Minneapolis
Health Department

Samuel J. Crumbine Consumer Protection Award Application

2019

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Open Streets Minneapolis *photo credit Mike Beck*

Executive summary

Located in the Bold North, Minneapolis is the economic, population, and cultural heart of the Twin Cities. Minneapolis is consistently ranked as one of the healthiest, most literate, and greenest cities in the country.

Minneapolis has gained acclaim for its high quality and diverse food offerings and is frequently cited as a foodie destination by media such as the Wall Street Journal and the New York Times.

Minneapolis has recently played host to the Major League Baseball All-Star Game (2015), Super Bowl LII (2018), ESPN X Games (2017 and 2018) and serves as the annual host for everyone's favorite – the US Pond Hockey Championships. Minneapolis will host the NCAA Final Four in April 2019, will continue to host the X Games for 2019 and 2020, and will host the NCAA Women's Final Four in 2022.

Minneapolis Environmental Health (MEH) is a division of the Minneapolis Health Department (MHD). Established in 1868, MHD started the first food safety inspection program in Minnesota. Today, the highly trained MEH team works with business owners and food workers from all over the world to provide world-class and safe cuisine. Minneapolis inspectors use a risk-based approach to prevent foodborne illness while supporting businesses and fostering a climate of economic inclusion.

MEH operates its food safety program under delegation agreements with the Minnesota Department of Agriculture and the Minnesota Department of Health (MDH). During the early 2000s, MEH lost program staff and lost strategic focus on its core mission. MEH failed its 2010 audit by MDH and almost lost its delegated program. New leadership and a renewed commitment from Minneapolis' elected officials have reinvigorated the program. Today the program is a leader in responding to emerging food trends, supporting our culturally diverse businesses, and providing food safety and food defense at large special events.

As part of the program's dramatic transformation MEH has:

- Shifted its inspection philosophy from a program heavy on enforcement and fines to one of partnership.
- Created a robust educational program, Serving Safety. Education and consultation are the primary tools used by inspectors. Enforcement is reserved for situations where other tools fail to gain results.
- Become a state leader in the use of HACCP based inspection principles.
- Rebuilt its risk based inspection program on a foundation of training, quality assurance and consistency.

MEH has been honored to receive awards for outstanding program achievements: The Healthy 10 Award from the U.S. Chamber of Commerce Foundation (2017) and State of Minnesota Certificates of Recognition (2017 and 2018). In 2018, the Director of Environmental Health received the prestigious State of Minnesota Jim Parker Leadership Award.

The 14 testimonial letters attached are evidence of the strong partnership MEH has built with businesses, other environmental health agencies and national partners.

The 2018 Minneapolis Environmental Health team. In addition to English, team members speak Spanish, Somali, Hmong, Thai, Portuguese, Korean, and Lao.

Part I – Demographic profile

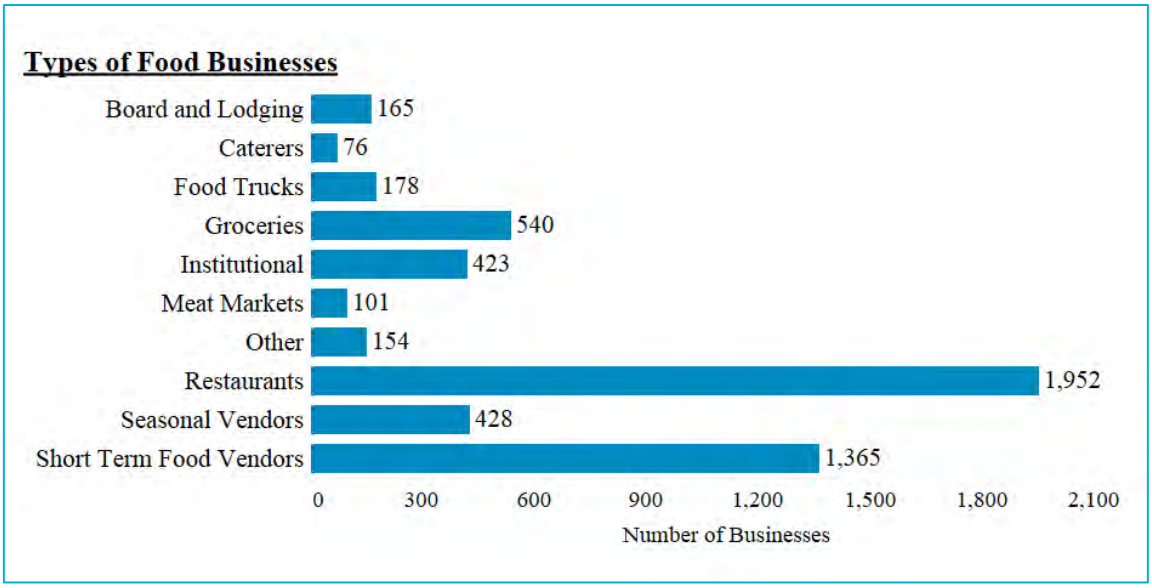
Minneapolis Environmental Health serves a dynamic, growing, culturally diverse community with food at its very heart.

Minneapolis is the most populous city in Minnesota sitting astride the mighty Mississippi River. Together with neighboring St. Paul, the two cities form the heart of the greater Twin Cities metropolitan area. Founded in 1867, Minneapolis was once the flour milling capital of the world.

The population of Minneapolis is currently estimated at 423,990 which is an 11% increase from the 2010 census. The surrounding metropolitan area is the 16th most populous in the nation with 3.6 million residents. Median household income in Minneapolis is $56,255 and median property value is $235,200.

As of 2010, the city is 64% Caucasian, 19% Black or African American, 11% Hispanic or Latino, 6% Asian, 2% American Indian, 6% Other, and 4% Multiracial. Minneapolis is home to the largest Somali population outside of Somalia as well as large populations from other East African nations. According to Minneapolis Public Schools, more than 80 different languages are spoken in the homes of public school students.

Minneapolis is home to five Fortune 500 companies, a large health care system, and many ethnic urban communities. The most common industries in Minneapolis, by worker percentage, are health care and social assistance 16%; educational services 10%; professional, scientific, and technical services 9%; accommodation and food services 8%; and retail trade 8%. Accommodation and food services employs over 28,000 people.



With the new US Bank Stadium to the east and Target Field to the west of a vibrant downtown district, Minneapolis has become a magnet for national sporting events, including Super Bowl LII in February 2018. From an award-winning parks and trails system, a concentration of theaters per capita second only to New York City, 12 lakes within the city's boundaries, numerous cultural centers, museums, and professional sports venues, to an active and storied live music scene, there is no shortage of entertainment and culture in Minneapolis.

Food is no exception. Driven by ethnic eateries and James Beard winning chef-driven bistros, the "City of Lakes" has become a foodie destination. Farmers markets, innovative art festivals and food trucks brimming with a diversity of foods draw visitors from across the region each year. The Wall Street Journal listed Minneapolis as one of its top 10 travel destinations in the world in its 2018 Travel Guide, highlighting the city's restaurants and innovative food scene.

Part I – Program resources

Using an allocated budget of under $3.5 million, Minneapolis Environmental Health maximizes the potential of every resource.

Each year, Minneapolis Environmental Health (MEH) generates revenue through fees such as license, permit, and plan review fees. These fees range from $90 for a short-term food vendor permit, $520 for an average restaurant, $1,160 for a corner grocery store and up to $10,810 for a business with a full liquor license and entertainment. This revenue is contributed to the City's general fund.

Annually, the Minneapolis Health Commissioner presents a budget request for the entire Health Department to the Mayor. The Mayor proposes an annual expense budget which is reviewed, possibly changed, and then approved by the City Council.

The approved budget allocates money for MEH operating expenses. Since 2013, the MEH allocated annual expense budget has increased. This shows the City's commitment to a robust environmental health program to protect public health. MEH also secures funding through grants for training and special projects.

2018 Revenue Sources	
Category	Amount
License Fees*	$6,208,084
Plan Review Fees*	$100,967
Permit Fees*	$183,325
Citations and Reinspection Fees*	$18,240
Food Safety Training Fees*	$3,606
Grants	$25,933
***denotes fees contributed to the general fund.**	

Year	Annual expense budget (in millions)
2013	$1.80
2014	$2.03
2015	$2.42
2016	$2.71
2017	$2.94
2018	$3.34

Program staffing is comprised of 26 full-time staff and three seasonal (summer) technicians.

Full time staff are:

- A director of Environmental Health.
- Two supervisors.
- Three senior health inspectors.
- Nineteen health inspectors.
- One community liaison.

Three administrative staff support the program.

Since the beginning of 2013, the City has made significant investments in MEH, adding 12 additional full-time positions.

The Community Liaison program oversees an annual budget of $110,000 to provide training, education and consultation to food service businesses.

In addition to food safety, program staff are responsible for the regulation of lodging, pools, tanning, tattoo, and laundry businesses.

Part I – Vision, goals, objectives

Healthy lives, health equity, and healthy environments are the foundations of a vibrant Minneapolis now and into the future.

Minneapolis Environmental Health (MEH) follows three guiding principles in its work:

1. **Protect Health and Safety**. MEH's primary job is to protect Minneapolis' residents and guests by preventing disease and injury at food, lodging, and pool businesses by:

   - Conducting a comprehensive inspection and enforcement program as guided by the FDA Voluntary National Program Standards and state and local rules.
   - Investigating all complaints of foodborne illness and intervening to stop foodborne illness outbreaks.
   - Preparing for public health emergencies and proactively working with businesses on food defense awareness and preparation.

2. **Support our businesses and our community.** MEH works closely with our businesses and community members to effectively balance the needs of public safety with those of economic inclusion in a way that contributes to our vibrant community by:

   - Focusing on education and consultation before the use of enforcement to gain compliance.
   - Being fair, respectful, and courteous to our customers.
   - Ensuring rules are consistently and fairly enforced.
   - Providing resources and training that are culturally relevant so all businesses can succeed.
   - Critically evaluating current rules and advocating for changes to better support economic inclusion without sacrificing public safety.

3. **Be part of a City that works.** MEH operates effectively as a good steward of public resources by:

   - Fulfilling the delegated requirements as set forth by the Minnesota Department of Agriculture and Minnesota Department of Health.
   - Utilizing data and performance metrics to guide resource allocation.
   - Routinely evaluating individual and program performance and ensuring accountability.
   - Upholding the highest ethical standards.
   - Focusing on results.
   - Actively pursuing quality improvement.

The Minneapolis Health Department is a Public Health Accreditation Board (PHAB) accredited health department. MEH activities contribute significantly to the maintenance of the accreditation.

Part II – Regulatory foundation

Minneapolis Environmental Health uses city ordinances and food code variances to protect public health while supporting a thriving food business industry.

Minnesota updated its Food Code on January 1, 2019, modeling it after the 2013 FDA Food Code. Prior to the adoption, the Minnesota Food Code was based on the 1995 FDA Food Code.

Minneapolis Environmental Health (MEH) operates under delegation agreements from both the Minnesota Department of Agriculture (MDA) and the Minnesota Department of Health (MDH). Businesses such as grocery stores, meat markets, bakeries, and farmers markets are delegated through MDA. Restaurants, schools, coffee shops and public events are delegated through MDH. Under the delegation agreements, MEH is the direct regulatory authority responsible for regulating retail food safety in the City of Minneapolis.

MEH uses two main tools to address food business related issues that differ from the Minnesota Food Code. These tools are City ordinances and variances from the Food Code.

Ordinances

The MDH delegation agreement allows the City of Minneapolis to enforce stricter regulations in some Food Code areas. This is done through city ordinances. Creating stricter regulations allows Minneapolis to promote city values of equity, economic inclusion and environmental protection. Examples of ordinance enhancements include eliminating food deserts in low income neighborhoods with the Staple Foods ordinance and protecting the environment by requiring recyclable, compostable or reusable food containers through the Green to Go ordinance. Both ordinances are enforced by MEH.

Variances

MEH allows some specific deviations from the Minnesota Food Code through the review and approval of variances. During the Crumbine reporting period, the State of Minnesota was operating under an antiquated version of the Food Code. That code contained no provision for serving undercooked animal proteins with a consumer advisory, using aquaculture fish instead of freezing fish for parasite destruction, and no allowance for reduced oxygen packaging (ROP) or Sous Vide cooking. In addition to approving variances for these practices, MEH was called upon by the City Council to develop variance provisions that would allow limited presence of dogs in some food businesses. Variances have allowed MEH to be nimble and respond to the challenges of ensuring food safety in a growing city.

Minneapolis' trendy food scene has also presented challenges that cannot be met through ordinance or variance, such as the recent health craze of serving foods and beverages with activated charcoal or cannabidiol (CBD) oil. Neither supplement is approved as a food additive. MEH leveraged its strong relationships with local FDA experts and MDA staff to quickly address questions from licensed food businesses and public event organizers about the regulations pertaining to these substances.

Part II – Training program

Minneapolis Environmental Health intentionally prioritizes staff training.

All inspectors must pass a Registered Environmental Health Specialist/Sanitarian (REHS/RS) exam within two years of being hired. To sit for the exam, the applicant must have all of the following:

- A baccalaureate or post-baccalaureate degree in environmental health or other related environmental health field.
- 30-semester or 45 quarter hour credits in the physical or biological sciences.
- Evidence of supervised employment of at least one year in one or more program areas.

Currently, 21 of 22 Minneapolis Health Department (MEH) inspectors are Registered Environmental Health Specialists. One newer inspector is within the two-year hire period. The MEH director and two supervisors are also Registered Environmental Health Specialists. All inspectors must complete 24 continuing educational units (CEUs) every two years to renew their Minnesota REHS credential.

All inspectors complete the Curriculum for Retail Food Safety Inspection Officers and conduct at least 25 joint field training inspections within 18 months of hire as part of MEH's participation in the FDA Voluntary National Retail Program. New inspectors also attend Minnesota Department of Health Food Code training.

All staff have completed introductory Federal Emergency Management Agency Incident Command System (ICS) and National Incident Management System courses. Some staff have completed advanced ICS courses. One inspector is a Certified HACCP Trainer by the International HACCP Alliance; a Preventive Control Qualified Individual (PCQI), and a lead instructor for the Preventive Control for Human Food under the Food Safety Modernization Act (FSMA). This inspector provided Advanced HACCP Training for MEH inspectors and for other local jurisdictions.

MEH allocates $300 per staff annually to attend in-state trainings, allows staff to attend one out-of-state conference every three years, and pays for REHS renewals. Additionally, MEH pursues grant funds for trainings, such as FDA trainings on plan review and temporary food events.

Two senior health inspectors are program standards. They standardize other inspectors using a process modeled on the FDA Standardization Procedures. To become standardized, inspectors must pass four joint inspections, complete a Risk Control Plan, a HACCP review, and three food flow assessments. Staff standardization began in 2017. Nine inspectors have been standardized; those remaining will be standardized by early 2020. Inspectors will be re-standardization every three years and new hires will be standardized within 18 months.

In 2013, MEH created a Field Guide (Appendix A) to document standard operating procedures (SOPs). This document is used extensively for staff training and is updated regularly.

In 2014, the MEH, provided training to all health inspectors on ethnic foods. The half-day trainings focused on food safety norms in Somali, Latino and Chinese communities. Inspectors gained deeper understandings of traditional ethnic foods, preparation methods and effective communication.

Part II – Using Hazard Analysis Critical Control Points (HACCP) principles

Minneapolis Environmental Health emphasizes the use of HACCP throughout its food safety program.

Minneapolis Environmental Health (MEH) uses inspection criteria based on HACCP principles. Before beginning an inspection, each inspector reviews the business' inspection history from a HACCP principle framework. Inspectors distinguish levels of risk factors and provide consultation and education accordingly.

Routine health inspections are conducted at frequencies outlined under a three-tier system to ensure resources are focused according to risk. Businesses are categorized as high risk (inspected every 12 months), medium risk (inspected every 18 months), or low risk (inspected every 24 months) depending on the complexity of the food flow.

To document the findings of risk based inspections, MEH uses a Conference of Food Protection approach, marking every observation as either *In*, *Out*, *Not Observed* or *Not Applicable*.

The inspection observations are written into the City's new software system, Enterprise Land Management System (ELMS). MEH uses ELMS to maintain records, including risk factor violations and repeat violations.

Every violation is assigned a point value:

- Four points for Priority 1 (Priority) violations.
- Two points for Priority 2 (Priority Foundation) violations.
- One point for Priority 3 (Core) violations.

Priority 1 violations are always addressed at the time of inspection. Reinspections are required once a business has accrued nine points and are conducted within 30 to 60 days. Subsequent reinspections are conducted until the business achieves a score of less than nine points.

Inspectors can use *corrected on-site* (COS) and *verification received* options.

For some violations that are immediately corrected and are of a "once and done" nature, the COS option can be used. The point value for COS violations is not added to the total number of violation points, but the observation is still included in the report.

For some Priority 2 and 3 violations that cannot be corrected at the inspection, but can be corrected with specific actions, *verification received* may be used. After the inspection, an operator can provide written or photographic proof of the correction(s) made. The inspector enters this information as a verification received report.

These options facilitate active managerial control. They also strengthen the HACCP principles of focusing resources toward high risk violations by abating low risk violations without a reinspection.

In 2013, Minneapolis assembled a HACCP team to ensure businesses develop and use HACCP plans when required. The team works with operators using a HACCP plan(s) to make sure they have the tools to succeed. Annual HACCP inspections are conducted at businesses that have approved HACCP plans. Due to the nature of HACCP processes, every violation on a routine HACCP inspection requires a reinspection.

Part II – Quality assurance

Minneapolis Environmental Health quality assurance program drives a continuing quest for excellence.

In 2013, Minneapolis Environmental Health (MEH) developed a Field Guide for all areas of the food program. The Field Guide contains information on MEH Standard Operating Procedures (SOPs) for processes such as inspections, administrative enforcement, emergency closures, and foodborne illness outbreak investigations. Since its creation, the Field Guide has been periodically revised to update SOPs and add code changes. The Field Guide also contains links to reference material for inspectors.

In 2013, MEH created Marking Instructions (Appendix B) which are a companion document to the Field Guide. The Marking Instructions are the primary tool inspectors use to consistently call the correct violation code in reports. The Marking Instructions are based on the Minnesota Report Marking Instructions, which were derived from the FDA Marking Instructions used in Standardization.

Senior health inspectors serve as technical leads and content experts. They are the "go to" staff for code interpretation. Senior health inspectors work closely with our delegation partners.

Senior health inspectors maintain the Marking Instructions. For clarity, they add examples to the Marking Instructions based on situations encountered by inspectors in the field. They have updated the Marking Instructions with 2019 Minnesota Food Code changes.

In 2015, senior health inspectors began leading monthly Technical Meetings (Appendix C). At technical meetings inspectors discuss: questions raised during inspections, new code requirements, code interpretation, report writing, and enforcement issues. This meeting has been essential in MEH's efforts to create consistency among inspectors. The senior health inspectors maintain a searchable document which includes all technical meeting notes for inspectors to reference.

In 2017, MEH began monthly staff report reviews. Senior health inspectors review two reports per inspector, per month to look for accuracy in code use, clarity of stated observations, and corrective actions. A log is maintained of each inspector's reviewed reports and issues observed during the report review. This information is available to supervisors for use during monthly check-ins and performance reviews.

MEH conducts internal peer inspections as well as peer inspections with counterparts in Hennepin County Public Health each month to build consistency within the department and between agencies.

The Director of Environmental Health was invited to participate on the Minnesota Environmental Health Continuous Improvement Board. This Board was chartered by the Local Public Health Association and the Minnesota Department of Health to fundamentally advance Minnesota's state-local partnership in Environmental Health. This is a State-wide effort to promote consistency among agencies.

Part II – Responding to foodborne illness outbreaks and emergencies

Minneapolis Environmental Health has a robust response to emergencies.

Minneapolis Environmental Health (MEH) responds to a wide range of food safety emergencies, including fire and water events at food businesses, foodborne illness outbreaks, and food safety complaints from the public. Leveraging the strength of the existing relationship between health inspector and food business operator, MEH assigns the district inspector to lead a response whenever possible. The existing foundation of trust facilitates communication in these cases.

When food businesses are impacted by fire, water damage, loss of utilities or weather events, MEH assesses the risk to public health, communicates needed corrective actions and grants permission to reopen as soon as food safety conditions are met. This protects public health and supports our businesses.

Foodborne and waterborne illness outbreaks in Minneapolis are addressed collaboratively by MEH, Minnesota Department of Health (MDH) and Hennepin County Public Health. When notice of a probable outbreak is received from MDH, a conference call is arranged, and MEH's outbreak protocol is followed. A probable outbreak is based on surveillance data or MDH foodborne illness hotline reports. In 2018, MEH and its partner agencies responded to 15 foodborne illness outbreaks.

MEH conducts all aspects of the response within the business. MEH dispatches an investigative team to the business. When possible, a business' health inspector leads the investigation.

Outbreak response actions:

- Enact protective measures to prevent ongoing illness.
- Evaluate employee health policy and practices, including the employee illness log.
- Interview all staff, using forms customized for the specific outbreak.
- Conduct interviews using bilingual staff or interpreters.
- Observe practices and conditions to assesses risk factors.
- Collect customer receipts and product invoices.
- Report findings back to MDH and Hennepin County.
- Serve as liaison between the business and health agencies.

Additionally, MEH investigates all complaints of alleged foodborne illness each year through site visits and phone calls. Thorough investigation sometimes leads to awareness of additional ill patrons and activation of the outbreak protocol with partner agencies.

During emergencies, MEH uses the Incident Command System. In preparation for the Super Bowl LII, MEH developed substantial food defense training for inspectors and food business operators. MEH has furthered that initiative while preparing for the 2019 NCAA Final Four by planning table top food defense exercises with partner agencies and industry. Partners include the FDA, the University of Minnesota Food Protection and Defense Institute, and the FBI.

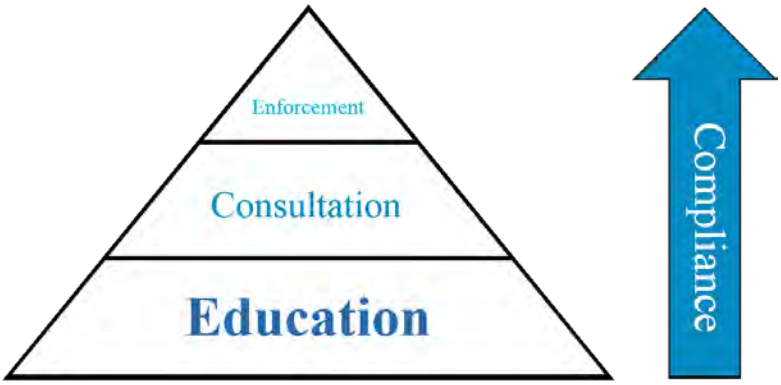
MEH continues to train staff and create the best practices for responding to emergencies.

Part II – Enforcement and compliance

Minneapolis Environmental Health is respected for its effective, professional use of enforcement tools.

Minneapolis Environmental Health (MEH) has implemented a comprehensive enforcement and compliance program for food businesses with ongoing high priority violations. The program is built on the shoulders of MEH's commitment to gain compliance through education and consultation. When education and consultation are not enough, MEH uses a variety of enforcement tools, including:

- Administrative citations (fines).
- Compliance plans.
- Emergency closures.



During a routine inspection, Priority 1 violations are assigned four points; Priority 2 are assigned two points; and Priority 3 are assigned one point. If a business accrues nine or more points, a reinspection is conducted within 30 to 60 days. Reinspections are conducted until the business achieves a score of fewer than nine points.

Priority 1 violations repeated during reinspections may result in administrative citations. The initial fine is $200. The amount doubles for subsequent citations for the same violation, up to a maximum of $2,000.

During any inspection, when a business accrues more than 20 violation points, that business is considered a high violator. In 2015, MEH set the goal of reducing the percentage of high violators to 10% of businesses. The Serving Safety educational program was developed to reach this goal. This goal was updated after the 2018 risk factor study to focus on reducing risk factors of foodborne illness in high violator businesses. The Serving Safety program continues to be used extensively for educational and training needs of high violator businesses.

A business can be called to a compliance meeting when citations for a business reach $1000, a third reinspection is needed, or as recommended by the inspector and approved by the supervisor. A Notice to Appear and a draft of the Compliance Agreement (Appendix D) specific to the violation history of the business, are sent to the business. At a compliance meeting:

- Translation and interpretation is provided by MEH's multilingual staff, or by an interpreter, if needed.
- MEH staff and the business owner(s) discusses each repeat violation and its associated health risks.
- The draft Compliance Agreement is reviewed together with the opportunity to ask questions.
- MEH emphasizes a theme of partnership and clear expectations.
- The business owner(s) reviews and returns the written Compliance Plan within one week.

The signed Compliance Plan is a binding administrative document which lists the actions both parties will take and a timeline for completion. The Compliance Plan is referenced during upcoming compliance inspections.

Emergency closures are enacted when imminent health hazards cannot be immediately corrected. The conditions that prompt emergency closure include sewage backup, lack of potable water, lack of means to sanitize, and pest infestations directly impacting food.

Part II – Communication and engagement

Minneapolis Environmental Health fosters strong relationships with partners.

In 2013, informed by its guiding principles, Minneapolis Environmental Health (MEH) embarked on an initiative to improve communication with, and support of, Minneapolis businesses. MEH met with business owners in the City's Latino and Somali cultural communities and geographic business nodes.

Through the meetings, MEH learned some cultural communities wanted to meet face-to-face, and needed food safety materials in languages other than English. Other communities preferred electronic communications, but were willing to meet on significant issues. In response, MEH developed the Serving Safety program.

***Serving Safety* materials** (Appendix E) **include:**

- Videos, checklists, and temperature logs in a variety of languages (Spanish, Somali, Hmong, Vietnamese, Chinese, Thai, Bengali, Korean, Arabic, and Telugu). Materials are on the food safety webpage and are used by other agencies in Minnesota and nationally.
- Creative materials in English and Spanish: magnets showing proper cooling times, and wash/rinse/sanitize stickers for three compartment sinks.
- An electronic newsletter to more effectively communicate with businesses. The list has grown from 400 email address in 2013 to over 10,000 in 2018.

MEH Trainings, forums and direct outreach to businesses (Appendix F) **include:**

- Food safety trainings at 78 businesses to address specific food safety challenges. Restaurants participating in this Serving Safety training have seen a 25% reduction in food safety violations.
- Online basic food safety training for approximately 1,300 food handlers.
- Eleven food safety trainings in Spanish attended by 165 food workers.
- Six HACCP workshops in English and Spanish for 76 operators.
- Nine forums with the East African and Latino communities which over 650 people attended.
- Certified Food Protection Manager classes in Somali with over 200 participants.

Collaborations with local, state and national agencies include:

- Marking Instructions developed by MEH to assist health inspectors in correlating their observations with the correct codes have been shared with local and state jurisdictions.
- Staff have given over 15 presentations at regional and national conferences. (Appendix G)
- Hosted HACCP training for inspectors from across Minnesota.
- Trained health inspectors statewide on Latino food and culture.
- Partnered with FDA to host training on risk based inspections for metro-area health inspectors.
- Partners with Hennepin County to conduct monthly peer inspections.
- Partnered with Hennepin County to develop food donation guidelines. (Appendix H)
- Participation in the Minnesota Environmental Health Continuous Improvement Board.
- Is a member of a Community of Practice work group of six agencies who share resources and ideas for meeting the FDA Voluntary National Retail Food Regulatory Program Standards.
- Shared materials developed for large scale events on Homeland Security Information Network (HSIN) and directly with other jurisdictions hosting large scale events.

Part II – Resource allocation

Minneapolis Environmental Health allocates resources to reduce foodborne illness risk factors while supporting businesses and fostering economic inclusion.

To ensure food safety within a vibrant and growing hospitality industry, the City of Minneapolis has dramatically increased investment in Minneapolis Environmental Health (MEH). Since 2013, the Minneapolis City Council has added $1.54 million to the MEH budget, a 43% increase. Accordingly, MEH has hired and trained additional qualified staff, growing the team from 14 to 26 professionals.

Despite the growth in resources, MEH does not meet the FDA Voluntary National Retail Food Regulatory Program Standards (FDA Standards) staffing level criteria of one inspector devoted to every 280-320 inspections performed. As indicated in MEH's FDA Standards self-assessment, Minneapolis has one inspector per 491 food inspections.

Staff are provided ongoing training in risk-based inspections and food code requirements. MEH provides funding to attend state and national conferences. MEH also pays for staff to maintain Registered Environmental Health Specialist credentials and membership in the Minnesota Environmental Health Association.

MEH has dedicated a HACCP team to assist operators in developing HACCP plans. An experienced plan review team helps new and remodeling businesses comply with codes. A short-term events team oversees food safety at public events, assisted in summer months by seasonal health technicians.

MEH provides all resources needed for staff to conduct comprehensive risk-based inspections, including:

- Thermocouple, min/max holding thermometer, pH meters, flashlights, alcohol wipes, and test strips.
- iPhone and iPad with connection to city records and software programs.
- Official identification, clothing, and outerwear.
- Gloves and other personal protective equipment.
- Fleet vehicles including a bicycle.

MEH follows up on all alleged foodborne and waterborne illness complaints. MEH aggressively investigates all foodborne and waterborne disease outbreaks. MEH contracts with Hennepin County (HC) to provide epidemiological services. Together with the Minnesota Department of Health, MEH inspectors and HC epidemiologists ensure all reported outbreaks are investigated, appropriate interventions made and transmission ends. This means inspectors often work overtime until the investigation is complete.

Over 80% of Minneapolis' 5,380 licensed and permitted food operations are independently owned. Small businesses do not have corporate food safety programs. Many of these businesses are owned by new and first-generation Americans who may not speak English and have differing cultural norms around food safety.

MEH continues to invest heavily in business education and outreach programming. Proactive support of Minneapolis' food businesses reduces inspector workload and fosters a more collaborative environment between inspectors and business owners.

Part II – Evaluating reductions of foodborne illness risk factors

Improved data collection allows effective evaluation of foodborne illness risk factor reduction measures.

Historically, Minneapolis Environmental Health (MEH) reviewed aggregate violation data looking at the total times a violation was called as a percentage of total inspections. This method only revealed the most frequently observed violations.

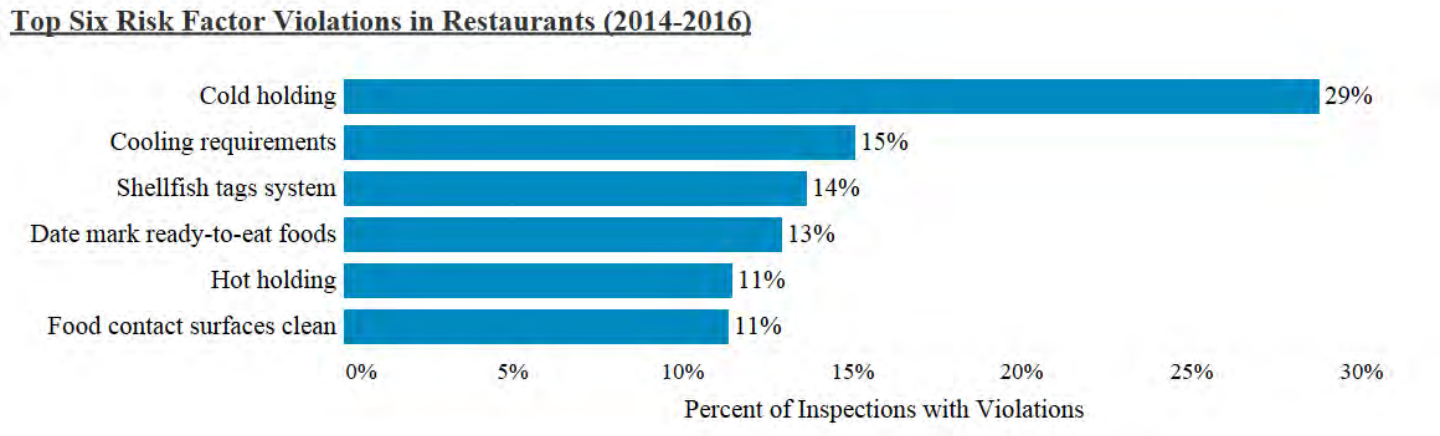
In September 2015, MEH enrolled in the FDA Voluntary National Retail Food Regulatory Program Standards (FDA Standards). After completing a program assessment (2016), MEH received an FDA Standards grant to design (2017) and conduct (2018) a risk factor study. This study forms MEH's baseline for evaluating the effectiveness of actions to reduce foodborne illness risk factors over time.

The risk factor study proved incredibly insightful. MEH calculated an actual percentage of how often a violation was *Out* by filtering out the *Not Applicable* and *Not Observed* calls. Only the *In* and *Out* calls were used to calculate the true *Out* percentage.

This analysis revealed unexpected results.

For example, cooling cooked foods had not historically been identified as a top violation. The risk factor study analysis showed that when cooling was observed, it was called *Out* in 15% of inspections. But surprisingly, cooling was *Not Observed* during 71% of the inspections, even though cooling was known to occur frequently. This has prompted MEH to develop strategies on food safety education about cooling, as well as to discuss how MEH inspectors can observe cooling more often during inspections.

Another violation not on MEH's radar as a top violation in restaurants was shellstock tags not being stored with their container. This violation only applied in a small number of inspections. However, the risk factor study revealed during inspections where it was applicable, it was called *Out* 14% of the time. As a result of the study, MEH developed strategies to address shellstock tag violations. These strategies include developing educational materials.



Another strategy MEH developed to track the effectiveness of actions to reduce risk factors is to evaluate program progress on an ongoing basis. To achieve this, MEH staff created dynamic analysis reports the management team can view at any time. This provides the ability to respond quickly to new trends. Additionally, the reports will be used to inform budget, staffing, and educational programing decisions.

Part III – Challenge 1 – Responding to emerging food trends

Minneapolis Environmental Health addresses food trend challenges head-on as a team.

The greatest challenge Minneapolis Environmental Health (MEH) has met is emerging foods trends. The popularity of chef-driven menus has led to specialized processes requiring HACCP plans. An increase in locally sourced and homegrown foods has driven up the number of farmers markets and food diversity. Finally, Minneapolis has seen a profound increase in food trucks. MEH has met each emerging challenge head-on.

Specialized processes in chef-driven restaurants

In 2012, Minneapolis had no means to address specialized processes requiring HACCP plans. With the observed increase in reduced oxygen packaging, sous vide cooking, curing using sodium nitrites, cook-chill processes, fermentation, and acidification, finding a solution was imperative.

The Minneapolis HACCP team

In 2013, MEH assembled a HACCP team which created HACCP templates (Appendix I) in cooperation with Minnesota Department of Agriculture (MDA). The templates were placed on a new HACCP webpage.

The templates show operators how to conduct a hazard analysis and draft a HACCP plan. Once a draft is submitted, a HACCP team member works with the business operator through plan approval. The process generally involves on-site meetings, further education, and revising the draft several times to meet concise HACCP requirements. MEH has approved approximately 120 HACCP plans. In the past two years, inspectors conducted 226 HACCP routine inspections, ensuring the safety of specialized processes in Minneapolis.

Diverse foods at farmers markets

In 2013, Minneapolis had 27 farmers markets selling mostly farm grown produce. As consumer demand for locally grown food increased, the number of markets rose to 40. A plethora of food vendors ranging from wild mushroom harvesters to artisan sour kraut vendors has increased the complexity of approving Seasonal Food Permits. Additionally, the 2015 Minnesota Cottage Food bill expanded the opportunity for home bakers and producers to sell their packaged foods at markets, providing the food is non-time and temperature control for safety (TCS). Minnesota currently has over 2,100 cottage food vendors, many of whom sell at Minneapolis farmers markets.

MEH staff ensure cottage foods are truly non-TCS, and identify permit applicants who require wholesale licensing by Minnesota Department of Agriculture (MDA). MEH has met these challenges through collaboration with MDA and ongoing training. MEH has designated a farmers market team which closely collaborates with market managers and vendors to clarify state requirements and support vendors.

Mobile food vehicles (food trucks)

As the food truck trend swept the nation, MEH responded by working across city departments to establish the Mobile Food Vehicle Vendor (food truck) license. Ensuring food safety within small, mobile units presented many challenges. The solution was to require a commissary kitchen within Minneapolis and a complete plan review of truck and commissary. Once licensed, a truck can operate within a pre-approved downtown corridor, at special events, and at farmers markets. Over seven hundred licenses have been approved, with approximately 200 currently operating. Commissary kitchens and active food trucks are inspected annually.

Part III – Challenge 2 – Supporting our culturally diverse businesses

Minneapolis Environmental Health provides innovative materials and culturally relevant training so all businesses can succeed.

Minneapolis Environmental Health (MEH) identified the second challenge after responding to three significant food borne illness outbreaks in 2013 that impacted the City's Latino and Somali communities. In the first outbreak, queso fresco made at home from unpasteurized milk resulted in 26 cases of Salmonella. In the second outbreak, food served at an Ecuadorian festival resulted in 119 cases of Salmonella, the second largest foodborne illness outbreak in Minnesota's history. In the third outbreak, Somali children made up a cluster of four Salmonella cases where unpasteurized camel's milk was suspected but never confirmed.

In the wake of these outbreaks, MEH defined its objective of improving food safety in cultural communities. MEH partnered with community-based organizations to conduct focus groups on food safety and cultural norms within the Latino and Somali communities. The focus groups identified several cultural differences impacting critical food safety risk factors. The focus group results illuminated that the standard approach of inspecting and issuing orders for violations was unlikely to be effective in Latino and Somali owned businesses.

B, MEH held separate community forums with Somali and Latino food business owners and managers to hear what they needed from MEH to improve food safety. Over 350 Latino and Somali business leaders attended forums held in 2014 and 2015.

As a result of the focus groups and the forums, MEH set a goal to provide food safety education and training tailored to each community. MEH met this goal by developing several trainings. The largest need of Somali businesses was the lack of Certified Food Protection Manager (CFPM) training provided in Somali. MEH partnered with a Somali food safety consultant to provide the only Somali CFPM training in the country. Because the Somali culture is orally based, the training has a verbal, hands-on learning style. Since many immigrants have never taken a U.S. style standardized test, the training includes test taking skills. Over 200 Somali food workers have taken the class.

Receiving the Healthy 10 Award for the Somali language CFPM training partnership.

Two Latino MEH health inspectors developed a Spanish language, hands-on course on common food safety mistakes. Nearly 150 Spanish speaking food workers have taken the training.

Additionally, MEH has developed a more intensive training program for restaurants with high numbers of violations. Through this program, Serving Safety, MEH provides a food safety consultant to conduct hands-on, in-house training tailored to each business. While not exclusive to our immigrant communities, these trainings are often provided in Spanish, Somali, and other languages based upon the needs of the business. Seventy-eight businesses have participated in the Serving Safety training. Of those, 75% had the training conducted entirely or partially in a language other than English. Training has been conducted in Spanish, Somali, Lao, Vietnamese, Chinese, Korean, Egyptian Arabic, Telugu and Bengali.

The demand for the trainings tells MEH the Serving Safety program is a success.

Additionally, MEH created resources such as temperature logs, checklists, and food safety posters in multiple languages. All materials are easily accessed on the City's food safety webpage.

Part III – Challenge 3 – Ensuring food safety and food defense at large special events

Minneapolis Environmental Health effectively promotes food safety and food defense.

The third challenge grew out of a notorious foodborne disease outbreak at a 2013 Minneapolis event which prompted an overhaul of the event food permit program. Minneapolis has over 500 public events annually. To reduce foodborne illness risk factors at public events, MEH developed risk-based application forms along with a new city ordinance requiring an Event Food Sponsor Permit (Appendix J).

As staff began to manage the new event food permit program, the challenge of hosting three of the biggest games in American sports arose:

- July 2014, MLB All-Star Game
- February 2018, NFL Super Bowl LII (SB LII)
- April 2019, NCAA Final Four

In preparation for the MLB All-Star Game, MEH focused on assembling a winning lineup of methods to ensure food safety. Staff established relationships with event organizers and used a Pre-Event Questionnaire (PEQ) (Appendix K) to learn the details of food flow from supplier to service. Staff identified areas of need and provided resources, including "just in time" training. The two most valuable practices MEH instituted were to focus all inspections on risk rather than code, and to keep the same inspector(s) working with an event from planning to completion.

By early 2016, MEH was preparing for SB LII and set the goal of *no foodborne illnesses* in the city during SB LII. With a ten-day operational period, over 150 events, and more than one million additional visitors, the goal was audacious. A free online food safety training program for short-term events was added and offered to businesses and event organizers. Inspection team leaders began meeting with organizers of the eight sanctioned events to address all areas of planning through the risk-based lens of the PEQ. MEH found logistical challenges, such as water that would quickly freeze at the outdoor Super Bowl Live event and food that would enter the temperature danger zone during transport from outlying commissary kitchens.

In 2017, MEH identified food defense as an equal priority with food safety and began training staff to identify vulnerabilities that could lead to intentional contamination of food or water. MEH added *no intentional contamination incidents* to the goal of *no foodborne illnesses* during SB LII.

During SB LII in Minnesota, food safety and food defense became recognized as an essential component of public safety. When an MEH inspector posed a question to a public safety planning team about how the food for first responders would be kept safe, the paradigm shifted. MEH was suddenly viewed as a partner not only in keeping the public safe, but in protecting those who protect the public.

MEH was asked directly to assess vulnerabilities in the plans to feed hundreds of police officers, first responders and federal agents. MEH subsequently dedicated a team to develop and implement food safety and defense for the 16,000 meals served to first responders. This was a ground-breaking partnership between environmental health and law enforcement that has continued to grow.

For MEH, the real win at SB LII was measured with two zeros: there were no foodborne illnesses reported and no successful incidents of intentional contamination during the SB LII ten-day operational period.

Part IV – Program longevity

Minneapolis Environmental Health will protect public health and safety and support Minneapolis food businesses for generations to come.

Minneapolis Environmental Health (MEH) has developed a food safety and inspection program of sustained excellence based on sound principles and practices. The momentum of continuous improvement is actively harnessed by leadership and staff to ensure program viability well into the future.

MEH will continue to lead with innovative approaches to regulating emerging food trends, while remaining a strong advocate for operators. With most of the City's food businesses independently owned and lacking corporate food safety structures, MEH will continue to provide targeted and effective resources so all businesses can succeed. A city with a thriving food scene will continue to need a strong environmental health department.

With these following intentional initiatives, MEH is strengthening its capacity for the future:

- Meeting delegation agreements with Minnesota Departments of Health and Agriculture:
  Preserving program viability; ensuring rigorous standards; adding staff as needed.
- Continuing participation in the FDA Voluntary National Retail Food Regulatory Program Standards:
  Implementing best practices to align with FDA recommendations.
- Securing continued funding from Minneapolis' general budget:
  Maintaining necessary staff and providing them with resources to excel in their work.
- Applying for and securing grant funding:
  Providing ongoing opportunities to train staff in a diversity of focus areas.
  Providing opportunities to complete special projects.
- Leading the City of Minneapolis in its stated goals of equity and economic inclusion for all people:
  Minneapolis has some of the highest racial disparities in the nation.
  Minneapolis also has a large percent of immigrant owned food businesses.
  Engaging Minneapolis food business owners with culturally relevant trainings and materials.
  Providing the same high standards of food safety to all regulated businesses.
  Employing and training culturally competent staff who foster respectful communication.
- Facilitating professional development of food safety professionals across Minnesota and beyond:
  Presenting at local, regional, and national environmental health conferences.
- Developing innovative projects that meet needs within the food safety regulatory community:
  Finalizing a cooling study and completing a Large-Scale Events Field Guide, both underway.
- Conducting a comprehensive evaluation of risk factor reduction using the baseline study from 2018:
  MEH is dedicated to its priority to protect public health by reducing risk factors to foodborne illness.

