

# Food Safety Inspection Field Guide

NORTHERN NEVADA  
**Public Health**

Environmental Health Services  
Food Safety & Consumer Protection  
Program

Rev. November 2023

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NORTHERN NEVADA  
**Public Health**

August 01, 2023

Dear Food Establishment Owners and Operators,

As of December 08, 2021, the Regulations of the District Board of Health Governing Food Establishments have been amended to include provisions from the current version of the U.S. Food and Drug Administration (FDA) Model Food Code.

The Northern Nevada Public Health (NNPH) Environmental Health Services (EHS) are proud to be in partnership with Northern Nevada's esteemed group of food establishment owners, operators, and workers in the joint attempt to prevent foodborne illness. In the spirit of this partnership, NNPH and EHS are proud to present the Food Safety Program Field Inspection Guide. This version of the Field Inspection Guide has been updated to further aid food establishments in maintaining compliance with regulations and reaching successful outcomes in future inspections.

The materials contained within this Inspection Field Guide provide food establishments with accessible information on necessary food safety practices, examples of common violations, and an itemized outline of the various elements of routine inspections that warrant a standard of food safety in Northern Nevada.

In addition to this Field Inspection Guide, NNPH EHS are available to assist with food safety information. Should you need additional assistance, call your regular inspector or the EHS front desk at (775) 328-2434 option #8, or email [foodsafety@nnph.org](mailto:foodsafety@nnph.org) with any questions.

Thank you for joining NNPH EHS in our mission to ensure the provision of safe and nourishing food for Northern Nevada.

Sincerely,



Robert Fyda, REHS  
Division Director, Environmental Health Services Division  
Northern Nevada Public Health

**ENVIRONMENTAL HEALTH SERVICES**

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## **FOOD ESTABLISHMENT INSPECTION FORM MARKING PROCEDURES**

**(OPERATORS: USE THESE MARKING PROCEDURES TO GUIDE YOU THROUGH YOUR INSPECTION REPORT AND SAFETY CHECKLIST!)**

Each item on the inspection report form should correspond to one of the following indicators of compliance status:

**IN – Item found in compliance**      **NA – Item is not applicable for the facility**  
**OUT – Item found out of compliance**      **NO – Item was not observed during inspection**

If NA or NO is not listed as an option, then a compliance status (either “In” or “Out”) must be determined for that item.

For each item marked OUT, the observation’s severity must be determined in consideration of the direct impact on foodborne illness risk factors. Out of compliance items are further classified according to the following:

**Critical Violations** – Critical violations pose an imminent threat to public health and have the potential to cause foodborne illness. A critical violation must be corrected or mitigated during an inspection. When a critical violation cannot be immediately corrected or mitigated, the food facility is subject to closure.

**Non-Critical Violations** – Non-Critical violations do not directly cause foodborne illness, but are important factors in sanitation, operational controls, maintenance, and facility design that allow for safe, wholesome, and unadulterated food products. Non-critical violations of items #1-30 must be corrected at the time of inspection and corrective actions documented.

If the item is marked OUT, document details of each violation for the item number in the “Observations and Corrective Actions” section of the inspection report. Important details include, but are not limited to, the following:

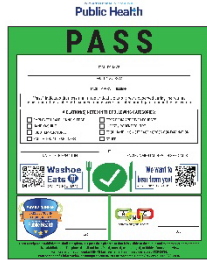
- What was observed during the inspection?
- Why is this a violation / why is it important to consumer safety?
- If the violation is corrected during the inspection, what were the corrective actions that were taken?
- If the violation is not corrected during the inspection, how can the facility correct the violation?
- What is the timeframe for correction of violations observed during the routine inspection?

**Corrected on site (COS):** indicates that **all** violations cited under that item number have been corrected and verified during the inspection.

**Repeat Violation (R):** Indicates that the same violation was cited on the last consecutive inspection report.

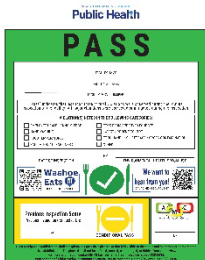
All violations noted for Items #1-30 (both non-critical and critical) must be corrected and verified within 10 days, unless those items are verified as corrected during the inspection. For corrective actions, see “Corrective Actions” listed in this field guide under the corresponding item number.

# FOOD ESTABLISHMENT SCORING GUIDELINES AND CORRESPONDING PLACARDS



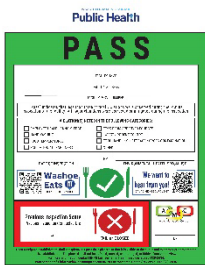
## PASS

- Establishment has no violations; or,
- Establishment has exclusively non-critical violations, and/or no more than two critical violations observed AND corrected.



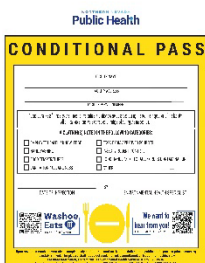
## PASS – CONDITIONAL PASS (PREVIOUS INSPECTION) – PLACARD ONLY

- Establishment has received a “Pass” during the reinspection that resulted from having received a “Conditional Pass” during the previous inspection.



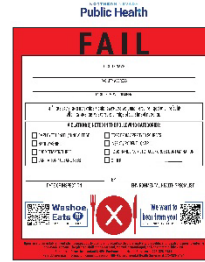
## PASS – FAIL OR CLOSED (PREVIOUS INSPECTION) – PLACARD ONLY

- Establishment has received a “Pass” during the reinspection that resulted from having received a “Fail” or a “Closed” during the previous inspection.



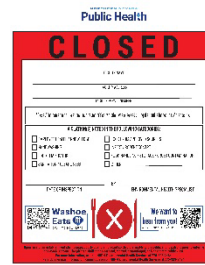
## CONDITIONAL PASS

- Establishment has three (3) to five (5) critical violations that are observed AND corrected during the inspection.



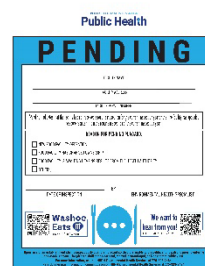
## FAIL

- Establishment has six (6) or more critical violations that are observed AND corrected during the inspection.



## CLOSED

- Establishment has one (1) or more critical violations that **CANNOT** be corrected at the time of inspection.
- A substantial health hazard exists, as defined in these regulations, or it is determined that there is a risk of imminent danger to the public.



## PENDING – PLACARD ONLY

- Establishment has received a final opening inspection or a final change of ownership inspection but has NOT received a routine inspection.
- Facility has filed a formal appeal to the Food Protection Hearing and Advisory Board to contest the health score they received during an inspection.

## 1. Demonstration of Knowledge/ Active Managerial Control

NNPH Regulations: 030.005, 030.010, 030.015, 040.005, 040.022, 040.020, 040.035

### Expectations

- All food employees have an adequate and working knowledge of food safety principles.
- All food employees have received food safety training as it relates to their duties.
- The establishment has a CFPM employed as required for the establishment's Risk Category.
- The CFPM is certified through an ANSI-Accredited organization/ program.
- An overall assessment of the facility's food safety practices demonstrates adherence to food safety requirements and active managerial control that ensures food safety.

### Corrective Actions

- Provide hand-outs and discuss the deficient food safety principles/procedures with the PIC.
- Provide a training log for the PIC to track food safety training for food handlers employed within the establishment.

### Non-Critical Violations

- Food items in the facility found in the Temperature Danger Zone (41F-135F) and food handlers are not aware of the critical limits for holding, cooling, or cooking temperatures; food handlers do not know where to find a thermometer and/or how to calibrate the thermometer. Note: TCS Foods found in the Temperature Danger Zone must also be marked as a Critical Violation under Item #20.
- Employee(s) washing dishes is not aware of proper sanitizer concentrations or how to check sanitizer concentrations.
- No CFPM present when required/ CFPM certification.
- A Risk Level 3 facility does not have enough CFPMs to cover all hours of operation.
- The CFPM is not the PIC.
- CFPM is unable to describe major food allergens and symptoms.
- Multiple (not a specific number) critical violations are observed throughout the facility.
- Violations from previous inspections have not been corrected.

### Resources

- CFPM Guidance Document
- Reducing Foodborne Illness Risk Factors

### Notes

- Determinations of compliance are based on discussions with the PIC and observations of employee practices.
- This data field must not be marked in accordance with an overall evaluation of the performance and ability of food handlers and the PIC to ensure proper food safety practices in their assigned duties.

### Critical Violations

N/A

## 2. Communicable Diseases: Knowledge, Responsibilities, Reporting

NNPH Regulations: 030.020, 030.021, 030.022, 030.085

### Expectations

- Food employees are aware of what symptoms of illness must be reported to the PIC.
- The PIC is aware of proper exclusion and restriction policies for ill employees.
- The PIC is aware of when they must report symptoms of ill food employees to the Health Authority.
- The facility maintains written policies for the clean-up of vomiting and diarrhea that are on-site and accessible to all employees.

### Corrective Actions

- Discuss with the PIC the requirements for proper symptom reporting, exclusion/restriction of ill employees, and clean-up for vomiting and diarrhea.
- Provide applicable resources to PIC.

### Non-Critical Violations

- PIC is unaware of employee training regarding exclusion, restriction, and reportable symptoms.
- PIC states that employees do not receive training regarding exclusion, restriction, and reportable symptoms.
- PIC is unaware of their reporting responsibilities or proper exclusion requirements.
- Facility does not have written procedures for the clean-up of vomiting or diarrheal events.

### Resources

- Sample Employee Health Policy
- Sample Employee Health & Hygiene Standard Operating Procedures
- Foodborne Illness Restriction & Exclusion Guidelines
- Public Vomiting Incident (PVI) Clean-Up Procedures
- Employee Absence & Illness Log
- Employee Training Log
- Employee Health Poster
- Reducing Foodborne Illness Risk Factors

### Critical Violations

N/A

### Notes

- This data field shall not be marked for an isolated incident, but rather for an overall evaluation of the PIC's knowledge and practice of proper exclusion/restriction policies.
- Determinations of compliance are based on discussions with the PIC.



### 3. Communicable Diseases: Proper use of restriction/exclusion

NNPH Regulations: 030.020, 030.021, 030.022

#### Expectations

- All food handlers within the food establishment exhibit signs of good health; food handlers with symptoms that require exclusion with or without a diagnosis are not observed.
- Proper exclusion and restriction requirements are adhered to by the PIC.

#### Corrective Actions

- Ill employees are excluded or restricted.
- Uncovered cuts, sores, and/or rashes are properly covered, and food contact surfaces that were contacted by the uncovered cut, sore, and/or rash are properly sterilized.
- Discuss proper exclusion/restriction of ill employees and provide resources to the PIC.

#### Non-Critical Violations

N/A

#### Resources

- Sample Employee Health Policy
- Sample Employee Health & Hygiene Standard Operating Procedures
- Employee Absence & Illness Log
- Employee Health Poster
- Foodborne Illness Restriction & Exclusion Guidelines
- Reducing Foodborne Illness Risk Factors

#### Critical Violations

- The PIC is aware of an employee with a communicable disease and has not reported it to NNPH.
- The PIC is aware that two or more food employees are concurrently experiencing symptoms associated with an acute gastrointestinal illness and has not reported it to NNPH.
- The PIC is aware of a food employee who is suffering from an acute gastrointestinal illness and has not restricted the duties of the food employee to prevent spreading the illness.
- The PIC removes a restriction from a food employee before the employee has been without symptoms for a minimum of 24 hours.
- The PIC allows an excluded employee to return to work before receiving District Health Officer clearance.
- A food employee handles food or makes contact with food contact surfaces when they have a cut, sore, and/or rash that is not properly covered.

#### Notes

- The PIC can report when necessary to the NNPH EHS Front Desk at 775-328-2434 option #8 or to the NNPH Communicable Disease Reporting System at 775-328-2447

## 4. Proper eating, tasting, drinking, or tobacco use

NNPH Regulations: 030.065, 050.120

### Expectations

- All food establishment employees utilize a designated area that is located away from food preparation and food contact surfaces for eating and drinking.
- Utensils used for tasting food are properly cleaned after each tasting sample.
- The facility is compliant with the Nevada Clean Indoor Air Act (NRS 202.24830).
- Food establishment employees are only permitted to smoke or use tobacco products in designated areas that are located away from food preparation and food contact surfaces.

### Corrective Actions

- When direct contamination of food is observed, the food shall be discarded.
- Employee beverages without a lid and straw shall be moved away from food service and/or food preparation areas.
- An area for employee food and beverage storage shall be designated so that it does not pose a risk for contamination of serviceable food items.

### Non-Critical Violations

- An employee drink without a lid or straw is observed in the food preparation area.
- An employee is observed eating, drinking, or smoking in an undesignated area where contamination may result, but no direct contamination is observed.
- Facility is not compliant with Nevada Clean Indoor Air Act (NRS 202.2483)

### Resources

### Critical Violations

- An employee is observed eating, drinking, or smoking in an undesignated area AND direct contamination of the food is observed.
- An employee is observed tasting food multiple times with the same utensil

### Notes

- Personal drinks are allowed in the food preparation areas if the risk of contaminating the employee's hands, the beverage container, non-prepackaged food, and/or food contact surfaces with the employee's saliva is eliminated.
- Approved practices include drinking from a closed container that is handled to prevent contamination of employee's hands or drinking from a beverage container with a tight-fitting lid and straw.
- Observations of employee personal items located on food contact surfaces and commingling personal food items with serviceable food items during preparation and storage in the establishment shall be marked under Item #37.

## 5. No discharge from the eyes, nose or mouth

NNPH Regulations: 030.070

### Expectations

- Food handlers exhibit signs of good health.
- Employees that have discharge from the eyes, nose, or mouth are not observed to be handling food, clean equipment, clean utensils, or clean linens before the symptoms have subsided.

