

RETAIL FOOD ESTABLISHMENTS: CERTIFIED FOOD PROTECTION MANAGER

Regulation 6 CCR 1010-2: Retail Food Establishments

FIVE RISK FACTORS

Top five causes of illness:

1. Improper Holding Temps
2. Inadequate Cooking
3. Contaminated Equipment
4. Food from Unsafe Sources
5. Poor Personal Hygiene

All five of these risk factors can be reduced by having a certified food protection manager.

Regulation

Citation 2-102.12 & 2-102.20

At least one employee with authority to direct and control food preparation and service shall be a food protection manager who has been certified by an accredited program. Only Conference for Food Protection ANSI certified Food Protection Manager courses meet the requirements of 2-102.20.

Trained managers keep food safe!

Food protection managers have an important role in formulating policies, verifying food employees carry out these policies, and communicating with employees about best practices to keep food safe.

ANSI National Accreditation Board:
bit.ly/ANSI-CFPM

CONTACTS FOR FOOD PROTECTION MANAGER TRAINING:

AAA Food Manager / AAALFoodHandler.com*

AAALFoodHandler.com
Customer Support
714.592.4100

360 Training*

learn2serve.com
Customer Support
877.881.2235

AboveTraining/StateFoodSafety*

statefoodsafety.com
Customer Support
801.494.1416

**Environmental Health Testing
(National Registry for Food Safety Professionals)***

nrfsp.com
Customer Service
800.446.0257

National Restaurant Association

servsafe.com
Customer Support
800.765.2122

The Always Food Safe Company, LLC

alwaysfoodsafecom
Customer Support
844.312.2011

*These trainings may be offered in multiple languages.

Updated: 9/1/22

For more information contact your local health department or visit these other sources:
cdphe.colorado.gov/retail-food/retail-food-resources

Colorado Restaurant Association
corestaurant.org/foundation/colorado-prostart-servsafe



COLORADO
Department of Public
Health & Environment



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Provider Number: 0979



MANAGER SELF-INSPECTION CHECKLIST

Date: _____

Observer: _____

Use this checklist daily or weekly. If any issues are observed, be sure to take corrective actions and record those actions. Maintain completed checklists in a binder for at least one month.

PERSONNEL AND HYGIENE

	Yes	No	Corrective Action/Note
Hands are washed correctly and thoroughly at critical points.			
Fingernails are maintained neat, unpolished, and clean.			
Hair restraints are worn.			
Open wounds, sores, and pustules are covered with impermeable barriers when working with food.			
Staff are working without symptoms of vomiting, diarrhea, jaundice, or fever with a sore throat.			
Drinking and eating take place in designated areas.			
Food Protection Manager certificate on-site and current.			

REFRIGERATORS

	Yes	No	Corrective Action/Note
Foods were stored at or below 41° F.			
A working thermometer was available and conspicuous.			
Foods are dated and covered.			
Interior is clean.			

HOT HOLDING

	Yes	No	Corrective Action/Note
Food is reheated to 165° F before being placed into the hot holding unit.			
Foods were stored at or above 135° F.			

Need another copy? Want guidance on corrective actions? Have other questions? Help is just a phone call away, so contact your inspector today!



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FOOD HANDLING AND STORAGE

	Yes	No	Corrective Action/Note
Frozen food is thawed under refrigerator or under cold running.			
Food is stored in a manner that prevents cross-contamination.			
Ready-to-eat food is handled with clean gloved hands or utensils.			
All food and utensils are stored at least 6 inches off the floor.			
Food is covered and protected from contamination.			
Dented, leaky, bulging, and rusted cans are removed from use.			

SANITATION AND CLEANING

	Yes	No	Corrective Action/Note
The three-compartment sink is set-up and dishes are washed at the three-compartment sink using the correct procedure. (scrape—>wash—>rinse—>sanitize—>air dry)			
Chemical test strips are available.			
Sanitizer at the three-compartment sink is at the correct concentration.			
Sanitizer in wiping buckets is at the correct concentration.			
Cutting boards and other in-use utensils are washed, rinsed, and sanitized every four hours.			
Floors, walls, and ceiling are clean and well maintained throughout.			
No evidence of pests (e.g. mice, cockroaches, flies) observed.			
Dish machine sanitizing with correct chlorine concentration or temperature.			
Chemicals are stored away from food, utensils, and food contact surfaces.			
Chemicals are clearly labeled.			
Drawers, racks, utensils, deli slicers, and can openers are clean to sight and touch.			

FACILITY MAINTENANCE

	Yes	No	Corrective Action/Note
Cooking equipment and utensils are in good repair.			
All hand sinks have soap, paper towels, and hot water.			
Restrooms are clean, toilet paper is in the dispenser, soap and paper towels are at the hand sink.			
All plumbing is working properly and not leaking.			
Screens are on open doors and windows and are in good repair.			

