Appendix A

HCPH Timeline


Pre-2005

- February
  HCPH develops enforcement procedures

2003

- June
  HCPH begins posting inspection reports online.

2007

- March
  HCPH develops enforcement procedures
- March
  HCPH implements a digital inspection program
- March
  Environmental Health Division developed baseline data for standardization of food service inspections
- March
  Ohio Uniform Food Safety Code revised
- March
  Pamphlets developed for education on fish fries, farm markets & church festivals
- March
  Created food inspection process and training videos for HCPH channel.

2008

- March
  Outbreak Management Team developed to investigate disease and food borne illness complaints
- March
  24-month baseline data developed for standardization of food service inspections
- March
  36 month baseline data developed for standardization of food service inspections
- March
  Ohio law requires all new, recalcitrant, and facilities linked to food borne illness to be certified in food protection
- March
  Poster developed for session at NEHA AEC on Salmonella outbreak at 2010 church festival
- March
  Pamphlets developed for education on fish fries, farm markets & church festivals
- January
  Developed audit and standardization procedure based upon 48 month baseline data and CDC Risk Factors
- January
  Developed the Clean Kitchen Award for facilities that exceed sanitation standards. Award winners posted on-line
- June
  Updated audit process agency wide.

2009

- March
  24-month baseline data developed for standardization of food service inspections
- March
  OHIO law requires all new, recalcitrant, and facilities linked to food borne illness to be certified in food protection
- March
  Ohio Uniform Food Safety Code revised

2010

- August
  Spanish & Chinese food safety courses developed for 2011 implementation
- February
  HCPH teaches first Serv Safe course
- January
  Developed audit and standardization procedure based upon 48 month baseline data and CDC Risk Factors
- March
  Pamphlets developed for education on fish fries, farm markets & church festivals
- January
  Developed audit and standardization procedure based upon 48 month baseline data and CDC Risk Factors
- January
  Developed the Clean Kitchen Award for facilities that exceed sanitation standards. Award winners posted on-line
- January
  Developed the Clean Kitchen Award for facilities that exceed sanitation standards. Award winners posted on-line

2011

- June
  Poster developed for session at NEHA AEC on Salmonella outbreak at 2010 church festival
- March
  Pamphlets developed for education on fish fries, farm markets & church festivals
- March
  First Chinese & Spanish Food Safety Course taught at HCPH
- January
  Developed audit and standardization procedure based upon 48 month baseline data and CDC Risk Factors
- January
  Developed the Clean Kitchen Award for facilities that exceed sanitation standards. Award winners posted on-line
- January
  Developed the Clean Kitchen Award for facilities that exceed sanitation standards. Award winners posted on-line

2012

- December
  Total of 103 Spanish speaking food service workers completed the Level 1 Food Service training.
- October
  Created food inspection process and training videos for HCPH channel.
- June
  Updated audit process agency wide.
Violation Data by Year

Overview: The digital inspection software used by the Environmental Health Division allows for quick and easy manipulation of inspection violation data. Using the data as a guide for audits, staff is able to bring data-driven consistency to inspections.

Data: The dataset below is an overview of violation data from 2008, 2010 and 2012. Violations marked during inspections are tabulated to identify trends and allow for easy analysis. Management staff reviews the violations and uses the data to provide precise coaching during field audits. Ultimately, this process led to less variation in the code sections being cited by inspectors. Since the adoption of this process, 10 code sections have remained in the top 12 of code sections cited by inspectors. Only four of these code sections were in the top 12 before 2010, indicating a much more thorough and uniform inspection.

One specific example would be the fifth-ranked violation in the 2012 Violation Data table below. This code is 3717-1-06.4(K) which pertains to the control of pests and harborage. This is a critical violation that can be directly linked to a variety of problems within a facility. In the data set from 2008, this violation was ranked 17th in staff citation. Through careful analysis and direct observation during audits, management staff was able to work with inspectors to help them consistently see the full picture of an effective inspection. As indicated by the evolution of data from 2008-2012, inspections have become much more consistent across the team. While all of these violations are not necessarily critical, they are often precursors for much more serious violations.

<table>
<thead>
<tr>
<th>Violation #</th>
<th>Violation Text Summary</th>
<th>2012 Violation Data</th>
<th>2010 Violation Data</th>
<th>2008 Violation Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>3717-1-04.5 (A)(b)</td>
<td>Nonfood-contact surfaces: equipment shall be kept free of debris.</td>
<td>1 540 8.38%</td>
<td>1 559 7.84%</td>
<td>1 644 8.87%</td>
</tr>
<tr>
<td>3717-1-06.4 (b)</td>
<td>Physical facilities: Cleaning</td>
<td>2 404 6.22%</td>
<td>2 488 7.16%</td>
<td>2 526 7.11%</td>
</tr>
<tr>
<td>3717-1-03.4 (F)(1)(b)</td>
<td>Time/temperature controlled for food – Cold holding</td>
<td>3 369 5.66%</td>
<td>3 433 6.21%</td>
<td>3 484 6.52%</td>
</tr>
<tr>
<td>3717-1-04.4 (A)</td>
<td>Equipment – good repair and proper adjustment</td>
<td>4 247 3.80%</td>
<td>4 271 3.89%</td>
<td>4 412 5.53%</td>
</tr>
<tr>
<td>3717-1-06.4 (K)</td>
<td>Controlling pests</td>
<td>5 241 3.71%</td>
<td>7 222 3.19%</td>
<td>7 218 3.60%</td>
</tr>
<tr>
<td>3717-1-06.4 (A)</td>
<td>Physical facilities: Repairing</td>
<td>6 205 3.16%</td>
<td>8 214 3.07%</td>
<td>10 162 2.18%</td>
</tr>
<tr>
<td>3717-1-03.2 (C)(1)</td>
<td>Packaged and unpackaged food – separating raw animal foods</td>
<td>7 180 2.77%</td>
<td>5 246 3.53%</td>
<td>5 331 4.46%</td>
</tr>
<tr>
<td>3717-1-04.5 (A)(1)</td>
<td>Equipment food-contact surfaces clean to sight and touch</td>
<td>8 175 2.66%</td>
<td>6 230 3.30%</td>
<td>NA NA NA</td>
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<tr>
<td>3717-1-03.2 (K)</td>
<td>In-use utensils – between-use storage</td>
<td>9 154 2.37%</td>
<td>16 137 1.68%</td>
<td>11 181 2.17%</td>
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<tr>
<td>3717-1-06.4 (A)(1)(a)</td>
<td>Physical facilities: surface characteristics – Smooth, durable, and easily cleanable</td>
<td>10 154 2.37%</td>
<td>23 95 1.36%</td>
<td>NA NA NA</td>
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<tr>
<td>3717-1-05.1 (S)(2)</td>
<td>Plumbing system – maintained in good repair</td>
<td>11 152 2.34%</td>
<td>12 158 2.20%</td>
<td>15 130 1.75%</td>
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<tr>
<td>3717-1-08.4 (G)(1)</td>
<td>Ready-to-eat, time/temperature controlled for food – data marking – food service operation</td>
<td>12 150 2.31%</td>
<td>10 194 2.78%</td>
<td>8 183 2.46%</td>
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Appendix B
## Appendix B

### Field Audit Form FSO/ RFE

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---

1. **Food obtained from Approved Source**
2. **Inadequate Cooking**
3. **Improper Holding Temperature (holding, storage, receiving)**
4. **Contaminated Equipment**
5. **Rodent and Insect Infestation**
6. **Employee Health and Hygiene**
7. **Person in Charge - Demonstration of Knowledge**
8. **Handwashing - Prevention of Contamination from Hands**
9. **Improper Temperature Control Processes (thawing, cooling, reheating)**
10. **Date Marking - Time as Public Health Control**
11. **Labeling - Consumer Advisory**
12. **Highly Susceptible Populations**
13. **Protection from Contamination**
14. **Chemical Storage and Use**

---

*Based in part on Voluntary National Retail Food Regulatory Program Standards - Standard 4 Uniform Inspection Program - Appendix D*
## II. Completes an Inspection Report That Is Clear, Legible, Concise and Accurately Reports Findings and Observations

<table>
<thead>
<tr>
<th>Observations</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Observations and Corrective Actions Box Filled</td>
<td>Yes</td>
</tr>
<tr>
<td>2. Inspection document accurate</td>
<td>Yes</td>
</tr>
<tr>
<td>3. Grammar and Punctuation Correct</td>
<td>Yes</td>
</tr>
</tbody>
</table>

## III. Interprets and Applies Laws Correctly

<table>
<thead>
<tr>
<th>Observations</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Public Health Significance Explained for Critical Violations</td>
<td>Yes</td>
</tr>
<tr>
<td>2. Code Citations Properly Placed on Inspection Document</td>
<td>Yes</td>
</tr>
<tr>
<td>3. Inspector Demonstrated Sound Professional Judgment</td>
<td>Yes</td>
</tr>
<tr>
<td>4. Inspector Communicated Violations Verbally to Operator</td>
<td>Yes</td>
</tr>
</tbody>
</table>

## IV. Cites Proper Code Provisions for Critical and Risk Factor Violations

<table>
<thead>
<tr>
<th>Observations</th>
<th>Notes</th>
</tr>
</thead>
</table>

## V. Obtains On-Site Corrective Action

<table>
<thead>
<tr>
<th>Observations</th>
<th>Notes</th>
</tr>
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</table>

## VI. Discusses and Documents Discussion of Options for Implementing Food Safety Systems

<table>
<thead>
<tr>
<th>Observations</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Identified key critical food safety processes during inspection</td>
<td>Yes</td>
</tr>
<tr>
<td>2. Operator made aware of Food Handler Training Course and Servsafe Classes</td>
<td>Yes</td>
</tr>
<tr>
<td>Appendix B</td>
<td></td>
</tr>
<tr>
<td>------------</td>
<td></td>
</tr>
<tr>
<td>3. Inspector properly identified a process requiring HACCP Plan</td>
<td>Yes</td>
</tr>
<tr>
<td>4. Inspector reviewed HACCP and evaluated components of plan</td>
<td>Yes</td>
</tr>
<tr>
<td>VII. Confirms that the Facility is Assigned to Proper Risk Level</td>
<td>Yes</td>
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NOTES

<table>
<thead>
<tr>
<th>Sanitarian</th>
<th>RS/ SIT</th>
<th>Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature</td>
<td>Date</td>
<td>Signature</td>
</tr>
</tbody>
</table>
Sushi Guidance & Specific Requirements for Acidified White Rice

Facility MUST modify procedures and recipes to reflect actual conditions.