### Corrective Actions

- Any employee observed to have discharges from the eyes, nose, or mouth shall be restricted from handling food, clean equipment, clean utensils, and/or clean linens until the symptoms have subsided.

### Non-Critical Violations

N/A

### Resources

- Sample Employee Health & Hygiene Standard Operating Procedures
- Sample Employee Health Poster

### Critical Violations

- A food employee is suffering from uncontrolled allergies and is engaged in food preparation. Employee may exhibit symptoms such as a constantly runny nose, sneezing, itchy/watery eyes, or coughing.
- A waiter with discharge from the eyes due to allergies is slicing bread.

### Notes

**6. Hands clean and properly washed**

NNPH Regulations: 030.025 - 030.055

**Expectations**

- All employees properly wash their hands as necessary and when required to ensure food safety.

**Corrective Actions**

- Employees shall wash their hands as required.
- Discuss proper handwashing, the importance of handwashing, and handwashing informational resources with the employee and the person-in-charge.

**Non-Critical Violations**

N/A

**Critical Violations**

- An employee does not properly wash hands after:
  - Touching sweat or secretions of the eyes, ears, nose, or mouth
  - Touching/handling any object that likely contains high levels of contamination (i.e., raw meat, garbage dumpsters, toilets, the floor, the mop sink, etc.)
- Using the restroom
- Returning from a break
- Handling money or telephones
- Changing contaminated single-use gloves
- Changing tasks (i.e., between loading dirty dishes into the dishwasher and stacking clean dishes, between sanitizing equipment and preparing food, etc.)
- An employee fails to properly wash hands by:
  - Washing hands for less than 20 seconds
  - Washing hands without using soap or paper towels
  - Washing hands in any sink other than a designated hand sink (i.e., a 3-compartment sink, a prep sink, etc.)
  - Using only hand sanitizer when a full hand wash is required
  - Washing single-use gloves
- An employee does not properly wash hands after handling raw meat and before preparing ready-to-eat food

**Resources**

- Handwashing Sign for Employees
- Sample Employee Health & Hygiene Standard Operating Procedures
- Reducing Foodborne Illness Risk Factors

**Notes**

- Employees are required to wash their hands: before beginning work, before handling food or clean equipment/utensils, as often as necessary during food preparation to remove soils and contamination, when switching from working with raw to ready-to-eat foods, after touching body parts or clothing, after using the restroom, and ANY time when contamination may occur.
- Hands are not required to be washed when changing gloves if the employee is performing the same task AND the act of changing gloves does not pose a risk for cross-contamination.
- Violations pertaining to handling food with cuts, sores, or rashes on the hands should be marked under Item #3.

## 7. No bare hand contact with ready-to-eat (RTE) foods, pre-approved alternative procedure properly followed

NNPH Regulations: 050.115

### Expectations

- Employees handle ready-to-eat food without using bare hand contact; ready-to-eat food is handled using single-use gloves, utensils, deli paper, or other methods to prevent direct contact with the hands or arms of employees.

### Corrective Actions

- Employees must wash hands and change gloves.
- All ready-to-eat food observed being contacted with bare hands, without prior approval, must be discarded.
- Inspector must discuss no bare-hand contact with the employee(s) and the person-in-charge.

### Non-Critical Violations

N/A

### Resources

- No Bare-Hand Contact with RTE Foods FAQ
- Eliminating Bare-Hand Contact with RTE Foods SOP

### Critical Violations

- An employee handles ready-to-eat foods with bare hands.
- Employee does not follow preapproved bare hand contact procedure.
- 

### Notes

- Bare-hand contact with RTE foods is prohibited unless an application has been submitted and approved by the Health Authority.
- Food that will be added as an ingredient to raw animal food that is subsequently cooked to the minimum required temperature may be contacted with bare hands.
- Food that will be added as an ingredient to other foods, including those not containing raw animal foods, that will be subsequently cooked to at least 145F may be contacted with bare hands.
- Bare hand and arm contact with non-prepackaged RTE foods must be prevented using utensils such as scoops, tongs, single-use gloves, paper wrappers, and/or other implements.

## 8a. Handwashing sinks accessible & conveniently located

NNPH Regulations: 070.030; 070.035(c); 070.058

### Expectations

- Hand sinks are conveniently accessible and located in all preparation areas, food dispensing areas, and dish areas.
- Hand sinks are available in or directly adjacent to all toilet rooms.

### Corrective Actions

- Employee must move items blocking the hand sink. Employees must discontinue unapproved uses of the hand sink.

### Non-Critical Violations

- Items (i.e. ice or food) observed in hand sink. This is not an approved use and shall be discontinued; however, the sink is not truly inaccessible for proper hand washing.
- Any unapproved use of hand sinks. Hand sinks are to be used exclusively for hand washing.

### Resources

- Hand Washing Sign

### Critical Violations

- Hand sink is not accessible or is blocked so that the item must be moved in order for employees to complete proper hand washing.
- Water at the hand sink is too hot to wash hands making the sink unusable (when water temperature is not readily adjustable at the faucet).

### Notes

- Hand wash facilities must be available to make hand washing not only possible, but likely.
- If a hand sink needs to be installed or moved, it may be marked as a non-critical to give the operator time to comply if there is another available hand sink to allow for proper hand washing.

## 8b. Handwashing sinks supplied

NNPH Regulations: 070.035; 070.047; 080.096-080.0995

### Expectations

- All hand sinks are stocked with warm water, liquid pump soap, paper towels, and hand wash signs.

### Corrective Actions

- Hand sinks are properly restocked at time of inspection.

### Non-Critical Violations

- No handwashing sign is posted.

### Resources

- Hand Washing Sign

### Critical Violations

- No soap or paper towels adjacent to the hand wash sink in the kitchen.
- Lack of soap or paper towels in the employee or public restroom.

### Notes

- Hand wash facilities must be available to make handwashing not only possible, but likely.
- Lack of hot water at the hand washing sink is marked as a non-critical violation under Item #29.

## 9a. Food obtained from approved source

NNPH Regulations: 050.010; 050.015; 050.020; 050.055; 050.060; 050.100; 070.010

### Expectations

- Health Authority can determine approved food sources through a review of supplier names, shipment invoices, or proof of regulatory permits.

### Corrective Actions

- Food from unapproved, unsafe, or otherwise unverifiable sources must be discarded or placed on hold.

### Non-Critical Violations

N/A

### Resources

### Critical Violations

- Food items prepared in a private home are offered for sale.
- Prepackaged juices for sale are not pasteurized or otherwise treated as approved by the Health Authority
- Eggs and/or produce from home gardens is offered for sale with out a Department of Agriculture certificate.

### Notes



**9b. Molluscan shellfish from ICSSL listed sources; no recreationally caught fish or shellfish**

NNPH Regulations: 050.025; 050.030

**Expectations**

- Health Authority can determine approved molluscan shellfish food sources through a review of supplier names, shipment invoices, shellfish tags, or other documentation.

**Corrective Actions**

- Food from unapproved, unsafe, or otherwise unverifiable sources must be discarded or placed on hold.

**Non-Critical Violations**

N/A

**Resources**

- Molluscan shellfish guidance document
- Interstate Certified Shellfish Shippers List - FDA

**Critical Violations**

- Molluscan shellfish is not from an ICSSL supplier
- Fish was not commercially caught/raised

**Notes**

## 9c. Game animals and wild mushrooms approved by regulatory authority

NNPH Regulations: 050.035; 050.040

### Expectations

- Health Authority can determine approved sources through a review of supplier names, shipment invoices, or proof of regulatory permits.

### Corrective Actions

- Food from unapproved, unsafe, or otherwise unverifiable sources must be discarded or placed on hold.

### Non-Critical Violations

- N/A

### Resources

### Critical Violations

- Game animals and/or wild mushrooms are not from an approved source

### Notes

- Game animals include reindeer, elk, deer, antelope, water buffalo, bison, rabbit, squirrel, opossum, raccoon, nutria, or muskrat, and non-aquatic reptiles such as snakes. Game animals do not include ratites.
- Some game animals imported from other countries are considered an approved source. A letter of recognition from the FDA/USDA may be available for certain countries that meet equivalent sanitization standards.

## 10. Food received at proper temperature

NNPH Regulations: 050.045

### Expectations

- Accepted deliveries of time/temperature control for safety food items are maintained at proper refrigeration temperatures (at or below 41F; or, at or below 45F for shelled eggs).

### Corrective Actions

- Operator must reject the food delivery. If operator is unable to reject the food delivery, the out-of-compliance food must be discarded or placed on hold.

### Non-Critical Violations

N/A

### Resources

### Critical Violations

- Employee accepts food from delivery and the temperature measurements show that food exceeds temperature requirements (at or below 41F; or, at or below 45F for shelled eggs).

### Notes

- This field must only be marked when food temperatures are directly observed at the time of receipt by the facility.
- Procedures for taking temperatures of food deliveries can be verified through discussion with the person-in-charge.

**11. Food in good condition, safe, and unadulterated**

NNPH Regulations: 050.045; 050.005; 050.095; 050.070

**Expectations**

- Food packaging is uncompromised.
- Food products are honestly presented.

**Corrective Actions**

- Operator must discard all food products that are in poor condition, reasonably unsafe, or adulterated.

**Non-Critical Violations**

N/A

**Resources****Critical Violations**

- Employee accepts food from delivery, and integrity of food packaging has been compromised.
- Employee accepts food from delivery or otherwise alters the true appearance, color, or quality of the food.
- Food is not honestly presented.
- Employee accepts food delivery with moldy food.
- Moldy food observed in walk-in refrigerator.
- Bloated or leaking canned food products.
- Baby formula is offered for sale past the expiration date listed on the package.
- Shell stock is not discarded when there are dead shellfish, broken shells, or when it is not reasonably free of mud.

**Notes**

- This item is marked based on direct observation of integrity of food packaging and other signs of adulteration.
- Apart from baby formula as listed above, unopened commercial containers with a "Best By" or "Use By" date that is past its expiration is not a violation.
- A comment in the notes section may be added to state a best management practice. See Item #21a for date-marking of commercially packaged items that have been opened and/or used as an ingredient.

## 12a. Required records: parasite destruction

NNPH Regulations: 050.260; 050.265

### Expectations

- Facility is able to provide a statement from their supplier of wild caught fish that verifies parasite destruction.
- Facility maintains record of parasite destruction if it is conducted at the facility.

### Corrective Actions

- If operator is unable to prove supplier or in-house parasite/destruction, the food must be discarded or placed on hold.
- If facility is unable to produce a parasite destruction or other verification, the facility must obtain records within 7 days.

### Non-Critical Violations

- Facility receives fish from a supplier who perform parasite destruction, but records are not available at time of inspection.
- Facility serves farm-raised fish that is exempt from parasite destruction but does not have documentation from the supplier proving that the fish was farm raised and fed formulated feed that does not contain live parasites.
- Parasite destruction records are not updated annually or with a change of supplier.

### Resources

- Parasite Destruction FAQ
- Parasite Destruction Logs: 15 hours, 24 hours, or 7 days

### Critical Violations

- Facility performs parasite destruction for wild caught fish intended for raw/undercooked consumption, but records are not available.

### Notes

- If the facility serves only fully cooked fish, no parasite destruction records are needed.

## 12b. Required records: shellstock tags maintained for 90 days in chronological order

NNPH Regulations: 050.090; 050.110

### Expectations

- Facility maintains shellstock tags on-site, in chronological order, and for a minimum of 90 days.

### Corrective Actions

- Facility must start process for record-keeping immediately.
- Shellstock without any tags are subject to a hold order or discard.
- Facilities with repeat violations of missing tags may have this menu item prohibited.

### Non-Critical Violations

- Facility keeps shellstock tags, but they are not in chronological order.
- Facility keeps tags but does not mark last date of sale from that tag.

### Resources

- Molluscan Shellfish Guidance Document

### Critical Violations

- Facility does not maintain shellstock tags.
- Missing or incomplete shellstock certification tags or improper wet storage of shellstock.
- A bag of molluscan shellstock lacking tags.
- Two or more different bags of shellstock are stored together (commingled).

### Notes

- Reuse of mollusk shells should be marked under Item #43.

## 13a. Separating raw animal foods from raw or cooked RTE foods

NNPH Regulations: 050.130

### Expectations

- Raw animal foods are stored separately from ready-to-eat foods.
- Ready-to-eat foods are stored above and/or away from raw animal foods.

### Corrective Actions

- Items must be moved during inspection.
- Any items with signs of cross contamination must be discarded or placed on hold.

### Non-Critical Violations

N/A

### Resources

- Refrigerated Storage Handout

### Critical Violations

- Raw animal foods are stored above raw vegetables/fruits, salad greens, sauces/dressings (considered ready-to-eat even if they are going to be cooked).
- Raw animal foods are stored over cooked and cooled items (considered ready-to-eat even if they are going to be reheated).
- Raw shell eggs are stored above ready-to-eat foods or beverage containers.

### Notes

- In a freezer, only hermetically sealed frozen meat stored over ready-to-eat foods is not a violation.

**13b. Separating raw animal foods from each other during storage, preparation, holding, and display**

NNPH Regulations: 050.130

**Expectations**

- Raw animal foods are stored in order of minimum final cook temperature from top to bottom shelf:
  - Fish, seafood, whole muscle meat, shell eggs, and pork
  - Ground and comminuted meats
  - Poultry and stuffed foods

**Corrective Actions**

- Items must be moved during inspection. Any items with signs of cross contamination shall be discarded or placed on hold.

**Non-Critical Violations**

N/A

**Resources**

- Refrigerated Storage Handout

**Critical Violations**

- Raw poultry is stored above raw beef or fish.
- Raw ground beef is stored above raw fish.

**Notes**

- In a freezer, only hermetically sealed frozen meat stored out of order is not a violation.



### 13c. Food protected from environmental contamination

NNPH Regulations: 050.130, 050.165, 050.185(A), 050.240, 030.073

#### Expectations

- Food and beverage items are stored and handled in ways that maintain protection from physical, chemical, and biological contamination.