Minneapolis
Health Department

Over 150 years of protecting public health.

Part V – Contact information and permission

Contact Information

Daniel Huff, Director of Environmental Health
Minneapolis Health Department
250 S. Fourth Street, Room 510
Minneapolis, MN 55415
612-673-5863
daniel.huff@minneapolismn.gov

Permission

The Minneapolis Health Department grants permission to the Foodservice Packaging Institute to place this Crumbine Award application on www.crumbineaward.com.

February 26, 2019

Mr. Daniel Huff
Director of Environmental Health
Minneapolis Health Department
250 South 4th Street, Room 510
Minneapolis, MN 55415

Re: Samuel J. Crumbine award application

Dear Mr. Huff,

The purpose of this letter is to enthusiastically support the Minneapolis Environmental Health's application for the 2019 Samuel J. Crumbine Consumer Protection Award for excellence in food protection at the local level. Minneapolis Environmental Health consistently excels in planning and responding to foodborne disease issues. I am pleased to share two examples of the quality and breadth of activities in your food safety program.

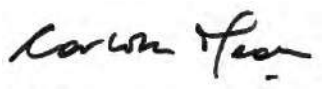
The first example shows your program's ability to plan for an extremely large, complex event, and successfully prevent foodborne and waterborne disease outbreaks. In February 2018, the Super Bowl was held in Minneapolis. Minneapolis Environmental Health planned and prepared for approximately 2 years for this event. During this time, Minneapolis Environmental Health coordinated the activities of a number of partner agencies, such as the Minnesota Department of Health's Foodborne Diseases Unit (our group), environmental health programs from neighboring cities, Hennepin County Public Health, multiple law enforcement agencies and emergency responders, the National Football League, and others. In addition to planning for inspections and other core food safety activities, your program also planned for enhanced foodborne and waterborne outbreak detection, and outbreak investigation and response. Conference calls held twice a day during the entire period of Super Bowl-related events allowed for shared, real-time situational awareness that was extremely helpful for all partner agencies. Your robust planning resulted in prompt identification and mitigation of food safety hazards.

The second example shows a proactive approach to an emerging food safety problem. In recent years, we have seen an increase in the number of *Campylobater* infections associated with eating liver paté at restaurants. In response to this increase, Minneapolis Environmental Health decided to train specific environmental health specialists on the intricacies of assessing the

food preparation process of liver paté. These people respond to all reports of illnesses possibly associated with eating liver paté, assess the preparation practices at the implicated restaurant, and provide education to prevent additional cases. Your stellar response to this particular food safety problem is very consistent with Minneapolis Environmental Health's approach to prevention of foodborne diseases.

For many years, Minneapolis Environmental Health has consistently used innovative approaches to food safety, has demonstrated excellence in planning and response, and has effectively collaborated with other agencies in order to prevent or mitigate foodbone diseases. As such, the Minneapolis Environmental Health program is deserving of the Crumbine Consumer Protection Award for excellence in food protection at the local level.

Sincerely,



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Alida Sorenson, MPH
Minnesota Department of Agriculture – Food and Feed Safety Division
625 Robert Street North
St. Paul, MN, 55155

February 14, 2019

RE: Samuel J. Crumbine Award Application

Mr. Daniel Huff
Director of Environmental Health
Minneapolis Health Department
250 South 4th Street, Room 510
Minneapolis, MN 55415

Dear Mr. Huff,

Congratulations on applying for the 2019 Samuel J. Crumbine Consumer Protection Award for excellence in food protection at the local level. I am pleased to share about the high quality of the Minneapolis Environmental Health agency's work from my perspective.

The Minnesota Department of Agriculture (MDA) has had the opportunity to work with Minneapolis Environmental Health over the years on a variety of responses and recalls, recently including *Salmonella* spp. in kratom, the cease and desist of an illegal retailer selling raw milk in Minneapolis, and traceback of romaine lettuce associated with a national *E*. coli outbreak. The agency's professional, prompt, and thorough follow-up with such events has earned the trust and respect of your colleagues in the food safety world.

Your agency's food safety preparation and responses related to Super Bowl LI throughout 2017 and early 2018 was another excellent demonstration of your strengths as an agency. As the lead environmental health agency, Minneapolis was instrumental to the success of the planning and response with other agencies, including MDA. You and your staff's organization and commitment to thorough preparation and monitoring of the many associated events resulted in a smooth, safe event. It was no wonder there were zero reported instances of foodborne illness associated with the 2018 Super Bowl or other sanctioned events!

I am sincerely honored to highly recommend Minneapolis Environmental Health for the Crumbine Consumer Protection Award. Your agency represents the gold standard for food protection at the local level.

Sincerely,

Alida Sorenson, MPH
MDA Response and Recall Coordinator

our streets
MPLS

Our office is located at
1428 Washington Avenue South,
Suite 204, Mpls, MN 55454

Call 612 568 6227
Email info@ourstreetsmpls.org
Web ourstreetsmpls.org

2.14.2019

Re: Samuel J. Crumbine award application

Mr. Daniel Huff
Director of Environmental Health
Minneapolis Health Department
250 South 4th Street, Room 510
Minneapolis, MN 55415

Dear Mr. Huff,

My name is Nick Ray Olson and I am the Event Director at Our Streets Minneapolis where I organize Open Streets Minneapolis, a series of public community events in Minneapolis presented by the City of Minneapolis. I understand Minneapolis Environmental Health is applying for the 2019 Samuel J. Crumbine Consumer Protection Award for excellence in food protection at the local level. I would like to use this opportunity to share with you the immensely positive experience I've had working with Minneapolis Environmental Health over my three years in this position and explain why they are deserving of this award. Time and time again I have seen their hard work translate directly into successful events for both organizers and vendors across the city, outstanding work that deserves recognition.

Open Streets Minneapolis consists of 6 to 8 free, public events every year where 100,000 people and 600 business and community organizations take over a total of 17 miles of streets to enjoy music, community, local businesses, and, of course, food. With between 30 and 50 food vendors operating for six hours over a distance of up to four miles, Open Streets presents some unique challenges to both organizers and health inspectors. I am continually impressed by the rigor and integrity which inspectors bring to their preparation and day-of work on Open Streets and their ability to collaboratively address these unique challenges.

While there are many examples of their great work, I am particularly grateful for inspectors work in the following areas:

- **Vendor support:** Open Streets is a rare opportunity for small, local food vendors to participate in large-scale public events. Often these vendors have not participated in public, outdoor events and must learn the requirements. As the event organizer, I am confident in referring vendors to Minneapolis Environmental Health where I know inspectors will provide the necessary expertise and support new vendors need. Inspectors regularly go above and beyond helping vendors by ensuring they are in full compliance ahead of the event, often working through language and cultural barriers. Without this support, many vendors would miss out on the opportunity to participate in these events.

- **Respectful and constructive inspections:** In my experience, all inspections that have occurred at Open Streets events have been fair, respectful, and communicative. Inspectors always work with vendors to correct any violations where possible, often exhibiting impressive patience in communicating through language and cultural barriers. The vast majority of the time, a collaborative solution is reached, often at the

suggestion of the inspector. In the rare circumstances they have been forced to close a vendor, it has always been done respectfully and professionally while clearly communicating the reason for the closure. I know vendors have greatly appreciated the clear, constructive conversations in these instances.

- **Integrity and responsiveness:** Inspectors clearly take their jobs of ensuring public safety while supporting food vendors with the utmost seriousness. I deeply respect their demonstrated commitment to uncompromised food safety without being unapproachable or aloof. I find they are extremely responsive to all questions and concerns and are always willing to take the time to work through organizer or vendor questions or concerns. It is clear their philosophy is one of partnership and support rather than restriction and regulation.

I am continually impressed with the knowledge, professionalism, efficacy and courteousness of the entire Minneapolis Environmental Health team. Their hard work makes my job and the jobs of participating food vendors significantly easier at every event. Without their proactive planning and dedication to creative problem solving, Open Streets would not be as successful as it is. Minneapolis Environmental Health is clearly deserving of the Crumbine Consumer Protection Award for excellence in food protection at the local level.

Sincerely,

our streets MPLS

Nick Ray Olson • *He/him*
Event and Program Director
612-758-0722

Journey Gosselin
City Food Studio
3722 Chicago Ave S
Minneapolis, MN 55407
Feb. 22, 2019

Daniel Huff
Director of Environmental Health
Minneapolis Health Department
250 South 4th Street
Minneapolis, MN 55415

Dear Mr. Huff,

Talking with inspector Ryan Krick I heard that Minneapolis Environmental Health is applying for the Samuel J. Crumbine Consumer Protection Award as a program that provides excellence in food protection at the local level. For the last five years I have been the owner of a commercial kitchen in Minneapolis where we incubate start-up food businesses, as well as working with other City organizations in support of efforts to help small food businesses get started and be successful in Minneapolis - very often working with the Minneapolis Health Department. I am pleased to share my testimony about how your staff and resources have consistently worked throughout this changing industry to apply the Minneapolis health safety program to support the economic development and equity trends of this dynamic area without compromising on the public's health. A few examples:

City Food Studio (new food businesses)

- Our kitchen has supported approximately 30 local food businesses each year since 2014, helping them get licenses and then providing a commercial kitchen for them to work out of.
- Minneapolis Health Department was involved from the first day in our building out the kitchen to safely support the multiple, new businesses that would use it. Giving guidance on what to replace from the previous restaurant, partnering on an alternative ceiling finish that allowed us to eliminate the dropped ceiling for better airflow and fewer areas for pests, and sharing good examples of why certain construction methods where important (avoid shortcuts in FRP installation!)
- Inspectors have been consistently patient with the businesses that come through our kitchen, often with very little food production backgrounds, with a particular focus on teaching the business owners how to produce their foods safely versus just following rules to avoid a fine. Inspectors' understanding and interest in the wide variety of foods the

market is producing has been of great help for individuals overwhelmed with all the aspects of starting a new businesses.

Homegrown Minneapolis Food Council (partnership with agencies/public)

- Minneapolis Health Department staff consistently attended and participated on the Homegrown Minneapolis Food Council while I was a member in 2016 and 2017. This participation was integral in applying a health lens to the many proposals and projects the Committee supported to push the boundaries of the local food system to increase access and environmental sustainability.

Downtown Improvement District (sidewalk cart innovation)

- The business council representing downtown Minneapolis has been working to use sidewalk food carts and other street activities as part of their strategy to enhance the pedestrian experience in the city center; I started consulting on the food aspects of the plan in 2017.
- As a City without a strong history of sidewalk food vending (hello winter!), building a vibrant offering often involves potential changes to our current license and health rules. Minneapolis Health Department staff have met with the DID and I on many occasions to help derive which new foods/cooking processes can be implemented safely, and those that will be problematic; helping focus our efforts in safe and feasible directions.
- They have also worked with us to identify what policy changes would be required to meet some of the District's goals in regards to carts – helping separate those that are food health related (don't change) from those that are issues of zoning or policy
- The Downtown Improvement District plans to roll out a cart-incubation program in 2019 to support new market entries, and guide them from the get-go to be exciting to customers while keeping their lunches safe to eat.

I know the constantly changing food industry can be a challenge for health regulators, and I had been concerned about a potentially confrontational relationship with regulators. Instead, Minneapolis Environmental Health has more often been a teacher and partner, leading our local food scene to get bigger and more diverse every year in a safe manor for all those City residents eating our locally produced foods. From my perspective this is the kind of government program that the Crumbine Consumer Protection Award for excellence in food protection may want to recognize.

Sincerely,

Journey Gosselin
Owner, City Food Studio

DEPARTMENT OF HEALTH

Protecting, Maintaining and Improving the Health of All Minnesotans

February 26, 2019

Mr. Daniel Huff
Director of Environmental Health
Minneapolis Health Department
250 South 4th Street, Room 510
Minneapolis, MN 55415

Dear Mr. Huff,

Subject: Samuel J. Crumbine award application

I understand Minneapolis Environmental Health is applying for the 2019 Samuel J. Crumbine Consumer Protection Award for excellence in food protection at the local level. I am pleased to share about the quality of your food safety program from my perspective. Some examples of their excellent leadership include:

- The 2018 Super Bowl event was held in Minneapolis. A regional approach to food safety was developed and coordinated by Minneapolis staff. With multiple events across several jurisdictions including state agency staff, the leadership and coordination provided by Minneapolis was crucial to creating an awareness and response mechanisms. The communications planning and regular engagement with partners was instrumental in ensuring the various events were held with minimal food safety issues
- The Environmental Health Continuous Improvement Board was established in 2014 with the initial charge to engage and improve processes and relationships across the state related to food, pools and lodging safety programs. City of Minneapolis staff have been important partners in this activity from the beginning. As a result of the work of this group, better statewide data exists for performance of this work, an improved evaluation process has been piloted along with work to implement, and relationships have improved. This work has lead the Environmental Health programs across the state to start to evaluate the broader environmental health system. Minneapolis' has been a valued partner in this process through providing technical and policy support.

Minneapolis Environmental Health is a proven leader in food safety protection in the state. Their work with diverse populations at the local level, leadership among partner organizations and engagement at the state level shows their commitment to food safety and makes them a deserving recipient of the Crumbine Consumer Protection Award for excellence in food protection at the local level.

Sincerely,

Thomas P. Hogan, Director
Environmental Health Division
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Mr. Daniel Huff
Director of Environmental Health
Minneapolis Health Department
250 South 4th Street, Room 510
Minneapolis, MN 55415

February 28, 2019
re: Samuel J. Crumbine award application

Dear Mr. Huff,

I am writing to support Minneapolis Environmental Health's application for the 2019 Samuel J. Crumbine Consumer Protection Award for excellence in food protection at the local level. The quality and diversity of foods served in Minneapolis has greatly expanded in recent years, and your food safety program has played an important role in promoting and maintaining the safety of these offerings.

A key demonstration of this has been the support for operators, in particular at small, ethnic food service establishments. Inspections have been viewed as opportunities to provide education, and not just to enforce regulations. Employing inspection staff who speak eight languages helps enable better communication between inspectors and restaurant operators/food handlers. Offering training videos in six languages commonly spoken among food workers in Minneapolis (English, Spanish, Somali, Hmong, Vietnamese, Korean) and self-inspection checklists in additional languages (Thai, Bengali, Arabic, Telugu) helps ensure that workers understand the food safety training materials that are key to successful food preparation tasks. This is further enhanced by offering vouchers to Minneapolis food businesses to allow food workers to take food handler training at no cost.

The impact of these efforts was made quite clear to me through the PhD dissertation work conducted by my student, Farhiya Farah, PhD. Dr. Farah's research was based on work she did as a food safety inspector working with Somali food operators in Minneapolis. This work demonstrated the beneficial impact of your program's efforts to improve their understanding of safe food handling practices, provide training in their language, and inspect their facilities in a culturally appropriate manner. The results provide economic opportunities for this important immigrant community in Minneapolis, while ensuring the safety of Minneapolis consumers.

The Minneapolis Environmental Health program played a key role in developing and implementing food safety plans for the 2018 Super Bowl. There were no food safety issues associated with eight NFL sanctioned and more than 150 other private Super Bowl-related events during a 10-day operational period. Importantly, your program was responsible for overseeing ~16,000 meals served to law

enforcement officers. This major non-event was the result of more than 1 year of planning ahead of time. Given the additional one million people in the city for the Super Bowl during this peak norovirus transmission season, the absence of problems is notable. Ironically, the 2018 Winter Olympics were interrupted by a norovirus outbreak occurring at the same time.

Finally, the Environmental Health program worked to help ensure basic sanitation and environmental health services provided to a major Minneapolis homeless encampment and worked with public health partners and community clinics to address other public health needs (vaccination, disease surveillance, etc). These examples of the broad and creative scope of activities, make the Minneapolis Environmental Health program a tremendous choice for the Crumbine Consumer Protection Award for excellence in food protection at the local level.

Sincerely Yours,

Craig W. Hedberg, PhD, Professor
Division of Environmental Health Sciences
Co-Director MN Integrated Food Safety Center of Excellence

Sarah Pozgay
112 Eatery
112 North 3rd Street
Minneapolis, MN 55401
2/28/2019

Daniel Huff
Director of Environmental Health
Minneapolis Health Department
250 South 4th Street
Minneapolis, MN 55415

Dear Mr. Huff,

I understand Minneapolis Environmental Health is applying for the Samuel J. Crumbine Consumer Protection Award as a program that provides excellence in food protection at the local level. I am pleased to share my testimony about the quality of your food safety program and how your staff and resources have helped 112 Eatery.

In August 2017, 112 Eatery was cited for several critical violations during a routine health inspection. The inspection was the most thorough that I had experienced as a restaurant manager, and 112 was dinged in quite a few areas. In particular, our inspector Janna Beard gave us insights into how our basement storage posed health risks, and she introduced our kitchen staff to cooling methods that would help them to more safely work with limited refrigeration space, among other things. As a follow-up to this inspection, a specialized trainer visited 112 Eatery to provide staff trainings for both our front-of-house and back-of-house staff. The trainer was fluent in both English and Spanish and was immensely helpful in communicating our tightened standards and expectations to our Spanish-speaking employees. This training, and in particular the trainer's friendly solution-oriented attitude, helped management and our staff to maintain a positive attitude in the wake of receiving what were certainly our worst marks on a health inspection.

In February and March of 2018, 112 Eatery underwent a major renovation to our kitchen and other parts of the restaurant. The health department assisted our owners and contractors in planning changes to improve the safety of the restaurant and the workability of our kitchen. The health department followed up with us following the renovation to ensure that the changes met health code. The team working with us included our previous inspector Janna, whom we had already established a rapport with. Her presence helped to facilitate better communication & trust between the restaurant and health department during the chaotic renovation.

The dedication, detailed follow-up and friendly tact that Minneapolis Environmental Health have demonstrated in working with 112 Eatery are remarkable. For these reasons I recommend them without reservation for the Crumbine Consumer Protection Award for excellence in food protection at the local level.

Sincerely,

Sarah Pozgay
General Manager

John R Doody
Culinary Director/Executive Chef
Kelber Catering
1301 Second Ave South
Minneapolis Mn. 55403
2/26/19

Daniel Huff
Director of Environmental Health
Minneapolis Health Department
250 South 4th Street
Minneapolis, MN 55415

Dear Mr. Huff,

I understand Minneapolis Environmental Health is applying for the Samuel J. Crumbine Consumer Protection Award as a program that provides excellence in food protection at the local level. I am pleased to share my testimony about the quality of your food safety program and how your staff and resources have helped my business.

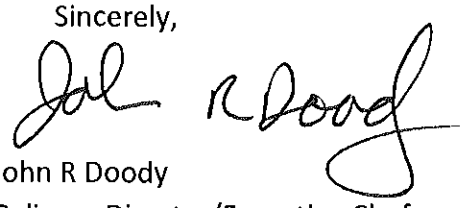
I truly feel that the Minneapolis Environmental Health Department is a valued partner in our success as a food service provider to both private catered events and to large high-profile public events. This was never so evident as during last year's Super Bowl. The Convention Center hosted the NFL Experience that was attended by tens of thousands of people daily. In the very beginning of the planning stages for the NFL Experience the Minneapolis Environmental Health Department was involved to ensure we as a company had the information, knowledge, and equipment we would need to make the event a success, and safe for the attending public. Kelber's culinary and retail staff worked with the Minneapolis Health Department to institute systems that would verify food about to be served was held in the safe range for consumption whether hot or cold. With the guidance of the Minneapolis Health Department, logs were created for each of our various outlets and temperatures were taken and recorded for all the food leaving the kitchen, to ensure it was leaving in the safe zones for both hot and cold foods. Additional logs were maintained at the various outlets and every couple of hours temps were taken to ensure the products were being held at the proper temps. If a product fell out of the safe temperature range (but was still a quality product), we would put that product on "a time as a Public Health control", and any product not consumed within 4 hours was discarded.

These logs were such a useful tool for our staff to ensure food safety that we have continued to use them on subsequent events.

Another valuable resource provided by The Minneapolis Environmental Health Department is communication. From public health warnings such as the recent romaine lettuce issues, to changes in Minnesota's food code. We are kept well informed via email with current situations. During our most recent inspection, our current health inspector was very informative about the changes in Minnesota's health codes, in case we had missed the emails.

On behalf of Kelber Catering, as the Executive Chef and Culinary Director, I feel a sense of gratitude for the support the Minneapolis Health Department has provided over the years. Most importantly, in the rare instance of food related concerns, knowing the Minneapolis Health Department will bring their resources to bear not only to help determine the origin of a possible complaint, but the reassurance that our protocols protect our customers. Their feedback and guidance keep us in compliance. For the above reasons this is why I feel that the Minneapolis Environmental Health Department deserves The Crumbine Consumer Protection Award for Excellence in food protection at the local level.

Sincerely,



John R Doody
Culinary Director/Executive Chef

GlobeGlow Consulting & Research, Inc.
2740 Stevens Avenue S
Minneapolis, MN 55408

02/25/2019

re: Samuel J. Crumbine award application

Mr. Daniel Huff
Director of Environmental Health
Minneapolis Health Department
250 South 4th Street, Room 510
Minneapolis, MN 55415

Dear Mr. Huff,

I understand Minneapolis Environmental Health is applying for the 2019 Samuel J. Crumbine Consumer Protection Award for excellence in food protection at the local level. I am pleased to share my experience with Environmental Health's work with immigrant businesses.

First example:

- Developed successful partnership with our company to assist over 50 Somali restauranteurs who are struggling to help them meet compliance standard critical to food safety caused by language and literacy barriers.
- Minneapolis Environmental Health staff demonstrated food protection excellence through outreach, marketing, strategic identification of operators in need of onsite consultation.

Second example:

- This partnership also developed the first national Certified Food Manger training in Somali that has provided training access to food operators. A close examination of 10-20 years violation trends of 62 independently owned and operated Somali food establishment indicated lack of food certification as the most frequently cited violation for Somali establishments. We have since successfully trained and certified over 200 Somali food service workers.
- Minneapolis Environmental Health staff demonstrate food protection excellence in coordinating training awareness with inspectors, text blasts, mailing flyers, etc. Staff also provides printed course materials, translated and simplified technical aides e.g. cooling sheets, time/temp control forms, etc. that includes magnetic info sheets to post, translated handwashing posters, thermometers, clip boards and more.

Our partnership with Minneapolis Environmental Health has helped close service and equity gaps and by working together policy makers gained a better understanding how to address cultural differences in food safety issues.

Minneapolis Environmental Health is deserving of the Crumbine Consumer Protection Award for excellence in food protection at the local level.

Sincerely,

Farhiya Farah

Farhiya M Farah, PhD MPH
CEO/GlobeGlow Consulting & Research, Inc.

Assistant Professor
Saint Mary University of Minnesota

Amy Kircher
Food Protection and Defense Institute - University of Minnesota
428 Mississippi River Blvd S

1 March 2019

re: Samuel J. Crumbine award application

Mr. Daniel Huff
Director of Environmental Health
Minneapolis Health Department
250 South 4th Street, Room 510
Minneapolis, MN 55415

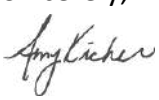
Dear Mr. Huff,
It is my great honor to recommend the Minneapolis Environmental Health (EH) Department for the 2019 Samuel J. Crumbine Consumer Protection Award for excellence in food protection at the local level. I have been incredibly fortunate to partner with and see EH Department in action. They have gone above and beyond to ensure the safety of our food in the city of Minneapolis.

For the past two years the Food Protection and Defense Institute has had the great fortune to engage with the EH Department as they took on the incredible tasks of preparing for the 2018 Super Bowl activities and 2019 Final Four Men's Basketball Tournament. The EH team not only took on the significant traditional roles but initiated a food defense program for the city. This essential task prepared Minneapolis, St. Paul, and surrounding cities for an intentional attack on the food system. During the Super Bowl, several food defense threats emerged and were mitigated thanks to the EH Department. Their work has now been replicated and implemented at both national and international events.

The EH Department is an impressive team that consistently demonstrates the best in our profession. Each year they tackle food crises and support their local food establishments to provide safe product.

This EH team is at the forefront of food protection at the local level. Their success improves lives and empowers local business. I could think of no team more deserving of the Crumbine Consumer Protection Award than Minneapolis Environment Health.

Sincerely,



Amy Kircher
Director, Food Protection and Defense Institute

DEPARTMENT OF AGRICULTURE

March 1, 2019

Mr. Daniel Huff
Director of Environmental Health
Minneapolis Health Department
250 South 4th Street, Room 510
Minneapolis, MN 55415

re: Samuel J. Crumbine award application

Dear Mr. Huff,

I understand Minneapolis Environmental Health is applying for the 2019 Samuel J. Crumbine Consumer Protection Award for excellence in food protection at the local level. I am pleased to share about the quality of your food safety program from my perspective, through the following examples.

First example

- Several years ago, I had the opportunity to work as an inspection supervisor with city of Minneapolis staff on an investigation into sales of unpasteurized cheese. The investigation involved coordination meetings between several partners, mobilization of investigatory teams, an in-person conversation with the seller, and timely disposition of product.
- The city of Minneapolis staff involved led the coordination of the on-site investigation, organization of the teams, and helped close out the on-site inspection. Once the problem was identified, city staff moved quickly to address it through detailed planning, involvement of partners, and professional and respectful communication with the seller. Further sales of unpasteurized cheese were prevented by the swift action taken by the city.

Second example

- In my current role, I recently worked with a city of Minneapolis employee during a joint investigation of an infestation complaint. The building in question contained several food businesses, under the jurisdiction of multiple agencies and programs.
- The city of Minneapolis received the complaint and took the initiative to contact the MDA because of the shared space, increasing the ability to address food safety. The city inspector promptly arranged for a joint inspection. All conversations held during the inspection were extremely professional and courteous, under the somewhat difficult circumstance of having an active infestation to address. The respectful relationship previously established between the Minneapolis inspector and the business owner was very clear to see, and allowed for a productive conversation on-site.

I have had the opportunity to work with many city of Minneapolis inspectors, supervisors and staff members over the past ten years and have always appreciated their dedication, knowledge of food safety concerns, interest in new and emerging food safety issues that may affect the city, and desire for consistent, timely, food safety interventions. These important qualities, along with many positive experiences in the field in addition to those stated above, lead me to state that I believe Minneapolis Environmental Health is deserving of the Crumbine Consumer Protection Award for excellence in food protection at the local level.

Sincerely,

Valerie Gamble, MS, REHS
Produce Safety Program Manager
Valerie.gamble@state.mn.us
651-539-3640

To Whom It May Concern,

We are writing to extend our gratitude and appreciation of the City of Minneapolis Health Department.

They are always willing to answer our questions, take calls, schedule time for us and make sure we are using our best practices to ensure a healthy and safe product. During Super Bowl, especially, they helped us navigate all the food safety concerns to ensure public health. We appreciate their knowledge and enjoy working with them. They have helped us create a HAACP plan, and are currently working with us on getting our distribution license and are always keeping us up to date with any new regulations or changes. It's not too often when working in the food industry that you feel like the health department is "on your side" but in our case, they are part of our team.

Sincerely,

Liz Mullen and Ari Baker-Kern,
Chefs from Chowgirls Catering

(see translation next page)

Maria Jose Rodriguez
Supermercado Morelia, LLC 1417 E.
Lake St.
Minneapolis, MN 55407

03/13/19

Daniel Huff
Director of Environmental Health
Minneapolis Health Department
250 South 4th Street
Minneapolis, MN 55415

Estimado Señor. Huff,

Yo entiendo que el departamento de salud de la Ciudad de Minneapolis está aplicando para el Reconocimiento de Protección al Consumidor Samuel J. Crumbine: como un programa que provee excelencia en la protección de la inocuidad de alimentos a nivel local. Para mí, es un placer compartir mi testimonio acerca de la calidad de su programa de inocuidad de los alimentos y también como sus profesionales y recursos le han ayudado a mi negocio.

Porque creo que el Departamento de Salud de la Ciudad de Minneapolis merece el reconocimiento Crumbine de Protección al Consumidor? Porque considero que el trabajo que realizan es muy importante. El profesionalismo con el que lo desempeñan y la capacitación y sugerencias que nos dan en el momento de la inspección nos ayuda a cumplir con las normas requeridas, evitándonos de esa manera algún problema mayor. Felicitaciones!

Sinceramente,

Maria Jose Rodriguez
Manager/Owner

(Translation)

Maria Jose Rodriguez
Supermercado Morelia, LLC
1417 E. Lake St.
Minneapolis, MN 55407
03/13/19

Dear Mr. Huff,

I understand that the City of Minneapolis Health Department is applying for the Samuel J. Crumbine Consumer Protection Award as a program that provides excellence in the protection of foods locally. For me, it is a pleasure to share my testimonial about the quality of the program of food safety and also about the professionalism and resources that have helped me in my business.

Do I believe that the Health Department of the City of Minneapolis deserves the recognition of the Samuel J. Crumbine Consumer Protection Award? Because I consider that the work that I perform is very important. The professionalism with which they perform and the training and suggestions that we have been given during the inspection have helped us comply with the required rules, helping us avoid other major problems. Congratulations!

Sincerely,

Maria Joe Rodriguez

Manager/Ower

Latino Economic Development Center

Centro para el Desarrollo Económico Latino

03/12/2019
re: Samuel J. Crumbine Award Application

Mr. Daniel Huff
Director of Environmental Health
Minneapolis Health Department
250 South 4th Street, Room 510
Minneapolis, MN 55415

Dear Mr. Huff,

I am pleased to support the Minneapolis Environmental Health Department's application to the 2019 Samuel J. Crumbine Consumer Protection Award for excellence in food protection, at the local level. We wish to convey our Latino community's opinion about the quality of your Food and Safety Program.

The Department's support is pivotal to Latino startups and Latino businesses expansion in Minneapolis. Particularly, we value guidance from your staff, bilingual trained personnel, who ensure smooth communications between city officials and business owners. As a matter of fact, our members frequently comment about how accessible your staff members are in matters related to: official information dissemination, instruction, licensing application, licensing renewal and business health inspections.

The Department's outreach efforts are excellent. You make information readily available in different languages, ensuring that business communities belonging to multiple communities across the city, are up to date on food safety matters. Paramount activities of your Department are your food and safety handling workshops, and presentations to business owners. These workshops and presentations are key factors, safeguarding the city's population health.

Because the strong commitment shown by your Department to immigrants, in the last 10 years, many families from different ethnic backgrounds, are today proud business owners. Positive results of strong communities are undeniable across Minneapolis and your Department's work is responsible in great part for that success. Well done!

Sincerely,

Henry Jimenez
Executive Director
henry@ledc-mn.org
(612) 395-4031

Andres Salinas Sanchez
Economic Development Lender
andres@ledc-mn.org
(612) 395-4045

Appendices

Appendix A

CITY OF MINNEAPOLIS
FOOD, LODGING, AND POOLS

HEALTH INSPECTORS FIELD GUIDE

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6. GENERAL INSPECTION PROCESS

POLICY

Complete inspections in ELMS by its due dates. When unable to complete routine inspections within 15 days of due date, notify Supervisor in advance. Provide operator with inspection report within three working days.

PROCEDURES

- Review previous history.
- Ensure you have the appropriate equipment before you start the inspection, per the FDA Voluntary Retail Standards. Health Inspectors are required to maintain an equipment inventory supply consistent with these standards.
- The FDA Standard 8 – Equipment Inventory SOP provides a detailed listing of these requirements. At the inspection site, introduce yourself, explain the purpose of your visit, present your Minneapolis picture ID and provide your business card.
- Establish professional rapport and involve the operator in the inspection process.
- Ensure the facility license and other required certificates are posted (i.e., CFM, CPO).
- Record measurements (i.e., food temperatures, sanitizer concentrations).
- Identify and record violations. Ask operator to correct items onsite when relevant.
- Determine if the facility has a hood:

<table>
<tr><td>If Yes…</td><td>If No…</td></tr>
<tr><td>• Determine if the hood has been cleaned every 6 months
<table><tr><td>If Yes…</td><td>If No…</td></tr><tr><td>• No action required</td><td>• Email facility information to joseph.rumppe@minneapolismn.gov</td></tr></table></td><td>• Continue to the next step</td></tr>
</table>

- Determine if fire suppression system red box has a red tag of noncompliance or says triggered or fired:

If Yes…	If No…
• Email facility information to joseph.rumppe@minneapolismn.gov.	• Continue to the next step.

- Ask operator if all areas have been inspected (i.e., chemical storage, basement dry storage). Note: skyway or mall facilities might have areas away from the service area.

- Discuss findings with the operator and answer any questions.

- Determine if citations or enforcement action is required using Administrative Enforcement.

- Inform the operator of any citations, re-inspection timelines and fees, if applicable.

- Enter inspection report in ELMS and attach items to facility license inspection, if applicable (i.e., pictures, pest control receipts).

    - Completing a Routine Inspection in ELMS SOP can be found on the ELMS FLP SharePoint site.

    - Adding a Certified Protection Food Manager Contact SOP can be found on the ELMS FLP SharePoint site.

        - Note: Contacts in ELMS should be entered only using capital letters.

- Provide report, relevant resources and applicable enforcement documents through email, fax or mail (i.e., fact sheets, illness log, CFM course information, etc.).

- See Re-Inspection and Verification Received Processes to determine if re-inspection is warranted.

7. RE-INSPECTION AND VERIFICATION RECEIVED PROCESSES

POLICY

Complete re-inspections in ELMS no later than 30 days past the inspection date. When unable to complete re-inspections within 30 days of due date, notify Supervisor in advance. Provide operator with inspection report within three working days. Re-inspections can occur before the due date at the inspector's discretion. If the inspection warrants, the operator can use the verification received option by submitting abatement of violations through e-mail, fax, phone or mail in place of an on-site re-inspection. In order to use the verification received option, abatement information must be received within 30 days of the inspection.

CRITERIA

1. Risk 1 or 2 Facilities: Points are ≥ 9.
2. Risk 3 Facilities, Farmers Markets, Short-Term and Seasonal Permits: Discretion based on public health significance.
3. Lodging: Points are ≥ 11.

ON SITE RE-INSPECTION PROCEDURES

1. At the re-inspection site, introduce yourself, explain the purpose of your visit, present your Minneapolis picture ID and provide your business card.
2. Verify whether or not violations called at the last inspection have been abated.
3. Discuss your findings with the operator and answer any questions and inform the operator of any possible citations, re-inspection timelines and fees.
4. Determine if an invoice is needed using the Invoicing procedure.
5. Enter inspection report in ELMS and attach items to the inspection, if applicable (i.e., pictures, pest control receipts).
    - Completing a Reinspection in ELMS SOP is located on the ELMS FLP SharePoint site.
    - Adding Attachments in ELMS SOP is located on the ELMS FLP SharePoint site.
        - Note: Variances, Non-Continuous Cooking (Par-Cooking), Hazard Analysis and Critical Control Points (HACCP) Plans, and Risk Control Plans should be added as an attachment to the facility license.
6. Determine if citations or enforcement action is required using Administrative Enforcement.
7. Provide report, relevant resources and applicable enforcement documents through email, fax or mail (i.e., fact sheets, illness log, CFM course information, etc.).
8. Continue process until re-inspection is no longer warranted.

VERIFICATION RECEIVED PROCEDURES

1. Review the received e-mail, fax, phone and/or mail documentation. Verify whether or not violations called at the last inspection have been abated.

2. Determine if sufficient abatement has taken place.

3. Enter a Verification Received inspection report in ELMS and attach items to the re-inspection when applicable (i.e., e-mail, fax, phone call information, pictures or mail).

    - Completing a Verification Received Report in ELMS SOP is located on the ELMS FLP SharePoint site.

    - Adding Attachments in ELMS SOP is located on the ELMS FLP SharePoint site.

4. Provide report, relevant resources and applicable enforcement documents through email, fax or mail (i.e., fact sheets, illness log, CFM course information, etc.).

8. CORRECTIVE ACTIONS

Policy

Health inspectors shall ensure that corrective action is taken to verify code violations are addressed promptly. The scope includes short-term corrective actions, long-term corrective actions, and follow-up activities.

Short-Term Corrective Actions Procedures:

1. Health inspectors shall require onsite corrective action when a threat to public health is present .
2. The Appendix C - Retail Food Compliance Intervention Strategies document provides additional guidance for implementing corrective actions during an inspection.
3. Violations shall be called on the inspection reports with a status of corrected on site (COS) notated in the comments section of the code violation(s).
    - See Completing a Routine Inspection in ELMS SOP (Page 10), which can be found on the ELMS FLP SharePoint site.

Long-Term Corrective Actions Procedures:

1. Long-term control options shall be discussed with the Operator when a facility has the same out-of-control risk factor, including COS violations, documented on consecutive inspections. Options may include but are not limited to:
    - Risk Control Plan
    - Plan Review
    - Equipment and/or facility modification
    - Menu modification
    - HACCP plans
    - Notice to Appear and Compliance Agreement Template
    - Food Safety Consultants
    - Citations
    - Emergency Closure
    - License Revocation
2. These discussions might occur during a routine inspection, a reinspection, a compliance meeting or a through an informational inspection. They could be documented as part of an inspection report, a compliance agreement, a citation, or using a risk control plan.
3. The Appendix C - Retail Food Compliance Intervention Strategies document provides additional guidance for implementing long-term corrective actions.

Follow-up Action Procedures:

1. Health inspectors shall perform follow-up activities using the procedures below:
    - Re-Inspection and Verification Received Processes
        - Re-inspections shall be required if a risk level 1 or 2 facility is >= 9 points or a lodging facility is >= 11 points.

        - If inspection does not generate a reinspection, but there are remaining critical violation(s), consult with your supervisor to determine if follow-up is necessary.
        - Document follow-up activities using verification received report.
        - Write in the comments section whether follow-up was done on site or through documentation received from the operator.
- Administrative Enforcement
    - If a third re-inspection is queued, schedule a meeting with a supervisor to debrief and determine if a compliance meeting or other intervention(s) are warranted.

Appendix B

Minneapolis
City of Lakes

2019

Minnesota Report Marking Instructions

Minneapolis Health Department
Environmental Health
1/9/2019

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Minnesota Report Marking Instructions

The following provides guidance to the CANDIDATE on marking the form.

COMPLIANCE STATUS
For each item, indicate one of the following for COMPLAINCE STATUS

IN – Item found in compliance	N.O. – Not observed	S - Swing
OUT – Item found out of compliance	N.A. – Not applicable	

Where no option occurs for marking “N.O.” or “N.A.,” these have been removed from the Marking Instructions. The standard may mark an item "S" to reflect a disagreement in a case where the CANDIDATE has the opportunity to make an observation or take a measurement and fails to do so, and intervention by the STANDARD would alert the CANDIDATE to the missed opportunity.

THE RELIANCE OF STATEMENTS MADE BY THE PERSON-IN-CHARGE (PIC) IN DETERMINING COMPLIANCE WITH PROVISIONS OF THE FOOD CODE

The standardization process stresses open communication between the CANDIDATE and PIC and food employees. To be an effective communicator, the CANDIDATE is expected to ask questions relative to the flow of the food through the establishment, preparation and cooking procedures, as well as employee health and normal everyday operation of the establishment. Responses to questions give the CANDIDATE a better idea of the foodborne illness risk factors that could be present in the establishment and allows for better budgeting of time while conducting the inspection. In addition, comments made by these individuals can often be used to support or augment direct observations and, in some very limited cases, can be used as the sole basis for determining compliance with provisions of the *Food Code*. By assessing the foodborne illness risk factors that are suspected of being uncontrolled at times other than the inspection, can be better spent on troubleshooting problems and bringing the foodborne illness risk factors back under control through proper intervention strategies. The CANDIDATE is expected to relay deficiencies in the operation to the PIC so that onsite and long-term corrective action can be initiated.

GUIDELINES FOR USING STATEMENTS MADE BY THE PIC OR FOOD WORKERS TO DETERMINE CMPLIANCE (Further guidance is provided in the Marking Instruction)

Marking IN/OUT of Compliance

Generally, a mark of IN or OUT must be based on actual observations noted in the establishment at the time of inspection. Regulatory action must be based on evidence gathered during an inspection and not based solely on a Person’s In Charge incorrect answer to a question asked by the CANDIDATE. For instance, the PIC tells the inspector, "I slice ham using my bare hands." This would most definitely be an item for discussion with management but would not, in itself, justify a mark of OUT for no bare contact with RTE food. The CANDIDATE must actually observe a food employee touching ready-to-eat (RTE) food with his/her bare hands before marking OUT of compliance. There are some items on the inspection report for which the CANDIDATE can rely solely on discussions with management or food employees to determine the compliance status.

These items relate to policies, including those that relate to the establishment's employee health policy and also those that address part 4626.0447 (highly susceptible populations). Frequently observations are made while a food is undergoing a process, i.e. cooling and reheating, when the CANDIDATE must ask the PIC or food employees questions to support or augment actual observations made**.** For instance, if a food item is observed cooling in a walk-in cooler and a temperature check reveals a temperature greater than 41°F, questions should be asked regarding the length of time the food has been cooling to properly determine compliance with the time/temp requirements of the Food Code. Also, this information is vital to determine the proper onsite corrective action (i.e., disposition of food), if appropriate.

Marking "Not Observed" (N.O.) or "Not Applicable" (N.A.)

In order to fully complete the inspection form as required, the CANDIDATE should question the PERSON-IN-CHARGE and food employees, as appropriate, concerning the types of foods served and food preparation processes conducted in that establishment, even at times when the inspector is not there. For instance, if thawing is not actually observed, the CANDIDATE should ask questions about whether or not thawing is conducted in the establishment at any time to properly mark thawing as either "N.O." or "N.A."

Good Retail Practices

Supervision	
1. Person-In-Charge present, demonstrates knowledge and performs duties	
1A. Presence	
IN / OUT	This item must be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance. The PIC has three assigned responsibilities – Presence, Demonstration of Knowledge and Duties. **Person-In-Charge is present.** This item should be marked OUT of compliance when there is no designated PIC. Do not assume that a food employee possessing food management certification is the PIC.
N.A.	**Do Not Mark** This Item "N.A."
N.O.	**Do Not Mark** This Item "N.O."
4626.0025	**Applicable Code Sections:** 2-101.11 - Assignment of the Peron-In-Charge*
Example	
Code	**Observation**
2-101.11	There is no PIC onsite.
1B. Demonstration of Knowledge	
IN / OUT	This item must be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance, based on interaction and observation with the PIC. **Demonstration of Knowledge**. Correct responses to the candidate's questions regarding public health practices and principles applicable to the operation. The Candidate should assess this item by asking open-ended questions that would evaluate the PIC's overall knowledge in each of the areas enumerated in Section 2-102.11, paragraphs A and D-P. Questions can be asked while communicating with the PIC, menu review, or throughout the inspection exercise as appropriate. The Candidate should ask a sufficient number of questions to enable him/her to make an informed decision concerning the PIC's knowledge of the Code requirements and public health principles as they apply to the operation. The dialogue should be extensive enough to reveal whether or not that person is enabled by a clear understanding of the Code and its public health principles to follow sound food safety practices and to produce foods that are safe, wholesome, unadulterated and accurately represented. This item should be marked IN based on the overall assessment of the PIC's correct responses demonstrating knowledge. The PIC missing one or two questions does not necessarily indicate OUT of compliance.
N.A.	**Do Not Mark** This item "N.A."
N.O.	**Do Not Mark** This Item "N.O."

