

Mahoning County Public Health

Food Handling Process

To be completed for a new or newly acquired facility only.

Facility Name: _____

Note: Use the Food Handling Process Guide for further explanation of questions, or call MCDBOH at (330)270-2855. Also, as always, refer to the Ohio Uniform Food Safety Code.

Education Requirement

As of March 1, 2010 the Ohio Revised Code requires that at least one person in charge per shift of a Food Service Operation (FSO) or Retail Food Establishment (RFE) obtain a level one certification in food protection training or an equivalent approved training.

As of March 1, 2017, each risk level 3 and level 4 FSO and RFE must have at least one supervisory or management employee with a Level 2 Certification in Food Protection.

Provide the names of employees trained in Food Protection, name of class/level, and employee's certificate number:

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A separate list can be attached if more space is needed.

Please check all that pertain to your facility or check N/A if not applicable.

Check the methods used to rapidly cool hot foods to 41° F or below. N/A

- Use Ice baths in a food prep sink
- Use Cooling Wands/Paddles
- Portion into shallow containers and placed in a cooling unit
- Section food into smaller or thinner portions and place in a cooling unit
- Use rapid chill equipment (i.e. Blast Chiller)
- Add ice as an ingredient
- Other (specify) _____
- Temperature logs will be maintained (not required)

Check the methods used to rapidly reheat foods. N/A

- Reheat using cooking equipment (i.e. grill, stove, oven, etc.)
- Reheat using a microwave
- Reheat using hot holding equipment that is approved for rapid reheating
- Other (specify) _____

Temperature logs will be maintained (not required)

Check the methods used to thaw frozen TCS foods. N/A

Under refrigeration

Completely submerged in running water

As part of the cooking process

Thawed in a microwave oven for immediate cooking

Other (specify) _____

Temperature logs will be maintained (not required)

Check the methods used to hold TCS foods at safe temperatures. N/A

Hot holding using approved commercial grade equipment

Hot holding using non-mechanical equipment (i.e. chafers)

Cold holding using approved commercial grade equipment

Cold holding using non-mechanical equipment (i.e. on ice)

Other (specify) _____

Temperature logs will be maintained (not required)

Check the methods used to wash fruits and vegetables. N/A

Fruits and vegetables will be washed in a food prep sink

All fruits and vegetables will be received pre-washed and ready-to-eat

Other (specify) _____

Check the methods used to prevent bare hand contact with ready-to-eat foods. N/A

Wearing gloves

Using utensils

Using a hand held barrier such as deli paper

Other (specify) _____

Check the locations where foods will be prepared off site? i.e., outside of this kitchen. N/A

At the following named licensed kitchen: _____

At an on premises outdoor grilling area

At a home/residential kitchen

Other (specify) _____

Check any of the following special requirements activities that will be performed. N/A

Fresh juice production

The use of heat treatment dispensing freezers

Custom processing of game animals

The use of bulk water machines

Preparation of acidified white rice

RISK LEVEL ACTIVITIES:

Will TCS foods like soups, rice, sauces, etc. be reheated to hot hold? Yes No

If Yes, about how many times a week will TCS foods be reheated to hot hold? _____

Will raw or undercooked animal-derived foods be served? Yes No

If yes, provide an example of the consumer advisory that will be needed via menu, deli case advisory, brochure, or table tent.

Will time as a public health control be used for any TCS foods? Yes No

If yes, attach the written procedure that describes the method to be used for tracking time.

Will catering services be provided? Yes No

Will prepared foods be transported from this facility to other locations? Yes No

If yes, provide a list of equipment used to keep food at safe temperatures during transport and the types of food transported:

Cold holding _____

Hot holding _____

Types of food that will be transported _____

Will reduced oxygen (vacuum) packaging be performed on site? Yes No

If yes, contact this office to determine if a state variance or HACCP plan is needed.

Will any meats be smoked for preservation on the premises? Yes No

If yes, then a variance from the state is needed.

Will any meats be cured on the premises? Yes No

If yes, then a variance from the state is needed.

Is any fermentation being conducted on the premises? Yes No

If yes, then contact this office for further instructions.

Will freezing as a means of parasite destruction be used as with sushi? Yes No

If so, and the product is frozen by the supplier, provide documentation.

