Objectives

The University of Illinois at Chicago (UIC) takes pride in serving safe and great tasting food to its customers, visitors, and friends. Most customers do not notice the attention given to food safety. It is the intention and responsibility of our food service providers to ensure that the foods prepared and served meet the highest standards of food safety.

Authority

To help ensure that the foods prepared and served meet safety standards, there are laws that govern food handling. This manual is designed to cover some of these practices. This means that our food vendors have set procedures on how to perform most tasks in their establishment from receiving of foods, to preparation, to the service provided to customers. Below is list of Illinois codes that food service providers must follow:

- Food Service Sanitation Code - 77 Illinois Administrative Code Section 750
- Retail Food Sanitation Code - 77 Illinois Administrative Code 760
- Food Service Sanitation Codes - 77 Illinois Administrative Code Section 750, Subpart H
- Sanitary Food Vending and Beverage Code - 77 Illinois Administrative Code Section 743
- Illinois Food, Drug and Cosmetic Act [410 ILCS 620]
- Sanitary Food Preparation Act [410 ILCS 650]
- Sanitary Food Preparation Act [410 ILCS 650/11.1]
- Food Handling Regulation Enforcement Act [410 ILCS 625]
- 89 Illinois Administrative Code Section 407, Subpart F through Subpart H

Applicability

This policy applies to all UIC food service establishments, retail food establishments, mobile food units and food vending and beverage machines.
Definitions

- **Day Care Center** - any child care facility that receives more than eight (8) children for daytime care during all or part of the day and/or is operating under a license issued the State of Illinois. The term “day care center” includes facilities commonly called “child care center,” “nursery school,” kindergartens, “day nurseries,” “pre-schools,” or “playgrounds.”

- **Foodborne Illness** - is the result of ingestion of food or drink that is contaminated with pathogenic bacteria, parasites, viruses, or chemical toxins.

- **Food Service Establishment** - Any place where food is prepared and intended for individual portion service, and includes the site at which individual portions are provided. The term includes any such place regardless whether consumption is on or off the premises and whether there is a charge for the food. The term includes, but is not limited to private restaurants, retirement and nursing homes, hospitals, private clubs, public and private institutions, and industrial cafeterias. The term does not include retail food stores or the location of vending machines.

- **Retail Food Establishment** - A restaurant; delicatessen; bakery; grocery store; or any retail outlet with an in-store restaurant, delicatessen, bakery, salad bar, or other eat-in or carry-out service processed or prepared raw and ready-to-eat food.

- **Mobile Food Units** - A mobile food unit is a food service establishment that is readily movable, a motorized vehicle-mounted, a towed wheeled vehicle that is designed and equipped to serve food. Mobile food units readily report and operate from a commissary (a catering establishment, restaurant, or any other place that food container, or supplies are kept, handled, prepared, packaged, and stored). Generally, mobile food units do not have a set location for operation, thus the location varies.

- **Temporary Food Service Event** - A food service establishment that operates at a fixed location for a period of time of not more than 14 consecutive days in conjunction with a single event or celebration.

- **Vending Machines** - any self-service device, with the insertion of a coin, coins, or tokens, or by other similar means, dispenses unit servings of food, either in bulk, or in packages without the necessity of replenishing the device between vending operations.

Policy

Powers and Responsibilities

The Health Authority has the legal right to enter at all reasonable times, buildings, structures, and premises for the purpose of making an inspection to determine compliance. With that, the Health Authority shall make such orders, requirements, decisions, and determinations necessary with respect to the enforcement of the State of Illinois statutes.
Interference with the Health Authority

It is unlawful for any person to in any way interfere with, hinder, or prevent the Health Authority from discharging or performing his/her duties.

Access

After showing proper identification, the Health Authority shall be permitted to enter any food service establishment at any time while the operator or an employee is present for the purpose of making an inspection to determine compliance with the this policy.