DAILY FOOD SAFETY LINE CHECK

Date:	Check three times daily. Record times and initial to the right.	A.M.	MID DAY	P.M.
Reviewed by:		Time:		
		Initials:		

Refrigeration Unit Name/#	A.M. Temp	MID-DAY Temp	P.M. Temp	Corrective Action

Refrigerator temperatures should be at or below 41° F.

Refrigeration Unit Name/#	A.M. Temp	MID-DAY Temp	P.M. Temp	Corrective Action

Hot-held food should be at or above 135° F.

Refrigeration Unit Name/#	A.M. Temp	MID-DAY Temp	P.M. Temp	Corrective Action

Fish = 145°+ F | Ground meat = 155°+F Poultry = 165°+F

Handsinks: Stocked with soap and paper towels, have hot water, accessible	A.M.	Corrective Action
	Y/N	
	MID-DAY	Corrective Action
	Y/N	
	P.M.	Corrective Action
	Y/N	

Sanitizer	AM: Three - compartment sink	AM: Wiping Bucket	Corrective Action
Chlorine 50-200 ppm	MID DAY	MID DAY	Corrective Action
Quaternary 100-400 ppm	P.M.	P.M.	Corrective Action
Dish Machine - Record Sanitizer or temperature		A.M.	Corrective Action

Are employees healthy today? (No vomiting, diarrhea, fever, jaundice)	Y/N
Are employees washing their hands when needed?	Y/N
Are employees wearing hair restraints?	Y/N
Are gloves stocked and available?	Y/N



FOOD

SAFETY PACKET



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FOOD EMPLOYEE REPORTING AGREEMENT

This agreement informs conditional employees or food employees of their responsibility to notify the person in charge when they experience any of the conditions listed below. The person in charge can then take appropriate steps to preclude transmission of foodborne illness.

I AGREE TO REPORT TO THE PERSON IN CHARGE:

Any Onset of the Following Symptoms, While Either at Work or Outside of Work, Including the Date of Onset:

1. Diarrhea
2. Vomiting
3. Jaundice
4. Sore throat with fever
5. Infected cuts or wounds; or lesions containing pus on the hand, wrist, an exposed body part, or other body parts; and the cuts, wounds, or lesions are not properly covered (such as boils and infected wounds, however small)

Future Medical Diagnosis:

Whenever diagnosed with Norovirus, *Salmonella*, *Salmonella Typhi* (typhoid fever), *Shigella* spp. Infection (shigellosis), *Escherichia coli* (*E. Coli*) O157:H7 or other *E. coli* Enterohemorrhagic (EHEC)/ Shiga Toxin-Producing *E. coli* (STEC) infection, or hepatitis A virus infection.

Future Exposure to Foodborne Pathogens:

- Exposure to or suspicion of causing any confirmed disease outbreak of Norovirus, typhoid fever, shigellosis, *E. coli* O157:H7 or other EHEC/STEC infection, or hepatitis A.
- A household member diagnosed with Norovirus, typhoid fever, shigellosis, illness due to EHEC/STEC, or hepatitis A.
- A household member attending or working in a setting experiencing a confirmed disease outbreak of Norovirus, typhoid fever, shigellosis, *E. coli* O157:H7 or other EHEC/STEC infection, or hepatitis A.

I have read (or had explained to me) and understand the requirements concerning my responsibilities under the Food Code and this agreement to comply with:

1. Reporting requirements specified above involving symptoms, diagnoses, and exposure specified;
2. Work restrictions or exclusions that are imposed upon me; and
3. Good hygienic practices.

I understand that failure to comply with the terms of this agreement could lead to action by the food establishment or the food regulatory authority that may jeopardize my employment and may involve legal action against me.

Conditional Employee Name (please print): _____

Food Employee Name (please print): _____

Signature of Conditional or Food Employee: _____ Date: _____

Signature of Permit Holder or Representative: _____ Date: _____



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QUICK REFERENCE GUIDE FOR ILLNESS

You must report the following diseases, symptoms, and issues to the person in charge prior to starting work.

- Norovirus
- Shigella
- Typhoid Fever
- Escheria Coli
- Hepatitis A
- Salmonella



Diarrhea



Vomiting



Fever with a Sore Throat



Infected or Open Wounds



Persistent Coughing and Sneezing



Jaundice (condition that causes yellowing eyes, nails, and/or skin)



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FOOD HANDLER ILLNESS REFERENCE GUIDE



Diarrhea

EXCLUDE

Can return to work after being symptom free for 24 hours or medical documentation from a health practitioner that states symptom is from a noninfectious condition.