The included sample HACCP plan WILL NOT satisfy the requirements for the HACCP plans that are required under Chapter 3717-1-03.3 D & E and Chapter 3717-1-08.4 of the Ohio Uniform Food Safety Code. **This is only an example.**

Your facility specific HACCP plan, acidified white rice recipe, pH determination procedure, pH log, standard sanitary operating procedures, training program for sushi chef(s), and records that fish were properly frozen for parasite destruction or of specific permitted species MUST be kept onsite in written form at all times so that inspectors can verify their presence and accuracy.
Ohio Food Code Requirements

3717-1-08.4 Special requirements: acidified white rice preparation criteria.
A retail food establishment or food service operation that acidifies white rice for the purpose of rendering it a non-time/temperature controlled for safety food (Non-TCS) shall meet the applicable requirements of this chapter and shall have a HACCP plan that includes:

(A) A description of the products produced;

(B) A recipe for the production of the acidified rice that specifies:
   (1) The water to rice ratio prior to cooking, and the cooking schedule;
   (2) The vinegar solution recipe including salts and sugars;
   (3) The cooked rice to vinegar solution ratio that is to be thoroughly mixed to acidify the rice;
   (4) The cooked and acidified rice must have a targeted pH of 4.1 and an equilibrium pH of 4.6 or less; and
   (5) The vinegar solution must be added to the rice within 30 minutes of cooking.

(C) The method used to determine the pH of the cooked, acidified rice that includes the following:
   (1) Conducting the pH test within 30 minutes after acidification of the cooked rice and as often as necessary to assure a targeted pH of 4.1 and an equilibrium pH of 4.6 or less.
   (2) Making a rice slurry by gathering a one-quarter cup sample of the cooked acidified rice take from various locations in the batch and add three-quarter cup of distilled water in a clear plastic or metal blend cup. Blending the slurry for approximately twenty seconds to create a thorough mix.
   (3) Inserting a pH probe into the liquid portion of the slurry. Repeated measurements with a new slurry from the same batch of rice must be taken to assure the equilibrium pH of 4.6 or less is achieved.
   (4) Recording of measurements.

(D) Standard sanitary operating procedures that:
   (1) Require the use of single-use gloves to prevent contacting food with bare hands;
   (2) Identify a designated work area that includes a dedicated sink and preparation table, and the method by which:
      (a) Access to the processing equipment is restricted to responsible trained personnel familiar with the potential hazards of the operation; and
      (b) Food-contact surfaces are cleaned and sanitized; or
      (c) If it is necessary to share workspace and facilities, a schedule of operations, personnel traffic, product traffic, and cleaning that is planned to prevent cross contamination of ready-to-eat sushi products.

(E) Describes the training program that ensures the individual responsible for the acidified rice operation understands the:
   (1) Application of HACCP principles to the processing of acidified rice;
   (2) Maintenance of pH records and the verification of procedures specified in this rule;
   (3) Maintenance of equipment and facilities; and
   (4) Procedures specified under this rule.

NOTE: Brown rice cannot be acidified in the same manner as white rice due to a harder surface coating of the rice which is difficult for the acid to penetrate. Cooked brown rice is considered a TCS food and must be:
(A) Kept cold 41°F or lower; or
(B) Discarded after 4 hours at room temperature. The facility must adhere to all requirements for using time in-lieu of temperature control for TCS foods.

NOTE: Sushi, by definition, must contain rice. If there is no acidified rice ingredient, no HACCP plan is required.
HACCP Background Information

HACCP is an acronym for Hazard Analysis of Critical Control Points. HACCP is designed to help an operator identify significant biological, chemical, or physical hazards that can occur during all points of a specific food item’s storage and preparation.

HACCP has seven principles (steps):

1. Conduct a hazard analysis.
   a. What are the biological, chemical, and physical hazards that can occur during each step of a menu item’s storage and preparation? A sheet has been included that can help guide you through this step.

2. Determine critical control points (CCPs).
   a. A critical control point is a specific step in the process where a hazard can be prevented, eliminated, or reduced to safe levels.
   b. With sushi and rice, the CCPs are typically the acidification of the rice and ensuring that fish and prepared sushi are stored cold.

3. Establish critical limits.
   a. For each CCP in your process, you must establish minimum or maximum limits to prevent/eliminate a hazard or reduce the hazard to safe levels.
   b. In the State of Ohio, acidified rice must have an equilibrium pH of 4.6 or less to be considered non-TCS (safe to be held at room temperature).
   c. In the State of Ohio, all cold held TCS foods must be held less than or equal to 41°F.

4. Establish monitoring procedures.
   a. You must develop a means of testing to ensure that the pH of the acidified rice is low enough and that food temperatures are maintained at the appropriate levels.

5. Identify corrective actions.
   a. If a critical limit is not met, how will you correct it? Do you add more vinegar to the rice? Do you throw prepared food away and try again?
   b. If you take a corrective action, document it!

6. Verify that the system works.
   a. Determine if the HACCP plan you have developed is working as you intended it to. Is the sushi rice always the same pH or do you have to continually add more vinegar? If something is not working, you will need to adjust your process.

7. Establish procedures for record keeping and documentation.
   a. Keep records!
      i. This will include pH logs, pH meter calibration documentation, temperature logs, corrective action documentation, supplier information, etc.
HCPH Sushi Bar
HACCP Plan for Acidification of White Rice
pH Logs
pH Meter Calibration Logs
Temperature Logs
Operating Guidelines
Letters of Guarantee
Chef Training
Recipe Example (required): Sushi Rice

Ingredients:
- 3 ½ Cups Sushi Rice
- 4 Cups Water
- 5 Tablespoons + 1 Teaspoon Rice Vinegar
- 5 Tablespoons Sugar
- 4 Teaspoons Salt

1) Assemble all ingredients and equipment.
2) Wash rice in colander until the water runs clean. Drain thoroughly.
3) Place drained rice in a pan or rice cooker. Add water. Cover container with close fitting lid and bring the water containing the rice to boil (~212°F).
4) Reduce heat to a simmering temperature (~190°F) and continue to cook for 15 to 20 minutes (or until all water has been absorbed by rice).
5) Remove from heat. Take off the lid and spread a clean, white cloth of paper towel over the top of the pot. Replace the lid and let stand for 10 to 15 minutes. (The towel will absorb any excess moisture in the rice).
6) While the rice is cooking, combine the vinegar, sugar, and salt in a small stainless steel bowl or pan. Heat the mixture until the sugar has dissolved (~150°F), stirring constantly. Remove from heat and set aside.
7) Empty the rice into a shallow container and spread the rice evenly over the bottom with a large wooden or stainless steel spoon. Let rice sit at room temperature for 30 minutes.
8) CCP After 30 minutes, run a spatula through the rice using right and left slicing motions to separate the grains. At the same time, slowly add the vinegar mixture. (You may not need all of it. Avoid using too much or the rice will become mushy.)
9) The rice should be fanned as the vinegar mixture is added. A helper may be required for this step.
10) Check the pH of the rice mixture. The target pH is 4.1. The maximum pH is 4.6.
   a. If pH is 4.6 or less, the rice may sit out at room temperature for a maximum of 24 hours. After 24 hours, the rice must be discarded.
   b. If the pH is over 4.6, more vinegar must be added to the rice and the pH must be checked again.

pH Test Procedure Example (required):

1. Ensure the pH meter is calibrated per manufacturer’s specifications on a regular basis. Ensure the facility keeps documentation of calibration of pH meter and manufacturer’s specification of pH meter onsite.
2. pH test must be performed within 30 minutes of adding the vinegar to the rice (maximum of 1 hour after rice has been cooked).
3. Make a rice slurry by obtaining a ¼ Cup sample of the acidified rice taken from various locations in the batch. Put in a clear plastic or metal blend cup.
4. Add ¾ Cup distilled water and blend with rice for ~20 seconds to make a rice slurry.
5. Insert a pH probe into the liquid portion of the slurry.
6. If the pH is more than 4.6, the rice cannot be stored at room temperature.
7. Record the pH of the rice slurry in a pH log. pH log must be kept onsite. pH of every batch of rice on each date must be recorded. Keep logs onsite for at least 1 year.