NOTE	The candidate may rely on discussions with the PIC to determine the compliance status of this item. "Incorrect" responses to the questions regarding public health practices and Principles [except for subparagraphs 4626.0030 B and C 2-101.11 B and C, which are captured under Item 3], in and of themselves, are not sufficient for marking other items on this inspection form OUT. For instance, if the PIC does not know the Food Code requirements for cooling, yet no actual out of compliance observations are made with regard to cooling during the inspection, OUT cannot be marked for item 20
4626.0033A & D-P	**Applicable Code Sections:** 2-102.11A & D-P - Demonstrate of Knowledge by the PIC*
Example	
Code	**Observation**
NOTE	The PIC must have a clear understanding of the food code and sound food safety practices. An **OVERALL** understanding must be determined by the inspector. This is not cited for not knowing only one requirement.
2-102.11A	PIC cannot describe the relationship between the prevention of foodborne disease and the personal hygiene of a food employee.
2-102.11DEFGHI	PIC cannot demonstrate an **OVERALL** knowledge of the importance of the food handling procedures to prevent foodborne disease such as handwashing, cross contamination, bare hand contact, hot and cold holding, reheating, cooking, cooling and foods identified as allergens.
2-102.11JKLMO	PIC cannot demonstrate an **OVERALL** knowledge of the food safety risks and the relationship of the following factors to prevent foodborne disease; maintain establishment and equipment clean and in good repair, procedures for cleaning and sanitizing food contact surfaces, HACCP plan responsibilities, toxic chemical use and plumbing cross connection or backflow requirements.
1C. Duties of PIC	
IN / OUT	This item must be marked IN or OUT of compliance based on the interaction and observation with the PIC and food employees. The Candidate needs to determine the systems or controls the PIC has put into practice regarding oversight and/or routine monitoring of the Duties listed in 2-103.11. This is accomplished by 1) discussion with the PIC, and 2) verified through observation that the systems or controls are actually being implemented. This concept is commonly referred to as Active Managerial Control. This item should be marked OUT of compliance when there is a pattern of non-compliance and obvious failure by the PIC to ensure employees are complying with the duties listed in 2-103.11. Since marking this item OUT of compliance requires judgment, it is important that this item not be marked for an isolated incident, but rather for an overall evaluation of the PIC's ability to ensure compliance with the duties described in 2-103.11.
N.A.	**Do Not Mark** This item "N.A."
N.O.	**Do Not Mark** This Item "N.O."

4626.0035A-N & P	**Applicable Code Sections:** 2-103.11A-N & P - Duties of the Person-In-Charge*
Example	
Code	**Observation**
2-103.11DGHIKM	Use this violation when there is an **OVERALL** lack of active managerial control. Do not call multiple violations. However, if AMC is taking place and a single violation is observed, such as unauthorized persons in the kitchen, you can call one violation such as 2-103.11B.
2-103.11B	Unauthorized persons are permitted in the kitchen.
2. Certified Food Protection Manager (CFPM)	
IN / OUT	This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance. This item is marked IN compliance if an establishment has a "Certified Food Protection Manager" who has a valid Minnesota food protection manager's certificate from the MN Department of Health under part 4626.0033, Certification by an ACCREDITED PROGRAM and the certificate is posted somewhere in the establishment.
N.A.	This item may be marked "N.A.," if not required by regulation (4626.0033B).
N.O.	**Do Not Mark** This Item "N.O."
4626.0033A & D	**Applicable Code Sections:** 4626.0033A & D - Certified Food Protections Manager Requirements for Food Establishments
Example	
Code	**Observation**
4626.0033A	There is no state registered CFPM employed at the establishment.
4626.0033A	Establishment scoops ice cream, smoothies, soft serve, is a meat market handling ready to eat foods such as deli meat or cheese, or a menu warrants a food truck to have a CFPM and they do not have a certified food protection manager.
4626.0033D	There is no CFPM state certificate displayed.

Employee Health	
3. Management, food employee knowledge, responsibilities and reporting*	
NOTE	The candidate may rely solely on discussions with management and food workers to determine the compliance status of this item.
IN / OUT	This item should be marked IN or OUT of compliance. To be IN compliance, all of the following criteria are met: 1. The PIC is aware of his or her responsibility to inform food employees and conditional employees of their responsibility to report information about their health and activities as it relates to diseases that are transmissible through food (i. e., certain symptoms and diagnosis) to the PIC and for the PIC to report to the regulatory authority as specified under 2-201.11. This can be accomplished by the PIC conveying knowledge of a food employee health policy OR having access to an employee health policy (not necessarily written) stating what actions are necessary following a report that an employee has a certain symptom or diagnosed illness (recording). The policy must reflect the current Food Code provisions. Verbal communication of the employee health policy must be specific to the types of illnesses and symptoms that require reporting. Non-specific statements such as, "sick or ill employees are not allowed to work," are not acceptable as meeting this requirement. 2. The PIC is aware of his/her responsibility to inform food employees of their responsibility to report certain symptoms or diagnosed diseases to the PIC. 3. The food employees are knowledgeable of the Food Code provisions requiring reporting of certain symptoms or illnesses to the PIC and/or regulatory authority. 4. The PIC is aware of his/her responsibility to record all reports of diarrhea and vomiting made by food employees. 5. The PIC is aware of his/her responsibility to notify the regulatory authority of any complaints from a consumer suspected of having any one of the items in 4626.0040D. The candidate is encouraged to select one employee at random during each inspection and requesting the PIC to verify, by one of the previously listed methods, that the selected employee has been informed of his/her responsibility to report symptoms, exposures, and diagnosed illnesses to management. Additional information is provided in Annex 3 of the Public Health Reasons for Part 2-201 of the 2013 FDA Food Code, including a number of questions, may be used as a reference to assist the regulatory authority in determining compliance with this item. If OUT of compliance, make appropriate notes on reason(s) for non-compliance.
N.A.	**Do Not Mark** This Item “N.A.”
N.O.	**Do Not Mark** This Item “N.O.”

Appendix C

1. **MENU REVIEW DURING INSPECTIONS: SEARED TUNA, FRIED EGG ON A SANDWICH, FOIE GRAS, ETC.**

During report reviews we are seeing a lot of times when there may be "seared" fish, fried or poached egg, foie gras, etc. on the menu and Q25 Consumer Advisory is marked NA.

Discuss the cook temps with the operator to be sure proper temps are reached. If proper temps are not reached, there must be the consumer advisory on the menu.

➤Example:

Pasture and Game

Wagyu 'Zabuton' Steak: Marble Potato, Celery Root, Celery, Beurre 38

Berkshire Pork Belly: Black Currant BBQ, Pineapple, Togarashi, Hazelnut, Pickled Red Onion 16 / 28

Braised Lamb Ribs: Labneh, Curried Carrot, Mint, Celery Leaf 18 / 30

Wild Acres Duck Breast: Confit Leg, Fennel, Pomegranate, Quince, Coconut, Red Wine Jus 20/34

Seared Foie Gras Supplement 16

B.E.L.T
double-smoked bacon, fried egg, lettuce, and tomato with red pepper mayo on toasted multigrain bread 10

➤Use

◇ 4626.0442 CONSUMER ADVISORY; DISCLOSURE. 3-603.11
(The discussion on which codes to call is written in detail in the January 2019 Technical Meeting notes.)

NOTE: Foie gras isn't seen very often. Foie gras literally means "fat liver," the French pate delicacy. Foie gras comes from the plump livers of force-fed ducks or geese. The **raw** and the cooked: **Foie gras** that is **raw** can be seared and **served** warm. Semi-cooked **foie gras** has been poached at a low temperature and is prized for its silky texture. Foie gras must be cooked to 165*F for 15 seconds to be considered fully cooked.

2. REPORT WRITING – Q30 PASTEURIZED EGGS USED WHERE REQUIRED.

The choices for this question are now IN, OUT, or NA. This is being entered as IN on many reports where raw eggs are not used when preparing RTE foods in the establishment. If eggs are not used in preparing RTE foods, this should be marked NA.

➤Example: ELMS checklist and Marking Instructions.

Checklist:

Safe Food and Water
30. Pasteurized eggs used where required

Marking Instructions:

Safe Food and Water	
30. Pasteurized eggs used where required*	
IN / OUT	Certain menu items may use eggs as an ingredient in the preparation of RTE food such as Caesar salad, dressing, hollandaise sauce, tiramisu, etc. This is verified by menu review and discussion with the PIC and food employees regarding the substitution of pasteurized egg products for raw eggs in uncooked food, unless allowed under 3-401.11D(3).
N.A.	This item may be marked "N.A." when eggs are not used in preparing RTE foods in the establishment.
N.O.	**Do Not Mark** This Item "N.O."

◇ 4626.0245 PASTEURIZED EGGS; SUBSTITUTE FOR RAW EGGS. 3-302.13

Pasteurized eggs or egg products must be substituted for raw eggs in the preparation of food such as Caesar salad, hollandaise or Béarnaise sauce, mayonnaise, meringue, eggnog, ice cream, and egg-fortified beverages that are not:

A. cooked as specified in part 4626.0340, item A, subitem (1) or (2);P1 or
B. included in part 4626.0340, item D, subitem (1).P1

3. Q23 DATE MARKING (3-501.17) AND DISPOSITION (3-501.18)

The date marking section of the new food code has changed quite a bit. One change is that it no longer refers specifically to foods that are cooked on site and then subsequently frozen. We have put new examples in the marking instructions to go along with various parts of the code.

➤Example: The following are the specific code sections and an example for each section:

➤Use

◇ 4626.0400 DATE MARKING; READY-TO-EAT TCS FOOD. 3-501.17

A. (1) This part does not apply to items E and F or to food packaged using a reduced oxygen packaging method as specified in part 4626.0420.
(2) Refrigerated, ready-to-eat TCS food prepared and held in a food establishment for more than 24 hours must be clearly marked using an effective method to indicate the day or date by by which the food must be consumed on the premises, sold, or discarded, which is 7 calendar days or less from the date of preparation. The date of the preparation must be counted as day 1.P2

3-501.17A	TCS food prepared on site, the item is not date marked but the person in charge knows when the product was prepared and there is a datemarking system in place.

B**.** Refrigerated, ready-to-eat TCS food prepared and packaged by a processing plant and opened and held for more than 24 hours must be clearly marked using an effective method to indicate the day or date by which the food must be consumed on the premises, sold, or discarded, which is 7 calendar days or less from the date the original container is opened;P2 and
(1) the date the original container is opened in the food establishment must be counted as day 1;P2 and
(2) the day or date marked by the food establishment must not exceed the manufacturer's use-by date.P2

Turkey

3-501.17B	TCS food prepared by a processing plant and opened on site is not datemarked or exceeds the manufacturer's use-by date.
3-501.17B	Soft cheeses such as Brie, Camembert, Cottage, Ricotta and Teleme are not date marked.

C**.** A refrigerated, ready-to-eat TCS food ingredient or a portion of a refrigerated, ready-to-eat TCS food that is subsequently combined with additional ingredients or portions of food must retain the date marking of the earliest-prepared or first-prepared ingredient.P2

3-501.17C	A refrigerated RTE TCS food ingredient/portion that is subsequently combined with additional ingredients/portions of food does not retain the datemarking of the frist prepared ingredient. (EXAMPLE: Turkey cooked four days ago and a turkey sandwich made today, the sandwich must be dated the day the turkey was cooked.)

D. A date marking system that meets the criteria in items A and B may include:
(1) using a method approved by the regulatory authority based on meeting the requirements of this part for refrigerated, ready-to-eat TCS food that is frequently rewrapped, such as lunchmeat or a roast, or for which date marking is impractical, such as soft-serve mix or milk in a dispensing machine;
(2) marking the date or day of preparation, with a procedure to discard the food on or before the last date or day by which the food must be consumed on the premises, sold, or discarded as specified in item A;
(3) marking the date or day the original container is opened in a food establishment, with a procedure to discard the food on or before the last date or day by which the food must be consumed on the premises, sold, or discarded as specified in item B; or
(4) using calendar dates, days of the week, color-coded marks, or other effective marking methods, provided that the marking system is disclosed to the regulatory authority upon request.

3-501.17D	There is no effective datemarking system. This includes foods made on site and frozen. The PIC must know how long the food was out before freezing, how long frozen and when thawed.

NOTE: Exemption to date marking: Date marking does not apply to the following foods prepared and packaged by a food processing plant: deli salads such as ham salad, seafood salad, chicken salad, pasta salad, potato salad etc., some cheeses, cultured dairy products such as yogurt, sour cream and buttermilk; preserved fish products such as pickled herring, shelf stable dry fermented sausages such as pepperoni and genoa salami; and shelf-stable salt cured products such as prosciutto and Parma ham.

Disposition of RTE, TCS food:

➤Example: If food exceeds the 7-day date marking period:

➤Use

◇ **4626.0405 READY-TO-EAT, TCS FOOD; DISPOSITION. 3-501.18**
A. A food specified in part 4626.0400, item A or B, must be discarded if:
(1) the time exceeds 7 days as specified in part 4626.0400, item A, except time that the product is frozen;$_{P1}$ or
(2) it is in a container or package that does not bear a date or day.$_{P1}$

NOTE: This is the section that mentions "frozen" food and is interpreted that the days frozen are not included in the 7-day time frame.

NOTE: If you observe food dated past the 7-day expiration, i.e. food made/opened on 2/1 has the date of 2/8 as the discard date, BUT, the food has not exceeded the 7-day expiration date (2/7), this is a teachable moment to count the prep date/container open date as day 1. Do not call a violation unless the 7 days has been exceeded.

4. **SELF-CLEANING COFFEE MACHINES – IS A THREE COMPARTMENT SINK REQUIRED?**

If there is a coffee machine on site, you must read the information sheet/description sheet for the machine to determine if it really is a completely self-cleaning machine. Most of these machines have some internal parts that need to go through the wash, rinse, sanitize sequence.

➤Example: If an establishment has a coffee machine and the internal parts are not being washed, rinsed, and sanitized:

➤Use

◇ **4626.0845 EQUIPMENT; FOOD-CONTACT SURFACES, AND UTENSILS. 4-602.11**

E. Except when dry cleaning methods are used as specified in part 4626.0860, surfaces of utensils and equipment contacting food that is not TCS food must be cleaned:

(1) at any time when contamination may have occurred;

(2) at least every 24 hours for iced tea dispensers and consumer self-service utensils such as tongs, scoops, or ladles;

(3) before restocking consumer self-service equipment and utensils such as condiment dispensers and display containers; and

(4) in equipment such as ice bins and beverage dispensing nozzles, and the enclosed components of equipment such as ice makers, cooking oil storage tanks and distribution lines, beverage and syrup dispensing lines or tubes, coffee bean grinders, and water vending equipment:

(a) at a frequency specified by the manufacturer; or

(b) absent manufacturer specifications, at a frequency necessary to preclude accumulation of soil or mold.

NOTE: You may need to call 4-301.12A to provide a 3-compartment sink, and if that's the case, you will also need to call 8-201.11A to Submit plans for the installation of the 3-compartment sink.

5. **CLEANING OF EQUIPMENT IN MEAT PROCESSING ROOMS THAT ARE MAINTAINED COLD**

➤Example: If a meat processing room is being maintained cold, utensils and equipment **can** be cleaned less frequently than every 4 hours. Refer to the chart for frequency of cleaning requirements. The establishment must maintain documentation of cleaning frequency based on the ambient temperature of the refrigerated room or area.

◇ **4626.0845 EQUIPMENT; FOOD-CONTACT SURFACES, AND UTENSILS. 4-602.11D2**

D. Surfaces of utensils and equipment contacting TCS food may be cleaned less frequently than every 4 hours if:

(2) utensils and equipment are used to prepare food in a refrigerated room or area that is maintained at one of the temperatures in the chart in unit (a):

(a) the utensils and equipment are cleaned at the frequency in the following chart that corresponds to the temperature; and

Temperature	Cleaning Frequency
41 degrees F (5 degrees C) or less	24 hours
greater than 41 degrees F to 45 degrees F (greater than 5 degrees C to 7.2 degrees C)	20 hours
greater than 45 degrees F to 50 degrees F (greater than 7.2 degrees C to 10 degrees C)	16 hours
greater than 50 degrees F to 55 degrees F (greater than 10 degrees C to 12.8 degrees C)	10 hours

(b) the cleaning frequency based on the ambient temperature of the refrigerated room or area is documented in the food establishment;

6. **Q41 WIPING CLOTH BUCKET VIOLATIONS**

We are seeing some wrong calls during report reviews on the wiping cloth bucket violation.

➤Example: If you see damp wiping cloths stored on the counter and not in the sanitizer bucket, OR, if you see a wiping cloth bucket with the sanitizer strength too low

➤Use

◇ 4626.0285 WIPING CLOTHS; USE LIMITATION. 3-304.14

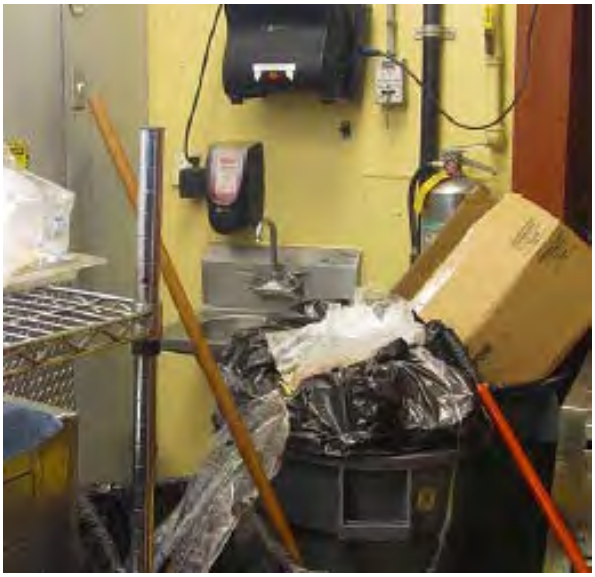
A. Cloths used for wiping food spills from tableware and carry-out containers that occur as food is being served must be maintained dry and used for no other purpose.

B . Cloths used for wiping counters and other equipment surfaces must be:
(1) held between uses in a chemical sanitizer solution at a concentration specified in part 4626.0805; and
(2) laundered daily as specified in part 4626.0915, item D.

C. Cloths used for wiping surfaces in contact with raw animal foods must be kept separate from cloths used for other purposes.
D. Dry wiping cloths and the chemical sanitizing solutions specified in item B, subitem (1), in which wet wiping cloths are held between uses must be free of food debris and visible soil.
E. Containers of chemical sanitizing solutions specified in item B, subitem (1), in which wet wiping cloths are held between uses must be stored and used in a manner that prevents contamination of food, equipment, utensils, linens, or single-service or single-use articles.
F. Single-use disposable sanitizer wipes must be used according to U.S. Environmental Protection Agency-approved manufacturer's label use instructions.

7. Q10 ONE CODE CALL FOR HANDWASING SINKS NOT ACCESSIBLE AND HANDSINKS USED FOR PURPOSES OTHER THAN HANDWASHING

➤Example: Be aware that there is now only one standard order if you see a blocked handsink or see a handsink used for purposes other than handwashing. We used to have two separate orders.



➤Use

◇ 4626.1110 USING HANDWASHING SINKS. 5-205.11

A. A handwashing sink must be maintained so that it is accessible at all times for employee use.P2

B. A handwashing sink must not be used for purposes other than handwashing.P2

Standard Order:

528	**MN Rule 4626.1110AB**	**5-205.11AB**	**P2**	**10**	The handwashing sink must be accessible at all times for employee use, and must be used only for handwashing.

8. **Q3 RETURN TO WORK 24 HOURS AFTER SYMPTOMS ARE GONE**

If the Person in Charge does not know that an employee ill with diarrhea and vomiting cannot return to work for at least 24 hours after symptoms are gone

For ELMS, use 2-102.11BCQ
For Standardization:

➤Use

◇ 4626.0030 DEMONSTRATION OF KNOWLEDGE BY PERSON IN CHARGE. 2-102.11

Q. explaining how the person in charge, food employees, and conditional employees comply with reporting requirements and explaining the exclusion or restriction of a food employee who has a disease or medical condition that may cause foodborne disease.P2

9. **Q33 COOLING METHODS – VIOLATION CALL CHANGE**

The violation for an establishment using improper cooling methods has been separated into two calls:

➤Example: If you observed foods being cooled in 5-gallon buckets, deep portions, etc..

➤Use

◇ **4626.0390 COOLING METHODS. 3-501.15**

A. Cooling must be accomplished according to the time and temperature criteria in part 4626.0385 by using one or more of the following methods based on the type of food being cooled:

(1) placing the food in **shallow pans;** P2

(2) **separating the food into smaller or thinner portions**; P2

(3) using rapid cooling equipment; P2

(4) stirring the food in a container placed in an ice water bath; P2

(5) using containers that facilitate heat transfer; P2

(6) adding ice as an ingredient; P2 or

(7) other effective methods. P2

➤Example: If you observed foods being cooled in tightly covered containers

➤Use

B. When placed in cooling or cold holding equipment, food containers in which food is being cooled must be:

(1) arranged in the equipment to provide maximum heat transfer through the container walls; and

(2) **loosely covered or uncovered** if protected from overhead contamination as specified in part 4626.0300, item A, subitem (2), during the cooling period to facilitate heat transfer from the surface of the food.

ELMS:

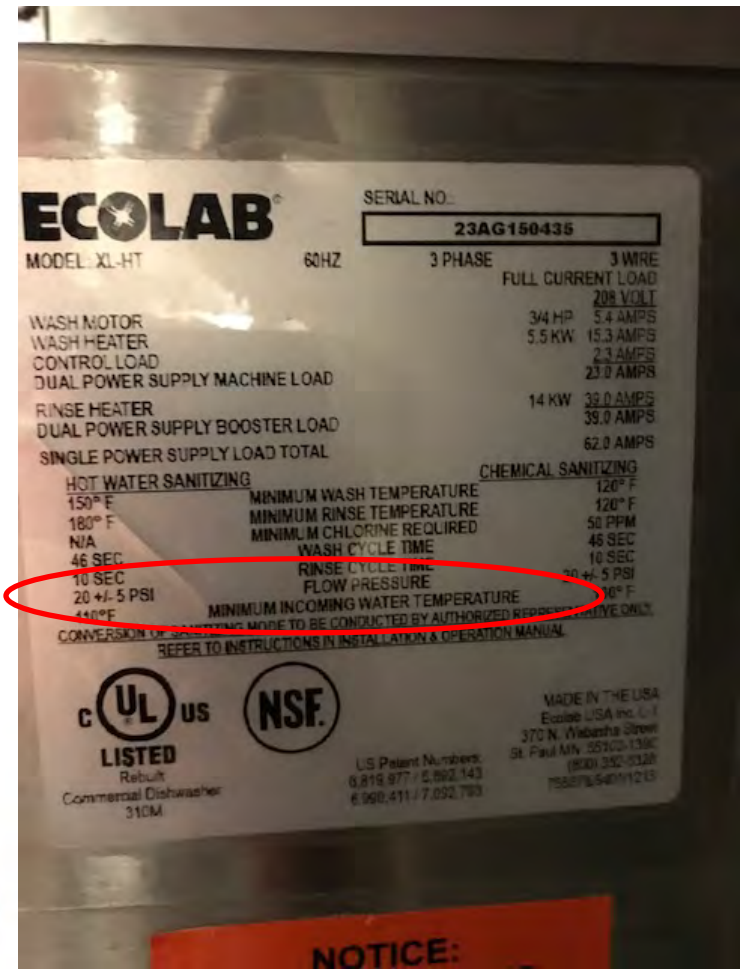
Code Violation Lookup Result (2 records)

Code Violation	Code Violation Group	Code Violation Group	Description	Effective Date	Expire Date	Code Text	Standards Group	Building Code Section
			3-501.15					
2171	RB_control	Proper cooling methods	3-501.15A			Cool food by: 1. pla	MN Rule 4626.0390A	Priority2
3087	RB_control	Proper cooling methods	3-501.15B	11/30/2018		Loosely cover conte	MN Rule 4626.0390B	Priority2

10. **Q16 PRESSURE GAUGE ON A HOT WATER SANITIZING DISHMACHINE**

Check the pressure gauge on hot water sanitizing dishmachines.

➤Example: During Standardization we observed a pressure gauge not reaching at least 15 psi. The data plate said the pressure must be 20 psi, plus or minus 5 psi. If you observe the gauge not registering as per the data plate **AND** the required code limits:



➤Use

◇ 4626.0800 MECHANICAL WAREWASHING EQUIPMENT; SANITIZATION RINSE PRESSURE. 4-501.113
The flow pressure of the fresh hot water sanitizing rinse in a warewashing machine, as measured in the water line immediately downstream or upstream from the fresh hot water sanitizing rinse control valve, **must be within the range specified on the machine manufacturer's data plate and must not be less than 5 pounds per square inch (35 kilopascals) or more than 30 pounds per square inch (200 kilopascals).**

11. NSF EQUIPMENT WHEN SERVING 10 OR FEWER INDIVIDUALS (INFO FROM THE REGULATORS BREAKFAST 2-6-19)

➤Example: New food code interpretations: Former 10+ exemption for equipment.

Is any grandfathering of existing equipment allowed?
What about in establishments that serve ten or fewer individuals that were previously allowed to use non-NSF equipment?

4626.1685, Public Health Protection, still allows for existing equipment that was in use before September 9, 1998 and provides criteria for the regulatory agency to consider in assessing if the equipment is acceptable.

Item D requires a documented agreement for the replacement of the equipment.

For existing establishments that were previously exempted from NSF equipment requirements based on serving ten or fewer individuals, their timeline for compliance depends on when the equipment was originally put into use.

If it was put into use after September 9, 1998 the recommendation is to write an order at the next regular inspection, and work with the operator on a timeline that is reasonable based on risk and condition of the existing equipment.

4626.1685 PUBLIC HEALTH PROTECTION. 8-101.10 In enforcing this Code, the regulatory authority shall assess existing facilities or equipment that were in use before September 8, 1998, based on the following considerations:
A. whether the facilities or equipment are in good repair and capable of being maintained in a sanitary condition;
B. whether food-contact surfaces comply with parts 4626.0450 to 4626.0495 and 4626.0506, item A;
C. whether the capacities of cooling, heating, and holding equipment are sufficient to comply with part 4626.0675; and
D. whether the existence of a documented agreement with the licensee that the facilities or equipment will be replaced as specified in the documented agreement.

4626.0506 EQUIPMENT. A. The following equipment, including types of equipment listed in this part that are custom fabricated, must be certified or classified for sanitation by an American National Standards Institute (ANSI) accredited certification program for food service equipment:
(1) manual warewashing sinks;
(2) mechanical warewashing equipment;
(3) mechanical refrigeration units except for units or equipment designed and used to maintain food in a frozen state;
(4) walk-in freezers;
(5) food hot-holding equipment;
(6) cooking equipment, except for microwave ovens and toasters;
(7) ice machines;
(8) mechanical slicers;
(9) mechanical tenderizers and grinders; and
(10) food preparation surfaces including sinks used for food preparation.

B. Exhaust hoods must meet the requirements in the Minnesota Mechanical Code, Minnesota Rules, chapter 1346.
C. Vending machines and machines used to dispense water or food must be certified or classified for sanitation by an American National Standards Institute (ANSI) accredited certification program or be accredited to meet the standards of the National Automatic Merchandising Association (NAMA) specified in NAMA Standard for the Sanitary Design and Construction of Food and Beverage Vending

Machines. This publication is incorporated by reference, is subject to infrequent change, and can be found at www.namanow.org/vending/certified-companies.
D. Vending machines that vend water must meet the standards in parts 1550.3200 to 1550.3320.
REGULATORS' BREAKFAS T 6
E. If a standard developed by an ANSI-accredited standards developer is not available for a piece of equipment specified in item A, the equipment must: (1) be designed for commercial use; (2) be durable, smooth, and easily cleanable; (3) be readily accessible for cleaning; and (4) have food-contact surfaces that are not toxic.
F. A neighborhood kitchen may use equipment other than ANSI-certified equipment required in item A to heat and serve food previously cooked in a primary approved commercial kitchen. A neighborhood kitchen may also prepare and serve food other than raw animal foods, provided that grease or moisture does not accumulate on adjacent surfaces.
G. A food establishment that is an adult care center, child care center, or boarding establishment does not need to comply with item A if approved by the regulatory authority and the food establishment: (1) serves only non-TCS food; or (2) prepares TCS foods only for same-day service.
H. A bed and breakfast serving only 1 meal a day does not need to comply with item A.
I. A special event food stand, retail food vehicle, portable structure, or cart does not need to comply with item A.

Appendix D

Minneapolis Health Department
250 South 4th Street, Room 510
Minneapolis, MN 55415
TEL 612.673.2301
www.minneapolismn.gov/health

Document Date: 3/15/2019

Notice to Appear

1. An administrative compliance meeting will be held at the time, date, and location listed below to discuss your compliance and corrective action(s) for unabated violations.
2. The Compliance Action Plan provides a list of the food safety issues present with your establishment. Please come prepared to discuss the actions you plan to take to resolve these problems. Use the corresponding violations noted on your most recent inspection report to inform your necessary corrections. You may print and write on the hard copy of the action plan, or you may use the Word version to provide your edits.
3. **Failure to appear for this meeting without proper justification could warrant the suspension of your license. Please bring any members of your management team or advisors who will assist you with gaining compliance of food safety at your establishment.**

Establishment Information:

FACILITY REPRESENTATIVE:	
FACILITY NAME:	
LICENSE NUMBER:	
ADDRESS:	

Meeting Details Updated:

DATE:	Tuesday, January 8, 2019
TIME:	10:30 a.m. – 11:30 a.m.
LOCATION:	Public Service Center 250 S 4th Street Minneapolis, MN 55415 Check in at Room 300

Attendees:

Name	Role
	Owner
	General Manager
Cindy Weckwerth	Environmental Health Supervisor
Janna Beard	Health Inspector

Meeting Agenda:

- Issues to be discussed at meeting (in addition to violations):
  - Payment of citations
  - Hiring a Food Safety Consultant
  - Schedule of Compliance Inspections
  - Fees accompanying Compliance Inspections

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Compliance Action Plan

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Violation Number	Continuing Compliance Issue	Corrective Action and Ongoing Compliance Plan	Compliance Date
Inspector provides	**Inspector describes**	**Propose your plans in this column…**	**Dates…**
4-501.114C1	Improper Chlorine concentration in sanitizing rinse at bar glass washers.	Add test stripes at every machine with instructions and train staff to test properly. Showing all the necessary steps and having them demonstrate the process to management. Tests to be performed by opening bartender every M,W,F with results logged in Bar log to meet minimum of 50ppm. Log states if minimums not met to contact Ecolab immediately and includes Ecolab's phone number and account number Log requires phone call date and response date as well. We are requesting Ecolab rep at our staff training on 02/09 as well.	Immediate
3-501.18 A	Refrigerated potentially hazardous foods kept past 7-day use by date.	Use 1st in 1st out procedure as well as reducing amount of prepped items and frequency of prepping. Have the lead cook check dates before every shift and verify when doing orders on Wednesdays.	Immediate
2-201.15B	Not using Employee Illness Log as part of a comprehensive illness policy.	Create employee sick log and keep in service station and updated daily by person in charge making sure enter any return to work date.	Immediate
5-203.14	Chemical mixer at three compartment sink has no backflow prevention device	Have licensed plumber install required back flow device and remove connection to faucet. Submit photos to MDH. Pictures to be submitted by end of day on 01/23/19	01/10/2019
2-301.12	Employee handwashing is not being trained and overseen.	Get visual glow chemical from MDH and black light to show proper handwashing procedures as well as post signage in English and Spanish. We will be holding a staff meeting on Feb 9th to demonstrate black light/glow chemical. Ongoing training with all staff prior with reminders by person in charge.	Immediate
MN4626.2010 Subp. 1	There is no fulltime state registered Certified Food Manager employed.	_____	Complete

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2-103.11	There is no active managerial control. See Item 1B on report.	Train all bartenders and kitchen staff on proper food safety procedures as well use self-inspection report to do self-audits which will be performed by ____ as the new kitchen lead as well as _____ who will be the leads on bar. All leads will be responsible for overall food safety and sanitation regulations as well as documenting everything in logs.	01/30/2019
3-304.12A	In-use utensils like ice scoop being stored on dirty surfaces.	Posted signs noting proper storage procedures including changing out ice scoop storage container with clean containers. This has already been discussed with staff and will be covered again during Feb 9 training.	01/20/2019
4-501.11AB	Equipment not repaired, such as broken compressor in freezer and torn gaskets on cooler doors.	Replaced all required gaskets	Gaskets replaced 01/2/2019
4-302.14	No test strips provided to test concentration of chlorine sanitizer.	Add test stripes at every machine with instructions and train staff to test properly. Showing all the necessary steps and having them demonstrate the process to management as well as log.	immediate
4-601.11C 4-602.13	Shelves and other surfaces are not being cleaned well or at all. The shelves in the walk-in cooler are exceptionally dirty.	Cleaning log to be into place and signed off by staff when done and have management sign off on when completed by staff. Self audit	Log in place
8-201.11A	Plans to install a mop sink on the main level have not been submitted.	Submit plans for approval from quote received from All ways Drains	02/15/2018
5-203.13	There is no mop sink on the main level for dumping gray water.	After plan approval	06/01/19
6-201.13A 6-201.11	Base cove tiles and floor tiles are still missing or broken in bar areas.	Replace and repair tile after plumbing work has been completed	03/30/2019

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6-501.114	Unnecessary articles like old, stained bed mattresses have not been removed.	Remove all items not required for operation and separate all office storage from disposable product	Completed
6-501.11	Physical repairs are still needed, such as lose floor boards and chipped cement pillars.	Replace and repair after plumbing repairs are completed	06/01/19
6-501.12A	Physical facilities are still dirty, such as floor of walk-in cooler and freezer.	Cleaning log to be into place and signed off by staff when done and have management sign off on when completed by staff. Self audit	IN place
MCO 204.30A	Disposable and To-Go items such as #6 plastic are still being used.	Removed all items and replace with compliant items and use compostable when possible	Completed and on going
5-205.11B	Hand sink at bar is being used as a dump sink.	Place signage on sink, cover at staff training on 02/09 and enforced by lead bartenders.	Completed
6-301.11A 6-301.12AB	Hand sinks are not reliably stocked with paper towels and soap for handwashing.	Added closing and opening procedures and training manuals used when all new hires are training. All bar logs including stocking hand sink check list, sanitizer check log and cleaning log to be kept on bar and in kitchen, Log to be checked weekly by leads and kept up to date by all staff.	Completed

Additional Requirements:

- Payment of delinquent reinspection fees from 2018 (total $300) will be made by Friday, February 22, 2019. Invoice for Health Facility # LIC49303 provided.
- Payment of delinquent citation fees from 2018 (total $1,320) will be made by Friday, February 22, 2019. Invoices for Case Numbers CE1161853 and CE1168450 provided.
- At the request of owner, Administrative Citation CE1189322 (amount $1,600) is stayed until the completion of this compliance period. If compliance is achieved, the citation will be dropped at that time.
- Establishment will work with a professional food safety consultant hired by the city to hold on-site food safety trainings. Arrangements are currently being made. GM will serve as point of contact for consultant and set up training times that meet his or her schedule.
- Four quarterly compliance inspections will be conducted by this department at a cost of $100.00 each.

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Five business days will be provided from the completion of the Compliance Meeting for you to provide a signed copy of this plan. When complete, send a signed copy to Janna.Beard@minneapolismn.gov . Signature of Health Inspector and Supervisor will begin the compliance Agreement.

By signing below, you agree to follow this plan and monitor compliance with it on a continuing basis.

The Compliance Period will be set from 1/15/2019 to 1/15/2020.

Signature _____ _____
Licensee or Designee, Above Named Establishment Date

Signature _____ _____
Health Inspector, City of Minneapolis Date

Signature _____ _____
Supervisor, City of Minneapolis Date

Appendix E

Date _____ Time _____
Name _____

Daily Food Service Self-Inspection Checklist

Minneapolis Health Department

A. Handwashing and personal hygiene		In	Out	N/O	N/A	Corrective actions
1	Employees with vomiting or diarrhea excluded from establishment. Use employee illness log.					
2	Hand washing sinks are accessible and have soap, towels, and hot and cold water.					
3	Employees wash their hands frequently and follow proper hand washing procedure **(20 seconds)**. Wash hands before putting on gloves.					
4	Employees must not have bare hand contact with ready-to-eat and ready-to-serve food.					
5	No eating, drinking or tobacco use in food prep area.					
6	Personal items stored away from food storage and preparation areas.					
B. Protect from contamination		**In**	**Out**	**N/O**	**N/A**	**Corrective actions**
7	Raw food stored below and away from cooked food.					
8	All food stored at least six (6) inches off the floor.					
9	Food items stored in the correct stacking order.					
10	All food items stored covered or wrapped.					
11	Food contact surfaces cleaned and sanitized including clean-in-place equipment.					
12	Wiping cloths properly used and stored in sanitizing solution.					
13	Monitor buffets and self-serve food to prevent deliberate contamination or tampering.					
C. Time and temperature		**In**	**Out**	**N/A**	**N/O**	**6**
14	Food cooked to the required internal temperature.					
15	Reheating - food re-heated to **165° F for 15 seconds.**					
16	Cool foods fast - **135° to 70° in two hours and 70° to 41° in four hours** OR **from room temperature to 41° in four hours.**					
17	Cooling log used.					
18	Hot holding - food kept at **135° F or above.**					
19	Cold holding - food kept at **41° F or below.**					
20	Food properly labeled with the preparation date.					
21	Discard food dated over seven days old.					
22	Thermometers used.					
23	Food received at proper temperatures.					
24	Time as a Public Health Control: procedures and records on-site and followed.					
25	Approved Thawing methods used.					

Date _____ Time _____
Name _____

Daily Food Service Self-Inspection Checklist

Minneapolis Health Department

D. Approved source		In	Out	N/O	N/A	Corrective actions
26	Food purchased from approved sources.					
27	Accompany vendors in food areas.					
28	Products inspected for signs of tampering, broken seals and powder or liquid residue.					
E. Chemicals		**In**	**Out**	**N/O**	**N/A**	**Corrective actions**
29	Toxic chemicals properly used, labeled and stored away from food, equipment, utensils, linens, single service and single use items.					
F. Proper use of utensils and equipment		**In**	**Out**	**N/O**	**N/A**	**Corrective actions**
30	Only authorized persons allowed in food preparation areas.					
31	Utensils and equipment properly stored with handles to the user.					
32	All equipment and single service items stored at least six inches (6") off the floor.					
33	3-compartment sink and dishwashing machine properly working and sanitizing.					
34	Correct sanitizer test kits on-site and used.					
G. Physical facility		**In**	**Out**	**N/O**	**N/A**	**Corrective actions**
35	Physical facility properly cleaned, maintained and aisles clear of obstruction.					
36	Doors to loading dock locked when not in use.					
H. Refrigerator and freezers		**In**	**Out**	**N/O**	**N/A**	**Corrective actions**
37	A thermometer is in every refrigerator and freezer.					
38	Refrigerators are **41° F or below.**					
39	Temperatures in refrigerators and freezers are monitored. Recommend using a log to record daily temperatures.					

Portions of sections A, B, C, D, E, F and G are color coded to align with the *Food Protection Self Audit Picture Guide & Poster Set* from the Advanced Practice Centers and the University of Minnesota Extension office. www.NACCHO.org/Publications

Lista de inspección diaria de alimentos

Fecha _____ **Hora** _____

Nombre _____ (Food service daily checklist - Spanish)

Minneapolis Health Department

In : en cumplimiento. ***Out:*** sin cumplimiento. ***N/O:*** no se observó. ***N/A:*** No es aplicable.

A. Lavado de manos e higiene personal		**In**	**Out**	**N/O**	**N/A**	**Medidas Correctivas**
1	Debe excluirse del establecimeinto a los empleados con vómitos y diarrea.					
2	Acceso a lavamanos con jabón, toallas, y agua caliente y agua fría.					
3	Que cuando los empleados se lavan las manos frecuentemente cumplan el procedimiento **(20 segundos**). Lavarse las manos antes de ponerse los guantes.					
4	Los empleados no toquen con las manos descubiertas la comida que está lista para comer.					
5	No se puede comer, beber o fumar en el área de preparación de alimentos.					
6	Los objetos personales deben guardarse en lugares distintos y separados del área de preparación de alimentos.					
B. Protección contra la cotaminación		**In**	**Out**	**N/O**	**N/A**	**Medidas Correctivas**
7	Los alimentos crudos deben guardarse abajo y no deben estar cerca de los alimentos que ya están cocidos.					
8	Todos los alimentos deben guardarse por lo menos a seis (6") pulgadas del suelo.					
9	Los alimentos deben guardarse en los compartimientos de apilamiento de alimentos en el orden correcto.					
10	Todos los alimentos deben guardarse cubiertos o envueltos.					
11	Las superficies que tengan contacto con alimentos deben limpiarse y desinfectarse incluyendo los equipos para limpiarlas.					
12	Los trapos de limpieza deben usarse apropiadamente y guardarse en la solución desinfectante.					
13	Monitoreo de las áreas de buffet y áreas de autoservicio de alimentos para prevenir la contaminación deliberada o su manipulación.					
C. Tiempo y temperatura		**In**	**Out**	**N/A**	**N/O**	**Medidas Correctivas**
14	Los alimentos cocinados a la temperatura interna obligatoria.					
15	Recalentamiento: recalentar los alimentos a **165° Fahrenheit por 15 segundos.**					
16	Enfriamiento rápido de alimentos a **135° a 70° en dos horas y de 70° a 41° en cuatro horas O de la temperatura al tiempo a 41° en cuatro horas.**					
17	Uso del diario de registro del enfriamiento de alimentos.					
18	Mantenimiento a temperatura caliente – los alimentos se mantienen a **135° Fahrenheit o más.**					
19	Mantenimiento frío – los alimentos se mantienen a **41° Fahrenheit o menos.**					
20	Etiquetación correcta de los alimentos con indicación de la fecha de su preparación.					
21	Tire los alimentos que tengan más de siete días.					
22	Termómetros calibrados para que sean exactos y que se usen.					

