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Overview of Sanitation Requirements in Retail Food Establishments
As Specified in Title 410 IAC 7-24

Note: This handout is not designed as a complete list of requirements but should be used as a guideline only. The requirements noted in this document are specified under the Retail Food Establishment Sanitation Requirements Title 410 IAC 7-24. Please refer to this rule for sanitation requirements.

Potentially hazardous food means:

- (A) a food that is natural or synthetic and requires temperature control because it is in a form capable of supporting the following:
- (1) the rapid and progressive growth of infectious or toxigenic micro-organisms;
 - (2) the growth and toxin production of *Clostridium botulinum*; or
 - (3) in raw shell eggs, the growth of *Salmonella enteritidis*.
- (B) The term "potentially hazardous" includes but is not limited to the following:
- (1) a food of animal origin that is raw or heat-treated;
 - (2) a food of plant origin that is heat-treated or consists of raw seed sprouts;
 - (3) cut melons; and
 - (4) garlic-in-oil mixtures that are not modified in a way that results in mixtures that do not support growth as specified under subsection (A).
- (C) The term "potentially hazardous" does not include any of the following:
- (1) An air-cooled hard-boiled egg with shell intact.
 - (2) A food with a a_w value of eighty-five hundredths (0.85) or less.
 - (3) A food with a pH level of four and six-tenths (4.6) or below when measured at seventy-five (75) degrees Fahrenheit.
 - (4) A food, in an unopened hermetically sealed container, that is commercially processed to achieve and maintain commercial sterility under conditions of non-refrigerated storage and distribution.
 - (5) A food for which laboratory evidence demonstrates that the rapid and progressive growth of infectious or toxigenic micro-organisms or the growth of *Salmonella enteritidis* in eggs or *Clostridium botulinum* cannot occur, such as food that:
 - (a) has a a_w and a pH that are above the levels specified under subdivisions (2) and (3); and
 - (b) may contain a preservative, other barrier to the growth of micro-organisms, or a combination of barriers that inhibit the growth of micro-organisms.
 - (6) A food that may contain an infectious or toxigenic micro-organism or chemical or physical contaminant at a level sufficient to cause illness, but that does not support the growth of micro-organisms as specified under subsection (A).

Responsibilities

The owner or operator of the establishment must have a person-in-charge present during ALL hours of operation.

The person-in-charge must be able to demonstrate to the health inspector knowledge of foodborne disease prevention, along with the requirements of Title 410 IAC 7-24, and is responsible for ensuring that employees are following the requirements of 7-24.

If an employee is exhibiting a sore throat with fever, vomiting and/or diarrhea symptoms, or diagnosed with an infectious agent including *Salmonella*, *Shigella* spp., Hepatitis A, Norovirus, or Shiga toxin-producing *E. coli*, they shall be excluded from work at the establishment.

Unless wearing intact gloves in good repair, employees cannot wear jewelry, fingernail polish or artificial fingernails when working with food. They must wear an effective hair restraint, such as a hat or hairnet, when working near exposed food, clean equipment, or unwrapped single service and single use articles. Employees shall keep their hands and exposed portions of their arms clean. They must keep their fingernails trimmed, filed, and maintained so that the edges and surfaces are cleanable.

If a lesion is present on the arms or hands, a food employee shall wear the following: 1. An impermeable covering, such as a bandage and a single use glove over the lesion, hands or wrist. 2. A long sleeved shirt on other exposed portions of the arm where a bandaged lesion may be present.

Soiled work clothes are both offensive and a source of bacteria. Employees should wear clean clothes and should not wipe their hands on their clothes or apron.

Employees may not eat, drink, chew gum or use any form of tobacco in food preparation areas or food and/or equipment storage areas.

Employees may drink from a closed beverage container if it is stored in an area away from, or below food prep areas, food, equipment and utensils so that there is no way these items will be contaminated if the drink is spilled.