#### Corrective Actions

- Contaminated food must be discarded or placed on hold.
- Food must be covered or moved to mitigate risk of contamination.
- Facility must be closed when direct contamination of food items due to pest/vermin infestation is observed. Facility must remain closed until the infestation has been cleared by a certified pest control operator, the facility has been thoroughly cleaned, all food contact surfaces have been properly washed/rinsed/sanitized, and any harborages have been removed.

#### Non-Critical Violations

- Beverage stored in consumable ice.
- Food not covered in walk-in (not in the process of cooling) and no direct contamination observed.
- Employees are observed working with a bandage on hand or wrist which is not covered with a single-use glove.

#### Resources

#### Critical Violations

- Foreign object found in food (ex. Glass, bandage, plastic)
- Chemical contamination of food is observed
- Same utensil/glove used for raw animal products and ready-to-eat food items.
- Washing produce, thawing food, washing wiping cloths in a ware-washing compartment without first cleaning and sanitizing the compartment.

#### Notes

## 14. Food contact surfaces: frequency of cleaning and sanitizing; protected from environmental contamination

NNPH Regulations: 060.147, 060.365(A), 060.365(B), 060.370, 060.375

### Expectations

- Food contact surfaces are properly washed/rinsed/sanitized or swapped for clean replacements at least once every four hours when held at room temperature.
- Food contact surfaces are properly washed/rinsed/sanitized or swapped for clean replacements in between tasks.

### Corrective Actions

- Items determined to be out-of-compliance must be washed, rinsed, and sanitized at the time of inspection.
- Facility must be closed when direct contamination of food contact surfaces due to pest/vermin infestation is observed. Facility must remain closed until the infestation has been cleared by a certified pest control operator, the facility has been thoroughly cleaned, all food contact surfaces have been properly washed/rinsed/sanitized, and any harborages have been removed.

### Non-Critical Violations

- Equipment and utensils that are not currently in-use are not clean to sight and touch.
- Speed guns are observed dirty.
- Ice machines are observed dirty.

### Resources

- Manual Ware-washing Sign
- Chemical Sanitizing Dish-machine SOP
- High Temperature Dish-machine SOP
- Ware-washing in a 3-compartment sink SOP

### Critical Violations

- Meat slicer not washed at required frequency (at least once every 4 hours in a facility at room temperature).
- In-use preparation surfaces (including knives, basting brushes, etc.) are not cleaned and sanitized at least once every four hours.
- In-use preparation surfaces (including knives, basting brushes, cutting boards, etc.) are not cleaned and sanitized between tasks (i.e. after cutting raw chicken, the cutting board is not cleaned and sanitized).

### Notes

## 15a. After being sold or served to a consumer, food is not re-served

NNPH Regulations: 050.235

### Expectations

- Food that has already been served to a customer is not kept for service to other customers.

### Corrective Actions

- Food must be discarded or placed on hold.

### Non-Critical Violations

N/A

### Resources

### Critical Violations

- Leftover tortilla chips from one consumer were re-served to another consumer.
- Leftover bread from tables was made into croutons.

### Notes

- A container of food that is not potentially hazardous may be transferred from one consumer to another if the food is dispensed so that it is protected from contamination and the container is closed between uses, such as salt and pepper shakers, a narrow-neck bottle containing catsup, steak sauce.
- If the food, such as crackers is in an unopened original package and is maintained in sound condition, and if the food is checked on a regular basis may be transferred from one consumer to another. Undamaged, unopened, non-potentially hazardous, individually prepackaged food may be re-served to another consumer.

**15b. Discarding or reconditioning unsafe, adulterated, or contaminated food**

NNPH Regulations: 050.370

**Expectations**

- Facility ensures that food is discarded when it becomes contaminated. Food items are not visibly spoiled.
- All food that is prepared on-site is honestly presented to the consumer.

**Corrective Actions**

- Food must be discarded or placed on hold.

**Non-Critical Violations**

- N/A

**Resources**

**Critical Violations**

- Food unsafe, adulterated or not honestly presented must be discarded.
- Employee observed with discharge from nose, eyes or mouth contaminating food and food not subsequently discarded.
- Food employees not following approved procedures for reconditioning food.

**Notes**

## 16. Food cooked to proper final cook temperature

NNPH Regulations: 050.245; 050.250; 050.258

### Expectations

- Animal products are cooked to specific temperatures based on species: poultry and stuffed foods to 165°F; tenderized/injected and ground meats and beef 155°F; whole muscle meat, pork, raw shell eggs, fish and seafood 145°F; roasts 130°F for 112 minutes.

### Corrective Actions

- Items must be returned to stove/fryer/grill to finish cooking.
- Facility must supply non-continuous cooking procedures to the Health Authority within a reasonable amount of time.

### Non-Critical Violations

- Facility is using a non-continuous cooking process properly but does not have prior approval from the Health Authority.
- Facility is using a non-continuous cooking process properly but approved written procedures are not available.

### Resources

- Summary Chart for Minimum Cooking Temperatures
- Non-Continuous Cooking of Raw Animal Foods
- Raw and Undercooked Foods Advisory Information
- Cooking Raw Animal Foods SOP

### Critical Violations

- Employee attempts to serve any food that does not meet the above temperature requirements.
- Facility has approved non-continuous cooking procedures but employee observed not following procedure (Non-Continuous cooking requires an additional plan)

### Notes

- This section only applies to raw animal foods that are cooked. Plant foods do not have a required minimum cooking temperature for immediate service. If plant food is cooked for hot holding, violations shall be marked under Data Field #33.
- If the consumer specifically orders undercooked items and there is a consumer advisory on the menu, it is not a violation. If consumer advisory is not available, mark Data Field #22.
- All frozen food items, including those which will not be held hot, must be cooked as specified by the product manufacturer or distributor.
- Final Cook Temperature Summary Chart: Appendix

## 17. Proper reheating procedures for hot holding

NNPH Regulations: 050.275

### Expectations

- Reheated TCS foods that are prepared on-site are reheated to a minimum temperature of 165°F in under 2 hours before hot-holding.
- Fruits, vegetables, and grains are cooked to 135°F for hot holding.

### Corrective Actions

- If the item has been reheating for less than 2 hours, the item must be returned to stove/fryer/grill to finish reheating.
- If the food item has been reheating for 2 hours or longer without reaching 165°F the food must be discarded or placed on hold.

### Non-Critical Violations

N/A

### Resources

- Reheating Cooked Foods Log

### Critical Violations

- Employee places food into hot holding without reheating it to a minimum temperature of 165°F
- Food has been in the process of reheating for longer than two hours without reaching 165°F

### Notes

- If an employee checks the temperature, sees that it does not meet the requirement, and returns it to the stove to finish reheating without inspector intervention, it is not a violation.
- Record a variety of temperatures to determine compliance.
- If either commercially prepared RTE foods or TCS foods cooked and cooled in facility are reheated for immediate service, there is no reheat temperature. A reheat temperature is only required if the item is to be hot held.

## 18. Proper cooling time and temperatures

NNPH Regulations: 050.300

### Expectations

- Cooling food is cooled within 6 hours and does not start until food has reached 135 °F.
- Cooling food items are cooled from 135°F to 70 °F within two hours and from 70 °F to 41 °F within the next 4 hours.

### Corrective Actions

- Food items that have not met the first critical limit (135 °F to 70 °F within the first two hours) may be reheated to 165 °F or above. Food may only be reheated within the first two hours and can only be reheated once. Food shall be discarded or placed on hold if the second attempt does not meet the first critical limit.
- Food shall be discarded or placed on hold if the food has not met the second critical limit.

### Non-Critical Violations

N/A

### Resources

- Cooling Logs – Blank
- Cooling Logs – with instructions
- Cooling Foods Quickly and Safely
- Cooling TCS Foods Standard Operating Procedures

### Critical Violations

- Cooling food items do not cool from 135 °F to 70 °F within the first two hours. Based on cooling rate calculations, cooling food items are not projected to cool from 135 °F to 70 °F within the first two hours. (Cooling rate  $\leq$  - 0.54 °F/minute).
- Cooling food items do not cool from 70 °F to 41 °F within 4 hours. Based on cooling rate calculations, cooling food items are not projected to cool from 70 °F to 41 °F within 4 hours. (Cooling rate  $\leq$  - 0.12 °F/minute).
- Food items prepared from room temperature ingredients do not cool from 70 °F to 41 °F within 4 hours. Based on cooling rate calculations, cooling food items are not projected to cool from 70 °F to 41 °F within 4 hours. (Cooling rate  $\leq$  - 0.12 °F/minute).

### Notes

- The inspector must ask the operator how long the food has been cooling before informing the operator of the recorded temperature.
- Inspectors must record a variety of temperatures to determine compliance.
- Only direct observation on improper cooling times and temperature are marked here.
- If inadequate cooling methods are observed, violation shall also be marked in Data Field #32.
- Cooling rate = (initial temperature – final temperature) / time elapsed [minutes]

## 19. Proper hot holding temperatures

NNPH Regulations: 050.310

### Expectations

- TCS foods are being held hot at 135 ° F or above.

### Corrective Actions

- If food has been in the danger zone for more than 4 hours, or you are unable to determine the length of time, food must be discarded or placed on hold.
- When temperature violations are noted, steps should be taken by the person-in-charge to ensure compliance in the future. Examples include repairing malfunctioning or inoperative equipment, implementing a risk control plan (RCP) to modify preparation procedures, or to institute a procedure for monitoring holding temperatures of food.

### Non-Critical Violations

N/A

### Resources

- Hot Holding TCS Food Log
- Holding Cold and Hot TCS Foods Standard Operating Procedures
- Critical Temperatures of TCS Foods

### Critical Violations

- Food being held hot has temperatures measured at or below 134 ° F. Examples: soup in kettle at 120F; chicken on buffet line at 115F; cooked pasta and cream sauce in a steam table at 71F.

### Notes

- Record a variety of temperatures to determine compliance.
- The manager states that it is under time management- placed out 3 hours ago according to cook-no written log available. (Since no log is available, “time as a public health control” does not apply)- this is a critical violation.



## 20. Proper cold holding temperatures

NNPH Regulations: 505.310

### Expectations

- Time/temperature control for safety foods are maintained at or below 41°F.

### Corrective Actions

- If food has been in the danger zone for more than 4 hours, or you are unable to determine the length of time, food must be discarded or placed on hold.
- When temperature violations are noted, steps should be taken by the Person-in-charge to ensure compliance in the future. Examples include repairing malfunctioning or inoperative equipment, implementing a new policy to modify preparation procedures, or to institute a procedure for monitoring holding temperatures of food.

### Non-Critical Violations

N/A

### Resources

- Critical temperatures for Time/Temperature Control for Safety Food

### Critical Violations

- Food temperatures are measured at 42°F or above.

### Notes

- Record a variety of temperatures to determine compliance.
- If the manager states that the food item is being held using Time as a Public Health Control but there are no written procedures and the food item is not time-stamped, then mark the food item temperature as a critical violation under this item number.
- If the cold holding violation is also due to malfunctioning equipment, mark Data Field #45 out as well.

## 21a. Proper date marking and disposition

NNPH Regulations: 505.320; 050.325

### Expectations

- Date marks are applied to TCS foods that are held for over 24 hours and are made in house or opened from a commercial package and all applicable food items are either used or discarded within 7 days.

### Corrective Actions

- Expired items must be discarded or placed on hold.
- Facility must develop a date marking system.
- Facility must begin date marking items at time of inspection to mark this corrected on site.

### Non-Critical Violations

- Not all employees are aware of the procedure for proper date marking

### Resources

- Date Marking Guidance
- Date Marking Log
- Date Marking Labeling Template

### Critical Violations

- Facility does not have an established date-marking system.
- TCS foods found in walk in at 41F or below, but date mark shows that it has gone past its 7-day shelf life.
- Facility has date marking system but multiple items that are required to be date marked are found without proper date marking.

### Notes

- Freezing food items only pauses the date-marking clock but does not reset it. The total time that the food is held under refrigeration still must not exceed 7 days.
- “Best by” and “expiration date” is not a date marking issue on commercially prepackaged food unless it is on baby formula or baby food.

## 21b. Time as a public health control: written procedures and records

NNPH Regulations: 050.330

### Expectations

- The facility has a developed a Time as a Public Health Control (TPHC) plan and all staff handling these food items are thoroughly trained on the plan.
- The facility's THPC written procedures include:
  - Statement of the foods that are being held according to time.
  - How the product will be labeled.
  - A statement that the food that the food will not be held longer than 4 hours.
  - A statement that unlabeled food or food held past 4 hours must be discarded.

### Corrective Actions

- Food found unlabeled or labeled but have exceeded the 4-hour time limit, must be discarded or placed on hold.

### Non-Critical Violations

- Written procedures are not maintained when using time as a public health control, but proper time tracking system is in place.

### Resources

- Time as a Public Health Control FAQ
- Time as a Public Health Control 4-Hour Procedure Template
- Time as a Public Health Control 6-Hour Procedure

### Critical Violations

- When using time as a public health control and written procedures are available, TCS foods found between 41F-135F and the time on the sticker has expired.
- When using time as a public health control and written procedures are available, TCS foods found between 41F-135F, and time tracking is not utilized (no time logs or stickers).
- When using time as a public health control and written procedures are available, TCS food is reheated/refrigerated to reset the time.
- When using time as a public health control, TCS foods found in marked container or marked to exceed 4 hours and not discarded.

