

# **A Food Worker’s Guide to the Anchorage Food Code**

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In 2010, a new Anchorage Food Code based on the 2005 FDA Model Food Code was adopted by the Municipality of Anchorage. This food code is focused on the prevention of foodborne illness and the protection of consumer health. This booklet is designed as a reference for anyone responsible for preparing, serving, or storing food for public consumption in the Municipality of Anchorage. Food facilities located outside of the Municipality of Anchorage are regulated by the Department of Environmental Conservation. The regulations in facilities inspected by the Department of Environmental Conservation may be different than those described in this booklet.

All permitted food establishments in the Municipality of Anchorage must adhere to the Anchorage Food Code (AMC 16.60) and the adopted sections of the 2005 FDA Food Code. This booklet is intended to be used as a guide for food workers in both regular facilities and temporary facilities. Section AMC 16.60.220 of the Anchorage Food Code specifically addresses additional regulations that apply to temporary and seasonal temporary facilities. In this booklet, items that pertain specifically to temporary and seasonal temporary facilities are underlined.

Thank you for reading this booklet and all that you do to serve safe food. We offer a 30 question multiple choice test based on the information in this booklet. Those who pass this test have earned an Anchorage Food Worker Card that is valid for 3 years. This card does not substitute for the Certified Food Protection Manager exam.

## **Definitions**

**Bacteria:** Microscopic, single-celled living organisms. *Listeria*, *E. coli*, *Shigella*, *Campylobacter* are all bacteria.

**Bare Hand Contact:** Touching or handling an item with bare hands.

**Certified Food Protection Manager:** Individual who has successfully completed a food safety examination for food managers from an accredited program.

**Commissary:** A permitted food establishment where operators can store and prepare food.

**Date Marking:** Labeling a food with the day or date the food is prepared or the date or day the food must be discarded.

**Demonstration of Knowledge:** Ability to show through words or actions that an individual understands how to store, prepare, and serve food safely.

**Foodborne Illness:** Disease or illness that resulted from eating one or more foods.

**HACCP:** Acronym for Hazard Analysis and Critical Control Point. It is a detailed food preparation plan to ensure food safety.

**Highly Susceptible Population:** Those who are more likely than the general population to experience a foodborne illness. Pre-school children, the elderly and those with weak immune systems are highly susceptible to foodborne illness.

**Jaundice:** Yellow discoloration of the skin and eyes.

**Parasite:** An organism that lives in or on an organism of another species.

**Person in Charge (PIC):** An individual who is present at a food establishment and responsible for the operation.

**Potentially Hazardous Food:** A food that requires time or temperature control to limit bacterial growth. These foods are also referred to as Time/Temperature Control for Safety Foods.

**Ready to Eat Food:** Food that can be consumed without further washing, cooking, or processing.

**Risk Type:** The level of risk in a food facility based on procedures used in the food operation as determined by a risk assessment. The risk assessment form is found in AMC 16.60.110 and on page 30 of this booklet.

**Seasonal Temporary Facility:** A permitted food establishment that is at one location, operates no more than 2 days each week, and operates for less than a 120 day period.

**Temporary Facility:** A permitted food establishment that is at one location for no more than 21 consecutive days.

**Variance:** A written document issued by the Department of Health and Human Services that allows a modification or waiver of one of the requirements in the Anchorage Food Code.

**Virus:** An infectious, non-living material that infects a living cell. Examples of viruses include Hepatitis A and norovirus.

## **Role of the Person in Charge (PIC) and Demonstration of Knowledge**

Serving safe food doesn't happen by accident. Food is stored, prepared, and served safely when management and workers deliberately incorporate specific actions or procedures to control foodborne illness risk factors. An example of a specific action that controls a foodborne illness risk factor is to always wash hands properly before beginning food prep work. There are five categories of foodborne illness risk factors. They are:

1. Food from unsafe sources;
2. Inadequate cooking;
3. Improper holding temperatures;
4. Contaminated equipment; and

## 5. Poor personal hygiene.

To effectively reduce foodborne illness risk factors, managers in retail and food service establishments must focus their efforts on controlling and reducing these risk factors in order to prevent foodborne illness. This deliberate approach to preventing foodborne illness is known as “active managerial control.”

**A Person in Charge (PIC) must be present anytime food is being prepared or served. The PIC is responsible for the operation and has many responsibilities including supervising and training staff and preventing ill employees from working in a food facility.** Usually, the PIC will be an owner or manager. If someone who is usually the PIC, such as a manager, is not in the facility, then someone else must be designated as the PIC. The PIC must have the knowledge and the authority to ensure that safe food handling practices are followed at all times. The PIC must demonstrate that they have a basic level of food safety knowledge.

**There are three ways for a PIC to demonstrate knowledge of food safety practices:**

1. Complying with the Food Code by having no critical violations during the inspection;
2. Having a current food protection manager certificate; or
3. Correctly answering an inspector's questions about food safety as they relate to the specific food operation.

Critical violations are more likely than other violations to contribute to food contamination, foodborne illness, or an environmental health hazard. On the inspection form on page 32 of this booklet, the items under the category “Foodborne Illness Risk Factors and Public Health Interventions” are the critical violations. They include good hygienic practices and proper cooking temperatures for potentially hazardous foods. If a facility does not have any critical violations noted on their inspection, then the demonstration of knowledge requirement has been met.

The second way for a PIC to demonstrate knowledge of food safety practices is to have a food protection manager certificate. Food protection manager certificates must be from an accredited program and are valid for 5 years. To meet the demonstration of knowledge requirement with a food protection manager certificate, the individual who has the certificate must be present during the inspection and be the PIC. If the individual who has the food manager certificate is not present during the inspection or is not the PIC, then the person who is the PIC must demonstrate knowledge through one of the other two options.

If a facility has critical violations during the inspection and the PIC does not have a food manager certificate, then the PIC needs to demonstrate knowledge through the third option. This is accomplished by correctly answering the inspector’s questions about food safety as it pertains to their specific establishment. For example, if during the inspection lunch meat is sitting on the counter and measured at 55°F, then the PIC needs to demonstrate that they know the lunch meat needs to be held at 41°F or below.

The potential topics and questions that may be asked to satisfy the third option for demonstrating knowledge come directly from the 2005 FDA Food Code. All of these topics are addressed in further detail in this booklet and are listed here for reference. The topics that a PIC needs to understand to satisfy the third option of demonstration of knowledge requirement are:

1. Describe the relationship between the prevention of foodborne disease and the personal hygiene of a food employee;
2. Explain the responsibility of the PIC for preventing the transmission of foodborne disease by a food employee who has a disease or medical condition that may cause foodborne disease;
3. Describe the symptoms associated with the diseases that are transmissible through food;
4. Explain the significance of the relationship between maintaining the time and temperature of potentially hazardous foods and the prevention of foodborne illness;
5. Explain the hazards involved in the consumption of raw or undercooked animal products;
6. State the required food temperatures and times for safe cooking of potentially hazardous foods including meat, poultry, eggs, and fish;
7. State the required temperatures and times for the safe refrigerated storage, hot holding, cooling, and reheating of potentially hazardous foods;
8. Describe the relationship between the prevention of foodborne illness and the management and control of the following:
  - A. Cross contamination,
  - B. Bare hand contact with ready to eat foods,
  - C. Hand washing, and
  - D. Maintaining the food establishment in a clean condition and in good repair;
9. Describe foods identified as major food allergens and the symptoms that a major food allergen could cause in a sensitive individual who has an allergic reaction.
10. Explain the relationship between food safety and providing equipment that is:
  - A. Sufficient in number and capacity, and
  - B. Properly designed, constructed, located, installed, operated, maintained, and cleaned;
11. Explain correct procedures for cleaning and sanitizing utensils and food-contact surfaces of equipment;
12. Identify the source of water used and measures taken to ensure that it remains protected from contamination such as providing protection from backflow and preventing the creation of cross connections;
13. Identify poisonous or toxic materials in the food establishment and the procedures necessary to ensure that they are safely stored, dispensed, used, and disposed of according to law;
14. Identify critical control points in the operation from purchasing through sale or service that when not controlled may contribute to the transmission of foodborne illness and explain steps taken to ensure that the points are controlled in accordance with the requirements of this Code;

15. Explain the details of how the PIC and food employees comply with the HACCP plan if a plan is required by the law, this Code, or an agreement between the regulatory authority and the food establishment;
16. Explain the responsibilities, rights, and authorities assigned by this Code to the:
  - A. Food employee,
  - B. Conditional employee,
  - C. PIC,
  - D. Regulatory authority; and
17. Explain how the PIC, food employees, and conditional employees comply with reporting responsibilities and exclusion or restriction of food employees.

During an inspection there is commonly an ongoing conversation between the inspector and workers in the facility. Even if your facility has complied with the demonstration of knowledge requirement by not having critical violations or with a food protection manager certificate, the inspector may still have questions about the operation. Please answer those questions as best you can. Sometimes the inspector is just trying to better understand your operation.

While having a certified food protection manager is one option for a PIC to meet the demonstration of knowledge requirement, food protection manager certificates are required in certain facilities. There is no requirement for a certified food protection manager at a facility that is Risk Type 1. All establishments that are Risk Type 2 or Risk Type 3 must have at least one active, regularly on-site person who is a certified food protection manager. The Risk Type reflects the risk of foodborne illness if processes used in the facility are not done correctly. The form used to determine Risk Type is found in AMC 16.60.110 and on page 30 of this booklet.

While facilities that are Risk Type 2 or Risk Type 3 must have a certified food protection manager, all food workers at all facilities, regardless of Risk Type, must have a current food worker card. Each food worker must be trained in basic food safety and have a current food worker card from an approved program. This card must be obtained within 30 days of hire. The food worker card is valid for 3 years. Anyone who works with unpackaged food, potentially hazardous food, or food contact surfaces such as clean dishes must have a food worker card. An individual that is a current certified food protection manager has met the employee education requirement and does not need to have a separate food worker card.

The certified food protection manager must be someone who is responsible for the day to day operations of the facility and regularly and actively works in the facility. The food protection manager is responsible for sharing the knowledge they have about serving safe food with all of the other workers in the facility. The certified food protection manager could also be the PIC, but this is not required.

Someone who is responsible for operating a temporary facility must have a valid food worker card or a food protection manager certificate. The requirement for all employees,

within 30 days of hire to have basic food safety training and a food worker card also applies to temporary facilities.

These are some commonly asked questions about the PIC, Demonstration of Knowledge, and certified food protection manager requirements.

**Q: My nephew works in our restaurant during the summers. Can my nephew be our PIC?**

A: When your nephew is working in the restaurant, he can be the PIC.

**Q: Is my nephew required to have a food protection manager certificate?**

A: No. However, if your restaurant is Risk Type 2 or Risk Type 3 then at least one active, regularly on-site person will need to have the certification.

**Q: I am the PIC at my restaurant. I go to the bank everyday at 10am. Does someone have to cover for me while I'm gone?**

A: Yes. When you are not physically present and managing the food workers, someone else must be designated the PIC.

**Q: My restaurant is a Risk Type 2 and open 7 days a week. I have an employee with a food protection manager certificate who works in the restaurant on Monday afternoons only. Does this meet the requirement for a food protection manager certificate?**

A: No. This employee would not be considered an active, on-site person.

**Q: We didn't have any critical violations during our last inspection. Does someone still need a food protection manager certificate?**

A: If your facility is Risk Type 2 or 3, then at least one active, on-site person will need to have a food protection manager certificate.

**Q: How is Risk Type determined?**

A: A risk assessment form is used to determine Risk Type. This form is found at AMC 16.60.110 and on page 30 of this booklet.

**Q: How do I find out what the Risk Type of my facility is?**

A: You may ask your inspector or call the Department of Health and Human Services at (907) 343-4200.

**Q: I only serve coffee and muffins. I had a critical violation on my inspection and do not have a food protection manager certificate. To meet the demonstration of knowledge requirement, will the inspector ask me what the cooking temperature of chicken is?**

A. No. If you don't serve chicken the inspector will not ask you about cooking chicken.

**Q: I only serve coffee and muffins. To meet the demonstration of knowledge requirement, could the inspector ask me to explain the correct way to wash my dishes?**

**A:** Yes. Correct dish washing is a task that is a part of your operation and it is possible the inspector may ask you to describe correct dish washing procedures.

**Q: I have a food protection manager certificate. Do I also need to get a food worker card?**

**A:** No. You do not need to have a separate food worker card if you have a current food protection manager certificate.

## **Employee Health**

The PIC is responsible for explaining and implementing an employee health policy. **Employees experiencing symptoms such as diarrhea, vomiting, jaundice, or sore throat with fever must report these symptoms to the PIC.** Certain diagnosed diseases must be reported to the PIC. **A diagnosis of *Shigella*, *E. coli*, Hepatitis A, or *Salmonella Typhi* must be reported to the PIC.** These symptoms and diseases have a high likelihood of being transmitted from a food worker to a customer. For example, if a food worker has diarrhea that is caused by a foodborne illness, that food worker could transmit their illness to customers through the food the worker handles.