**Standard Sanitary Operation Procedures Example (required):**

A. Single-use gloves are required to be worn by sushi chefs when handling of ready to eat food.
   a. Hands are to be washed prior to preparing sushi, prior to putting on a new pair of single use gloves, and after preparing sushi.
B. Hair restraints are required to be worn by sushi chefs when in the sushi preparation area.
C. Sushi may only be prepared in a designated work area.
   a. This area must have a handwash sink and a sushi preparation table.
   b. This area is restricted to employees not trained in sushi preparation while sushi is being prepared.
   c. Food contact surfaces/utensils must be cleaned and sanitized at a minimum of every 4 hours or as needed if surfaces become otherwise contaminated.
   d. If the sushi preparation area is a shared area, both before and after sushi preparation all food contact surfaces and utensils will be properly cleaned and sanitize to prevent cross contamination.
      i. If sushi is being prepared, no other food items are to be prepared in this area at the same time.
      ii. Be aware of contamination issues when dealing with raw foods, cooked foods, and vegetarian items simultaneously.

**Sushi Chef Training/Requirements Example (required):**

The sushi chef must:
A. Have significant training or experience in the handling of the raw fish components and acidified white rice. Documentation of training or experience must be available.
B. Understand the reasoning and requirements of the HACCP plan for the acidified white rice.
C. Follow the recipes and HACCP plan indicated above. If a change is to be made to the recipe or procedure, the written recipe and procedure must be modified to reflect the change.
D. Understand and adhere to all relevant portions of the Ohio Uniform Food Safety Code.
E. Maintain all pH records for the acidified white rice.
F. Maintain a calibrated a pH probe.
G. Maintain all equipment and facilities in a proper and sanitary manner.

**Consumer Advisory For Raw of Undercooked Menu Item:**

NOTE: This is only required if the facility utilizes raw or undercooked fish/meat products in sushi. If the facility only uses cooked seafood products such as shrimp, salmon, or only vegetables, this is not required.

If raw fish/meat is used, the facility must include a sign and/or menu statement reading “The consumption of raw or undercooked seafood or shellfish may increase your risk of foodborne illness” or a similar statement approved by Hamilton County Public Health.

The facility must denote which menu items have raw fish in them. A general menu warning statement about sushi would suffice.

**Labeling (required):**

If sushi is packaged for retail sale, the package must be labeled and the following information must be on the label:

A. The common name of the food.
B. A list of ingredients in descending order by weight.
C. An accurate declaration of the quantity of contents (total amount in package).
D. The name and place of business of the manufacturer.
E. The name of any major allergens that may be in the food (milk, eggs, soy, peanuts, tree nuts, fish, shellfish, wheat) unless the name of an allergen is already in a description of the food.
F. Nutritional information.
G. For any salmonid fish containing canthaxanthin as a color additive, the labeling of the bulk fish container, including a list of ingredients, displayed on the packaging or by other written means, such as a counter card or sign that discloses the use of canthaxathin.

**Raw Fish Ingredients (required):**

A. All fish may only be obtained from sources that comply with Federal, State, and Local laws.
B. All fish (except certain tuna species) to be consumed in the raw form that comes from a supplier must have a letter from each fish supplier stating that the fish was properly frozen for parasite destruction. See attached example letter.
C. Certain aquacultured fish that are not required to be frozen for parasite destruction must also have a letter from fish supplier indicating:
   1. The fish has been raised in open water in net pens, or
   2. The fish has been raised in a land-based operation such as a pond or tank, and
3. The fish are fed formulated feed, such as pellets, that contain no live parasites infective to the aquacultured fish.

D. If the fish is frozen onsite for parasite destruction, fish must be frozen at proper temperatures for proper lengths of time. Time and temperatures must be recorded and kept on record for at least 90 calendar days.
### Acidified Sushi Rice pH Log

<table>
<thead>
<tr>
<th>Date</th>
<th>Time Prepared</th>
<th>pH</th>
<th>Time Discarded</th>
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</thead>
<tbody>
<tr>
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</tbody>
</table>

* Asterisk Indicates Date the pH meter was calibrated.
# Appendix C

## Raw Fish Daily Temperature Log

**Facility________________**

<table>
<thead>
<tr>
<th>Date</th>
<th>Cooler Temp. (°F)</th>
<th>Cooler Temp. (°F)</th>
<th>Freezer Temp (°F)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

* Asterisk Indicates Date Thermometer was Calibrated
To Whom It May Concern:

This letter is to certify that all items received by HCPH Seafood Company are in compliance with regulation 21 CFR Part 123 of the United States Food and Drug Administration requiring all seafood processors, distributors, and storage facilities to comply with HACCP regulations.

This letter also certifies that each item has been maintained at -4°F for a minimum of 7 days prior to receipt. The HCPH Seafood Company receives each of these items frozen and prepackaged. They are then held in a freezer unit until they are distributed in refrigerated shipping containers.

For products where histamine is considered a possible hazard (tuna and yellowtail), histamine tests are performed every 6 months on products from each manufacturer. Histamine levels must not be above a concentration of 25 ppm or above for any given sample.

If there is any additional information needed, please feel free to contact us.

Sincerely,

Joe Tuna
Food Safety Division
Appendix C

Sources:

I. O.P. Snyder, Hospitality Institute of Technology and Management
II. Ohio Uniform Food Safety Code, Chapter 3717 Ohio Administrative Code
III. National Seafood HACCP Alliance (SHA) for Training and Education
Digital technology launched a new wave of data, particularly on individual inspector reports. Initial audits revealed differences in inspection results across inspectors. This data was incorporated as a coaching tool during quarterly audits.

As evidenced below, the division was able to significantly reduce variations in critical and non-critical violations between inspectors.
Hamilton County Public Health
Environmental Health Division
250 William Howard Taft 2nd Floor
Cincinnati, Ohio 45219
(513) 946-7800
84 Employees
Serving a population of 459,436

Peak Business Hours Inspections
Scott Puthoff  Robert McDaniel
Luke Jacobs  Charles Noble
Mandy Bartel  Tom Sterling
Tony Buschle  Tucker Stone
Eric Kepf

Baseline Average Education Delivered

<table>
<thead>
<tr>
<th>Category</th>
<th>Baseline Data</th>
<th>Pilot Data</th>
<th>Percentage Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cooling</td>
<td>1.15</td>
<td>1.09</td>
<td>-5.63%</td>
</tr>
<tr>
<td>Date Marking</td>
<td>1.20</td>
<td>1.13</td>
<td>-6.14%</td>
</tr>
<tr>
<td>Reheating</td>
<td>1.19</td>
<td>1.16</td>
<td>-2.70%</td>
</tr>
<tr>
<td>Cold Holding</td>
<td>1.16</td>
<td>1.12</td>
<td>-3.56%</td>
</tr>
<tr>
<td>Hot Holding</td>
<td>1.10</td>
<td>1.17</td>
<td>6.79%</td>
</tr>
<tr>
<td>Catering</td>
<td>1.09</td>
<td>1.10</td>
<td>1.00%</td>
</tr>
<tr>
<td>Acidification of Rice</td>
<td>1.17</td>
<td>1.17</td>
<td>0.00%</td>
</tr>
</tbody>
</table>

A fishbone and Pareto were conducted to look at root causes of the issue. We created the diagram below based on the categories used in the fishbone, showing how many barriers each category had. We had little or no control over 3 of the 5 categories so we focused our efforts on the lack of policy and lack of resource barriers.

To acquire baseline data, our team developed an “Inspector Survey”. The survey’s purpose was to collect baseline data regarding how many facilities were inspected during their peak business hours and how much education was provided during inspection.

<table>
<thead>
<tr>
<th>Category</th>
<th>Baseline Data</th>
<th>Pilot Data</th>
<th>Percentage Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cooling</td>
<td>1.15</td>
<td>1.20</td>
<td>4.56%</td>
</tr>
<tr>
<td>Date Marking</td>
<td>1.20</td>
<td>1.25</td>
<td>2.50%</td>
</tr>
<tr>
<td>Reheating</td>
<td>1.19</td>
<td>1.23</td>
<td>3.31%</td>
</tr>
<tr>
<td>Cold Holding</td>
<td>1.16</td>
<td>1.18</td>
<td>1.61%</td>
</tr>
<tr>
<td>Hot Holding</td>
<td>1.09</td>
<td>1.10</td>
<td>1.00%</td>
</tr>
<tr>
<td>Catering</td>
<td>1.09</td>
<td>1.10</td>
<td>1.00%</td>
</tr>
<tr>
<td>Acidification of Rice</td>
<td>1.17</td>
<td>1.20</td>
<td>2.50%</td>
</tr>
</tbody>
</table>

To develop an SOG that requires inspections during peak business hours, then we will increase the percentage of facilities inspected during peak business hours and we will increase the education delivered during inspections.

The pilot survey data was compared against the baseline data. We increased the percentage of facilities that were inspected during peak business hours. Additionally, we delivered more education in categories that are only seen during a facility's hours of operation. Some categories had education delivered go down as compared to the baseline surveys (better compliance, not covered in pilot survey).

8. Standardize the Improvement
The SOG used in the pilot program has been implemented as part of our normal procedures in the Environmental Health Division.

