remaining Points		= score (written as a percentage)

A Letter Grade Card (**A,B,C**) or Closure Notice will be issued at the end of the of the inspection based on the remaining points:

90 to 100 points	A	Generally superior in food handling practices and overall food facility maintenance and sanitation.
80 to 89 points	B	Generally good in food handling practices and overall food facility maintenance and sanitation.
70 to 79 points	C	Minimally acceptable in food handling practices and overall general food facility maintenance and sanitation. (re-inspection required)
<70 points	Closure	Poor food handling practices and overall general food facility maintenance and sanitation.

At the conclusion of the routine inspection, the Environmental Health Specialist will place the Letter Grade Card in the facility's window or other approved location. The Letter Grade Card shall not be defaced, marred, camouflaged, relocated, hidden or removed.

If a food facility receives an "A" grade, there will be no re-score inspection required.

If a food facility receives a "B" grade, there will be no re-score inspection required. However, if an operator wishes the opportunity to improve the grade but does not want to wait for the next

routine visit by the inspector a re-score inspection can be requested. **A facility may only request one re-score inspection within a calendar year. Once a facility utilizes its re-score option, the owner will have to wait until the next routine inspection in order to receive an upgraded Letter Grade Card.**

If a food facility receives a “C” grade the violations must be corrected and the food facility must submit a written request for a re-inspection within thirty (30) days of the date of the official inspection to avoid closure. The inspector will conduct the re-inspection within 10 business days after receiving the **written** request from the food facility and post the resulting grade. Facilities that do not receive at least a “B” grade on the re-inspection are subject to closure.

If a food facility receives a score below seventy (70), no grade will be issued. A Closure Notice will be posted by the health inspector and the facility will be closed for a period of no less than 24-hours. After the minimum 24-hour closure period, a reopening inspection to determine that all major violations have been corrected, will be required before the facility is able to reopen. The facility must submit a **written** re-inspection request in order for the reopening inspection to be performed. The re-inspection will be conducted within ten (10) business days after receiving the written request. The facility must obtain at least a “B” grade or will be subject to permit suspension and closure.

There may be other situations as determined by the health inspector that will make it necessary for the facility to immediately close. Any food facility found to pose an immediate danger to the public’s health and safety will be closed. Regardless of a facilities’ grade or score, if an immediate danger exists, the facility will be ordered to close. Examples of an immediate danger include sewage backup, no hot water, power or water outages, no operating refrigeration, or cockroach or rodent infestations.

When a food facility is ordered closed, the Health Permit is suspended, a Closure Notice will be posted in a location that can be viewed by the public. The Closure Notice will remain posted until a Letter Grade Card is posted by the health inspector. The closure will not apply to retail sales of non-food items.

A Letter Grade Card will be posted at the conclusion of the routine inspection and will be posted in a location that is visible to the public prior to entering the facility. Acceptable methods of posting include the following:

- Posted in the front window of the food establishment within five (5) feet of the front door.
- Posted in a display case mounted on the outside front wall of the food establishment within five (5) feet of the front door.
- Posted in a location approved by the Environmental Health Division to ensure proper notice to the general public and to patrons.

The grade card must be posted during all hours of operation. Facilities operating without their posted Letter Grade Card may be subject to legal action. Each food facility must maintain a copy of the most recent scored inspection report in the facility, and it must be made available for public review upon request. The Letter Grade Card shall not be defaced, marred, camouflaged, relocated, hidden, or removed.

Appeal Process

Appealing an inspection finding which resulted in a downgraded Letter Grade Card: If, after completion of an inspection, the permittee disagrees with the inspection findings that resulted in a downgraded Letter Grade Card, the permittee may request an appeal.

1. The permittee must submit a written request for an appeal within three (3) business days following the inspection.
2. The appeal will be reviewed by the Public Health Director.
3. The previously issued Letter Grade Card shall remain posted until the final decision by the Division's Deputy Director.
4. After the final decision, the new Letter Grade Card (if upgraded) shall be posted within one (1) business day.

Appealing closure of a food facility. A permit may be suspended or revoked for violations of CalCode. Any food facility for which the permit has been suspended shall close and remain closed until the permit has been reinstated.

The permit holder of a facility that has been closed may request an administrative office hearing within 15 calendar days to show cause as to why the permit suspension should be lifted or why the facility's permit should not be revoked.

The hearing shall be held within 15 calendar days of the receipt of a request for a hearing. Upon written request of the permit holder, the hearing officer may postpone any hearing date, if circumstances call for the action.

The Hearing Officer shall issue a written notice of decision to the permit holder within five (5) working days following the hearing. In case of a suspension or revocation, the notice shall specify the acts or omissions with which the permit holder is charged and shall state the terms of the suspension or that the permit has been revoked.