Due to symptoms or a particular diagnosis, the PIC may need to restrict or exclude employees. If an employee needs to be restricted, then the employee may not work with exposed food, clean equipment, utensils, linens, or unwrapped single-service or single-use articles. If an employee needs to be excluded, then the employee may not work in the facility at all.

**Facilities that serve a highly susceptible population such as pre-schools, nursing homes, and hospitals have more stringent employee health requirements.** If you are responsible for a facility that serves a highly susceptible population, carefully read sections 2-201.11 through 2-201.13 of the 2005 FDA Food Code.

On page 33 of this booklet there is an employee health agreement and on page 34 there is an employee health decision tree. These documents can be used in implementing an employee health plan. If there are any questions about employee health policy requirements, please contact our office.

The following Q&A applies to most facilities. If there are questions about the employee health requirements at your facility, please ask your inspector or contact the Department of Health and Human Services at (907) 343-4200.

**Q: Is it sufficient to simply tell workers not to come to work when they are “ill”?**

**A:** No. Employers need to inform their workers of what conditions and diagnoses must be reported to them.



**Q: What conditions must all workers report?**

**A:** Workers need to inform the PIC anytime they have had vomiting, diarrhea, jaundice, or sore throat with fever within 24 hours of their work shift.

**Q: What diagnoses must an employee report?**

**A:** Employees must tell the PIC if they have been diagnosed with norovirus, Hepatitis A, *Shigella*, *E. coli* or *Salmonella*.

**Q: What does the PIC need to do if a worker has had diarrhea or vomiting within 24 hours of their work shift?**

**A:** The worker may not be in the food establishment. Once 24 hours has passed from when their symptoms stopped, the worker is allowed to come back to work.

**Q: What does the PIC need to do if a worker has been diagnosed with one of the listed diseases?**

**A:** See Table 1.

Table 1: Workers with Diagnosed Diseases

Diagnosed Disease	Required Minimum Action	When can they return to normal work status?	Notify DHHS*
Norovirus	Exclude for 24 hours then Restrict 24 hours unless otherwise approved.	After 48 hours passed from end of symptoms or approval by DHHS or medically cleared.	Yes
<i>Shigella</i>	Exclude for 24 hours and then Restrict for 6 days.	After 7 days passed from end of symptoms or approval by DHHS or medically cleared.	Yes
<i>E. coli</i>	Exclude for 24 hours and then Restrict for 6 days.	After 7 days passed from end of symptoms or approval by DHHS or medically cleared.	Yes
Hepatitis A	Exclude until DHHS allows them to return.	After approval from DHHS	Yes
<i>Salmonella</i> Typhi	Exclude until DHHS allows them to return.	After approval from DHHS	Yes

\*DHHS is the Department of Health and Human Services. To notify DHHS, call (907) 343-4200.

**Q: If a worker needs to be excluded, can they work in the facility at all?**

**A:** No. If an employee needs to be excluded, the PIC must ensure that the employee does not work in the facility in any capacity.

**Q: If a worker needs to be restricted, what are they not allowed to do?**

**A:** Employees that need to be restricted may not work with exposed food, clean equipment, utensils, linens, or unwrapped single service items.

**Q: Does my facility have to inform all workers of these reporting requirements?**

**A:** Yes.

**Q: Do I need to have a written policy explaining this information?**

A: No, but there are forms in the 2005 FDA Food Code that cover all of this information. For your convenience, an employee health agreement form has been included on page 33 of this booklet. This form is also found in the 2005 FDA Food Code in Form 1B in Annex 7. An employee health decision tree is included on page 34 of this booklet. This form is also found in the 2005 FDA Food Code on page 333 in Annex 3.

**Q: What if an employee doesn't have any of these symptoms but has what appears to be a cold?**

A: Employees with persistent sneezing, coughing, or a runny nose that causes discharges from the eyes, nose or mouth may not work with exposed food, clean equipment, utensils, linens, or unwrapped single-service items. They may perform other tasks such as janitorial work.

These sample scenarios further illustrate employee health requirements.

**Scenario #1**

Joe is a prep cook at your restaurant and calls you to say he won't be coming in today (Wednesday) because he was really ill with vomiting and diarrhea last night. You ask him when his symptoms stopped and he says it was around 3 a.m. (Wed.). He said that he didn't go to the doctor because he was feeling a little better by the time he got out of bed on Wednesday morning.

**Q: Can he come back to work for his Thursday shift that starts at 9:00 a.m.?**

A: Yes. Joe's symptoms stopped more than 24 hours before his work shift starts and he hasn't been diagnosed with a disease.

**Scenario #2**

Mary is a cook at your restaurant and informs you that her husband was recently diagnosed with *E. coli*.

**Q: Can Mary work in the food establishment?**

A: Yes, if your facility doesn't specifically serve a highly susceptible population. You will need to educate Mary on the symptoms to watch for.

**Scenario #3**

Chris is a cook at your restaurant and informs you that he was recently diagnosed with Hepatitis A.

**Q: Can Chris work in the food establishment?**

A: No. You must report this diagnosis to DHHS.

#### Scenario #4

James works in your deli making sandwiches and has a persistent cough and runny nose.

**Q: Can James work in the food establishment today?**

**A:** James cannot make sandwiches today. He may perform other duties in the establishment such as janitorial tasks until he is well enough to return to sandwich making.

### Hand Hygiene and Bare Hand Contact

**Employees must wash their hands frequently. Hand washing must occur in a designated hand sink, which must be accessible for hand washing at all times. Specifically, hands must be washed before engaging in food preparation and before working with clean equipment, utensils, or unwrapped single service items. Hands must also be washed after handling raw eggs, raw meats, soiled utensils, chemicals, or garbage and washed after doing anything unhygienic such as eating, smoking, or using the toilet.** There are many acts which are considered unhygienic. Anything that could potentially contaminate the hands is unhygienic. Touching your mouth, picking trash up off the ground, and wiping your nose are all considered unhygienic. If you are unsure as to whether you have done something unhygienic, be safe and go wash your hands.

**Hands must be washed under clean, running warm water, with soap. First, hands must be rinsed under warm water. Second, hands must be rubbed together vigorously for at least 10 to 15 seconds with soap and warm water. Third, the hands must be rinsed thoroughly under clean, running warm water and then, finally, dried with either a paper towel or a heated air-hand drying device.** Approved hand sanitizers may be applied to hands that have been properly washed. Hand sanitizers are not a substitute for hand washing, but they may be used in addition to hand washing.

Temporary and seasonal temporary facilities that do not have a working, plumbed hand sink may set up a temporary hand wash station. **A temporary hand washing station must consist of soap, paper towels, and a container with a faucet-type spigot that holds at least 2 gallons and is filled with warm water. There must also be a container to catch the waste water.** Upon approval from the Department of Health and Human Services, temporary facilities with minimal handling may use chemically treated towelettes in place of hand washing. Temporary hand wash stations are only allowed at temporary facilities with a temporary permit.

Hands and arms that have long nails or jewelry such as wedding rings and bracelets are more difficult to clean thoroughly and can collect small pieces of debris and bacteria that do not easily wash off during standard hand washing. While preparing food, employees may not wear jewelry, including medical information bracelets on their arms and hands. The only acceptable jewelry that may be worn during food preparation is a plain wedding band. Food employees must also keep their fingernails trimmed, filed, and maintained so the edges and surfaces are cleanable and not rough.

Even when washed properly, there are still some bacteria on your hands. Proper hand washing greatly reduces the amount of bacteria, but it does not eliminate bacteria completely. Direct handling of foods with bare hands is commonly known as “bare hand contact.”

**A ready to eat food is a food that does not require further cooking or processing before it can be served. Unless a food is specifically exempted, food workers in the Municipality of Anchorage may not handle ready to eat foods with their bare hands. Any food that is not required to be cooked for food safety is a ready to eat food. Some examples include: bread, bagels, pepperoni, cooked chicken, hot dogs, and chips. To work with ready to eat foods, there must be a barrier between the employee’s bare hand and the food.** This barrier is commonly referred to as a utensil. Some examples of utensils are tongs, scoops, pastry tissues and gloves.

In the Municipality of Anchorage there are two exceptions to the bare hand contact rule. The first is washing fruits and vegetables. When washing fruits and vegetables, an employee may handle the food with their bare hands. The second is garnishing beverages. An employee may handle garnishes with their bare hands. A garnish is frequently a piece of fruit that is added to a finished beverage. When preparing the beverage, employees may not handle the components of the beverage with their bare hands. Only the garnish for the completed beverage may be handled with bare hands. Note: Outside the Municipality of Anchorage, the garnishment exception does not apply.

**If an employee is working with a food that is not considered ready to eat, then the employee may handle the food with their bare hands. For example, raw chicken is not considered ready to eat and after proper hand washing, an employee may handle raw chicken with their bare hands.** Other tasks that do not involve food handling such as mopping the floor or washing dishes do not require gloves or any sort of bare hand barrier.

It is important that food workers are trained in proper glove usage. **Wearing gloves does not substitute for hand washing.** Employees must wash their hands properly before putting on gloves. If gloves become contaminated or torn, then the gloves must be discarded. Gloves cannot be reused. Once a glove has been removed from a hand it must be discarded. **If gloves have been worn to handle raw meat and a food worker needs to change from handling raw meat to slicing apples, then the food worker must discard their gloves, wash their hands properly at a designated hand sink, and then put on new gloves.** When in doubt, be safe. Throw the gloves away, wash your hands properly, and put on new gloves.

These are some commonly asked questions about hand hygiene and bare hand contact.

**Q: Do I have to wash my hands if I’m going to put on gloves?**

**A:** Absolutely. Hands must be properly washed before gloves are put on. The only exception is for temporary facilities with minimal handling that have approval to use chemically treated towelettes in place of hand washing.

**Q: I just washed my hands in the bathroom. Do I have to wash them again in the kitchen?**

A: Yes. Before putting on gloves or working with food, dishes, utensils, or single service items, wash your hands at a designated hand sink in the kitchen.

**Q: How often do I need to change gloves?**

A: Gloves are a single use utensil and may be used for one task. Gloves must be removed and discarded when damaged, soiled, or when a worker is changing tasks. After a glove has been removed from the hands, it must be discarded. It cannot be reused.

**Q: What is an example of “one task?”**

A: Handling ready to eat foods is considered to be one task. For example, a food worker could prepare sandwiches and then prepare desserts without changing gloves.

**Q: Do all foods require no bare hand contact?**

A: No. Unless specifically exempted, only foods that are considered ready to eat must not be touched by bare hands.

**Q: What are some examples of ready to eat foods?**

A: Any food that is not required to be cooked for food safety is a ready to eat food. Some examples include: bread, bagels, pepperoni, cooked chicken, hot dogs, and chips. Food workers may not handle these foods with their bare hands.

**Q: Are disposable gloves the only option for no bare hand contact?**

A: No. Other utensils such as tongs or scoops that prevent hand contact may be used.

**Q: I am preparing a mixed drink with several ingredients. Can I handle the ingredients with my bare hands?**

A: No, you may not handle the ingredients with your bare hands. Only the garnish can be handled with bare hands. Note: Outside the Municipality of Anchorage, in facilities regulated by the Department of Environmental Conservation, you may not handle the garnish with your bare hands.

**Q: Can I wear my wedding ring when preparing food?**

A: If it is a plain band, you may wear it. If it is more decorative than a plain band, you may not wear it while preparing food.

## **Storing, Preparing, and Serving Food**

### **Protecting Food from Contamination**

All food must be stored and prepared so that it is protected from contamination. Protecting food begins with purchasing and using food that is from a store or business that is approved to sell food. Once the food is purchased it must be stored and prepared in a permitted facility. **Food that is going to be served to the public may not be stored or prepared in a private home or other unapproved location.**

Temporary facilities may need to use a commissary or other approved facility to store or prepare food. To use a commissary or other approved facility, an operator must notify the Department of Health and Human Services by submitting written documentation such as a letter from the owner of the commissary showing that the operator has permission to use the facility as a commissary.

There are many ways food can become contaminated and all food workers must take precautions to avoid contaminating food. Food can be contaminated by bare hands, gloves that have been worn for more than one task, or unhygienic acts in the food preparation and storage areas. Unhygienic acts include, but are not limited to, vomiting, smoking, sneezing, spitting, and eating. **No one may eat in the food preparation or storage areas. The only exception to this is when a food worker needs to taste a food as part of the preparation process. To taste properly, use a utensil one time only. After using a single use utensil for tasting it must be discarded. If a washable utensil is used for tasting, it must be washed, rinsed, sanitized, and air dried before being reused.**

A ready to eat food, such as an apple, can be contaminated if a knife used to chop raw chicken is then used to slice the apple. There are bacteria on the raw chicken that will be killed during the cooking process the chicken must undergo before it is served. The apple is ready to eat and will not go through the same cooking process before being served. This type of contamination is called cross-contamination. Food workers need to pay careful attention and wash, rinse, and sanitize utensils before switching between raw animal foods that need to be cooked and ready to eat foods.