Preventing Contamination

Employees must **NOT** contact any exposed, ready-to-eat foods with bare hands. They must use appropriate utensils, such as deli tissue, spatulas, tongs or single-use gloves. The gloves are **SINGLE** use disposable gloves. They may not be re-used once taken off. After switching tasks, and before applying a new pair of gloves, hands must be washed to prevent the contamination of the gloves with dirty hands. For example: an employee handling money must wash his hands before putting on a pair of gloves to work with food. Hands must be washed with soap under warm running water (at least 100°F) for at



LEAST 20 seconds, and dried using either individual, disposable towels, a heated-air hand drying device, or a continuous towel system that supplies the user with a clean towel. Make sure to wash hands before handling food or clean dishes and utensils, after touching the face or hair, after blowing your nose, after handling raw or unwashed food, and after handling garbage or toxic chemicals.

During storage, food must be protected from contamination. Different types of raw animal meat, raw poultry and raw fish should be stored **separate** from each other. It is best to designate one shelving unit to raw meats, and another unit to ready-to-eat food to prevent contamination of the ready-to-eat food. Never store ready-to-eat food below raw meat and raw poultry, where the juices could drip down onto, and contaminate, the ready-to-eat food. Be sure to wash all produce thoroughly before preparing or cooking to remove bacteria or chemical residue left on the produce.

Food Sources

Food must be obtained from approved sources. Food prepared in a private home may **NOT** be used or offered for human consumption in the establishment.

Meats, milk/milk products, eggs, fish and shellfish, etc., must be graded and inspected.

Fish received for sale or service must be commercially and legally produced, caught or harvested.

Shellstock tags must remain attached to the container in which the shellstock are received until the container is empty. The identity of the source of shellstock must be maintained by retaining shellstock tags or labels for 90 calendar days from the date the container is emptied.

If game animals are received for sale or service they shall be slaughtered and processed under a state or federal inspection program with requirements that are at least equal to IC 15-2.1-2.4.

If raw, raw-marinated, partially cooked, or marinated-partially cooked fish are served or sold in ready-to-eat form, the person in charge shall record the freezing temperature and time to which the fish are subjected and shall retain the records at the food establishment for 90 calendar days beyond the time of service or sale of the fish.

Cooking Temperatures

Food shall be cooked to heat ALL parts of the food to a temperature for a specified time. Temperatures and times are as follows:

145°F for 15 seconds: Raw shell eggs broken for immediate order; fish; whole meat

155°F for 15 seconds: Injected meats; ground meats; raw shell eggs that are pooled and held

165°F for 15 seconds: Poultry and food containing poultry; stuffed fish, meat or pasta; stuffing containing fish or meat; game animals

165°F for 2 minutes: Microwave cooking of raw animal foods. Must be covered and stirred midway through cooking and held for 2 minutes in the microwave after cooking to ensure thorough cooking of the product.

Reheating: Potentially hazardous food that is cooked, cooled, and reheated for hot holding must be reheated so that ALL parts of the food reach 165°F for 15 seconds. The time it takes to heat the food from 41°F to 165°F shall not exceed two (2) hours.

Thermometers must be provided and readily accessible in the establishment. They must be calibrated as often as necessary to maintain accuracy to plus or minus two (2) degrees Fahrenheit. Dial thermometers need to be checked on a regular basis, and calibrated whenever they are dropped.

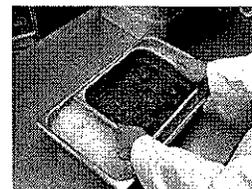


Hot/Cold Holding

Potentially hazardous food must be kept either under refrigeration so that ALL portions of the food maintain an internal temperature of 41°F or below, or be held hot so that ALL portions of the food maintain an internal temperature of 135°F. Make sure that when food is delivered to the establishment, all potentially hazardous food received cold is 41°F or below, and potentially hazardous food received hot is at least 135°F.

Cooling

Cooked potentially hazardous foods must be cooled from 135°F to 70°F within two (2) hours, and cooled from 70°F to 41°F within four (4) hours. The entire cooling process must be completed within six (6) continuous hours. Cooling must be accomplished using one or more of the methods specified in 7-24, such as: placing the food in shallow pans; separating the food into smaller or thinner portions; using rapid cooling equipment; stirring the food in a container placed in an ice water bath; or adding ice as an ingredient.