Lista de inspección diaria de alimentos

Fecha _____ **Hora** _____

Nombre _____ (Food service daily checklist - Spanish)

Minneapolis Health Department

23	Los alimentos recibidos a las temperaturas correctas.					
24	Control de la Salud Pública para los alimentos que se mantienen a temperatura al tiempo: cumplir de los procedimientos y mantenimiento de los diarios de registro en el lugar.					
25	Uso de métodos de enfriamiento aprobados.					
D. Fuentes Aprobadas		**In**	**Out**	**N/O**	**N/A**	**Medidas Correctivas**
26	Compra de alimentos provenientes de fuentes aprobadas.					
27	Acompañar a los proveedores en las áreas de alimentos.					
28	Inspección de los productos para prevenir su manipulación, sellos rotos, o con polvo o con residuos líquidos.					
E. Químicos		**In**	**Out**	**N/O**	**N/A**	**Medidas Correctivas**
29	El uso correcto de químicos tóxicos, que estén etiquetados y guardados lejos de los alimentos, del equipo, de los utensilios, de los manteles y servilletas, trapos y de los utensilios de servicio o uso individual.					
F. Uso correcto de los utensilios y equipo		**In**	**Out**	**N/O**	**N/A**	**Medidas Correctivas**
30	Sólo el personal autorizado puede permanecer en las áreas de preparación de alimentos.					
31	Guardar los utensilios y el equipo correctamente y con las manijas hacia el usuario.					
32	Guardar todo el equipo y los objetos de servicio individual por lo menos a seis pulgadas (6”) del piso.					
33	Las pilas para lavar trastos y las lavadoras de vajillas deben están funcionando correctamente y deben estar desinfectadas.					
34	Uso de los juegos de prueba de desinfectantes correctos y que estén en el lugar.					
G. Las instalaciones del lugar		**In**	**Out**	**N/O**	**N/A**	**Medidas Correctivas**
35	El lugar debe estar limpio y en buen estado de mantenimiento y las islas sin obstrucción.					
36	Las puertas que dan al área de carga y descara deben permanecer cerradas cuando no están en uso.					
H. Refrigerador y congeladores		**In**	**Out**	**N/O**	**N/A**	**Medidas Correctivas**
37	Debe haber un termómetro en cada refrigerador y en cada congelador.					
38	Los refrigeradores deben estar a **41° Fahrenheit o menos**.					
39	Monitoreo de las temperaturas de los refrigeradores y de los congeladores. Se recomienda asentar el dato diariamente en el diario de registro de temperaturas.					

Las porciones de las secciones A, B,C,D,E,F y G tienen códigos de color para coordinar con la Guía de Auto Auditoría de Protección de Alimentos, con los Centros de Prácticas y la Oficina de Extensión de la Universidad de Minnesota, vea el sitio en la red www.NACCHO.org/Publications.

Management Checklist

Date _____

Name _____

Minneapolis Health Department

A. Certified Food Protection Manager		In	Out	N/O	N/A	Corrective actions
1	Certified Food Protection Manager on site with current Minnesota certificate posted.					
2	Person in Charge on site at all times.					
B. Handwashing and personal hygiene		**In**	**Out**	**N/O**	**N/A**	**Corrective actions**
3	Employee illness log maintained.					
4	Employees with vomiting or diarrhea excluded from establishment.					
5	Employees follow proper hand washing procedures **(20 seconds).** Wash hands before putting on gloves.					
6	Handwashing sinks are accessible and have soap, towels, hot and cold water and handwashing sign is posted.					
C. Protect from contamination		**In**	**Out**	**N/O**	**N/A**	**Corrective actions**
7	All items stored at least six inches (6") off the floor.					
8	All food items stored covered or wrapped.					
9	Equipment is clean, maintained and in good repair.					
D. Time and temperature		**In**	**Out**	**N/A**	**N/O**	**Corrective actions**
10	Food properly labeled with the preparation date.					
11	Discard food dated over seven days old.					
12	Thermometers calibrated for accuracy and used.					
13	Cooling logs used.					
E. Approved source		**In**	**Out**	**N/O**	**N/A**	**Corrective actions**
14	Purchase food from approved sources.					
15	Supplier records maintained on site and readily available including shellstock tags and parasite destruction letters.					
16	Products inspected for tampering, broken seals and powder or liquid residue.					

Management Checklist

Date _____

Name _____

Minneapolis Health Department

F. Chemicals		In	Out	N/O	N/A	Corrective actions
17	Toxic chemicals properly used, labeled and stored away from food, equipment, utensils, linens, single service and single use items.					
G. Proper use of utensils and equipment		**In**	**Out**	**N/O**	**N/A**	**Corrective actions**
18	Utensils and equipment properly stored with handles to the user.					
19	3-compartment sink and dishwashing machine properly working and sanitizing.					
20	Correct sanitizer test kits on-site and used.					
H. Physical facility		**In**	**Out**	**N/O**	**N/A**	**Corrective actions**
21	Physical facility properly cleaned, maintained and aisles clear of obstruction					
22	Integrated Pest Management program in place.					
23	Proper lighting for all areas of the facility.					
I. Refrigerator and freezers		**In**	**Out**	**N/O**	**N/A**	**Corrective actions**
24	Every refrigerator and freezer has a thermometer.					
25	Refrigerators are **41°F or below**.					
J. Management		**In**	**Out**	**N/O**	**N/A**	**Corrective actions**
26	In case of emergency, employees know whom to contact: **1.** *Person in charge* **2.** *Police/Fire* **3.** *Utilities* **4.** *Local public Health Department (call 311 - after hours call 911).*					
27	Employees trained on emergency procedures.					
28	Choking poster is posted.					
29	Restricted areas marked "employees only"					
30	Unauthorized people kept out of food areas.					
31	Doors to the loading dock locked when not in use.					
32	Employees trained in food safety.					
33	Cameras and alarm operated for high-risk traffic areas.					

Portions of sections B, C, D, E, F, G and H are color coded to coordinate with the *Food Protection Self Audit Picture Guide & Poster Set* from the Advanced Practice Centers and the University of Minnesota Extension office. www.NACCHO.org/Publications

Hubinta Maamulka

(Somali Managment checklist)

Minneapolis Health Department

Taariikh _____

Magac _____

N/A = Ma khuseyso

	A. Maamule Heysta Shahaado	Soo gelitaanka	Ka bixidda	N/O	N/O	Talaabo sixitaan ah
1	Maamule heysta shahaadada cuntada oo shahaadadiida darbiga lagu dhajiyey.					
2	Dadka mas'uulka ka ah oo jooga goobta xilli kasta					
	B. Gacmo dhaqidda iyo nadaafadda jirka	**Soo gelitaanka**	**Ka bixidda**	**N/O**	**N/O**	**Talaabo sixitaan ah**
3	Liiska shaqaalaha xanuunsan oo si joogta ah loo isticmaalo					
4	Shaqaalaha matagaya ama shuban ku dhacay waa in laga fogeeyaa goobta shaqada					
5	Shaqaaluhu waxa ay raacaan habka gacmo dhaqidda **(20 ilbiriqsi).** Dhaq gacmaha ka hor inta aadan xiran gacmo					
6	Meesha gacmaha lagu dhaqdo waa furan tahay saabuun, shukumaan, qashinka looga saaro cidiyaha, biyo kulul iyo qabow labadaba wey leedahay.					
	C. Ka ilaalinta wasaqoowga	**Soo gelitaanka**	**Ka bixidda**	**N/O**	**N/O**	**Talaabo sixitaan ah**
7	Dhamaan alaabada oo dhan waa in lagu keydiyaa meel dhulka ka sareeyaa (6) inji.					
8	Cuntada keydka ku jirta in la daboolaa ama wax lagu duubaa.					
9	Qalabka waa in uu shaqeynayaa, la nadiifiyaa oo la dayactiraa.					
	C. Waqtiga iyo Cadaadiska Jawiga	**Soo gelitaanka**	**Ka bixidda**	**Ma khus**	**N/O**	**Talaabo sixitaan ah**
10	Cuntada oo si sax loogu qoray taariikhda la diyaariyey					
11	Daadi cuntada taariikhdeedu dhaaftay wax ka badan todoba cisho.					
12	Heerkulbeegaha oo la hubiyey si loo isticmaalo saxna u sheego.					
13	Diiwaanka cuntada qaboow .					
	D. Cidda La Ogolaaday	**Soo gelitaanka**	**Ka bixidda**	**N/O**	**N/O**	**Talaabo sixitaan ah**
14	Cunto laga iibsaday goobo la ogol yahay.					
15	Diiwaanka dadka alaabada keena lagu qoro oo yaala goobta lana heli karo oo ay ka mid yihiin keydka iyo qalabka warqadaha lagu burburiyo.					
16	Cuntada waa la hubiyey in aan la furin, dilaacsaneyn, oo aanay budo ama dareere ku daadan.					

Taariikh _____
Magac _____

Hubinta Maamulka

(Somali Managment checklist)

Minneapolis Health Department

F. Waxyaabaha Kiimikada ah		Soo gelitaanka	Ka bixidda	N/O	N/O	Talaabo sixitaan ah
17	Si sax ayaa loo isticmaalay kiimikada lagu sumoobo, loo calaamadeeyey lagana fogeeyey cuntada, qalabka,					
G. Si sax ah u isticmaalka qalabka iyo maacuunta		**Soo gelitaanka**	**Ka bixidda**	**N/O**	**N/O**	**Talaabo sixitaan ah**
18	Maacuunka wax lagu cuno iyo qalabkaba si fiican ayaa loo xafiday.					
19	meel weelka lagu dhaqo oo 3 god ka kooban iyo makiinadda weelka lagu dhaqo oo si haboon loo nadiifiyey.					
20	Qalabka lagu hubiyo nadiifinta alaabta oo taal goobta lana isticmaalo.					
G. Dhismaha		**Soo gelitaanka**	**Ka bixidda**	**N/O**	**N/O**	**Talaabo sixitaan ah**
21	Dhismaha si haboon ayaa loo nadiifiyey, dayactiray lagana ilaaliyey waxyaabaha dadka hakin kara.					
22	Barnaamij lagula dagaalamo cayayaanka oo yaala goobta					
23	Nalal ku filan ayey leeyihiin agagaarka dhismaha					
H. Qaboojiyaha iyo Baraf Sameeyaha		**Soo gelitaanka**	**Ka bixidda**	**N/O**	**N/O**	**Talaabo sixitaan ah**
24	Qaboojiye kasta iyo baraf sameeye kasta waxa ay leeyihiin heerkul beeg.					
25	Baraf sameeyeyaasha waa inuu noqdaa **41°F ama ka hoos**.					
J. Maareynta		**Soo gelitaanka**	**Ka bixidda**	**N/O**	**N/O**	**Talaabo sixitaan ah**
26	Xaaladda degdegga, shaqaaluhu waxa ay garanayaan ciddda ay la xiriirayaan: **1.** *Dadka mas'uulka ah* **2.** *Boliiska/dabka* **3.** *Biyaha iyo korontada* **4.** *Waaxda Caafimaadka Dadweynaha ee degaanka (wac 311 - saacadaha shaqada ka dib 911).*					
27	Shaqaalaha waxaa lagu tababaray nidaamka gurmadka degdegga ah					
28	Jaantuska Margashada darbiga ayaa lagu dhajiyey					
29	Meelaha aan dadweynaha loo ogoleyn waxaa lagu qoray "shaqaalaha kaliya"					
30	Dadka aan loo ogoleyn waa laga fogeeyey goobta cuntada lagu diyaariyey					
31	Albaabka albaabta laga dajiyo waa la xiraa marka aan la isticmaaleyn.					
32	Shaqaalaha waa lagu tababay habka cuntada loo ilaaliyo					
33	Kaamarooyin iyo habka digniinta bixiya ayaa lagu rakibay meelaha cagtu ku badan tahay					

Qeybo ka mid ah A, B, C, D, E, F iyo G waa kuwo midab loo yeelay si ay ula socdaa *Jaantuska Ilaalinta Cuntada Iyo Isi Sixtaanka Qof Ahaaneed & Tilmaan Bixiyaha* ee xarunta Advanced Practice Centers iyo Xafiiska Jaamacadda Minnesota. www.NACCHO.org/Publications

చల్లబరిచే లాగ్ (Cooling log - Telugu)

ధృత (TCS) ఆహారాల కొరకు చల్లబరిచే సమయం యొక్క మొత్తం మరియు ఉష్ణోగ్రత తీరును 6 గంటలకు మించకూడదు .

TCS ఆహారం135°F నుండి 70°F కి 2 గంటల్లోపల, మరియు తరువాత 4 గంటల్లోపల 70°F నుండి 41°F కి చల్లబరచబడాలి.

2 గంటల పరిమితికి మరియు 6 గంటల పరిమితికి ముందుగా TCS ఆహార	ఒకవేళ తిరిగి వేడి చేసుకోవడం 2 గంటల ముందు జరిగితే TCS ఆహారాన్ని 165°Fలో మాత్రమే తిరిగి వేడి చేయబడవచ్చును.	2 గంటల తరువాత, TCS ఆహారం 70°F కుచల్లబడకపోతేఆహారంవల్ల వచ్చే అనారోగ్యాన్ని	41°F లేక అంతకన్నా దిగువకి 6 గంటలలోగా చల్లబడని ఆహారాన్ని ఆహారం వల్ల వచ్చే అనారోగ్యాన్ని నివారించడానికి పారవేయవలసి ఉంటుంది.

తేది	ఆహారం	135°F కు ముందు చల్లబరిచే ఉష్ణోగ్రతలు	135°F కు సమయం	1 గంట (135°F - 70°F కి 2 గంటల లోపల)	2 గంటలు (135°F - 70°F కి 2 గంటల లోపల)	సరైనది తిరిగి వేడి చేయండి	3 గంటలు (70°F - 41°F కి 4 గంటల లోపల)	4 గంటలు (70°F - 41°F కి 4 గంటల లోపల)	5 గంటలు (70°F - 41°F కి 4 గంటల లోపల)	6 గంటలు (70°F - 41°F కి 4 గంటల లోపల)	సరైనది విస్మరించు	సంతకం	ద్వారా / తేది నిర్ధారించుకోబడింది
1-Jun	బర్యాని	192°, 139°	సమయం : 2:10	3:10	4:10	వేడి అవసరం లేదు	5:10	6:10	7:10	8:10	వేడి అవసరం లేదు	L.P.	S.N.
			ఉష్ణోగ్రత: 135°	84°	62°		55°	47°	43°	39°			1 జూన్
			సమయం :										
			ఉష్ణోగ్రత: 135°										
			సమయం :										
			ఉష్ణోగ్రత: 135°										
			సమయం :										
			ఉష్ణోగ్రత: 135°										
			సమయం :										
			ఉష్ణోగ్రత: 135°										

చల్లబరిచే పద్ధతులు: మంచుముక్కలతో స్నానం మంచుముక్కలతో దువ్వలు లోహ పాత్రలు లోతులేని పెనాలలో ఆహారం ఆహారానికి మంచుముక్కలు జోడించడం

Minneapolis Health Department

www.minneapolismn.gov/foodsafety

సముచిత వసతికి లేక ప్రత్యామ్నాయ ఫార్మాట్స్ కొరకు దయచేసి ఆరోగ్య విభాగాన్ని 612-673-2301 లో లేక health@minneapolismn.gov ఇమెయిల్ ద్వారా సంప్రదించండి. ఎవరైతే వ్యక్తులు వినికిడి లోపంతో ఉంటారో వారు 311 ను 612-673-3000కి కాల్ చేయడానికి సహాయక సేవను ఉపయోగించవచ్చును. TTY వినియోగదారులు 612-673-2157 లేక 612-673-2626కు కాల్ చేయవచ్చును.

చల్లబరిచే లాగ్ (Telugu)

				135°F - 70°Fకి 2 గంటల లోపల			70°F - 41°Fకి 4 గంటల లోపల						
తేది	ఆహారం	140°Fకి ముందు చల్లబరచే ఉష్ణోగ్రతలు	135°Fకి సమయం ఆహారం	1 గంట	2 గంటలు	స్టౌపై తిరిగి వేడి చేయండి	3 గంటలు	4 గంటలు	5 గంటలు	6 గంటలు	స్టౌపై వస్తువును	సంతకం	దేవర / తేది నిర్ధారించుకొబడింది
1-Jun	బిర్యాని	192°, 139°	సమయం : 2:10	3:10	4:10	వేడి అవసరం లేదు	5:10	6:10	7:10	8:10	వేడి అవసరం లేదు	L.P.	S.N.
			ఉష్ణోగ్రత: 135°	84°	62°		55°	47°	43°	39°			1 జూన్
			సమయం :										
			ఉష్ణోగ్రత: 135°										
			సమయం :										
			ఉష్ణోగ్రత: 135°										
			సమయం :										
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			ఉష్ణోగ్రత: 135°										
			సమయం :										
			ఉష్ణోగ్రత: 135°										

చల్లబరిచే పద్ధతులు: మంచుముక్కలతో స్నానం   మంచుముక్కలతో చువ్వలు   లోహ పాత్రలు లోతులేని పెనాలలో ఆహారం   ఆహారానికి మంచుముక్కలు జోడించడం

Food Temperature Log

Minneapolis Health Department
Division of Environmental Health
Food, Lodging and Pools
250 S. Fourth St., Room 414
Minneapolis, MN 55415

Keep a copy for your records.

Business name:_____ Form completed by: _____

Internal temperatures:

COLD FOODS → must be 41°F or below

HOT FOODS → must be135°F or above
(if reheated to hot hold, must be reheated to **165°F** first)

Date	Food Item	Time	Temperature	Corrective Action	Initials

www.minneapolismn.gov/foodsafety

For reasonable accommodations or alternative formats please contact the Health Department at 612-673-2301 or by email at health@minneapolismn.gov. People who are deaf or hard of hearing can use a relay service to call 311 at 612-673-3000. TTY users can call 612-673-2157 or 612-673-2626.
Para asistencia 612-673-2700, Rau kev pab 612-673-2800, Hadii aad Caawimaad u baahantahay 612-673-3500.

Minneapolis
Health Department

食品温度记录

(Chinese Food Temperature Log)

Minneapolis Health Department
Division of Environmental Health
Food, Lodging and Pools
250 S. Fourth St., Room 414
Minneapolis, MN 55415

请保持记录备份

商家名称:_____ 表格填写日期: _____

内部温度:

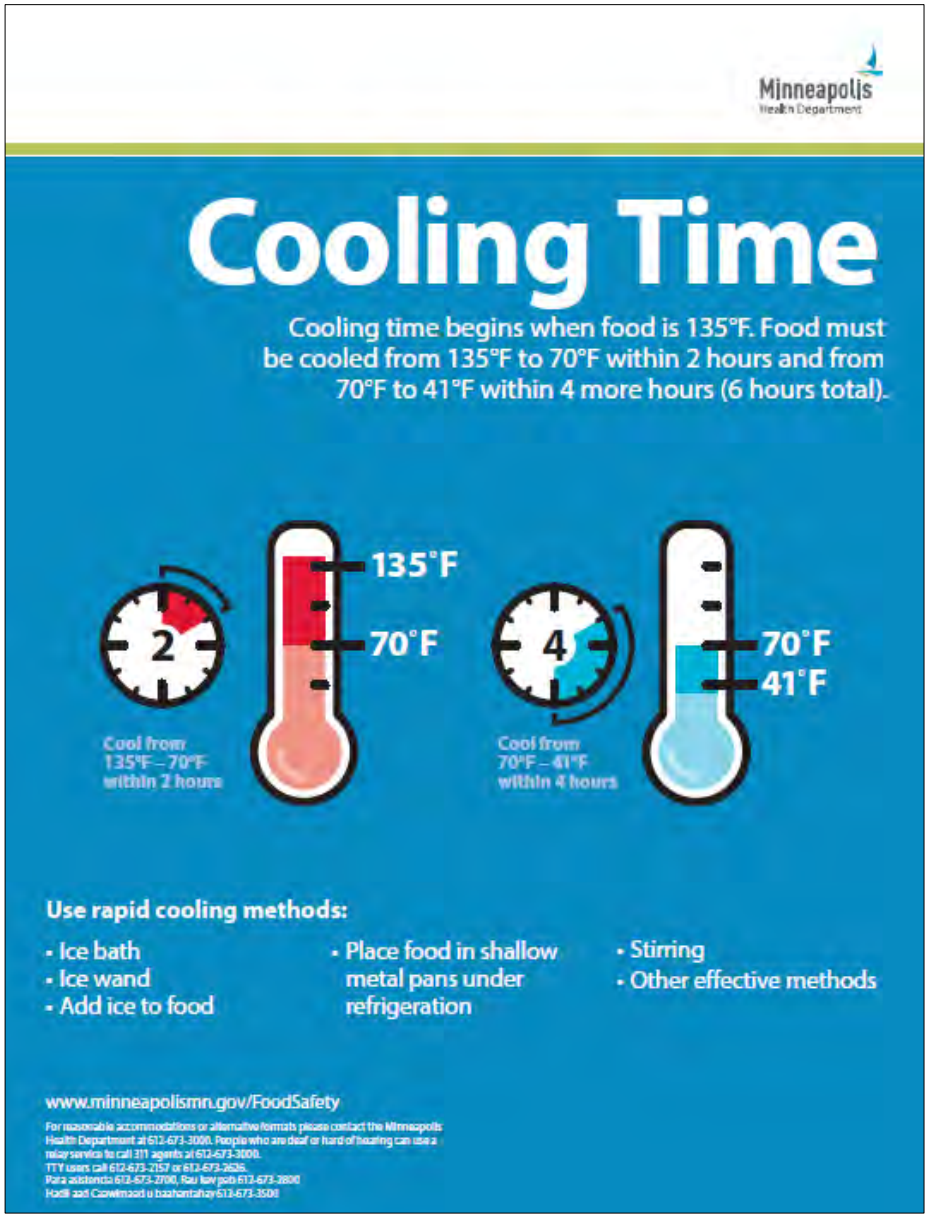
冷的食物 → 必须是 41**°F** 或以下

热的食物 → 必须是 135**°F** 或以上
（如果重新加热，第一次必须被重新加热到 165**°F** ）

日期	食品	时间	温度	纠正措施	姓和名首字母

如果您需要这份文件翻译成其他语言，或者其他形式，请联系健康卫生部门 612-673-2301 或者写邮件给 health@minneapolismn.gov。听力障碍人员请拨打 311 或者 612-673-3000。 TTY 用户请拨打 612-673-2157 或者 612-673-2626.
Para asistencia 612-673-2700, Rau kev pab 612-673-2800, Hadii aad Caawimaad u baahantahay 612-673-3500.

Cooling Magnets, each is 5 x 7 inches




1
Wash
Hot soapy water
Lavar
Agua caliente y jabonosa
Minneapolis
Health Department
2
Rinse
Hot clean water
Enjuagar
Agua caliente y limpia
Minneapolis
Health Department
3
Sanitize
Approved sanitizer
Desinfectar
Desinfectante aprobado
Minneapolis
Health Department


1
Wash
Lavar
2
Rinse
Enjuagar
3
Sanitize
Desinfectar

Minneapolis
City of Lakes

Environmental Health eNews

www.minneapolismn.gov/health

June 25, 2018

Food Establishment News

Fake health inspectors

Minneapolis Health Inspectors will NEVER accept direct payments

In the past week, two complaints about fake health inspectors have been received by the Minneapolis Health Department. Staff from two restaurants reported receiving a call from a "health inspector" who stated they were calling about an illness complaint against the business.

The fake inspector said they were coming to inspect the business later that day and asked for a credit card number to charge $3 for the inspection. In one case, when the restaurant manager refused to give a credit card number the fake inspector began yelling and cursing.

This is an illegal ploy to gain access to your credit card information.

Minneapolis health inspectors will never accept direct payments. All payments to the City of Minneapolis are made to "Minneapolis Finance." If you have questions, call 311 (612-673-3000 outside Minneapolis) and ask to speak with an Environmental Health Supervisor.

If you receive such a call, or have fallen victim to this scam, please notify the Minnesota Attorney General's office at 651-296-3353. To make a Minneapolis non-emergency police report, call 311 (612-673-3000 outside Minneapolis) or submit an online police report.

East African Business Forum

Are you an East African Business owner? Do you want to start a business?

Everyone is welcome to meet with City of Minneapolis staff at the East African Business Forum for help to start or grow your business.

When? Tuesday, June 26, 2018
From 6 to 8 p.m.
Where? Jigjiga Business Center, 3rd floor event center (formerly Plaza Verde) 1516 East Lake Street, Minneapolis MN 55407. Free parking in the lot on 15th Ave South.

Interpreters will be provided.

Get answers to your questions on:

- Business loans and business plans
- Technical and marketing help
- Licenses and permits
- Business regulations, health inspections and construction codes
- Minneapolis Minimum Wage, and Minneapolis Sick and Safe Time ordinances
- How to do business with the City

The forum will begin with a welcome by Mayor Jacob Frey and Council Abdi Member Warsame.

There will be a short Q & A with Mayor Frey and Council Member Warsame near the end of the forum.

Enjoy appetizers catered by Afro Deli.

Questions? Contact Suado Abdi at 612-246-0793 or SmallBusiness@minneapolismn.gov

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Food Safety Posters

New! Food safety posters in English and Spanish from the Minneapolis Health Department.

Each poster offers tips and reminders on a single topic.

- Cooling Time
- Date Marking
- Safe Refrigerator Storage
- Cooking Temperatures
- Keep Hot Foods Hot
- Keep Cold Foods Cold

Find all the posters at www.minneapolismn.gov/foodsafety. Scroll down to the section, "Food Safety Posters."

Need new refrigeration equipment?

The City of Minneapolis can help you pay for new equipment

The City of Minneapolis has a new Green Business Refrigeration program to help you with the cost of your project. The City of Minneapolis is providing funding for 20% (30% for businesses in Minneapolis Green Zones) of the total cost to small business owners who implement refrigeration tune-ups and efficiency upgrades after receiving a free on-site assessment from Xcel Energy. Get started today!

Combined with Xcel Energy programs, you can save up to 50% of the cost of your refrigeration project.

Finance the remaining amount through the low interest Health and Safety Improvement Loan Program. The City of Minneapolis Health and Safety Improvement Loan Program helps regulated businesses pay for needed code compliance and other minor physical improvements.

About this newsletter: Environmental Health eNews is published by the City of Minneapolis Environmental Health. If you have questions, please contact Minneapolis311@minneapolismn.gov.

For reasonable accommodations or alternative formats please contact Leslie Foreman in the Minneapolis Health Department at 612-673-2301 or health@minneapolismn.gov. People who are deaf or hard of hearing can use a relay service to call 311 agents at 612-673-3000. TTY users can call 612-673-2157 or 612-673-2626.

Para asistencia 612-673-2700 • Rau kev pab 612-673-2800 • Hadii aad Caawimaad u baahantahay 612-673-3500.

CONNECT WITH THE CITY

Appendix F

Minneapolis Health Department
250 South 4th Street, Room 510
Minneapolis, MN 55415
TEL 612.673.2301

Date

Owner/Operator name
business
address
Minneapolis, MN

Re: Free food safety training

Dear ,

The City of Minneapolis Health Department invites you to receive free Food Safety Education training. You are being offered this training because of critical violations on your past health inspection report(s). The critical violations show you have problems with safe food handling risks.

The goal of the food safety training is to:

- Improve safe food handling at businesses.
- Reduce critical violations that may result in your customers becoming ill.
- Help you avoid citations and fines on future health inspections.

A food safety consultant will give the training on site at your business. The training is basic food safety for employees. The consultant will teach you and your employees how to make changes to reduce the chance of serving unsafe food. After the training, the consultant will make follow up visits to review the changes you make and answer your questions. The training can be a language other than English.

Please call Leslie Foreman to make an appointment to discuss the training details with Health Department staff. Call Leslie at 612-673-3544 or email her at leslie.foreman@minneapolismn.gov

Serving safe food. Supporting our businesses. The City of Minneapolis Environmental Health Department is committed to doing both.

Thank you for doing business in Minneapolis.

Sincerely,

Daniel Huff
Director, Environmental Health

If you need this material translated or in an alternative format, please call 311 or 612-673-3000. **TTY** users may call 612-673-2157. **Spanish**: Atención. Si desea recibir asistencia gratuita para traducir esta información, llame al 612-673-2700. **Somali**: Ogow. Haddii aad dooneyso in lagaa kaalmeeyo tarjamadda macluumaadkani oo lacag la' aan wac 612-673-3500. **Hmong**: Ceeb toom. Yog koj xav tau kev pab dawb txhais cov xov no, hu 612-673-2800.

Asunto: Capacitación gratuita sobre higiene de los alimentos

Estimado Sr/Sra,

El Departamento de Salud de la Ciudad de Minneapolis le invita a una capacitación gratuita sobre higiene de los alimentos. Le estamos ofreciendo esta capacitación debido a las graves faltas en sus anteriores informes de inspección de salud. Estas graves faltas demuestran que usted tiene dificultades con los riesgos que implica la higiene de los alimentos.

La capacitación sobre la higiene de los alimentos tiene los siguientes objetivos:

- Aumentar la higiene en el manejo de alimentos en los negocios.
- Reducir las faltas graves que puedan enfermar a sus clientes.
- Ayudarle a evitar citaciones y multas en futuras inspecciones de salud.

Un experto en higiene de los alimentos dará una capacitación en el lugar de su negocio. La capacitación se trata de la higiene básica de los alimentos. El experto les enseñará a usted y a sus trabajadores cómo hacer cambios para reducir la posibilidad de servir comida no higiénica. Después de la capacitación, el experto hará visitas posteriores para revisar los cambios realizados y para responder a las preguntas que puedan tener. La capacitación puede hacerse en un idioma diferente al inglés.

Por favor llame a Leslie Foreman para pedir una cita con el fin de ahondar en los detalles de la capacitación con el personal del Departamento de Salud. Llame a Leslie al 612-673-3544 o envíele un correo electrónico a leslie.foreman@minneapolismn.gov

Servir comida higiénica. Apoyar nuestros negocios. El Departamento de Salud de la Ciudad de Minneapolis está comprometido con ambos temas.

Gracias a usted por tener un negocio en Minneapolis.

Atentamente,

Daniel Huff
Director, Salud Ambiental

Ujeedo: Tababarka nadaafada cuntada oo bilaash ah

Mudane/marwo.

Waxay magaalada Minneappolis waaxdeeda caafimaadku kugu casuumaysaa inaad qaadato tababarka nadaafada cuntada oo bilaash ah. Sababta tababarkan laguugu fidinayo waxaa weeye iyadoo xadgudubyo halis ah lagu soo bandhigay baaritaankii caafimaadka ee aad horay u martay. Xadgudubyadan halista ahi waxay tusinayaan inay dhibaato ka jirto sida cuntada nadaafadeeda loo ilaaliyo.

Hadafka tababarka nadaafada cuntada waxaa weeye:

- Kor u qaadida nadaafada cunto diyaarinta ganacsiga.
- Yaraynta xadgudubyada halista ah ee keeni kara inay macaamiishaadu xanuunsadaan.
- Wuxuu kaa ilaalinayaa in lagu ganaaxo baarintaanada caafimaadka ee dambe.

Tababarka waxaa ku bixinaya goobtaada ganacsi la taliyaha amaanka cuntada. Tababarku waa tababar aassaasiga faya qabka cuntada ee shaqaalaha. La taliyahu wuxuu adiga iyo shaqaalahaaga barayaa sidaad u samayn lahaydeen isbedel yaraynaya suurto galnimada inaad bixisaan cunto aan caafimaad qabin. Tababarka kadib, la taliyahu wuxuu samayn doonaa booqashooyin dabagal ah si uu dib u eegis ugu sameeyo isbedeladii aad samayseen iyo innuu kaaga jawaabo wixii su'aalo ah. Tababarka wuu ku bixi karaa luuqad aan English ahayn.

Fadlan soo wac Leslie Foreman si aad balan uga qabsato aad shaqaalaha waaxda caafimaadka kaga wada hadashaan faahfaahinta tababarka. wac Leslie at 612-673-3544 ama waxaad email ugu dirtaa leslie.foreman@minneapolismn.gov

Bixinta cunto fayow. Taageerida ganacsiyadeena. Labadan arimoodba way ka go'aan waaxda caafimaadka degaanka ee Magaalada Minneapolis.

Waad ku mahadsantahay inaad Minneapolis ku ganacsato.

Daacadnimo,

Daniel Huff
Agaasime, Caafimaadka Degaanka

Minneapolis Health Department
250 South 4th Street, Room 510
Minneapolis, MN 55415
TEL 612.673.2301

Minneapolis Health Department

Food Handler Training

Training Topics

All trainings cover:

- Keeping food safe
- Temperature danger zone
- Hot and cold holding
- Avoiding cross-contamination
- Personal hygiene
- Cleaning and sanitizing

The trainings are available online 24 hours a day, 7 days a week.

Vouchers

Minneapolis licensed food businesses can request free voucher codes for their employees. The voucher codes allow their employees to take an online food handler training for free.

To request voucher codes email the Health Department at food@minneapolismn.gov. Include the Minneapolis business name and address, course name(s), and the number(s) of voucher codes requested.

Food workers outside Minneapolis can take the training. The cost is $20 per course. To get started, visit www.minneapolismn.StateFoodSafety.com

Food workers in Minneapolis are encouraged to take an online basic Food Handler Training course.

The food handler trainings teach basic food safety using short lessons and engaging videos.

The trainings are valuable for kitchen staff, servers and others working with food.

No previous food safety training is required.

Three trainings are available. Choose the training that is best for you!

Food Handler Training Level 1 – Simplified

The Level 1 training is ideal for people who speak English as a second language, have a visual learning style or have special needs.

The Level 1 training is taught in five sections, or modules, with a short quiz at the end of each section.

The training is available in English and Spanish.

This training takes approximately 30 to 45 minutes to complete.

Food Handler Training Level 2 – Standard

The Level 2 training is more in depth on each topic.

The Level 2 training is available in English, Spanish, Korean, Mandarin Chinese, Vietnamese, Tagalog, Serbo-Croatian, and American Sign Language (ASL).

This training takes approximately 75 to 90 minutes to complete.

Food Safety Essentials for Special Events and Festivals

This training is for food handlers working at events and farmers markets. Food handlers will learn basic food safety principles.

This training is available in English and Spanish.

This training typically takes less than one hour to complete.

A Certificate of Completion is awarded after successful completion of the training and test.

www.minneapolismn.gov/FoodHandlerTraining

For reasonable accommodations or alternative formats please contact Minneapolis Environmental Health, at food@minneapolismn.gov or 612-673-2301. People who are deaf or hard of hearing can use a relay service to call 311 at 612-673-3000. TTY users can call 612-673-2157 or 612-673-2626.

Para asistencia 612-673-2700, Yog xav tau kev pab, hu 612-673-2800, Hadii aad Caawimaad u baahantahay 612-673-3500.

¿A su negocio lo inspecciona la Ciudad de Minneapolis?

Is your food business inspected by the City of Minneapolis Health Department?

Venga al

Problemas mas communes en las inspecciones

Entrenamiento gratis de seguridad en la producción de alimentos / Free Food Safety Training in Spanish

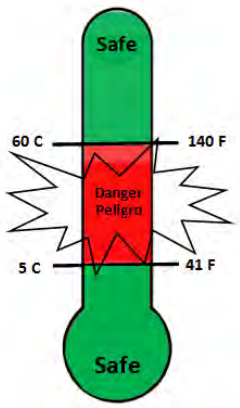
¡Aprenda practicando! Hágalo usted mismo/Learn by doing! Hands-on training for

Lavado de manos • almacenamiento de productos refrigerados • desinfección
Handwashing • Food cold storage • Sanitizing

Técnicas para la manipulación de alimentos • prevención de la contaminación cruzada / Food handling techniques • Avoiding cross-contamination

Temperaturas de cocción apropiadas • manteniendo comidas calientes y mucho mas / Proper cooking and holding temperatures • And more!

Dos sesiones (solo necesita atender una) / **Two sessions** (attend one)



Jueves 29 de Octubre de 9:00 am a 1:00pm /
Thursday, October 29, 9:00 am to 1:00 pm

Miércoles 4 de Noviembre de 1:30pm a 5:30pm /
Wednesday, November 4, 1:30 to 5:30 pm

Si tiene preguntas por favor comuníquese con /
To sign up or for more information call
Becky George (612) 876-4450 or
bgeorge@ndc-mn.org

Minneapolis
Health Department

El entrenamiento se llevara a cabo la parte baja del Global Market /
Trainings are held at the Midtown Global Market, Lower level meeting room
920 East Lake Street, Minneapolis MN

The meeting room is wheelchair accessible. If you need a disability-related accommodation, such as a sign language interpreter, or materials in an alternative format, please contact the Health Department at Food@minneapolismn.gov or Leslie at 612-673-3544 five days before the training session. Para asistencia 612-673-2700 - Rau kev pab 612-673-2800 - Hadii aad Caawimaad u baahantahay 612-673-3500.

Free HACCP Workshops

for

Minneapolis Health Department

Licensed Food Establishments

Fermenting and Canning HACCP plans

Bring your fermenting and canning Hazard Analysis Critical Control Point (HACCP) plan to this free workshop! You will get hands-on assistance from the City of Minneapolis Health Department HACCP team with your HACCP plans.

HACCP plan templates are available on the city website at http://www.ci.minneapolis.mn.us/health/inspections/HACCP

The workshop is being held twice - once in English and once in Spanish.

Yogurt, crème fraiche, kombucha and kimchi are examples of common fermented products.

June 20

Monday, June 20
ENGLISH language workshop
9:00 a.m. to Noon
Minneapolis Central Library, Doty Board Room
300 Nicollet Ave, Minneapolis MN 55401

and

junio 27

Monday, junio 27
SPANISH language workshop
9:00 a.m. to Noon
Minneapolis Central Library, Doty Board Room
300 Nicollet Ave, Minneapolis MN 55401

Please register. We would like to know how many people plan to attend.

To register, email food@minneapolismn.gov or call Leslie Foreman at 612-673-3544.

Questions? Contact food@minneapolismn.gov or call Leslie Foreman at 612-673-3544.

If you need this material translated or in an alternative format, please call 311 or 612-673-3000. **TTY** users may call 612-673-2157. If you need a disability-related accommodation, such as a sign language interpreter, please contact Leslie Foreman at food@minneapolismn.gov or 612-673-3544 by June 13, 2016.
Somali: Ogow. Haddii aad dooneyso in lagaa kaalmeeyo tarjamadda macluumaadkani oo lacag la' aan wac 612-673-3500. **Hmong**: Ceeb toom. Yog koj xav tau kev pab dawb txhais cov xov no, hu 612-673-2800.

Entrenamiento gratis en HACCP para establecimientos de comida

Minneapolis Health Department

Plan HACCP para Fermentación y Conservas

¡Traiga lo que tenga de su Plan de Análisis de Riesgos y Puntos Críticos de Control (HACCP) a este taller gratis! Usted recibirá asistencia individualizada de parte de un miembro del equipo HACCP del departamento de Salud de la Ciudad de Minneapolis.

Algunos formatos del plan HACCP se encuentran disponibles en nuestra página web: http://www.ci.minneapolis.mn.us/health/inspections/HACCP

Este taller se llevara a cabo en dos ocasiones; una en Ingles otra en Español.

June 20

Lunes, 20 de Junio
Taller en INGLES
9:00 a.m. a 12:00 p.m.
Minneapolis Central Library, Doty Board Room
300 Nicollet Ave, Minneapolis MN 55401

Algunos ejemplos de productos fermentados son yogurt, crème fraiche, kombucha y kimchi.

y

junio 27

Lunes, 27 de Junio
Taller en Español
9:00 a.m. a 12:00 p.m.
Minneapolis Central Library, Doty Board Room
300 Nicollet Ave, Minneapolis MN 55401

Por favor regístrese. Nos gustaría saber cuántas personas van a asistir.

Para registrarse envíe un email a: food@minneapolismn.gov o llame a Justo Garcia 612-673-3619.

If you need this material translated or in an alternative format, please call 311 or 612-673-3000. **TTY** users may call 612-673-2157. If you need a disability-related accommodation, such as a sign language interpreter, please contact Leslie Foreman at food@minneapolismn.gov or 612-673-3544 by June 13, 2016.
Somali: Ogow. Haddii aad dooneyso in lagaa kaalmeeyo tarjamadda macluumaadkani oo lacag la' aan wac 612-673-3500. **Hmong**: Ceeb toom. Yog koj xav tau kev pab dawb txhais cov xov no, hu 612-673-2800.

5TH SOMALI BUSINESS COMMUNITY FORUM

WHEN/GOORMA

APRIL 19, 2016
9AM-11AM

WHERE/GOOBTA

Abubakar As-Saddique Islamic Center
Events Hall/Hoolka Xafladaha
2824 13th Ave S, Minneapolis, MN

YouTube **- search "Minneapolis Somali Forum"**

DISCUSSION TOPICS/ MOWDUUCYADA SHIRKA

- **How to avoid common problems on health inspections / Sida la isaga ilaaliyo khaladaadka ugu badan ee kormeerada caafimaadka lagu arko**
- **Common Business Licensing violations / Xadgudubyada guud ee shatiyada ganacsiga**
- **Tobacco minimum pricing / Sicirka ugu yar ee tubaakada lagu iibiyo**
- **Green To Go/ Xeerka Konteenarada Deegaan-Ahaan La-Aqabli Karo**
- **Ban the Bag/ Mamnuucida bacaha**
- **Certified food manager training classes in Somali/ Tababarka 'Koorsada Bedqabka Cuntada" oo af-Soomaali lagu dhigayo**

For more information call 311 /
Faahfaahin dheeraad ah kala xidhiidh 311

Haddii aad dooneyso in lagaa kaalmeeyo tarjamadda macluumaadkani oo lacag la' aan wac 612-673-3500 - Para asistencia 612-673-2700 - Rau kev pab 612-673-2800

If you need this material in an alternate format, have questions, are deaf or hard-of-hearing, please call 612-673-3000. TTY: 612-673-2626 or 612-673-2157.
The meeting site is ADA accessible.

