

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 [NNPH 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.

**ENVIRONMENTAL HEALTH SERVICES**

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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: \_\_\_\_\_

Is your facility struggling to keep any of these items "IN"? We can help!

Find food safety brochures, procedures, posters, logs, and more in our online [Resource Library](#).

