



## FDA Requirement Checklist for Food Facilities

Dear Food Owner/Operator:

This checklist is intended to bring guidance to the numerous new requirements that the adoption of the 2013 FDA Food Code by the State of Illinois necessitates. This checklist is not all-inclusive; accordingly, new requirements may be added at any time.

### Standard Operating Procedures

1. Employee Health and Illness Policy – this policy must address the following:
  - Inform conditional employees and food employees of their responsibility to notify the person in charge when they experience any reportable symptoms or illnesses.
  - How and when employees must wash hands, including signage posted in the restrooms reminding employees to wash hands before returning to work.
  - How bare hand contact with ready to eat foods will be prevented, including a single-use glove policy, if applicable, addressing when gloves must be changed and hands must be washed.
  - When and where employees are permitted to eat, drink, and smoke.
  - Employee grooming – including effective hair restraints, fingernails, work attire, and hand/ wrist jewelry.
2. Preventing cross-contamination during storage, preparation, and service.
3. Procedures for date marking ready-to-eat, time temperature controlled for safety foods, thawing, cooking, cooling, reheating, hot/ cold holding, and utilizing time in lieu of temperature for foods, temperature documentation and proper use/ calibration of thermometers
4. Cleaning and sanitizing
  - Procedures for washing, rinsing, and sanitizing in a 3-compartment sink – including concentration and contact time
  - Procedures for cleaning and sanitizing in a mechanical dish machine – including concentration and contact time
  - Wiping pails and spray bottles – including concentration and contact time
  - How and when food and non-food contact surfaces should be cleaned and sanitized
5. Storage and use of toxic chemicals, including cleaners, sanitizers, pesticides, insecticides, personal medications, first aid equipment, and other materials approved for use in food establishments.
6. Receiving shipments to ensure that food is purchased from approved sources
  - Facility must maintain invoices, document temperatures, and return dented cans and time-temperature abused foods

### **Procedures for responding to vomiting and diarrheal events**

- See the CDC recommendations and guidelines handout

### **Consumer Advisory**

- If the establishment serves raw or undercooked food, a consumer advisory must be posted

### **Person-in-charge requirements**

- A person in charge must be present at all times
- PIC must demonstrate knowledge by one of the following:
  - Certification by an accredited program
  - Having no violations of priority items
  - Correctly responding to the regulatory authority's questions regarding food safety practices and behaviors
- PIC must demonstrate active managerial control

### **Food handlers' certification**

- Within 30 days of hire, all food handlers are required to receive basic food safety training
- Maintain a record/ log of employee names, hire dates, and the date the employee received the training

### **Allergen Training**

- In all Category I facilities, every Certified Food Protection Manager must also obtain the required allergen training as required by the State of Illinois

Food Manager Classes

Food Handler Classes

Further information can be found on the Tazewell County Health Department website:

<http://tazewellhealth.org/environmental-health/food-program/food-program-forms.html>

Or contact the Tazewell County Health Department, Environmental Health division directly at:

Tazewell County Health Department Environmental Health Division 21306 Illinois Route 9 Tremont, IL 61568 Phone: (309) 925-5511 ext. 272 Fax: (309) 925-4100 tazewellhealth.org
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