### Notes

- Time as a public health control starts from the time the food is placed in the ambient air temperature (70F) NOT when entering the danger zone.
- If the TCS food is found in the temperature danger zone, written procedures are not available and time stamps or written time/temperature logs are not used "Time as a public health control" does not apply. Data Field #19 or Data Field #20 "Proper Hot or Cold Holding Temperatures" would be marked as a critical violation.
- If the 6-hour time as public health control practice is used, refer to Section 050.330 © for requirements.
- Time as a public health control cannot be used for raw eggs in licensed health care facilities or in childcare facilities (or schools that serve preschool age children).
- Food may not be reheated or refrigerated in an effort to reset holding time while using time as a public health control. Additionally, once time as a public health control methods are initiated, food must be discarded after 4 hours.

## 22. Consumer advisory posted if required

NNPH Regulations: 050.355(A); 050.360; 050365

### Expectations

- Facilities serving alcohol post a consumer advisory to warn pregnant parents of the risk associated with drinking while pregnant.
- Alcohol consumer advisories are posted in a conspicuous location, such as behind the bar or in the restrooms.
- Facilities that serve raw or undercooked animal products insert a statement on their menu stating the dangers of eating raw or undercooked animal products.
- Food items that can be ordered raw or undercooked are identified appropriately with an asterisk or other notation, including a statement next to the menu item that it is served raw.

### Corrective Actions

- The missing element of the consumer advisory must be provided to properly inform consumers of food risk by posting a sign at the time of inspection.
- Provide the written language for them to post until it can be fixed.

### Non-Critical Violations

- Facility has menu items that require a raw/undercooked consumer advisory, but the consumer advisory is not available.
- Facility serves alcohol but no alcohol advisory is posted.
- Menu has advisory, but menu items are not asterisked.

### Resources

- Alcohol Consumer Advisory
- Consumer Advisories for Raw & Undercooked Foods

### Critical Violations

N/A

### Notes

- Bars that serve drinks with egg whites may post a sign stating the following items may contain raw/undercooked animal products. Unless the cocktail is listed on a menu, then it must be identified with an asterisk and menu statement.
- Alcohol consumer advisories can be posted in restrooms as long as they are conspicuous to customers.
- Applies to any means by which a consumer can view and order food, such as digital and to-go menus.

## 23. Pasteurized food used; prohibited foods not offered

NNPH Regulations: 050.375

### Expectations

- Facility's that serve highly susceptible populations use pasteurized products as ingredients when a is not being used (Hollandaise sauce, egg white cocktails, Cesar salad dressing, fresh-squeezed juice not processed under HACCP plan).

### Corrective Actions

- Discontinue use of prohibited foods.

### Non-Critical Violations

N/A

### Resources

### Critical Violations

- Unpasteurized juice and/or milk (either fluid or dry) is served.
- Unpasteurized shell eggs are used - see notes section for exceptions.
- Ready-to-eat foods that contain raw food of an animal origin or partially cooked foods are served.
- Raw seed sprouts are served.

### Notes

- Unpasteurized shell eggs may be used if they are combined immediately before use (no raw pooled eggs), cooked to the proper temperature, served to only one customer for one meal, and served immediately. Unpasteurized shell eggs may be used if they are combined immediately prior to being used as an ingredient in a baked good such as muffins, cookies, and bread. Unpasteurized shell eggs may be used if the facility prepares ready-to-eat food items under a HACCP Plan.
- Highly susceptible populations are defined as persons who are more likely than other people in the general population to experience foodborne disease because they are: immunocompromised; preschool age children or older adults; and pregnant adults. This includes individuals who obtain food at facilities that provide health or care services such as: custodial care centers, health care centers, assisted living communities, child or adult day care centers, kidney dialysis centers, hospitals or nursing homes, or nutritional/socialization programs like senior centers.

## 24. Food additives: approved and properly used

NNPH Regulations: 050.050; 050.145

### Expectations

- All items being used as ingredients are found on the Generally Recognized as Safe (GRAS) list and are used in the proper concentration.

### Corrective Actions

- If a food additive has been improperly used, the food shall be discarded or placed on hold.

### Non-Critical Violations

N/A

### Resources

- Generally Recognized as Safe List

### Critical Violations

- Unapproved food additives found in establishment.
- An approved food additive is not properly used, such as sulfites being applied to fresh fruits and vegetables intended for raw consumption.

### Notes

- Many things that are generally recognized as safe by the FDA are not considered food additives. For example, MSG and vinegar are on the GRAS list and are not considered additives. Substances such as nitrates and sulfites used in curing are considered additives.
- CBD is not an approved additive.
- Kratom and Cava are not approved additives.
- Essential Oils are not approved additives.

## 25a. Poisonous or toxic chemicals properly identified, stored, and used

NNPH Regulations: 100.005- 100.085

### Expectations

- All chemical bottles are labeled with the common name of the bottle's contents.
- All chemicals are stored separately from and/or beneath single-use items, service items, and food items.
- Chemicals are used according to the manufacturer's guidelines.

### Corrective Actions

- Operator labels containers or moves items to proper storage location at time of inspection.

### Non-Critical Violations

- Personal care items, such as toiletries, cosmetics, or first aid supplies are stored above packaged food in dry storage area.

### Resources

- Chemical Spray Bottle Labeling Template
- Chemical Sanitizer for Sanitizer Buckets Log
- Chemical Sanitizer for Dishwashing Log

### Critical Violations

- Any poisonous or toxic chemical, non-food grade lubricants, pesticides, medicines, first aid supplies, and/or any other personal care products are not labeled.
- Any poisonous or toxic chemical, non-food grade lubricants, pesticides, medicines, first aid supplies, and/or any other personal care products are not stored separately from or are stored above food or food contact surfaces, including single use items.
- Sanitizer solution applied to a food contact surface has a higher concentration than prescribed.
- Restricted use pesticides are not applied by a certified operator.
- Chemical spray bottle not labeled.
- Employee medications are stored over food.
- Containers that were previously used to store toxic materials are now used for food storage (ex.: laundry detergent or sanitizer bucket used for storing dry rice or cooled soups).
- Lubricants that are not food grade are used on food contact surfaces.
- Bottles with oil and water for food preparation are not labeled.

### Notes

- If the sanitizer concentration is too low in the ware-washing stations, it is marked in Data Field #28.
- If the sanitizer concentration is too low in the sanitizer buckets for wiping cloths, it is marked in Data Field #39.

**25b. Poisonous or toxic chemicals held for retail sale properly stored**

NNPH Regulations: 100.090

**Expectations**

- Chemicals will be stored separate or under single-use/service items and food.

**Corrective Actions**

- Items must be moved to a proper storage area at the time of inspection.

**Non-Critical Violations**

- Containers of cleaning agents, sanitizers, personal care items, first aid supplies, medicines, and chemicals are not stored separate from and above food or single-service/single-use items.

**Resources**

**Critical Violations**

N/A

**Notes**

- This section is only for facilities that have chemicals for retail sale. i.e., grocery stores, convenience stores, or warehouses.



**26. Waiver/variance obtained; Compliance with waiver/variance, specialized processes, ROP criteria and HACCP plan; Operational Plan; Servicing Area Agreement**  
**NNPH Regulations: 050.340; 050.280; 050.335; 060.150; 110.005; 110.010; 110.030; 110.035; 120.005-120.035; 190.140; 200.035; 200.040; 200.055; 240.118**

**Expectations**

- Facilities using specialized processes have approval from the Health Authority in the form of a HACCP Plan, Operational Plan or Servicing Area Agreement.
- The facility using the special process is following those guidelines included in their approved HACCP Plan, Operational Plan, or Servicing Area Agreement.

**Corrective Actions**

- Food prepared using the specialized process incorrectly or without a HACCP Plan must be discarded or placed on hold.
- Facility must cease and desist using the specialized process until the proper plan has been submitted and approved.
- Facility must cease and desist activities requiring an operational plan until the appropriate operational plan has been submitted and approved.

**Non-Critical Violations**

N/A

**Resources**

Mobile and Portable Unit Guidance Document  
 HACCP Plan Resources Web page  
 Operational Plan Resources Web page

**Critical Violations**

- Facility has an approved HACCP Plan but is not following it at time of inspection.
- HACCP logs are not kept or are falsified (dry-lab) by an employee.
- HACCP Plan and/or records are not available for review at time of inspection.
- HACCP Plan is not approved by Health Authority prior to implementation.
- Facility is conducting specialized processes without a HACCP Plan.
- Wholesale juice that is packaged in the facility is being sold without a proper warning label.
- Mobile units are not following their Servicing Area Agreement.
- Facility requires an operational plan for a BBQ, dogs on patios, catering, outdoor food establishment and/or portable units on pool decks.

**Notes**

- Labeling of juice packaged in a facility and sold directly to the consumer (not wholesale) is addressed in Data Field #36.

**27. Insects, rodents, and animals not present; outer openings protected**

NNPH Regulations: 080.075; 080.085; 080.090; 080.180; 080.185; 080.200; 030.080; 050.240; 060.365

**Expectations**

- Facility does not have any evidence of pests or pest activity.
- Exterior doors are equipped with door sweeps, and light is not visible around the door when it is fully closed.

**Corrective Actions**

- Implement application plan specific to non-critical violations noted (i.e., Decontamination, pest control plan, policy review with staff, and/or relocation of pest control materials).

**Non-Critical Violations**

- Live cockroaches, mice, rats or other similar vermin are observed within the food facility.
- Evidence of vermin including fresh droppings, vomitus, urine stains, or gnaw marks that may cause contamination of food, equipment, packages or utensils.
- Insects such as gnats or flies are present in the facility.
- Facility allows live animals, excluding service animals, into the facility.
- Food employee observed handling a service animal.
- Devices to electrocute flying insects not properly located.
- Openings not properly screened or otherwise properly protected against the entry of insects and rodents.
- Operator not taking appropriate action to eliminate harborage conditions.
- Fly strips in food prep area.

**Resources**

- Service Animal Poster
- Service Animal Guidelines

**Critical Violations**

- Direct contamination of food contact surfaces due to pest/vermin infestation.
- Direct contamination of food due to pests/vermin infestations.

**Notes**

- Contamination of food due to vermin infestation must be marked as a critical violation under Data Field #13c. Contamination of food contact surfaces due to vermin infestation must be marked as a critical violation under Data Field #14.
- Food employees with service animals may handle or care for their service animals if they wash their hands as required. Failure to wash hands as required must be marked as a critical violation under Data Item #6. Pets and/or emotional support animals may not enter indoor food facilities.
- Food employees may handle or care for fish in aquariums or molluscan shellfish or crustaceans in display tanks if they wash their hands as required. Failure to wash hands as required must be marked as a critical violation under Data Item #6.

## 28. Ware washing equipment installed, maintained, and used; proper sanitization

NNPH Regulations: 060.115; 060.160-060.190; 060.215; 060.220; 060.245; 060.250; 060.252; 060.280-060.340; 060.390-060.410; 060.430

### Expectations

- Facility has a way to properly wash, rinse and sanitize all in-use utensils and equipment.
- Facility has the appropriate testing method to ensure ware-washing sanitizer concentrations are at the proper concentration to effectively sanitize food contact surfaces.

### Non-Critical Violations

- Facility does not have an irreversible thermometer or temperature sensitive tape for measuring utensil surface temperatures, but inspector measures adequate temperature.
- High temp dishwasher gauge does not reach 180F, but the maximum registering thermometer or the heat sensitive tape measures at least 160F at the plate level.
- Inadequate contact time with sanitizer (chlorine<30 seconds, quaternary ammonium<1 minute).
- Employee is observed towel drying dishware unless sanitized by high temperature ware-washing machine (towel appears clean).
- Equipment and utensils are not air dried or properly stored to facilitate drying after sanitizing.
- Equipment and utensils are not adequately drained of sanitizer before reuse.
- Flow pressure of hot water sanitizing rinse in ware-washing units is less than 100psi.
- Undersized drain boards for air drying.
- Employee is observed sanitizing dishes in dirty sanitizer water.
- Clean in place equipment not washed prior to sanitization (i.e., meat slicer).

### Critical Violations

- Facility does not have test strips to test the dishwasher sanitizer concentration – inspector measures an adequate concentration of sanitizer. Dishwasher is not dispensing 50-100ppm chlorine.
- 3-compartment sink is not maintained at 50-100ppm chlorine, 200-400ppm quat ammonium, or the manufacturer-recommended equivalent for other approved sanitizers.

- High temp dishwasher cycle time and water temperature does not bring the surface temperature of the item being washed to 160F +/- 2 as recorded by a maximum registering thermometer or temperature sensitive tape.
- Employee skips sanitization step of manual ware-washing.
- Dishes are not left in the sanitization step of manual ware-washing for the required contact time to ensure proper sanitization.
- Employees are washing dishes in the 3-compartment sink without sanitizer in 3rd compartment.
- Soap/detergent is not available at the 3-compartment sink or the ware-washing machine.
- Employees observed washing dishes using the approved steps in the wrong order.
- Water for manual ware-washing is less than 110F.

### Corrective Actions

- If the food facility is unable to properly wash, rinse, and sanitize food contact surfaces, then the facility must be closed, and the permit suspended until proper ware-washing capability is restored and verified by inspector. The inspector must require that all equipment and utensils are cleaned and sanitized prior to reinstating the permit.
- Alternatively, a facility with limited operations (i.e., bar) may operate using only single-use, prepackaged food/beverage items (canned beer, bottled wine in single-use cup, prepackaged chips, prepackaged sandwiches, etc.).

### Resources

- Manual Ware-washing Sign
- Chemical Sanitizing Dishwasher SOP
- High Temperature Dishwasher SOP
- Washing in a 3-Compartment Sink SOP
- Chemical Sanitizing Dishwasher Log
- High Temperature Dishwasher Log

### Notes

**29. Hot and cold water available, and from approved source**

NNPH Regulations: 050.075; 070.005-070.015

**Expectations**

- The facility has access to hot and cold water from an approved source.

**Corrective Actions**

- If there is no water supply or if it is contaminated, the food facility must immediately cease preparation of food. The food facility must close or discontinue food preparation (and only sell prepackaged food items) provided potable water (or bottled water) is utilized for handwashing in the toilet rooms.
- Food items, including ice, prepared using contaminated or non-potable water shall be discarded and ice machines and beverage dispensers shall be cleaned and sanitized prior to reuse (once potable water becomes available).