The City of Minneapolis Health Department and Business Licensing Department invites all owners and managers of Somali food businesses licensed in Minneapolis to the 5th Somali Business Community Forum

Waaxda Caafimaadka iyo ta Shati-Bixinta ee City of Minneapolis waxay ku marti-qaadayaan dhamaan madaxda iyo mulkiilayaasha ganacsiyada Soomaaliyeed ee Minneapolis shati-ganacsi ka haystaa inay ka soo qayb-galaan Kulanka 5aad ee Ganacsatada Jaaliyada Soomaalida

PARTICIPANTS/ MARTIDA SHIRKA

- Somali Business Owners **Ganacsatada Soomaalida**
- Health Department **Waaxda Caafimaadka**
- Business Licensing **Waaxda Shati-Bixinta**

Sponsored/ Qabanqaabiyay

Minneapolis
City of Lakes

Abubakar As-Saddique Islamic Center

Certified Food Manager Training and Exam in Somali Language

Three days training per session
9:00 to 1:30 pm
Certified Food Manager Exam on the third day

Training Dates:

July Session 1: July 20, 21, and 22
August Session 2: August 3, 4, and 5
August Session 3: August 17, 18, and 19

Cost: $50 for food operators working in businesses licensed by the City of Minneapolis.
$150 for non Minneapolis businesses operators

Training Venue: Midtown Global Market
920 E Lake St Basement, Minneapolis, MN 55407

For registration call:
Farhiya Farah 612-702-5051
ffarah@globeglow.com

GlobeGlow

Minneapolis Health Department

Training sponsored by Minneapolis Health Department

Tababarka Maamulaha cuntada ee Shatiga leh iyo imtixaanka afka Soomaaliga ah

Fadhi walba sedex bari oo tababar ah ayuu leeyahay
9:00 ilaa iyo 1:30 duhurnimo
Maalin sedexaada ayaa imtixaanka la qaadi doonaa

Maalmaha tababarka:

Fadhiyada Luulyo 1: July 20, 21, iyo 22
Fadhiyada Augusto 2: Augusto 3, 4, iyo 5
Fadhiyada Augusto 3: Augusto 17, 18, iyo 19

Kharaska: $50 weeye Hawl gala yaasha cuntooyinka ee ka shaqeeya ganacsiyada ku leh shatiga Magaalada Minneapolis
$150 weeye hawl gala yaasha ganacsiyada aan reer Minneapolis ahayn

Goobta Tababarka: Midtown Global Market
920 E Lake St Basement, Minneapolis, MN 55407

Tababrkan waxaa soo qaban qaabiyey Waaxda Caafimaadka ee Minneapolis
Si aad isu qorto wac:
Farhiya Farah 612-702-5051

GlobeGlow

Minneapolis Health Department

Appendix G

Minneapolis Environmental Health Staff Presentations

2015

Rebuilding Minneapolis' Health Inspection Program *Dan Huff and Ryan Krick*
Minnesota Environmental Health Association (MEHA) Spring Conference, May 14, 2015

Major League Baseball All Star Game *Bob Becker and Cindy Weckwerth*
Minnesota Environmental Health Association (MEHA) Spring Conference, May 14, 2015

Protecting your Nachos - Implementing Food Defense in Your Favorite Stadium *Dan Huff*
International Association of Food Protection Annual Meeting, July 10, 2015

Food Safety and Cultural Norms: Using Cultural Assets to Innovate Practice *Dan Huff*
National Environmental Health Association (NEHA) Annual Education Conference, July 14, 2015

Major League Baseball All Star Game *Cindy Weckwerth*
National Environmental Health Association (NEHA) Regional Conference, October 7, 2015

2016

Revamping Short Term Event Planning and Inspections *Cindy Weckwerth*
National Environmental Health Association (NEHA) Annual Education Conference, June 13, 2016

Ask the Sanitarian - What inspectors do, common mistakes seen, correctional facilities vs. other establishments, HACCP, etc. *Kathy Louden and Bob Becker*
Association of Correctional Food Service Affiliates, August 29, 2016

2017

Building Relationships Between Inspectors and Operators to Build Trust and Compliance *Nick Koreen*
National Environmental Health Association (NEHA) Regional Conference, September 21, 2017

Multicultural Approach to Food Safety *Justo Garcia*
National Environmental Health Association (NEHA) Regional Conference, September 21, 2017

Moderator for CFM Course Provider Workshop *Nick Koreen*, October 18, 2017

2018

Food Donation and Food Waste *Nick Koreen*
Minnesota Department of Agriculture Delegation Training, March 22, 2018

Super Bowl LII *Dan Huff, Cindy Weckwerth and Bob Becker*
Minnesota Environmental Health Association (MEHA) Spring Conference, May 10, 2018

Food Safety Tools and Teaching Demonstrations *Justo Garcia and Kevin Keopraseuth*
Minnesota Environmental Health Association (MEHA) Spring Conference, May 10, 2018

Protecting your Nachos - Implementing Food Defense in Your Favorite Stadium *Dan Huff*
The Food Defense Conference, May 24, 2018

Protecting Your Nachos: Planning for an Additional Million People in Your City *Dan Huff*
Rapid Response Team (RRT) Face to Face Meeting, December 13, 2018

Appendix H

Make better use of all food that cannot be donated by using a food-to-animal or organics composting program.

hennepin.us/organics

For more food safety information, please visit:

minneapolismn.gov/foodsafety

minneapolismn.gov/fooddonation

hennepin.us/business/envhealth

health.state.mn.us/divs/eh/food

or contact your local health department.

For more information, please contact:

Roee Reinberg, 612-673-3851, **roee.reinberg@minneapolismn.gov**

Nick Koreen, 612-673-3211, **nicklaus.koreen@minneapolismn.gov**

Nancy Lo, 612-348-9195, **nancy.lo@hennepin.us**

Hennepin County Environmental Health, 612-543-5200, **epi-envhlth@hennepin.us**

Hennepin County
Environment and Energy

environment@hennepin.us
612-348-3777

34-605-03-17

Minneapolis
City of Lakes

Hennepin

HENNEPIN COUNTY
MINNESOTA

Food donation guidelines for licensed food facilities

Save food and help people in need

Minneapolis
City of Lakes

Hennepin

Help your community and the environment

In the United States, as much as 40 percent of food produced for people to eat is wasted along the food chain. Grocery stores, restaurants and institutions are responsible for about 40 percent of this waste. Meanwhile, 11 percent of Minnesotans don't have a steady supply of food to their tables. Donating surplus prepared food helps local hunger-relief agencies serve those in need, including many children and seniors.

Donating food also helps the environment by preventing waste. Wasted food is the most prevalent material in the trash by far, representing about 20 percent of the trash by weight. When food is wasted, the water, energy, fertilizer and cropland that went into producing the food is wasted, too.

You are protected from liability

Food donors are protected by the Bill Emerson Good Samaritan Food Act, which was passed into federal law in 1996. Organizations that donate food in good faith to a nonprofit for distribution to needy individuals are not subject to civil or criminal liability that arises from the condition of the food.

Save money on your taxes

The federal tax code allows a deduction for donated food. Eligible businesses can deduct the lesser of either (a) twice the cost of acquiring the donated food or (b) the cost of acquiring the donated food, plus one-half of the food's expected profit margin, if it were sold at its fair market value. Contact your tax professional to determine its application to your business.

Get recognized for your efforts

Join industry leaders such as Eastside Food Co-op, Lunds & Byerlys and Gastrotruck to be recognized as a Hennepin County Environmental Partner. Partners that donate edible food receive a window decal, a listing in the directory and resources to help you communicate to your customers that you care about the community.

How to get started

1. Identify foods you can donate

Licensed food establishments can donate food that has not been served (e.g., leftover food from a buffet may not be donated). Hunger-relief organizations are most in need of entrees, soups, sandwiches, yogurt parfaits and other healthy, prepared foods.

2. Find an organization that will take your food

Call a hunger-relief organization and let them know what you have and the quantity. The recipient organization must have a food license. The following organizations are a good place to start. Find additional options at **hennepin.us/organics**.

Peace House Community, 1816 Portland Ave S, Minneapolis, 612-870-7263

Community Bridge, 2400 Park Ave S, Minneapolis, 612-321-1967

3. Arrange for delivery of the food

Talk to your staff about donating food. Some of the food establishments that donate food have found an employee who champions the effort and will volunteer to deliver the food.

If you can't find someone to deliver your food, Hennepin County has trained volunteers who will come to your location and transport your food to a hunger-relief agency. Learn more at **hennepin.us/organics**.

How can I keep the food safe?

The Minnesota Food Code applies to all donated food.

Donated prepared foods and potentially hazardous foods must meet the temperature requirements below. Some examples of potentially hazardous foods include cut tomatoes or melons, dairy products, meats, poultry, seafood, most cooked food and cut leafy greens.

1. Cold food must be maintained at 41 degrees Fahrenheit or below.
2. Hot food must be maintained at 140 degrees Fahrenheit or above.
3. Cooling process for hot food: potentially hazardous food must be cooled from 140 degrees to 71 degrees Fahrenheit in less than 2 hours, and cooled from 71 degrees to 41 degrees or below in less than 4 hours for a total of 6 hours.

How should I label the food?

Requirements for labeling depend on whether the food is in its original package or has been prepared as a meal.

- Donated commercially prepackaged food labels must clearly show the name of the item or food, manufacturer information, list of ingredients, and use-by date -- if included. Must contain the statement: "Donated Food-Not for Resale."
- Donated prepared food must be labeled on the outside of the container with the name of the food, the food donor, and the preparation date. (Example: Lasagna prepared 1/12/17, from ABC Restaurant, 123 Food Street). Each individual item does not need to be labeled.

How should I transport the food?

- The donated food should be accompanied by a log sheet with times and temperature of the product when it left the donating establishment. Upon arrival at the receiving establishment, record the time and temperature on the log sheet. The product should be delivered at 41ºF or below for cold items or 140ºF or above for hot items.
- The log sheet should be filled out completely, be kept with the product and retained for a minimum of three months at the receiving establishment.
- If the potentially hazardous food is received at a temperature between 41ºF and 140ºF and has been outside of that range for 2 hours or less, it should be immediately served. If the potentially hazardous food has been outside of that range for more than two hours, it should be discarded.

Haga un buen uso de todos los alimentos que no puedan donarse usando programas de compostaje orgánico o como comida para animales.

hennepin.us/organics

Para mayor información sobre higiene de los alimentos, por favor visite:

minneapolismn.gov/foodsafety

minneapolismn.gov/fooddonation

hennepin.us/business/envhealth

health.state.mn.us/divs/eh/food

o contacte a su departamento local de salud.

Para mayor información, por favor contacte a:

Roee Reinberg, 612-673-3851, **roee.reinberg@minneapolismn.gov**

Nick Koreen, 612-673-3211, **nicklaus.koreen@minneapolismn.gov**

Nancy Lo, 612-348-9195, **nancy.lo@hennepin.us**

Hennepin County Environmental Health, 612-543-5200, **epi-envhlth@hennepin.us**

Hennepin County
Environment and Energy

environment@hennepin.us
612-348-3777

34-605-03SP-17

Minneapolis
City of Lakes

Hennepin

HENNEPIN COUNTY
MINNESOTA

Pautas para la donación de alimentos por parte de negocios certificados de alimentos

Guarde comida y ayude a gente que la necesita

Minneapolis
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Hennepin

Ayude a su comunidad y al medioambiente

En Estados Unidos hasta un 40 por ciento de la comida que se produce para el consumo humano se desperdicia a lo largo de la cadena de alimentos. Las tiendas de alimentos, los restaurantes y las instituciones son responsables de cerca del 40 por ciento de este desperdicio. Entre tanto, 11 por ciento de los habitantes de Minnesota no gozan de un suministro estable de alimentos para su mesa. Donar alimentos preparados que sobren ayuda a que organizaciones locales de lucha contra el hambre apoyen quienes las necesitan, incluyendo a muchos niños y adultos mayores.

Donar comida ayuda también al medioambiente ya que evita el desperdicio. La comida que se desperdicia sigue siendo el material más notorio en la basura, con un 20 por ciento del peso total de la basura. Cuando la comida se desperdicia, el agua, la energía, el fertilizante y la tierra que se usó en la producción de la comida, también se desperdicia.

Usted se protege de responsabilidades

Los donantes de comida están protegidos por la Ley de alimentos del Buen Samaritano "Bill Emerson", que fue aprobada como ley federal en 1996. Las organizaciones que donan alimentos en buena fe a una organización sin ánimo de lucro para que ésta, a su vez, los distribuya a personas que los necesitan no estarán sujetas a ninguna obligación civil o jurídica que emana de la condición de la comida.

Ahorre dinero en sus impuestos

El código de impuestos federales permite una deducción por los alimentos donados. Los negocios elegibles pueden deducir el menor de (a) dos veces el costo de compra de los alimentos donados o (b) el costo de compra de los alimentos donados, más la mitad del margen de ganancia proyectado, si fuera vendido al precio de mercado justo. Contacte a su asesor de impuestos para determinar la aplicación de esto a su negocio.

Sea reconocido por su esfuerzo

Únase a líderes de la industria tales como Eastside Food Co-op, Lunds & Byerlys y Gastrotruck para que se le reconozca como Environmental Partners (Socio Medioambiental) del Condado de Hennepin. Los socios que donan alimentos comestibles reciben una calcomanía para su ventana, una nota en el directorio y recursos para ayudarle comunicar a los clientes para que sepan que usted se preocupa por la comunidad.

Como empezar

1. Identifique los alimentos que puede donar

Los establecimientos certificados de comida pueden donar alimentos que no hayan sido servidos (por ejemplo, alimentos que no se consuma en un bufete no podrán ser donados). Las organizaciones que luchan contra el hambre necesitan, sobre todo, entradas, sopas, sándwiches, yogures y otros alimentos saludables preparados.

2. Busque una organización que pueda recibir sus alimentos

Llame a una organización que lucha contra el hambre y cuénteles sobre lo que tiene y la cantidad de que dispone. La organización receptora deberá tener una licencia de alimentos. Las siguientes organizaciones son buenos lugares para empezar. Busque opciones adicionales en **hennepin.us/organics**.

Peace House Community, 1816 Portland Ave S, Minneapolis, 612-870-7263

Community Bridge, 2400 Park Ave S, Minneapolis, 612-746-4108

3. Concrete el transporte de la comida

Hable con sus empleados sobre la donación de alimentos. Algunos establecimientos de comida que donan alimentos han encontrado que un empleado lidera el esfuerzo y se presta como voluntario para transportar los alimentos.

Si no puede encontrar a nadie que transporte los alimentos, el Condado de Hennepin tiene voluntarios capacitados que pueden ir adonde usted está y transportar los alimentos a la organización que lucha contra el hambre. Conozca más acerca de esto en **hennepin.us/organics**.

¿Cómo puedo mantener la comida a salvo?

El Código de alimentos de Minnesota aplica para todos los donantes de alimentos.

Las comidas preparadas que se donan así como las comidas potencialmente peligrosas deben cumplir con los requisitos de temperatura que se estipulan más adelante. Algunos ejemplos de alimentos potencialmente peligrosos incluyen tomates o melones cortados, productos lácteos, carnes, aves, mariscos, casi toda la comida cocinada y vegetales de hojas cortadas.

1. Las comidas frías deben permanecer a 41 o menos grados Fahrenheit.
2. Las comidas calientes deben permanecer a 140 o más grados Fahrenheit.
3. El proceso de enfriamiento para las comidas calientes: los alimentos potencialmente peligrosos deben enfriarse de 140 grados a 71 grados Fahrenheit en menos de dos horas, y deben enfriarse de 71 grados a 41 grados o menos en menos de 4 horas para un total de 6 horas.

¿Cómo debo marcar la comida?

Los requisitos de marcado dependen de si la comida está o no en su empaque original o ha sido preparada.

- Las etiquetas de los alimentos pre empacados comercialmente que sean donados deben especificar claramente el nombre del producto o la comida, deben mostrar la información del productor, deben tener una lista de los ingredientes, y deben tener la fecha de expiración, en caso de que se incluya. Deben contener una etiqueta que diga "Comida donada no para la venta."
- Los alimentos preparados que sea donados deben estar marcados por fuera del recipiente con el nombre de la comida, el donante de la comida, y la fecha de preparación. (Por ejemplo: Lasagna preparada el 1/12/17, del Restaurante ABC, en la Calle Food No. 123). No es necesario marcar cada ítem en particular.

¿Cómo transporto la comida?

- La comida donada deberá ir acompañada de una hoja de registro con las horas y las temperaturas del producto cuando saliera del establecimiento que hace la donación. Al llegar al establecimiento receptor, registre la hora y la temperatura en la hoja de registro. El producto deberá ser transportado a 41 o menos grados Fahrenheit en el caso de comidas frías, o a 140 o más grados Fahrenheit, en el caso de comidas calientes.
- La hoja de registro deberá llenarse completamente, deberá guardarse con el producto y mantenerse por un mínimo de tres meses luego en el lugar del establecimiento receptor.
- Si los alimentos potencialmente peligrosos se reciben a una temperatura entre 41 y 140 grados Fahrenheit y ha estado por fuera de ese rango por 2 horas o menos, deberá servirse inmediatamente. Si los alimentos potencialmente peligrosos han estado por fuera de ese rango por más de dos horas, deberán desecharlos.

Appendix I

Minneapolis Health Department
Environmental Health
Food, Lodging & Pools
250 South 4th Street, Room 414
Minneapolis, MN 55415
Fax: (612) 673-2635
www.minneapolismn.gov/Health
www.minneapolismn.gov/HACCP

HACCP CONTENTS CHECKLIST

In order to provide the best service, we only review plans that include all requirements for the HACCP process used. HACCP Plan Requirements are based on the current Minnesota Food Code and the 2009 FDA Food Code.

All HACCP Processes Requirements:	**Submitted**
Prerequisite programs: Supplier control, Employee Illness, Personal Hygiene, Pest Control, SSOPs, etc.	
Description of food including materials and ingredients, recipe, packaging, methods of distribution and storage, intended use and intended consumer	
Flow diagram with all ingredients, materials and correctly identified Critical Control Points (CCPs)	
Signed flow diagram indicating it has been verified	
Hazard Analysis (See Hazard Analysis Worksheet)	
Critical Control Points (CCPs) (See HACCP Plan form column #1)	
Critical Limits (See HACCP Plan form column #3)	
Monitoring Procedures (See HACCP Plan Form columns #4-7)	
Corrective Actions (See HACCP Plan Form column #8)	
Verification Procedures (See HACCP Plan Form column #9)	
Record-Keeping and Documentation Procedures (See HACCP Plan Form column #10)	
Standard Operating Procedures (SOP) defines:	
CCPs (defined in HACCP Plan form column #1)	
Critical Limits (defined in HACCP Plan form column #3)	
Monitoring (defined in HACCP Plan Form columns #4-7)	
Corrective actions (defined in HACCP Plan Form column #8) when CCP isn't met	
Verification (defined in HACCP Plan Form column #9) that staff is following SOPs	
Record-keeping and documentation procedures (defined in HACCP Plan Form column #10)	
Training plan for food employee and supervisory that addresses the food safety issues of concern	
Additional Reduced Oxygen Packaging (ROP) Requirements:	**Submitted**
Description of foods to be packaged using ROP	
Procedures to maintain food below 41*F	
Training program to ensure individuals responsible for ROP operation understand:	
The concepts required for a safe operation	

The equipment and facilities	
ROP operating procedures and the HACCP Plan SOPs	
Description of how the packages will be labeled with instructions to keep refrigerated or frozen	
Description of how the packages will be labeled with instructions to discard the food as required	
Product shelf life	
Procedures for preventing contamination from hands	
Procedures for using a designated work area so that physical barriers of raw foods and ready-to-eat foods minimize cross contamination	
Operation procedures for using methods of separation of raw foods and ready-to-eat foods minimize cross contamination	
Procedures for limiting access of processing equipment to responsible trained personnel familiar with the potential hazards of the operation	
Procedures for cleaning and sanitization procedures for food-contact surfaces	
Additional Cook-Chill or Sous Vide Requirements (must also submit ROP Requirements from list above):	**Submitted**
Process that seals product before cooking or immediately after cooking and before reaching a temperature below 135°F	
Process that the cools food in the sealed package or bag from 140°F to 70°F within 2 hours and from 70°F to 41°F within an additional 4 hours	
Process that: • Cools food in the sealed package or bag from 41°F in 48 hours or less to 34°F and held at that temperature until consumed or discarded within 30 days after the date of packaging • Cools food in the sealed package or bag from 41°F in 48 hours or less to 34°F and then held at 41°F or less for no more than 72 hours, at which time the food must be consumed or discarded • Cools food in the sealed package or bag from 41°F in 24 hours or less to 38°F and held there for no more than 72 hours from packaging, at which time the food must be consumed or discarded **OR** • Keeps product frozen until consumed or used.	
Process that holds product in a refrigeration unit that is equipped with an electronic system that continuously monitors time and temperature and is visually examined for proper operation twice daily and if transported off-site to a satellite location of the same business entity, transported in vehicle equipped with verifiable electronic monitoring devices to ensure that times and temperatures are monitored during transportation	
Statement that records required to confirm that cooling and cold holding refrigeration time/temperature parameters are required as part of the HACCP plan will be maintained and held for at least 6 months	

City of Minneapolis HACCP Contacts:

Mohamed Yusuf – mohamed.yusuf@minneapolismn.gov– (612) 673-2612
Justo Garcia – justo.garcia@minneapolismn.gov - 612-673-2795
Jim Donovan - jim.donovan@minneapolismn.gov - 612-673-2795
Kevin Keopraseuth - kevin.keopraseuth@minneapolismn.gov - 612-673-2633

ABC Restaurant

123 Main Street S.E.
Minneapolis, MN 55404

HACCP PLAN

for Reduced Oxygen Packaging
Raw meats & poultry

SOP's

ROP Procedures
Cleaning and Sanitizing
Employee Practices
Training Program

[Month day, year]

Minneapolis
Health Department

Minneapolis Environmental Health
250 South 4th Street, Room 510
Minneapolis MN 55415
612-673-2301

www.minneapolismn.gov/Health
www.minneapolis.gov/HACCP

VACUUM PACKAGING RAW MEATS

Products: Raw meats (beef, goat and lamb) and poultry (chicken)

Ingredients: Raw meats and poultry with no additional ingredients added

Intended Use: Served in the restaurant to diners

Time/Shelf-Life: 7 Days under cold storage (≤41°F)

PROCESS DESCRIPTION

ABC Restaurant's reduced vacuum packaging (ROP) processes are limited to raw meats and poultry which are packaged for in-house restaurant use only for the purposes of saving cooler/freezer storage space and to keep the freshness of the meats and poultry. We purchase all of meats and poultry from approved and licensed suppliers and inspect them during receiving for temperature (41°F or below) and quality. The handling, prepping, packaging and monitoring of vacuum packaged products are conducted by employees who have thorough understanding of this HACCP plan and are trained in the reduced oxygen packaging processes. The ROP operations are conducted only in the designated areas of the kitchen and all vacuum packaged meats and chicken are removed from their bags prior to cooking.

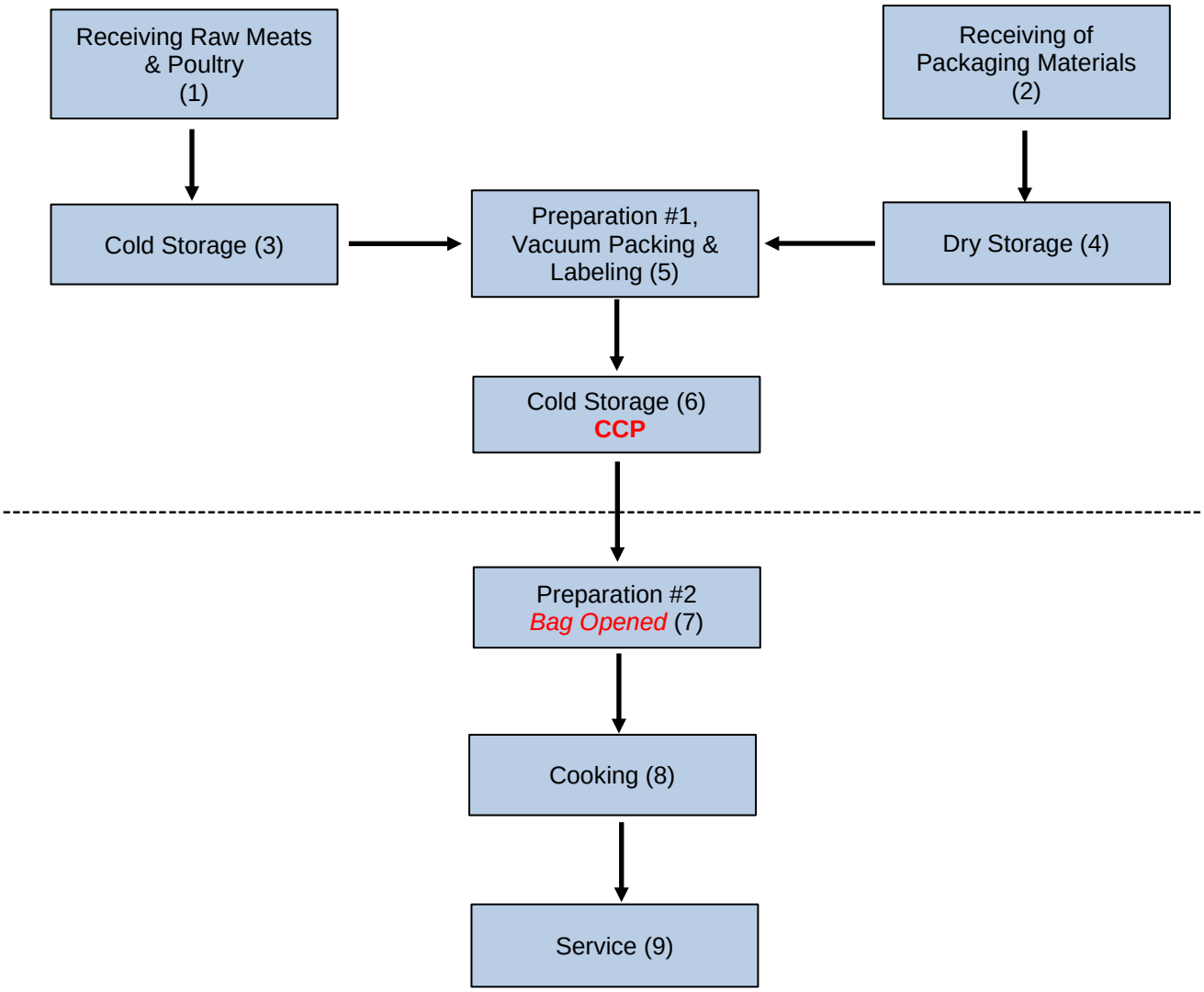
EQUIPMENT LIST:

- Walk-in refrigerator: TKM-0900 (coil) & HWN010X6B (condenser)
- Vacuum packager: VP321 (VacMaster)
- Thermometers: 9848 (Taylor pocket thermometer)

HACCP TEAM MEMBERS:

NAME	TITLE/ROLE
• John Doe	Executive chef
• Jane Doe	Sous chef
• Bob Doe	Sous chef
• Jen Doe	Sous chef

FLOW DIAGRAM



Verified by (Name) _____ Signature _____ Date _____

HAZARD ANALYSIS

PROCESS STEPS					
Process Step	**Potential Hazards** (B) Biological (C) Chemical (P) Physical	**Is this hazard significant?**	**Justification of Decision**	**Preventative Measures**	**Is this step a CCP?**
Receiving Raw Meats & Poultry (1)	(B) Pathogens, Salmonella, and E. coli 0157:H7, Campylobacter jejune, Clostridium Botulinum, etc.	Yes	Fresh meat and poultry are known to contain pathogens	Meat and poultry will be purchased from approved suppliers and received at proper temps.	No
Receiving Packaging Materials (2)	(C) Deleterious Chemicals (P) Foreign Material.	No	Non-food packaging materials might have been treated/washed w/chemicals not suitable for food contact surfaces	Letters of guarantee ensuring packaging materials are appropriate for product use will be kept on file	No
Cold Storage of Raw Meats & Poultry (3)	(B) Pathogens, Salmonella, and E. coli 0157:H7, Campylobacter jejune, Clostridium Botulinum, etc.	Yes	Potential Growth of Pathogens	All meat and poultry will be immediately stored in coolers and freezers.	No
Dry Storage of Packaging Materials (4)	(P) Foreign Material.	No	Visible foreign material that could compromise product safety; rodent droppings, insects, etc.	Visual inspection of packaging materials to ensure no foreign material is present.	No
Preparation #1, Vacuum Packing & Labeling (5)	(B) Pathogens, Salmonella, and E. coli 0157:H7, Campylobacter jejune, Clostridium Botulinum, etc.	No	Potential Growth of Pathogens due to cross-contaminations is likely Improperly Labeled Products will Result in Outdated or Unsafe Products	Time product will be in the temp. danger zone during assembly will be minimized and monitored. Each bag with be properly labeled with 'Use-By' date	No
Cold Storage (6) **CCP #1**	B) Pathogens, Salmonella, and E. coli 0157:H7, Campylobacter jejune, Clostridium Botulinum, Listeria, etc.	Yes	Potential Growth of Pathogens if Proper Temperatures are Not Maintained.	ROP packaged and labeled products will be monitored for time and temperature control.	**Yes**
Preparation #2 (7)	B) Pathogens, Salmonella, and E. coli 0157:H7, Campylobacter jejune, Clostridium Botulinum, Listeria, etc.	Yes	Potential Growth of Pathogens	ROP packaging will be opened prior to cooking and Time product will be in the temp. danger zone during assembly will be minimized and monitored.	No
Cooking (8)	B) Pathogens, Salmonella, and E. coli 0157:H7, Campylobacter jejune, Clostridium Botulinum, Listeria, etc.	Yes	Survival of Bacterial Spores if Products are not Properly Cooked to Correct Internal Temperatures.	Products will be cooked to the appropriate minimum internal temperatures	No

HACCP FORM

CCPs									
(1) Critical Control Point	**(2) Hazard Description**	**(3) Critical Limits**	**Monitoring**				**(8) Corrective Action**	**(9) Verification Activities**	**(10) Record-keeping Procedures**
			(4) What	**(5) How**	**(6) Frequency**	**(7) Who**			
Cold Storage	Pathogens	**Temperatures:** 41°F or less	Cooler/Freezer temps will be checked	Use of thermometers and visual check of cooler/freezer temperatures monitoring device	2x Daily	Designated food worker	Immediately discard product if product temperature exceeds 41°F and identify and eliminate cause of deviation.	Product Refrigeration Log will be reviewed daily by the executive chef or the manager on duty.	Product Refrigeration Log Thermometer Calibration Log
		Time Limit: 7 days or less	Date on ROP product labels will be checked and recorded	Visual check of the labels on the bag	Daily	Designated food worker	Identify out of date products and discard them.		

VACUUM PACKAGING PROCEDURES

Only foodservice employees trained in the use of the reduced oxygen packaging equipment and have a thorough understanding of the HACCP plan shall conduct ROP operations.

1. **Receiving Raw Meat/Poultry:** Inspect meat and poultry products upon receiving for temperature and quality and verify product temps are at or below 41ºF.

2. **Receiving Packaging Materials:** Inspect the condition of dry goods and packaging materials upon receipt. Verify products are in good condition.

3. **Cold Storage:** Immediately store all perishable products in the designated coolers with temperatures at or below 41°F.

4. **Dry Storage:** Store non-perishable products in clean location that is separated from any potential sources of contamination.

5. **Preparation #1, Vacuum Packaging & Labeling**: Assemble products, ingredients, packaging materials, labels, etc. necessary to the operation. Assemble products that are to be vacuum packaged and ensure products remain at room temperature no longer than 30 minutes during the packaging process.

   Place product in the packaging materials. Place bags in the vacuum machine ensuring that adequate space is provided around each package. Ensure that machine is working properly and settings are appropriate for the product being packaged. Start the machine and wait for the lid to open indicating that the process is complete. Remove packages from the machine. Visually check the seal to ensure that it is tight and that there are no food materials in the seal. Packages with a faulty seal should be re-packaged. Trim excess packaging as required.

   Properly label each package with a use-by-date that's within 7 days of vacuum packaging the product. The product must be stored in a designated container that has a label that states product "must be kept refrigerated or frozen" and "must be discarded if past use-by-date".

6. **Cold Storage (CCP):** Place ROP packages in coolers immediately after vacuum packaging and labeling.
   - Critical Limit: Products must be at or below 41°F and held in ROP packages for no longer than 7 days.
   - Monitoring: The designated employees must visually check and record temperatures of coolers containing ROP products at least twice a day during business operating times and record temperatures on the Refrigeration Log.

     The designated employees must also visually check labels of ROP products for use-by-dates daily and record the check and any corrective action on Refrigeration Log.

- Corrective Action: If ambient cooler temperatures exceed 41°F, check actual product temperatures and if above 41°F, discard the product and notify the Manager on Duty that the cooler is not properly working. Record corrective actions on the Refrigeration Log.

  If the Use-By date is past the designated date, discard the product and record corrective actions on the Refrigeration Log.

- Verification: Manager on Duty must verify that designated employees are monitoring and checking ROP product temperatures and use-by dates by visually monitoring employees during their shift and reviewing and signing Refrigeration Log on a daily basis.

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7. **Preparation #2:** Remove vacuum packaged products from coolers, open the bag prior to cooking, and prepare meat or poultry product for cooking according to recipe.

8. **Cooking:** Properly cook each product to the required minimum internal temperatures in compliance with the Minnesota Food Code as listed below or/and instructed in the recipe:
   - Beef: 155ºF for 15 seconds
   - Chicken: 165ºF for 15 seconds
   - Pork: 155ºF for 15 seconds

9. **Serving**: Immediately portion and serve meals as ordered by patrons.

SANITATION STANDARD OPERATING PROCEDURES (SSOPs)

EMPLOYEE HYGIENE AND PRACTICES

1. Hands are to be thoroughly washed in a designated hand sink with soap and water, paying particular attention to the areas underneath the fingernails and between the fingers by scrubbing thoroughly with a using a fingernail brush. Dry with single use towels. Handwashing is to be done at the following times:
   - after using the toilet, in the toilet room
   - after coughing, sneezing, using a tissue, using tobacco, eating, or drinking
   - after handling soiled equipment or utensils
   - immediately before engaging in food preparation activities
   - during food preparation as necessary to remove soil and prevent cross contamination
   - when switching between raw and ready-to-eat foods
   - other times as needed to maintain good sanitation
2. Fingernails must be kept trimmed, filed, free of nail polish, and maintained so the edges are cleanable and not rough.
3. Eating and drinking is prohibited in areas where contamination of exposed food, clean equipment, utensils, unwrapped single service and single use articles could occur. A food employee may drink from a closed beverage container in a food prep area as long as it is handled to prevent contamination.
4. Effective hair restraints must be worn in processing areas.
5. Smoking and other uses of tobacco are prohibited.
6. Clean outer clothing must be worn each day and changed as often as necessary throughout the day (when moving from a raw food operation to a ready-to-eat food operation).
7. Frocks and aprons used by employees are to be hung in a designated area when not in use. They are not to be worn in the toilet area, eating areas and locker rooms.
8. Foot wear is to be kept clean.
9. No jewelry (except a wedding band or other plain ring) is allowed during handling of food.
10. Food Employees shall report to the Person in Charge when they have a symptom caused by illness, infection, or other source that is:
    - associated with diarrhea, vomiting or other acute gastrointestinal illness
    - jaundice
    - a boil, infected wound or other lesion containing pus that is open or draining unless: if on the hands or wrists, unless a finger cot or other impermeable cover protects the lesion and a single use glove is worn if on exposed portions of the arms, the lesion is protected by an impermeable cover.

    The Person in Charge shall impose the proper restrictions and exclusions according to rule.

CLEANING AND SANITIZING

Equipment Food Contact Surfaces

Properly cleaned and sanitized food contact surfaces are critical to ensuring a safe, sanitary operation. Use of approved cleaners and sanitizers will reduce levels of pathogenic organisms to prevent cross contamination of the product. Detergent cleaners suspend and help remove various food soils. Chemical sanitizers (chlorine, quaternary ammonia, etc.) reduce the numbers of pathogens and other microorganism to insignificant levels.

The cleanup process must be completed in accordance with following procedures:

- **Pre-cleaning:** Equipment and utensils shall be pre-flushed, presoaked, or scraped as necessary to eliminate excessive food debris
- **Washing**: Equipment and utensils shall be effectively washed to remove or completely loosen soils using manual or mechanical means. Only approved chemicals are to be used in this process.
- **Rinsing:** Washed utensils and equipment shall be rinsed to remove abrasives and to remove or dilute cleaning chemicals with water
- **Sanitizing:** After being washed and rinsed, equipment and utensils must be sanitized with an approved chemical by immersion, manual swabbing, brushing, or pressure spraying methods. Exposure time is important to ensure effectiveness of the chemical.

  Ensure that an appropriate chemical test kit is available and routinely used to ensure that accurate concentrations of the sanitizing solutions are being used.

Frequency of Cleaning Equipment, Food Contact Surfaces and Utensils:

1. Before each use with a different type of raw animal food, including beef, fish, lamb, pork, or poultry;
2. Each time there is a change from working with raw foods to working with ready to eat foods;
3. Between uses with raw fruits or vegetables and with potentially hazardous foods;
4. At any time during the operation when contamination may have occurred.
5. If used with potentially hazardous foods, throughout the day at least once every four hours
6. Utensils and equipment that are used to prepare food in a refrigerated room that maintains the utensils, equipment, and food under preparation at 41°F or less and are cleaned at least once every 24 hours
7. Before using or storing a food thermometer.
8. For equipment used for storage of packaged or un-packaged food, including coolers, and the equipment is cleaned at a frequency necessary to eliminate soil residue.
9. For ice bins, at a frequency necessary to preclude accumulation of soil or mold.
10. Food contact surfaces of cooking equipment shall be cleaned at least once every 24 hrs.

Non-food-contact surfaces of equipment shall be cleaned at a frequency necessary to prevent accumulation of soil residues.

HACCP TRAINING FOR EMPLOYEES

Understanding the potential hazards associated with reduced oxygen packaging.

While the process of packaging foods using a reduced oxygen method extends the shelf life, it also can pose a serious public health threat. Generally, bacteria survive under conditions where there is oxygen present (aerobic conditions) or where oxygen is not present (anaerobic conditions). Some bacteria have the ability to adapt to either condition.

Under traditional packaging conditions (aerobic conditions), spoilage bacteria would normally thrive and the product would spoil before the more hazardous types of bacteria might become a problem. During the process of 'vacuum packaging' or 'reduced oxygen packaging', the air inside the package (which is approximately 21% oxygen) is eliminated, creating anaerobic conditions and thereby changing the types of bacteria that can survive in the package. Spoilage organisms are eliminated, but several types of pathogenic bacteria survive and actually thrive under these conditions.

The pathogen of greatest concern is **Clostridium botulinum**. While botulism bacteria will normally be killed in a cooking step, spores of the bacteria may survive and could grow and produce toxin if the conditions are right. These conditions are similar to those that occur in a vacuum/reduced oxygen package. Other pathogens of concern may be **Listeria monocytogenes**, Yersinia enterocolitica, Campylobacter jejuni, and Clostridium perfringens.

CONCEPTS REQUIRED FOR A SAFE OPERATION

A thorough understanding of this HACCP plan, the use of the reduced oxygen packaging equipment, and the HACCP based standard operating procedures is necessary for the safe operation of the restaurant's vacuum packaged products. Areas to focus on include: products that can be packaged, time and temperature control, prevention of cross contamination, and health and personal hygiene of food handlers.

Products that can be packaged by ROP

State of Minnesota regulations limit the types of foods that can be vacuum packaged. ABC Restaurant's HACCP plan defines the foods that can be packaged using reduced oxygen packaging. **Only the specific products on this list can be reduced oxygen packaged**. Any addition to the above list must first have the approval of the Manager on Duty or Executive Chef. Changes must be noted in the HACCP PLAN. Foods to be reduced oxygen packaged at the restaurant must be limited to one that does not support the growth of Clostridium botulinum because of one of the following requirements:

1. has a water activity of 0.91 or less
2. has a pH of 4.6 or less
3. is a food with a high level of competing organisms, including raw meat, raw poultry, or a naturally cultured standardized cheese

4. is a meat or poultry product that was cured at a USDA meat plant and received in an intact package or cured using approved substances (nitrates/nitrites).

By limiting the types of food that can be ROP to those on the list, an additional barrier to the growth of Clostridium botulinum is provided and thereby helps to ensure a safe product. In addition, except for fish that is frozen before, during, and after packaging, a food establishment shall not package fish using a reduced oxygen packaging method.

Following are examples of foods that do not meet the above requirements and therefore may NOT be reduced oxygen packaged: Cooked turkey (including whole or sliced turkey breast), cooked roast beef, sandwich spread (including ham salad, chicken salad, etc.), cooked fresh sausage (not cured/smoked such as bratwurst), and fresh salads.

Time and Temperature Control

Temperature control is a very important factor in keeping all potentially hazardous foods safe. But the extended shelf life and decreased oxygen concentration allows certain pathogens to multiply in reduced oxygen conditions. To reduce the potential for growth of these pathogens, products (packaged and unpackaged) must be stored at cooler temperatures of 41^{o} F or less for no more than 30 days unless approval for extended storage is granted by the health department.

Preventing Cross Contamination

Raw foods should be handled separately from cooked and ready to eat foods to avoid cross contamination. Utensils, equipment and work surfaces used for raw foods should be thoroughly cleaned and sanitized prior to using for cooked or ready-to-eat foods. In addition, ensure that ready-to-eat foods are stored so that blood or juices from raw products cannot drip or otherwise come into contact with them. Food handlers can also be a source of cross contamination through improper handwashing, or soiled clothing or aprons.

Employee Health and Hygiene

The health and personal hygiene of food handlers can also play a critical role in producing a safe ROP food. It is vital that employees working in this operation follow the Employee Hygiene and Practices guidelines in the Sanitation Standard Operating Procedures (SSOPs).

Refrigeration Log

Instructions: The designated foodservice employee must check the temperatures of coolers holding vacuum packaged products and record the product/unit location, date, time, air/product temperature, and any corrective actions. Employee must check the product label of vacuum packaged products and ensure they do not exceed the use-by date. Employees must initialize this log on daily basis and the designated chef or manager must verify that foodservice workers have taken the required temperatures and checked product labels by visually monitoring food workers during their shift, and must review, initial, and date this log daily. This log should be maintained for a minimum of 6 months.

Location/ Unit Description	Date	Time	Temp	Past Used-By Date?	Corrective Action	Initials	Verified By

Thermometer Validation Log

Instructions: The designated foodservice employee(s) must record the validation temperature and corrective action taken each time a thermometer temperature reading accuracy is validated. Thermometers temperature measuring accuracy should be validated using in ice slurry water. The designated manager must verify that foodservice employees are using and validating thermometers properly by making visual observations of employee activities during all hours of operation. The manager must review and initial the log weekly. This log should be maintained for a minimum of 6 months.

Date	Time	Thermometer ID#	Method Used (Ice Slurry)	Thermometer Reading	Accurate (Yes /No)	Corrective Action	Initials	Verified By

Updates/edits to HACCP Plan Log

Instructions: All edits or changes to an approved HACCP plan must be logged. Tracking changes helps during the inspection and the facility's annual review. Significant changes to a HACCP plan must be approved by the City of Minneapolis prior to changing. Contact a member of our HACCP team to determine if additional approval requirements are necessary for proposed changes.

Date	Initials	Summary of Changes

ABC RESTAURANT

123 Main Street
1Minneapolis, MN 55401

HACCP PLAN

For Sous Vide

General SOPs

Cleaning and Sanitizing
Employee Practices
ROP Procedures
Training Program
HACCP Based SOP's

[Month Day, Year]

Minneapolis
Health Department

250 South 4th Street, Room 510
Minneapolis MN 55415
612-673-2301

www.minneapolismn.gov/Health

www.minneapolis.gov/HACCP

SOUS VIDE HACCP PLAN

Products: Cooked meats (beef, goat and lamb) and poultry (chicken)

Ingredients: Raw meats and poultry, salt, pepper, thyme and bay leaf

Intended Use: Served in the restaurant to diners

Time/Shelf-Life: 7 Days under cold storage (≤41°F)

PROCESS DESCRIPTION

ABC Restaurant's sous vide processes are limited to cooking meats and poultry which are vacuum packaged and intended for in-house restaurant use only for the purposes of cooking products to a precise temperature for greater consistency, to enhance food flavors and textures, and to reduce time from order to service. We purchase all of our meats, poultry, and spices from approved and licensed suppliers and inspect them during receiving for temperature (41ºF or below) and quality. The handling, prepping, vacuum packaging, cooking, cooling, storing, and monitoring of sous vided products are conducted by employees who have thorough understanding of this HACCP plan and are trained in the reduced oxygen packaging and sous vide processes. The sous vide and ROP operations are conducted only in the designated areas of the kitchen.