Vomiting

EXCLUDE

Can return to work after being symptom free for 24 hours or medical documentation from a health practitioner that states symptom is from a noninfectious condition.



Fever with a Sore Throat

RESTRICT**

Can return to work if the person in charge receives medical documentation from a health practitioner stating they have tested negative for, are free of, or are receiving antibiotics for Streptococcus pyrogens.



Persistent Coughing and Sneezing

RESTRICT

Can return to work once symptoms clear.



Jaundice (Condition that causes yellowing eyes, nails, and/or skin)

EXCLUDE*

Can return to work if jaundice is present for more than seven days.

*Call Adams County Health Department for further guidance.
 **If the facility serves highly susceptible populations, then the staff must be excluded rather than restricted.
 RESTRICT: Employee cannot work with food, food equipment, utensils, linens, or unwrapped single-service utensils.
 EXCLUDE: Preventing a person from entering or working in a food establishment.



STEPS OF HANDWASHING

The simple act of frequent and thorough handwashing minimizes food contamination and makes customers and employees healthier.

		
Wet hands with hot water Moje sus manos con agua caliente	Use soap Use jabón	Wash and scrub for 20 seconds Frote sus manos por 20 segundos
		
Rinse off soap Enjuague	Turn off water with paper towel Cierre la llave del agua usando una toalla de papel	Dry with paper towel or air dryer Seque sus manos usando una toalla de papel o una secadora de aire
EMPLOYEES MUST WASH HANDS Empleados deben lavarse las manos		
		StateFoodSafety Food Safety Training & Certification 



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AVOID BARE HAND CONTACT

What is ready-to-eat food?

Food that will be consumed without further washing, cooking, or additional preparation (e.g. salad, pastries, sandwiches, sushi, and cut fruit placed in beverages).



How to handle ready-to-eat food:

- Gloved Hands
- Deli Paper
- Utensils (e.g. tongs, spatulas, spoons, etc.)