9. Establish Future Plans
During our baseline and pilot process, we found that inspectors weren't necessarily covering the same information during each inspection and that we had a need for standardization between inspectors.

There are still facilities that are not inspected during peak business hours. 100% is always the goal, so further study could be done to determine why facilities weren't inspected during peak hours, and what could be done in the future to ensure all facilities are inspected during peak business hours.
STANDARD OPERATING PROCEDURE
DIVISION OF ENVIRONMENTAL HEALTH

TITLE: Foodborne Illness

Purpose: To standardize the means by which we investigate customer based allegations of foodborne disease

Created: 12/2/2008
Revision: 11/22/10

I. Customer Illness Reporting (1 individual or members of same family, not epi linked)
   a. Receiving Complaint
      i. Phone
         1. Office staff (Sanitarian, Secretary, Supervisor, Director) will enter complaint into Paragon system
         2. Open on-line Paragon page (http://www.inspectionsonline.us/ohhamiltoncincinnati)
         3. Log in
         4. Click Go To and type first few letters of establishment
         5. Click create, inspection
         6. Click complaint (NOT Foodborne)
         7. Enter all pertinent information
         8. Click Yes for Illness
            a. Enter all other information
         9. Schedule the complaint for the day after receipt of the complaint.
      
      ii. Email
         1. Respond to email using appropriate email standards
         2. In response, indicate that we will be contacting them for further information
         3. cc list: HC, AHC, Director, Supervisor, Secretary, Field Sanitarian
         4. Responding personnel enters information into Paragon as described above
   
   b. Investigation
      i. Complaint is to be investigated within one day of the complaint being received.
         1. During investigation, document all activities related to illness (i.e. conversations, temperatures)
Appendix F
Written 11/24/2008

2. Check food temperatures for compliance
   a. Focus on alleged foods
3. Ask about recent employee health issues (Has anyone been ill?)
   ii. On calendar, pull off complaint inspection and complete appropriately
c. Follow Up
   i. Send letter to complainant
   ii. Template found at following link: X:\Envhlth\EH Policies and Procedures\EH Templates\Food Illness Complaint Template.doc
   iii. Fill in information
   iv. Attach as “sticky note” in digital file
      1. Open inspection report
      2. Click create, sticky note
      3. Click edit
      4. Click paperclip and attach letter (word, pdf)
d. Disease Prevention/Environmental Health Recon
   i. Paragon Query
      1. Open Paragon at aforementioned link
      2. Click Management Views
      3. Click Reports
      4. Click Report titled Food Illness Recon
      5. Click Query, modify query
      6. Click Next
      7. Change Selection Criteria to match appropriate dates.
      8. Click Run Query
   ii. Compare excel sheet produced with Disease Prevention Weekly QA for (Q:\ENVHLTH\Weekly QA)

II. Customer Illness Reporting (2 or more individuals not related)
a. Notify EH Director/ Supervisor immediately upon receipt of illness report that involves 2 or more unrelated people.
b. EH Director will contact Disease Prevention Director and activate OMT.
c. Respond to all after hours reports called to the emergency pager. Contact Director or Supervisor prior to going to the location to inspect.
TITLE: FOOD COMPLAINTS

Purpose: To standardize the means by which we receive and investigate customer complaints for food establishments.

Created: 11/20/2008

I. Receiving Complaint
   a. Phone
      i. Office staff (Sanitarian, Secretary, Supervisor, Director) will enter complaint into Paragon system
         1. Open online Paragon page (http://www.inspectionsonline.us/ohhamiltoncincinnati)
         2. Log in
         3. Click Go To and type first few letters of establishment
         4. Open Establishment Page
         5. Click create, inspection
         6. Click complaint
         7. Enter all pertinent information including required fields (Date received, Date occurred, Did illness resulted)
         8. Schedule three business day turnaround with day one being the day the complaint is assigned to an inspector.
         9. Print a copy of the complaint and place on the inspectors desk.
   b. Email (Supervisors or Director will make initial correspondence by email)
      i. Respond to email using appropriate email standards
         1. cc list: HC, AHC, Director, Supervisor, Secretary, Field Sanitarian
      ii. Responding personnel enters information into Paragon as described above

II. Investigation
   a. Complaint is to be investigated within five business days
   b. On calendar, pull off complaint inspection and complete appropriately
   c. Open Inspection request, click edit
   d. Click box to indicate whether or not the complaint was confirmed.
   e. If confirmed with no violation, explain why in comments box

III. Follow Up
   a. Send letter to complainant within three business days from the completion of the inspection.
   b. Template found at following link: X:\Envhlth\EH Policies and Procedures\EH Templates
   c. Attach as “sticky note” in digital file
      i. Open facility information page
      ii. Click create, sticky note
      iii. Click edit
      iv. Click paperclip and attach letter (word, pdf)
Appendix G

IV. Declining to investigate
   a. Hamilton County Public Health may decline to investigate any complaint based on the following criteria:
      i. The complaint registered is outside of the realm of the Ohio Uniform Food Safety Code 3717. Complaint shall be considered a nuisance complaint.
Title: FOOD ENFORCEMENT

Purpose: To standardize the enforcement procedure and provide a realistic mechanism for handling both recalcitrant facilities and situations that pose an immediate risk. The Ohio Revised Code Section 3717 provides uniform enforcement rules for food service and retail food establishments.

Created: December 8, 2008

Clean Kitchen Award:
To achieve the Clean Kitchen Award designation, the following criteria must be met:
1. Facility shall have at least two years of inspection data to qualify.
2. Facility must have less than 3 violations in the previous two years prior to making application.
3. Facility must have no critical or repeat violations in the previous two years prior to making application.
4. Facility must meet one of the following food education criteria and include documentation with application:
   • 2 staff members must have a valid Level 1 Food Handler Certificate within the previous 2 year period; or
   • 1 staff member must have a current ServSafe Certificate.
5. Facility must submit an application to HCPH office including documentation showing that they have met the food education criteria listed above. Applications are available on our website for download.

Follow Up Inspections:
When an inspection is conducted and minimum standards are not met, the facility in turn “fails” the inspection. The following criteria should be used as the minimum standards* to determine whether a facility has failed the inspection and is in need of a follow up inspection:

1) Seven or more total violations
2) Three or more critical violations
3) Roach or rodent evidence detected
4) No contact with person in charge
5) Person in Charge lack of knowledge
6) No improvement from previous inspection

*Inspector may determine that any violation warrants a follow up inspection based on other factors (severity of violation, violation frequency, etc).
The scheduling of a follow up inspection is essentially a time limit to correct the items that resulted in the failed inspection. If all items are corrected at the time of the follow up inspection, no further action would be needed. If any critical violation or fifty (50) percent of total violations is left uncorrected, another inspection will be scheduled with the supervisor who oversees the area.

Failed Complaint Inspections:
When a sanitarian observes the presence of a violation directly connected to a complaint inspection, it will be documented on the inspection sheet. A follow up inspection will be scheduled to occur (maximum time period between initial inspection and follow up is two weeks). Failure to resolve the violations observed will be handled the same as a failed standard follow up inspection.

Failure to comply with the Ohio Food Code:
There are instances where a facility would pass inspection (i.e. not meet any above listed criteria), yet continue to repeat the same violations time and time again. In these cases, the sanitarian has the discretion to inform supervision of the situation and the supervisor at that time, would inspect for compliance with this issue.

Immediate Danger & Closure:
During an inspection, when a trained sanitarian observes an immediate health threat, immediate action is required. Items that constitute an immediate danger:

1. Necessary utilities absent: Electric & Water (hot water must be available).
2. Necessary electrical equipment nonfunctional.
3. Sewage Backup in the facility.
5. Vector infestation.
6. Damage resulting from fire / natural disaster (flood, tornado, etc.).
7. Other observed threat or danger not listed and deemed so by a Registered Sanitarian in conjunction with Supervisor.

Upon observation of an immediate danger, the Sanitarian will contact the director to inform them of the situation. The director will assess the information provided, and in many cases, the director or designee will visit the facility to observe the danger and to assist the sanitarian. Once the danger is confirmed by supervision, the health commissioner will be contacted and the facility will be given the option to voluntarily close. When a facility fails to voluntarily close, the suspension process will begin.

When a facility is observed to be operating with an immediate danger, the facility will be required to attend a pre administrative hearing. The Assistant Health Commissioner will be informed of the details of the occurrence and the meeting date.

Hearing Process:
Occasionally, when a facility fails to comply with the Ohio Food Code or operate in a manner that puts the public at risk, enforcement is necessary. This can range from an inspection by Hamilton County Public Health supervision to action against a license. If a follow up inspection with a supervisor failed, a pre administrative hearing will be scheduled. A letter will be given to person in charge at the time of the inspection. The following work day the same letter will be mailed to address of the permit holder (found in the food license database). The letter will be sent certified and regular mail. The Director of Environmental Health will conduct the pre administrative hearing.
Appendix H

-The hearing will address the violations that have brought the facility to this level of enforcement.
-The hearing will set clear objectives for obtaining compliance. The objectives will include but are not limited to the following:
   - Facility shall have all violations from the previous inspection corrected by the follow-up inspection, which is set during the hearing
   - One person-in-charge per shift will be required to attend a Tier 1 or Tier 2 Food Handler Course, which is approved by the Ohio Department of Health
   - Facility shall have less than 3 critical and 5 total violations during a probationary period of 180 days

- A pre-administrative hearing inspection will be scheduled by a supervisor or designee after the hearing. If the facility fails to meet the criteria set forth in the pre administrative review, a recommendation will be made to the Assistant Health Commissioner that the license be revoked or suspended.

