

**HENDRICKS COUNTY FOOD
SAFETY MANUAL FOR RETAIL
FOOD ESTABLISHMENTS**

This manual is a brief summary of the Indiana State Department of Health Retail Food Establishment Sanitation Requirements Title 410 IAC 7-24. Please refer to the requirement book for more detailed information. Please contact our office if you have any questions or if you would like food safety training or educational materials in English, Spanish or Chinese. The health department phone number is (317)745-9217.

SUPERVISION

- Food establishments must have a designated “person-in-charge” present in the establishment at all times.
- Each establishment must provide food borne illness training to at least one employee who has a primary oversight responsibility at the establishment. There are 15 areas in which this person must be knowledgeable. Please see Section 118 of the Retail Food Establishment Sanitation Requirements Title 410 IAC 7-24 for specific items.
- The food handler certificate requirement is in addition to the food borne illness training.

EMPLOYEE HEALTH

- Employees are required to report to the person in charge if they have been diagnosed with an illness transmittable through food or if they have any symptoms such as diarrhea, fever, vomiting, jaundice, sore throat with fever or if they have a lesion containing puss. Please see sections 120-127 for more information.
- The person-in-charge must restrict workers who report any of the above mentioned symptoms.

THE LEADING CAUSE FOR THE SPREAD OF DISEASE IS IMPROPER HANDWASHING

PERSONAL CLEANLINESS

- A sink designated only for hand washing must be provided.
- Soap and paper towels must be provided at all times.
- Employees must wash their hands when beginning work, changing tasks, periodically during handling of food, before putting on gloves and any time there is possible contamination of the gloves.
- Hands must be washed for at least 20 seconds.
- Hand sanitizer does not replace hand washing.
- Eating and using tobacco must be done in designated areas.
- Drinking may be done in the kitchen area as long as a lid is provided for the drink.
- Hair must be restrained with a hair net, hat or visor.

FOOD TEMPERATURES

- All potentially hazardous foods must be maintained at a constant temperature in a cold or hot holding unit either at or below 41° F or at or above 135°F. Examples of potentially hazardous food items include meats, dairy products, eggs, cooked pasta, rice or potatoes, cut melons, and garlic in oil mixture.
- Minimum cooking temperatures: Poultry - 165° F, Ground Beef -155°F, Pork and Seafood - 145°F, Other heated food - 135°F.
- If cooked in a microwave, food must be cooked to 165°F and held at that temperature for 2 minutes, covered.
- Hot food must be held hot at 135°F or above.
- Cold food must be held cold at 41°F or below.
- When reheating, all food must be reheated to 165°F.
- A stem/probe, thermometer must be provided to check the internal temperature of foods.

FOOD PREPERATION

- Utensils must be used when handling or preparing ready-to-eat foods. (i.e. deli tissue, spatulas, tongs, single-use gloves or dispensing equipment)
- Employees must wash their hands before putting on gloves.
- Gloves must be changed frequently.
- Fruits and vegetables must be washed in the vegetable prep sink.
- Prepared foods that are stored in the cooler must be labeled and dated.
- All food products that are sold must be prepared in a licensed kitchen. Food can not be prepared in a private home.

DATE MARKING

- All ready-to-eat, potentially hazardous food shall be date marked when the food is prepared or the original container is opened.
- The food must be served or discarded within 7 days at a refrigeration temperature of 41 degrees or 4 days at a temperature of 45 degrees.

FOOD STORAGE

- Dented, swollen or rusted cans must be discarded or placed in designated area for a return for credit.
- All food must be stored at least 6 inches off of the floor.
- Raw meat cannot be stored over ready to eat food.
- Bulk food removed from its original package must be labeled (i.e. sugar, salt, flour).
- Food must be covered unless it is cooling.
- Always use the First In-First Out (FIFO) method during storage.
- Do not store food under sewer drain lines.
- Temperature recording devices must be provided in all refrigeration and freezer units.
- Shelving must be kept in sound condition and free of rust.

SERVING

- Sneeze guards must be provided at all customer service areas where open food products are displayed.
- Scoops for the dispensing of food products must be properly stored by one of the following methods:
 1. Stored in the food product with the handle above the top of the food.
 2. Stored under constant running water that is discarded into a wastewater drain line.
 3. Stored in water maintained at 135°F.
 4. Stored on a clean portion of the food preparation table, if the table and the utensil are both cleaned and sanitized frequently.