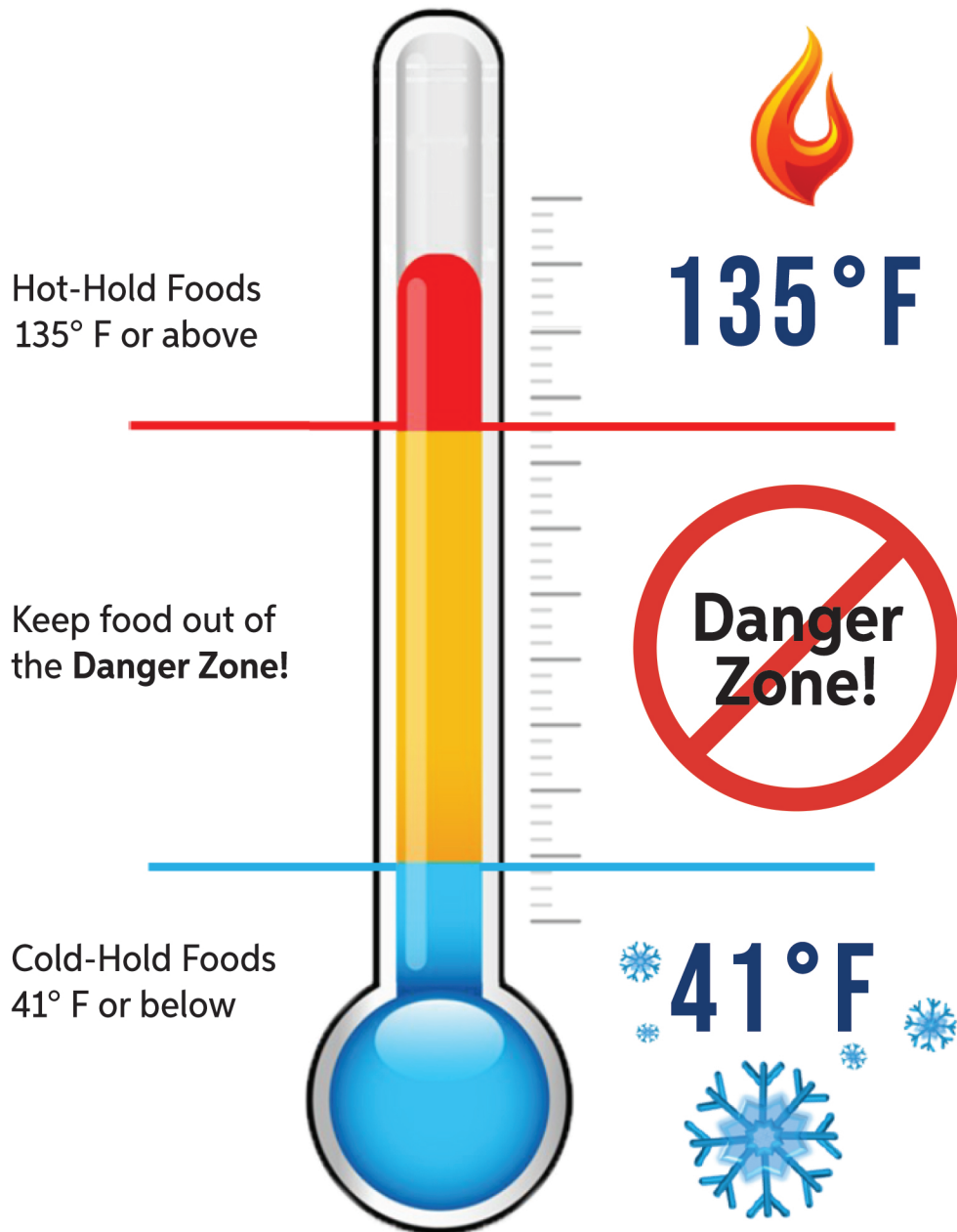
Proper Glove Use

- Always wash your hands before putting on a new pair of gloves.
- Remove gloves, wash hands, and put on a new pair of gloves after each task is completed.
- Gloves must be worn if you have sores, cuts, burns, or scrapes on your hands. It is important to bandage wounds before putting on gloves.
- DO NOT reuse gloves.















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PROPER HOLDING TEMPERATURES



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TIME/TEMPERATURE CONTROL FOODS

	<ul style="list-style-type: none"> • Milk and dairy products 		<ul style="list-style-type: none"> • Shell eggs (except those treated to eliminate nontyphoidal <i>Salmonella</i>)
	<ul style="list-style-type: none"> • Meat: beef, pork, and lamb 		<ul style="list-style-type: none"> • Poultry
	<ul style="list-style-type: none"> • Fish 		<ul style="list-style-type: none"> • Shellfish and crustaceans
	<ul style="list-style-type: none"> • Baked potatoes 		<ul style="list-style-type: none"> • Heat-treated plant food, such as cooked rice, beans, and vegetables
	<ul style="list-style-type: none"> • Tofu or other soy protein • Synthetic ingredients, such as textured soy protein in meat alternatives 		<ul style="list-style-type: none"> • Sprouts and sprout seeds
	<ul style="list-style-type: none"> • Sliced melons • Cut tomatoes • Cut leafy greens 		<ul style="list-style-type: none"> • Untreated garlic-and-oil mixtures



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COOKING TEMPERATURES



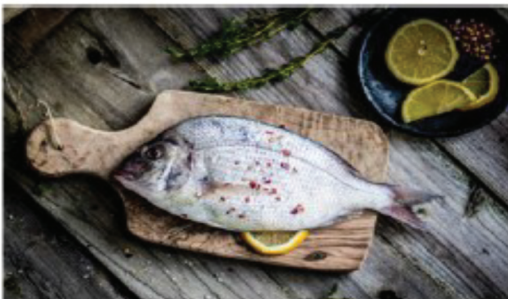
165° F
(74°C)

- Chicken, turkey, duck, and goose
- Stuffed meat: poultry, fish and pasta
- Reheated foods



155° F
(68°C)

- Ground beef, meatloaf
- Eggs for holding
- Chorizo and sausage
- Ground fish



145° F
(63°C)

- Whole muscle beef, lamb, veal, pork, ham
- Fish, shellfish
- Eggs



15 Second Rule

Cook to temperature for at least 15 seconds



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CONSUMER ADVISORY

Retail food establishments where raw or undercooked animal-derived foods are served must have a consumer advisory to inform consumers of the significantly increased risk of foodborne illness. Examples of food items requiring a Consumer Advisory include:

Raw or undercooked eggs	Raw or undercooked beef	Raw or undercooked seafood
<ul style="list-style-type: none">• Eggs over easy• Caesar dressing• Hollandaise• Custards• Mayonnaise• Aioli made with raw eggs	<ul style="list-style-type: none">• Hamburgers cooked to order• Carpaccio• Steak tartare• Mechanically tenderized beef	<ul style="list-style-type: none">• Sushi• Roe• Clams• Oysters• Ceviche

A Consumer Advisory must consist of:

1. **Disclosure:** Disclosures indicate that an animal-derived food is served raw or undercooked.
2. **Reminder:** Reminders indicate that eating raw or undercooked animal-derived foods increases the risk of foodborne illness. The reminder shall include asterisking the raw or undercooked food items.