**Non-Critical Violations**

- Hand sink is equipped with cold water, but hot water is not available.
- No hot water at the janitorial sink.
- Water is less than 100F at the hand sink.

**Resources**

- Handwashing Sign
- Handwashing Guidance
- Power Outage at a Food Establishment

**Critical Violations**

- Contaminated or unapproved water supply.
- Potable water is not available to the facility.
- Lack of water at the hand sink.
- Ice that is used as a cooling medium is not made from potable water.
- Water source not sufficient to meet peak water demands of establishment.

**Notes**

- This section is only for water temperature in sinks that are not used for ware-washing. See Data Field #28 for ware washing.
- The water temperatures once it reaches maximum must remain at the required temperature. Peaks and valleys in water temperature may be due to an inadequately sized water heater.

### 30. Sewage and wastewater properly disposed; availability of toilet facilities

NNPH Regulations: 070.050(A)(B); 070.070; 070.075; 070.080; 070.085; 070.087; 070.089; 190.085; 190.060

#### Expectations

- All staff members have access to functioning toilet facilities.
- Drains are functioning properly and there is no sewage/wastewater back-up into the facility.
- Liquid waste produced by the establishment is disposed of in approved locations.

#### Corrective Actions

- Food facilities without operational toilet rooms must be closed until the toilet room has been repaired to operational order or until an operational toilet room has been constructed for use by employees.
- The food facility must be closed until all plumbing problems have been corrected and all contaminated surfaces have been cleaned and sanitized after a sewage backup. Any contaminated food product shall be discarded.
- Facility must cease and desist discharging gray water outside the establishment. All areas with discharged gray water must be properly cleaned. All liquid waste must be disposed of in an approved manner (including at a mobile unit's servicing area).

#### Non-Critical Violations

- Mop water disposed of in parking lot or other unapproved location.
- Condensation line from walk-in refrigerator draining outside into parking lot or other unapproved location, such as a bucket.
- One floor sink is clogged or draining slowly but there is no sign of sewage on the floor, the facility plumbing can function properly without the floor sink, and the equipment for which that floor sink is used is not necessary for the facility to operate.
- Liquid waste removed from a mobile unit not disposed of in an approved waste servicing area.

#### Resources

- Backflow Prevention Requirements

#### Critical Violations

- Overflows or back-ups of sewage/wastewater into the food facility.
- Use of necessary equipment is impeded by a clogged floor sink or a clogged grease interceptor.
- Lack of operable toilet facilities for employees.
- A direct connection between the sewage system and a drain from equipment where food or utensils are placed.
- Mobile unit sewage system is connected to food service wastewater system.

#### Notes

- Hand sinks and mop sinks are the only pieces of equipment that may be directly plumbed (drainage connected, without an air gap, to the sewer system).

### 31. Pasteurized eggs used where required

NNPH Regulations: 050.140

#### Expectations

- Facilities that make and prepare ready-to-eat foods or beverages with raw eggs use pasteurized eggs or include mark those items to indicate they are included under the Raw and Undercooked Consumer Advisory.

#### Corrective Actions

- Facility must reprint menus to include the food items under the consumer advisory or begin using pasteurized eggs for these food items within an appropriate time-period from the date of inspection.
- Facilities serving highly susceptible populations must switch to using pasteurized eggs within an acceptable time-period from the date of inspection.

#### Non-Critical Violations

- Unpasteurized eggs are used for the preparation of ready-to-eat foods, such as Caesar salad dressing, hollandaise or Bearnaise sauce, mayonnaise, meringue, eggnog, ice cream and egg fortified beverages without being cooked as specified in the NNPH regulations, indicating they are included under the consumer advisory.
- Unpasteurized eggs are being used for the preparation of ready-to-eat foods (as listed above) that are served to a highly susceptible population.

#### Resources

- Raw and Undercooked Consumer Advisory Information
- Critical Temperatures for TCS Foods
- Cooking and Reheating TCS Foods SOP

#### Critical Violations

- N/A

#### Notes

- Facilities that do not serve a highly susceptible population and are serving undercooked and unpasteurized eggs without a consumer advisory must be marked under Data Field #16.

## 32. Proper cooling methods used; adequate equipment for temperature control

NNPH Regulations: 050.285; 050.305; 060.210

### Expectations

- Facility is using cooling methods that are appropriate for the type of food being cooled to meet the necessary time and temperature cooling parameters.
- Facility is appropriately equipped for temperature storage to keep food safe.

### Corrective Actions

- Obtain proper equipment or modify cooling processes.

### Non-Critical Violations

- Facility does not have adequate equipment to conduct cooling processes.
- Facility does not have adequate number or size of equipment to meet facility demand for heating, hot/cold holding.
- Facility not using proper cooling methods such as: covering food during cooling process, filling containers too full of product, not stirring product during cooling process.

### Resources

- Cooling Foods Quickly and Safely

### Critical Violations

N/A

### Notes

- Time and temperature controlled for safety foods must be rapidly cooled using one or more of the following methods: placing the food in shallow pans, separating the food into smaller or thinner portions, using rapid cooling equipment, using containers that facilitate heat transfer, adding ice as an ingredient, using ice paddles, inserting appropriately designed containers in an ice bath and stirring frequently, or another method that has been approved by the Health Authority.

### 33. Plant food properly cooked for hot holding

NNPH Regulations: 050.255

#### Expectations

- Facility cooks plant foods to at least 135°F before hot-holding.

#### Corrective Actions

- Plant foods must be returned to finish cooking until 135°F is reached.

#### Non-Critical Violations

- Employee heats vegetables/grains for hot holding to less than 135°F (based on actual temperature measurement).

#### Resources

- Cooking and Reheating Time and Temperature Control for Safety Food
- Critical Temperatures for TCS Foods
- Cooking Temperature Logs

#### Critical Violations

N/A

#### Notes



### 34. Approved thawing methods

NNPH Regulations: 050.290; 050.295

#### Expectations

- Facility thaws frozen foods under cold running water, under refrigeration, or as part of the cooking process.
- Facility punctures the package when thawing ROP packaged fish.

#### Corrective Actions

- Items that are still frozen or mostly frozen, can be placed under an appropriate thawing method or begin the cooking process.
- Items that are thawed or mostly thawed must be discarded.

#### Non-Critical Violations

- Observed shrimp thawing in standing water.
- Thawing chicken on the counter.
- Food thawing in hot water.
- Slacking chicken intended for deep frying on the counter has not remained frozen.
- ROP fish in the thawing process is not removed from anaerobic environment.

#### Resources

- Thawing Foods Guidance

#### Critical Violations

N/A

#### Notes

- Facility may 'slack' frozen foods prior to deep frying if the product remains frozen.
- Thawing items found above 41°F must be marked under Data Item #20.

### 35. Thermometers provided and accurate

NNPH Regulations: 060.105; 060.110; 060.155; 060.240; 060.345(B)

#### Expectations

- Facility has thermometers properly placed where required.
- Facility has a stem thermometer for measuring the internal temperatures of food items.

#### Corrective Actions

- The facility must obtain the proper thermometers within a reasonable time period.
- Inappropriately placed thermometers must be moved to the proper location at time of location.
- Broken thermometers must be repaired or replaced within a reasonable time period.

#### Non-Critical Violations

- The reach-in refrigerator has a thermometer located in the coldest part of the unit, instead of the warmest part of the unit.
- The only thermometer for the walk-in refrigerator is not working.
- The thermometer in the reach-in refrigerator is not easily visible when checking the reach-in temperature.
- The warming case does not have a thermometer affixed inside the case.
- No stem thermometer available to monitor food temperatures.
- Thermometers are not calibrated according to manufacturer's specifications.

#### Resources

- Critical Temperatures for TCS Foods

#### Critical Violations

N/A

#### Notes

### 36. Food properly labeled and in the original container

NNPH Regulations: 050.085; 050.105; 050.135; 050.280(B); 050.343; 050.345; 050.350; 050.355(B)

#### Expectations

- Facility properly labels all ice bagged in the facility, all prepackaged food items, all ingredient bins and containers, shellstock source information, and food packages.

#### Corrective Actions

- Improperly labeled food items must be removed from self-service at time of inspection and can be sold direct to the customer when ordered. Facility must properly label all future prepackaged food items that are offered for self-service.
- All unlabeled bulk bins and food items must be properly labeled at time of inspection.

#### Non-Critical Violations

- Facility bags its own ice, bags not labeled.
- Bulk bins of flour or sugar not labeled.
- Any prepackaged food item (regardless of whether item was packaged at the retail facility or at the manufacturer level) that does not bear a label that complies with the labeling requirements as prescribed.
- A container of white food powder (i.e., flour) is sitting near the cook line without any labels.
- Raw shucked shellfish does not comply with labeling guidelines.
- Shellstock has been removed from the original container, as allowed, and the source is not properly identified or recorded.
- Vending machine TCS foods are not dispensed in their original packaging.
- Facility packages food to sell but the label does not meet the requirements of 21 CFR 101 and 9 CFR 317.

#### Resources

- Labeling Guidance
- Labeling Prepackaged Foods Template

#### Critical Violations

N/A

#### Notes

- Chemicals improperly stored would be marked under Data Field #25a.

**37. Contamination prevented during preparation, storage, and display**

NNPH Regulations: 050.125; 050.155; 050.160; 050.175; 050.200; 050.210; 050.215; 050.220(A); 050.225; 050.230 (B) and (C); 050.240; 080.125

**Expectations**

- Facility stores food items so that they are protected from sources of environmental contamination.

**Corrective Actions**

- Food items with direct contamination must be discarded.
- Food items without direct contamination must be moved to a proper location to prevent environmental contamination.

**Non-Critical Violations**

- Packaged food items stored less than 6 inches above the floor.
- Returned or damaged food products or items held for credit are not stored in a designated area.
- Cold plates or beverage tubing stored in direct contact with service ice.
- No sneeze guards present for self service area.
- Food storage area is not clean, dry, or an adequate amount of storage space is not available.
- Towels used to cover food in walk-in.
- After use as a coolant, ice is used as an ingredient or in a beverage.
- Personal food is commingled with service food.
- Personal items (purses, coats) are stored on top of single service or food items.
- Food stored in non-food grade plastic containers or bags, such as grocery bags.
- Food items are stored in the restroom.

**Resources****Critical Violations**

N/A

**Notes**

## 38. Personal Cleanliness

NNPH Regulations: 030.050 – 030.060; 030.075

### Expectations

- Food employees are well-kempt and hygienic. Food employees have their hair restrained and jewelry removed before starting food service.

### Corrective Actions

- Food employee must reasonably adjust to ensure personal cleanliness by: donning an approved hair restraint, changing into fresh or laundered clothing, donning gloves to cover artificial or painted nails, removing jewelry

### Non-Critical Violations

- Food employees preparing, serving, or handling food or utensils are not wearing hair restraints, hats, hair coverings or nets.
- Food employees observed with soiled clothing.
- Employee observed preparing food with jewelry, artificial nails, or nail polish.

### Resources

- Employee Health and Hygiene SOP

### Critical Violations

N/A

### Notes

- Exceptions to jewelry include medical identification bracelet may be worn on the wrist and a plain band ring may be worn on a finger.

**39. Wiping cloths: properly used and stored**

NNPH Regulations: 050.180; 060.030; 060.465

**Expectations**

- Facility keeps fresh wiping cloths in a sanitizer bucket with a proper concentration of sanitizer.
- Wiping cloths are laundered each day and separate cloths are used for different tasks.

**Non-Critical Violations**

- Sponges are used for wiping in-use or clean and sanitized food contact surfaces.
- Wiping cloths used for wiping food spills from prep tables are also used for general cleaning.
- Sanitizing solution in wiping cloth bucket is measured less than the required concentration.
- Cloths used repeatedly are not held in an approved sanitizing solution.
- Dry or wet cloths used with raw animal foods are not kept separate from cloths used for other purposes.
- Wet cloths used with raw animal foods are not kept in a sanitizing solution between uses.
- Wet wiping cloths are not laundered on a daily basis.
- Single use wiping cloths are not used according to manufacturer's label instructions.

**Critical Violations**

N/A

**Corrective Actions**

- Facility must remake sanitizer buckets to have the proper concentration. Facility must replace soiled wiping cloths with fresh wiping cloths.

**Resources**

- Chemical Sanitizer for Sanitizer Buckets Log

**Notes**

- If sanitizer measures with more than the required concentration, it must be marked under Data Field #25a.
- Sponges may be used in the first compartment (the washing step) of a 3-compartment sink for ware washing.

**40. Washing fruits and vegetables**

NNPH Regulations: 050.150; 100.040

**Expectations**

- Facility properly washes all product prior to being used as ingredients in food preparation.
- Facility uses vegetable washes as recommended by the manufacturer.

**Corrective Actions**

- Operator must properly wash produce at time of inspection.
- Vegetable wash must be adjusted to meet manufacturer's instructions and produce must be washed a second time in the proper concentration at time of inspection.

**Non-Critical Violations**

- Raw whole produce has not been washed prior to being cut, combined with other ingredients, cooked, served, or offered for human consumption in the ready-to-eat form.
- Vegetable wash is not used in accordance with supplier specifications or at improper concentrations as measured per manufacturer's instructions.

**Resources****Critical Violations**

N/A

**Notes**

- Produce that comes prewashed and commercially packaged is not required to be washed before serving.
- If fruit/vegetables are washed in a sink that has not been previously cleaned and sanitized, it should be marked under Data Field #13c.

## 41. In-use utensils properly stored

NNPH Regulations: 050.170

### Expectations

- Utensil handles are never stored in direct contact with food items, including dry ingredients and ice. In-use utensils are not stored in room-temperature water, ice water, or sanitizer water and are instead stored dry on a clean surface.