Helpful hint: chill food ingredients that will be used to prepare a food dish or food item in advance to ensure that the final product temperature reaches 41°F in the shortest amount of time possible. If the final product is made from food that is stored at room temperature (~70 °F), make sure the product is cooled from 70°F to 41°F within four (4) hours.

Thawing

Frozen food may ONLY be thawed in one of the three following ways:

1. Under refrigeration which maintains the food temperature at 41°F or below
2. Submerged under running water that has a temperature of 70°F or below, and has sufficient velocity to agitate and float off loose particles in an overflow, and for a period of time that does not allow thawed portions of the food to rise above 41°F
3. As part of the cooking process, or thawed in a microwave and immediately transferred to conventional cooking

Potentially hazardous foods may NOT be thawed out at room temperature.

Date Marking- Pertains to refrigerated, ready-to-eat, potentially hazardous foods ONLY

Refrigerated, ready-to-eat, potentially hazardous foods prepared and held in the establishment for longer than 24 hours must be marked with a date that indicates when the food must be consumed, sold or discarded. It must be consumed, sold or discarded after seven (7) days when held at 41°F. Potentially hazardous, ready-to-eat foods packaged by a food processing plant must be date marked on the day that the packaging is opened. A portion of ready-to-eat, potentially hazardous food that is combined with additional portions of food must be marked with the date of the *earliest prepared ingredient*.

Example: A bowl of potato salad dated 2/10 is in the display cooler in the deli. When the potato salad gets low, you open a new container of potato salad to fill the bowl. The bowl of potato salad MUST retain the date of 2/10, and be discarded or sold by 2/17, regardless of when the new batch of potato salad must be sold or discarded.

If you find potentially hazardous, ready-to-eat food that has gone past the 7 day period, discard it immediately.

Note: The 7 day time limit is based on the growth curve of the bacterium *Listeria monocytogenes*. This bacterium is hardy and has the ability to grow in moist, cool environments, and resists the deleterious effects of freezing. By discarding food after 7 days, you avoid serving food that might have dangerous levels of *Listeria monocytogenes*.

Consumer Advisory

If raw animal foods such as beef, eggs, fish, lamb, poultry or shellfish are sold or served raw or may be served undercooked (such as rare or medium rare burgers), you must have a consumer advisory on your menu, or some other written/visual means of notifying customers of their increased risk of foodborne illness by consuming these foods. The consumer advisory should state one of the following: 1. *Consuming raw or undercooked meats, poultry, seafood, shellfish or eggs may increase your risk of foodborne illness, especially if you have certain medical conditions.* 2. *Regarding the safety of these items, written formulation is available upon request.* 3. *Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness.*

Food Labeling

Containers of food that are removed from their original packages for use in the establishment should be identified with the common name of the food, unless unmistakably recognized, such as dry pasta.

Food that is *packaged* in a retail food establishment and available to the consumer must have a label that includes:

1. The common name of the food
2. If made from two or more ingredients, a list of ingredients in descending order of predominance by weight
3. A declaration of the quantity of contents (weight statement)
4. The name AND place of business of the manufacturer, packer or distributor

Food Storage



All food and food products must be stored in a manner that protects them from contamination. Food should be stored in containers with lids or coverings, and away from any chemicals or cleaners. If food must be stored in the same room as chemicals, store the chemicals on the lowest shelves to prevent any food from being contaminated by spills or leaky chemical containers. Foods, even packaged food or food in boxes, must be stored at least six (6) inches off of the floor. Pressurized beverage containers and waterproof containers such as bottles and cans, may be stored on a floor that is clean and not exposed to moisture. Food may not be stored in locker rooms, toilet rooms, garbage rooms, under unshielded sewer lines, or under leaking water lines.

Warewashing

Manual: A three compartment sink must be provided to manually wash equipment and utensils. The sink must fit the largest piece of equipment that requires washing. Equipment and utensils must be washed, rinsed in clean water, and dipped in sanitizing solution as long as required for sanitization. If hot water is used to sanitize manually, the water must be maintained at 170°F or above.

Mechanical: Hot water sanitizing temperatures and chemical sanitizing concentrations vary depending on type of machine and type of sanitizer. Please see 7-24 for details.