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Burgers

Made with 100% Black Angus Beef

Awesome Classic Burger*
our most awesome-basic burger topped with lettuce, tomato and onions \$8.00

BBQ Smoke Burger*
topped with cheddar cheese, hickory-smoked bacon and smokey barbecue sauce \$9.00

South of the Border Burger*
with pepper jack cheese, guacamole, pico de gallo and chipolte mayo \$9.00

Onion Burger*
topped with caramelized onions, garlic mayo and chopped green onions \$9.00

Swiss Mushroom Burger*
topped with melted swiss, mushrooms and caramelized onions \$9.00

Turkey Burger
topped with onions and garlic mayo \$9.00

Black Bean Burger
quinoa, spicy black beans and cilantro with garlic mayo \$8.00

Sides

Garlic French Fries \$3.00

Coleslaw \$2.00

House Salad \$2.00

Smokey Baked Beans \$2.00

Sweet Potato Chips \$2.00

Homemade Caesar Salad* \$3.00

Artichoke Hearts with Garlic Aioli* \$4.00

Entrees

All sandwiches are served with our garlic french fries

Philly Cheese Steak Sandwich
a classic with shaved ribeye steak, grilled green peppers, onions, mushrooms and melted provolone cheese \$9.00

Breakfast Veggie Sandwich*
grilled mushrooms, onions, green peppers with lettuce, tomato, cucumber, melted provolone cheese topped with a fried egg \$8.00

Reuben Sandwich
corned beef, swiss cheese, sauerkraut and Russian dressing on Jewish rye bread \$9.00

Huevos Rancheros*
two over easy eggs served with a tortilla, refried beans and salsa \$8.00

Spicy Salmon Roll*
8 pieces of fresh salmon sushi roll topped with our spicy dragon sauce served with fresh ginger and wasabi \$10.00

Oysters*
served on the half shell \$10.00

*These items may be served raw or undercooked or contain raw or undercooked ingredients. Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness.