Pests are another potential source of contamination. Facilities must use appropriate means to exclude pests such as rodents, flies, and cockroaches. If rodents, flies, or cockroaches are present in a food facility, then appropriate measures must be taken to eliminate the problem. This may include using a professional pest control service. **To prevent the infestation of your food facility by pests, keep all outer openings closed, check deliveries carefully, and if there is evidence of rodents, cockroaches or flies, work immediately to eliminate the problem.**

Chemicals are another potential source of contamination. To protect food from chemicals, foods must be stored so that chemicals cannot contaminate the food. See the section titled “Chemical Use and Storage” for more information on protecting food from chemicals.

Food must be protected so that unwanted or foreign objects cannot fall into the food. Except during the initial cooling period, all food must be covered when not in use. In addition to being covered during storage, all food, utensils, dishes, and single use items must be stored at least 6 inches off the ground in an area that is clean, dry, and not exposed to splash, dust, or other contamination.

Food, utensils, dishes, and single service items may not be stored anywhere there is a potential for contamination. Specifically, food cannot be stored in locker rooms, toilet

rooms, dressing rooms, garbage rooms, mechanical rooms, under exposed sewer lines, under leaking pipes, under open stairwells, or any other place where the food can become contaminated.

### **Potentially Hazardous Foods**

Potentially hazardous foods have characteristics that encourage bacterial growth. **Some examples of potentially hazardous foods include sprouts, meats, sour cream, refried beans, cut melon, cottage cheese, milk, and hot dogs.** Due to these characteristics, proper thawing, cooking, cooling and reheating procedures must be followed to limit the growth of bacteria in potentially hazardous foods. To slow bacterial growth, potentially hazardous foods must be held at proper temperatures. If proper procedures are not followed, a potentially hazardous food may not be safe to serve.

### **Holding Temperatures**

Unless a Time as a Control procedure is used (see page 16), then temperature must be used to limit bacterial growth in potentially hazardous foods. **To use temperature to control bacterial growth, potentially hazardous foods must be maintained at 41°F or below during cold holding and 135°F or above during hot holding.** Measures must be taken to ensure that potentially hazardous foods are held at proper temperatures. Equipment used for storing potentially hazardous foods such as walk in coolers must be capable of maintaining the food at the proper temperatures. Thermometers must be readily accessible and used to verify the attainment and maintenance of required food temperatures.

### **Thawing**

There are many ways that a frozen potentially hazardous food can be thawed. **Potentially hazardous foods may be thawed under refrigeration that maintains the food at 41°F or below. Another approved method for thawing potentially hazardous foods is to completely submerge the food under running water that is 70°F or below.** When using this method, the food cannot rise above 41°F for more than four hours. **A third option for thawing a frozen potentially hazardous food is to thoroughly cook the food to the minimum required temperature.**

### **Cooking**

Raw meats such as beef, chicken, and fish must be cooked to a minimum internal temperature for a certain length of time before being served. The required minimum cooking temperature depends on the type of animal food. Common animal foods and their minimum cook temperatures are outlined in Table 2.

Table 2: Minimum Cooking Temperatures

Roasts	130°F for 112 minutes or 135°F for 36 minutes or 145°F for 12 minutes or other time/temp in table*
Pork & inspected game meat	145°F for 15 seconds
Fish	145°F for 15 seconds
Eggs for immediate service	145°F for 15 seconds
Intact beef steak (not pinned)	145°F on surface
Eggs that are not for immediate service (Quiche)	155°F for 15 seconds
Ground beef (Hamburgers)	155°F or 15 seconds or 150°F for 1 minute or other time/temp in table*
Poultry (Chicken, Duck)	165°F for 15 seconds

\*See 3-401.11 of the 2005 FDA Food Code

### Cooling

Cooling a potentially hazardous food from 135°F to 41°F takes the food through the temperature range where bacteria thrive. This 41°F to 135°F temperature range is often referred to as “The Danger Zone.” **To limit bacterial growth, cooling must be done as rapidly as possible. Potentially hazardous foods must be cooled from 135°F to 70°F within 2 hours and from 70°F to 41°F within 4 additional hours.** Potentially hazardous foods that are at room temperature such as a recently cut melon or an open can of tuna must be cooled from 70°F to 41°F within 4 hours. Potentially hazardous foods cooked or hot held at a temporary or seasonal temporary facility may not be cooled and later served to the public.

**Thick portions of potentially hazardous food do not cool quickly and measures must be taken to speed up the cooling process. Placing the food in shallow pans, cutting the food into smaller portions, using an ice wand, and adding ice can all speed up the cooling process.** Use thermometers to verify temperatures during the cooling process to ensure the food cools rapidly enough to meet the requirements under the food code.

### Reheating

**Food that has been cooked, cooled, and then reheated for hot holding must be reheated within 2 hours so that all parts of the food are 165°F or hotter for at least 15 seconds. Ready to eat foods that are from a commercially processed sealed container must be heated to 135°F or hotter for hot holding. Food that has been cooked, refrigerated, and then reheated for immediate service to an individual customer may be reheated to any temperature.**

These are some commonly asked questions about serving potentially hazardous foods.

**Q: I need to thaw a frozen loaf of bread. Do I have to follow these procedures?**

**A:** No. Bread is not a potentially hazardous food and can be left at room temperature.



**Q: I need to thaw chicken, which is a potentially hazardous food. May I leave it out at room temperature overnight to thaw?**

**A:** No. This is not allowed.

**Q: I want to serve sushi that has raw fish. Can I do this?**

**A:** If consumers are notified properly, this can be done. For more information, see the section titled “Serving Raw and Undercooked Animal Foods.”

**Q: I have a temporary permit and will be serving chili on two consecutive days. If I have leftover chili from the first day, can I cool it down and reheat it for the next day?**

**A:** No. Since you have a temporary permit the leftover chili cannot be cooled and reserved the next day.

**Q: I cooked refried beans that were 170°F when I took them off the stove. Do I have only 2 hours to cool the refried beans to 70°F?**

**A:** No. The 2 hours does not begin until the food has cooled to 135°F.

**Q: The refried beans are in a large pot that is approximately 8 inches thick. Can I just put the pot in the cooler?**

**A:** No. This is too thick for the beans to cool from 135°F to 70°F within 2 hours.

**Q: A customer has ordered rice. I have a container of left over rice in the cooler that I would like to serve. Is there a minimum temperature that the rice must be heated to before it can be served?**

**A:** No. The rice can be served at any temperature as long as it is served immediately.

**Q: I have rice in the cooler that I would like to heat up and hot hold during lunch. Is there a minimum temperature?**

**A:** Yes. The rice must be reheated to at least 165°F.

**Q: Does the rice need to stay at 165°F or hotter all day?**

**A:** No. Once the rice has reached 165°F it must be held at 135°F or hotter.

**Q: I purchased a package of soup from a processing plant that I want to heat up for hot holding. What temperature does the food need to be heated to?**

**A:** Since the soup is from a processing plant, the soup must be heated to 135°F or hotter.

**Q: I have some leftover soup that was from a processing plant. I am going to cool down this soup and reheat it tomorrow. What temperature does the soup need to be reheated to?**

**A:** Once the soup has been removed from the initial package and heated once, all future reheats must be at least 165°F.

## Using Time to Limit Bacterial Growth (Time as a Control)

Potentially hazardous food that is not held at correct temperatures is an excellent place for bacteria to grow. Keeping a potentially hazardous food refrigerated (41°F or below) or hot (135°F or above) slows bacterial growth significantly. Bacteria do not grow instantly and bacterial growth can be limited by time. If an operator would like to leave one or more potentially hazardous foods at temperatures between 41°F and 135°F, they may do so as long as all of the requirements for using a procedure called “Time as a Control” are met. To use Time as a Control, written records must be kept showing which foods are set out, the time the food was set out, and the time the food was discarded or gone. Once a food has been set out at room temperature, it must be discarded after the time limit is up. Even if the food has been placed back into the cooler or re-heated it must be discarded once the time limit has expired.

The maximum amount of time that a potentially hazardous food can be set out at room temperature is 6 hours. The 6 hour time limit only applies to cold potentially hazardous foods. The food must have an initial temperature of 41°F or less when removed from a cooler and the food must not exceed 70°F at any time. If any part of the food exceeds 70°F, then it must be discarded. Unless the ambient air temperature is colder than 70°F, the temperature of the food must be monitored with a thermometer to ensure that the food does not exceed 70°F. Once 6 hours has passed or the warmest portion of the food exceeds 70°F it must be discarded. The food must be marked or otherwise identified to indicate the time the food is removed from cold holding and the time that is 6 hours past the point when the food is removed from cold holding.

Potentially hazardous foods that are 135°F or hotter and removed from hot holding may be kept for a maximum of 4 hours. Potentially hazardous foods that are 41°F or less and are not monitored to ensure that no portion of the food exceeds 70°F also may be kept for a maximum of 4 hours. Once 4 hours has passed from the time the food was set out, it must be discarded. The food must be marked or otherwise identified to indicate the time that is 4 hours past the point when the food is removed from temperature control.

These are some commonly asked questions about using Time as a Control.

**Q. I reheated refried beans that were properly cooled from the night before to 165°F and then maintain the beans at 135°F or hotter. Is there a time limit on how long I can keep the beans at 135°F or hotter?**

**A:** No. In this case, temperature is being used to limit bacterial growth.

**Q: I know that I always set out my cooked chicken at 11am for the lunch rush and that it's gone by 2pm. Do I still have to keep written records?**

**A:** Yes. Unless the chicken is kept cold (41°F or below) or hot (135°F or hotter) written records must be kept that show what time the food is set out and what time the food is gone or discarded.

**Q: I set cooked chicken out at room temperature at 11am and still had some left at 3pm. Can I put it in the cooler for the next day?**

**A:** No. The chicken must be thrown away at 3pm.

**Q: I set cooked chicken out at room temperature at 11am and at noon realized I had set out too much. Can I put the extra back in the cooler?**

**A:** If the food measures between 41°F and 135°F it cannot be set back in the cooler to be saved for another day. It must be discarded when the time limit is up.

**Q: What is an acceptable written record for Time as a Control?**

**A:** There are many options. The main thing is that it is clear to the food workers and to the inspector when the food needs to be discarded. Approved written records include a label, a journal, or a piece of paper.

### **Discard Dates for Potentially Hazardous Foods (Date Marking)**

Bacteria are everywhere, even in food that is served in a restaurant. Several requirements are in place to prevent or reduce bacterial growth in food including refrigeration, proper cooling, and minimum cooking and reheating temperatures. While refrigeration greatly slows the growth of bacteria, some such as *Listeria* continue to grow in refrigerated food.

**Due to this continued bacterial growth, most refrigerated potentially hazardous foods may not be served more than 7 days past the date the food was prepared or opened. Unless specifically exempted, potentially hazardous foods kept for more than 24 hours under refrigeration must be marked or labeled so that the day or date that the food is either prepared or opened (Day 1) or the day or date the food must be discarded (Day 7) is clear. Labeling a food with a day or date is called “date marking.” There are many acceptable ways to date mark a food. The food may be labeled with a date the food was prepared, the date the food must be discarded, or even with a color coded sticker that indicates when the food must be discarded.**

Whatever method is chosen, the PIC is responsible for ensuring that foods required to be marked are marked correctly and that food is not served past Day 7. If a potentially hazardous food that requires date marking is not labeled, is labeled incorrectly, or is kept past the 7 day limit for service, it must be discarded.

Some foods are purchased in a package that must be refrigerated after opening. In this case, the food must have been prepared and packaged by a food processing plant and the day the package was opened is counted as Day 1. **When one or more potentially hazardous foods are combined, the earliest prepared potentially hazardous food determines the date marking of the product. For example, two potentially hazardous foods are going to be combined on Monday. The label on one indicates that it needs to be discarded on Friday, and the other needs to be discarded on Wednesday. In this case, the combined potentially hazardous foods must be discarded by the earlier day, which is Wednesday.**

Not all foods need to be labeled with a day or date. Date marking is not required for food that is not potentially hazardous and does not contain any potentially hazardous

ingredients. Deli salads such as potato salad and egg salad that are prepared and packaged at a food processing plant do not need to be date marked. Deli salads that are prepared “in house” do need to be date marked. Some other foods that are exempt from date marking include hard cheeses, semi-soft cheeses, milk, cream, yogurt, sour cream, buttermilk, acidified fish products such as pickled herring, and shelf stable products such as prosciutto that are not labeled “keep refrigerated.” These foods are exempted because *Listeria* growth is either inhibited or greatly reduced in these particular foods. A list of potentially hazardous foods that are exempt from date marking is found on page 45 of this booklet and in 3-501.17(F) of the 2005 FDA Food Code.