- The facility will receive inspections at an increased frequency during their probationary period to ensure compliance with the guidelines set during the pre administrative hearing. These inspections will be conducted by a supervisor or their designee. If the facility fails to meet the criteria set forth in the pre administrative hearing, a recommendation will be made to the Assistant Health Commissioner that the license be revoked or suspended.

- If the facility passes all probationary inspections during the 180 day time frame, all subsequent routine inspections will performed by the assigned inspector.

Failure to remain in compliance with the Ohio Food Code will result in a referral to the board of health for license suspension or revocation.
Food Facility Hearing Compliance

**Introduction:** Food service facilities unable to meet minimum standards receive progressively increased levels of enforcement action. If the standard inspection process is unable to bring the facility into compliance, the next step is a pre-administrative hearing. This hearing was designed to provide a serious setting for operators to understand and address the significance of incurred violations. All facilities who attend a hearing are required to have management staff attend food safety training. In most instances, this process reduces violations more than 50 percent.

**Data:** Figure 1 shows data for all facilities involved in pre-administrative hearings in 2012. Data is separated by pre- and post-hearing. Pre-administrative hearings resulted in reduction of total violations by an average of 33 percent and critical violations by an average of 31 percent.

Three facilities failed to meet inspection standards and were required to attend punitive, administrative hearings. These facilities each received a one-week suspension of their operation license. When these recalcitrant facilities are excluded from the overall calculation, the pre-administrative hearing process resulted in an overall 43 percent reduction in total violations, and 52 percent reduction in critical violations represented in Figure 2.

**Conclusion:**
In most instances and in following the theme of *education over enforcement*, pre-administrative hearings significantly improve facility performance. As a last resort, the administrative process is an effective tool in obtaining required compliance.
Any prepared or packaged food must come from an approved source. Home production of food must be limited to cottage foods and baked goods coming from an Ohio Department of Agriculture (ADA) licensed Home Bakery.

Food items such as BBQ sauce, pasta sauce, dressing, salsa, herb-oil, etc. must be prepared in a licensed facility. If a food label does not indicate it was manufactured in a licensed facility, the food item may not be sold.

Oversight
The farmers’ market itself is not subject to inspection or licensure by any agency. However, the vendors may be subject to licensure based on the foods offered for sale.

The organizer of the farmers’ market has to register the farmers’ market with the Ohio Department of Agriculture (ODA) if cottage foods are to be sold.

Environmental Health sanitarians inspect restaurants, grocery stores and other food service operations to ensure that food is being handled, stored and cooked properly. At your farmers’ market, you can use many of the same safety tips to ensure the food you prepare is safe for your customers to eat. Visit our Web site for more details.

Food Safety

Never: Use a countertop for thawing; leave leftovers out too long; use unclean cutting boards; marinate at room-temperature; use the same platter for raw & grilled meats; use the same spoon for stirring & tasting; use the same knife for trimming raw meat and chopping vegetables.

Food Safety Training

Hamilton County Public Health offers a bi-monthly food safety training class. Classes occur on the first Tuesday of the month at 9 a.m. and the third Thursday of the month at 1:30 p.m. The cost of these courses is $20 per person. Call (513) 946-7800 for more information or to register for classes.

Contact us at
513-946-7800
or on social media: Facebook, Twitter, YouTube
@HamCoHealth

Farmers’ Market
A Farmers’ Market offers a location for several local vendors to sell their food and goods to the public. Some vendors may require licensure from the local health department based on the foods offered for sale.
Appendix J

What’s in a Name?

Farmers’ Markets and Farm Markets are not the same. Farmers’ Markets offer a location for several local vendors to sell their food and goods to the public. Farm Markets sell food items that are produced at the facility where they are sold.

Licensing (Continued)

Mobile License: Operated from a movable vehicle or other portable structure that routinely changes location. Mobile licenses are good for 1 year (3/1-2/28) and can be used anywhere in the State of Ohio.

- Mobile Retail Food Establishment License: A unit where food is processed, prepared, manufactured or otherwise held or handled for retail sale in bulk quantities.

- Mobile Food Service Operation License: A unit where food is prepared and/or served in individual portions. Mobile FSOs must have a permanent, plumbed hand sink, 3 bowl sink, hot water, and many other requirements.

Temporary License: A food service operation or retail food establishment that is operated for not more than 5 consecutive days. Temporary licenses are limited to 10 per year, per location. Temporary FSO’s must have a means of washing hands, 3 tubs set up for utensil washing, and the means to keep food within temperature requirements.

Questions >>>

For questions regarding licensing, please contact the Environmental Health division of Hamilton County Public Health at (513) 946-7800.
Keep Foods Cold

Keep food items such as meats, dairy products and side dishes cold until ready for cooking. Keep under 41°F at all times. When using coolers, completely surround food products with ice. Monitor closely and change ice when needed.

Keep Foods Hot

When holding hot foods, keep foods above 135°F. Otherwise, bacteria could grow in the food.

Cooking

To kill bacteria, cook all food to the proper temperatures:

- Fish/Shrimp/Pork/Steak 145°F
- Hamburgers 155°F
- Chicken/Poultry 165°F
- Hot Dogs/Vegetables 140°F

Keep a food thermometer handy to monitor cooking temperatures.

Keep Food & Water

Obtain food from approved sources. Water used must be potable and safe to drink. Store in clean containers.

Fire Safety

Contact your fire and zoning departments to ensure your operation meets any requirements.

FREE Food Safety Training

Non-profit organizations may attend Hamilton County Public Health’s bi-monthly food safety classes at NO CHARGE. Classes occur on the first Tuesday of the month at 9 a.m. and the third Thursday of the month at 1:30 p.m. Call 946-7800 for more information or to register for classes.

Contact us at 513-946-7800 or on social media: @HamCoHealth

Fish Fry Food Safety

It’s Lenten Fish Fry season! Though your organization may be exempt from licensure and inspection, it is important to take all steps necessary to serve food that is safe for consumption.
Licenses >>>

If a license is required, contact Hamilton County Public Health at 946-7800 with any questions or to obtain license applications. You may also visit our Web site at www.hamiltoncountyhealth.org.

Do you Need a License?

ORC 3717.42 (5) states that the following operations are exempt from licensure: “A church, school, fraternal or veterans’ organization, volunteer fire organization, or volunteer emergency medical service organization preparing or serving food intended for individual portion service on its premises for not more than seven consecutive days or not more than fifty-two separate days during a licensing period.”

Who Needs a License?

Any outside vendor or mobile food service that is charging a fee or making a profit will need to obtain the proper food licenses. These outside vendors are exempt only if they do not charge for their services or all money collected is donated back to the event organizers.

Utensils

Wash, rinse and sanitize utensils every 4 hours or when they become contaminated or dirty. Have spares available in case utensils are dropped on the ground or otherwise contaminated.

Trash Storage >>>

- Keep all trash cans covered.
- Store all trash away from food and food preparation areas.
- Dispose of all trash properly into a dumpster when cans become full.

Frying Safety >>>

- Dress in short sleeves if possible and be sure you don’t have any threads or fabric (like apron strings) hanging from your clothing.
- Have a fire extinguisher close by at all times.
- Keep the cooking area clean, so oil will not splatter onto nearby items, possibly starting a fire.
- Water and oil do not mix, so be sure not to put wet utensils into boiling oil.
- Add food to the oil slowly, being careful not to “drop” items into the boiling oil.
- Never leave boiling oil unattended.

Hygiene >>>

- Set up a portable hand sink, water tank or cooler with a spigot to act as a handwashing station.
- Have soap and paper towels available.
- Wash hands often! Raw food juices contain harmful bacteria.
- Wear gloves when handling ready-to-eat food. Change gloves when they become contaminated or dirty.
- Food workers should wear hair restraints/hats.
- Hand sanitizer is NOT to be used as a substitute for handwashing.
- Do not smoke, eat, or drink while preparing or serving food.

Location >>>

All food preparation and service should be done indoors or under covered tents to protect against contamination.
Do you need a license?

ORC 3717.42 (5) states that the following operations are exempt from licensure:
“A church, school, fraternal or veterans’ organization, volunteer fire organization, or volunteer emergency medical service organization preparing or serving food intended for individual portion service on its premises for not more than seven consecutive days or not more than fifty-two separate days during a licensing period.”

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Appendix J

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Fire Safety

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Contact us at 513-946-7800
or on social media: @HamCoHealth

“Planning a fish fry? It’s important to take all steps necessary to serve food that is safe for consumption.”

-Hamilton County Public Health
Safe Food

Obtain food from approved sources. Water used must be potable and safe to drink. Store in clean containers.

Keep Foods Cold! >>>

Keep food items such as meats, dairy products and side dishes cold until ready for cooking. Keep under 41°F at all times. When using coolers, completely surround food products with ice. Monitor closely and change ice when needed.

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- Do not smoke, eat, or drink while preparing or serving food.

Trash Storage >>>

- Keep all trash cans covered.
- Store all trash away from food and food preparation areas.
- Dispose of all trash properly into a dumpster when cans become full.