### Corrective Actions

- Properly wash, rinse, and sanitize all improperly stored in-use utensils.

### Non-Critical Violations

- Tongs used to serve hot dogs are stored on a dirty surface.
- Ice scoop stored with handle in contact with ice.
- Bulk bins observed with handles in contact with the food product.
- Ice cream scoop stored in a dipper well that is not running.
- In-use utensils stored in ice water or sanitizer water, i.e., sushi knives.
- In-use utensils stored in hot water measured less than 135F.

### Resources

### Critical Violations

N/A

### Notes

- In-use utensils that are stored on a clean surface but not cleaned and sanitized according to the approved frequency must be marked as a critical violation in Data Field #14.



**42. Utensils, equipment, and linens properly stored, dried, and handled**

NNPH Regulations: 060.435; 060.440; 060.445; 060.450; 060.460; 060.480 (A) (B) (D); 060.485; 060.490; 060.495; 060.500; 060.503

**Expectations**

- All utensils and equipment are allowed to air dry after being sanitized and before being stored.
- Clean and dirty linens are stored separately.
- Clean utensils are stored in a manner that prevents them from being soiled.

**Corrective Actions**

- Improperly washed dishes must be washed a second time.
- Dishes or linens that are not clean to sight and touch, must be properly washed or laundered.

**Non-Critical Violations**

- Clean linens or equipment stored on the floor.
- Clean linens observed soiled.
- Dirty linens stored in a manner likely to cause cross contamination of food, clean equipment, or clean utensils.
- Food prep sink used to launder wiping cloths not cleaned using an approved method.
- Chemically sanitized dishes are not allowed to air dry before use.
- Clean linens or equipment are stored in the restroom or garbage room.
- Clean utensils stored with handle down (mouth part exposed), allowing contamination of food contact surface.
- Dishes rinsed after chemical sanitizing step before air drying.
- Unused, preset, exposed tableware not removed between customers.

**Resources**

- Manual Ware-washing Sign
- Chemical Sanitizing Dishwasher SOP
- High Temperature Dishwasher SOP
- Washing in a 3-Compartment Sink SOP

**Critical Violations**

N/A

**Notes**

- If high-temperature sanitization (high-temperature dishwasher) is used, there is no air-drying requirement, and a clean cloth can be used to dry dishes.
- If chemical sanitizer is rinsed in accordance with manufacturer’s specifications in a chemical-sanitizing dishwasher, it is not a violation.

### 43. Single-service / single-use articles: properly stored and used

NNPH Regulations: 060.350; 060.355; 060.360; 060.480 (A) (C); 060.485; 060.490 (A) (C)

#### Expectations

- All single-service and single-use items (food containers, gloves, cups etc.) are stored at least 6 inches off the ground and are not used more than once.

#### Corrective Actions

- Facility must discard all contaminated and/or used single-use items.
- All items stored on the ground must be moved so that there is at least 6-inches of space between the ground and the item(s).

#### Non-Critical Violations

- Single-service/single-use articles are reused.
- Single-service/single-use articles are stored on the ground.
- Single-service/single-use items are stored in restroom or garbage room.
- Single-service/single-use articles are stored not in original packaging.
- Plastic forks are stored with handles that are not directed toward customers, allowing contamination of food contact surface.
- Facility reuses mollusk or crustacean shells as a serving container.

#### Resources

#### Critical Violations

N/A

#### Notes

- Single-use gloves must be used for only one task and shall be discarded when damaged or soiled, or when interruptions in the food handling occur.
- Gloves shall be changed as often as handwashing is required. When a glove change is required and not observed, violation shall be marked in Data Field #6.

## 44. Slash resistant / cloth gloves properly used

NNPH Regulations: 050.185 (B) (C) (D)

### Expectations

- Slash resistant or cloth gloves are treated like a food contact surface and cleaned appropriately.

### Corrective Actions

- Cloth gloves must be properly cleaned before the next use.
- Ready-to-eat food items that have been handled with visibly soiled cloth gloves must be discarded.
- Educate food handler on proper use of slash resistant gloves and potential contamination issues.

### Non-Critical Violations

- Cloth gloves that are used to protect an employee's hand while cutting ready-to-eat food are not covered with a single-use glove or other non-absorbent barrier.
- Cloth gloves are not clean to sight and touch.

### Resources

### Critical Violations

N/A

### Notes

- Slash-resistant gloves made of absorbent material may be used in direct contact with food if that food is subsequently cooked.

**45. Food and non-food contact surfaces cleanable, properly designed, constructed, and used**

**NNPH Regulations: 050.190; 050.195; 060.005 – 060.025; 060.035 – 060.095; 060.125 -060.150; 060.195; 060.200; 060.235; 060.255(A) – 060.275; 060.345 (A) (C); 060.385; 060.470; 060.475; 220.020-220.035**

**Expectations**

- All sinks, base coving, walls, floors etc. are smooth, non-absorbent, and easily cleaned.
- There are no gaps or holes in the floors, walls, or ceilings.

**Non-Critical Violations**

- Cold or hot holding unit not functioning.
- Rubber gaskets broken or missing.
- Cutting board observed with deep grooves.
- Wood used for food prep, except hard maple or other close-grained wood, used as cutting boards.
- FRP (fiber reinforced plastic) or other approved non-absorbent material not available around sink or surface that requires frequent cleaning.
- Wooden shelves not sealed.
- Brush used for dry cleaning food residues (flour) is also used to clean floors.
- Hand sink or equipment not sealed (caulked) to wall.
- Rusted meat slicer used.
- Loose/damaged gasket observed.
- Equipment and utensils are not designed and constructed to be durable and retain characteristic qualities under normal use.
- Equipment not accessible for cleaning, i.e., a sink with square corners or a mixer that does not dismantle for cleaning.
- Consumer self-service bulk beverage dispensers are not properly operated or maintained.
- New and/or replacement food equipment is not certified or classified for sanitation by an ANSI accredited certification program.
- No sign posted at buffet notifying customers to use a clean plate for each trip.
- Consumer makes second trip to the buffet with a dirty plate.
- Facility allows customers to return take out container for refilling of foods but does not clean, sanitize, and visually inspect before reuse.
- A food scooping utensil is not provided for each container at the buffet and salad bars.
- Glass thermometer used, other than shatterproof glass, such as a candy thermometer.

- Liquid drain lines pass through ice machine or ice storage bin.
- Cold plate or beverage tubing designed to be in contact with service ice.
- In a vending machine that dispenses unpackaged liquids or ice the delivery tub/chute/orifice is not protected from contamination.
- Molluscan shellfish display tank not marked
- Vending machines are not equipped with automatic shut off controls.

**Critical Violations**

N/A

**Corrective Actions**

- Educate food handlers on potential contamination when food and non-food contact surfaces are uncleaned or improperly used. Discard any contaminated food products.
- Replace or repair broken or malfunctioning equipment. Must not keep TCS food in broken equipment.

**Resources**

**Notes**

- This section must be marked to address cold and hot holding equipment function. If food is found out of temperature, mark Data Field #20. If the facility does not have adequate equipment for temperature control, mark Data Field #32.
- This section is to be marked to address design / installation issues. Direct contamination observed due to design issues must be marked as a critical violation under Data Field #13c.
- A consumer is allowed to return a take-out container for refilling of non-TCS foods if the container is cleaned in accordance with Section 060.130.
- Personal coffee cups or insulated bottles may be refilled by employees or consumers if refilling is a contamination-free process.
- Molluscan shellfish tanks used for human consumption must be operated under a waiver and HACCP Plan. If the facility operates tank without prior approval, mark as a critical violation Data Field #26.

## 46. Non-food contact surfaces clean

NNPH Regulations: 060.365 (C); 060.380

### Expectations

- Floors, walls and ceilings are clean. Facility is keeping inside of equipment clean, including handles and gaskets.
- Facility has cleaning supplies available during all hours of operation.

### Corrective Actions

- Facility must obtain cleaning supplies at time of inspection or close until the appropriate cleaning supplies can be obtained.
- Facility must be cleaned as required within a reasonable time period.

### Non-Critical Violations

- Inside of reach-in has food build-up.
- Shelving throughout facility is sticky/dirty.
- Grime build-up on underside of refrigerator door handle.
- Grease accumulation on sides of deep fryer.
- Facility does not have cleaning supplies available during all hours of operation.

### Resources

- Clean-up Procedures for Public Vomiting & Diarrhea Incidents

### Critical Violations

N/A

### Notes

## 47. Plumbing installed; proper backflow devices

NNPH Regulations: 070.020; 070.025(B); 070.032; 070.033; 070.045; 070.055; 070.056; 070.057; 070.059; 070.060; 070.062; 070.063; 070.064; 070.070; 190.035(D); 190.045; 190.050; 190.110 (B) (D) (E) (F) (H) (I); 190.115 (H)

### Expectations

- Buildings have a backflow device.
- Multi-unit buildings have one backflow device connected to the food establishments unit.
- All drain pipes have a 1 inch air gap between the pipe and the rim of the floor sink.

### Corrective Actions

- Repair any leaks or plumbing issues. Install and maintain backflow prevention devices as required.

### Non-Critical Violations

- Plumbing and plumbing fixtures are not installed in compliance with local plumbing ordinances, are not maintained to prevent contamination, are not fully operative, or are not in good repair.
- Leak observed in hand sink drainpipe.
- Faucet is leaking.
- Backflow devices are not present as required.
- No mop sink available.
- Non-potable water piping is not identified so as to be readily distinguishable from potable water piping.
- A hose used for conveying potable water is used for a variety of other purposes, or it is not clearly labeled as to its use.
- Condensation pooling at the bottom of a reach in refrigerator due to a plugged condensation line.
- Spray nozzle attached to a faucet at ware-washing sink hangs below rim of sink.
- Hose connected to mop sink faucet without backflow prevention.
- Espresso machine waste line is draining in hand wash sink.
- Potable water faucet or outlet for mobile unit not equipped with a backflow prevention device.
- Observed no backflow present in establishment. Individual units in a strip mall need their own for food establishments. Facility is subject to closure if violation is impossible to abate at time of inspection.

### Resources

- Backflow Requirements Guidance

### Notes

- If a backflow event has created observable cross contamination it shall be marked in Data Field #13c.

### Critical Violations

N/A

## 48. Toilet facilities: properly constructed, supplied, and clean

NNPH Regulations: 070.025 (A); 070.050; 070.120; 080.080

### Expectations

- All restroom floors, walls, ceilings, and stalls will be smooth and easily cleanable.
- Restrooms are fully stocked with soap and towels.

### Corrective Actions

- Ensure all restrooms are stocked with toilet paper and are maintained in sanitary condition.

### Non-Critical Violations

- Restroom is not maintained clean/sanitary.
- Stall doors are broken.
- Self-closing device on restroom door is not working.
- Toilet is not operable (if the facility's only toilet is inoperable, it would be considered a critical violation under Data Field #30, and the facility would be subject to closure).
- Toilet paper is not available.
- No covered trashcan available in women's restroom.
- Rooms with toilet do not have tight fitting or self-closing door or are propped open (except when cleaning).

### Resources

### Critical Violations

N/A

### Notes

- If facility does not have available cleaning supplies, mark Data Item #46.

**49. Garbage and refuse properly disposed; facilities maintained**

NNPH Regulations: 070.075; 070.090 – 070.115; 070.125 – 070.170; 070.175; 070.180; 220.035

**Expectations**

- Facility has a well-maintained container to dispose of garbage outside of facility.
- Facility has separate, well-maintained disposal container for animal byproduct and grease.
- Facility has a service that frequently removes garbage from establishment.

**Non-Critical Violations**

- Waste receptacles are not available for customers when needed.
- Food establishment does not have garbage service or takes garbage home.
- Indoor trash storage area does not comply with requirements for floors, walls, ceilings, or vermin exclusion requirements.
- Outside waste storage area or enclosure is not constructed of nonabsorbent material or is not easily cleanable, durable, or sloped to drain.
- Dumpster lids are left open / broken / missing.
- Refuse, recyclables, or returnables are not kept in nonabsorbent, durable, cleanable, leak proof, and rodent-proof containers.
- Outside refuse enclosure is not kept clean and free of debris.
- Trash cans and/or dumpsters have grime/dirt/debris buildup.
- Refuse containers are not removed frequently enough or cleaned enough to minimize the development of objectionable odors or conditions that attract or harbor insects or rodents.
- Facility has no equipment or supplies to properly clean waste receptacles or off-premises cleaning services are not provided.
- Cardboard or other packaging material that is stored outside creates a rodent harborage problem.
- Animal byproducts and inedible kitchen grease is not disposed of as required.
- No trash receptacle in vicinity of vending machines or receptacle located inside vending machine.

**Critical Violations**

N/A

**Corrective Actions**

- Clean and maintain garbage areas, both inside and outside the container, to avoid pest attraction and harborage.

**Resources****Notes**



## 50. Physical facilities installed, maintained, and clean

NNPH Regulations: 060.230; 060.255 (B); 080.005 – 080.010; 080.020 – 080.055; 080.092-080.094; 080.095; 080.130 – 080.140; 080.150 – 080.160; 080.190; 080.195

### Expectations

- Floors, walls, ceilings, and equipment are clean and well maintained.
- All equipment is working properly.

### Corrective Actions

- Facility must maintain a frequent deep cleaning schedule to avoid build-up.
- Facility must repair any construction issues.
- Facility must clean as necessary within a reasonable time period.

### Non-Critical Violations

- Walls and/or floors in food preparation area have an accumulation of dried food debris
- Facilities are not cleaned frequently enough to prevent build-up
- Floor sinks have build-up.
- Wall behind the ware-washing sink is deteriorated due to water damage.
- No base coving present.
- Broken floor tiles are observed in food preparation areas
- Unapproved flooring is installed in food preparation areas
- Perforated ceiling panels are installed over an area where non prepackaged food is handled
- Mechanical clothes washer located in food prep area
- Dustless cleaning methods are not used
- Maintenance tools washed in 3 compartment or prep sink
- Maintenance tools not stored in an orderly fashion

### Resources

### Critical Violations

N/A

### Notes

- If facility does not have available cleaning supplies at time of inspection, mark Data Item #46.