These are some commonly asked questions about date marking.

**Q: What foods must be date marked?**

A: Refrigerated potentially hazardous foods that have been opened or prepared on site, unless specifically exempted in 3-501.17(F) of the 2005 FDA Food Code.

**Q: I just opened a loaf of bread. Does this need to be date marked?**

A: No. Bread is not a potentially hazardous food.

**Q: How must the food be marked?**

A: Food may be marked with calendar dates, days of the week, color coded markings, or any other effective system as long as it is consistent.

**Q: I cooked rice on Sunday and have kept it refrigerated at 41°F. Can I serve it on Friday?**

A: Yes. Sunday is Day 1, and Friday would be Day 6.

**Q: I cooked rice on Sunday and have kept it refrigerated at 41°F. Can I serve it on Saturday?**

A: Yes. The food may be kept for a maximum of 7 days and Saturday is Day 7. This is the last day the rice may be served.

**Q: I cooked rice on Sunday and then made a second batch on Wednesday. I would like to combine these two batches. How does this need to be date marked?**

A: The date marking on the combined batch needs to reflect the date of the rice that was made on the earlier date, which is Sunday.

**Q: I cook rice everyday and do not save any of it for the next day. Does this need to be date marked?**

A: No. Food that will be kept for less than 24 hours does not need to be date marked.

**Q: I am combining sour cream that was opened on Sunday with refried beans that were made on Wednesday. How should this be date marked?**

A: Sour cream is specifically exempted from date marking in 3-501.17(F), so the combined product must be labeled based on the refried beans.

## Serving Raw and Undercooked Animal Foods

### Consumer Notification: Disclosure and Reminder

Serving undercooked or raw animal foods is allowed as long as the consumer is properly notified that the food or an ingredient in the food is undercooked or raw. Serving raw or undercooked animal foods is not allowed at temporary events or at facilities that serve a highly susceptible population. Some examples of animal foods that are commonly served undercooked or raw are sushi, salad dressing with raw eggs, raw oysters, and ceviche. Proper consumer notification has two written components: Disclosure and Reminder.

The Disclosure must be in writing and must clearly indicate which animal foods are served raw or undercooked. The purpose of the Disclosure is to notify the consumer that a particular food is not cooked to minimum temperatures so that the consumer can decide whether or not to eat raw or undercooked animal foods. **The Disclosure requirement can be met by writing that the food is served raw or undercooked on a menu, label, placard, brochure, or other area that is clearly visible to consumers. Another option for disclosing which foods are raw or undercooked is to asterisk the name of the food and writing that all asterisked items are served raw or undercooked. The Disclosure requirement is met as long as it is written, conspicuous, and clearly states that an animal food is served raw or undercooked.**

The Reminder portion of the consumer notification advises the consumer that eating raw or undercooked animal foods may increase the risk of foodborne illness and must consist of specific wording. There are three wording choices available for complying with the Reminder requirement and are listed below. At least one of these must appear as a footnote to the Disclosure:

1. Regarding the safety of these items, written information is available upon request;
2. Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness; or
3. Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness, especially if you have certain medical conditions.

Once a food is disclosed as raw or undercooked and the consumer is reminded that eating these foods could result in a foodborne illness, the decision to eat the food is left to the consumer.

These are some commonly asked questions about the Disclosure and Reminder requirements when serving raw or undercooked animal foods.

**Q: The menu clearly states “Raw Oysters.” Does this meet the Disclosure requirement?**

**A:** Yes. In this case, the oysters are clearly labeled as raw.

**Q: Does sushi need to be specifically labeled as raw?**

A: Yes. If there is an ingredient in the sushi that is a raw animal product it must be labeled as raw.

**Q: Besides a menu, how can the raw foods be disclosed?**

A: The other options include a placard, a label, a brochure, or any other written, clearly visible means.

**Q: Can I use my own wording for the Reminder portion of the consumer notice?**

A: No. You must use at least one of the three wording options listed above.

**Parasite Destruction for Raw Fish**

Many fish are infected by parasites. Parasites are small, living organisms that depend on a host for survival. Parasites that have infected a fish can live in the fish even after the fish has been harvested for food. If a human eats fish with live parasites in it, there is a risk that the human will then be infected by the parasites. Due to this risk, the parasites in the fish must be destroyed before the fish can be served. Parasites can be killed by either cooking the fish or by freezing the fish. In the Municipality of Anchorage, if the fish is going to be served raw, then it must be frozen to achieve parasite destruction.

The freezing of fish for parasite destruction requires a particular temperature for a minimum length of time. There are three options that will meet the requirement for parasite destruction. These three options are: fish is frozen at -20°F for at least 7 days; or fish is frozen at -31°F for at least 15 hours; or fish is frozen at -31°F until solid and then stored at -4°F for at least 24 hours.

The freezing requirement does not apply to molluscan shellfish, Yellowfin tuna, Southern Bluefin tuna, Bigeye tuna, or Northern Bluefin tuna. These species of tuna are specifically exempted from the freezing requirement because they are not susceptible to parasites that could potentially infect a human consumer. In the Municipality of Anchorage, all other fish or products derived from fish that are going to be served raw must be frozen to destroy parasites before being served.

If the fish is frozen on site at the facility to meet the parasite destruction requirement, the PIC is responsible for keeping written records which show the freezing temperature and the length of time the fish is frozen. These records must be kept for 90 calendar days beyond the date the fish is sold or served. If the fish was frozen by the supplier, a written agreement or statement from the supplier stating that the fish are frozen to a temperature for a length of time that meets the freezing requirements is acceptable. The PIC does not need to repeat the freezing process if there is written documentation from the supplier showing that the freezing has already taken place.

These are some commonly asked questions about the parasite destruction requirements for fish.

**Q: Does this freezing requirement apply to all fish that is going to be served raw?**

A: No. The freezing requirement does not apply to molluscan shellfish, Yellowfin tuna, Southern Bluefin tuna, Bigeye tuna, or Northern Bluefin tuna.

**Q: Does this freezing requirement apply to fish that is going to be fully cooked?**

A: No. The freezing requirement does not apply to fish that is going to be fully cooked.

**Q: I don't think that my fish has parasites. I checked the fish carefully and did not see any parasites. Do I still have to freeze it?**

A: Yes. In the Municipality of Anchorage, if the fish is going to be served raw and isn't specifically exempted, then it must be frozen to destroy parasites before being served.

**Q: Do other animal foods that are going to be served undercooked or raw need to be frozen?**

A: No. This requirement is for fish only.

**Q: Can I freeze my fish longer than the listed requirement?**

A: Yes. These requirements are minimums.

**Q: If a fish with parasites is frozen, won't there still be parasites in the fish?**

A: Yes, but the parasites will be dead and unable to infect a human.

## **Serving Molluscan Shellfish (Oysters, Clams, Mussels, Scallops)**

Molluscan shellfish includes fresh or frozen oysters, clams, mussels, and scallops. As with all food that is served at a permitted facility, molluscan shellfish must be from an approved source. Tags or labels must be provided by the harvester and kept by the facility to show that the shellfish is from an approved source. Shellfish that do not have tags or labels that show all of the required information cannot be served.

Tags and labels contain important information such as an identification number, the date the shellfish was harvested, and where the shellfish was harvested. This information would be crucial if there was ever an outbreak that was associated with shellfish. If there are no tags or labels, then it would be impossible to know whether the shellfish at a particular facility was part of the outbreak.

Almost always, shellfish must be kept in the container they are received in and the tags must be attached to the container. There are only two exceptions to this rule. The first is when the shellfish are put on display for sale. This is allowed as long as the shellfish is protected from contamination and the tags or information from the tags is on display. The other exception is when there is more than one container of shellfish that have identical tags showing the same identification number, same harvest dates, and same growing

areas. In this case, it is permissible to mix these containers together. If the tags are not identical, then the shellfish may not be mixed together.

Once a shellfish container is empty, the tag must be removed and kept for at least 90 days past the date of harvest that is on the tag. The tags must be kept in chronological order based on when the shellfish is served or sold. If there is a foodborne illness outbreak that is caused by shellfish, the saved tags will help in the investigation and determine which facilities received the contaminated shellfish. Saving the tags protects the facility because the tags will show whether or not the implicated shellfish was served and where it came from. Without the tags, an operator cannot prove that the shellfish are from an approved source.

These are some commonly asked questions about serving molluscan shellfish.

**Q: I went clamming last weekend and planning to make clam chowder for my restaurant with these clams. Is this allowed?**

**A:** No. These clams are not from an approved source and may not be served in the restaurant in any form.

**Q: I have a box of frozen oysters that don't have any tags. Can I use them?**

**A:** If the frozen oysters are in the original container and there is a label on the box which gives the required information, then the oysters may be used.

**Q: I purchased scallops from a grocery store and they didn't give me any tags. What should I do?**

**A:** When making the purchase, get a photocopy of the tag from the grocery store.

## **Chemical Use and Storage**

Chemicals are an important and integral part of a food service establishment. Commonly used chemicals include chlorine (bleach), quaternary ammonia, and iodine. All chemicals have the potential to contaminate food and must be stored, labeled, and used correctly. Only chemicals that are required for the operation and maintenance of a food facility are allowed in the facility.

Chemicals must be stored so that food, clean dishes, linens, and single service items cannot be contaminated by the chemicals. This can be achieved by storing the chemicals below the food and other items that need to be protected. Chemicals may also be stored so that they are completely separate from food and other items that must be protected. An example of this would be a chemical storage room that has only chemicals.

**All containers that have chemicals must be properly labeled.** The master container must have a legible manufacturer's label. Chemicals that have been moved from the master container to another such as a spray bottle or other container must be labeled with the common name of the chemical. This is very important because a liquid chemical may



be confused with food or water if it is not labeled. **A container that has been used to store chemicals may not be used to store food ever again.**

Chemicals must be used in accordance with federal law, the 2005 FDA Food Code and the manufacturer's label instructions. Read the label carefully to determine whether the chemical is suitable for use in a food establishment. Many chemicals need to be diluted to a particular concentration before they can be used for sanitizing dishes, wiping cloths, or food contact surfaces. **For chlorine (bleach) the concentration must be between 50-100ppm. To achieve this concentration, pour approximately one cap of bleach into a gallon of water.** When using iodine, the solution must be at least 75°F and have a pH that is listed on the master container. Quaternary ammonium solutions must be at least 75°F and be diluted to the concentration that is on the label of the master container for food contact surfaces. **Use test strips to measure chemical concentrations to make sure that it is within the allowable limits. Do not add soap to the sanitizer.** Once a chemical is at the correct concentration for sanitizing, it is a sanitizing solution.

Wet wiping cloths must be stored in a sanitizing solution when not in use. Wiping cloths stored in sanitizing solution may be used to wipe down counters and other food contact surfaces. After removing the wiping cloth from the sanitizing solution, wring it out to squeeze out excess liquid, and then wipe down the surface that needs to be sanitized. It is important that wiping cloths are not rinsed out with plain water before being used to wipe down a surface. Rinsing with plain water removes the sanitizer that was in the wiping cloth. After use, wiping cloths may be rinsed out to remove debris before being placed back into the sanitizing solution. By wiping down surfaces with cloths that are stored in sanitizing solution, the surfaces are being sanitized.

Dishes and equipment that may have been contaminated must be washed, rinsed, and sanitized before being reused. Dishes and utensils are contaminated after a customer has used them. Equipment that has been used for raw meats is contaminated and must be washed, rinsed, and sanitized before being used for ready to eat foods or for other raw meats that have a lower minimum cook temperature.

Some facilities use a mechanical dishwasher to wash, rinse and sanitize contaminated dishes, utensils, and equipment. Mechanical dishwashers must be maintained and checked to ensure they are working properly. **The dishwashing process of wash, rinse, and sanitize may be done manually in a three compartment sink. In the first compartment, the dishes must be submerged and washed in soap and water that is at least 110°F. After being washed in the first compartment, the dish must then be rinsed in the second compartment so that all soap is removed. The dish is then sanitized in the third compartment. The dishes may be sanitized by submerging them in an approved sanitizing solution or in water that is at least 171°F. The dishes must be submerged for the minimum length of time indicated on the master container for sanitizing. When using hot water (171°F or more), the dishes must be submerged for at least 30 seconds. When using 50 ppm chlorine, the dishes must be submerged for at least 10 seconds. After sanitizing, the dishes must be left to air dry before being reused or put away.**

These are some commonly asked questions about chemicals.

**Q: Can I store a chemical in the same room as food?**

A: Yes. If the chemicals are stored below the food or completely separate from the food so that there is no chance of contamination, then chemicals and food may be stored in the same room.

**Q: Can I dry the dishes with a towel after sanitizing them?**

A: No. The dishes must be left to air dry.

**Q: How can I get rid of water spots on dry dishes?**

A: After a dish has been air dried, they may be polished with cloths that are clean and dry.