Compliance with State Regulations

It is unlawful for any person operating a food service establishment within the University premises to violate the terms and provisions set forth by the State of Illinois Department of Public Health Rules and Regulations pertaining to Food Service Establishments.

Inspection Frequency

An inspection of food service establishment and retail food establishment shall be performed at least once every six (6) months. Additional food service and retail food establishment shall be performed as often as necessary to the enforcement of the State of Illinois statues.

Procedures

Inspection Reports

Whenever an inspection of a food service or commissary is made, the findings shall be recorded on the Inspection Report Form generated electronically. The Inspection Form used is similar to the Department of Health and Human Services, Illinois Department of Public Health, and Food and Drug Administration Model Food code. The Inspection Form shall summarize the requirements set forth in this policy and a weighted point value is given for each requirement. For reference, inspection remarks shall be written by the section number, the section violated, and state the correction to be made. The sanitation rating score of the establishment shall be the total of the weighted point values for all violations subtracted from one hundred (100). A copy of the completed Inspection Report Form (Appendix A) must be distributed to the person in charge of the establishment at the conclusion of the inspection. The completed form is a public document that may be made available for public disclosure to any person who requests it according to law.
Correction of Violations

- All three (3) or four (4) point weighted items shall be corrected as soon as possible, but within thirty (30) days. Within thirty (30) days after the inspection, the Health Authority shall receive a written report stating the items that were corrected. At which time, a follow-up inspection will be conducted to verify the items corrected.

- All one (1) and two (2) point weighted values must be corrected within a specified time, or as soon as possible. In any event, the one (1) and two (2) point items must be corrected before the next inspection.

- When the rating score of the establishment is seventy-nine to seventy (79-70), the establishment has seven (7) days to rectify the violations, unless otherwise specified. After seven (7) days one or more re-inspections will be conducted at reasonable time frames to ensure correction.

- When the rating score of the establishment is sixty-nine (69) or less, merits an immediate closure of the establishment, until the violations are corrected. After which one or more re-inspections shall be conducted to ensure correction.

- If an immediate health hazard occurs or exists due to an emergency occurrence such as a: sewage backup, fire, flood, potential disease transmission, smoke damage, breakage of a water line, refrigeration failure, power outage, cessation of potable running water or something similar, the establishment shall immediately halt all food service operations. Operation shall not be allowed to resume until deemed safe to re-open by the Health Authority.

Rating Score

- Establishments shall maintain a sanitation level above an inspection rating score of seventy-nine (79). A score of 90 or above is good, and a score of 89-80 is satisfactory.

Examination and Condemnation of Adulterated or Misbranded Food

- Food may be examined or sampled by the Health Authority as often as necessary for the enforcement of this Article. If the Health Authority has probable cause to believe that any food is adulterated or so misbranded as to be in violation of the Food Service Sanitation Rules and Regulations; the item will be tagged, labeled, or otherwise identified giving notice of hold order.

- Food that is subject to hold order shall not be removed, used, or served. The Health Authority shall permit the storage under the conditions specified in the hold order, unless storage presents a risk to the public health, in which case immediate destruction shall be ordered and completed.

Submission of Plans

- Whenever a food service establishment is constructed, remodeled, altered, or an existing structure is converted to a food service establishment, properly prepared plans and specifications for such construction, remodeling, alteration, or conversion must be submitted to the Health Authority for
review and approval. In addition to the plans and specifications, a Food Establishment Plan Review Application must be completed by the Operator and submitted to the Health Authority for review and approval.

Pre-Opening Inspection
❖ After plans and specifications have been submitted and reviewed under the terms of Section above, an inspection shall be performed prior to the start of operations to determine compliance with the approved plans and specifications and with the requirements set forth in this policy.

Jurisdiction
❖ City of Chicago has no jurisdiction on the University of Illinois campus, with the exception of establishments that are involved in City of Chicago programs. In the exceptional cases, the Health Authority must be present during the City of Chicago inspection. Whenever the City of Chicago attempts to perform food safety audits, the Environmental Health and Safety Office must be notified.