Will raw animal foods be cooked using a non-continuous cooking process? Yes No

If yes, provide written procedures for approval.

Will foods that are prepared by another food establishment be received for use? Yes No

If yes, provide:

Establishment(s) name _____

Types of food _____

Document Submission

I certify that this document is complete and accurate to the best of my knowledge.

Signature: _____

Date: _____

This form and any attachments will be maintained by MCDBOH in this establishments file.

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GUIDELINE FOR COMPLETING THE FOOD HANDLING PROCESS

This form must be completed when an operator, whether building new or moving into an existing building, will be starting a new food establishment. All license risk levels must complete this form. However, most of the questions will be non-applicable for the lower license levels. Applicants for a remodel may ignore this form.

Education Requirements

OAC 3701-21-25(I)

This department mandates that at least one person in charge per shift of a Food Service Operation (FSO) or Retail Food Establishment (RFE) has level one certification in food protection training or documentation of completing a similar certification program equivalent to level one standards. Certifications in other more comprehensive courses like ServSafe are also accepted. Any employee working as person in charge in a FSO/RFE prior to March 1, 2012 is exempt from requiring level one training if a document indicating prior experience can be provided. The document must at least indicate experience in food safety practices by listing the dates of employment and the positions held.

This department will not issue a FSO/RFE license to a new facility that cannot provide documentation of proper training for the persons in charge.

All license levels must follow this requirement.

Additional information on Level One Training and approved providers can be found at:

<http://www.odh.ohio.gov/odhprograms/eh/foods/cert.aspx>

Answering the Food Handling Process Questions

Check N/A next to each statement that describes a procedure that is not being performed in your establishment.

For more details the section of the Ohio Uniform Food Safety Code, a.k.a. the Ohio Administrative Code (OAC) 3717 that pertains to each of the following topics is identified for referencing.

Time/Temperature Controlled for Safety (TCS) foods are foods that need to be controlled to limit the growth of pathogens.

Rapid Cooling 3717-1-3.4(D) & (E)

TCS foods must be cooled from 135°F to 70°F within two hours and from 70°F to 41°F within four more hours so that the drop from 135°F to 41°F is within six hours.

Example: If your food is cooled from 135° F to 70° F in 1 hour and 30 minutes that would leave up to 4 hours and 30 minutes to finish cooling the product to 41° F, so that the total time to cool from 135° F to 41° F is accomplished within 6 hours and the time the food is between 135° F and 70° F does not exceed 2 hours.

Rapid Reheating 3717-1-3.3(G)

All parts of most TCS foods must be reheated from 41° F to 165° F within 2 hours for hot holding.

Un sliced portions of meat roasts can be reheated to minimum temperatures below 165°F as specified in the chart in section 3.3(A)(4)(b) of the Uniform Food Safety Code.

Thawing 3717-1-3.4(C)

The method used must not allow thawed portions of the TCS food to exceed 41°F unless it is a food that will be cooked within the next four hours.

Holding TCS foods at safe temperatures 3717-1-3.4(F)

Hot held TCS foods must be kept at 135° F or above.

Cold held TCS foods must be held at 41°F or above.

Washing fruits and vegetables 3717-1-3.2(G) & 5.3(C)

Unprocessed fruits and vegetables must be washed in a sink that is indirectly connected to the sewage system before serving.

Preventing contamination from hands 3717-1-3.2(A)

Bare hand contact with ready to eat foods is not permitted.

Preparing foods off-site 3717-1-2.4(C)

All portions of the Ohio Uniform Food Safety code still apply to off site preparation of food whether it is done in another licensed kitchen or outside grilling. The equipment used must be approved and food preparation must be done in a clean and controlled environment.

Special Requirements:**Fresh juice production 3717-1-08**

The packaging of fresh juice may require special labeling, pasteurization of the juice, or a HACCP plan and variance.

Heat treatment dispensing freezers 3717-1-08.1

The use of this type of equipment to dispense frozen dairy products requires maintaining a daily log and special care procedures.

Custom processing 3717-1-08.2

Processing game animals requires special procedures to prevent cross contamination of approved food sources.

Bulk water machines 3717-1-08.3

Special requirements for water source, placement, and maintenance must be followed.