Location >>>

- All food preparation and service should be done indoors or under covered tents to protect against contamination.
- Material for counters and tables should be durable, smooth and easily cleanable.

Utensils >>>

- Wash, rinse and sanitize utensils every 4 hours or when they become contaminated or dirty.
- Have spares available in case utensils are dropped on the ground or otherwise contaminated.

Safe Food Storage

Keep all food covered. Keep all food, trays, containers, plates, utensils, cups, napkins, etc. stored at least 6 inches off the floor. Have separate storage containers for raw foods and prepared/ready-to-eat foods.

Keep Foods Cold! >>>

Keep all food, trays, containers, plates, utensils, cups, napkins, etc. cold until ready for cooking. Keep under 41°F at all times. When using coolers, completely surround food products with ice. Monitor closely and change ice when needed.

Keep Foods Hot! >>>

When holding hot foods, keep foods above 135°F. Otherwise, bacteria could grow in the food.

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Utensils >>>

- Wash, rinse and sanitize utensils every 4 hours or when they become contaminated or dirty.
- Have spares available in case utensils are dropped on the ground or otherwise contaminated.
Definition
A “Cottage Food Production Operation” means a person who, in the person’s home, produces non-TCS foods, including bakery products, jams, jellies, candy, fruit butter, and similar products specified in the rule.

What Kinds of Foods?
- Bakery Products
  - Cookies
  - Breads
  - Brownies
  - Cakes/Cupcakes
  - Pies
  - Muffins
- Candies
- No-bake cookies
- Chocolate covered pretzels
- Dry baking mixes in a jar
- Dry cereal
- Dry herbs and herb blends
- Dry seasoning blends
- Dry tea blends
- Jams
- Jellies
- Fruit Butter
- Granola/Bars
- Nut snack mixes with seasonings
- Pizzelles
- Popcorn
- Roasted coffee, whole/ground beans
- Unfilled, baked donuts
- Waffle cones

Packaging
Cottage foods must be packaged prior to selling. Cottage foods cannot be packaged using vacuum sealing.

Food Safety Training
Hamilton County Public Health offers a bi-monthly food safety training class. Classes occur on the first Tuesday of the month at 9 a.m. and the third Thursday of the month at 1:30 p.m. The cost of these courses is $20 per person. Call (513) 946-7800 for more information or to register for classes.

Contact us at 513-946-7800
or on social media: @HamCoHealth

Environmental Health sanitarians inspect restaurants, grocery stores and other food service operations to ensure that food is being handled, stored and cooked properly. At home, you can use many of the same safety tips to ensure the food you prepare is safe for your family to eat.
Appendix J

Home Production

Cottage foods must be produced in residential kitchen. The owner of the cottage food operation may only prepare foods in their own kitchen. The home may only contain one stove or oven that is used for cooking (a double oven is acceptable). Commercial grade cooking equipment is not allowed. The home must be located in the state of Ohio.

Labeling

Cottage foods must be labeled properly, otherwise the foods will be considered misbranded or adulterated. Labeling requirements can be found in ORC 3715.023 and 21CFR Part 101. Labels must include the following:

- Name and address of the cottage food production operation.
- The name of the food product.
- All ingredients of the food product, in descending order by predominance of weight.
- The net weight or net volume of the food product.
- The statement: “This Product is Home Produced.” in ten-point type.
- Nutritional claims (low fat, low sodium, etc.) must meet federal labeling requirements.
- Allergen labeling must be followed as specified in federal labeling requirements.

Normal, a cottage food operation is exempt from licensure from a local health department. However there are a few instances where a license is needed:

- If your retail food for sale display exceeds 200 cubic feet (100 cubic feet at a farmers’ market), a retail food establishment (RFE) license will be needed from your local health department.
- If you wish to also bake TCS baked goods (such as cheesecakes, custard pies, cream pies, meringue pies, pumpkin pies, etc), a Home Bakery license will need to be obtained from the Ohio Department of Agriculture.
- If there is any preparation or handling of non-prepackaged foods, a temporary food service operation license will be needed from your local health department.

Questions

Questions about cottage foods or licensure? Contact Hamilton County Public Health at (513) 946-7800.
Hamilton County Public Health

Customer Resources

 KNOW THE FACTS!
FOOD SAFETY WHEN EATING OUT

The Hamilton County General Health District wants to ensure that eating out is a safe and enjoyable experience for your entire family. Food Advocacy, Training Programs, restaurant inspections and complaint investigations help us achieve that goal. Inspection activities provide a snapshot in time of the operating of a restaurant, as well as any snapshot, only conditions at that very moment are recorded and they are always subject to change.

View restaurant inspection reports online: www.hamiltoncountyhealth.org

know the facts!
FOOD SAFETY DURING POWER OUTAGES

Food in the freezer
- Keep the door closed. Keeping the door tight will save energy and allow food to stay frozen. But if you must open the door, do so for short periods.
- If food remains at the same temperature above 5° F, there is a 6-hour window to use the food. Cook it and eat it immediately. Otherwise, throw it away.

Food in the refrigerator
-山庄 the door closed. Keeping the door tight will save energy and allow food to stay frozen.
- If food remains at the same temperature above 40°F, throw it out. Do not freeze food in the refrigerator after power is restored.
- Thaw all frozen food. If you can’t freeze food to your desired food temperature, cook food immediately. If you don’t have a thermometer, use a meat thermometer to check the temperature. If you can’t tell when the food is done, reheat it until it is done.

Food Safety During Power Outages

Food Safety When Eating Out

Wash Your Hands Sign

When to Save and When to Throw It Out

Church Festivals

Cottage Foods

Farm Market Foods

Farmers Market Food Safety

Fish Fry Food Safety Tips

Food Safety During Power Outages

Food Safety When Eating Out

Vacuum Sealing

Wash Your Hands Sign

When to Save and When to Throw It Out

Salmonella Outbreak Associated With An Unregulated Festival Setting

Luke K. Jacobs, MPH, RS, Supervisor Division of Environmental Health luke.jacobs@hamilton-co.org 513.946.7836
Craig S. Davidson, MS, RS, Epidemiologist Division of Epidemiology craig.davidson@hamilton-co.org 513.946.7617
Ted Folger, MS, Director Division of Epidemiology ted.folger@hamilton-co.org 513.946.7924

BACKGROUND

- Ohio Salmonella incidence higher in summer months
- Festivals / fairs previously implicated in food borne outbreaks
- High risk environment – often lack of:
  1. mechanical refrigeration
  2. knowledgeable operators
  3. oversight
- Food vendors operating on church grounds exempt from licensing if:
  1. operation does not exceed seven (7) consecutive days and
  2. all proceeds remitted to the church


OUTBREAK DETECTION AND DISEASE INVESTIGATION

- Church festival in Southwest Ohio suburban community: June 11 – 13, 2010 (Friday – Sunday)
- Population ~ 8500
- Attendees ~ 9000
- Food vendors = 15
- June 18th: 1st report of illness via complaint to LHD
- 22 additional reports of GI illness by festival attendees to church – symptoms within 24 hours of last day of festival
- Attendees implicate an unlicensed vendor serving pulled pork and cole slaw

METHODOLOGY

Hypothesis
Attendees of the church festival who consumed food prepared by an implicated vendor were at a statistically significant higher risk of disease than attendees who did not consume the vendor’s food

Study Design / Statistical Analysis
- Initial line-listing from festival organizer – additional reports of illness received via referrals from church staff / during interviews & lab reports (64 confirmed or probable cases)
- Unmatched case-control study (119 total cases/controls):
  38 cases = confirmed & probable cases
  31 controls = household contacts of ill
  58% = participation rate
- Initial use of generic GI illness interview form; later modified for exposures related to festival attendance
- Telephone interviews by nurses, sanitarians & nursing staff
- Data & interview management in Microsoft Access database
- Statistical analysis in SAS 9.2
- Wald Chi-Square used to evaluate null hypothesis
- Univariate logistic regression used to estimate odds ratio for 51 food items and evaluate for statistical significance
- Pulsed-field gel electrophoresis (PFGE) isolate typing by Ohio Department of Health
- No food samples available for testing

RESULTS

Strength of Association: Statistically Significant Food Items

<table>
<thead>
<tr>
<th>Food Item</th>
<th>Odds Ratio</th>
<th>LCL</th>
<th>UCL</th>
<th>P-Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pulled Pork</td>
<td>93.59</td>
<td>16.83</td>
<td>520.34</td>
<td>&lt;0.0001</td>
</tr>
<tr>
<td>Colelaw</td>
<td>11.53</td>
<td>2.98</td>
<td>44.54</td>
<td>0.0004</td>
</tr>
</tbody>
</table>

Pulled pork identified as a source of exposure with a high likelihood of causing the outbreak

PFGE Results: Salmonella typhimurium (Copenhagen)

<table>
<thead>
<tr>
<th>Date</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010033580</td>
<td>2010033580</td>
</tr>
<tr>
<td>2010033514</td>
<td>2010033590</td>
</tr>
</tbody>
</table>

CONCLUSIONS

Interviews with implicated food vendor and festival organizer revealed vendor would have been subject to food service licensing requirements specified in Chapter 3717 of the Ohio Revised Code.

Results of investigation underscore need to consider non-traditional sources of exposure during food-borne outbreak investigations; e.g. pork as a reservoir of Salmonella spp.