Temporary Food Events
❖ A “potluck event” is an event that meets all the following conditions:
   • People are gathered to share food at the event.
   • There is no compensation provided to people for bringing food to the event.
   • There is no charge for any food or beverage provided at the event.
   • The event is not conducted for commercial purposes.
   • It is generally understood by the participants at the event that neither nor the facilities have been inspected State or the local certified public health department.
   • The event is not held on public property.
❖ Notwithstanding any other provision of law, neither the Department of Public Health nor the health department of a unit of local government may regulate the serving of food that is brought to a potluck event sponsored by a group of individuals or a religious, charitable, or nonprofit organization by individuals attending the potluck event for consumption at the potluck event. Individuals who are not members of a group or organization sponsoring a potluck event may attend the potluck event and consume the food at the event. No fee may be charged for admission to a potluck event that is exempt from regulation under this Section, nor may food be sold at a potluck event that is exempt from regulation under this Section. A business establishment dealing in the sale of food items may not sponsor a potluck event. Potluck event food may not be brought into the kitchen of a business establishment dealing in the sale of food items. (410 ILCS 625/3.1)
Requirements of Temporary Food Events

- Any proposed temporary food/potluck events shall be submitted to the Health Authority for approval. The event details to include are the menu items, event date/time, and location shall be included in the submittal.

- Food safety training must be given to those that will be handling the foods at the event. A general guideline for food handling is provided in Appendix B.

- According to the 410 Illinois Compiled Statues 625/3.1, if a fee is charged at a potluck event a certified Food Service Sanitation Manager must be on-site at the event at all times during the event. An inspection of the temporary food event will be made just prior to the event start time to ensure compliance.

Vending Machines and Access

- After displaying proper identity the Health Authority shall be permitted to enter at any time when the operator or employer is present where vending machines and commissaries are operated, or from which such machines are serviced, for the purpose of determining compliance. The operator shall make a provision to provide access for the Health Authority, in the company accompanied with an employee, or to the interior of all vending machines operated by him/her. The Health Authority shall be permitted to examine records to obtain information regarding food and supplies purchased, received, or used.

Requirements of Foodborne Illness complaints

- Any person that suspects foodborne illness has occurred as a result of the consumption of food or drink at any University food service or retail food facility, should seek immediate medical attention, and report the event by contacting the Environmental Health and Safety Officer at (312) 996-7400. At which time a complaint report will be filed and a complaint inspection will take place.

Communication, Record Keeping, Maintenance

- Inform Deans, Directors, and Department Heads (DDDH) about new/revised Food Safety Policies.

- Assure at least an annual review of this policy.

- Update this policy when changes such as contact numbers change

- Archive of superseded Food Safety policies.

- Maintain files containing pertinent backup materials

- Maintain a current copy of this policy on the UIC Home Page website under “Food Safety.”
# APPENDIX A

## Food Inspection Report

<table>
<thead>
<tr>
<th>Date/Time</th>
<th>Building</th>
<th>Location</th>
<th>Inspected By</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Person interviewed</th>
<th>Type of Establishment</th>
<th>Permit #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

(*-) indicates Critical Items requiring Immediate Corrections within 30 days.

<table>
<thead>
<tr>
<th>Item #</th>
<th>Item Evaluated</th>
<th>Weight</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>*1</td>
<td>Wholesome: No spoilage at source</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Original container, Properly labeled &amp; dated</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>*3</td>
<td>Potentially hazardous food meets temp. requirements during storage, preparation, display, service, &amp; transportation</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>*4</td>
<td>Facilities to maintain product temp.</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Thermometers provided, accurate, &amp; conspicuously placed</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Potent. Haz. Food properly thawed</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>*7</td>
<td>Unwrapped &amp; potent. haz. food not re-served: Cross-</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

http://www.uic.edu/depts/envh
<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>contamination prevented.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8a</td>
<td>Food Protected during storage</td>
<td>3</td>
</tr>
<tr>
<td>8b</td>
<td>Food protected during preparation</td>
<td>3</td>
</tr>
<tr>
<td>8c</td>
<td>Food protected during service</td>
<td>2</td>
</tr>
<tr>
<td>9</td>
<td>Food (ice) handling minimized</td>
<td>2</td>
</tr>
<tr>
<td>10</td>
<td>Utensils (ice) protected, properly stored</td>
<td>1</td>
</tr>
</tbody>
</table>