Acidification of white rice 3717-1-8.4

Vinegar must be added to white (only) rice within thirty minutes of cooking to assure a targeted pH of <4.6 and an equilibrium pH of < 4.1. Special monitoring equipment and logs are required. A HACCP plan is required for this activity.

Reheating for hot holding 3717-1-3.3(H)

All parts of the food must reach a minimum of 165°F within 2 hours, except that commercially processed, packaged ready-to-eat foods only need to reach at least 135°F.

If microwaved food is not rotated, then it must be stirred, covered and allowed to stand for 2 minutes after reheating.

Un sliced leftovers of cooked meat roasts may be reheated as per the chart in 3717-1-03.3(4) (b).

Consumer Advisory 3717-1-3.5(D)(E)

Consumers must be informed in writing when an animal derived food is served or sold raw, or under cooked.

Time as a public health control 3717-1-3.4(l)

With this method TCS foods can be left out at any temperature for up to four hours once the TCS food falls below a temperature of 135°F or rises above 41°F and up to six hours if the TCS food remains below 70°F after the initial temperature was below 41°F. This is a high risk activity and is only available to establishments with a level 4 license. Establishments practicing this method of controlling the growth of pathogens must maintain written procedures describing: how the food shall be marked or otherwise identified to indicate the time that is past the allowable time; and that the food that is not properly identified or is remaining past the allowable time will be discarded.

A common example is when sell-by-slice pizza is held at room temperature by using time as a public health control.

Catering

As defined in chapter 3701-21-01(C) of the Ohio Administrative Code, "Catering food service operation" means a food service operation, as defined in section 3717.01 of the Revised Code where food is prepared for serving at a function or event held at an off-premise site, for a charge determined on a per function or per-event basis. The charge is contracted for on the basis of the entire luncheon, banquet, or event and not on the basis of an individual meal or lunch.

Note: Delivering food is not catering.

Transporting Foods

3717-1-3.4(F) Proper temperatures; i.e., >135°F or <41°F, except that eggs may be held at 45°F. 3717-1-4.2(KK) & 3717-1-3.2(Y) Proper equipment; i.e., approved, commercial grade, such as NSF or equivalent.

Reduced oxygen packaging without a variance 3717-1-3.4(K)

A HACCP plan is required that maintains the vacuum packed food below 41°F for less than 14 days and either has a water activity below 0.91 or pH below 4.6 or is a state or federally regulated cured meat/ poultry or is raw, except for fish, unless it remains frozen.

A HACCP plan for food vacuum packaged using a cook-chill or sous vide process shall be as per 3717-1-03.4(K) (4).

A HACCP plan for vacuum packaging of commercially processed cheese only shall limit refrigerated shelf life to 30 days.

Variiances 3717-1-03.4(J)

Application shall be made to the Ohio Department of Health or the Ohio Department of Agriculture, as appropriate. Examples include smoking for preservation (including beef jerky), curing, fermenting (sauerkraut, kimchi, yogurt, etc.), vacuum packaging with less than 2 barriers as described in the previous section, sprouting beans or seeds or performing any of the following in a fashion other than is outlined in the special requirements section: using vinegar as a preservative, custom processing of animals, pressing or bottling juice or using a heat treatment dispensing freezer.

Freezing for parasite destruction 3717-1-3.3 (E) (F)

Except as stated in 3717-1-03.3 (E) (2), raw fish shall be frozen at specified temperatures and times as per 3717-1-03.3 (E) (1). Records shall be maintained by operator or provided by approved vendor conducting same.

Heat treatment dispensing freezers 3717-1-8.1

This equipment enables the user to limit complete cleaning and sanitizing to every fourteen days provided the product is maintained <41°F when not in a daily heat treatment cycle, a device records all this information and it is equipped with a lockout device when conditions are not met.

Non-continuous cooking 3717-1-03.3(D)

Raw animal foods cooked using a process in which the initial heating of the food is intentionally halted (less than 60 minutes) so that it may be cooled and held for complete cooking at a later time prior to sale or service shall be properly cooled and later cooked to a minimum temperature as specified by the code.

Third party sales

This situation occurs whenever an operator wholesales product to another individual or entity, who then sells the product retail.

Contact the Ohio Department of Agriculture: 800-282-1955.