

Hamilton County Food Safety Manual



For Restaurants and Retail Stores

This manual is a brief summary of the Indiana State Department of Health *Retail Food Establishment Sanitation Requirements Title 410 IAC 7-24*. Please refer to the code book for more detailed information. **Each establishment is required to have a copy of the code available in the facility at all times for reference by employees.** This requirement may be satisfied by having either a hard copy on file or by having internet access to the Hamilton County or Indiana State Department of Health website. The code is available on the county website at www.co.hamilton.in.us. Click on *Online Food Facility Inspections* on the right side of the page and then click on *Food Establishment Program*, also on the right side. Scroll down the page until you see *Rule 410 IAC 7-24*.

SUPERVISION

- ✓ Food establishments must have a designated “person-in-charge” present in the establishment at all times.
- ✓ As of November 13, 2004, the Indiana State Department of Health (ISDH) Rule 410 IAC 7-24 entered into effect. This rule requires each retail food establishment to have a certified food handler who has shown proficiency of required information through passing a test that is part of an accredited program. To obtain a list of providers of the exam, visit the Hamilton County website at the address above or the ISDH website at www.in.gov/isdh/regsvcs/foodprot/foodhandler/certificationrule.htm Please see Section 118 of the code for further details.

EMPLOYEE HEALTH

- ✓ Employees are required to report to the person in charge if they have been diagnosed with an illness transmittable through food or if they have any symptoms such as diarrhea, fever, vomiting, jaundice, sore throat with fever or if they have a lesion containing pus. See Sections 120-127 of the code for further details.
- ✓ The person-in-charge must restrict workers who report the above mentioned items.

PERSONAL CLEANLINESS

- ✓ A sink designated only for hand washing must be provided.
- ✓ Soap and paper towels must be provided at all times.
- ✓ Employees must wash their hands when beginning work, changing tasks, and periodically during handling of food.
- ✓ Hands must be washed for at least 20 seconds.
- ✓ **Hand sanitizer does not replace hand washing.**
- ✓ Eating, drinking, and using tobacco must be done in designated areas away from food and clean utensils. A food employee may drink from a closed beverage container if the container is handled in a manner that prevents contamination of the following: the employee’s hands; the container; exposed food; clean equipment, utensils, and linens; unwrapped single-service and single-use articles.
- ✓ Hair must be restrained.

IMPROPER HAND WASHING IS THE LEADING CAUSE FOR THE SPREAD OF DISEASE!!

FOOD STORAGE

- ✓ All foods must be stored at least 6” off of the floor.
- ✓ Raw meat and eggs cannot be stored over ready-to-eat foods.
- ✓ Bulk food removed from its original package must be labeled (i.e. sugar, salt, flour, spices).
- ✓ Food must be covered unless it is cooling.

- ✓ Always use the First In-First Out (FIFO) method during storage.
- ✓ Always date and label food.
- ✓ Do not store food under drain lines or condensers.
- ✓ Thermometers or other temperature recording devices must be provided in all refrigeration and freezer units.
- ✓ Shelving must be kept in sound condition and free of rust.

THAWING

- ✓ All food products must be thawed properly using one of the following methods:
 1. Place in the refrigerator overnight.
 2. Place in a food-grade pan under a small stream of continuously running cold water. The water must flow freely over the rim of the pan. Do not block the sink drain. This method may be used for no longer than 2 hours.
 3. Thaw in microwave and cook immediately.

DO NOT THAW ITEMS AT ROOM TEMPERATURE!!

FOOD PREPARATION

- ✓ Utensils (i.e. deli tissue, spatula, tongs, single-use gloves or other dispensing equipment) must be used when handling or preparing ready-to-eat foods.
- ✓ Employees must wash their hands before putting on gloves.
- ✓ Gloves must be changed frequently and when switching between tasks.
- ✓ Fruits and vegetables must be washed in the vegetable prep sink.
- ✓ Prepared foods that are stored in the cooler must be labeled and dated.

FOOD TEMPERATURES

- ✓ All potentially hazardous foods must be maintained at a constant temperature either at or below 41°F or at or above 135°F. Examples of potentially hazardous food items include meats, dairy products, and eggs.
- ✓ Minimum cooking temperatures: poultry - 165°F, beef and pork - 155°F, seafood - 145°F, other potentially hazardous foods cooked for hot holding - 135°F.
- ✓ If cooked in a microwave, food must be covered and cooked to 165°F and held at that temperature for 2 minutes.
- ✓ When reheating, all food must be reheated to 165°F.
- ✓ A properly calibrated stem/probe thermometer must be provided to check the internal temperature of foods.

SERVING

- ✓ Sneeze guards must be provided at all customer service areas where open food products are displayed.
- ✓ Scoops for the dispensing of food products must be properly stored by one of the following methods:
 1. Stored in the food product with the handle above the top of the food.
 2. Stored under constant running water that is discarded into a wastewater drain line.
 3. Stored in water maintained at 135°F or higher.
 4. Stored on a clean portion of the food preparation table if the table and the utensil are both cleaned and sanitized frequently.