Hamilton County Public Health has started outreach program to traditionally unlicensed venues (church festivals, farmers markets, etc.) to offer inspection services and license all vendors that do not fall under the exemptions.
Farmers’ Markets: An Opportunity for Education

Scott Puthoff, RS
Sanitarian Supervisor
Hamilton County Public Health

For most Environmental Health departments, the summer season is filled with pool inspections, mosquito complaints and temporary food service inspections. For Hamilton County Public Health (HCPH), it’s also the time when sanitarians reach out to local farmers’ markets to provide education and ensure compliance with all applicable laws. Nationally, farmers’ market numbers have shown a steady increase over the past 18 years (Edward and Tropp, 2009), with last year showing an increase of 17 percent (USDA, 2011). People are drawn to the markets for the selection fresh, local and organic produce (Edward, et al., 2011). In addition to produce, local markets also attract vendors selling home-produced products such as jams, jellies, relishes, baked goods and candies. It is the latter category of vendors that may require a license to sell their products.

Background
In 2010, HCPH found there was an opportunity at farmers’ markets for education and licensing of food operations. While the Ohio Department of Agriculture (ODA) will inspect farmers’ markets throughout the year, they have a large area to cover. Due to the large geographic area, contact may be made several weeks if not months into the selling season for some of these markets. The Environmental Health (EH) staff felt it was important to make contact with the markets early in the season to provide education and ensure vendors were in compliance with all applicable laws. In the end, if someone gets sick from food purchased at a farmers’ market in Hamilton County, HCPH is going to be involved in some capacity. We felt it was important to be proactive in the matter to prevent foodborne illnesses.

Methods
Initially, the EH staff created a database of all the farmers’ markets operating in our jurisdiction. Included in that database were times of operation, market manager contact information and the seasons the markets operated. The database was compiled based on sanitarian input and local farmers’ market websites. Many times, sanitarians had been to these markets for temporary or mobile food inspections, so it was not hard to compile a list of markets within a very short time frame.

At the same time, the EH staff created informational pamphlets. The pamphlets provide brief overviews on subjects like labeling, approved foods, licensing requirements and our contact information. The pamphlets were targeted not only to the vendors at the markets, but also to the market managers. Managers control which vendors set-up at the market. If managers are educated, then vendors selling unapproved food can be turned away immediately. As the program grew, HCPH public information staff worked with EH to produce a higher quality, easy-to-read pamphlet based applicable laws.
The last step of the process was to visit the markets. Market managers were encouraged to accompany sanitarians to see first-hand any concerns or violations that needed to be addressed. Sanitarians went to each booth to determine both what vendors were selling and if licensure was required.

**Results**
Sanitarians observed fresh fruits and vegetables at all markets visited. In addition, they also observed cottage and home-produced baked goods, pizzas, unpackaged commercially produced baked goods, garlic and oil mixtures, juices, eggs, fresh meat, flock share sales, herd share sales and home-processed relishes and ketchup.

Generally, each inspection arrived at one of the following conclusions:
1. vendor was completely operating within the law,
2. vendor had issues with labeling,
3. vendor was selling product(s) that were unapproved, or
4. vendor was selling product that required temporary or mobile licensing.

If a vendor was operating within the law, an educational pamphlet was provided and no other action was taken. Vendors falling to the this category were cottage food producers, home bakeries, licensed mobiles, licensed temporary food service operations and vendors selling unprocessed produce.

Issues with labeling were very common for cottage food vendors. Issues ranged from missing contact information, net weight and/or ingredients. Vendors were asked to address these issues before the next farmers’ market. Pamphlets that went over the labeling requirements were provided at the time of inspection.

A much larger concern was vendors selling unapproved products. Home produced relishes, pickles and other processed foods were common at the farmers’ markets. Vendors were asked to remove unapproved items. HCPH staff provided this group with information on how they could obtain a processing or canning license through ODA.

Sanitarians also found vendors in need of licensing. Sanitarians came prepared with applications and the ability to take credit card payment on site for the issuance of temporary licenses. If the vendor qualified to receive a mobile license, the application was processed and the mobile license was issued at the next farmers’ market. If a vendor refused to obtain licensure, they were asked to immediately cease operation.

One of the biggest keys to success for the farmers’ market program is follow-up. Sanitarians returned to farmers’ markets for several weeks to ensure compliance with all applicable food laws.Labels were checked, unapproved product was removed from sale and inspections were conducted. Continued non-compliance resulted in a more robust effort from HCPH management.

**Conclusions**
Overall, the program has been a success for HCPH. After two years of inspecting farmers’ markets, sanitarians have made contacts with managers and are now regular
fixtures at the markets. Vendors that have refused to follow the food laws have been
removed from the markets and unapproved food has been removed from sale. Due to
the popularity of such markets, there will always be a need for the local sanitarian to
inspect and ensure that only approved foods are sold going into the future.

**Resources:**
ODA, Division of Food Safety
(http://www.agri.ohio.gov/divs/FoodSafety/foodsafety.aspx#tog)
USDA, Agriculture Marketing Services
(http://www.ams.usda.gov/AM Sv1.0/farmersmarkets)

Sources:
Outdoor Farmers Market Washington, DC*,
http://www.ams.usda.gov/AM Sv1.0/getfile?dDocName=STELPRDC5093878 (March 22,
2011)

2006*,
http://www.ams.usda.gov/AM Sv1.0/getfile?dDocName=STELPRDC5077203&acct=wdmge
ninfo (March 22, 2011)

USDA, 2011, *Farmers Market Growth*, *Agriculture Marketing Services*,
avID=WholesaleandFarmersMarkets&leftNav=WholesaleandFarmersMarkets&page=WFMFa
rmersMarketGrowth&description=Farmers%20Market%20Growth&acct=frmrdirmkt, (March
22, 2011)
Clean Kitchen Award

Presented to:

Name

Represents previous 24 months of inspection data prior to issue date

President, Board of Health of Hamilton County

Issue Date
Clean Kitchen Winner

Scan this code with a QR code reader to view our online inspection reports:

Or click “Inspection Reports” at HCPH.org

Window Cling for Winner’s Facility

Banner for Winner’s Website
Congratulations and a huge thank you to Michelle Sperber and her crew for earning Hamilton County Public Health's Clean Kitchen Award.

The following criteria must be met to achieve the Clean Kitchen Award:

1. Facility must have less than three violations in the previous two years prior to making application.
2. Facility must have no critical or repeat violations in the previous two years prior to making application.
3. Facility must meet one of the following food education criteria:
   - 2 staff members must have a valid Level 1 Food Handler Certificate within the previous two year period; or
   - 1 staff member must have a current ServSafe or Level 2 Certificate.
4. Facility must have two years of inspection data available.
5. Facility must submit an application to HCPH office including documentation that they have met the food education criteria listed above. Applications are available on the right side of this page for download.

Check the link below for all the Award Winners. We're right at the top!

[Read More...]
Congratulations Skyline Chili in Fairfax!

The Fairfax Skyline Chili has recently received the CLEAN KITCHEN AWARD from the Hamilton County Health (HCPH). HCPH introduced the Clean Kitchen Award in 2011. This award is available only to the Top Food Service Operator/Retail Food Establishment licensed performers in facility sanitation and food safety education.

The following criteria must be met to achieve the Clean Kitchen Award:

1. Facility must have less than three violations in the previous two years.
2. Facility must have no critical or repeat violations in the previous two years.
3. Facility must meet one of the following food education criteria:
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4. Facility must have two years of inspection data available.
5. Facility must have an application to HCPH office including documentation that they have met the food education criteria listed above.

Congratulations!

---

Loveland Schools Receive Clean Kitchen Award

Once again, each of the school kitchens in the Loveland City School District won Clean Kitchen Awards given out this year by the Hamilton County Board of Health. The Head and Lead Cooks and our Child Nutrition Staff received the Clean Kitchen award for having two years of perfect Board of Health inspections which are done at least twice a year.

Hamilton County Public Health (HCPH) introduced the Clean Kitchen Award in 2011. This award is available only to the Top Food Service Operator/Retail Food Establishment licensed performers in facility sanitation and food safety education. Loveland has won the award for all of its kitchens both of the years it has been offered.

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FAIRFAX CHURCH OF GOD
3705 Lonsdale Rd
www.churchoffoodfairfax.org

New Service Times:
Sunday Morning Worship 10:30 AM
Wednesday Bible Study 7:00 PM
Friday Evening Worship 7:00 PM

The First Friday of every month is open discussion night. Have questions about the Bible? Did you ever ask yourself why are you here? Is there a Heaven, or a Hell? Did God really create the earth in seven days? Bring in your questions and we will try to answer them. You can email your questions to admin@churchofgozfairfax.org.
QUICK LINKS

WINTON WOODS SCHOOLS RECEIVE CLEAN KITCHEN AWARDS

Winton Woods Schools Receive Clean Kitchen Awards

Forest Park-Five schools in the Winton Woods District have received the Clean Kitchen Award given by the Hamilton County Public Health Department. Winton Woods High School, Intermediate School, Elementary School, and Primary North and South received the award. While Winton Woods Middle School had zero violations this year, it was not eligible for the award.