**PERSONNEL**

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>*11</td>
<td>Persons with injuries restricted</td>
<td>4</td>
</tr>
<tr>
<td>*12</td>
<td>Hands washed &amp; cleaned; good hygiene</td>
<td>4</td>
</tr>
<tr>
<td>13</td>
<td>Clean clothes, hair restraints</td>
<td>1</td>
</tr>
</tbody>
</table>

**FOOD EQUIP. & UTENSILS**

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>Food (ice) contact surfaces designed, constructed, maintained, installed, located</td>
<td>2</td>
</tr>
<tr>
<td>15</td>
<td>Non-food contact surfaces designed, constructed, maintained, installed, located</td>
<td>1</td>
</tr>
<tr>
<td>16</td>
<td>Dishwashing facilities appropriate</td>
<td>2</td>
</tr>
<tr>
<td>17</td>
<td>Accurate thermometers, chemicals test kits provided</td>
<td>1</td>
</tr>
<tr>
<td>18</td>
<td>Dishes soaked, scraped, &amp; pre-rinsed</td>
<td>1</td>
</tr>
<tr>
<td>19</td>
<td>Wash, rinse water clean, proper temp.</td>
<td>2</td>
</tr>
<tr>
<td>*20</td>
<td>Sanitizing rinse clean, hot, concentration, exposure time</td>
<td>3</td>
</tr>
<tr>
<td>21</td>
<td>Wiping cloths clean, stored, restricted</td>
<td>1</td>
</tr>
<tr>
<td>22</td>
<td>Food contact surfaces free of chemicals</td>
<td>2</td>
</tr>
<tr>
<td>23</td>
<td>Non-food contact surfaces clean</td>
<td>1</td>
</tr>
<tr>
<td>24</td>
<td>Proper storage of clean equipment (food)</td>
<td>1</td>
</tr>
<tr>
<td>25</td>
<td>Single use items dispensed, stored, handled</td>
<td>1</td>
</tr>
<tr>
<td>#</td>
<td>Description</td>
<td>Score</td>
</tr>
<tr>
<td>----</td>
<td>-----------------------------------------------------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>26</td>
<td>Single service items not re-used</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td><strong>WATER</strong></td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>Water source safe, clean, hot &amp; cold under pressure</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>SEWAGE</strong></td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>Sewage &amp; waste water disposal</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>PLUMBING</strong></td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>Installed &amp; maintained</td>
<td>2</td>
</tr>
<tr>
<td>30</td>
<td>Backflow preventer (siphonage)</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>TOILET &amp; HANDWASHING</strong></td>
<td></td>
</tr>
<tr>
<td>31</td>
<td>Adequate number, accessible, designed, installed</td>
<td>3</td>
</tr>
<tr>
<td>32</td>
<td>Washroom cleaned, maintained, door self closing; hand soap, dryer/paper towels, &amp; waste can provided</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>GARBAGE DISPOSAL</strong></td>
<td></td>
</tr>
<tr>
<td>33</td>
<td>Adequate # &amp; covered, pest proof, clean</td>
<td>2</td>
</tr>
<tr>
<td>34</td>
<td>Outside area clean, properly constructed</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td><strong>PEST CONTROL</strong></td>
<td></td>
</tr>
<tr>
<td>35</td>
<td>Isolated from food. Presence of pests.</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>FLOORS, WALLS, &amp; CEILINGS</strong></td>
<td></td>
</tr>
<tr>
<td>36</td>
<td>Floors cleaned &amp; maintained</td>
<td>1</td>
</tr>
<tr>
<td>37</td>
<td>Walls cleaned &amp; maintained</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td><strong>LIGHTING</strong></td>
<td></td>
</tr>
<tr>
<td>38</td>
<td>Lighting adequate, shielded</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td><strong>VENTILATION</strong></td>
<td></td>
</tr>
<tr>
<td>39</td>
<td>Rooms &amp; equip. vented as required</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td><strong>DRESSING AREA</strong></td>
<td></td>
</tr>
</tbody>
</table>
## Food Safety Manual