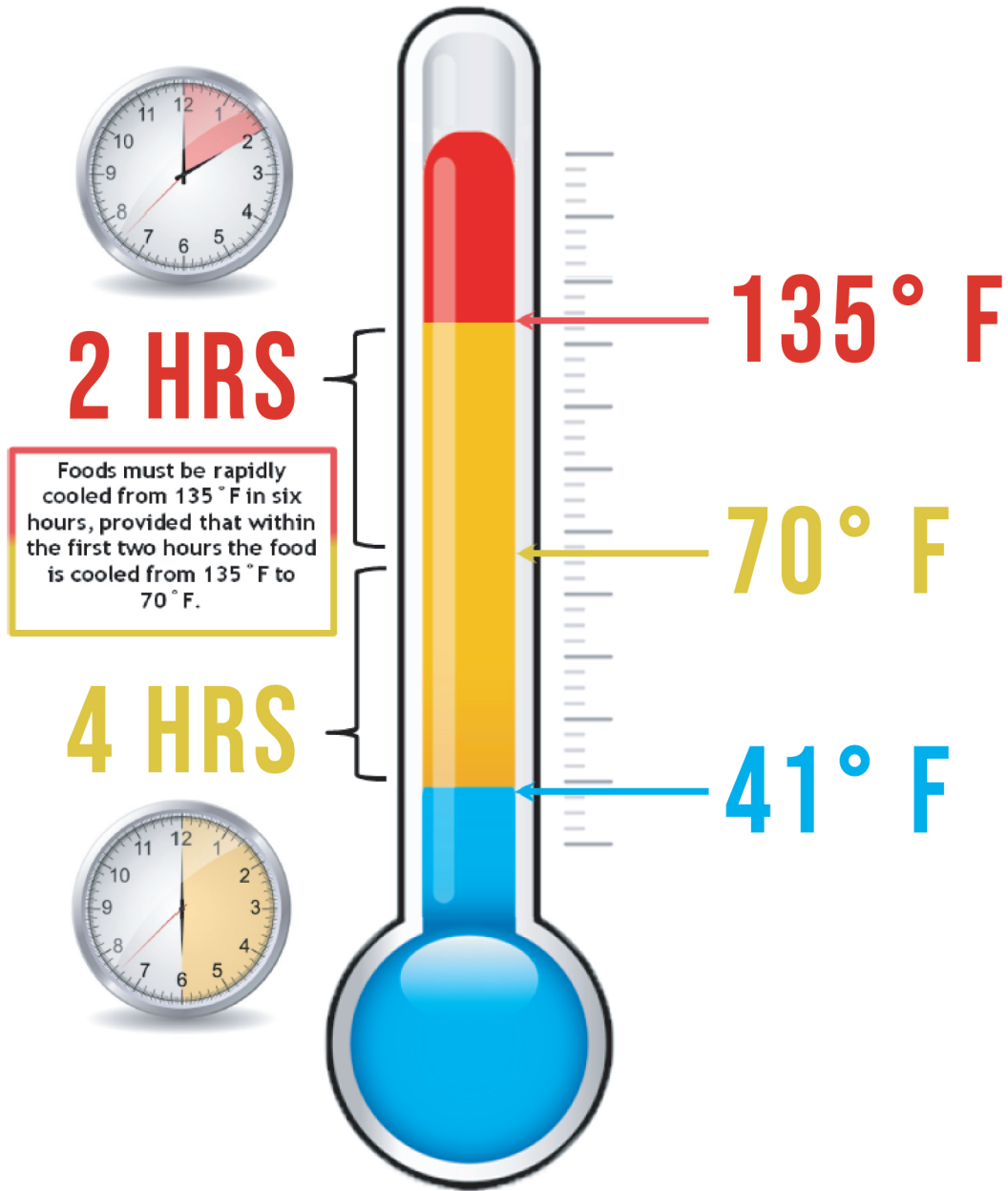


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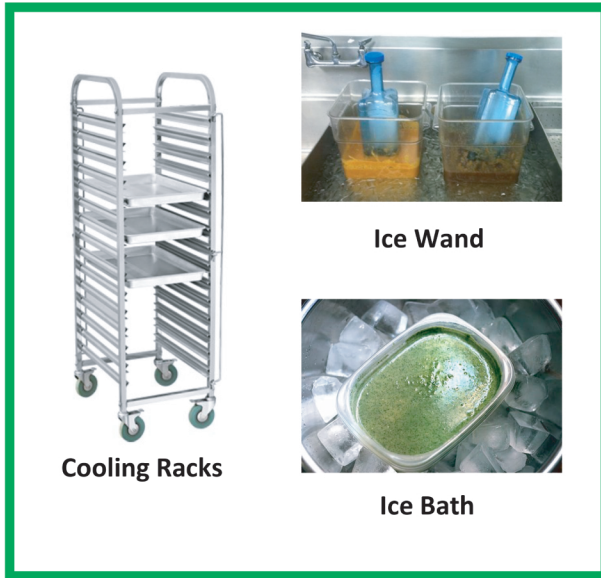
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COOLING



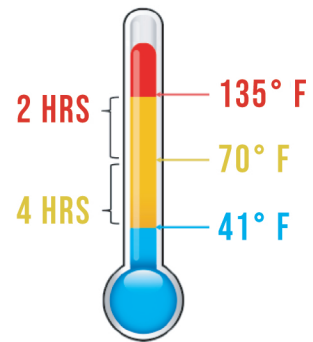
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COOLING METHODS



✓ APPROVED

- Use shallow containers
- Stir frequently



✗ NOT APPROVED



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PREVENTING CROSS CONTAMINATION

Store Food According to Cooking Temperature

Ready-to-Eat Foods

Cooked Foods, Produce



Fish/Eggs

Cooking Temperature: 145° F (63° C)



Steak/Pork

Cooking Temperature: 145° F (63° C)



Ground Meats

Cooking Temperature: 155° F (68° C)



Poultry

Bottom Shelf

Cooking Temperature: 165° F (74° C)



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PREVENTING CROSS CONTAMINATION



Use separate equipment and utensils.

Wash, rinse, and sanitize all equipment and utensils in between items.



Change your gloves and wash your hands before handling different items or when changing tasks.



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REHEATING

165° F

(74° C)



IN 2 HOURS



APPROVED



- On the stove
- In the microwave
- In the oven



NOT APPROVED



Reheating in the steam table or with sternos.



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THAWING METHODS



In a refrigerator, at 41° F (5° C) or less.
This is the safest method.



As part of the cooking process.



Submerged under running water.
< 70° F (21° C)



In the microwave, if the food will be immediately cooked or served after thawing.



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DATE MARKING

Date Marking Minimizes Bacterial Growth

Date marking can limit the growth of Listeria monocytogenes, a bacteria that grows even at refrigerated temperatures. Date marking ensures food is sold, served, or discarded before these bacteria can cause people to get sick.

Any foods that meet all of the following criteria must be date marked.



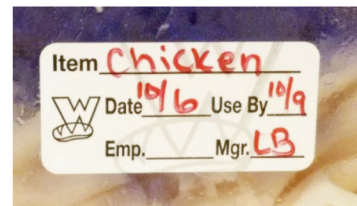
It is a "Time/Temperature Control for Safety Food" or TCS food, which means a food requires time/temperature to control the growth of pathogenic microorganisms or toxin formation.



It is a ready-to-eat food that may be eaten without any additional preparation.



It is kept for more than 24 hours.