If any immediate health hazard is found, unless the hazard is immediately corrected, an inspector may temporarily suspend the permit and order the food facility immediately closed. At any time within fifteen (15) calendar days after service of a notice, the permit holder may request in writing a hearing before a Hearing Officer to show cause why the permit suspension is not called for. The hearing shall be held within fifteen (15) calendar days of the receipt of a request for a hearing. A failure to request a hearing within fifteen (15) calendar days shall be considered a waiver of the right to a hearing.

Self-Inspection Checklist

The following is provided so that you may perform periodic reviews of your food facility's operation and to assist you in maintaining the highest standard of sanitation. The checklist follows the Official Retail Food Inspection Report that the health inspector uses at each visit. Since the items listed in this checklist are considered to be related to the transmission of food-borne illness, it can be used as a training resource for your employees. The use of this self-inspection checklist is one (1) method that will help you provide a safe and healthy dining experience for your patrons.

A food facility must notify, temporarily close and notify the Environmental health Division if any one (1) of the following is encountered:

- ⚠ No potable water
 - ⚠ No hot water
 - ⚠ No electricity
 - ⚠ No operating refrigeration
 - ⚠ No operating refrigeration equipment
 - ⚠ Sewage overflowing into facility and/or main sewage system is not working
 - ⚠ Severe rodent or insect infestation
-

DEMONSTRATION OF KNOWLEDGE

- ☐ An owner or employee has successfully passed an approved and accredited food safety certification examination and has current and valid certification.

EMPLOYEE HEALTH & HYGENE PRACTICES

- ☐ Employees handling food or utensils have no open sores, symptoms of diarrhea, vomiting, fever, or persistent coughing, sneezing or runny nose.
- ☐ Employees do not smoke or use tobacco inside the facility.

PREVENTING CONTAMINATION BY HANDS

- ☐ Employees wash their hands with soap and warm water for the following reasons:
 - Before starting work.
 - Immediately after using the restroom.
 - Any time needed to prevent food contamination.
- ☐ All sinks are fully operable with hot and cold water at each faucet.
- ☐ Facility can maintain warm water of least 100° F at all hand sinks.
- ☐ Single service soap and towel dispensers at all hand wash sinks are working and stocked.
- ☐ Tongs or other implements are used for serving food products.

TIME AND TEMPERATURE RELATIONSHIPS

- ☐ Potentially hazardous foods that are served cold, such as deli meat, eggs, cut tomatoes, are maintained at or below 41°F.

- ☐ Potentially hazardous foods that are held hot, such as cooked meats, roasted chicken and cooked vegetables are maintained at or above 135°F at all times.
- ☐ Potentially hazardous foods that are cooked, cooled and reheated for hot holding are reheated rapidly to 165°F for 15 seconds.
- ☐ A thermometer, accurate to +/- 2°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, and readily visible.
- ☐ Frozen food products are thawed using one (1) or more of the following methods:
 - In refrigeration units.
 - Under cold running, potable water of sufficient velocity to flush loose food particles.
 - In a microwave oven.
 - As part of the cooking process.
- ☐ Thawed foods are not refrozen unless they have been cooked or processed.
- ☐ Rapid cooling and reheating procedures are used for all potentially hazardous foods using one (1) or more of the following methods:
 - Food is separated into smaller portions and placed in shallow pans that are no more than four (4) inches deep. Note: Metal pans cool better than glass or plastic pans.
 - Ice is added as an ingredient.
 - Foods are placed into an ice bath and stirred often to speed the cooling process.
 - Foods are loosely covered so that heat and steam can escape during cooling.
 - Containers are arranged within a refrigeration unit so that air can flow properly around containers.
 - Special equipment like chill paddles or blast chillers are used.
- ☐ Cooked foods are cooled quickly. Hot foods can be cooled down to 41°F over a six (6)-hour period but must be cooled down to 70°F within the first two (2) hours.
- ☐ Foods are cooked to minimum cooking temperatures (except by customer request).

FOOD FROM APPROVED SOURCES

- ☐ Food is purchased from an approved source (licensed by the county, state, or federal government).
- ☐ All shellfish have certification tags or labels properly stored and displayed. Shellfish tags are kept for ninety (90) days.
- ☐ Warning signs posted for Raw Gulf Oysters, if applicable. Raw Gulf Oysters are banned from sale from April 1 to October 31 of each year.

CONFORMANCE WITH APPROVED PROCEDURES

- ☐ Written documentation for a variance, specialized process, or approved HACCP plan is maintained and followed.

CONSUMER ADVISORY

- ☐ Consumer advisory is provided for ready-to-eat foods containing undercooked meat or raw egg.
- ☐ Food products with an alcohol content exceeding 0.5% are properly labeled.

HIGHLY SUSCEPTIBLE POPULATIONS

- ☐ Foods which are prohibited at licensed health care facilities, public schools and private schools are not offered for sale or used as an ingredient at these facilities.

WATER/HOT WATER

- ☐ Potable supply of hot and cold water is available and protected from backflow contamination.
- ☐ All sinks are fully operational with hot and cold water under pressure.
- ☐ Facility can maintain hot water of at least 120°F faucets (hand sink temperatures may be 100-108°F).