If chemical sanitizer is used, a chemical test strip kit must be provided to measure the concentration of the sanitizing solution.

Equipment and utensils must be allowed to air dry. Towel drying is not permitted.



If any food prep is done using the three compartment sink, the sink must be washed and sanitized before any food prep takes place in the sink.

Cleaning Frequency

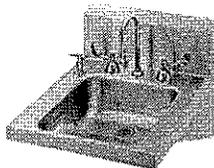
ALL parts of equipment, utensils and any surfaces that come into contact with food must be clean to sight and touch. This includes the underside and inner parts of equipment that are not readily visible. Surfaces of equipment and utensils that come into contact with potentially hazardous foods **MUST** be cleaned and sanitized every four (4) hours, unless the equipment and utensils in use are in a refrigerated room. Cleaning frequencies for refrigerated rooms vary depending on the ambient air temperature of the room. Please see 7-24 for details.

The food contact surfaces of cooking and baking equipment must be cleaned at least every 24 hours.

Ice makers, ice bins, beverage dispensing nozzles, beverage dispensing lines and water vending equipment must be cleaned either as often as specified by the manufacturer or at a frequency necessary to preclude accumulation of soil or mold.

Wet wiping cloths must be stored in a chemical sanitizer (not soapy water) at all times. Wiping cloths used with raw animal foods must be kept separate from wiping cloths used for other purposes.

Handwashing Sinks



At least one (1) handwashing sink must be provided for employees to wash their hands. They must be accessible at all times. No equipment, wiping cloths, utensils... etc. may be stored in the handsink at any time. Handsinks may ONLY be used to wash hands – never equipment, utensils or food. There must be soap and hand drying provisions at each handwashing sink. Common towels are prohibited.

Storage of Equipment, Utensils, Single Service Article

All equipment, utensils, and single service articles must be stored at least six (6) inches off of the floor and in a manner that protects them from contamination. Store clean plates, cups, bowls, pots and pans... etc. inverted to protect them from contamination. Always store chemicals away from any of these items. If chemicals are stored near equipment, utensils or single service articles, be sure to store them on the lowest level shelf or below these items to prevent chemicals from dripping onto them if there should be a spill or a leaky chemical container. The chemical residues from leakage onto equipment might not wash completely off of the equipment, and can be toxic.

Premises

Floors, walls and ceilings must be maintained clean and free of dirt and food debris. Close and seal any openings or gaps in floors, walls and ceilings so that they remain *smooth, durable, and easily cleanable*. Floors, walls and ceilings subject to moisture should also be made of a non-absorbent material. The floor and wall junctures must be covered and closed so that the gap is no larger than one thirty-second ($1/32$) inch. Be sure that all doors to the outside are tight fitting and have no air gaps that would allow pests to enter into the building. Doors leading outside must be kept closed, and have a self closing device. If the outside door is kept open, there must be either a screen door, a properly designed air curtain, or some other effective means in place that will protect against the entry of insects and rodents. Equipment, plumbing, and the physical structure must be kept in a state of good repair. Leaky plumbing and poor roof maintenance may produce an indoor water source that pests can locate inside buildings. Having all holes and gaps sealed will keep pests from entering the building, and by keeping the premises clean and free of unnecessary clutter, pests will be denied food and harborage within the establishment.

Routinely inspect the premises and incoming shipments of food and supplies for evidence of pests. If there is a pest problem, use control methods (as specified in 7-24) such as trapping devices or professional pest control services to minimize the presence of the pests.

Chemicals

Working bottles or containers used for storing poisonous or toxic materials, such as cleaners and sanitizers taken from bulk supplies, must be clearly and individually identified with the common name of the material.

Poisonous or toxic materials must be stored so they cannot contaminate food, equipment, utensils, linens, and single service articles. This may be done by separating the poisonous or toxic materials by spacing or partitioning or storing them in an area that is not above food, equipment, utensils, linens, or single service articles.



Only poisonous or toxic materials that are required for the operation and maintenance of the establishment, such as equipment cleaner and sanitizer or chemicals used to control insects and rodents, shall be allowed in the establishment. Insecticides and other various chemicals that are for outdoor use only may not be stored in the establishment.

BE SAFE – NOT SORRY