Helpful Tips:

- Food must be sold, served, or discarded within seven days of the food being prepared or opened (e.g. Food prepared or opened on April 1 must be sold, served, or discarded on April 7).
- The count begins on the day the food was prepared or a commercial container was opened.



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REQUIRES DATE MARKING

- Deli salads prepared in a food establishment
- Hot or cold smoked fish products and ceviche (fish products that are dried, marinated, or preserved on-site)
- Milk (animal milks, nut milks, and soy milk)
- Deli meats including hot dogs
- Soft cheeses (feta, brie, and mozzarella)
- Cottage cheese
- Cream cheese
- Ricotta cheese
- Cut melons (watermelon, cantaloupe, and honey dew)
- Cut leafy greens (lettuce, spinach, and cabbage)
- Cut tomatoes
- Refrigerated foods kept longer than 24 hours after opening or preparing



DOES NOT REQUIRE DATE MARKING

- Deli salads prepared or packaged in a food processing plant
- Hard cheeses (cheddar, gruyere, parmesan, reggiano, and romano)
- Semi-soft cheeses (blue cheese, gorgonzola, gouda, and monterey jack, swiss, provolone, processed pasteurized cheese)
- Cultured dairy products (yogurt, sour cream, and buttermilk)
- Preserved fish products (pickled herring, dried or salted cod)
- Shelf stable, dry fermented sausages (pepperoni and salami not labeled as “keep refrigerated”)
- Food items that do not need to be refrigerated
- Foods that will be cooked before eating (eggs and raw meat)
- Foods that will be consumed within 24 hours of preparation or opening
- Condiments (mustard and ketchup)



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CHEMICAL SANITIZERS

To properly sanitize a surface:

1. Wash with warm soapy water.
2. Rinse with clean water.
3. Wipe with sanitizer solution.
4. Air dry.

Chlorine	Quaternary Ammonia
1 ½ to 2 ½ teaspoons per gallon	Concentrations of quaternary ammonia based products vary; check label instructions.
50 – 200 ppm*	100 – 400 ppm*

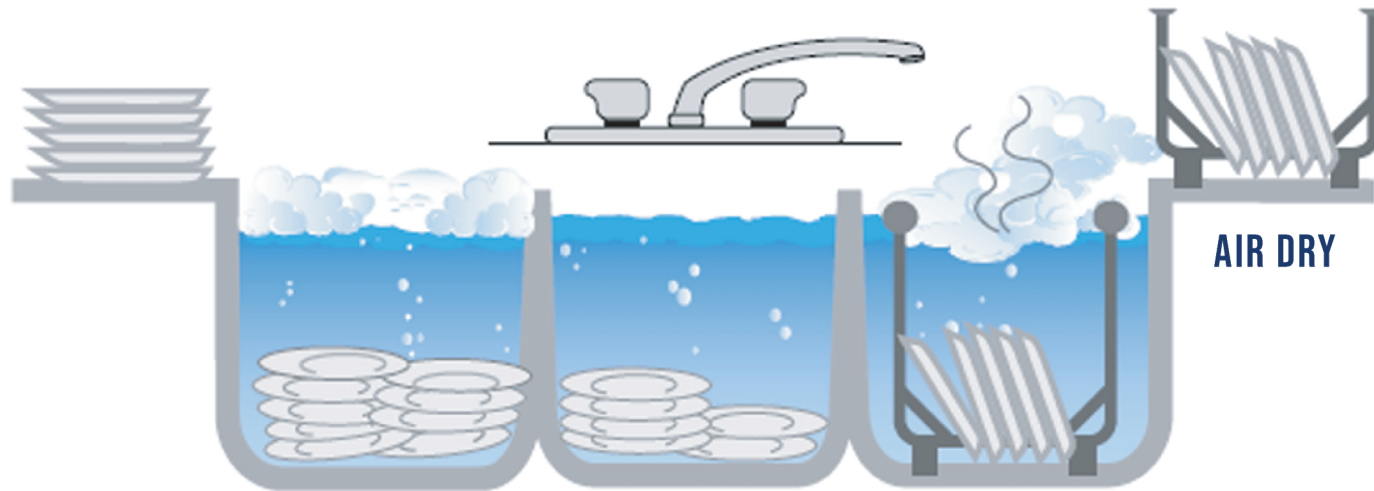
- Use test strips to determine the proper strength of sanitizer.
- Each type of sanitizer requires its own test strip.
- Too much sanitizer is toxic and can cause chemical poisoning.



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MANUAL CLEANING



WASH

Hot Water & Detergent

RINSE

Clean Water

SANITIZE

Water and Sanitizer

At least one minute or
label instructions

AIR DRY

Follow this procedure for all clean-in-place equipment that cannot fit in the dish machine or three-compartment sink.