## **Water and Wastewater**

Water is needed for hand washing, dish washing, making sanitizing solution, and is frequently used to prepare food or served as a beverage. It is crucial that water is safe, available, and warm enough to complete tasks such as hand washing. If there is no running water in a facility, or the water is cold, then the food service and preparation must cease until the problem has been fixed. Temporary facilities may use a temporary hand wash station or chemically treated towelettes as described in the “Hand Hygiene and Bare Hand Contact” section of this booklet.

Unless an operator has a permit for a temporary event and meets the hand wash station requirements described in “Hand Hygiene and Bare Hand Contact,” water must be provided to all sinks, be under pressure, and be available at all times. If water is not available at one of the sinks, then the sink must be repaired. If running warm water is not available in the food preparation area and employees are not able to wash their hands using warm water at an acceptable sink, then all food preparation and service must stop until the warm water is working properly. Temporary hand wash stations are only allowed at temporary facilities and cannot be used in place of plumbing at a regularly permitted facility such as a restaurant.

Water that is hauled in or pumped in for use in a regularly permitted mobile unit must be from an approved water source. Municipal water is an example of an approved water source. An example of unapproved water source would be a lake. At least once each year, tanks that hold the drinkable water of a mobile must be filled with a sanitizing solution of 50ppm chlorine and then rinsed thoroughly. For a mobile that only operates for a few months each year and is closed the rest of the year, this must be done before opening for the first time each year. Once the tanks are filled with drinkable water and the mobile unit is ready to open, a sample of the water must be tested for the presence of bacteria. Water from all mobile units must be tested at least once a year for bacteria and the most recent test result must be available at the mobile unit. Water for temporary events must also be from an approved source, but no water sampling is required, even if the temporary event is operated out of a mobile unit as long as the operator has obtained a temporary permit.

Water that has been used for hand washing, mopping, or any other purpose is waste water and must be disposed of properly. Dumping waste water outside is never acceptable. Pouring waste water down a sanitary drain is an acceptable disposal method.

These are some commonly asked questions about water and waste water.

**Q: I have a bucket of waste water from my temporary hand wash station. Can I pour it into the street?**

**A:** No. Take the water inside and pour it down a mop or household sink.

**Q: The water has been temporarily shut off at my restaurant. Can I stay open?**

**A:** No. If the water has been shut off, then you must close the restaurant until the water has been turned back on.

**Q: I have a mobile unit and just ran out of water. Can I stay open?**

**A:** No. You must close until you have water.

**Q: What temperature does the water need to be?**

**A:** The minimum temperature at the hand washing sinks is 100°F and the minimum temperature at the 3 compartment sink is 110°F. See 4-501.110 for required water temperatures for mechanical dish washers.

## **Hazard Analysis and Critical Control Points (HACCP) and Variances**

A variance is a written document that authorizes a modification or waiver of one or more requirements of the Anchorage Food Code. Some of the processes that require a variance include serving raw or undercooked animal foods without a consumer advisory, processing juice and packaging it for retail sale, smoking food as a method of preservation, curing food, packaging potentially hazardous food using reduced oxygen packaging, operating a live molluscan shellfish tank, sprouting seeds or beans, or using an additive to change a potentially hazardous food into a food that is not potentially hazardous. If an operator would like to do something that is not allowed under the Anchorage Food Code, the operator may apply for a variance. After the operator submits an application for a variance, the Department of Health and Human Services carefully reviews the application and determines whether it will be approved.

Sometimes a HACCP plan will be required in addition to the variance. If a variance is required due to serving raw or undercooked animal foods without a consumer advisory, smoking food as a method of preservation, curing food, packaging potentially hazardous food using reduced oxygen packaging, operating a live molluscan shellfish tank, or using an additive to change a potentially hazardous food into a food that is not potentially hazardous, a HACCP plan will also be required. The processes that will require a variance and a HACCP plan are detailed in sections 3-401.11(D)(3), 3-502.11 and 4-204.110(B) of the 2005 FDA Food Code. A HACCP plan is a detailed, specific food preparation plan. Whenever a HACCP plan is required for the production or packaging of a particular food, it must be followed exactly. The main purpose of a HACCP plan is to

identify the steps of a food preparation or packaging plan that are crucial to ensure food safety. Once these steps are identified, the HACCP plan details what needs to occur at each step of the process so that the food will be prepared and packaged safely.

These are some commonly asked questions about variances and HACCP plans.

**Q: For my sushi, I add vinegar to rice and then keep the rice at room temperature. Do I need a variance and a HACCP plan?**

A: Yes. Rice is a potentially hazardous food. Adding the vinegar changes the rice into a non-potentially hazardous food.

**Q: What is reduced oxygen packaging?**

A: It is a process where air is removed from the packaging. It is commonly referred to as vacuum packaging.

**Q: If I want to do something that's not allowed under the Anchorage Food Code, can I just apply for a variance and then do what I want to do?**

A: No. You may apply for the variance and then after reviewing the request, the Department of Health and Human Services will either approve or deny the request.

**Q: Can I get a variance without developing a HACCP plan?**

A: Yes. If the variance does not pertain to sections 3-401.11(D)(3), 3-502.11 or 4-204.110(B) of the 2005 FDA Food Code, then a HACCP plan would not be required. For example, if a facility was granted a variance to use a two compartment sink, then a HACCP plan would not be required.

**Q: Why is the HACCP plan required?**

A: Procedures that require a variance have a higher risk of causing a foodborne illness if not done correctly. Following a HACCP plan lowers the risk that the food covered by the variance will be prepared or packaged unsafely.

## **Inspections and Compliance**

Restaurants, mobiles, temporary food stands or any other food establishments that are required to have a permit under the Anchorage Food Code are subject to inspection by a representative of the Department of Health and Human Services. This representative is commonly called a "health inspector." An inspection can occur during any reasonable hour. A reasonable hour is defined in the Anchorage Food Code as "all hours of operation including periods of food preparation and receiving, stocking, or storing of foods." For example, if a restaurant is open to the public from 11am until 4pm, and there are workers preparing food during times the restaurant is not open to the public, then the inspector may conduct an inspection during any of those times. The purpose of the inspection is to make sure that the facility is in compliance with the Anchorage Food Code. Once the inspector has arrived, all workers must allow the inspector to complete their inspection. An operator cannot tell the inspector to leave or otherwise attempt to prevent the inspection.

The inspector may have questions about the procedures or what is observed in the facility. The inspector may find violations during the inspection. If there is a violation, the inspector will explain what the violation is and give a deadline for when the violation needs to be fixed. Some violations will need to be fixed immediately. If the inspector finds that there is a significant, immediate, or unacceptable risk to public health, then a facility will need to close. Once a facility has been closed, it must stay closed until it has been given permission by a representative of the Department of Health and Human Services to reopen.

These are some commonly asked questions about inspection and compliance.

**Q: A health inspector has arrived to do an inspection and we're really busy. Can I tell the inspector to come back later?**

A: No. The inspector must be allowed to complete the inspection.

**Q: I'm running a temporary food stand. Do I get inspected?**

A: Yes.

**Q: I was closed and have fixed all the violations. Can I reopen without the permission of the Department of Health and Human Services?**

A: No.

**Q: How long will I have to wait to reopen once I've fixed all the violations and contacted the Department of Health and Human Services?**

A: Reopening a closed facility is a high priority for the Department of Health and Human Services and we will reopen your facility as soon as we can verify that all violations have been fixed.

**Q: Are there any fines or fees for violations?**

A: Yes. See AMC 16.60.290, AMC 16.60.350, and AMC 14.60.030 for information on fees and fines for violations.

The Department of Health and Human Services is committed to assisting all food workers in understanding and complying with the Anchorage Food Code and thanks you for taking the time to read this booklet. If you have any questions, please visit our website or contact our office.

Website: <http://www.muni.org/departments/health/environment/fss/Pages/default.aspx>

By mail:        Food Safety and Sanitation Program  
                  PO Box 196650  
                  Anchorage AK 99519

Telephone:    (907) 343-4200

Fax:            (907) 343-4786

In person:     825 L Street on the third floor. Call (907) 343-4200 for our counter hours.

## Form 1: Risk Assessment

<b>Table One—Risk Assessment</b>	
<b>Operation Processes</b>	<b>Points</b>
The operation prepares, serves or stores potentially hazardous foods (PHF)	2
The operation uses or prepares raw meat items	2
The operation uses Time as a Control	2
The operation hot holds foods	2
The operation specifically serves a highly susceptible population	2
The operation cools foods from 135°-41° F for later service	2
The operation handles ready-to-eat foods	2
The operation acidifies, cures, reduced-oxygen packages or otherwise modifies foods from PHF to non-PHF	2
The operation uses multiple-use (washable) utensils for customers	1
The operation operates as a mobile food establishment	1
<b>Total Points</b>	

<b>Table Two—Food Establishment Permit Fees Based on Risk Assessment</b>		
<b>Total Points from Section One</b>	<b>Risk Type</b>	<b>Permit Fee</b>
0-5	F001	\$225.00
6-9	F002	\$400.00
10+	F003	\$575.00

<b>Table Three—Temporary Food Establishment Fees</b>	
<b>Temporary Food Establishment Type</b>	<b>Permit Fee (Per event)</b>
For a Temporary Food Establishment Operating 1 day	\$25.00
For a Temporary Food Establishment Operating 2 to 4 days	\$40.00
For a Temporary Food Establishment Operating 5 to 21 days	\$60.00

<b>Table Four—Seasonal Temporary Food Establishment Fees</b>		
<b>Total Points from Section One</b>	<b>Risk Type</b>	<b>Permit Fee</b>
0--5	F506	\$115.00
6--9	F507	\$200.00
10+	F508	\$290.00

<b>Table Five—Child Care Centers and Public School Fees</b>	
The fee for child care centers and public schools is a flat fee and not based on a risk assessment.	
Child Care Centers	\$150.00
Public Schools	\$150.00

# Forms from the 2005 FDA Food Code



# Food Establishment Inspection Report

<b>As Governed by State Code Section</b>		<b>No. of Risk Factor/Intervention Violations</b>		Date _____	
		<b>No. of Repeat Risk Factor/Intervention Violations</b>		Time In _____	
		<b>Score (optional)</b>		Time Out _____	
Establishment	Address	City/State	Zip Code	Telephone	
License/Permit #	Permit Holder	Purpose of Inspection	Est. Type	Risk Category	

## FOODBORNE ILLNESS RISK FACTORS AND PUBLIC HEALTH INTERVENTIONS

Circle designated compliance status (IN, OUT, N/O, N/A) for each numbered item Mark "X" in appropriate box for COS and R

IN=in compliance    OUT=not in compliance    N/O=not observed    N/A=not applicable    COS=corrected on-site during inspection    R=repeat violation

Compliance Status				COS	R	Compliance Status				COS	R	
<b>Supervision</b>						<b>Potentially Hazardous Food (TCS food)</b>						
1	IN OUT	Person in charge present, demonstrates knowledge, and performs duties				16	IN OUT N/A N/O	Proper cooking time and temperatures				
<b>Employee Health</b>						<b>Consumer Advisory</b>						
2	IN OUT	Management awareness; policy present				23	IN OUT N/A	Consumer advisory provided for raw or undercooked foods				
3	IN OUT	Proper use of reporting, restriction & exclusion				<b>Highly Susceptible Populations</b>						
<b>Good Hygienic Practices</b>						<b>Chemical</b>						
4	IN OUT	N/O Proper eating, tasting, drinking, or tobacco use				25	IN OUT N/A	Food additives: approved and properly used				
5	IN OUT	N/O No discharge from eyes, nose, and mouth				26	IN OUT	Toxic substances properly identified, stored, used				
<b>Preventing Contamination by Hands</b>						<b>Conformance with Approved Procedures</b>						
6	IN OUT	N/O Hands clean and properly washed				27	IN OUT N/A	Compliance with variance, specialized process, and HACCP plan				
7	IN OUT	N/A N/O No bare hand contact with ready-to-eat foods or approved alternate method properly followed				<b>Risk factors</b> are food preparation practices and employees behaviors most commonly reported to the Centers for Disease Control and Prevention as contributing factors in foodborne illness outbreaks. <b>Public health interventions</b> are control measures to prevent foodborne illness or injury.						
8	IN OUT	Adequate handwashing facilities supplied & accessible										
<b>Approved Source</b>												
9	IN OUT	Food obtained from approved source										
10	IN OUT	N/A N/O Food received at proper temperature										
11	IN OUT	Food in good condition, safe, and unadulterated										
12	IN OUT	N/A N/O Required records available: shellstock tags, parasite destruction										
<b>Protection from Contamination</b>												
13	IN OUT	N/A Food separated and protected										
14	IN OUT	N/A Food-contact surfaces: cleaned & sanitized										
15	IN OUT	Proper disposition of returned, previously served, reconditioned, and unsafe food										

## GOOD RETAIL PRACTICES

Good Retail Practices are preventative measures to control the introduction of pathogens, chemicals, and physical objects into foods.