DO NOT COOL FOOD AT ROOM TEMPERATURE

COOLING

All cooked foods must be cooled rapidly to below 41°F to slow bacteria growth. Hot foods must be cooled to 70°F or below within 2 hours and then to 41°F within another 4 hours. The entire cooling process must be completed within six (6) continuous hours. Here are some “Quick Chill” methods to help foods cool rapidly:

Quick Chill methods include:

1. Cool a container of food by packing ice around the outside of the container (ice bath).
2. Add ice to the food being cooled. You can decrease the amount of liquid called for in the recipe to make up for ice.
3. Stir food while it is cooling in an ice bath or refrigerator.
4. Dip food directly into ice water. Food can be put in tight plastic bags for protection.
5. Slice or cut large pieces of meat into smaller pieces.
6. Use blast chiller refrigeration.
7. Use ice wands to help cool rapidly.

Suggestions for cooling:

1. Put hot food in the freezer for a period of time to help rapid cooling.
2. Refrigerate or use another “quick chill” method immediately.
3. Foods to be cooled must not be deeper or thicker than 3 to 4 inches. Shallow metal pans should be used.
4. Cook smaller volumes of food if possible. Smaller roasts will cook more rapidly. Daily, rather than weekly, preparation of soups, etc. will provide a higher quality product with fewer cooling problems.
5. Canned goods (mayonnaise, tuna, salmon, etc.) and chopped fresh vegetables can be refrigerated before being used to help meat or fish salads to cool more quickly.

THAWING

- All food products must be thawed properly using one of the following methods:
 1. Place in refrigerator overnight.
 2. Place in a food-grade pan under a small stream of continuously running cold water so that the water overflows the pan for no longer than 2 hours. Do not block the sink drain.
 3. Thaw in microwave and cook immediately.

DO NOT THAW FOOD ITEMS AT ROOM TEMPERATURE

DISHWASHING

- Two drain boards, utensil racks or tables must be provided at the 3-bay sink, one for the storage of dirty dishes and the other for clean dishes.
- Dishes, utensils and equipment must be:
 1. Washed in hot soapy water
 2. Rinsed in clean water
 3. Sanitized by either hot water or approved chemical
 - a. To sanitize with hot water the following water temperatures are required: manual dishwashing – 170°F, mechanical stationary rack – 165°F, all other machines-180°F.
 - b. Chemical sanitizers must be the following levels: Chlorine 50-100ppm, Quaternary Ammonia 200ppm or the manufacturer's instructions for use.
- Test strips must be provided to check the concentration of the sanitizing solution.

STORAGE OF EQUIPMENT AND UTENSILS

- Do not stack clean, wet dishes and equipment.
- Invert all equipment and utensils to avoid any contamination.

CLEANING

- All food contact surfaces must be smooth, nonabsorbent and easily cleanable.
- Spray bottles of sanitizer or wiping cloths stored in sanitizer must be used to sanitize food contact surfaces.
- Cloths used for the cleaning of food contact surfaces must be submerged in a sanitizing solution when not in use.
- Containers of cleaners must be labeled with the name of the cleaner.

PLUMBING

- All plumbing must meet requirements of the Indiana State BOCA Plumbing Code and all other Indiana Codes and local ordinances.
- A direct connection may not exist between the sewer line and the following equipment:
 1. Ice bins, ice machines, and drink machines
 2. Vegetable prep sinks
 3. Water heater/water softener discharge lines
 4. Refrigeration/freezers
- The water supply system must be protected from back flow at each point of use by using an air gap.
- All plumbing fixtures must be properly protected against backflow or backsiphonage.

TOXIC ITEMS

- All toxic items must be properly labeled with the name of the contents and stored separate from food, equipment/utensils and single-service items.
- Never wash or pour cleaning compounds into the storm sewer.

OUTER OPENINGS

- Doors must be self-closing and tight fitting to prevent the entrance of insects and rodents.
- During warm weather, doors and windows must be provided with screens when remaining open.

DUMPSTERS/TRASH CANS

- All dumpsters must be placed on a smooth, easily cleanable and non-absorbent surface.
- Dumpster lids must remain closed, and containers must be cleaned frequently to prevent the attraction of insects, rodents and other animals.

OTHER

- An area for employee storage of coats and purses must be provided.

PREVENT PEST INFESTATION

- Check for ways insects & rodents can enter, loose or torn door seals, damaged walls, etc.
- Keep facility clean of food debris.
- Prevent harborage conditions.
- Keep outside dumpsters covered.