(Slicers, preparation sinks, mixers)



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DENTED CANS

Dented cans allow dangerous bacteria to enter the food.

What to look for:

- Top and bottom seam dents
- Side seam dents
- Punctures or holes
- Major dents
- Dents with sharp edges
- Bulging or swelling cans
- Severely rusted cans



What to do:

- Separate the dented cans from good cans
- Label the dented can or storage area as “Do Not Use”
- Return the can to the supplier or discard



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VOMIT AND FECAL EVENT CLEAN-UP

All food establishments must have a procedure for responding to vomiting and diarrheal events.

Recommended steps:

1. Segregate the area. Remove employees, customers, and others up to 25 feet around the area of the vomit/fecal accident. Remove the ill employee or customer from the facility.
2. Wear disposable gloves during cleaning. Disposable masks and/or gowns (or aprons) and shoe covers are recommended when cleaning liquid matter.
3. Cover the vomit/fecal matter with single-use disposable towel to prevent aerosolization.
4. Soak/wipe up the vomit/fecal matter with towels and dispose of them into a plastic garbage bag.
5. Use a chlorine bleach solution* (one cup of bleach per one gallon of water) or other disinfectant registered as effective against Norovirus by the Environmental Protection Agency (EPA). **This is stronger than your bleach solution for general sanitizing.*
6. Apply the bleach solution onto the contaminated surface area and allow it to remain wet on the affected surface area for the least 10 minutes. Allow the area to air dry. (Ensure the affected area is adequately ventilated. The bleach solution can be an irritant if inhaled or if it comes in contact with skin.)
7. Discard all gloves, masks, and cover gowns (or aprons) in a plastic bag and dispose of the bag immediately.
8. Take measures to dispose of and/or clean and disinfect the tools and equipment used to clean up the vomit and/or fecal matter.
9. Discard any food or single-service articles that may have been exposed in the area.
10. Wash your hands! Take a shower and change your clothes if possible.
11. Document the incident. Information such as the location of the incident, the time and date, and procedures of the cleanup process should be recorded and kept on file.



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1 gallon water

1 cup bleach



5000 ppm

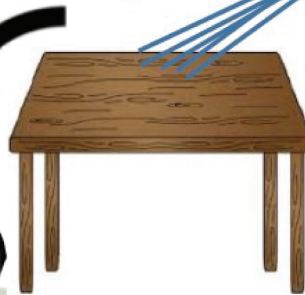


Cover and let sit **10 MINUTES**



Food contact surfaces must then be washed, rinsed, and sanitized

Final step for non-food contact surfaces:
Let air dry.

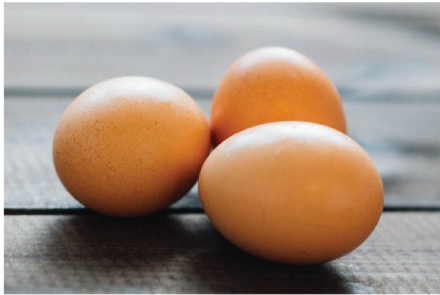


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FOOD ALLERGENS

While there are more than 160 foods that can cause allergies, eight that account for 90 percent of food allergic reactions. Allergic reactions are serious, and can cause symptoms such as hives, rashes, swelling of the face, abdominal cramps, and difficulty breathing. By law these eight allergens should be visible on the food label.



Eggs



Fish



Dairy



Shellfish



Wheat



Peanuts



Soy



Tree Nuts



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PEST PREVENTION



EDUCATE YOUR STAFF

- Teach them the signs of an infestation
- Insist on fast spill cleanups
- Sweep and mop floors daily



MANAGE YOUR INVENTORY

- Inspect all inventory before storing it
- Rotate inventory regularly
- Sweep food storage areas regularly



KEEP AN EYE OUTSIDE

- Look for signs of rodents around dumpsters
- Keep dumpsters tightly closed
- Seal any exterior cracks and window/door gaps



GET REGULAR PEST CONTROL

- Schedule regular pest control appointments
- Call your pest control company if you notice signs of an infestation



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SERVICE ANIMALS

ALLOWED

Service Animals

A service animal is a dog or miniature horse that is individually trained to perform a task or service for a person with a disability.

NOT ALLOWED

Pets, assistance, companion, and emotional support animals

A service animal is a dog or miniature horse that is individually trained to perform a task or service for a person with a disability.



As an employee of a retail food establishment, you may ask a customer:

- 1) "Is the animal required because of a disability?"
- 2) "What task does it perform?"

*If any animal, even a service animal, is out of control of the owner or not housebroken, that animal can be asked to leave a business. However, the business owner must make its services or goods available to the person with a disability.



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