COOLING

All cooked foods must be cooled rapidly to below 41°F to slow bacteria growth. Hot foods must be cooled to 70°F or below within 2 hours and then to 41°F within 4 hours. Here are some “quick chill” methods to help foods cool rapidly:

- ✓ Refrigerate or use another “quick chill” method immediately. **Do not cool food at room temperature.**
- ✓ Foods to be cooled must not be deeper or thicker than 3 to 4 inches. Shallow metal pans should be used.
- ✓ Cool a container of food by packing ice around the outside of the container (ice bath).
- ✓ Add ice to the food being cooled. You can decrease the amount of liquid called for in the recipe to make up for ice.
- ✓ Stir food while it is cooling in an ice bath or refrigerator.
- ✓ Dip food directly into ice water. Food can be put in tight plastic bags for protection.
- ✓ Slice or cut large pieces of meat into smaller pieces.
- ✓ Put hot food in the freezer for a period of time to help rapid cooling.
- ✓ Cook smaller volumes of food if possible. Smaller roasts will cool more rapidly. Daily, rather than weekly, preparation of soups, etc. will provide a higher quality product with fewer cooling problems.
- ✓ Canned goods (mayonnaise, tuna, salmon, etc.) and chopped fresh vegetables can be refrigerated before being used to help meat or fish salads to cool more quickly.
- ✓ Use blast chiller refrigeration.
- ✓ Use ice wands to help cool rapidly.

DISHWASHING

- ✓ Two drain boards, utensil racks, or tables must be provided at the 3-bay sink, one for the storage of dirty dishes and the other for clean dishes.
- ✓ Dishes, utensils, and equipment must be:
 1. Washed in hot soapy water.
 2. Rinsed in clean water.
 3. Sanitized by either hot water or an approved chemical.
 4. Air-dried.
- ✓ To sanitize with hot water the following water temperatures are required: manual dish washing - 170°F, mechanical stationary rack - 165°F, all other machines - 180°F.
- ✓ Chemical sanitizers must be used at the following levels: chlorine 50-100ppm, quaternary ammonia 200ppm.
- ✓ Test strips must be provided to check the concentration of the sanitizing solution.
- ✓ If any other chemical sanitizer, approved for use through 21 CFR 178.1010, is used the product must have a manufacturer’s label and chemical test kit present in the establishment.

STORAGE OF EQUIPMENT AND UTENSILS

- ✓ Invert all equipment and utensils to avoid any contamination.

CLEANING

- ✓ All food contact surfaces must be smooth, nonabsorbent, and easily cleanable.
- ✓ Spray bottles of sanitizer or wiping cloths stored in sanitizer must be used to sanitize food contact surfaces.

- ✓ Cloths used for the cleaning of food contact surfaces must be submerged in a sanitizing solution when not in use.
- ✓ Containers of cleaning products must be labeled with the name of the cleaner.

PLUMBING

- ✓ All plumbing must meet requirements of the Indiana State BOCA Code and all other Indiana codes and local ordinances.
- ✓ The following drain lines must be provided with appropriate air gaps:
 1. Ice bins and ice machines.
 2. Vegetable prep sinks.
 3. Three bay sink.
 4. Water heater/water softener discharge lines.
 5. Refrigeration/freezers.
- ✓ All plumbing fixtures must be properly protected against backflow or backsiphonage.
- ✓ A mop sink must be provided for the disposal of mop water and any other waste water from cleaning.

TOXIC ITEMS

- ✓ All toxic items must be properly labeled with the name of the contents and stored separate from food, equipment/utensils, and single-service items.
- ✓ Never wash equipment or pour cleaning compounds (or anything else) into the storm sewer.

OUTER OPENINGS

- ✓ Doors must be self-closing and tight fitting to prevent the entrance of insects and rodents.
- ✓ During warm weather doors and windows must be provided with screens when remaining open.

DUMPSTER/TRASH CANS

- ✓ All dumpsters must be placed on a smooth, easily cleanable, non-absorbent surface.
- ✓ Lids must remain closed, and cleaned frequently to control the presence of insects, rodents, and other animals.

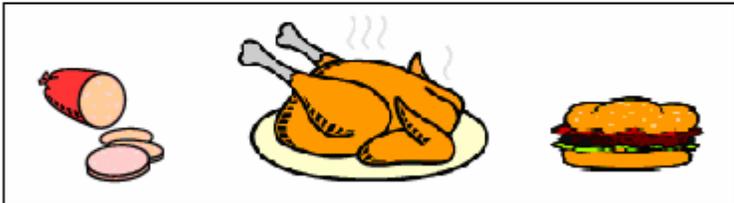
OTHER

- ✓ An area for employee storage of coats, purses, and other personal belongings must be provided.
- ✓ All food products that are sold must be prepared in a licensed kitchen. Products cannot be made in a private home.

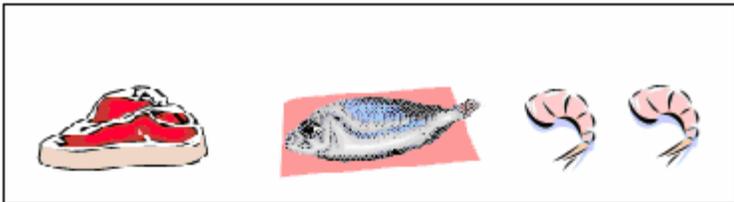
Preventing Cross Contamination During Storage



Ready-to-Eat and Pre-Cooked Foods (Hot hold at 135 ° F or above)



Ready-to-Eat and Pre-Cooked Foods (Hot hold at 135 ° F or above)



Raw Beef Steaks - 145 ° F (63 ° C) for 15 seconds
Raw Fish - 145 ° F (63 ° C) for 15 seconds



Raw Pork - 145 ° F (63 ° C) for 15 seconds
Raw Eggs - 145 ° F (63 ° C) for 15 seconds
Raw Ground Meats - 155 ° F (68 ° C) for 15 seconds



Raw Poultry - 165 ° F (74 ° C) for 15 seconds

Above is an example of the horizontal storage method to protect against cross contamination. Vertical storage can also be effective in preventing cross contamination. Required cooking times for each food type are also shown.