## 51. Adequate ventilation and lighting; designated areas used

NNPH Regulations: 060.100; 060.120; 060.225; 080.060; 080.070; 080.100; 080.105; 080.110; 080.120; 080.145; 080.175

### Expectations

- Hoods above cooking equipment are functioning.
- Kitchens and food storage areas are properly lit with shielded or shatter proof lights.

### Corrective Actions

- Facility must address lighting and/or ventilation issues within a reasonable time period.
- Designated areas must be provided as required to prevent contamination to service food.

### Non-Critical Violations

- Owner removed all but one light in the prep area to save energy resulting in less than required light intensity.
- Light bulbs (including heat lamps) are not shielded, coated, or otherwise shatter-resistant.
- Plastic tube style shatterproof light covers lacking end caps.
- No ventilation or ventilation not adequate to prevent accumulation of heat, steam, smoke or odors.
- Ventilation system intakes and exhaust vents are not cleaned or maintained.
- Employees are required to change at work, but no locker room or lockers are provided.
- Designated area for employees to eat, drink or use tobacco is not located to prevent contamination.
- Lighting is not sufficient to allow for adequate cleaning.
- Ceiling vents have a large quantity of dirt and dust build-up on them.
- Hood filters are not designed for removal or cleaning in place.
- Hood systems are not designed to prevent grease or condensation dripping onto food or food contact surfaces.
- Hood system undersized for facility needs.

### Resources

### Critical Violations

### Notes

N/A

## **Hold Orders: Frequently Asked Questions**

### **Q: What is a hold order?**

**A:** A hold order is a written notice provided by NNPH to the permit holder, operator, or person in charge of a food establishment that prevents a food item in question for food safety from being used, sold, moved from the food establishment, or destroyed.

### **Q: When would an inspector issue a hold order?**

**A:** NNPH may issue a hold order without prior warning, notice of a hearing, or a hearing on the hold order. NNPH inspectors must examine and take samples of food as often as necessary to determine and ensure the safety of food items. If an inspector determines or has probable cause to believe that a food item is unsafe, adulterated, and/or misbranded, then they may require the permit holder, operator, or person in charge of a food establishment to discard the food item(s); alternatively, the food item(s) may be suitably stored in the food establishment under a hold order.

### **Q: What happens if one or more of my food items are placed under a hold order?**

**A:** Once a hold order has been placed on a food item, that item must be suitably stored for further safety determination. During the duration of the hold order, it is unlawful for the food item or its container to be used/served, moved from the food establishment, relabeled, repacked, reprocessed, altered, disposed of, or otherwise destroyed.

### **Q: How do I know which foods are being stored under a hold order?**

**A:** Once a hold order has been issued, a notice or tag will be attached to the food item(s) indicating that those item(s) are being stored under the hold order. It is unlawful to remove or alter such a notice or tag at any time until the hold order has been vacated by NNPH.

### **Q: What information is required to be on a hold order?**

**A:** A hold order shall state:

1. That food subject to the order may not be used, sold, moved from the food establishment, or destroyed without a written release of the order from the NNPH
2. The specific reasons for placing the food under the hold order with reference to the applicable provisions of the NNPH Food Establishment Regulations
3. The hazard or adverse effects created by the observed condition of the food item(s)
4. The complete identity of the food item(s) subject to the hold order, including the common name, the label information, a container description, the quantity, identifying information, and the location within the food establishment
5. The permit holder's right to an appeal hearing, should the permit holder submit a written request with 10 days
6. That NNPH may order the destruction of the food if a timely written request or an appeal hearing is not received; and,
7. The name and address of the NNPH representative to whom a request for an appeal hearing may be made.

**Q: I've been issued a hold order, but I do not agree with it. What can I do?**

**A:** Permit holders that have been issued a hold order may submit a request to NNPH for an appeal hearing within 10 days from the date of issuance of the hold order. Appeal hearings must be conducted by the Food Protection Hearing and Advisory Board at a time and place designated by NNPH. At the appeal hearing, and based upon its record, the Food Protection Hearing and Advisory Board will make a recommendation to the District Board of Health regarding the hold order. Utilizing the findings and the recommendation of the Food Protection Hearing and Advisory Board, in addition to all transcripts and evidence from the hearing, the District Board of Health will make a final decision. At such a time, the District Board of Health may decide to affirm, modify, or reverse the findings of the Food Protection Hearing and Advisory Board, or make a one-time-only decision to refer the appeal back to the Food Protection Hearing and Advisory Board for additional consideration. If the appeal is referred back to the Food Protection Hearing and Advisory Board, then the appeal will be heard again within 30 days from the referral date.

**Q: What happens if I continue to use the food items being stored under a hold order?**

**A:** It is important that food items and containers of food items being stored under a hold order are NOT used/served, moved from the food establishment, relabeled, repackaged, reprocessed, altered, disposed of, or destroyed until the hold order has been vacated by NNPH. Failure to comply with the provisions included in a hold order may result in immediate suspension of the establishment's health permit and/or additional legal action, up to and including criminal prosecution.

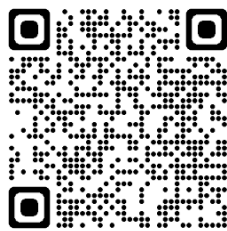
**Q: What can I do to prevent being issued a hold order or required to discard food items?**

**A:** The best way to avoid being issued a hold order or being required to discard food items is to ensure that your food establishment stays in compliance with the Regulations of the District Board of Health Governing Food Establishments (NNPH Food Establishment Regulations). Every food establishment can ensure compliance by properly training all food workers in the establishment on principles and practices of food safety, and by consistently monitoring critical control points throughout your establishment. If you're ever not sure about a food safety practice or if a food is safe to serve, reach out to your regular NNPH inspector. You can also call the Environmental Health Services front desk at (775) 328-2434 option #8 and/or email the NNPH Food Safety Program at [foodsafety@nnph.org](mailto:foodsafety@nnph.org). You can also scan the codes below to access the NNPH Food Establishment Regulations, and additional information and resources on the NNPH Food Safety Resource Library.

Scan the codes below using your smartphone to access additional information and resources:



Scan to access the [NNPH Food Safety Resource Library](#)



Scan to access the [NNPH Food Establishment Regulations](#)

### HACCP Plan Inspection Checklist

Type of Plan	Records	Record Keeping	Critical Limits	Date-Marking	Additional
All HACCP Plans	• Complete HACCP Plan	N/A	N/A	N/A	N/A
	• Employee Training Log	Update as needed.			
Acidification	• pH Logs	6 months	• $\text{pH} \leq 4.2$	N/A	• Operator must be able to demonstrate proper pH meter calibration.
	• Third-party documentation or preapproved process for acidification.	Update as needed.			
Canning	• pH Logs • Thermal Processing Logs • Batch Logs	6 months	• Determined by process authority or preapproved process.	N/A	• Operator must be able to demonstrate proper pH meter calibration. • Operator must be able to demonstrate thermal processing temperature measurement.
	• Third-party documentation or preapproved process for canning.	Update as needed.			
Cook-Chill / Sous Vide	• Cooking Logs • Cooling Logs • Hot-holding Logs, if hot-holding before bagging (Cook-Chill) or after cooking (Sous Vide) • Refrigeration Continuous Monitoring Logs • Reheating Logs	6 months	• Standard cooking temperatures • Standard cooling parameters • Cook-Chill products must be bagged at 135F or above, • Product must be reheated to 165F or above within 2 hours, if hot-holding.	• 7 days $\leq$ 41F • 30 days if cooled to 34F within 48 hours of bagging • Frozen indefinitely	• Facility must have continuous monitoring equipment for refrigeration units holding bagged product. • Food products must be bagged at 135F or above.
Dehydrating	• Batch Logs	6 months	• Determined by process authority or preapproved process.	N/A	N/A
	• Third-party documentation or preapproved process for dehydration.	Update as needed.			
Fermentation	• Batch Logs • Refrigeration Logs	6 months	• $\text{pH} \leq 4.6$	• Determined by process authority.	• Operator must be able to demonstrate proper pH meter calibration.
	• Third-party documentation or preapproved process, specific to the type of food being fermented.	Update as needed.			
Packaging Juices	• Refrigeration Logs • Batch Logs • Pasteurization Logs	6 months	Determined by process authority or preapproved process.	N/A	N/A

<b>Freeze-drying</b>	<ul style="list-style-type: none"> <li>• Batch Logs</li> </ul>	6 months	<ul style="list-style-type: none"> <li>• Determined by process authority or preapproved process.</li> </ul>	N/A	<ul style="list-style-type: none"> <li>• Package labels must include a consumer advisory for raw meat, if applicable.</li> </ul>
	<ul style="list-style-type: none"> <li>• Third-party documentation or preapproved process, specific to the type of food being processed.</li> <li>• Third-party or manufacturer verification that raw pork is free from <i>Trichinella spiralis</i>, if applicable.</li> </ul>	Update as needed.			
<b>ROP – No Waiver</b>	<ul style="list-style-type: none"> <li>• Refrigeration Log</li> </ul>	6 months	<ul style="list-style-type: none"> <li>• Datemarking parameters</li> </ul>	<ul style="list-style-type: none"> <li>• 30 days ≤ 41F</li> <li>• Frozen indefinitely</li> </ul>	<ul style="list-style-type: none"> <li>• Facility must have continuous monitoring equipment for refrigeration units holding bagged product.</li> </ul>
	<ul style="list-style-type: none"> <li>• Documentation verifying that meat/poultry was cured in a USDA-regulated establishment and/or that cheese is commercially manufactured.</li> <li>• Third-party documentation verifying the process for rendering the food product with <math>a_w \leq 0.91</math> and/or the <math>pH \leq 4.6</math>.</li> </ul>	Update as needed.			
<b>ROP – Waiver</b>	<ul style="list-style-type: none"> <li>• Refrigeration Log</li> </ul>	6 months	<ul style="list-style-type: none"> <li>• Datemarking parameters</li> </ul>	<ul style="list-style-type: none"> <li>• 30 days ≤ 41F</li> <li>• Frozen indefinitely</li> </ul>	<ul style="list-style-type: none"> <li>• Facility must have continuous monitoring equipment for refrigeration units holding bagged product.</li> </ul>
	<ul style="list-style-type: none"> <li>• Third-party documentation verifying that the process adequately controls for <i>C. botulinum</i> and <i>L. monocytogenes</i>.</li> </ul>	Update as needed.			
<b>Smoking / Curing</b>	<ul style="list-style-type: none"> <li>• Refrigeration Log</li> <li>• Batch Log</li> </ul>	6 months	<ul style="list-style-type: none"> <li>• Nitrite ≤ 200ppm</li> <li>• Nitrite (bacon only) ≤ 120ppm</li> <li>• Determined by process authority or preapproved process.</li> </ul>	N/A	N/A
	<ul style="list-style-type: none"> <li>• Third-party documentation or preapproved process specific to the type of food being processed.</li> </ul>	Update as needed.			
<b>Sprouting</b>	<ul style="list-style-type: none"> <li>• Refrigeration Log</li> <li>• Germination Batch Log</li> <li>• Wash (Chlorination) Log (for raw sprouts)</li> </ul>	6 months	<ul style="list-style-type: none"> <li>• FDA recommends disinfectant of 20,000 ppm calcium hypochlorite</li> </ul>	<ul style="list-style-type: none"> <li>• 7 days ≤ 41F</li> </ul>	<ul style="list-style-type: none"> <li>• Microgreens do not need to be washed if they are intended to be consumed raw.</li> </ul>
	<ul style="list-style-type: none"> <li>• Laboratory testing of spent irrigation water – only for sprouts being consumed raw.</li> </ul>	Updated annually.			
<b>Sushi Rice</b>	<ul style="list-style-type: none"> <li>• Cooking Log</li> <li>• Cooling Log</li> <li>• Sushi Rice pH Log</li> </ul>	6 months	<ul style="list-style-type: none"> <li>• <math>pH \leq 4.2</math></li> </ul>	N/A	<ul style="list-style-type: none"> <li>• Operator must be able to demonstrate proper pH meter calibration.</li> </ul>
	<ul style="list-style-type: none"> <li>• Third-party documentation or preapproved process for acidification.</li> </ul>	Update as needed.			

# FOOD SAFETY CHECKLIST

The Food Safety Checklist should be used by the person in charge (PIC) to determine compliance with food safety practices that prevent foodborne illness in their facility. This checklist:

- is not comprehensive. Your facility will be evaluated on other items of compliance during an inspection.
- only includes items that, if found out of compliance, *must* be immediately corrected on site during an inspection and directly impacts the facility's inspection score.
- may be used with the [WCHD Food Establishment Field Inspection Guide](#) to determine how items would be marked and corrected during a routine inspection.