LIQUID WASTE DISPOSAL

- ☐ All liquid waste properly drains to an approved and fully functioning sewage disposal system.
- ☐ All sinks drain properly.
- ☐ Floor drains and floor sinks are functioning properly.

VERMIN

- ☐ Facility is free from insect and rodent infestations.
- ☐ Live animals, birds, or fowl are not in the facility.
- ☐ Outside doors and screen doors are self-closing and closures are working.
- ☐ Air curtains are working properly.
- ☐ Only approved pesticides are used and stored in the proper manner.
- ☐ Facility is constructed and maintained to prevent entrance of vermin.

SUPERVISION

- ☐ A designated Person in Charge who has knowledge of safe food handling practices as they relate to food preparation is available during all hours of operation.
- ☐ All food employees are properly trained and knowledgeable about safety as it relates to their duties.

PERSONAL CLEANLINESS

- ☐ Hair of employees is properly confined.
- ☐ Employees are wearing clean outer garments.
- ☐ Employee clothing and belongings are not stored in food preparation, food storage, or food equipment storage areas.

GENERAL FOOD SAFETY REQUIREMENTS

- ☐ 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.
- ☐ Food preservatives containing sulfites are not being used.
- ☐ Raw, whole produce is washed before it is prepared.

FOOD STORAGE/DISPLAY SERVICE

- ☐ All foods are stored a minimum of six (6) inches off the floor.
- ☐ Restrooms are not used for the storage of food, equipment, or supplies.
- ☐ All paper products are stored in a manner to protect them from contamination.
- ☐ Foods, and food related products, are protected from dirt, unnecessary handling, overhead leakage, and other forms of contamination.
- ☐ All food storage containers have tight fitting lids and are properly labeled.
- ☐ Foods are dispensed in the self-serve area in an approved manner.
- ☐ Returned, damaged, or unlabeled food products are properly stored.

EQUIPMENT/UTENSILS/LINENS

- ☐ All equipment (i.e., stoves, grills, refrigerators, tables, sinks, etc.) is clean and well maintained; food contact surfaces are properly washed and sanitized.
- ☐ Inoperable equipment has been repaired or replaced or removed from the facility.
- ☐ Equipment is listed or certified by National Sanitation Foundation (NSF) International or equivalent.
- ☐ No equipment has been replaced, moved, or added without prior approval from Imperial County Environmental Health Division.
- ☐ Multi-service utensils are being washed using one (1) of the following methods:
 - In a three (3) compartment sink (wash-rinse-sanitize);
 - Dishwasher, conforming to NSF International standards, using a chemical sanitizing rinse; or
 - Dishwasher, used following the manufacturer's specification and achieving a utensil surface temperature of 160 degrees Fahrenheit.
- ☐ Damaged or unapproved utensils have been repaired or replaced.
- ☐ Utensils are properly protected during storage.
- ☐ Clean linens are stored in a clean place and protected from contamination until used.
- ☐ Soiled cloths/ linens are stored in a nonabsorbent container or washable laundry bag.

PHYSICAL FACILITIES

- ☐ Adequate lighting and ventilation are provided throughout the facility.
- ☐ Exhaust ventilation filters are clean and well maintained.
- ☐ Light fixtures have approved safety covers.
- ☐ Toilet facilities are clean, well maintained and in good repair.
- ☐ Self-closing doors in toilet rooms are working properly.
- ☐ Toilet tissue dispensers are stocked.
- ☐ Mechanical ventilation or a screened window that can be opened, is provided in each restroom.
- ☐ Cleaning equipment is properly stored.
- ☐ Plumbing is in good repair.
- ☐ Trash containers are leak-proof and covered.
- ☐ Outside trash bin lids are closed.
- ☐ Outside premises and refuse areas are clean and well maintained.

Permanent Food Facilities

- ☐ Floors are clean, well maintained and in good repair.
- ☐ Walls, ceilings and windows are clean, well maintained and in good repair.
- ☐ Grease traps and septic tanks are routinely serviced.
- ☐ There are no living quarters within the facility.

SIGNS/REQUIREMENTS

- ☐ Last routine inspection report is available for review by the public and by the Environmental Health Specialist during inspections.
- ☐ Letter Grade Card and health permit are posted in a location where they are easily seen.
- ☐ Owner or employee has a current and valid Food Safety Certification if required.
- ☐ All employees handling food or utensils have a current and valid California Food Handler card.
- ☐ Legible hand washing signs are properly posted.
- ☐ No smoking and first aid signs (choking) are properly posted.
- ☐ Customers are notified to obtain clean tableware when returning to self-service areas such as salad bars and buffets.

COMPLIANCE AND ENFORCEMENT

- ☐ Plans are submitted for approval prior to remodeling of the facility.
- ☐ Facility has a current Environmental Health Division Permit to operate.