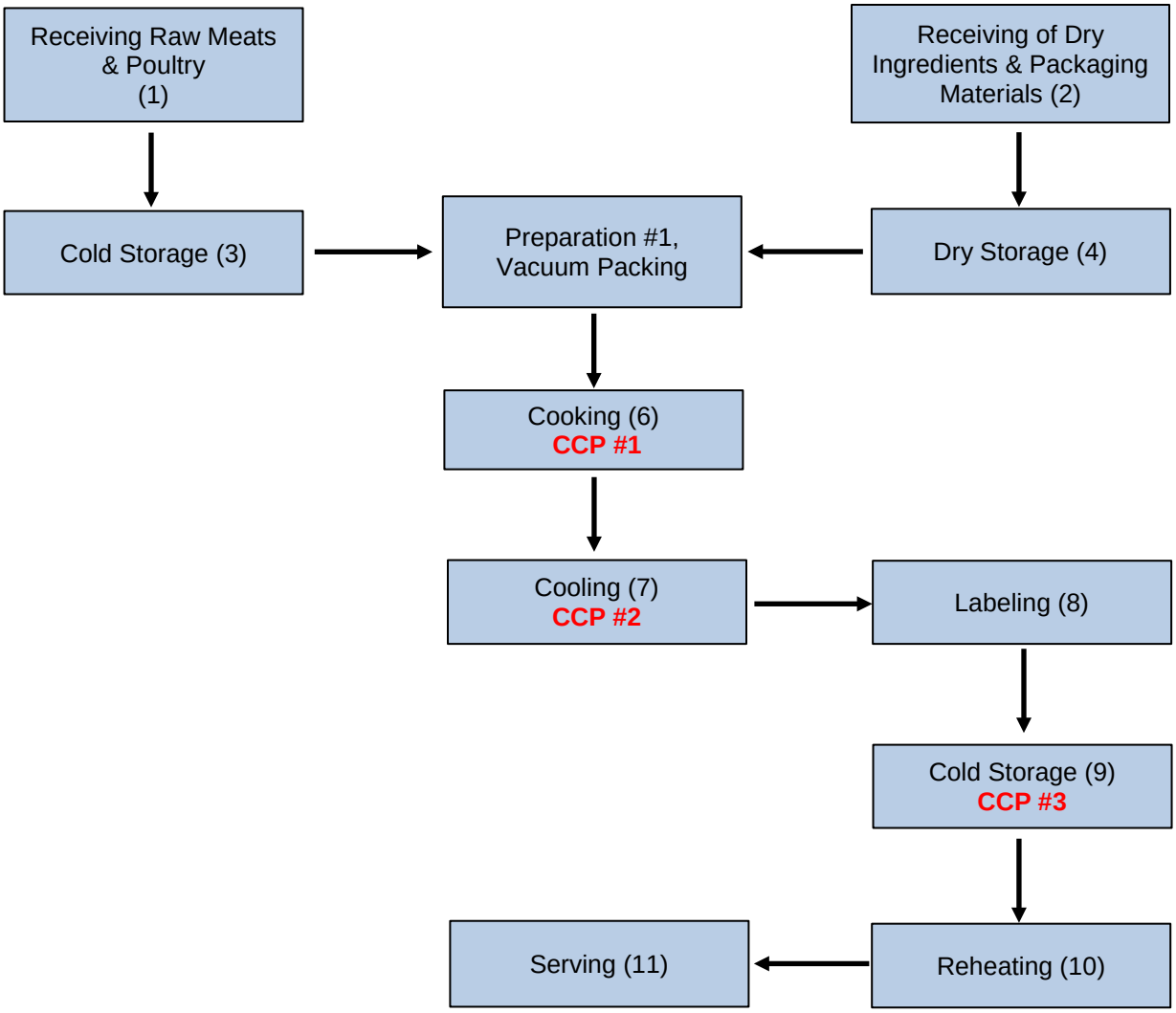
EQUIPMENT LIST (Include make, model and specification sheet)

- Circulator: _____
- Data Logger: _____
- Refrigerators: _____
- Slicer: _____
- Thermometers: _____
- Vacuum Packager: _____

HACCP TEAM MEMBERS

NAME	TITLE/ROLE
_____	_____
_____	_____
_____	_____
_____	_____

FLOW DIAGRAM



Verified by (Name) _____ Signature _____ Date _____

HAZARD ANALYSIS

PROCESS STEP					
Process Step	**Potential Hazards** (B) Biological, (C) Chemical, (P) Physical	**Hazard Significant?**	**Justification of Decision**	**Preventative Measures**	**Is this step a CCP?**
Receiving Raw Meats & Poultry (1)	(B) Salmonella, E. coli, Campylobacter jejune, Clostridium Botulinum, etc.	Yes	Fresh meat and poultry are known to contain pathogens	Meat and poultry will be purchased from approved suppliers and received at proper temps.	No
Receiving Dry Ingredients & Bags (2)	(C) Deleterious Chemicals (P) Foreign Material.	No		Letters of guarantee ensuring bags ingredients are from approved sources and appropriate for product use	No
Cold Storage of Raw Meats & Poultry (3)	(B) Salmonella, E. coli, Campylobacter jejune, Clostridium Botulinum, etc.	Yes	Potential growth of pathogens	All meat and poultry will be immediately stored in coolers and freezers.	No
Storage of Dry Goods & Bags (4)	(P) Foreign Material.	No		Visual inspection of packaging materials to ensure no foreign material is present.	No
Preparation #1 & Vacuum Packing(5)	(B) Salmonella, and E. coli, Campylobacter jejune, Clostridium Botulinum, etc.	No	Potential growth of pathogens due to cross-contaminations is likely	Time product will be in the temperature danger zone during preparation will be minimized and monitored.	No
Cooking (6)	B) Salmonella, E. coli, Campylobacter jejune, Clostridium Botulinum, Listeria, etc.	Yes	Survival of bacterial spores if products are not properly cooked to correct internal temperatures.	Products will be cooked to as required in MN Food Code.	Yes **CCP 1**
Cooling (7)	B) Clostridium Perfringes, Clostridium Botulinum and Listeria	Yes	Improperly cooling can lead to growth of spore-forming pathogens	Products will be cooled to 41^{O}F as described in MN Food Code.	Yes **CCP 2**
Labeling (8)	B) Clostridium Perfringes, Clostridium Botulinum and Listeria	Yes	Improperly labeled products will result in outdated or unsafe products	Each bag will be properly labeled with product name, date packaged, and 'Use-By' date	No
Cold Storage (9)	B) Clostridium Perfringes, Clostridium Botulinum and Listeria	Yes	Potential growth of pathogens if proper temperatures and time are not maintained.	ROP packaged and labeled products will be monitored for time and temperature control.	Yes **CCP 3**
Reheating (10)	B) Clostridium Perfringes, Clostridium Botulinum and Listeria	Yes	Survival of bacterial spores if products are not properly cooked or reheated to correct internal temperatures.	ROP packaging will be opened prior to reheating and product properly heated for hot holding or service.	No
Serving (11)	B) Clostridium Perfringes, Clostridium Botulinum and Listeria	Yes	Survival of bacterial spores if products are not properly cooked or reheated to correct internal temperatures.	Products will be served immediately after reheating	No

HACCP FORM

CCP									
(1) Critical Control Point	**(2) Hazard Description**	**(3) Critical Limits**	**Monitoring**				**(8) Corrective Action**	**(9) Verification Activities**	**(10) Record-keeping Procedures**
			(4) What	**(5) How**	**(6) Frequency**	**(7) Who**			
Cooking **(CCP 1)**	Pathogens	**Temperatures:** Beef: 145°F for 15 seconds Pork: 155°F for 15 seconds Poultry: 165°F for 15 seconds	Product temperature	Use of thermometer	One food product per batch	Designated food worker	Continue cooking and adjust circulator temps if below designated temp for product	Cooking Log reviewed daily by chef.	Cooking Log Thermometer Validation Log
Cooling **(CCP 2)**	Pathogens	**Temperatures:** 140°F to 70°F in 2hrs or less; 70°F to 41°F in additional 4hrs or less.	Product temperature	Use of thermometer	Every hour	Designated food worker	Reheat to cooking temp and restart cooling process if not cooled to 70°F in first 2hrs. Discard product if product not cooled to 41°F within 4hrs of reaching 70°F.	Cooling Log reviewed daily by chef.	Cooling Log Thermometer Validation Log
Cold Storage **(CCP 3)**	Pathogens	**Temperatures:** 41°F or less **Time Limit:** 7 days or less	Cooler and product temperature Date on ROP bag label	Use of thermometer Data loggers Visual check of the labels on the bag	2x Daily plus Continues Daily	Designated food worker Designated food worker	Immediately discard product if temp exceeds 41°F. Identify and eliminate cause of deviation. Identify out of date products and discard them.	Refrigerator/Freezer Log reviewed daily by chef. Product Date/ Label Log will be reviewed daily by chef.	Refrigerator/Freezer Log; Thermometer Validation Log Product Date and Label Log

SOUS VIDE PROCEDURES

Only foodservice employees trained in the use of the reduced oxygen packaging equipment and have a thorough understanding of the HACCP plan shall conduct ROP operations.

1. **Receiving Raw Meat/Poultry:** Inspect meat and poultry products upon receiving for temperature and quality and verify product temps are at or below 41ºF.

2. **Receiving Packaging Materials:** Inspect the condition of dry goods and packaging materials upon receipt. Verify products are in good condition.

3. **Cold Storage:** Immediately store all perishable products in the designated coolers with temperatures at or below 41°F.

4. **Dry Storage:** Store non-perishable products in clean location that is separated from any potential sources of contamination.

5. **Preparation & Vacuum Packaging**: Prepare products, ingredients, and packaging materials necessary to the operation according to recipe/instruction. Prepare products for vacuum packaging and ensure products remain at room temperature no longer than 30 minutes during the preparation and packaging process.

   Place product in the packaging materials. Place bags in the vacuum machine ensuring that adequate space is provided around each package. Ensure that machine is working properly and settings are appropriate for the product being packaged. Start the machine and wait for the lid to open indicating that the process is complete. Remove packages from the machine. Visually check the seal to ensure that it is tight and that there are no food materials in the seal. Packages with a faulty seal should be re-packaged. Trim excess packaging as required.

6. **Cooking (CCP #1):** Set the circulator bath water to proper temperatures based on the product being cooked and place the vacuum packaged product in the circulator bath.
   - Critical Limit: Follow recipe directions to cook beef flaps to 145°F for a minimum of 15 seconds, pork to a minimum of 155°F for 15 seconds, and poultry products to a minimum of 165°F for 15 seconds.
   - Monitoring: Check temperature of the product and record the cooking temps for each product on the Cooking Log.
   - Corrective Action: If temperature is not at the required temperature, continue cooking. If the temperatures of the circulator bath falls below the appropriate temperatures, adjust circulator temp and continue monitor cooking temperatures.
   - Verification: Chef must verify that designated employees are monitoring and checking cooking temperatures daily by visually monitoring employees during their shift and reviewing Cooking Logs on daily basis.

7. **Cooling (CCP #2):** Remove the bags from the circulator and place them in an ice bath on the prep table in the ROP station.
   - Critical Limit: Cool the products to 70°F within 2 hours of reaching 140°F and to 41°F within 2 hours of reaching 70°F.
   - Monitoring: Check temperature of largest of product per batch and frequency to monitor requirements and record the temps on the Cooling Log.
   - Corrective Action: If product is not cooled to 70°F within the first 2 hours, reheat product to required cooking temperature and restart cooling process or discard. If product is not cooled to 41°F within 4 hours of reaching 70°F, discard product.
   - Verification: Chef must verify that designated employees are monitoring and checking cooling temperatures daily by visually monitoring employees during their shift and reviewing Cooling Logs on daily basis.

8. **Labeling:** Properly label each package with name of product, date packaged and use-by date. Ensure to use the premade labels that have the statement "Keep refrigerated or frozen", and ensure the use-by date is within 7 days of packaging.

9. **Cold Storage (CCP #3):** Place ROP packages in coolers immediately after labeling.
   - Critical Limit: Products must be at or below 41°F and held in ROP packages for no more than 7 days.
   - Monitoring: The designated employees must visually check and record temperatures of coolers containing ROP products at least twice a day during business operating times and record temperatures on the Refrigeration/Freezer Log. Data logger must continuously log temperatures.

     The designated employees must also visually check labels of ROP products for use-by dates and record the check and any corrective action on Product Date/Label Log.
   - Corrective Action: If ambient cooler temperatures exceed 41°F, check actual product temperatures and if above 41°F, discard the product and notify the Manager on Duty that the cooler is not properly working. Record corrective actions on the Refrigerator/Freezer Log.

     If the Use-By dates are past the designated date, discard the product and record corrective actions on the Product Date and Label Log.
   - Verification: Manager on Duty must verify that designated employees are monitoring and checking ROP product temperatures and use-by dates daily by visually monitoring employees during their shift and reviewing Refrigeration/ Freezer logs and Product Date/Label Logs on daily basis.

10. **Reheating:** Remove vacuum packaged products from coolers and reheat product to proper temperature (165°F if hot holding; desired temperature for immediate service).

11. **Serving**: Portion reheated product for meal size and serve as ordered by patrons.

SANITATION STANDARD OPERATING PROCEDURES (SSOPs)

EMPLOYEE HYGIENE AND PRACTICES

1. Hands are to be thoroughly washed in a designated hand sink with soap and water, paying particular attention to the areas underneath the fingernails and between the fingers by scrubbing thoroughly with using a fingernail brush. Dry with single use towels. Handwashing is to be done at the following times:
   - after using the toilet, in the toilet room
   - after coughing, sneezing, using a tissue, using tobacco, eating, or drinking
   - after handling soiled equipment or utensils
   - immediately before engaging in food preparation activities
   - during food preparation as necessary to remove soil and prevent cross contamination
   - when switching between raw and ready-to-eat foods
   - other times as needed to maintain good sanitation
2. Fingernails must be kept trimmed, filed, free of nail polish, and maintained so the edges are cleanable and not rough.
3. Eating and drinking is prohibited in areas where contamination of exposed food, clean equipment, utensils, unwrapped single service and single use articles could occur. A food employee may drink from a closed beverage container in a food prep area as long as it is handled to prevent contamination.
4. Effective hair restraints must be worn in processing areas.
5. Smoking and other uses of tobacco are prohibited.
6. Clean outer clothing must be worn each day and changed as often as necessary throughout the day (when moving from a raw food operation to a ready-to-eat food operation).
7. Frocks and aprons used by employees are to be hung in a designated area when not in use. They are not to be worn in the toilet area, eating areas and locker rooms.
8. Foot wear is to be kept clean.
9. No jewelry (except a wedding band or other plain ring) is allowed during handling of food.
10. Food Employees shall report to the Person in Charge when they have a symptom caused by illness, infection, or other source that is:
    - associated with diarrhea, vomiting or other acute gastrointestinal illness
    - jaundice

- a boil, infected wound or other lesion containing pus that is open or draining unless: if on the hands or wrists, unless a finger cot or other impermeable cover protects the lesion and a single use glove is worn if on exposed portions of the arms, the lesion is protected by an impermeable cover.

The Person in Charge shall impose the proper restrictions and exclusions according to rule.

CLEANING AND SANITIZING

Equipment Food Contact Surfaces

Properly cleaned and sanitized food contact surfaces are critical to ensuring a safe, sanitary operation. Use of approved cleaners and sanitizers will reduce levels of pathogenic organisms to prevent cross contamination of the product. Detergent cleaners suspend and help remove various food soils. Chemical sanitizers (chlorine, quaternary ammonia, etc.) reduce the numbers of pathogens and other microorganism to insignificant levels.

The cleanup process must be completed in accordance with following procedures:

- **Pre-cleaning:** Equipment and utensils shall be pre-flushed, presoaked, or scraped as necessary to eliminate excessive food debris
- **Washing**: Equipment and utensils shall be effectively washed to remove or completely loosen soils using manual or mechanical means. Only approved chemicals are to be used in this process.
- **Rinsing:** Washed utensils and equipment shall be rinsed to remove abrasives and to remove or dilute cleaning chemicals with water
- **Sanitizing:** After being washed and rinsed, equipment and utensils must be sanitized with an approved chemical by immersion, manual swabbing, brushing, or pressure spraying methods. Exposure time is important to ensure effectiveness of the chemical. *Ensure that an appropriate chemical test kit is available and routinely used to ensure that accurate concentrations of the sanitizing solutions are being used.*

Frequency of Cleaning Equipment, Food Contact Surfaces and Utensils:

1. Before each use with a different type of raw animal food, including beef, fish, lamb, pork, or poultry;
2. Each time there is a change from working with raw foods to working with ready to eat foods;
3. Between uses with raw fruits or vegetables and with potentially hazardous foods;
4. At any time during the operation when contamination may have occurred.
5. If used with potentially hazardous foods, throughout the day at least once every four hours

6. Utensils and equipment that are used to prepare food in a refrigerated room that maintains the utensils, equipment, and food under preparation at 41°F or less and are cleaned at least once every 24 hours
7. Before using or storing a food thermometer.
8. For equipment used for storage of packaged or un-packaged food, including coolers, and the equipment is cleaned at a frequency necessary to eliminate soil residue.
9. For ice bins, at a frequency necessary to preclude accumulation of soil or mold.
10. Food contact surfaces of cooking equipment shall be cleaned at least once every 24 hrs.
11. Non-food-contact surfaces of equipment shall be cleaned at a frequency necessary to prevent accumulation of soil residues.

HACCP TRAINING FOR EMPLOYEES

Understanding the potential hazards associated with reduced oxygen packaging.

While the process of packaging foods using a reduced oxygen method extends the shelf life, it also can pose a serious public health threat. Generally, bacteria survive under conditions where there is oxygen present (aerobic conditions) or where oxygen is not present (anaerobic conditions). Some bacteria have the ability to adapt to either condition.

Under traditional packaging conditions (aerobic conditions), spoilage bacteria would normally thrive and the product would spoil before the more hazardous types of bacteria might become a problem. During the process of 'vacuum packaging' or 'reduced oxygen packaging', the air inside the package (which is approximately 21% oxygen) is eliminated, creating anaerobic conditions and thereby changing the types of bacteria that can survive in the package. Spoilage organisms are eliminated, but several types of pathogenic bacteria survive and actually thrive under these conditions.

The pathogen of greatest concern is **Clostridium botulinum**. While botulism bacteria will normally be killed in a cooking step, spores of the bacteria may survive and could grow and produce toxin if the conditions are right. These conditions are similar to those that occur in a vacuum/reduced oxygen package. Other pathogens of concern may be **Listeria monocytogenes**, Yersinia enterocolitica, Campylobacter jejuni, and Clostridium perfringens.

CONCEPTS REQUIRED FOR A SAFE OPERATION

A thorough understanding of this HACCP plan, the use of the reduced oxygen packaging equipment, and the HACCP based standard operating procedures is necessary for the safe operation of the restaurant's vacuum packaged products. Areas to focus on include:

products that can be packaged, temperature control, prevention of cross contamination, and health and personal hygiene of food handlers.

Products that can be packaged by ROP

State of Minnesota regulations limit the types of foods that can be vacuum packaged. ABC's HACCP plan defines the foods that can be packaged using reduced oxygen packaging. **Only the specific products on this list can be reduced oxygen packaged**. Any addition to the above list must first have the approval of the Chef. Changes must be noted in the HACCP PLAN.

Temperature Control

Temperature control is a very important factor in keeping all potentially hazardous foods safe. But the extended shelf life and decreased oxygen concentration allows certain pathogens to multiply in reduced oxygen conditions. To reduce the potential for growth of these pathogens, products (packaged and unpackaged) must be stored at cooler temperatures of 41°F or less. Employees must monitor the cooler temperatures at least every 4 hours to ensure that foods are not allowed to be out of the temperature requirements for extended periods of time.

Preventing Cross Contamination

Raw foods should be handled separately from cooked and ready to eat foods to avoid cross contamination. Utensils, equipment and work surfaces used for raw foods should be thoroughly cleaned and sanitized prior to using for cooked or ready-to-eat foods. In addition, ensure that ready-to-eat foods are stored so that blood or juices from raw products cannot drip or otherwise come into contact with them. Food handlers can also be a source of cross contamination through improper handwashing, or soiled clothing or aprons.

Employee Health and Hygiene

The health and personal hygiene of food handlers can also play a critical role in producing a safe ROP food. It is vital that employees working in this operation follow the Employee Hygiene and Practices guidelines.

Refrigeration / Freezer Log

Instructions: The designated foodservice employee must record the location or description of holding unit, date, time, air temperature, corrective action, and initials on this Log on daily bases. Chef or manager must verify that foodservice workers have taken the required temperatures by visually monitoring food workers during their shift, and must review, initial, and date this log daily. This log should be maintained for a minimum of 6 months.

Location/ Unit Description	Date	Time	Temp	Corrective Action	Initials	Verified By

Product Date/Label Log

Instructions: The designated foodservice employee must check the date and label of vacuum packaged products and ensure they do not exceed the use-by date. The employee must record daily date and time the product label is checked, any corrective action, and initial on this Log. Chef or manager must verify that foodservice workers have checked ROP product dates and labels by visually monitoring food workers during their shift, and must review, initial and date this log daily. This log should be maintained on file for a minimum of 6 months.

Location/ Unit Description	Date	Time	Past Use-By Date?	Corrective Action	Initials	Verified By

Thermometer Validation Log

Instructions: The designated foodservice employee(s) must record the validation temperature and corrective action taken each time a thermometer is validated. Accuracy of thermometers will be validated using slurry ice water. The Chef or manager must verify that foodservice employees are using and validating thermometers properly by making visual observations of employee activities during all hours of operation. The supervisor must review and initial the log daily. This log should be maintained for a minimum of 6 months.

Date	Time	Thermometer ID#	Method Used (Ice Slurry)	Thermometer Reading	Accurate (Yes/No)	Corrective Action	Initials	Verified By

Cooking and Reheating Temperature Log

Instructions: Record product name, time, the temperatures/times taken, and any corrective action taken on this form. The supervisor of the food operation will verify that food workers have taken the required cooking temperatures by visually monitoring food workers and preparation procedures during the shift and reviewing, initialing, and dating this log daily. This log should be maintained for a minimum of 6 months.

Date	Time	Food Item	Internal Temp/Tim	Internal Temp/Tim	Corrective Action Taken	Initials	Verified By

Cooling Temperature Log

Instructions: Record temperatures every hour during the cooling cycle. Record corrective actions, if applicable. The Chef or manager of the food operation will verify that the designated food worker is cooling food properly by visually monitoring the food worker during the shift and reviewing, initialing, and dating the log daily. This log must be maintained for a minimum of 6 months.

Date	Food Item	Tim/ Temp	Tim/ Temp	Tim/ Temp	Corrective Actions Taken	Initials	Verified By

ABC RESTAURANT

123 Main Street
Minneapolis, MN 55401

HACCP PLAN
for Cook-Chill

General SOPs
Cleaning and Sanitizing
Employee Practices
ROP Procedures
Training Program
HACCP Based SOP's

[Month day, year]

Minneapolis
Health Department

Minneapolis Environmental Health
250 South 4th Street, Room 510
Minneapolis MN 55415
612-673-2301

www.minneapolismn.gov/Health
www.minneapolis.gov/HACCP

COOK-CHILL HACCP PLAN

Products: Meat Sauce (ground beef, tomatoes, beans, dried seasonings)

Ingredients: Cooked ground beef, canned tomatoes, canned beans, dried seasonings

Intended Use: Served in the restaurant to diners

Time/Shelf-Life: 30 Days under cold storage (≤34°F)

PROCESS DESCRIPTION

ABC Restaurant's cook-chill processes are limited to soups and sauces intended for in-house restaurant use only for the purposes of cooking products to a precise temperature for greater consistency, to enhance food flavors and textures, and to reduce time from order to service. We purchase all of our meats and spices from approved and licensed suppliers and inspect them during receiving for temperature (41ºF or below) and quality. The handling, prepping, vacuum packaging, cooking, cooling, storing, and monitoring of cook-chilled products are conducted by employees who have thorough understanding of this HACCP plan and are trained in the reduced oxygen packaging and cook-chill processes. The cook-chill and ROP operations are conducted only in the designated areas of the kitchen.

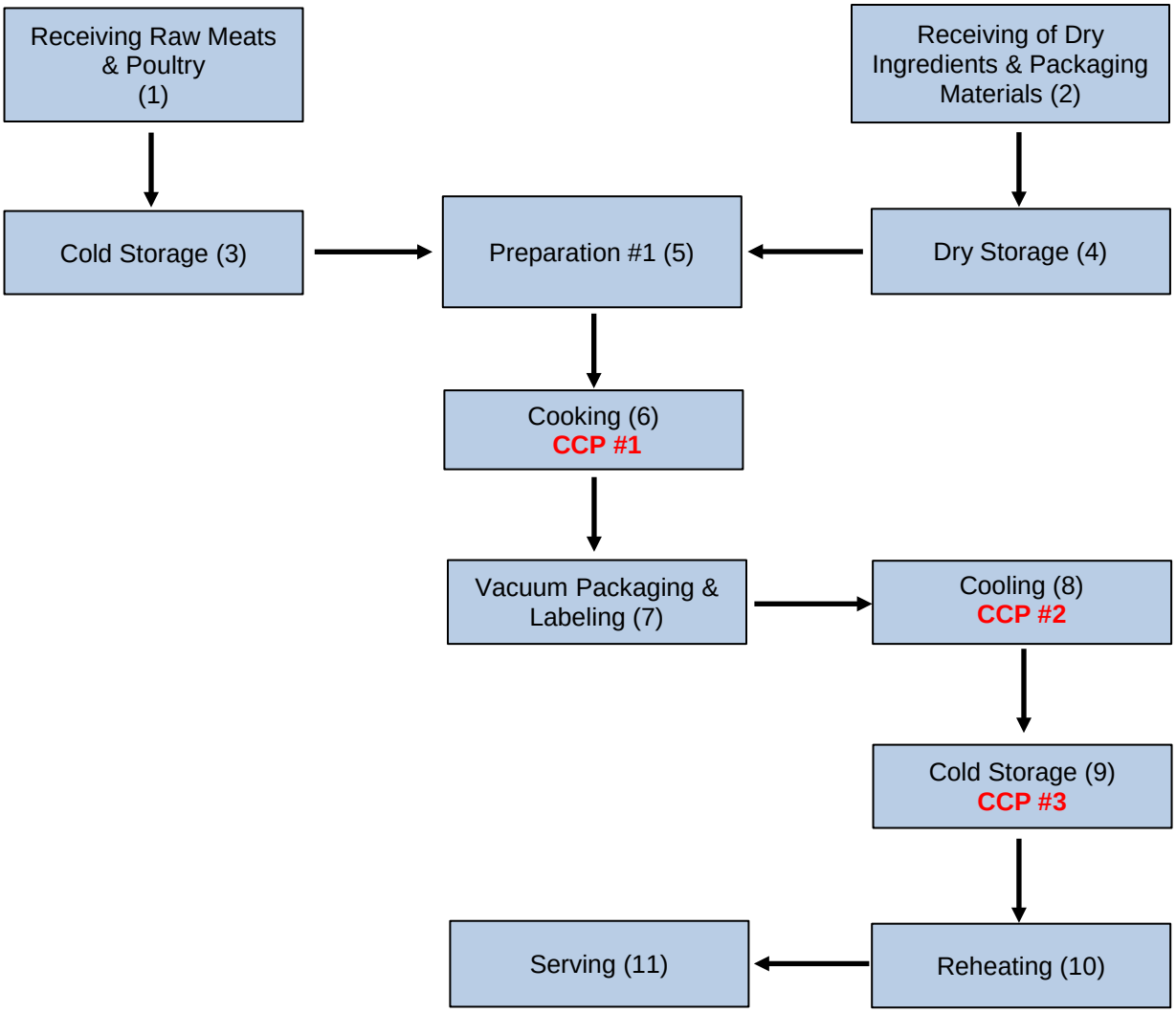
EQUIPMENT LIST (Include make, model and specification sheet)

- Circulator: _____
- Data Logger: _____
- Refrigerators: _____
- Slicer: _____
- Thermometers: _____
- Vacuum Packager: _____

HACCP TEAM MEMBERS

NAME	TITLE/ROLE
_____	_____
_____	_____
_____	_____

FLOW DIAGRAM



Verified by (Name) _____ Signature _____ Date _____

HAZARD ANALYSIS

PROCESS STEP					
Process Step	**Potential Hazards** (B) Biological, (C) Chemical, (P) Physical	**Hazard Significant?**	**Justification of Decision**	**Preventative Measures**	**Is this step a CCP?**
Receiving Raw Meats & Poultry (1)	(B) Salmonella, E. coli, Campylobacter jejune, Clostridium Botulinum, etc.	Yes	Fresh meat and poultry are known to contain pathogens	Meat and poultry will be purchased from approved suppliers and received at proper temps.	No
Receiving Dry Ingredients & Bags (2)	(C) Deleterious Chemicals (P) Foreign Material.	No		Letters of guarantee ensuring bags ingredients are from approved sources and appropriate for product use	No
Cold Storage of Raw Meats & Poultry (3)	(B) Salmonella, E. coli, Campylobacter jejune, Clostridium Botulinum, etc.	Yes	Potential growth of pathogens	All meat and poultry will be immediately stored in coolers and freezers.	No
Storage of Dry Goods & Bags (4)	(P) Foreign Material.	No		Visual inspection of packaging materials to ensure no foreign material is present.	No
Preparation (5)	(B) Salmonella, and E. coli, Campylobacter jejune, Clostridium Botulinum, etc.	No	Potential growth of pathogens due to cross-contaminations is likely	Time product will be in the temperature danger zone during preparation will be minimized and monitored.	No
Cooking (6)	B) Salmonella, E. coli, Campylobacter jejune, Clostridium Botulinum, Listeria, etc.	Yes	Survival of bacterial spores if products are not properly cooked to correct internal temperatures.	Products will be cooked to as required in MN Food Code.	Yes **CCP 1**
Vacuum Packing & Labeling (7)	B) Clostridium Perfringes, Clostridium Botulinum and Listeria	Yes	Improperly labeled products will result in outdated or unsafe products	Each bag will be properly labeled with product name, date packaged, and 'Use-By' date	No
Cooling (7)	B) Clostridium Perfringes, Clostridium Botulinum and Listeria	Yes	Improperly cooling can lead to growth of spore-forming pathogens	Products will be cooled to 41^{O}F as described in MN Food Code.	Yes **CCP 2**
Cold Storage (9)	B) Clostridium Perfringes, Clostridium Botulinum and Listeria	Yes	Potential growth of pathogens if proper temperatures and time are not maintained.	ROP packaged and labeled products will be monitored for time and temperature control.	Yes **CCP 3**
Reheating (10)	B) Clostridium Perfringes, Clostridium Botulinum and Listeria	Yes	Survival of bacterial spores if products are not properly cooked or reheated to correct internal temperatures.	ROP packaging will be opened prior to reheating and product properly heated for hot holding or service.	No
Serving (11)	B) Clostridium Perfringes, Clostridium Botulinum and Listeria	Yes	Survival of bacterial spores if products are not properly cooked or reheated to correct internal temperatures.	Products will be served immediately after reheating	No

HACCP FORM

CCP									
(1) Critical Control Point	**(2) Hazard Description**	**(3) Critical Limits**	**Monitoring**				**(8) Corrective Action**	**(9) Verification Activities**	**(10) Record-keeping Procedures**
			(4) What	**(5) How**	**(6) Frequency**	**(7) Who**			
Cooking **(CCP 1)**	Pathogens	**Temperatures:** Beef: 145°F for 15 seconds Pork: 155°F for 15 seconds Poultry: 165°F for 15 seconds	Product temperature	Use of thermometer	One food product per batch	Designated food worker	Continue cooking and adjust circulator temps if below designated temp for product	Cooking Log reviewed daily by chef.	Cooking Log Thermometer Validation Log
Cooling **(CCP 2)**	Pathogens	**Temperatures:** 140°F to 70°F in 2hrs or less; 70°F to 41°F in additional 4hrs or less.	Product temperature	Use of thermometer	Every hour	Designated food worker	Reheat to cooking temp and restart cooling process if not cooled to 70°F in first 2hrs. Discard product if product not cooled to 41°F within 4hrs of reaching 70°F.	Cooling Log reviewed daily by chef.	Cooling Log Thermometer Validation Log
Cold Storage **(CCP 3)**	Pathogens	**Temperatures:** 41°F or less **Time Limit:** 7 days or less	Cooler and product temperature Date on ROP bag label	Use of thermometer Data loggers Visual check of the labels on the bag	2x Daily plus Continues Daily	Designated food worker Designated food worker	Immediately discard product if temp exceeds 41°F. Identify and eliminate cause of deviation. Identify out of date products and discard them.	Refrigerator/Freezer Log reviewed daily by chef. Product Date/ Label Log will be reviewed daily by chef.	Refrigerator/Freezer Log; Thermometer Validation Log Product Date and Label Log

COOK-CHILL PROCEDURES

Only foodservice employees trained in the use of the reduced oxygen packaging equipment and have a thorough understanding of the HACCP plan shall conduct ROP operations.

1. **Receiving Raw Meat/Poultry:** Inspect meat and poultry products upon receiving for temperature and quality and verify product temps are at or below 41ºF.

2. **Receiving Packaging Materials:** Inspect the condition of dry goods and packaging materials upon receipt. Verify products are in good condition.

3. **Cold Storage:** Immediately store all perishable products in the designated coolers with temperatures at or below 41°F.

4. **Dry Storage:** Store non-perishable products in clean location that is separated from any potential sources of contamination.

5. **Preparation**: Prepare products, ingredients, and packaging materials necessary to the operation according to recipe/instruction. Prepare products for vacuum packaging and ensure products remain at room temperature no longer than 30 minutes during the preparation and packaging process.

   Place product in the packaging materials. Place bags in the vacuum machine ensuring that adequate space is provided around each package. Ensure that machine is working properly and settings are appropriate for the product being packaged. Start the machine and wait for the lid to open indicating that the process is complete. Remove packages from the machine. Visually check the seal to ensure that it is tight and that there are no food materials in the seal. Packages with a faulty seal should be re-packaged. Trim excess packaging as required.

6. **Cooking (CCP #1):** Set the circulator bath water to proper temperatures based on the product being cooked and place the vacuum packaged product in the circulator bath.
   - Critical Limit: Follow recipe directions to cook beef flaps to 145°F for a minimum of 15 seconds, pork to a minimum of 155°F for 15 seconds, and poultry products to a minimum of 165°F for 15 seconds.
   - Monitoring: Check temperature of the product and record the cooking temps for each product on the Cooking Log.
   - Corrective Action: If temperature is not at the required temperature, continue cooking. If the temperatures of the circulator bath falls below the appropriate temperatures, adjust circulator temp and continue monitor cooking temperatures.
   - Verification: Chef must verify that designated employees are monitoring and checking cooking temperatures daily by visually monitoring employees during their shift and reviewing Cooking Logs on daily basis.

7. **Vacuum Packaging & Labeling:** Properly label each package with name of product, date packaged and use-by date. Ensure to use the premade labels that have the statement "Keep refrigerated or frozen", and ensure the use-by date is within 7 days of packaging.

8. **Cooling (CCP #2):** Remove the bags from the circulator and place them in an ice bath on the prep table in the ROP station.
   - Critical Limit: Cool the products to 70°F within 2 hours of reaching 140°F and then to 41°F within 4 hours of reaching 70°F.
   - Monitoring: Check temperature of largest of product per batch and frequency to monitor requirements and record the temps on the Cooling Log.
   - Corrective Action: If product is not cooled to 70°F within the first 2 hours, reheat product to required cooking temperature and restart cooling process or discard. If product is not cooled to 41°F within 4 hours of reaching 70°F, discard product.
   - Verification: Chef must verify that designated employees are monitoring and checking cooling temperatures daily by visually monitoring employees during their shift and reviewing Cooling Logs on daily basis.

9. **Cold Storage (CCP #3):** Place ROP packages in coolers immediately after labeling.
   - Critical Limit: Products must be at or below 41°F and held in ROP packages for no more than 7 days.
   - Monitoring: The designated employees must visually check and record temperatures of coolers containing ROP products at least twice a day during business operating times and record temperatures on the Refrigeration/Freezer Log. Data logger must continuously log temperatures.

     The designated employees must also visually check labels of ROP products for use-by dates and record the check and any corrective action on Product Date/Label Log.
   - Corrective Action: If ambient cooler temperatures exceed 41°F, check actual product temperatures and if above 41°F, discard the product and notify the Manager on Duty that the cooler is not properly working. Record corrective actions on the Refrigerator/Freezer Log.

     If the Use-By dates are past the designated date, discard the product and record corrective actions on the Product Date and Label Log.
   - Verification: Manager on Duty must verify that designated employees are monitoring and checking ROP product temperatures and use-by dates daily by visually monitoring employees during their shift and reviewing Refrigeration/ Freezer logs and Product Date/Label Logs on daily basis.

10. **Reheating:** Remove vacuum packaged products from coolers and reheat product to proper temperature (165°F if hot holding; desired temperature for immediate service).

11. **Serving**: Portion reheated product for meal size and serve as ordered by patrons.

SANITATION STANDARD OPERATING PROCEDURES (SSOPs)

EMPLOYEE HYGIENE AND PRACTICES

1. Hands are to be thoroughly washed in a designated hand sink with soap and water, paying particular attention to the areas underneath the fingernails and between the fingers by scrubbing thoroughly with using a fingernail brush. Dry with single use towels. Handwashing is to be done at the following times:
   - after using the toilet, in the toilet room
   - after coughing, sneezing, using a tissue, using tobacco, eating, or drinking
   - after handling soiled equipment or utensils
   - immediately before engaging in food preparation activities
   - during food preparation as necessary to remove soil and prevent cross contamination
   - when switching between raw and ready-to-eat foods
   - other times as needed to maintain good sanitation
2. Fingernails must be kept trimmed, filed, free of nail polish, and maintained so the edges are cleanable and not rough.
3. Eating and drinking is prohibited in areas where contamination of exposed food, clean equipment, utensils, unwrapped single service and single use articles could occur. A food employee may drink from a closed beverage container in a food prep area as long as it is handled to prevent contamination.
4. Effective hair restraints must be worn in processing areas.
5. Smoking and other uses of tobacco are prohibited.
6. Clean outer clothing must be worn each day and changed as often as necessary throughout the day (when moving from a raw food operation to a ready-to-eat food operation).
7. Frocks and aprons used by employees are to be hung in a designated area when not in use. They are not to be worn in the toilet area, eating areas and locker rooms.
8. Foot wear is to be kept clean.
9. No jewelry (except a wedding band or other plain ring) is allowed during handling of food.
10. Food Employees shall report to the Person in Charge when they have a symptom caused by illness, infection, or other source that is:
    - associated with diarrhea, vomiting or other acute gastrointestinal illness
    - jaundice

- a boil, infected wound or other lesion containing pus that is open or draining unless: if on the hands or wrists, unless a finger cot or other impermeable cover protects the lesion and a single use glove is worn if on exposed portions of the arms, the lesion is protected by an impermeable cover.

The Person in Charge shall impose the proper restrictions and exclusions according to rule.

CLEANING AND SANITIZING

Equipment Food Contact Surfaces

Properly cleaned and sanitized food contact surfaces are critical to ensuring a safe, sanitary operation. Use of approved cleaners and sanitizers will reduce levels of pathogenic organisms to prevent cross contamination of the product. Detergent cleaners suspend and help remove various food soils. Chemical sanitizers (chlorine, quaternary ammonia, etc.) reduce the numbers of pathogens and other microorganism to insignificant levels.

The cleanup process must be completed in accordance with following procedures:

- **Pre-cleaning:** Equipment and utensils shall be pre-flushed, presoaked, or scraped as necessary to eliminate excessive food debris
- **Washing**: Equipment and utensils shall be effectively washed to remove or completely loosen soils using manual or mechanical means. Only approved chemicals are to be used in this process.
- **Rinsing:** Washed utensils and equipment shall be rinsed to remove abrasives and to remove or dilute cleaning chemicals with water
- **Sanitizing:** After being washed and rinsed, equipment and utensils must be sanitized with an approved chemical by immersion, manual swabbing, brushing, or pressure spraying methods. Exposure time is important to ensure effectiveness of the chemical. *Ensure that an appropriate chemical test kit is available and routinely used to ensure that accurate concentrations of the sanitizing solutions are being used.*

Frequency of Cleaning Equipment, Food Contact Surfaces and Utensils:

1. Before each use with a different type of raw animal food, including beef, fish, lamb, pork, or poultry;
2. Each time there is a change from working with raw foods to working with ready to eat foods;
3. Between uses with raw fruits or vegetables and with potentially hazardous foods;
4. At any time during the operation when contamination may have occurred.
5. If used with potentially hazardous foods, throughout the day at least once every four hours

6. Utensils and equipment that are used to prepare food in a refrigerated room that maintains the utensils, equipment, and food under preparation at 41°F or less and are cleaned at least once every 24 hours
7. Before using or storing a food thermometer.
8. For equipment used for storage of packaged or un-packaged food, including coolers, and the equipment is cleaned at a frequency necessary to eliminate soil residue.
9. For ice bins, at a frequency necessary to preclude accumulation of soil or mold.
10. Food contact surfaces of cooking equipment shall be cleaned at least once every 24 hrs.
11. Non-food-contact surfaces of equipment shall be cleaned at a frequency necessary to prevent accumulation of soil residues.

HACCP TRAINING FOR EMPLOYEES

Understanding the potential hazards associated with reduced oxygen packaging.

While the process of packaging foods using a reduced oxygen method extends the shelf life, it also can pose a serious public health threat. Generally, bacteria survive under conditions where there is oxygen present (aerobic conditions) or where oxygen is not present (anaerobic conditions). Some bacteria have the ability to adapt to either condition.

Under traditional packaging conditions (aerobic conditions), spoilage bacteria would normally thrive and the product would spoil before the more hazardous types of bacteria might become a problem. During the process of 'vacuum packaging' or 'reduced oxygen packaging', the air inside the package (which is approximately 21% oxygen) is eliminated, creating anaerobic conditions and thereby changing the types of bacteria that can survive in the package. Spoilage organisms are eliminated, but several types of pathogenic bacteria survive and actually thrive under these conditions.

The pathogen of greatest concern is **Clostridium botulinum**. While botulism bacteria will normally be killed in a cooking step, spores of the bacteria may survive and could grow and produce toxin if the conditions are right. These conditions are similar to those that occur in a vacuum/reduced oxygen package. Other pathogens of concern may be **Listeria monocytogenes**, Yersinia enterocolitica, Campylobacter jejuni, and Clostridium perfringens.

CONCEPTS REQUIRED FOR A SAFE OPERATION

A thorough understanding of this HACCP plan, the use of the reduced oxygen packaging equipment, and the HACCP based standard operating procedures is necessary for the safe operation of the restaurant's vacuum packaged products. Areas to focus on include:

products that can be packaged, temperature control, prevention of cross contamination, and health and personal hygiene of food handlers.

Products that can be packaged by ROP

State of Minnesota regulations limit the types of foods that can be vacuum packaged. ABC's HACCP plan defines the foods that can be packaged using reduced oxygen packaging. **Only the specific products on this list can be reduced oxygen packaged**. Any addition to the above list must first have the approval of the Chef. Changes must be noted in the HACCP PLAN.

Temperature Control

Temperature control is a very important factor in keeping all potentially hazardous foods safe. But the extended shelf life and decreased oxygen concentration allows certain pathogens to multiply in reduced oxygen conditions. To reduce the potential for growth of these pathogens, products (packaged and unpackaged) must be stored at cooler temperatures of 41°F or less. Employees must monitor the cooler temperatures at least every 4 hours to ensure that foods are not allowed to be out of the temperature requirements for extended periods of time.