	In	Out	#	Description
Supervision; Employee Health & Hygiene			1.	PIC is present; PIC is a Certified Food Protection Manager (Risk Category 2s & 3s); PIC demonstrates active managerial control over employees and food safety risks at facility.
			2.	Facility has written procedures for the cleanup of vomit/diarrhea; employees are aware of exclusion policy.
			3.	Food handlers cover sores/cuts on hands with bandage and gloves; PIC restricts or excludes sick employees.
			4.	Employee drinks have fitted lid and straw; employees eat, taste, and drink in a way that avoids cross contamination.
			5.	Employees with runny nose, sneezing, coughing, and watery eyes are restricted from food/equipment.
Preventing Contamination by Hands			6.	Employees wash hands for at least 20 seconds as often as needed.
			7.	Employees use utensils or gloved hands to prevent bare hand contact with ready to eat (RTE) food.
			8a.	Handwashing sinks are clear and accessible; sinks are used for handwashing only.
			8b.	All handwashing sinks are stocked with soap and paper towels; handwashing signs are posted at each sink.
Approved Sources			9a.	All food comes from an approved source.
			9b.	All molluscan shellfish come from sources listed on the Interstate Certified Shellfish Shippers List (ICSSL).
			9c.	All game animals and wild mushrooms come from an approved source.
			10.	All time/temperature control for safety (TCS) food is received at ≤ 41°F; eggs and milk are received at ≤ 45°F.
			11.	Food is honestly presented and free from mold; packages and cans of food are in good condition.
			12a.	Facility maintains annual parasite destruction letters for fish served raw or undercooked.
Food Protected from Contamination			12b.	Shellstock tags are stored with the shellstock until last shellfish is sold; tags are marked with the last date of sale; tags for past 90 days are stored chronologically on site.
			13a.	All raw animal foods are stored away from or underneath RTE foods in all equipment.
			13b.	All raw animal foods are stored away from each other, or in order of minimum cook temperature from top to bottom: fish/seafood/whole muscle meat/raw shell eggs/pork, then ground meats, then poultry and stuffed foods.
			13c.	All food is stored or handled in a way that protects it from environmental contamination.
			14.	All in-use food prep surfaces such as cutting boards and utensils that contact TCS food are washed, rinsed, and sanitized every 4 hours minimum; equipment/utensils not in use are clean to sight and touch.
			15a.	Food is not re-served after being sold or served to a consumer.
			15b.	Food that has been contaminated or obtained from an unapproved source is discarded.

	In	Out	#	Description
Control of TCS Foods			16.	All raw animal foods are cooked to a proper final cook temperature; facility is following pre-approved non-continuous cooking process.
			17.	Commercially processed RTE food is rapidly reheated to 135°F within 2 hours; RTE food prepared in-house is rapidly reheated to 165°F within 2 hours.
			18.	TCS food is cooled from 135°F to 70°F within 2 hours and from 70°F to 41°F within an additional 4 hours, verified using a calibrated thermometer; food prepped from ambient temperature is cooled to 41°F within 4 hours.
			19.	All TCS food is hot held at 135°F or above; roasts are hot held at 130°F or above.
			20.	All TCS food is cold held at 41°F or below.
			21a.	All TCS food prepared on site, or opened from a commercial container, and held for more than 24 hours is date marked and discarded after 7 days; date marking system is clear and understood by all employees.
			21b.	When using time as a public health control, written procedures are maintained on site and food is marked to be discarded after 4 hours.
Consumer Advisory			22.	Alcohol advisory is posted behind the bar or in women's restroom; if serving raw or undercooked meat, facility has raw/undercooked advisory on menu and foods are identified by asterisking them to the advisory.
Susceptible Populations			23.	Facilities specifically serving highly susceptible populations do not offer prohibited foods such as undercooked animal products, raw seed sprouts or unpasteurized juice, milk, or shell eggs.
Food Additives; Toxic Substances			24.	Approved food additives are used properly.
			25a.	All chemical bottles are labeled with contents; chemicals, first-aid items, and personal care products are stored underneath or separately from food; sanitizer applied to food contact surfaces is at appropriate concentration (50-100ppm chlorine, 200-400ppm quat).
			25b.	Poisonous or toxic chemicals held for retail sale are stored separately from or beneath food and single-use items.
Approved Procedures			26.	Facility has an approved operational plan or HACCP plan for specialized processes conducted; facility is following plan and keeps records on site; mobile unit is following Servicing Area Agreement.
Equipment and Facilities			27.	Facility is free from pest activity; facility receives regular service from a licensed pest control operator; facility does not allow live animals (other than service animals) inside
			28.	All dishwashing sanitizers used at proper concentration; surfaces of dishes reach 160°F and rinse gauge reaches 180°F in high temperature dishwasher; dishes washed in a 3-compartment sink and clean-in-place equipment are washed in the correct order (wash, rinse, sanitize, and air dry); test strips are available for sanitizer concentration and for high temperature dishwasher.
			29.	Water comes from an approved source and is free from contamination; hot and cold water available at sinks.
			30.	Facility is free from sewage overflows or back-ups; wastewater is properly disposed of.

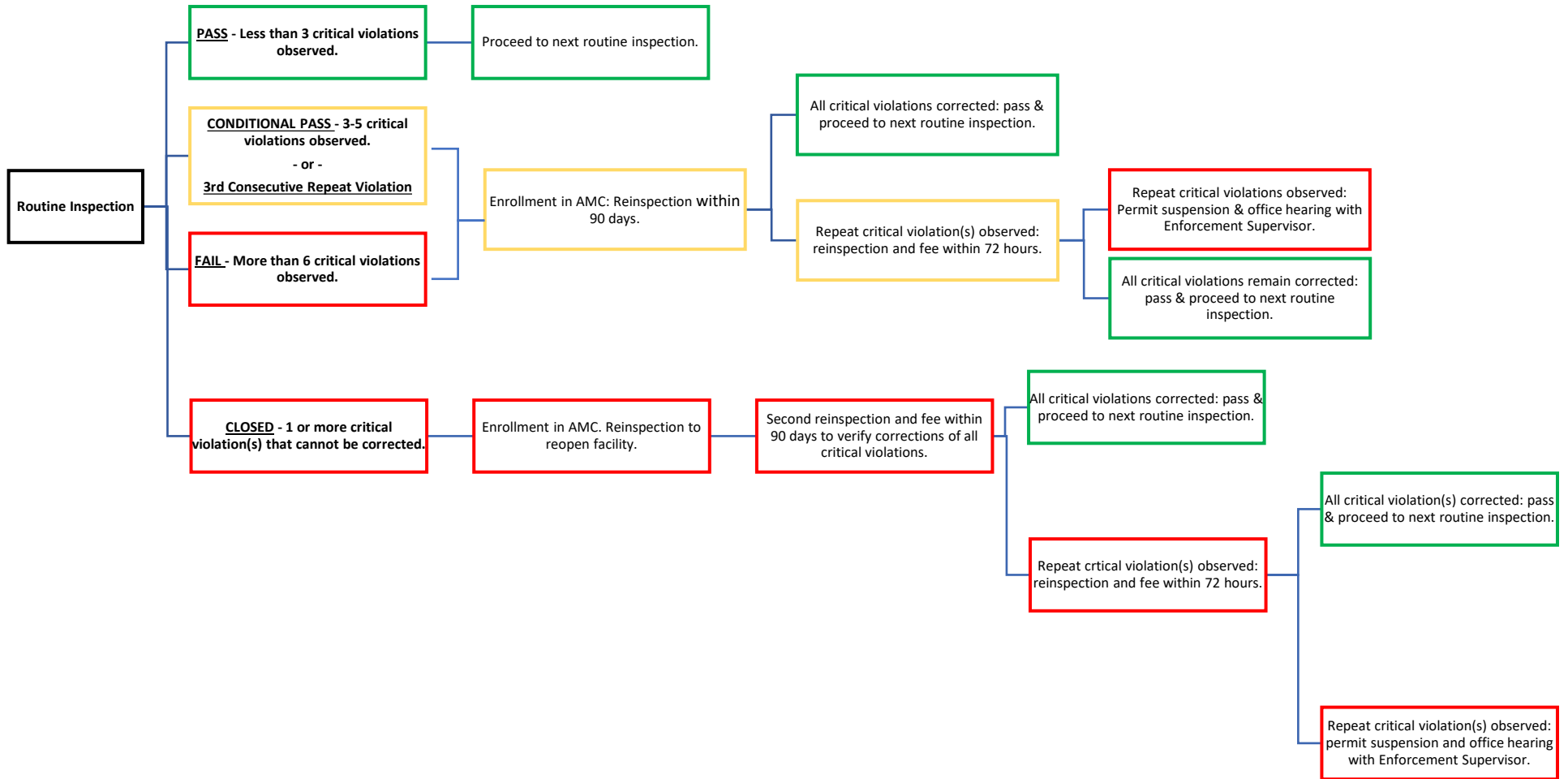
PIC Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Progressive Enforcement Flowchart

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## Placard Category Marking Index

<u>Item Number</u>	<u>Item Description</u>	<u>Placard Category</u>
1	Demonstration of Knowledge / Active Managerial Control	N/A
2	Communicable Diseases: Knowledge, Responsibilities, Reporting	N/A
3	Communicable Diseases: Proper use of restriction/exclusion	Employee Health / Knowledge
4	Proper eating, tasting, drinking, or tobacco use	Sanitation / Cleanliness
5	No discharge from the eyes, nose, or mouth	Employee Health / Knowledge
6	Hands clean and properly washed	Handwashing
7	No bare hand contact with ready-to-eat (RTE) foods, pre-approved alternative procedure properly followed	Handwashing
8a	Handwashing sinks accessible & conveniently located	Handwashing
8b	Handwashing sinks supplied	Handwashing
9a	Food obtained from approved source	Food From Approved Source
9b	Molluscan shellfish from ICSSL listed sources; no recreationally caught fish or shellfish	Food From Approved Source
9c	Game animals and wild mushrooms approved by regulatory authority	Food From Approved Source
10	Food received at proper temperature	Food Temperatures
11	Food in good condition, safe, and unadulterated	Food Handling / Storage / Cross Contamination
12a	Required Records: parasite destruction	Food From Approved Source
12b	Required Records: shellstock tags maintained for 90 days in chronological order	Food From Approved Source
13a	Separating raw animal foods from raw or cooked RTE foods	Food Handling / Storage / Cross Contamination
13b	Separating raw animal foods from each other during storage, preparation, holding, and display	Food Handling / Storage / Cross Contamination
13c	Food protected from environmental contamination	Food Handling / Storage / Cross Contamination
14	Food contact surfaces: frequency of cleaning and sanitizing; protected from environmental contamination	Sanitation / Cleanliness
15a	After being sold or served to a consumer, food is not reserved	Food Handling / Storage / Cross Contamination
15b	Discarding or reconditioning unsafe, adulterated, or contaminated food	Food Handling / Storage / Cross Contamination
16	Food cooked to proper final cook temperature	Food Temperatures
17	Proper reheating procedures for hot holding	Food Temperatures
18	Proper cooling time and temperatures	Food Temperatures
19	Proper hot holding temperatures	Food Temperatures
20	Proper cold holding temperatures	Food Temperatures
21a	Proper date marking and disposition	Food Handling / Storage / Cross Contamination
21b	Time as a public health control: written procedures and records	Food Handling / Storage / Cross Contamination
22	Consumer advisory provided if required	N/A
23	Pasteurized foods used; prohibited foods not offered	Other (Please Specify)
24	Food additives: approved and properly used	Food Handling / Storage / Cross Contamination
25a	Poisonous or toxic chemicals properly identified, stored, and used	Sanitation / Cleanliness
25b	Poisonous or toxic materials held for retail sale properly stored	N/A
26	Waiver/variance obtained; compliance with waiver/variance, specialized processes, ROP criteria, and HACCP Plan/Operational Plan	Food Handling / Storage / Cross Contamination

27	Insects, rodents, and animals not present / outer openings protected	Insect / Rodent Control
28	Warewashing equipment installed, maintained, and used; proper sanitization	Sanitation / Cleanliness
29	Hot and cold water available and from approved source	Sanitation / Cleanliness
30	Sewage and wastewater properly disposed; availability of toilet facilities	Sanitation / Cleanliness
31	Pasteurized eggs used where required	N/A
32	Proper cooling methods used; adequate equipment for temperature control	N/A
33	Plant food properly cooked for hot holding	N/A
34	Approved thawing methods used	N/A
35	Thermometers provided and accurate	N/A
36	Food properly labeled; original container	N/A
37	Contamination prevented during food preparation, storage, and display	N/A
38	Personal cleanliness	N/A
39	Wiping cloths: properly used and stored	N/A
40	Washing fruits and vegetables	N/A
41	In-use utensils: properly stored	N/A
42	Utensils, equipment, and linens: properly stored, dried, and handled	N/A
43	Single-service / single-use articles: properly stored and used	N/A
44	Slash resistant / cloth gloves used properly	N/A
45	Food and non-food contact surfaces cleanable, properly designed, constructed, and used	N/A
46	Non-food contact surfaces clean	N/A
47	Plumbing installed; proper backflow devices	N/A
48	Toilet facilities: properly constructed, supplied, and clean	N/A
49	Garbage and refuse properly disposed; facilities maintained	N/A
50	Physical facilities installed, maintained, and clean	N/A
51	Adequate ventilation and lighting; designated areas used	N/A

### **Placard Marking Instructions**

All food establishments must receive a placard before concluding an inspection. Placards must be complete and accurately reflect the observations at each food establishment.

**Only critical violations are recorded on placards.** If an item number corresponds to “N/A” under “Placard Category” it is because a critical violation cannot be marked for that item number.

For establishments that have received an Excellence in Food Safety Award or have participated in the Active Managerial Control Program, record on the placard the most recent date of receipt/participation.

Facilities must have filed an official appeal with the Food Protection Hearing and Advisory Board to be given a health placard indicating “Food facility is awaiting hearing results from Health Authority.” Intent to file an appeal and/or informal disagreement with a health score does not warrant receipt of a blue placard.

Facilities shall be given a blue placard during their final opening inspection or final change of ownership inspection and shall receive a scored placard during the routine inspection of the establishment within 90 days of opening.

## Food Safety Resources



### [NNPH Food Safety Resource Library](#)

Food safety information, documentation, instructional videos, and policy development resources.



### [Active Managerial Control \(AMC\) Program Course Registration](#)

Register for the AMC Program course to learn how to write AMC Policies and proactively develop food safety management systems.



### [Regulations of the Washoe County District Board of Health Governing Food Establishments](#)

Access the complete regulations governing food establishments.



### [Washoe Eats App](#)

Download the Washoe Eats App to view past inspection reports from food establishments throughout Reno, Sparks, and Washoe County.