To receive the Clean Kitchen award, a facility must:
- Have fewer than three violations in the previous two years prior to applying;
- Have no “critical” or repeat violations in the previous two years;
- Maintain at least two staff members with Level I Food Handler certification or at least one staff member with a current ServSafe certificate;
- Submit applications along with corresponding documentation;
- Have a minimum of two years of inspection data on file with Hamilton County Public Health.

Along with Food Service Director Karen Homan, staff responsible for receiving the Clean Kitchen awards are:
- Winton Woods Primary North: Lead Worker Shari Spaw and Debbie Weber
- Winton Woods Primary South: Lead Worker Linda McKeehan and Mary Phillips.

Contact Information
Winton Woods Primary South
825 Lakeridge Road
Cincinnati, OH 45231
Phone: 513-619-2470
Fax: 513-619-2479
Loveland School District Wins Five Clean Kitchen Awards

Loveland Schools District Office
757 South Lebanon Road
Loveland, OH 45140
(513) 983-5600 Phone
(513) 983-5697 Fax
Office Hours: 8:00 a.m. – 4:00 p.m.

Loveland District Calendar

Events on October 16, 2012
Board of Education Business Meeting
Starts: 6:00 pm
Ends: October 16, 2012 - 8:00 pm
Location: LIS Media Center
More details...

Events on October 26, 2012
End of First Quarter
Starts: 12:00 am
Ends: October 27, 2012 - 12:00 am
More details...

Events on October 31, 2012
Halloween
Starts: 12:00 am
Ends: November 1, 2012 - 12:00 am
More details...

Latest Posts
Announcements (3)
Flyers (1)
News (85)
Upcoming Events (1)

Appendix O

Loveland School District Wins Five Clean Kitchen Awards

All of the schools in the Loveland School District won 2012 Clean Kitchen Awards in Hamilton County Public Health’s annual award program: Loveland High School, Loveland Middle & Intermediate Campus, Loveland Elementary School, Loveland Primary School, and Loveland Early Education Center. The schools also won the awards in 2011, the first year the program was established.

Hamilton County’s “Clean Kitchen Award” winners are the best-of-the-best in maintaining safe food service operations, according to Greg Kesternick, Hamilton County Public Health assistant commissioner. “We started the Clean Kitchen Award to recognize food service facilities in the county that are exemplary in maintaining clean, well-organized and ultimately, safe environments for serving food.”

The requirements for receiving a Clean Kitchen Award are stringent. To be considered for the award, facilities must have fewer than three violations in the two years before applying, have no critical or repeat violation in the previous two years, maintain at least two staff members with Level I Food Handler certification or at least one staff member with a current ServSafe certificate. In addition, an application must be submitted with appropriate documentation, and the organization must have a minimum of two years of inspection data on file with Hamilton County Public Health.

“The award is a real honor for our operators,” Kesternick adds. “It’s not easy to come by and they are diligent in maintaining sanitary operations.”

Inspection data for all food service facilities, as well as Clean Kitchen Award winners, is available on the Hamilton County Public Health website at www.hamiltoncountyhealth.org. The Clean Kitchen Award reflects inspection data from the previous two years and is not necessarily indicative of current conditions.


Find Your Child's Bus Route Online

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Snappy Tomato Pizza in Fairfax Receives The Clean Kitchen Award from Hamilton County Public Health

By Dijuni

Gail and Matt Nickum were pleased to accept the Clean Kitchen Award this month.

Locally-owned and operated Snappy Tomato Pizza in Fairfax received their award at the December 10th meeting of the Hamilton County Board of Health (HCBH) meeting. This award is available only to the Top Food Service Operator / Retail Food Establishment licensed performers in facility sanitation and food safety education.

The following criteria must be met to achieve the Clean Kitchen Award:
1. Facility must have less than three violations in the previous two years.
2. Facility must have no critical or repeat violations in the previous two years.
3. Facility must meet one of the following food education criteria.
4. Facility must have two years of inspection data available.
   - Two staff members must have a valid Level 1 Food Handler Certificate within the past two year period; or
   - One staff member must have a current ServSafe Certificate.
5. Facility must have an application to HCPH office including documentation that they have met the food education criteria.
REILLY REPORT

It is exciting to be completing the first week of Advent. I hope you had the opportunity to see the fourth grader’s “True Meaning of Christmas.” I don’t know if it is the message, because I know how much extra work the teachers and students put into the performance, or the warmth on the audiences’ faces, but I am reminded of our blessings every time I see it. All that and treats from St. Nick too!

We have several congratulations to send out: First to Nancy Bachman and her team. The Hamilton County Health Commissioner will award her the “Clean Kitchen Award”. The award is given when repeated (surprise) inspections show consistent evidence of exceeding the health and safety standards. Congrats to Mrs. Bachman and her team!

We also want to congratulate Mrs. Hawley who will be inducted into the Hall of Fame for her wonderful soccer skills at Mercy High School. The ceremony will take place following the Varsity basketball game on January 5. The game starts at 4:30pm vs McAuley.

We had a very strong showing of interest in joining the 2013 Bible Bowl team. Congratulations to everyone who prepared for the competition and to the following students who will represent St. Ignatius in January: Grace E., Katherine N., Emma F., Luke W., Sam L., and Anna K.

Spirit Day next Friday, December 14, will focus our outreach to the Jesuit and Columbian Fathers missions. We use the Columbian mission programs throughout the grades and support the Jesuits in recognition of sons and friends of the parish who have joined the Society of Jesus. Participating students may wear St. Ignatius spiritwear or red/green for Christmas. Eighth (and only eighth graders) may continue the long tradition of wearing a Santa hat on Spirit Day. Please follow the rest of the Spirit Day dress code as printed in the planner, including no boots. On Thursday, December 20, we will be in regular dress code.

Everyone is invited to attend the upcoming St. Ignatius Band and Choir Concerts:
- Tuesday, December 11, 7:00pm-Gym
- Thursday, December 20, 1:00pm - Gym
- Thursday, December 20, 2:15pm - Gym

(Psss… Rita the elf mentioned to me the Christmas Staff Gift deadline has been extended to Monday, December 10.)

LUNCH MENU

Salad of the Week – Chef Salad
Entrée Size ($2.50)

Monday Grilled cheese, tomato soup or salad
Tuesday Chicken nuggets, corn, slaw or salad
Wednesday 3 or 4 way, veggie cup, oyster crackers
Thursday Pancakes, hash brown, yogurt or salad
Friday Hot dog, baked beans or salad

UPCOMING EVENTS

Dec. 8 LadyCats Christmas Party
Dec. 10 Skyline Benefit, 5pm-midnight
Dec. 11 Band & Choir Concert, 7pm, Gym
Dec. 12 School House Symphony, Gr 5 & 6
Dec. 14 Spirit Day, Jesuit & Columbian Fathers
Spelling Bee, 2pm, Gym
Dec. 20 Kindergarten Christmas Concert, 10:15
Band and Choir Concert, 1:00 & 2:15
Dec. 21-Jan 2 Christmas Break
Jan. 1-30 Spring Sports Signups online

UPCOMING LITURGIES

Dec. 11 Mrs. Rowland, Rm 319 9:15am
Dec. 13 Mrs. Siemer, Rm 302 9:15am
Living Rosary 2:30pm
Dec. 16 Mr. Gemperline, Rm 312 9:15am
Dec. 20 Miss Cassaro, Rm 113 9:15am
Hamilton County Public Health sanitarian and supervisor, Tucker Stone, inspects a clean kitchen to show you what we look for on our inspections. HCPH is keeping the public safe through routine kitchen inspections at restaurants, day care centers and schools in Hamilton County, Ohio. #Cincinnati #FoodSafety #Inspections

http://www.youtube.com/watch?v=VcJjf-u5pdE

Hamilton County Public Health Environmental Health Director, Jeremy Hessel and Public Information Officer, Mike Samet, inspect a clean kitchen at Germano’s Restaurant.


Original Story:

Finding Food Safety Records For Tri-State Area Restaurants

Valentine's Day is one of the top days for going out to eat -and before you make a reservation -- you might want to check out the food safety record for your favorite restaurant.

Local 12's Liz Bonis tells us how. Walk in to any restaurant --such as Germano's in Montgomery --they will tell you their secret ingredients to success. Germano's claims everything is made with love and affection but what it's not made with is what Jeremy Hessel and Mike Samet of Hamilton County Public Health are interested in. Cooking foods at proper temperatures, wearing gloves when handling foods, cleanliness and safe storage practices for menu items such as seafood can protect you from deadly foodborne bacteria in what you eat. These include things such as E. coli and salmonella.

Domenico Germano, chef and owner of Germano's says "fish doesn't want to be in touch with water, it wants to be dry."

Out of 2300 restaurants inspected this year, only 160 were given clean kitchen awards by the Hamilton County Department of Public Health this week. Germano's was one of them.

Jeremy Hessel says it doesn't mean food in restaurants not on the list will make you sick, it simply means these dining establishments go above and beyond to keep diners protected from potential risk. He does admit "We've seen bad places, we've seen good places."

Which is why they continue to make surprise inspections twice a year. What's really neat though about this experience is that what they find out in here -- you can now find out in the comfort of your own home. That's because the inspection reports are now available online and so are the listings for the clean kitchen awards. You can even scan the QR or barcodes and get a full report. Those are the places good enough for you and the health inspectors to eat!

We do have a link to those restaurant inspection reports available online in both Hamilton County and Northern Kentucky.
Flood Zone Affected Facilities