Preventing Cross Contamination

Raw foods should be handled separately from cooked and ready to eat foods to avoid cross contamination. Utensils, equipment and work surfaces used for raw foods should be thoroughly cleaned and sanitized prior to using for cooked or ready-to-eat foods. In addition, ensure that ready-to-eat foods are stored so that blood or juices from raw products cannot drip or otherwise come into contact with them. Food handlers can also be a source of cross contamination through improper handwashing, or soiled clothing or aprons.

Employee Health and Hygiene

The health and personal hygiene of food handlers can also play a critical role in producing a safe ROP food. It is vital that employees working in this operation follow the Employee Hygiene and Practices guidelines.

Refrigeration / Freezer Log

Instructions: The designated foodservice employee must record the location or description of holding unit, date, time, air temperature, corrective action, and initials on this Log on daily bases. Chef or manager must verify that foodservice workers have taken the required temperatures by visually monitoring food workers during their shift, and must review, initial, and date this log daily. This log should be maintained for a minimum of 6 months.

Product/Refrigerator	Date	Time	Temp	Past Use-by Date	Corrective Action	Initials	Verified By

Thermometer Validation Log

Instructions: The designated foodservice employee(s) must record the validation temperature and corrective action taken each time a thermometer is validated. Accuracy of thermometers will be validated using slurry ice water. The Chef or manager must verify that foodservice employees are using and validating thermometers properly by making visual observations of employee activities during all hours of operation. The supervisor must review and initial the log daily. This log should be maintained for a minimum of 6 months.

Date	Time	Thermometer ID#	Method Used (Ice Slurry)	Thermometer Reading	Accurate (Yes/No)	Corrective Action	Initials	Verified By

Cooking and Reheating Temperature Log

Instructions: Record product name, time, the temperatures/times taken, and any corrective action taken on this form. The supervisor of the food operation will verify that food workers have taken the required cooking temperatures by visually monitoring food workers and preparation procedures during the shift and reviewing, initialing, and dating this log daily. This log should be maintained for a minimum of 6 months.

Date	Time	Food Item	Internal Temp/Tim	Internal Temp/Tim	Corrective Action Taken	Initials	Verified By

Cooling Temperature Log

Instructions: Record temperatures every hour during the cooling cycle. Record corrective actions, if applicable. The Chef or manager of the food operation will verify that the designated food worker is cooling food properly by visually monitoring the food worker during the shift and reviewing, initialing, and dating the log daily. This log must be maintained for a minimum of 6 months.

Date	Food Item	Tim/ Temp	Tim/ Temp	Tim/ Temp	Tim/ Temp	Corrective Actions Taken	Initials	Verified By
6/5	Meat Sauce	8am	10am	12pm	2pm			
		140*F	65*F	41*F	33*F			

ABC RESTAURANT

123 Main Street
Minneapolis, MN 55401

HACCP PLAN

for

Smoking/Curing & ROP of Beef, Chicken, Pork and Turkey Sausages

[Month day, year]

Minneapolis
Health Department

Minneapolis Environmental Health
250 South 4th Street, Room 510
Minneapolis, MN 55415
612-673-2301

www.minneapolismn.gov/Health

www.minneapolismn.gov/HACCP

SMOKE, CURE & ROP SAUSAGE HACCP PLAN

Products: Smoking/Curing Beef, Chicken, Pork and Turkey Sausages

Ingredients: Raw meats and poultry, 6.25% sodium nitrite, various spices and seasonings

Intended Use: Ready-to-Eat ROP Packaged for Retail Sale

Time/Shelf-Life: 14 Days under cold storage (≤41°F)

EQUIPMENT LIST (Include make, model and specification sheet)

- Walk-In Cooler: _____
- Display Cooler: _____
- Grinder: _____
- Mixer: _____
- Thermometers: _____
- Vacuum Packager: _____
- Scale: _____
- Smokehouse: _____
- Assorted Food Grade Measuring Containers, Utensils, Lugs, Totes and Labels

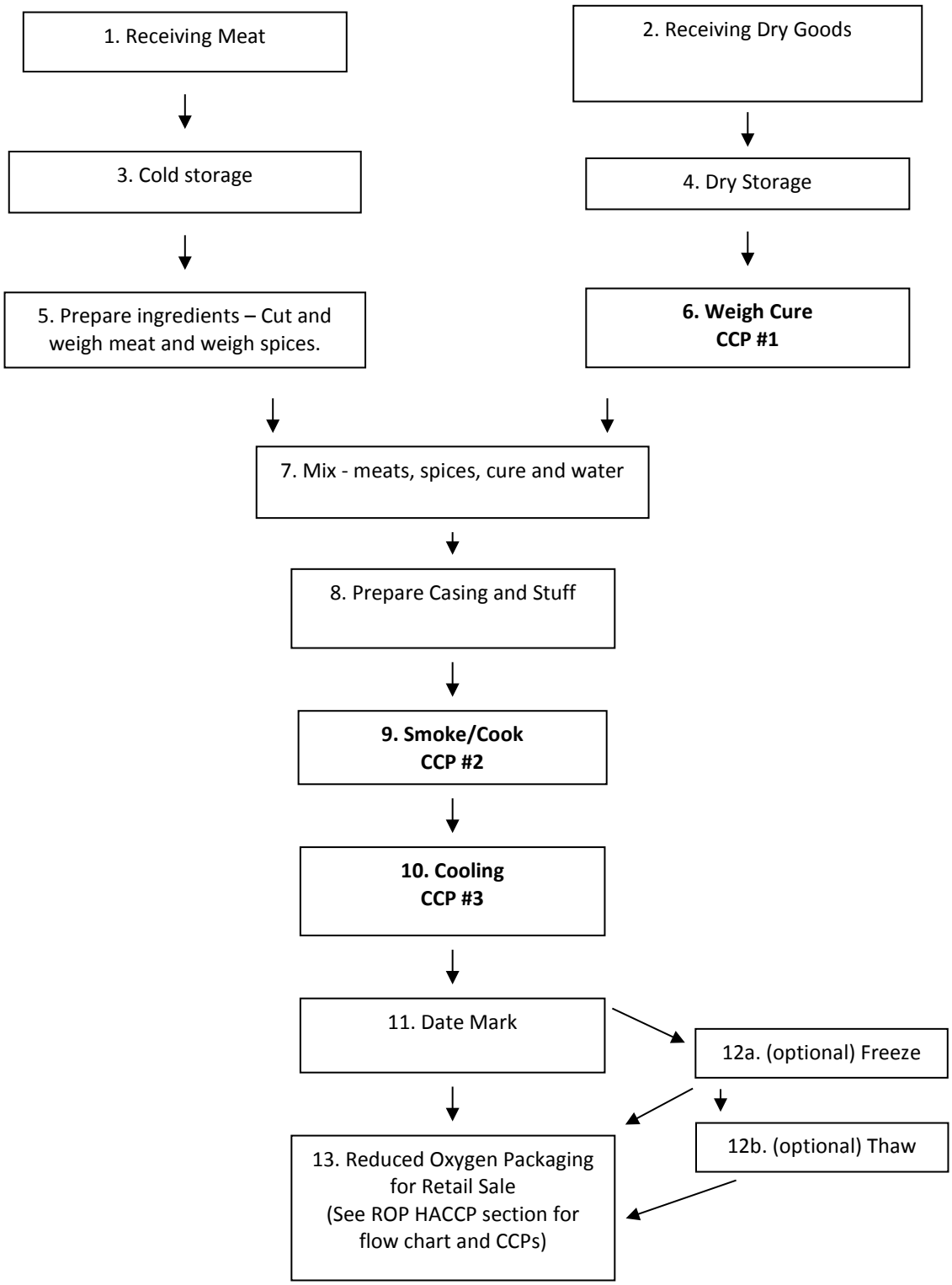
HACCP TEAM MEMBERS

NAME	TITLE/ROLE
_____	_____
_____	_____
_____	_____
_____	_____

RECIPES: FULLY COOKED, SODIUM NITRITE ADDED SAUSAGE PRODUCTS

Insert Recipes

FLOW DIAGRAM: FULLY COOKED, SODIUM NITRITE ADDED SAUSAGE PRODUCTS



VERIFIED BY: _____ DATE: _____

PROCEDURES: FULLY COOKED, SODIUM NITRITE ADDED SAUSAGE PRODUCTS

1. **Receiving Meat:** Inspect meat products upon receipt. Verify meat products are at or below 41oF and do not show signs of distress. Reject meat products with temperatures higher than 41oF or those that have signs of damage must be rejected.

2. **Receiving Dry Goods:** Inspect the condition dry goods and packaging materials upon receipt. Verify products are in good condition. Reject product not in good condition.

3. **Cold Storage:** Store meat under refrigeration in cooler at 41°F or less or in freezer set to maintain products frozen.

4. **Dry Storage:** Store dry goods in clean location that is separated from any potential sources of contamination.

5. **Prepare Ingredients:** Review the recipe to confirm that all required ingredients are on hand. Assemble spices, binders/extenders, cure agents, casing, containers, etc. in the work area. Grind and weigh meat according to recipe. Weigh out seasonings according to recipe.

6. **Weigh out curing agents (CCP #1):** Weigh out specific curing agent identified in recipe using digital scale after scale has been verified as accurate.
    - **Critical Limit:** .0624 lbs of nitrite cure with 6.25% nitrite per 25 lbs of meat for 120-156ppm +/-20% ingoing cure.
    - **Monitoring:** Use digital scale to weigh amount of cure added to each batch.
    - **Corrective Action:** Add or remove cure to scale to get correct weight.
    - **Records:** Document on Batch Record.
    - **Verification:** Manager on Duty will verify that designated employees have taken the required temperatures by visually monitoring employees during their shift and sign off on Batch Records weekly.

7. **Mix:** Use gloves to hand mix cure with seasonings and at least 1 pint of water. Add meat and cure/seasoning/water mix to mixer.

8. **Prepare Casings and Stuff:** Put casings in NSF container and rinse until salt taste is minimal. Find ends of casing and put over container edges. Put casing on sausage horns of stuffer. Put meat in stuffer. Turn on and appropriate speed and stuff.

9. **Smoke/Cook (CCP #2):** Place sausage on smokehouse racks at 180°F. Place probe thermometer in any sausage. Set thermometer alarm to 160°F. When alarm sounds, turn racks 180 degrees. Re-probe any sausage. Set to 170°F. When alarm sounds, turn off smokehouse.
    - **Critical Limit:** Beef: 155°F for 15 seconds
Chicken: 165°F for 15 seconds
Pork: 155°F for 15 seconds
Turkey: 165°F for 15 seconds
    - **Monitoring:** Use digital thermometer to check the internal temperature of one product per batch from the coldest part of the smoker.

- **Corrective Action:** Continue cooking until critical limit is reached. Adjust smoker temperature if necessary. Contact repair if necessary.
- **Records:** Document on Batch Record.
- **Verification:** Manager on Duty will verify that designated employees have taken the required temperatures by visually monitoring employees during their shift and reviewing the temperature logs on weekly basis.

10. **Cooling (CCP #3):** Remove sausages from smokehouse and place on cooling racks in sausage prep area. Rinse with cold water in for five minutes. Move to walk in cooler rack in cooler maintained at 41° F or less. Position product so that it is protected from raw meat products to prevent cross-contamination.
    - **Critical Limit:** Smoked/cooked product must be cooled to 70°F within 2 hours of reaching 140°F and must be cooled to 41°F within 4 hours of reaching 70°F.
    - **Monitoring:** Use digital thermometer to check the internal temperature of one product per batch from the warmest part of the walk in cooler within 2 hours of reaching 140°F and again within 4 hours of reaching 70°F.
    - **Corrective Action:** If temperature is not cooled to 70°F within 2 hours of reaching 140°F, reheat to 165°F and try another method to rapidly cool product as required or discard product. If product is not cooled to 41°F within 4 hours of reaching 70°F, discard. Adjust processes as necessary.
    - **Records:** Document on Batch Record. Update HACCP Plan as necessary.
    - **Verification:** Manager on Duty will verify that designated employees have taken the required temperatures by visually monitoring employees during their shift and reviewing the Batch Log on a weekly basis.

11. **Date Mark:** Place cook date on product containers.
    - **11a (optional) Freeze:** Cover container and place in refrigeration for up to 3 days.
    - **11b (optional) Thaw:** Thaw sausages under running.

12. **ROP Packaging:** Refer to ROP flow chart and plan for products that are packed using ROP method.

HAZARD ANALYSIS: FULLY COOKED, SODIUM NITRITE ADDED SAUSAGE PRODUCTS

(Fully Cooked – Not Shelf Stable)

Process Step	Potential Hazards (B) Biological (C) Chemical (P) Physical	Is this hazard significant?	Justification of Decision	Preventative Measures (if significant hazard)	Critical Control Point (CCP)?
1. Receiving – Meat	B- Pathogens *E-coli spp.* *Salmonella spp.* *Listeria monocytogenes* C - None P - None	Yes	Raw meat/poultry is a known source of pathogens	Kill step will eliminate pathogens. Visual inspection and verify products are received at 41°F or less and/or frozen products received frozen	No
2. Receiving – Dry Goods	B – None C – None P – None	No	Approved vendors		No
3. Cold Storage	B-Bacteria- Pathogens *E-coli spp.* *Salmonella spp.* *Listeria monocytogenes* C - None P – None	Yes	Raw meat/poultry is a known source of pathogens	Kill step will eliminate pathogens Perishable products are refrigerated at 41°F or less and frozen products are maintained frozen	No

4. Dry Storage	B – None C – None P – None	No	SOPs		No
5. Prepare Ingredients	Bacteria- Pathogens *E-coli spp.* *Salmonella spp.* *Listeria monocytogenes* C - None P- Metal	Yes No	Raw meat/poultry is a known source of pathogens In house inspection of processing equipment will help safeguard against metal contamination.	Kill step will eliminate pathogens	No
6. Weigh Cure	B – None C - Nitrites P- None	Yes	If too much nitrite is added, it would violate additive requirements. If too little nitrite is used it may not control spore growth	Nitrites <156 / >120 PPM is necessary to safely prevent the chemical hazard associated with curing foods. (9 CFR 318.7)	**Yes: CCP #1**
7. Mix	B – None C – None P – Metal	No	In house inspection of processing equipment will help safeguard against metal contamination.	SOPs	No
8. Prepare Casings and Stuff	B - None C - None P – None	No	SOPs		No

9. Smoke/Cook	B- Pathogens *Listeria monocytogenes* *Salmonella spp* *E. coli* C – None P – None	Yes	Raw meat/poultry is a known source of pathogens	Cook to proper internal temperature to eliminate pathogens (Minimum of 155^{o} F / 15 sec for beef and pork or 165 F / 15 sec for poultry as per MN Food Code)	**Yes: CCP #2**
10. Cooling	B – Pathogens *C. perfringens spores* C – None P – None	Yes	Raw meat is a known source of *C. perfringens* spores	Cooling from 140^{o}Fto 70^{o}F in 2 hours and from 70^{o}F to 41^{o}F in 4 additional hours as per MN Food Code will control pathogen spore growth.	**Yes: CCP #3**
11. Date Mark	B – Pathogens *C. perfringens spores* C – None P – None	Yes	Meat/poultry is a known source of pathogens.	SOPs	No
11a. (optional) Freeze	B – Non C – None P – None	Yes	Meat/poultry is a known source of pathogens.	SOPs	No
11b. (optional) Thaw	B – Pathogens C – Non P – None	Yes	Meat/poultry is a known source of pathogens.	SOPs	No

12 ROP Packaging	See **HAZARD ANALYSIS: REDUCED OXYGEN PACKAGED FULLY COOKED, SODIUM NITRITE ADDED SAUSAGE PRODUCTS**	See **HAZARD ANALYSIS: REDUCED OXYGEN PACKAGED FULLY COOKED, SODIUM NITRITE ADDED SAUSAGE PRODUCTS**	See **HAZARD ANALYSIS: REDUCED OXYGEN PACKAGED FULLY COOKED, SODIUM NITRITE ADDED SAUSAGE PRODUCTS**	See **HAZARD ANALYSIS: REDUCED OXYGEN PACKAGED FULLY COOKED, SODIUM NITRITE ADDED SAUSAGE PRODUCTS**	See **HAZARD ANALYSIS: REDUCED OXYGEN PACKAGED FULLY COOKED, SODIUM NITRITE ADDED SAUSAGE PRODUCTS**

HACCP PLAN FORM: FULLY COOKED, SODIUM NITRITE ADDED SAUSAGE PRODUCTS

(1) Critical Control Points	(2) Significant Hazards	(3) Critical Limits for each preventative measure	Monitoring				(8) Corrective Actions	(9) Verification	(10) Records
			(4) What	(5) How	(6) Frequency	(7) Who			
CCP #1 Weigh Out Cure	C - Nitrites	.0624 lbs of nitrite cure with 6.25% nitrite per 25 lbs of meat for 120-156ppm +/- ingoing cure.	Weight of cure added to mixture	Weigh cure out using digital scale	Each batch	Trained Staff	Adjust cure weight .0624 of nitrite cure with 6.25% nitrite per 25 lbs of meat.	Batch records will be reviewed for meeting CL, signed and dated by manager prior to product being offered for sale. Digital scale will be certified annually.	Batch Record: Fully cooked, Sodium Nitrite added SAUSAGE PRODUCTS Digital scale will be certified annually and have stamp of certification. Food Scale Accuracy Log

CCP #2 Cook/Smoke	Bacteria – Pathogens Salmonella spp, E. coli, Listeria monocytogenes	Beef/Pork: 155°F/15 sec Poultry: 165°F/15 sec	Internal temperature of largest portion of meat or poultry	Calibrated digital thermometer	Every batch	Meat Operator	If CL is not reached after completion of the smokehouse cycle, continue to cook until CL is reached. Check smokehouse operations.	Batch records will be reviewed for meeting CL, signed and dated by manager prior to product being offered for sale. Digital thermometer will be calibrated and recorded weekly – record will be reviewed, signed and dated by manager monthly.	Batch Record: Fully cooked, Sodium Nitrite added SAUSAGE PRODUCTS Thermometer Calibration Log
CCP#3 Cooling	Bacteria – pathogens C. perfringens	Step 1 140°F – 70°F within 2 hours, Step 2 70°F – 41°F within 4 hours of reaching 70 °F	Internal temperature of largest piece of meat	Calibrated digital thermometer	Every batch	Meat operator	If temperature is not cooled to 70°F within 2 hours of reaching 140°F, reheat to 165°F and try another method to rapidly cool product as required or discard product. If product is not cooled to 41°F within 4 hours of reaching 70°F, discard.	Batch records will be reviewed for meeting CL, signed and dated by manager prior to product being offered for sale. Digital thermometer will be calibrated and recorded weekly – record will be reviewed, signed and dated by manager monthly.	Batch Record: Fully cooked, Sodium Nitrite added SAUSAGE PRODUCTS Thermometer Calibration Log

BATCH RECORD: FULLY COOKED, SODIUM NITRITE ADDED SAUSAGE PRODUCTS

BATCH:

Date:	
Recipe:	

CURING:

Type:	Sodium Nitrite	
Weight:		
Cure Lot Number:		
CCP Met?	Yes	No
Corrective Action:		
Staff Initials:		

SMOKE/COOK:

Final Internal Temp:		°F
CCP Met?	Yes	No
Corrective Action:		
Staff Initials:		

COOLING:

Start Time:		**Temp:**	°F
Staff Initials:			
First Check Time (< 2 hours):		**Temp:**	°F
Staff Initials:			
Second Check Time (<4 hours or reaching 70):		**Temp:**	°F
Corrective Action:			
Staff Initials:			

VERIFICATION:

All CCPs Met?	Yes		No
Corrective Actions:			
Verified by:		**Date:**	

PRODUCT: REDUCED OXYGEN PACKAGED FULLY COOKED, SODIUM NITRITE ADDED SAUSAGE PRODUCTS

Products: Fully cooked, sodium nitrite added Beef, Chicken, Pork and Turkey Sausages

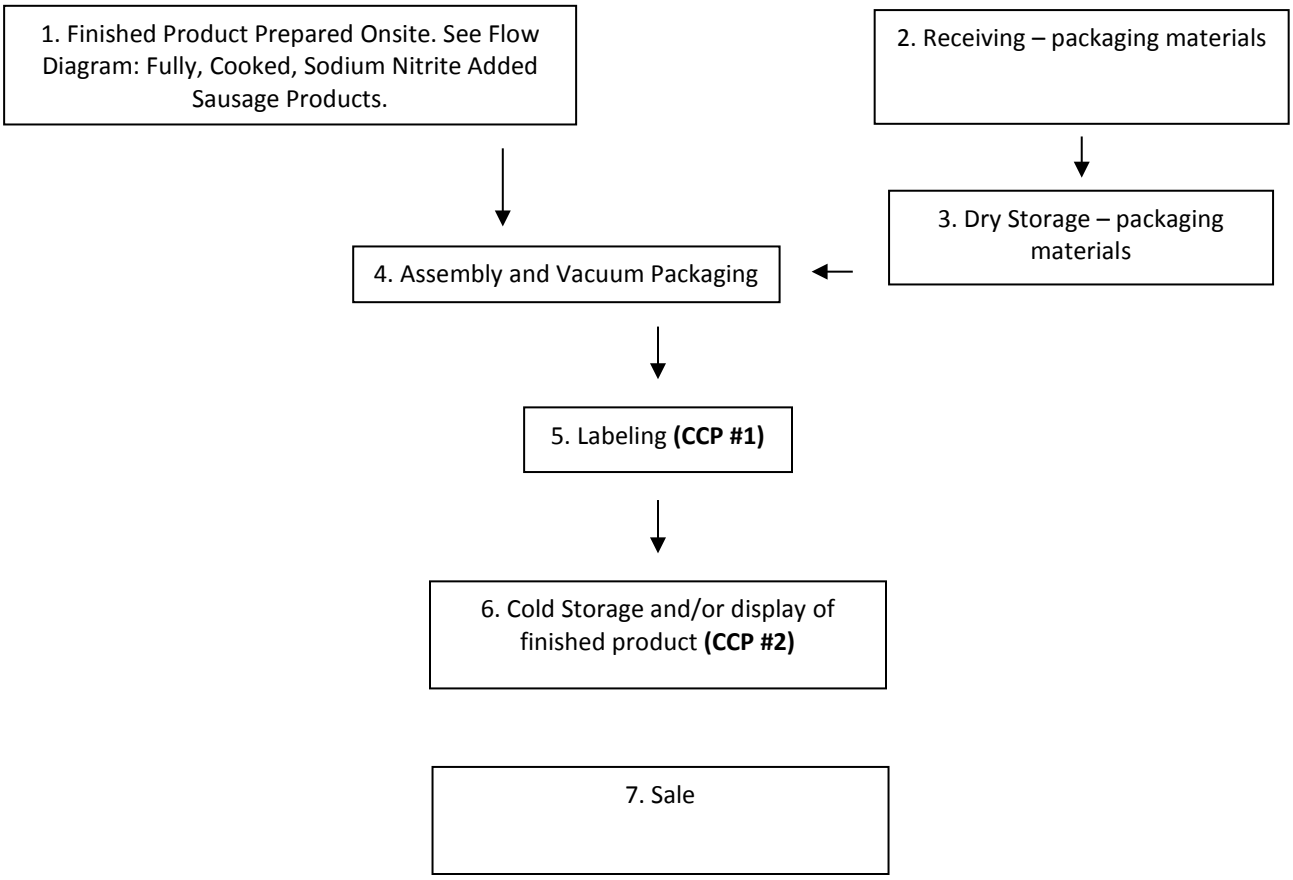
Intended Use: ROP for Retail Sale

Time/Shelf-Life: 14 Days under cold storage (< 41°F)

RECIPES: REDUCED OXYGEN PACKAGED FULLY COOKED, SODIUM NITRITE ADDED SAUSAGE PRODUCTS

See **RECIPES: FULLY COOKED, SODIUM NITRITE ADDED SAUSAGE PRODUCTS**.

FLOW DIAGRAM: REDUCED OXYGEN PACKAGED FULLY COOKED, SODIUM NITRITE ADDED SAUSAGE PRODUCTS



VERIFIED BY: _____ DATE: _____

PROCEDURES: REDUCED OXYGEN PACKAGED FULLY COOKED, SODIUM NITRITE ADDED SAUSAGE PRODUCTS

1. **Finished Product Prepared Onsite**: See **Procedures: Fully, Cooked, Sodium Nitrite Added Sausage Products.**

2. **Receiving Dry Goods:** Inspect the condition dry goods and packaging materials upon receipt. Verify products are in good condition.

3. **Dry Storage:** Non-perishable products must be store in clean location that is separated from any potential sources of contamination.

4. **Assembly and Vacuum Packaging:** Assemble packaging materials, labels, etc. necessary to the operation. Assemble products that are to be packaged and ensure products remain at room temperature no longer than 30 minutes during the packaging process. Place product in the packaging materials. Place bags in the vacuum machine ensuring that adequate space is provided around each package. Ensure that machine is working properly and settings are appropriate for the product being packaged. Start the machine and wait for the lid to open indicating that the process is complete. Remove packages from the machine. Visually check the seal to ensure that it is tight and that there are no food materials in the seal. Packages with a faulty seal should be re-packaged. Trim excess packaging as required.

5. **Labeling (CCP #1):** Properly label each package with name of product, product net weight, ingredient list in descending order of predominance, business name and address including zip code, and statement indicating product must be kept refrigerated or frozen and use-by date that must be within 14 days of reduced oxygen packaging.
   - **Critical Limit:** Products must be labeled with all ingredients.
   - **Monitoring:** The designated employees must visually check labels of ROP products for all ingredients and record observation by checking the “Use-By Date/Ingredient Check?” on the Product Refrigeration and Label Log.
   - **Corrective Action:** If the ingredients are not listed, add label if product is known or discard if unknown and record corrective actions on the Product Date and Label Log.
   - **Verification:** Manager on Duty will verify that designated employees have reviewed ingredient label daily by visually monitoring employees during their shift and reviewing Product Refrigeration and Label Log on a daily basis.

6. **Cold Storage (CCP #2):** Place ROP packages in coolers immediately after vacuum packaging and labeling.
   - **Critical Limit:** Products must be at or below 41°F and held in ROP packages for no more than 14 days.
   - **Monitoring:** The designated employees must visually check and record temperatures of coolers containing ROP products at least two times daily and record temperatures on the Product Refrigeration and Label Log. The designated employees must visually check labels of ROP products for use-by dates and record observation by checking the “Use-By Date Check?” on the Product Refrigeration and Label Log.

- **Corrective Action:** If ambient cooler temperatures exceed 41°F, check actual product temperatures and if above 41°F, discard the product and notify the Manager on Duty that the cooler is not properly working. Record corrective actions on the Product Refrigeration and Label Log. If the Use-By dates are past the designated date, discard the product and record corrective actions on the Product Date and Label Log.
- **Verification:** Manager on Duty will verify that designated employees have taken the required temperatures and reviewed dates daily by visually monitoring employees during their shift and reviewing Product Refrigeration and Label Log on a daily basis.

7. **Sale:** Product is purchased by consumer.

HAZARD ANALYSIS: REDUCED OXYGEN PACKAGED FULLY COOKED, SODIUM NITRITE ADDED SAUSAGE PRODUCTS

Process Step	**Potential Hazards** (B) Biological (C) Chemical (P) Physical	**Is this hazard significant?**	**Justification of Decision**	**Preventative Measures** (if significant hazard)	**Critical Control Point (CCP)?**
1. Finished Product Prepared Onsite	See **HAZARD ANALYSIS: FULLY COOKED, SODIUM NITRITE ADDED SAUSAGE PRODUCTS**	See **HAZARD ANALYSIS: FULLY COOKED, SODIUM NITRITE ADDED SAUSAGE PRODUCTS**	See **HAZARD ANALYSIS: FULLY COOKED, SODIUM NITRITE ADDED SAUSAGE PRODUCTS**	See **HAZARD ANALYSIS: FULLY COOKED, SODIUM NITRITE ADDED SAUSAGE PRODUCTS**	See **HAZARD ANALYSIS: FULLY COOKED, SODIUM NITRITE ADDED SAUSAGE PRODUCTS**
2. Receiving Dry Goods	None	No	Approved vendors		No
3. Dry Storage	None	No	Approved vendors		No
4. Assembly and Vacuum Packaging	(B) Pathogens, Salmonella, and E. coli 0157:H7, Campylobacter jejune, Clostridium Botulinum, Listeria, etc.	No	Potential growth of pathogens	Time products will be in the temperature danger zone during packaging will be will be minimized and monitored	No
5. Labeling	B) Pathogens, Salmonella, and E. coli 0157:H7, Campylobacter jejune, Clostridium Botulinum, Listeria, etc. C) Allergens	No Yes	Potential growth of pathogens Allergens	Time products will be in the temperature danger zone during labeling will be will be minimized and monitored Ingredients must be labeled to ensure customers are aware of allergens.	No **Yes (CCP #1)**
6. Cold Storage	B) Pathogens, Salmonella, and E. coli 0157:H7, Campylobacter jejune, Clostridium Botulinum, Listeria, etc.	Yes	Potential growth of pathogens if temperatures are controlled or product is held too long.	ROP packaged and labeled products will be monitored for time and temperature control.	**Yes (CCP #2)**
6. Sale	None	-	-	-	-

HACCP PLAN FORM: REDUCED OXYGEN PACKAGED FULLY COOKED, SODIUM NITRITE ADDED SAUSAGE PRODUCTS

(1) Critical Control Points	(2) Significant Hazards	(3) Critical Limits for each preventative measure	Monitoring				(8) Corrective Actions	(9) Verification	(10) Records
			(4) What	(5) How	(6) Frequency	(7) Who			
CCP #1 Labeling	Allergens	All ingredients must be listed on label.	Ingredients on ROP product labels	Visual check of the labels on the bag	Daily	Designated food worker	Identify products without ingredient labels and add labels if product is known. Discard if unknown.	Product Refrigeration and Label Log will be reviewed daily by the manager on duty.	Product Refrigeration and Label Log Thermometer Calibration Log
CCP #2 Cold Storage	Pathogens	**Temperatures:** 41°F or less	Cooler/Freezer temps will be checked	Use of thermometers and visual check of cooler/freezer temperatures monitoring device	2x Daily	Designated food worker	Immediately discard product if temperature exceeds 41°F and identify and eliminate cause of deviation.	Product Refrigeration and Label Log will be reviewed daily by the manager on duty.	
		Time Limit: 14 days or less	Date on ROP product labels will be checked and recorded	Visual check of the labels on the bag	Daily	Designated food worker	Identify out of date products and discard them.	Product Refrigeration and Label Log will be reviewed daily by the manager on duty.	

Product Refrigeration and Label Log

Instructions: Designated employees must check temperature of all coolers holding ROP products and labels of all ROP products for use-by date. Record the date, time, air temperature, corrective action, check of use-by date and initials on this log. This log must be accurate and complete and kept on file for a minimum of 6 months. It is not considered complete unless a temperature for all units holding ROP product is listed and all ROP product is check for a label.

DATE	Temperature Check		CORRECTIVE ACTION TAKEN	INITIALS
	Unit Temps (walk in - service - self service)	Time		
	- -			
	- -			
	- -			
	- -			
	Use-By Date/Ingredient Check?			
	- -			
	- -			
	- -			
	- -			
	Use-By Date/Ingredient Check?			
	- -			
	- -			
	- -			
	- -			
	Use-By Date/Ingredient Check?			
	- -			
	- -			
	- -			
	- -			
	Use-By Date/Ingredient Check?			

DATE	Temperature Check		CORRECTIVE ACTION TAKEN	INITIALS
	Unit Temps (walk in - service - self service)	Time		
	- -			
	- -			
	- -			
	- -			
	Use-By Date/Ingredient Check?			
	- -			
	- -			
	- -			
	- -			
	Use-By Date/Ingredient Check?			
	- -			
	- -			
	- -			
	- -			
	Use-By Date/Ingredient Check?			

Verified by: _____ **Date: _____**

Food Scale Accuracy Log

Instructions: Scales used to weigh cure will be checked for accuracy each time a product is made. The scale will be checked for accuracy using a standard weight according to manufactures recommendation and recorded on the Scale Accuracy Log. The designated supervisor must verify and initial that foodservice employees are verifying accuracy of scales by reviewing and signing this log. This log should be maintained for a minimum of 6 months. This log should be maintained for a minimum of 6 months.

Date	Time	Thermometer ID#	Method Used (Ice Slurry/ Boiling Point)	Thermometer Reading	Accurate (Yes /No)	Corrective Action	Initials	Verified By

Thermometer Calibration Log

Instructions: The designated foodservice employee(s) must record the calibration temperature and corrective action taken each time a thermometer is calibrated. Thermometers intended for measuring hot temperature items must be calibrated in hot water, while those used for cold temperatures must be calibrated in ice water. The designated supervisor must verify and initial that foodservice employees are using and calibrating thermometers properly by making visual observations of employee activities during hours of operation. This log should be maintained for a minimum of 6 months.

Date	Time	Thermometer ID#	Method Used (Ice Slurry/ Boiling Point)	Thermometer Reading	Accurate (Yes /No)	Corrective Action	Initials	Verified By

HACCP TRAINING FOR EMPLOYEES

UNDERSTANDING THE POTENTIAL HAZARDS ASSOCIATED WITH REDUCED OXYGEN PACKAGING

While the process of packaging foods using a reduced oxygen method extends the shelf life, it also can pose a serious public health threat. Generally, bacteria survive under conditions where there is oxygen present (aerobic conditions) or where oxygen is not present (anaerobic conditions). Some bacteria have the ability to adapt to either condition.

Under traditional packaging conditions (aerobic conditions), spoilage bacteria would normally thrive and the product would spoil before the more hazardous types of bacteria might become a problem. During the process of 'vacuum packaging' or 'reduced oxygen packaging', the air inside the package (which is approximately 21 % oxygen) is eliminated, creating anaerobic conditions and thereby changing the types of bacteria that can survive in the package. Spoilage organisms are eliminated, but several types of pathogenic bacteria survive and actually thrive under these conditions.

The pathogen of greatest concern is **Clostridium botulinum**. While botulism bacteria will normally be killed in a cooking step, spores of the bacteria may survive and could grow and produce toxin if the conditions are right. These conditions are similar to those that occur in a vacuum/reduced oxygen package. Other pathogens of concern may be **Listeria monocytogenes**, Yersinia enterocolitica, Campylobacter jejuni, and Clostridium perfringens.

CONCEPTS REQUIRED FOR A SAFE OPERATION

A thorough understanding of this HACCP plan, the use of the reduced oxygen packaging equipment, nitrates/nitrites and the HACCP based standard operating procedures is necessary for the safe operation of vacuum packaged products and cured products. Areas to focus on include: products that can be packaged, temperature control, prevention of cross contamination, and health and personal hygiene of food handlers.

Sodium nitrite cure has several functions. It provides protection against the growth of clostridium botulinum—the bacterium that causes the foodborne illness called botulinum. It also helps to stabilize the flavor of the cured meat. Sodium nitrite curing is also used to achieve the characteristic flavor and color of the product.

Products that can be packaged by ROP

State of Minnesota regulations limit the types of foods that can be packaged. **Only the specific products on this list can be reduced oxygen packaged**. They are limited to ones that does not support the growth of Clostridium botulinum because of one of the following requirements:

1. has a water activity of 0.91 or less
2. has a pH of 4.6 or less
3. is a food with a high level of competing organisms, including raw meat, raw poultry, or a naturally cultured standardized cheese
4. is a meat or poultry product that was cured at a USDA meat plant and received in an intact package or cured using approved substances (nitrates/nitrites).

By limiting the types of food that can be ROP to those on the list, an additional barrier to the growth of Clostridium botulinum is provided and thereby helps to ensure a safe product. In addition, except for fish that is frozen before, during, and after packaging, a food establishment shall not package fish using a reduced oxygen packaging method.

Following are examples of foods that do not meet the above requirements and therefore may NOT be reduced oxygen packaged: Cooked turkey (including whole or sliced turkey breast), cooked roast beef, sandwich spread (including ham salad, chicken salad, etc.), cooked fresh sausage (not cured/smoked such as bratwurst), and fresh salads.

Temperature Control

Temperature control is a very important factor in keeping all potentially hazardous foods safe. But the extended shelf life and decreased oxygen concentration allows certain pathogens to multiply in reduced oxygen conditions. To reduce the potential for growth of these pathogens, products (packaged and unpackaged) must be stored at cooler temperatures of 41^{o} F or less.

Preventing Cross Contamination

Raw foods should be handled separately from cooked and ready to eat foods to avoid cross contamination. Utensils, equipment and work surfaces used for raw foods should be thoroughly cleaned and sanitized prior to using for cooked or ready-to-eat foods. In addition, ensure that ready-to-eat foods are stored so that blood or juices from raw products cannot drip or otherwise come into contact with them. Food handlers can also be a source of cross contamination through improper handwashing, or soiled clothing or aprons.

Critical limits for sodium nitrite in cured meats

Too much sodium nitrite in a cured meat can be toxic to humans. Not enough will allow pathogen growth in ROP environment.

EMPLOYEE TRAINING PROGRAM

After reading the HACCP Plan and following procedures under direction of Chef, employees will discuss with Chef. Chef will determine if employee is trained and employee will not conduct ROP process without supervision prior to that determination.

SANITATION STANDARD OPERATING PROCEDURES (SSOP'S)

Cleaning and Sanitizing Procedure

Properly cleaned and sanitized food contact surfaces are critical to ensuring a safe, sanitary operation. Use of approved cleaners and sanitizers will reduce levels of pathogenic organisms to prevent cross contamination of the product. Detergent cleaners suspend and help remove various food soils. Chemical sanitizers reduce the numbers of pathogens and other microorganisms.

The cleanup process must be completed in accordance with the following procedure:

- Pre-cleaning – equipment and utensils shall be pre-flushed, presoaked, or scraped as necessary to eliminate excessive food debris.

- Washing – equipment and utensils shall be effectively washed to remove or completely loosen soils using a manual or mechanical means. Only approved chemicals are to be used in this process. Mix concentration according to manufacturer's recommendations.

- Rinsing – washed utensils and equipment shall be rinsed to remove abrasives and to remove or dilute cleaning chemicals with water.

- Sanitizing – after being washed and rinsed, equipment and utensils must be sanitized with an approved chemical by immersion, manual swabbing, brushing or pressure spraying methods. Concentration and exposure times are important to ensure effectiveness of the chemical. Refer to the manufacturers label for concentrations and times.

- Ensure that an appropriate chemical test kit such as chlorine, quaternary ammonia, iodine, etc. test strips are available and routinely used to ensure that accurate concentrations of the sanitizing solutions are being used.

Frequency of Cleaning

Equipment, food contact surfaces and utensils shall be cleaned in a time frame as follows:

1. Before each use with a different type of raw animal food, including beef, fish, lamb, pork or poultry;

2. Each time there is a change from working with raw foods to working with ready to eat foods;

3. Between uses with raw fruits or vegetables and with potentially hazardous foods;

4. At any time during the operation when contamination may have occurred;

5. If used with potentially hazardous foods, throughout the day at least once every four hours;

6. Utensils and equipment that are used to prepare food in must be cleaned at least once every four hours when in use.

7. Before using or storing a food temperature measuring device;

8. Equipment used for storage of packaged or un-packaged food, including coolers, and the equipment is cleaned at a frequency necessary to eliminate soil residue.

9. For ice bins, at a frequency necessary to preclude accumulation of soil or mold.

10. Cooking equipment shall be cleaned at a frequency to prevent the accumulation of food residues.

Non-food-contact surfaces of equipment shall be cleaned at a frequency necessary to prevent accumulation of soil residues.

Employee Practices

1. Hand are to be thoroughly washed for 20 second in a detergent hand sink with soap and water, paying particular attention to the areas underneath the fingernails and between the fingers by scrubbing thoroughly with a fingernail brush. Dry with single use towels. Hand washing is to be done at the following times:
    - After using the toilet, in the toilet room
    - After coughing, sneezing, using a tissue, using tobacco, eating or drinking
    - After handling soiled equipment or utensils
    - Immediately before engaging in food preparation activities
    - During food preparation activities necessary to remove soil and prevent cross contamination
    - When switching between raw and ready-to-eat foods
    - Other times as needed to maintain good sanitation

2. Fingernails must be kept trimmed, filed, free of nail polish, and maintained so the edges are cleanable and not rough. Artificial nails are prohibited.

3. Eating and drinking is prohibited in areas where contamination of exposed food, clean equipment, utensils, unwrapped single service and single use articles could occur. A food employee may drink from a closed beverage container as long as it is handled to prevent contamination.

4. Effective hair restraints must be worn in processing areas.

5. Smoking and other uses of tobacco are prohibited.

6. Clean outer clothing must be worn each day and changed as often as necessary throughout the day (when moving from a raw food operation to a ready-to-eat food operation.

7. Frocks and aprons used by employees are to be hung in a designated area when not in use. They are not to be worn in the toilet area, eating areas and locker rooms.

8. Footwear is to be kept clean.

9. No jewelry (except a wedding band or other plain ring) is allowed during handling of food.

10. Food employees shall report to the person in charge when they have a symptom caused by illness, infection, or other source that is:
    - Associated with diarrhea, vomiting or other acute gastrointestinal illness
    - Jaundice

- A boil, infected wound, or other lesion containing pus that is open or draining unless: if on the hands and wrist, unless a finger cot or other impermeable cover protects the lesion and a single use glove is worn if on exposed portions of the arms, the lesion is protected by an impermeable cover.
- The person in charge shall impose the proper restrictions and exclusions according to the rule and record on Employee Illness Log.

ABC RESTAURANT

123 Main Street
Minneapolis, MN 55401

HACCP PLAN
For fermentation/acidification

SOPs:
Cleaning and Sanitizing
Employee Practices
Procedures
Training Program

July 16, 2016

Minneapolis
Health Department

250 South 4th Street, Room 510
Minneapolis MN 55415
612-673-2301

www.minneapolismn.gov/Health

www.minneapolis.gov/HACCP

Product Steps/Description

Provide product names, ingredient lists, formulations and recipes. You must provide additional scientific documentation required by the regulatory agency, addressing the food safety concerns involved for this HACCP activity.

Product names, ingredient lists, formulations and recipes

Yogurt

The recipe used is a standard recipe and process from the Alaska cooperative Extension Service at Making Yogurt at Home (http://www.uaf.edu/files/ces/publications-db/catalog/hec/FNH-00062.pdf).

Ingredients:

- 1 gallon Grade A pasteurized, whole or low-fat milk
- 1 cup starter culture* (prepackaged plain yogurt with live and active culture such as *Lactobacillus bulgaricus*, *Lactobacillus acidophilus* and/or *Streptococcus thermophilus*)
- 1 1/3 cups nonfat dry milk powder
- ¼ cup sugar
- 1 tablespoon unflavored gelatin (produces a thick, firmer yogurt)

*May substitute with dry starter according to package directions, one 5-gram package per quart of milk.