Mark "X" in box if numbered item is **not** in compliance    Mark "X" in appropriate box for COS and/or R    COS=corrected on-site during inspection    R=repeat violation

Safe Food and Water				COS	R	Proper Use of Utensils				COS	R	
28		Pasteurized eggs used where required				41		In-use utensils: properly stored				
29		Water and ice from approved source				42		Utensils, equipment and linens: properly stored, dried, handled				
30		Variance obtained for specialized processing methods				43		Single-use/single-service articles: properly stored, used				
<b>Food Temperature Control</b>						<b>Utensils, Equipment and Vending</b>						
31		Proper cooling methods used; adequate equipment for temperature control				44		Gloves used properly				
32		Plant food properly cooked for hot holding				<b>Physical Facilities</b>						
33		Approved thawing methods used				45		Food and nonfood-contact surfaces cleanable, properly designed, constructed, and used				
34		Thermometers provided and accurate				46		Warewashing facilities: installed, maintained, used; test strips				
<b>Food Identification</b>						47		Nonfood-contact surfaces clean				
35		Food properly labeled; original container				48		Hot and cold water available; adequate pressure				
<b>Prevention of Food Contamination</b>						49		Plumbing installed; proper backflow devices				
36		Insects, rodents, and animals not present				50		Sewage and waste water properly disposed				
37		Contamination prevented during food preparation, storage & display				51		Toilet facilities: properly constructed, supplied, cleanec				
38		Personal cleanliness				52		Garbage/refuse properly disposed; facilities maintained				
39		Wiping cloths: properly used and stored				53		Physical facilities installed, maintained, and clean				
40		Washing fruits and vegetables				54		Adequate ventilation and lighting; designated areas use				

<b>Person in Charge (Signature)</b>	<b>Date:</b>
<b>Inspector (Signature)</b>	<b>Follow-up: YES NO (Circle one) Follow-up Date:</b>

<b>FORM 1-B</b>	<b>Conditional Employee or Food Employee Reporting Agreement</b>  Preventing Transmission of Diseases through Food by Infected Conditional Employees or Food Employees with Emphasis on illness due to Norovirus, <b>Salmonella Typhi</b> , <b>Shigella</b> spp., Enterohemorrhagic (EHEC) or Shiga toxin-producing <b>Escherichia coli</b> (STEC), or hepatitis A Virus
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***The purpose of this agreement is to inform conditional employees or food employees of their responsibility to notify the person in charge when they experience any of the conditions listed so that the person in charge can take appropriate steps to preclude the transmission of foodborne illness.***

**I AGREE TO REPORT TO THE PERSON IN CHARGE:**

**Any Onset of the Following Symptoms, Either While at Work or Outside of Work, Including the Date of Onset:**

1. Diarrhea
2. Vomiting
3. Jaundice
4. Sore throat with fever
5. Infected cuts or wounds, or lesions containing pus on the hand, wrist, an exposed body part, or other body part and the cuts, wounds, or lesions are not properly covered (*such as boils and infected wounds, however small*)

**Future Medical Diagnosis:**

**Whenever diagnosed as being ill with Norovirus, typhoid fever (*Salmonella Typhi*), shigellosis (*Shigella* spp. infection), *Escherichia coli* O157:H7 or other EHEC/STEC infection, or hepatitis A (hepatitis A virus infection)**

**Future Exposure to Foodborne Pathogens:**

- 1. Exposure to or suspicion of causing any confirmed disease outbreak of Norovirus, typhoid fever, shigellosis, *E. coli* O157:H7 or other EHEC/STEC infection, or hepatitis A.**
- 2. A household member diagnosed with Norovirus, typhoid fever, shigellosis, illness due to EHEC/STEC, or hepatitis A.**
- 3. A household member attending or working in a setting experiencing a confirmed disease outbreak of Norovirus, typhoid fever, shigellosis, *E. coli* O157:H7 or other EHEC/STEC infection, or hepatitis A.**

I have read (or had explained to me) and understand the requirements concerning my responsibilities under the **Food Code** and this agreement to comply with:

1. Reporting requirements specified above involving symptoms, diagnoses, and exposure specified;
2. Work restrictions or exclusions that are imposed upon me; and
3. Good hygienic practices.

I understand that failure to comply with the terms of this agreement could lead to action by the food establishment or the food regulatory authority that may jeopardize my employment and may involve legal action against me.

**Conditional Employee Name (please print)** \_\_\_\_\_

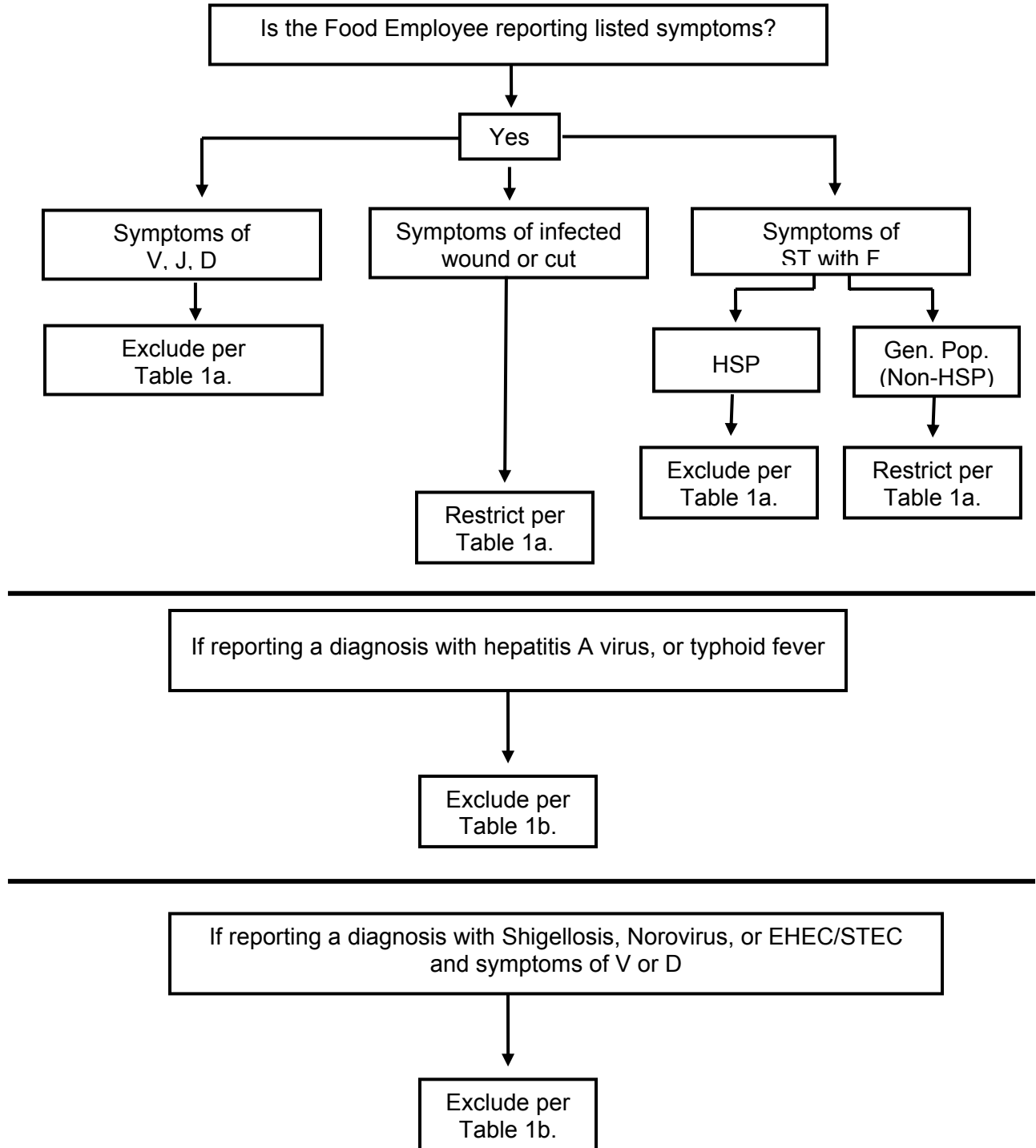
**Signature of Conditional Employee** \_\_\_\_\_ **Date** \_\_\_\_\_

**Food Employee Name (please print)** \_\_\_\_\_

**Signature of Food Employee** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature of Permit Holder or Representative** \_\_\_\_\_ **Date** \_\_\_\_\_

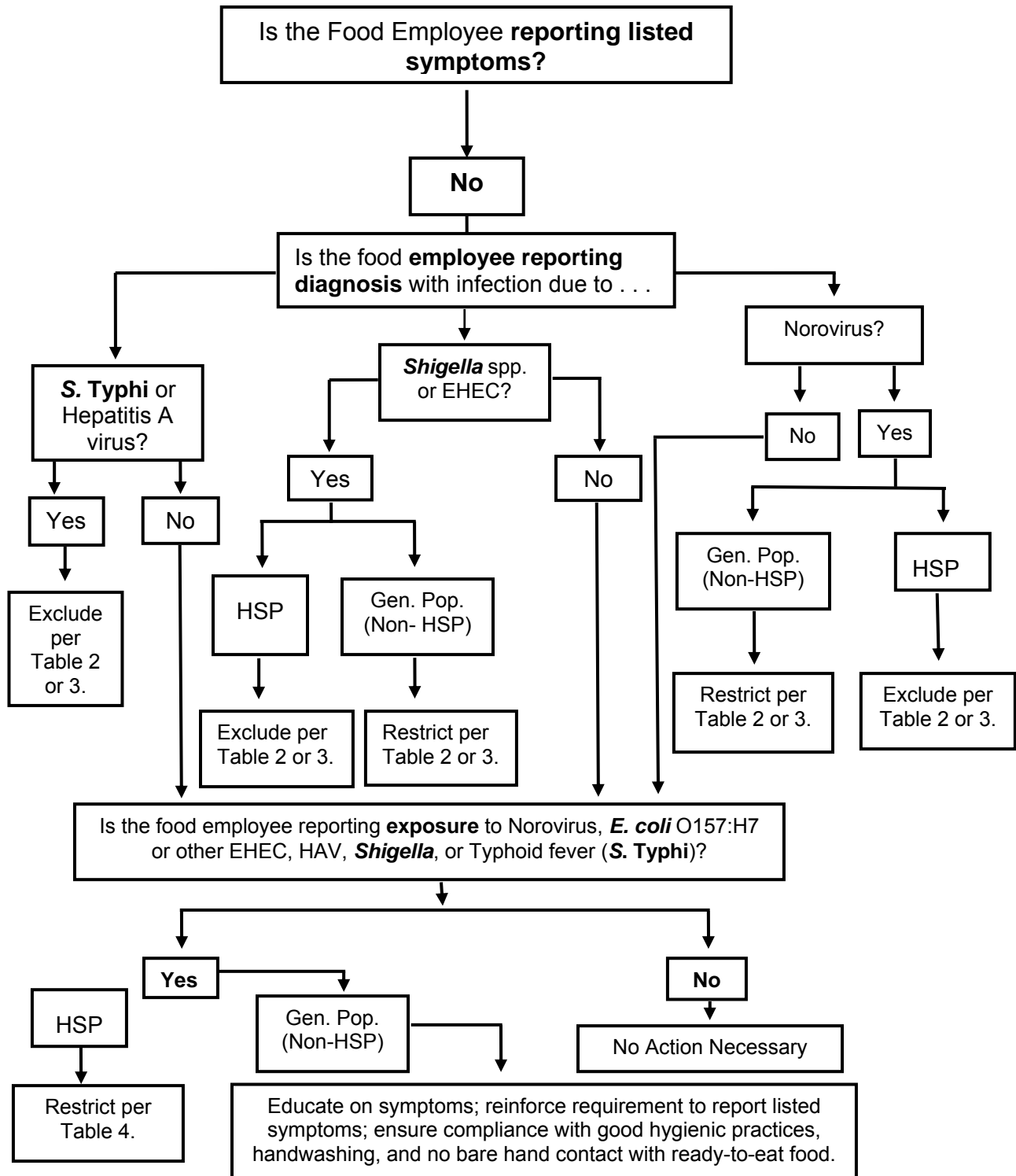
**2-201.11 / 2-201.12 Decision Tree 1. When to Exclude or Restrict a Food Employee Who Reports a Symptom and When to Exclude a Food Employee Who Reports a Diagnosis with Symptoms Under the Food Code**



**Key:**

Listed Symptoms for Reporting: (V) Vomiting; (J) Jaundice; (D) Diarrhea; (ST with F) Sore Throat with Fever; (HSP) Highly Susceptible Population; (Gen. Pop.) General Population

**2-201.11 / 2-201.12 Decision Tree 2. When to Exclude or Restrict a Food Employee Who is Asymptomatic and Reports a Listed Diagnosis and When to Restrict a Food Employee Who Reports a Listed Exposure Under the Food Code**



**Key:**  
**(HSP) Highly Susceptible Population; (Gen. Pop.) General Population**

**2-201.12 Table 1a: Summary of Requirements for Symptomatic Food Employees**

<b>Food employees and conditional employees shall report symptoms immediately to the person in charge</b>				
The person in charge shall prohibit a conditional employee that reports a listed symptom from becoming a food employee until meeting the criteria listed in section 2-201.13 of the Food Code, for reinstatement of a symptomatic food employee.				
<b>Symptom</b>	<b>EXCLUSION/ OR RESTRICTION</b>		Removing symptomatic food employees from exclusion or restriction	<b>RA Approval Needed to Return to Work?</b>
	<b>Facilities Serving a HSP</b>	<b>Facilities not serving a HSP</b>		
Vomiting	<b>EXCLUDE</b> 2-201.12(A)(1)	<b>EXCLUDE</b> 2-201.12(A)(1)	When the excluded food employee has been asymptomatic for at least 24 hours or provides medical documentation 2-201.13(A)(1). <b>Exceptions:</b> If diagnosed with Norovirus, <i>Shigella</i> spp., <i>E. coli</i> O157:H7 or other EHEC, HAV, or typhoid fever ( <b>S. Typhi</b> ) (see Tables 1b & 2).	No if not diagnosed
Diarrhea	<b>EXCLUDE</b> 2-201.12(A)(1)	<b>EXCLUDE</b> 2-201.12(A)(1)	When the excluded food employee has been asymptomatic for at least 24 hours or provides medical documentation 2-201.13(A). <b>Exceptions:</b> If Diagnosed with Norovirus, <i>E. coli</i> O157:H7 or other EHEC, HAV, or <b>S. Typhi</b> (see Tables 1b & 2).	No if not diagnosed
Jaundice	<b>EXCLUDE</b> 2-201.12(B)(1) if the onset occurred within the last 7 days	<b>EXCLUDE</b> 2-201.12(B)(1) if the onset occurred within the last 7 days	When approval is obtained from the RA 2-201.13 (B), and: <ul style="list-style-type: none"> <li>Food employee has been jaundiced for more than 7 calendar days 2-201.13(B)(1), or</li> <li>Provides medical documentation 2-201.13(B)(3).</li> </ul>	Yes
Sore Throat with Fever	<b>EXCLUDE</b> 2-201.12(G)(1)	<b>RESTRICT</b> 2-201.12(G)(2)	When food employee provides written medical documentation 201.13(G) (1)-(3).	No
Infected wound or pustular boil	<b>RESTRICT</b> 2-201.12(H)	<b>RESTRICT</b> 2-201.12(H)	When the infected wound or boil is properly covered 2-201.13(H)(1)-(3).	No

**Key for Tables 1, 2, 3, and 4:**

**RA = Regulatory Authority**

**EHEC = Enterohemorrhagic, or Shiga toxin-producing *Escherichia coli***

**HAV = Hepatitis A virus**

**HSP = Highly Susceptible Population**

**2-201.12 Table 1b: Summary of Requirements for Diagnosed, Symptomatic Food Employees**

<b>Food employees and conditional employees shall report a listed diagnosis with symptoms immediately to the person in charge</b>			
<b>The person in charge shall notify the RA when a food employee is jaundiced or reports a listed diagnosis</b>			
The person in charge shall prohibit a conditional employee that reports a listed diagnosis with symptoms from becoming a food employee until meeting the criteria listed in section 2-201.13 of the Food Code, for reinstatement of a diagnosed, symptomatic food employee.			
<b>Diagnosis</b>	<b>EXCLUSION Facilities Serving HSP or not Serving HSP</b>	<b>Removing diagnosed, symptomatic food employees from exclusion</b>	<b>RA Approval Needed to Return to Work?</b>
Hepatitis A virus	<b>EXCLUDE</b> if within 14 days of any symptom, or within 7 days of jaundice 2-201.12(B)(2)	When approval is obtained from the RA 2-201.13(B), and: <ul style="list-style-type: none"> <li>The food employee has been jaundiced for more than 7 calendar days 2-201.13(B)(1), or</li> <li>The anicteric food employee has had symptoms or more than 14 days 2-201.13(B)(2), or</li> <li>The food employee provides medical documentation 2-201.13(B)(3) (also see Table 2).</li> </ul>	Yes
Typhoid Fever ( <b>S. Typhi</b> )	<b>EXCLUDE</b> 2-201.12(C)	When approval is obtained from the RA 2-201.13(C)(1), and: <ul style="list-style-type: none"> <li>Food employee provides medical documentation, that states the food employee is free of a <b>S. Typhi</b> infection 2-201.13(C)(2) (also see Table 2).</li> </ul>	Yes
<b>E. coli</b> O157:H7 or other EHEC/ STEC	<b>EXCLUDE</b> Based on vomiting or diarrhea symptoms, under 2-201.12(A)(2)	<ol style="list-style-type: none"> <li><u>Serving Non-HSP facility:</u> 2-201.13(A)(4)(a): May only work on a restricted basis 24 hours after symptoms resolve and remains restricted until meeting the requirements listed below:</li> <li><u>Serving HSP facility:</u> 2-201.13(A)(4)(b): Remains excluded until meeting the requirements listed below: <ul style="list-style-type: none"> <li>Approval is obtained from RA 2-201.13(F), and</li> <li>Medically cleared 2-201.13(F)(1), or</li> <li>More than 7 calendar days have passed since the food employee became asymptomatic 2-201.13(F)(2) (also see Table 2).</li> </ul> </li> </ol>	Yes to return to HSP or to return unrestricted; Not required to work on a restricted basis in a non-HSP facility

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**2-201.12 Table 1b: Summary of Requirements for Diagnosed, Symptomatic Food Employees (continued)**

Diagnosis	EXCLUSION Facilities Serving HSP or not Serving HSP	Removing diagnosed, symptomatic food employees from exclusion	RA Approval Needed to Return to Work?
Norovirus	<b>EXCLUDE</b> Based on vomiting or diarrhea symptoms, under 2-201.12(A)(2)	<ol style="list-style-type: none"> <li>1. <u>Serving non-HSP facility:</u> 2-201.13 (A)(2)(a): May only work on a restricted basis 24 hours after symptoms resolve and remains restricted until meeting the requirements listed below:</li> <li>2. <u>Serving HSP facility:</u> 2-201.13(A)(2)(b): Remains excluded until meeting the requirements listed below: <ul style="list-style-type: none"> <li>• Approval is obtained from the RA 2-201.13(D), and</li> <li>• Medically cleared 2-201.13(D)(1), or</li> <li>• More than 48 hours have passed since the food employee became asymptomatic 2-201.13(D)(2) (also see Table 2).</li> </ul> </li> </ol>	Yes to return to HSP or to return unrestricted; Not required to work on a restricted basis in a non-HSP facility
<b>Shigella</b> spp.	<b>EXCLUDE</b> Based on vomiting or diarrhea symptoms, under 2-201.12(A)(2)	<ol style="list-style-type: none"> <li>1. <u>Serving Non-HSP facility:</u> 2-201.13(A)(3)(a): May only work on a restricted basis 24 hours after symptoms resolve, and remains restricted until meeting the requirements listed below:</li> <li>2. <u>Serving HSP facility:</u> 2-201.13(A)(3)(b): Remains excluded until meeting the requirements listed below: <ul style="list-style-type: none"> <li>• Approval is obtained from the RA 2-201.13(E), and</li> <li>• Medically cleared 2-201.13(E)(1), or</li> <li>• More than 7 calendar days have passed since the food employee became asymptomatic 2-201.13(E)(2) (also see Table 2).</li> </ul> </li> </ol>	Yes to return to HSP or to return unrestricted; Not required to work on a restricted basis in a non-HSP facility

**2-201.12 Table 2: Summary of Requirements for Diagnosed Food Employees with Resolved Symptoms**

<b>Food employees and conditional employees shall report a listed diagnosis immediately to the person in charge</b>				
<b>The person in charge shall notify the RA when a food employee reports a listed diagnosis</b>				
The person in charge shall prohibit a conditional employee that reports a listed diagnosis from becoming a food employee until meeting the criteria listed in section 2-201.13 of the Food Code, for reinstatement of a diagnosed food employee.				
<b>Pathogen Diagnosis</b>	<b>Facilities Serving HSP</b>	<b>Facilities Not Serving HSP</b>	<b>Removing Diagnosed Food Employees with Resolved Symptoms from Exclusion or Restriction</b>	<b>RA Approval Required to Return to Work</b>
Typhoid fever ( <b>S. Typhi</b> ) including previous illness with <b>S. Typhi</b> (see 2-201.11 (A)(3))	<b>EXCLUDE</b> 2-201.12(C)	<b>EXCLUDE</b> 2-201.12(C)	When approval is obtained from the RA 2-201.13(C)(1), and: <ul style="list-style-type: none"> <li>Food employee provides medical documentation, that states the food employee is free of a <b>S. Typhi</b> infection 2-201.13(C)(2) (also see Table 1b).</li> </ul>	Yes
<b>Shigella</b> spp.	<b>EXCLUDE</b> 2-201.12(E)(1)	<b>RESTRICT</b> 2-201.12(E)(2)	<ol style="list-style-type: none"> <li><u>Serving Non-HSP facility:</u> 2-201.13(A)(3)(a): May only work on a restricted basis 24 hours after symptoms resolve, and remains restricted until meeting the requirements listed below:</li> <li><u>Serving HSP facility:</u> 2-201.13(A)(3)(b): Remains excluded until meeting the requirements listed below: <ul style="list-style-type: none"> <li>Approval is obtained from the RA 2-201.13(E), and:</li> <li>Medically cleared 2-201.13(E)(1), or</li> <li>More than 7 calendar days have passed since the food employee became asymptomatic 2-201.13(E)(3)(a) (also see Table 1b).</li> </ul> </li> </ol>	Yes to return to HSP or to return unrestricted; Not required to work on a restricted basis in a non-HSP facility

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**2-201.12 Table 2: Summary of Requirements for Diagnosed Food Employees with Resolved Symptoms (continued)**

Pathogen Diagnosis	Facilities Serving HSP	Facilities Not Serving HSP	Removing Diagnosed Food Employee with Resolved Symptoms from Exclusion or Restriction	RA Approval Required to Return to Work
Norovirus	<b>EXCLUDE</b> 2-201.12(D)(1)	<b>RESTRICT</b> 2-201.12(D)(2)	<ol style="list-style-type: none"> <li>1. <u>Serving Non-HSP facility:</u> 2-201.13(A)(2)(a): May only work on a restricted basis 24 hours after symptoms resolve and remains restricted until meeting the requirements listed below:</li> <li>2. <u>Serving HSP facility:</u> 2-201.13(A)(2)(b): Remains excluded until meeting the requirements listed below: <ul style="list-style-type: none"> <li>• Approval is obtained from the RA 2-201.13(D), and:</li> <li>• Medically cleared 2-201.13(D)(1), or</li> <li>• More than 48 hours have passed since the food employee became asymptomatic 2-201.13(D)(2) (also see Table 1b).</li> </ul> </li> </ol>	Yes to return to HSP or to return unrestricted; Not required to work on a restricted basis in a non-HSP facility
<b><i>E. coli</i></b> O157:H7 or other EHEC/ STEC	<b>EXCLUDE</b> 2-201.12(F)(1)	<b>RESTRICT</b> 2-201.12(F)(2)	<ol style="list-style-type: none"> <li>1. <u>Serving Non-HSP facility:</u> 2-201.13(A)(4)(a): May only work on a restricted basis 24 hours after symptoms resolve and remains restricted until meeting the requirements listed below:</li> <li>2. <u>Serving HSP facility:</u> 2-201.13(A)(4)(b): Remains excluded until meeting the requirements listed below: <ul style="list-style-type: none"> <li>• Approval is obtained from the RA 2-201.13(F), and:</li> <li>• Medically cleared 2-201.13(F)(1), or</li> <li>• More than 7 calendar days have passed since the food employee became asymptomatic 2-201.13(F)(2).</li> </ul> </li> </ol>	Yes to return to HSP or to return unrestricted; Not required to work on a restricted basis in a non-HSP facility

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**2-201.12 Table 2: Summary of Requirements for Diagnosed Food Employees with Resolved Symptoms (continued)**

Pathogen Diagnosis	Facilities Serving HSP	Facilities Not Serving HSP	Removing Diagnosed Food Employees with Resolved Symptoms from Exclusion or Restriction	RA Approval Required to Return to Work
Hepatitis A virus	<b>EXCLUDE</b> if within 14 days of any symptom, or within 7 days of jaundice 2-201.12(B)(2)	<b>EXCLUDE</b> if within 14 days of any symptom, or within 7 days of jaundice 2-201.12(B)(2)	When approval is obtained from the RA 2-201.13(B), and: <ul style="list-style-type: none"> <li>• The food employee has been jaundiced for more than 7 calendar days 2-201.13(B)(1), or</li> <li>• The anicteric food employee has had symptoms for more than 14 days 2-201.13(B)(2), or</li> <li>• The food employee provides medical documentation 2-201.13(B)(3) (see also Table 1b).</li> </ul>	Yes