Directions:

1. POUR milk into stainless steel pot.
2. STIR in nonfat milk powder, sugar, and gelatin (pre-softened in a little milk for five minutes).
3. HEAT milk to 185°F to 200°F over low heat, stirring gently.
4. HOLD milk at 185°F to 200°F for 20 minutes (makes a thicker yogurt). Do not allow to boil. Stir gently to avoid scorching.
5. COOL milk rapidly by removing pot from burner and placing pot into cold ice water until milk cools to 112°F to 115°F.
6. PREPARE starter culture by removing 1 cup of the warm milk and combining with starter culture in a small bowl. Add this mixture to the rest of warm milk and lightly stir. The temperature of the mixture should now be 110°F to 112°F.
7. INCUBATE for four to six hours at 110°F (plus or minus 5°F). Incubating yogurt for several hours after the yogurt has set will produce more acidity. This will result in a more tart or acidic flavor and eventually cause the whey to separate.
8. TEST pH to confirm pH of 4.5 or less after incubating for a maximum of six hours. Yogurt should set firm with a mild flavor when proper acid level is achieved.
9. COOL yogurt rapidly in cold ice water bath to 41°F or less.
10. STORE the yogurt in the refrigerator at 41°F or less.

Storage

Storage method	Maximum time products will be stored
Refrigerated storage (41°F or less).	Product kept up to 21 days from preparation date.

Equipment and materials

(Include make, model and specification sheet)

Equipment and materials	Manufacturer information, model numbers, and other equipment specifications
Stoves	
Stainless steel pot with lid	
Kitchen utensils: stirring spoons, ladle, measuring cups and teaspoons	
Walk-in cooler	
Timer	
Clock	
Thermocouple thermometer	
pH meter	
Distilled water	
Buffer solution 4.0	
Buffer solution 7.0	
Cups for pH testing	
Incubator	

HACCP team members

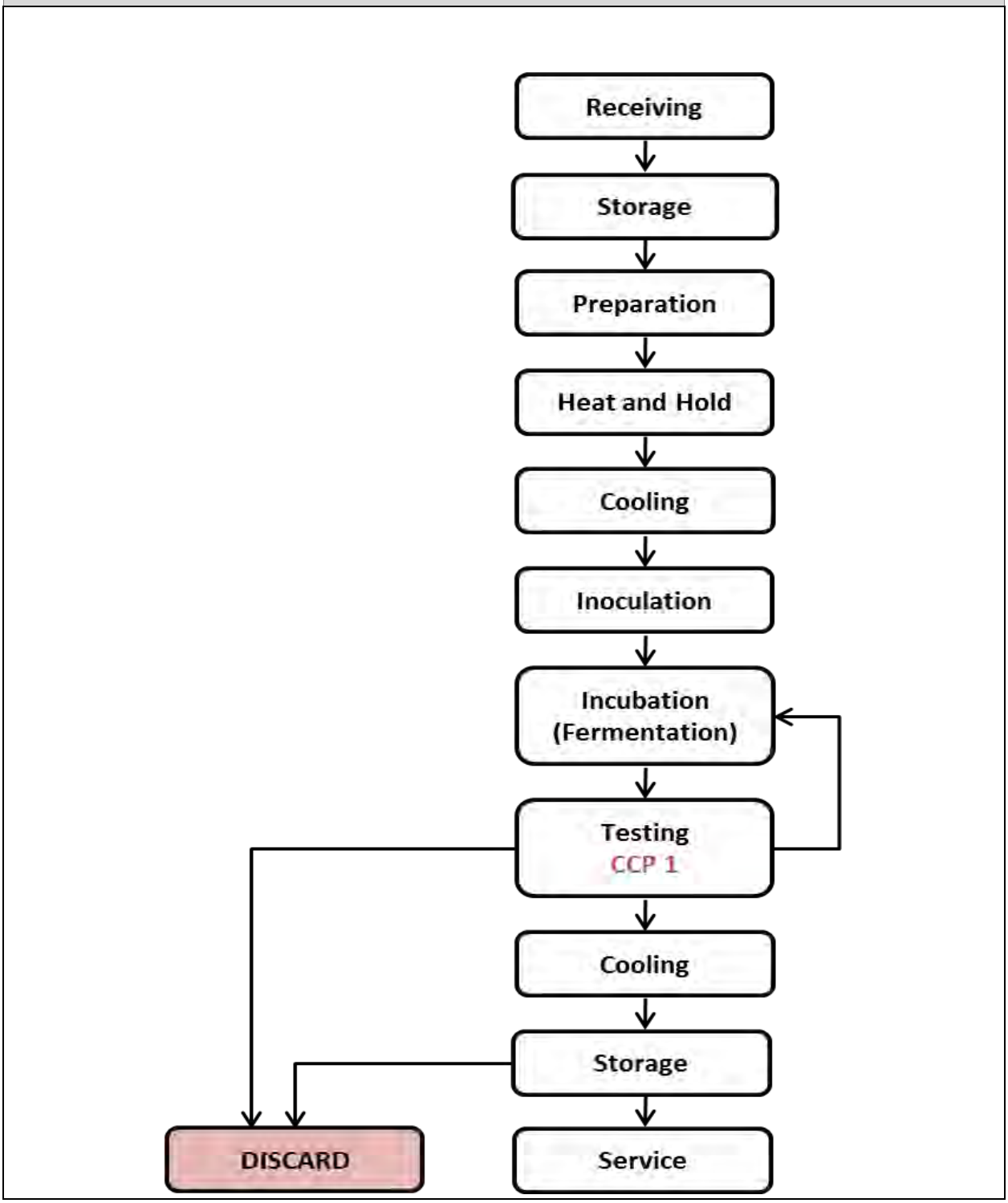
NAME TITLE/ROLE

_____ _____

_____ _____

Food flow diagram

Provide a written flow diagram for foods covered in this HACCP plan. You must identify process steps from receiving through service. You must identify the critical control points (CCPs) on the flow diagram.

Food flow diagram


Hazard analysis

You may use the chart below to conduct and document your hazard analysis. Your HACCP plan must include CCPs for each identified hazard.

Step from food flow diagram.	Identify potential biological (B), chemical (C), and physical (P) hazards introduced, controlled, or enhanced at this step.	Are any potential food safety hazards significant? (Yes/No)	Justification for decision.	What preventive measure(s) can be applied for the significant hazards?	Is this step a CCP? (Yes/No)
Receiving	(B) Heat resistant psychrotrophic spore-forming bacteria (e.g., *Bacillus* and *Paenibacillus*) (C) Not applicable (P) Not applicable	No	Milk and milk products will be received pasteurized from approved suppliers at proper temperatrues. In pasteurized milk, psychrotrophic spore-forming bacteria do not become apparent in most cases until later in shelf life. All other products will be purchased from approved suppliers and received at proper temperatures.	Control measures: Standard operating procedures (SOPs)	No
Storage	(B) Heat resistant psychrotrophic spore-forming bacteria (e.g., *Bacillus* and *Paenibacillus*) (C) Not applicable (P) Not applicable	No	All products will be immediately stored in coolers and dry storage areas at proper temperatures. In pasteurized milk, psychrotrophic spore-forming bacteria do not become apparent in most cases until later in shelf life.	Control measures: SOPs	No
Preparation	(B) Yeast and mold (mycotoxin)	Yes	Potential introduction and growth of pathogens or yeast and mold due	Control measures: SOPs	No

Step from food flow diagram.	Identify potential biological (B), chemical (C), and physical (P) hazards introduced, controlled, or enhanced at this step.	Are any potential food safety hazards significant? (Yes/No)	Justification for decision.	What preventive measure(s) can be applied for the significant hazards?	Is this step a CCP? (Yes/No)
	(B) Pathogens (e.g., *Staphylococcus aureus*, viruses) (P) Foreign material		to cross-contamination. Potential introduction of viruses. Foreign material could be introduced during preparation of ingredients.		
Heat and Hold	(B) Yeast and mold (mycotoxin) (B) Pathogens (e.g., *Staphylococcus aureus*, viruses)	Yes	Potential survival of pathogens, viruses or yeast and mold if products are not thermally processed to correct temperature and time according to the standard recipe.	Control measures: SOPs	No
Cooling	(B) Yeast and mold (mycotoxin) (B) Pathogens (e.g., *Staphylococcus aureus*, viruses)	No	Potential introduction and growth of pathogens or yeast and mold due to cross-contamination is not likely. Potential introduction of viruses is not likely.	Control measures: SOPs	No
Inoculation	(B) Yeast and mold (mycotoxin) (B) Pathogens (e.g., *Staphylococcus aureus*, viruses) (P) Foreign material	Yes	Potential introduction and growth of pathogens or yeast and mold due to cross-contamination. Potential introduction of viruses. Foreign material could be introduced during preparation of ingredients.	Control measures: SOPs	No
Incubation	(B) Yeast and mold (mycotoxin)	Yes	If fermentation is not successful, pathogen growth is possible during	An acceptable standard recipe will	No

Step from food flow diagram.	Identify potential biological (B), chemical (C), and physical (P) hazards introduced, controlled, or enhanced at this step.	Are any potential food safety hazards significant? (Yes/No)	Justification for decision.	What preventive measure(s) can be applied for the significant hazards?	Is this step a CCP? (Yes/No)
(Fermentation)	(B) Pathogens (e.g., *Staphylococcus aureus*, viruses)		the length of time that product is out of temperature control.	be followed. Control measures: SOPs	
Testing	(B) Yeast and mold (mycotoxin) (B) Pathogens (e.g., *Staphylococcus aureus*)	Yes	Finished product pH of 4.5 or less after incubating for a specified time controls the pathogen growth and toxin formation.	Finished product pH of 4.5 or less after incubating for a maximum of six hours.	**Yes** **CCP 1**
Cooling	Not applicable	Yes	At pH of 4.5 or less, pathogens or yeast and mold should not be present in significant amounts.	Control measures: SOP	No
Storage	Not applicable	No	All finished product will be kept refrigerated until sold or served.	Control measures: SOP	No
Sale or Service	(B) Pathogens (e.g., *Staphylococcus aureus*, viruses)	No	Introduction of pathogens if products are improperly handled.	Control measures: SOP	No
Discard	None	Yes	Not applicable.	Not applicable	No

HACCP plan form

Complete the chart below. Identify each CCP and describe: the critical limit; method and frequency for monitoring and controlling the CCP; method and frequency for person in charge (PIC) to verify that food employees are following standard operating procedures (SOPs) and monitoring CCPs; corrective action when critical limits are not met; and how records are maintained.

Critical control point (CCP)	Significant hazard (s)	Critical limits for each hazard	Monitoring: What	Monitoring: How	Monitoring: Frequency	Monitoring: Who	Corrective action(s)	Records	Verification
CCP 1 Testing	(B) Yeast and mold (mycotoxin) (B) Pathogens (e.g., *Staphylococcus aureus*)	pH of 4.5 or less after incubating for a maximum of six hours	pH of finished product	Use a pH meter.	Each batch, within six hours of inoculation	Chef or other designated employee	If product does not meet critical limit within four hours, continue to allow the batch to incubate (ferment), then retest. Discard the entire batch if finished product pH critical limit is not met within six hours. Identify and retrain employee(s) on how to ensure that critical limits are met.	pH Testing Log Maintain all records for at least six months.	Chef, supervisor or person in charge (PIC) must review all records before product is offered for sale. Chef and manager must conduct at least a yearly review of HACCP plan and process. All employees must use and maintain equipment per manufacturer's specifications.

Standard operating procedures (SOPs)

Include SOPs that describe how you conduct procedures specific to this HACCP activity. SOPs necessary for your HSCCP activity may include: maintenance of specialized equipment (e.g., pH meter calibration, cleaning and sanitization of clean-in-place (CIP) equipment) and employee training (e.g., monitoring, corrective action and record-keeping procedures; proper formulation of food additives).

Standard operating procedures (SOPs)
SOP for CCP 1 Testing ***Significant hazards*** If improperly acidified, the following biological hazards could cause illness: ▪ Staphylococcus aureus ▪ Yeast ▪ Mold ***Critical limits for each hazard*** The finished product must have a pH of 4.5 or less after incubating for a maximum of six hours. ***Monitoring*** Chef or other designated employee must test each batch by following the steps below for calibrating pH meter, preparing product, and testing pH of finished product. Calibrate pH meter: 1. Prior to testing, the electrodes, buffer solutions, product and distilled water need to be at room temperature. 2. Calibrate pH meter immediately before testing product, or when readings are in doubt. 3. Calibrate pH meter according to manufacturer's instructions. 4. Only use buffer solutions that have not exceeded the labeled expiration dates. 5. Use pH 4.0 and 7.0 buffer solutions 6. If the pH meter does not read the buffers correctly, recalibrate the pH meter according to the manufacturer's instructions or replace the meter. 7. Record pH meter calibration of the pH Testing Log. Prepare product for testing: 1. Stir entire batch of yogurt prior to sampling for testing. 2. Place ½ cup of the stirred yogurt product in a cup. Test product pH: 1. Use the pH meter to test the pH of the yogurt. Do not use pH papers or strips. 2. Record product pH on the pH Testing Log.

Standard operating procedures (SOPs)

Corrective action (s)

If product does not meet critical limit within four hours:

- Continue to allow the batch to incubate (ferment) for up to two additional hours, then retest.
- Discard the entire batch if finished product pH critical limit is not met within six hours.
- Identify where deviation in the procedure occurred.
- Retrain employee(s) as needed on how to ensure that critical limit is met.
- Record results and all corrective actions on the pH Testing Log.

Records

Record all required information on the pH Testing Log. Maintain all records for at least six months.

Verification

Chef, supervisor or person in charge (PIC) must verify that employees are monitoring and checking finished product pH by:

- Visually monitoring employees during their shift.
- Reviewing all records including pH Testing Log before product is offered for sale.
- Recording all pH meter calibrations and product pH testing results on the pH Testing Log.

Chef and manager must conduct a yearly review of process.

All food workers must use and maintain equipment per manufacturer's specifications.

Information for employees

A hazard analysis critical control point (HACCP) system is a preventive approach to food safety. It identifies food safety hazards in the food production process and designs measurements to reduce those hazards to a safe level. HACCP includes having a written plan that addresses identified critical control points (CCPs) where illness or injury is reasonable likely to occur in the absence of the hazard's control.

This HACCP plan:

- Is for our food establishment at the specified address only. It is our plan and does not apply to any other food establishment located in Minnesota. It is not transferable to another location.
- Is only for the food activities listed in the plan. If we intend to conduct additional activities or make additional foods that require HACCP, we must submit a new or revised HACCP plan and have it approved prior to implementation.
- Must be maintained on site and be followed as written.
- Includes specific records that we must complete and maintain for the minimum time frames as indicated in the plan.
- Is not a stand-along food safety program. We still need to comply with all applicable requirements of the Minnesota food code, as well as other applicable federal, state, county, and city regulations or requirements.

Prerequisite programs

Describe facility-wide considerations implemented in all phases of the food operation that allow you to have active managerial control over personal hygiene and cross-contamination. Include sanitation standard operating procedures (SSOPs) that address the following: how employees comply with Minnesota Rules, part 4626.0225 relating to contamination from hands; minimizing cross-contamination; cleaning and sanitization procedures; restriction or exclusion of ill employees. Include a description of your training programs that ensure food safety in your operation.

Prerequisite programs
Employee and Supervisory HACCP Training Plan All employees and managers involved with yogurt making operations will complete the HACCP training plan before supervising or conducting yogurt making operations and when corrective actions are required. HACCP training includes these topics: ▪ Identifying and controlling hazards associated with the yogurt process ▪ Equipment operation and maintenance ▪ Proper implementation of all SSOPs ***Making yogurt*** Only employees that are trained in the use of the equipment and fermentation process shall conduct yogurt making operations. Ensure that: ▪ Facilities in the area where yogurt operations are to be conducted are clean and sanitary and are in good physical condition. Yogurt making operations must only be conducted in the designated area. ▪ All equipment is operating properly and safely. Ensure that equipment involved in the yogurt process has been properly cleaned and sanitized according to regulation and food establishment policy. ▪ Employees are in compliance with employee practices in the Minnesota food code. This includes employee illness, hygiene, handwashing, clean clothing, etc. ▪ All milk and milk product ingredients are used or discarded before the package label use by date. ▪ Finished yogurt meets CCP critical limit of 4.5 or less after incubating for a maximum of six hours. Retest product pH if additional ingredients are added. ▪ If final product is to be packed, the finished yogurt is filled into containers. Label containers properly and indicate **sell by date no longer than 21 days from preparation date**. ***Employee practices*** Hands and fingernails are to be thoroughly washed for twenty seconds in a handwashing sink with soap and warm water. Dry with single-use towels. Handwashing is to be done at the following times: ▪ After using the toilet ▪ After coughing, sneezing, using a tissue, using tobacco, eating or drinking ▪ After handling soiled utensils or equipment

- Immediately before engaging in food preparation activities
- During food preparation activities as necessary to remove soil and prevent cross-contamination
- When switching between working with raw and ready-to-eat foods
- Other times as needed to maintain good sanitation

Fingernails must be trimmed, filed, and free of nail polish. Artificial nails are prohibited.

Eating and drinking is prohibited in areas where contamination of exposed food, utensils, etc. can occur.

Effective hair restraints must be worn in processing areas.

Smoking and other uses of tobacco are prohibited in processing areas.

Clean outer clothing must be worn and changed as often as necessary throughout the day if soiled.

No jewelry (except a wedding band or other plain ring) is allowed when handling food.

Food employees must report to a person in charge (PIC) when they have a symptom caused by illness, infection or other source that is associated with diarrhea, vomiting or other acute gastrointestinal illness; or jaundice. The PIC must impose the proper restrictions and exclusions according to Minnesota Rules, part 4626.0040 through Minnesota Rules, part 4626.0060 and record on an Employee Illness Log.

Cleaning and sanitizing of food-contact surfaces

Properly cleaned and sanitized food-contact surfaces are critical to ensuring a safe, sanitary operation. Use of approved cleaners and sanitizers will reduce levels of pathogenic organisms to prevent cross-contamination of the product. Detergent cleaners suspend and help remove various food soils. Chemical sanitizers (chlorine, quarternary ammonia, etc.) reduce the numbers of pathogens and other microorganisms to insignificant levels.

Clean and sanitize food-contact surfaces by:

1. Washing: Use warm water and soap or detergent to thoroughly wash all equipment and utensils after each use. Scrub all surfaces to make sure food scraps and grease are removed.
2. Rinsing: Use clean, warm water to rinse equipment and utensils after washing. Make sure to remove all remaining soap or detergent.
3. Testing sanitizer solution: Ensure that an appropriate chemical test kit is available and routinely used to ensure that accurate concentrations of the sanitizer solutions are being used.
4. Sanitizing: Mix sanitizing solution according to label instructions. Use the chemical test kit to make sure the proper amount of sanitizer is used. (Re-test the solution if it becomes dirty.) Soak clean equipment and utensils in the sanitizer solution according to label instructions. Exposure time is important to ensure effectiveness of the chemical.
5. Air drying: Allow all cleaned and sanitized equipment and utensils to air dry before stacking or storing. Don’t use towels.

When automatic dishwasher is used, follow manufacturer’s instructions for all washing, rinsing, and sanitizing.

Record-keeping

Attach all blank record-keeping forms your employees will use for the processes covered in this HACCP plan. You must have procedures to monitor all SOPs (e.g., daily thermometer accuracy log; pH meter calibration log). You must have procedures to monitor all CCPs (e.g., cooking, cooling, storage and corrective action log; product pH testing and corrective action log). Include verification for each record.

pH meter Calibration Log

Instructions: The designated foodservice employee(s) must record the calibration of pH meter reading and corrective action taken each time a pH meter reading accuracy is validated. pH meter measuring accuracy should be calibrated using buffer solutions 4.0 and 7.0. The designated manager must verify that foodservice employees are using and calibrating pH meter properly by making visual observations of employee activities during all hours of operation. The manager must review and initial the log weekly. This log should be maintained for a minimum of 6 months.

Date	Time	pH meter ID#	pH meter reading 4.0	pH meter reading 7.0	Accurate (Yes /No)	Corrective Action	Initials	Verified By

Product pH measuring Log

Instructions: The designated foodservice employee(s) must record the product pH reading and corrective action taken each time a product pH is taken. Employee most record every pH reading of each batch or product. The designated manager must verify that foodservice employees are measuring product pH and using pH meter properly by making visual observations of employee activities during all hours of operation. The manager must review and initial the log weekly. This log should be maintained for a minimum of 6 months.

Date	Time	Product name/batch	first pH meter reading	Additional pH meter reading	Accurate (Yes /No)	Corrective Action	Initials	Verified By

Refrigeration Log

Instructions: The designated foodservice employee must check the temperatures of coolers holding applicable fermented products and record the product/unit location, date, time, air/product temperature, and any corrective actions. Employees must initialize this log on daily basis and the designated chef or manager must verify that foodservice workers have taken the required temperatures and checked product labels by visually monitoring food workers during their shift, and must review, initial, and date this log daily. This log should be maintained for a minimum of 6 months.

Location/ Unit Description	Date	Time	Temp	Past Used-By Date?	Corrective Action	Initials	Verified By

Appendix J

Minneapolis
Health Department

Minneapolis Event Food Sponsor Permit
Instructions and Application

Items Needed for the Event Food Sponsor Permit:

Event Food Sponsor Permit application

Short Term Food Permit application for each vendor

Collect a Short Term Food Permit application from each food or beverage vendor unless they hold one of the following:

- A Minneapolis Mobile Food Vehicle (food truck) license
- A Minneapolis Limited Mobile Food license
- A Minneapolis Seasonal Food Permit
- A Cottage Food Law exemption registered with the Minnesota Department of Agriculture
- A Product of the Farm exemption

For vendors holding one of the above simply obtain permit, registration number, or license information. All license applications can be found at www.minneapolismn.gov/civicevents

Payment for all fees

If you send your application and fees by mail or in person, separate checks are allowed. If you send your application by email or fax, one credit card payment is required for all fees. Find complete payment information in Section E on the application.

Temporary Expansion of (liquor) License

If you have an approved Temporary Expansion of (liquor) License and your establishment is the only food or beverage vendor at your event, there is no Event Food Sponsor fee. Provide the license number for your temporary expansion.

How do I complete the application?

1. Complete the Event Food Sponsor Permit Application sections A-E.
2. Submit your application and fees along with all Short Term Food Permit applications from vendors at least 2 weeks before the event begins.
3. Save the Food Vendor Checklist (pages 8-9) to fill out during set-up on the first day of the event.

For reasonable accommodations or alternative formats please contact the Minneapolis Health Department at 612-673-3000.
People who are deaf or hard of hearing can use a relay service to call 311 agents at 612-673-3000.
TTY users call 612-673-2157 or 612-673-2626.
Para asistencia 612-673-2700
Rau kev pab 612-673-2800
Hadii aad Caawimaad u baahantahay 612-673-3500

Keep this page.

1 Event Food Sponsor Permit Application

Event Food Sponsors must complete all sections and list all vendors taking part.

As the Event Food Sponsor, you may also provide food or beverage. Simply fill out your own Short Term Food Permit application and list your organization or business name used on that permit in the FREE vendor line of the Event Food Sponsor Permit application. The Event Food Sponsor Permit always covers the fee of the first vendor.

For reasonable accommodations or alternative formats please contact the Minneapolis Health Department at 612-673-3000.
People who are deaf or hard of hearing can use a relay service to call 311 agents at 612-673-3000.
TTY users call 612-673-2157 or 612-673-2626.
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For Office Use Only

Payment type	Check #	Amount	LIC #

A Event Information

Event name

Location of the event

Start date of the event

End date of the event

Start time of the event

End time of the event

Name of the sponsoring organization

Name of event food sponsor (last, first)

Street address of the sponsoring organization

City

State

Zip code

Email address of the event food sponsor

Telephone number of the event food sponsor

Name of Convention Center Event Coordinator *(Minneapolis Convention Center events only)*

B Minneapolis Seasonal and Mobile Food Licensed Vendors

List City of Minneapolis licensed food and beverage vendors. If you have more than 10 Seasonal or Mobile Food vendors, list additional vendors on a separate sheet or spreadsheet.

*All City of Minneapolis license or permit numbers begin with "LIC." A typical license number may look like LIC352946.

	Business name of the Seasonal or Mobile Food Vendor	Permit or License Number
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

C Short Term Food and Beverage Vendors

List food and beverage vendors that are applying for a Minneapolis Short Term Food Permit. List pour-only vendors in Section D. If you have more than 10 food and beverage vendors, provide another sheet or separate spreadhseet with the details listed below.

	Business name of the Short Term vendor	Telephone Number
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

D Pour-Only Vendors – Check if vendor meets criteria

Pour-only vendors. Vendors serving only non-time/temperature control for safety beverages from a can, bottle or keg with no ice or garnish are pour-only vendors. Examples include wine and beer sampling.

An unlimited number of pour-only vendors can be listed. Pour-only vendors do not need to fill out a Short Term Food Permit and do not need to pay a fee. *(Include a spreadsheet for additional vendors)*

	Business name of the pour-only vendor	Telephone number of the pour-only vendor
1. ☐		
2. ☐		
3. ☐		

E Verification

Read and verify each item. Sign and date your application.

Check to verify that you understand the requirements.

☐ **I understand my application must be submitted at least 2 weeks prior to the event.**
- If my application is received less than two days prior to the event, it may not be approved or the menu may be restricted.
- Once my application is approved, No changes may be made without the approval of Environmental Health. Unauthorized changes may result in a permit suspension.

☐ **I have read and understand the hand washing station requirements on page 10.**

☐ **I have received and read the Food Vendor Guidelines on page 10.**

☐ **I understand hand washing must be set up within 10 feet, if serving open food or beverage.**

☐ **I understand my food or beverage service will be immediately closed for any of these reasons:**
- Serving opened food or beverage without hand washing
- Preparing or bringing food from home or from an unlicensed facility
- Contamination or other immediate health hazards
- Not bringing enough equipment to hold time/temperature for safety foods at required temperatures

Applicant signature

Date

Preparing for a Safe Event

Make sure only permitted vendors serve food at your event. An individual vendor not approved by Minneapolis Environmental Health found selling or giving away food at your event may result in minimum citations of $200 for both the vendor and the Event Food Sponsor.

Food Vendor Checklist (pages 8 and 9)

Remind vendors they must complete the Event Food Booth Self-Inspection checklist during set-up on the first day of the event. The Event Food Booth Self-Inspection Checklist is included in the Short Term Food Permit application.

Food Vendor Guidelines (page 10)

The Event Food Sponsor should be familiar with the food safety standards in these guidelines. The Short Term Food Permit application includes the Guidelines for your vendors.

Upon approval, your Event Food Sponsor Permit certificate will be sent to the email on your application.

You are responsible for telling your vendors their Short Term Food Permit application(s) has been approved.

Documents available at: http://www.minneapolismn.gov/civicevents

F Payment

Calculate the total Food Permit Fees using the table below. Enter the amounts in the table. You may send in your applications by mail, in person, by email or by secure fax.

1. Fee for Event Food Sponsor Permit		
$90.00 for event with 1-10 food or beverage vendors		$
$175.00 for event with 11-19 food or beverage vendors		$
$265.00 for event with 20 or more food or beverage vendors		$
No fee for Temporary Expansion (liquor) License if your business is the only vendor		$
2. One free Short Term Food Permit application		
Free ×	1	$ 0.00
3. Fee for additional Short Term Food Permit applications – submitted on time		
$90.00 ×	of additional applications	$
4. Late Fees		
Fees are doubled for each application submitted less than 2 weeks prior to the event start		$
5. Events at the Minneapolis Convention Center		
Add sections 1-4 and subtract 50%		$
	Food Permit Fees	$

2 Application Submission and Fees

Applications and payments must be received at least 2 weeks prior to the event start date or late fees will apply. If applications are turned in late, Event Food Sponsors and vendors will be charged late fees.

1. **Mail** *(fees paid by check(s), payable to: Minneapolis Finance)*
   Minneapolis Environmental Health
   250 South 4th Street – Room 510
   Minneapolis, MN 55415

2. **In Person** *(fees can be paid by check, cash or credit card)*
   Minneapolis Environmental Health
   250 South 4th Street – Room 300
   Minneapolis, MN 55415
   (Free Parking located behind the building. Enter lot from South 3rd St. between 3rd Ave S and 2nd Ave S)

3. **Secure Fax** 612-673-2635.
   (include information below)
   Attention: Submit Food Permits

   For faxed application only
   Credit card number
   Expiration date
   CVV code (located on back of card)
   Billing zip code

4. **Email** *(fees paid by credit card - City staff will contact you by phone to obtain payment information)*
   Do not include credit card number on the application.

   Email to EnvironmentalHealthPermit@minneapolismn.gov

Terms and Definitions

Use the definitions below to help you complete this application. Keep this page for future reference.

For reasonable accommodations or alternative formats please contact the Minneapolis Health Department at 612-673-3000.
People who are deaf or hard of hearing can use a relay service to call 311 agents at 612-673-3000.
TTY users call 612-673-2157 or 612-673-2626.
Para asistencia 612-673-2700
Rau kev pab 612-673-2800
Hadii aad Caawimaad u baahantahay 612-673-3500

Vendor Types

1. **Cottage Food Law exempt vendors registered with the Minnesota Department of Health.** An individual who prepares and sells home processed food that are not time/temperature control for safety food directly to the consumer, and meets the requirements of MN Stat 28A.152. Look up Cottage Food Law exempt vendors at http://www2.mda.state.mn.us/webapp/lis/default.jsp
2. **Short Term Food Permit vendor.** Person(s) who plan to sell or give away food or beverages at a public food event.
3. **Licensed Minneapolis Mobile Food Vehicle (food truck) vendors.** A food establishment preparing and/or serving foods from a self-contained vehicle, either motorized or within a trailer on private property or curbside on public streets.
4. **Licensed Minneapolis Limited Mobile Food vendors.** An individual who sells prepackaged items such as ice cream, pop, candy, and/or potato chips from a vehicle.
5. **Pour-only vendors.** Vendors serving only non-time/temperature control for safety beverages from a can, bottle or keg with no ice or garnish are pour-only vendors. Examples include wine and beer sampling.
6. **Product of the Farm exempt vendors.** A market vendor who sells products that are grown, raised or harvested on land owned or leased by grower, with no off-farm ingredients, including vegetables, fruits, eggs, meats, plants, flowers, honey, maple syrup etc. as recognized by MN Stat 28A.15.
7. **Vendors with a Minneapolis Seasonal Food Permit.** Vendors who hold a current and approved Minneapolis Seasonal Food Permit.

Food Safety

1. **Cold holding.** Cold food items stored at or below 41°F.
2. **Cook or bake.** Food item that will be cooked or baked before serving.
3. **Cool.** Cooked or baked food items cooled before serving.
4. **Cut or assemble.** Food item requires mixing, handling, assembly on a surface and/or cutting before being served.
5. **Hot holding.** Hot food items stored at or above 135°F.
6. **Portion packaging.** Food item packaged or repackaged into different container(s) before serving.
7. **Time/temperature control for safety (TCS) food.** Any perishable food that is capable of supporting rapid and progressive growth of infectious or toxigenic microorganisms. https://www.health.state.mn.us/communities/environment/food/docs/fs/tcsfoodfs.pdf
8. **Reheat.** Items previously cooked & cooled at a licensed kitchen must be reheated to 165°F for hot holding.
9. **Safe temperatures.** As applies to time/temperature control for safety foods, means Temperatures of 41°F or below, or 135°F or above.
10. **Storage.** Food item that will require storage after preparation but before serving.
11. **Thaw.** Frozen food items that require thawing before serving.

Other

1. **Licensed commercial kitchen.** A retail or production food facility currently licensed by the Department of Health, Department of Agriculture or local food licensing agency. Proof of licensure or permission to use the facility may be required.
2. **Event Food Sponsor.** Person(s) named responsible on the Event Food Sponsor permit for organizing the public food event.
3. **MDA.** Minnesota Department of Agriculture.

Food Vendor Checklist

Vendors must complete the Food Vendor Checklist during set-up on the first day of the event.

For reasonable accommodations or alternative formats please contact the Minneapolis Health Department at 612-673-3000.
People who are deaf or hard of hearing can use a relay service to call 311 agents at 612-673-3000.
TTY users call 612-673-2157 or 612-673-2626.
Para asistencia 612-673-2700
Rau kev pab 612-673-2800
Hadii aad Caawimaad u baahantahay 612-673-3500

Fill out during set-up on the first day of the event

1. Hand Washing Station *(Required for open food or beverage)*

- ☐ **a.** Minimum 5-gallons warm water
- ☐ **b.** Container with hands-free spigot
- ☐ **c.** 5-gallon waste water container
- ☐ **d.** Pump soap and paper towels

2. Floor and Ceiling *(Required for open food or beverage)*

- ☐ **a.** Provide smooth, cleanable floors on dirt, gravel or grass surfaces
- ☐ **b.** Onsite booth has overhead protection

3. Food Source/Menu *(Immediate closure if out of compliance)*

- ☐ **a.** No foods are prepared or stored at home
- ☐ **b.** All foods are prepared at a licensed commercial kitchen or onsite at the event

4. Employee Hygiene

- ☐ **a.** Food workers wash hands before beginning food service and often during service
- ☐ **b.** Food workers must not work if ill with vomiting or diarrhea in the last 24 hours
- ☐ **c.** Don't touch ready-to-eat food with bare hands. Use gloves or utensils
- ☐ **d.** No pets in the food service area

5. Food Temperature Control

- ☐ **a.** Hot foods held at 135°F or above
- ☐ **b.** Cold foods held at 41°F or below
- ☐ **c.** Adequate equipment to maintain temperatures hot or cold: (1) Short term food vendors at events lasting more than four hours must use mechanical refrigeration (2) Short term food vendors at events lasting four hours or less may use ice in insulated coolers to maintain 41°F (3) Seasonal food vendors must use NSF, CSA, ETL, or UL accredited or certified mechanical refrigeration at all events
- ☐ **d.** A thermometer to measure food temperature is provided

CONTINUED

Food Vendor Checklist – continued

6. Storage

- ☐ **a.** Food is stored at least 6" above the floor or inside a closed ice chest or waterproof box
- ☐ **b.** Ice being used to chill beverages is draining
- ☐ **c.** All plates, cups, utensils and equipment are stored at least 6" above the floor

7. Ice

- ☐ **a.** Ice used for chilling is not used for serving
- ☐ **b.** Ice bags are kept off the floor or ground
- ☐ **c.** Ice is served with an ice scoop that has a handle
- ☐ **d.** Ice is not handled with bare hands or contaminated *(ice scoop handle must be kept out of ice)*

8. Cooking

- ☐ **a.** Raw chicken or poultry is cooked to at least 165°F
- ☐ **b.** Raw ground beef or pork is cooked to at least 155°F
- ☐ **c.** Raw steak, pork, fish or eggs are cooked to at least 145°F
- ☐ **d.** Items previously cooked & cooled at a licensed kitchen must be reheated to 165°F for hot holding

9. Food Protection

- ☐ **a.** Self-serve condiments are (1) in squeeze bottles, (2) in individual packets, or (3) in containers with lids
- ☐ **b.** All open food is protected from customer contamination

10. Sanitizer *(If needed for wiping cloths or dishwashing)*

- ☐ **a.** Unscented bleach or Quaternary (Quat) sanitizer available
- ☐ **b.** Sanitizer test strips available
- ☐ **c.** Bleach concentration at 50-200 ppm or Quat at 200-400 ppm
- ☐ **d.** Wiping cloths stored in bucket with sanitizer solution

11. Dish Washing *(Choose one option)*

- ☐ **a.** I will wash, rinse and sanitize equipment and utensils used for time/temperature control for safety food while on site
- ☐ **b.** I will bring enough extra equipment and utensils used for time/temperature control for safety food to switch out every four hours

12. End of Day Clean-Up

- ☐ **a.** Any remaining hot food is discarded *(leftover hot food from temporary events shall not be cooled and re-served)*
- ☐ **b.** Food and equipment stored in a secure location overnight
- ☐ **c.** Booth operator has identified an approved location for disposal of liquid waste and oil/grease
- ☐ **d.** Liquid waste, oil/grease will be properly disposed of

Food Vendor Guidelines

Event food items must meet food safety standards for handling, preparation and storing to prevent foodborne illness.

1. **All vendors must complete the Food Vendor checklist before opening on the first day of an event.**

2. **Prepare all food in a licensed commercial kitchen or on-site.** Home prepared foods are allowed only for vendors listed in MN Statute 28A.15.

3. **Use mechanical refrigeration to keep time/temperature control for safety foods cold.** *Exception: Insulated coolers with ice may be substituted by Short Term vendors only when the event is 4 hours or less. (Seasonal Vendors must always use NSF, CSA, ETL, or UL accredited or certified mechanical refrigeration)*

4. **Always keep time/temperature control for safety foods, such as meats, fish, poultry, cooked rice and salads, at 41°F or colder or 135°F or hotter.** Use a metal-stem thermometer to check internal food temperatures.

5. **Reheat food quickly to 165°F and hold at 135°F or higher.** Using Sterno™ and chafing dishes is not allowed.

6. **All food stands must have a tent or canopy.** If you are at an event where the tent or canopy is on grass or dirt, you must provide flooring *(mats, plywood, etc.)* for the Food Stand. *Exception: Flooring is not needed if all foods and beverages are packaged and remain unopened when served.*

7. **Store all foods, beverages, ice, utensils and paper products at least six inches above the ground or floor.** Label chemicals and store soap, sanitizer, insect sprays and chemicals away from food and food related items.

8. **Prepare and serve all foods out of reach of the customers.** Self-service is not allowed unless proper utensils are provided such as: individual soufflé cups for dips, toothpicks for individual food samples, tongs for serving chips, etc.

9. **A fire extinguisher must be provided if cooking with an open flame.**

10. **Liquid Propane tanks over 20 pounds require a permit from Minneapolis Fire Inspection Services.** For permit application call 311 or outside Minneapolis call (612) 673-3000. Gas hose must be constructed of rigid copper, black iron or galvanized pipe.

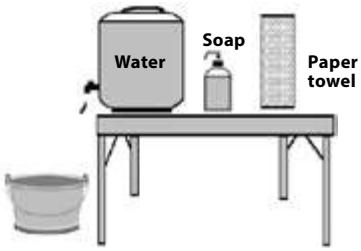
11. **Practice good personal hygiene.** Do not work within 24 hours of being sick (vomiting or diarrhea). Do not eat in the food service area. Wash hands frequently.

12. **Provide hand washing if you prepare or serve open food or beverage.** Handwashing must be set up within 10 feet of food stand. Restroom hand sinks do not satisfy this requirement. Hand sink may be a permanent fixture, a mobile tank-based unit, or a gravity-fed set-up.

Gravity-fed hand washing:

- Insulated 5 gallon container of warm, potable water
- Water should be refilled before the level comes down to 2 inches from the spigot
- Container must have a hands-free spigot that can be turned on and off
- Liquid hand soap
- Paper towels
- Catch bucket of at least 5 gallons

Hand Washing Setup



13. **Wash equipment and utensils.** Bring enough of your utensils and equipment used with time/temperature control for safety food to switch out to new ones at least every four hours. Or, if you will wash equipment and utensils at the event, wash, rinse and sanitize them at least every four hours in a 3-compartment sink or 3-bucket set-up. The sinks or buckets must be large enough for your largest utensil to fit.

    - Wash in warm, soapy water
    - Rinse in clean water
    - Sanitize in bleach or quaternary solution
    - Bring test strips to check sanitizer *(50-200 PPM for Chlorine; 200 – 400 PPM for Quaternary)*

Utensil Washing Setup

Failure to comply with the above guidelines can result in a (1) citation (2) closure of food booth or (3) denial of future permits.

Appendix K

Minneapolis Health Department
250 South 4th Street, Room 510
Minneapolis, MN 55415
TEL 612.673.3000 or 311
www.minneapolismn.gov/health

SUPER BOWL LII
PRE-EVENT QUESTIONNAIRE

NOTICE: *The information you provide on this form is public; however some data may be temporarily classified as not public security information. This information may be used by the City and partner entities to evaluate your application, to plan or analyze event-related activities, and to study or coordinate incident responses. It may be requested and used by the public, media, or other persons or entities. You are not required to supply this information; however, the failure to do so may result in the denial of your application.*

Event:		Event Date(s):
Event Address:		
Event Sponsor:		
Onsite Person-In-Charge:	Email:	Phone:
Caterer Business Name:		
Caterer Address:		
Caterer Contact Name:		Phone:
Anticipated number of meals to be served:		
Time meal service begins:	Time meal service ends:	

Do you have an employee illness log maintained on site and readily available for review?

What is your process for excluding ill staff from food service work?

Will beverages or alcohol be served at your event? YES ☐ NO ☐

Based on your menu, will you be doing any of the following?

- Par cooking any food? List the items.
- Serving undercooked meat, seafood (i.e. sushi, ceviche, oysters, mussels, clams, lightly cooked fish, etc.)? List the items.
- Smoking, drying or preserving any foods? List the items.
- Vacuum packaging any foods? List the items.

Do you have approved HACCP Plan(s) in place for the above preparation methods if required?

Do you plan on using Time As a Public Health Control (TPHC) for any foods? If so, please fill out and submit the attached TPHC form five (5) days before the event. (If TPHC is not used, all potentially hazardous foods must be kept under mechanical refrigeration at 41°F or less or hot held at 140°F or more.)
Will you be cooling from ambient or hot temperatures? List the food items.
How many days before the event do you plan to begin prepping food? Date(s): Location(s): Hours of Prep:
Do you plan on setting up any temporary kitchens? Describe where and list equipment to be used (i.e. handwashing stations, cooking/reheating equipment, cold/hot holding equipment, cooling equipment).
Describe handwashing station locations and how they will be setup and used. What is your water source and how will you be disposing of your used water? What are your sources for ice, dry ice and water?
Who are your food suppliers/distributors for this event? How often will they be delivering food? Are any of these suppliers only being used for this event? Please list.

List the (name and address) of off-site food storage businesses or shared kitchens where food will be prepped or stored before being served at this event. Name: Address:
How will potentially hazardous foods be transported? How will you monitor hot and cold holding temperatures of transported potentially hazardous foods?
Will you be using any food service workers or other staff from other states?
Are there any specific credentialing requirements for staff or inspectors working this event? List the requirements.
Do you meet the requirements of the Green to Go Ordinance for your containers and packaging? Are you properly separating and managing the waste streams?
Do you plan on donating un-served or leftover food to other events or charity? Where will the food be donated? How often will the donated food be delivered?
Do you have an inclement weather plan? What is your plan?

How will food security be maintained at alternate storage areas, commissaries, and point of service? Has food service staff been prepared to be vigilant and observant of food (bio) terrorism and report suspicious activity to authorities?
Will you be prepping food for other events at the same time as this event? Please list the events.
Super Bowl 52 events in Minneapolis serving food and/or beverages are required to have employees and volunteers take a free 30-minute online basic food safety course. The Minneapolis Health Department gives vouchers (one for each employee) to take the course for free. How many vouchers do you need? Contact food@minneapolismn.gov if you need more vouchers.
Are you interested in free food safety training at your establishment for your staff? Interpreters are available for employees who speak a language other than English.

For reasonable accommodations or alternative formats, please contact the
Minneapolis Health Department at 612-673-3000 or 311, or email health@minneapolismn.gov
TTY users can call 612-673-2157 or 612-673-3000.
Para Asistencia 612-673-2700 • Yog xav tau kev pab, hu 612-673-2800
Hadii aad Caawimaad u baahantahay 612-673-3500