**2-201.12 Table 3: Summary of Requirements for Diagnosed Food Employees Who Never Develop Gastrointestinal Symptoms**

<b>Food employees and conditional employees shall report a listed diagnosis immediately to the person in charge</b>				
<b>The person in charge shall notify the RA when a food employee reports a listed diagnosis</b>				
The person in charge shall prohibit a conditional employee that reports a listed diagnosis from becoming a food employee until meeting the criteria listed in section 2-201.13 of the Food Code, for reinstatement of a diagnosed food employee				
<b>Pathogen Diagnosis</b>	<b>Facilities Serving HSP</b>	<b>Facilities Not Serving HSP</b>	<b>Removing Diagnosed Food Employees Who Never Develop Gastrointestinal Symptoms from Exclusion or Restriction</b>	<b>RA Approval Required to Return to Work</b>
Typhoid Fever ( <b>S. Typhi</b> ) including previous illness with <b>S. Typhi</b> (see 2-201.11 (A)(3))	<b>EXCLUDE</b> 2-201.12(C)	<b>EXCLUDE</b> 2-201.12(C)	When approval is obtained from the RA 2-201.13(C)(1), and:  Food employee provides medical documentation, specifying that the food employee is free of a <b>S. Typhi</b> infection 2-201.13(C)(2).	Yes
<b>Shigella</b> spp.	<b>EXCLUDE</b> 2-201.12(E)(1)	<b>RESTRICT</b> 2-201.12(E)(2)	Remains excluded or restricted until approval is obtained from the RA, and: <ul style="list-style-type: none"> <li>• Medically cleared 2-201.13(E)(1), or</li> <li>• More than 7 calendar days have passed since the food employee was last diagnosed 2-201.13(E)(3).</li> </ul>	Yes to return to HSP or to return unrestricted; Not required to work on a restricted basis in a non-HSP facility
Norovirus	<b>EXCLUDE</b> 2-201.12(D)(1)	<b>RESTRICT</b> 2-201.12(D)(2)	Remains excluded or restricted until approval is obtained from the RA 2-201.13(D), and <ul style="list-style-type: none"> <li>• Medically cleared 2-201.13(D)(1), or</li> <li>• More than 48 hours have passed since the food employee was diagnosed 2-201.13(D)(3).</li> </ul>	Yes to return to HSP or to return unrestricted; Not required to work on a restricted basis in a non-HSP facility

(continued on next page)

**2-201.12 Table 3: Summary of Requirements for Diagnosed Food Employees Who Never Develop Gastrointestinal Symptoms (continued)**

Pathogen Diagnosis	Facilities Serving HSP	Facilities Not Serving HSP	Removing Diagnosed Food Employees Who Never Develop Gastrointestinal Symptoms from Exclusion or Restriction	RA Approval Required to Return to Work
<i>E. coli</i> O157:H7 or other EHEC/ STEC	<b>EXCLUDE</b> 2-201.12(F)(1)	<b>RESTRICT</b> 2-201.12(F)(2)	Remains excluded or restricted until approval is obtained from the RA 2-201.13(F), and: <ul style="list-style-type: none"> <li>• Medically cleared 2-201.13(F)(1), or</li> <li>• More than 7 calendar days have passed since the food employee was diagnosed 2-201.13(F)(3).</li> </ul>	Yes to return to HSP or to return unrestricted; Not required to work on a restricted basis in a non-HSP facility
Hepatitis A virus	<b>EXCLUDE</b> 2-201.12(B)(3)	<b>EXCLUDE</b> 2-201.12(B)(3)	When approval is obtained from the RA 2-201.13(B), and <ul style="list-style-type: none"> <li>• The anicteric food employee has had symptoms for more than 14 days 2-201.13(B)(2), or</li> <li>• The food employee provides medical documentation 2-201.13(B)(3).</li> </ul>	Yes

**Key for Tables 1, 2, 3, and 4:**

**RA = Regulatory Authority**

**EHEC = Enterohemorrhagic, or Shiga toxin-producing *Escherichia coli***

**HAV = Hepatitis A virus**

**HSP = Highly Susceptible Population**

**2-201.12 Table 4: History of Exposure, and Absent Symptoms or Diagnosis**

<p><b>Food employees and conditional employees shall report a listed exposure to the person in charge</b></p> <p><b>The person in charge shall prohibit a conditional employee who reports a listed exposure from becoming a food employee in a facility serving a HSP until meeting the criteria listed in section 2-201.13 of the Food Code, for reinstatement of an exposed food employee</b></p> <p>The person in charge shall reinforce and ensure compliance with good hygienic practices, symptom reporting requirements, proper handwashing and no BHC with RTE foods for all food employees that report a listed exposure</p>				
Pathogen Diagnosis	Facilities Serving HSP	Facilities Not Serving HSP	When Can the Restricted Food Employee Return to Work?	RA Approval needed
Typhoid Fever ( <i>S. Typhi</i> )	<b>RESTRICT</b> 2-201.12(I)	Educate food employee on symptoms to watch for and ensure compliance with GHP, handwashing and no BHC with RTE foods.	2-201.13(I)(3) When 14 calendar days have passed since the last exposure, or more than 14 days has passed since the food employee's household contact became asymptomatic.	No
<i>Shigella</i> spp.	<b>RESTRICT</b> 2-201.12(I)	Educate food employee on symptoms to watch for and ensure compliance with GHP, handwashing and no BHC with RTE foods.	2-201.13(I)(2) When more than 3 calendar days have passed since the last exposure, or more than 3 days have passed since the food employee's household contact became asymptomatic.	No
Norovirus	<b>RESTRICT</b> 2-201.12(I)	Educate food employee on symptoms to watch for and ensure compliance with GHP, handwashing and no bare hand contact with RTE foods.	2-201.13(I)(1) When more than 48 hours have passed since the last exposure, or more than 48 hours has passed since the food employee's household contact became asymptomatic.	No
<i>E. coli</i> O157:H7 or other EHEC/ STEC	<b>RESTRICT</b> 2-201.12(I)	Educate food employee on symptoms to watch for and ensure compliance with GHP, handwashing and no bare hand contact with RTE foods.	2-201.13(I)(2) When more than 3 calendar days have passed since the last exposure, or more than 3 calendar days has passed since the food employee's household contact became asymptomatic.	No
Hepatitis A virus	<b>RESTRICT</b> 2-201.12(I)	Educate food employee on symptoms to watch for and ensure compliance with GHP, handwashing and no bare hand contact with RTE foods.	2-201.13(I)(4) When any of the following conditions is met: * The food employee is immune to HAV infection because of a prior illness from HAV, vaccination against HAV, or IgG administration; or * More than 30 calendar days have passed since the last exposure; or since the food employee's household contact became jaundiced; or * The food employee does not use an alternative procedure that allows BHC with RTE food until at least 30 days after the potential exposure, and the employee receives additional training.	No

**Key for Table 4:** GHP = Good Hygienic Practices; RTE = Ready-to-Eat foods; BHC = Bare Hand Contact

## Form 5: Foods Exempt from Date Marking

### **Deli Salads Prepared and Packaged in a Food Processing Plant**

Examples of deli salads include ham salad, chicken salad, egg salad, seafood salad, pasta salad, potato salad, and macaroni salad, manufactured according to 21 CFR 110.

According to data from the risk assessment, deli salads prepared and packaged by a food processing plant contain sufficient acidity, along with the addition of preservatives (e.g., sorbate, benzoates), to prevent the growth of *Listeria monocytogenes*. There are estimates that 85% of all deli salads are prepared and packaged in a food processing plant and do not support growth. Based on discussions with deli salad manufacturers and trade associations, it is a nearly universal practice for food processing plants preparing and packaging deli salads to add one or more preservatives that inhibit the growth of *Listeria monocytogenes*. Based on their wide use within this segment of the industry and their effectiveness at inhibiting the growth of *Listeria monocytogenes*, all deli salads prepared and packaged in a food processing plant are exempt from date marking. However, all deli salads prepared in a food establishment require date marking.

### **Hard and Semi-Soft Cheeses**

In December, 1999, FDA issued an exemption from date marking for certain types of hard and semi-soft cheeses (<http://www.cfsan.fda.gov/~ear/ret-chdt.html>), based on the presence of several factors that may control the growth of *Listeria monocytogenes*. These factors may include organic acids, preservatives, competing microorganisms, pH, water activity, or salt concentration. The results of the risk assessment support this interpretation and therefore, hard and semi-soft cheeses each manufactured according to 21 CFR 133 are exempt from date marking.

### **List of Some Hard and Semi-Soft Cheeses Exempt from Date marking**

Asadero  
Abertam  
Appenzeller  
Asiago medium or old  
Bra  
Cheddar  
Christalinna  
Colby  
Cotija Anejo  
Cotija  
Coon  
Derby  
Emmentaler  
English Dairy  
Gex (blue veined)  
Gloucester  
Gjetost  
Gruyere  
Herve

Lapland  
Lorraine  
Oaxaca  
Parmesan  
Pecorino  
Queso Anejo  
Queso Chihuahua  
Queso de Prensa  
Romanello  
Romano  
Reggiano  
Sapsago  
Sassenage (blue veined)  
Stilton (blue veined)  
Swiss  
Tignard (blue veined)  
Vize  
Wensleydale (blue veined)  
Asiago soft  
Battelmatt  
Bellelay (blue veined)  
Blue  
Brick  
Camosum  
Chantelle  
Edam  
Fontina  
Gorgonzola (blue veined)  
Gouda  
Havarti  
Konigskase  
Limburger  
Milano  
Manchego  
Monterey  
Muenster  
Oka  
Port du Salut  
Provolone  
Queso de Bola  
Queso de la Tierra  
Robbiole  
Roquefort (blue veined)  
Samsoe  
Tilsiter  
Trappist

**Cultured Dairy Products**

Cultured dairy products include yogurt, sour cream, and buttermilk, each manufactured according to 21 CFR 131. Many of these products often are low pH foods manufactured with lactic acid fermentation. Data from the risk assessment show that *Listeria monocytogenes* does not grow in these foods and therefore, these products are exempt from date marking.

**Preserved Fish Products**

Preserved fish products include pickled herring and dried, or salted cod, and other acidified fish products, manufactured according to 21 CFR 114. Data from the risk assessment show that the high salt and/or acidity of these products does not allow for the growth of *Listeria monocytogenes* and therefore, these products are exempt from date marking. This exemption does not apply to hot or cold smoked fish products, nor does it apply to fish products that are dried, marinated, or otherwise preserved on-site, in a food establishment, such as ceviche.



## SAMPLE TEST QUESTIONS

1. What symptoms must a food worker report to the PIC?
  - a. Only vomiting.
  - b. Diarrhea, vomiting, jaundice, or a sore throat with a fever.
  - c. Itchy feet.
  - d. Insomnia.
  
2. True or False: A food worker that is vomiting may have an illness that they can spread to consumers through the food they handle.
  - a. True.
  - b. False.
  
3. What is the correct way to make a sanitizing solution when using chlorine (bleach)?
  - a. Pour bleach into a bucket of water until you can smell the bleach in the bucket.
  - b. Pour soap and about one capful of bleach into a gallon of water. Use a test strip to ensure that the concentration is 50 ppm.
  - c. Use water only. Chemicals like chlorine are not allowed in a kitchen.
  - d. Pour about one capful of bleach into a gallon of water. Use a test strip to ensure the concentration is 50 ppm. Do not add soap.
  
4. When must a food worker wash their hands?
  - a. After using the rest room, after eating or smoking, and upon entering the kitchen.
  - b. After working with raw chicken and before preparing a salad.
  - c. After touching their nose, mouth, hair, or any other part of the body and after shaking hands with a friend.
  - d. All of the above and a lot more.
  
5. A customer has finished with their plate and the plate needs to be re-used for the next customer. Which of the following is a correct way to wash dishes?
  - a. Rinse the dish off thoroughly so that all food particles are gone.
  - b. Using soap and warm water, scrub the dish, rinse it off, then air dry.
  - c. Using the three compartment sink, the dish must be submerged and washed in warm soapy water in the first compartment, rinsed thoroughly in the second compartment, submerged in 50 ppm chlorine for at least 10 seconds in the third compartment, and then air dried.
  - d. Using the three compartment sink, the dish must be washed in warm soapy water in the first compartment, submerged in 50 ppm chlorine for at least 10 seconds in the second compartment, rinsed thoroughly in the third compartment, and then air dried.

Answers: 1-b; 2-a; 3-d; 4-d; 5-c.