<table>
<thead>
<tr>
<th></th>
<th>Item Description</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>40</td>
<td>Area cleaned, lockers/closets provided, located, clean, used</td>
<td>1</td>
</tr>
</tbody>
</table>

### OTHER

<table>
<thead>
<tr>
<th></th>
<th>Item Description</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>*41</td>
<td>Toxic items properly stored, labeled, used</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Item Description</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>42</td>
<td>Premises free of litter, unnecess. articles, maintenance equip stored,</td>
<td>1</td>
</tr>
<tr>
<td>43</td>
<td>Complete separation from living/sleeping quarters, laundry</td>
<td>1</td>
</tr>
<tr>
<td>44</td>
<td>Clean &amp; soiled linen properly stored</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Item Description</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>45</td>
<td>Management personnel certified? Y or N</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>FSSMC#</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Item Description</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>46</td>
<td>Fire protection adequate</td>
<td></td>
</tr>
</tbody>
</table>

### IMPORTANT TEMPERATURES

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frozen Food (0°F or below)</td>
<td></td>
</tr>
<tr>
<td>Cold Food (41°F or below)</td>
<td></td>
</tr>
<tr>
<td>Hot Food (140°F or above)</td>
<td></td>
</tr>
<tr>
<td>Hot Water (180°F)</td>
<td></td>
</tr>
</tbody>
</table>

### TOTAL SCORE

\[
\text{TOTAL SCORE} = 100 - \text{items checked}
\]

### Item Remarks and Recommendations for Corrections:
**Disclaimer: This document is a guidance document. Some of this information may not be applicable to certain food procedures. Please be aware that food prepared at home should not be served at “potluck” events that will be charging some form of fee to participate in that event. If there are any questions, please contact the Environmental Health & Safety Office.**

**Definitions**

**Cleaning** – A process which will remove soil and prevent the accumulation of food residues which may decompose or support the growth of disease or nuisance causing organisms and/or the production dangerous toxins.

**Cross-Contamination** - The transfer of disease causing microorganisms from a contaminated surface to a previously clean disinfected surface.

**Disinfectant** – A substance approved and registered by the Environmental Pollution Agency (EPA) to kill germs associated with surfaces and objects that may become contaminated during food handling.

**Disinfecting** – A process to control disease causing microorganisms and reduce food spoilage. Cleaning is effective in removing some germs and waste products. However, using a disinfectant is the best way to reduce the presence of germs to an acceptable low level.

**Foodborne Illness** - Is the result of ingestion of food or drink that is contaminated with pathogenic bacteria, parasites, viruses, or biological toxins or chemical agents.

**Food Hazard** - Means a biological, chemical, or physical property that may cause an unacceptable consumer health risk.

**Perishable Foods** – These are foods that require refrigeration. They include food containing meat, poultry, fish, shellfish, eggs, or milk products. Perishable foods are also known as potentially hazardous foods if not properly handled, stored or disposed of.
Personal Hygiene

Good personal hygiene practices are an essential part of providing safe food to customers. Among these hygiene practices, the most important is hand washing. Food service employees must wash their hands and forearms using the following procedure:

- First, moisten hands with hot water and apply hand soap.
- Second, vigorously rub hands together scrubbing between your fingers, under your fingernails, your forearms, and the back of your hands. You must continue scrubbing for at least 20 seconds. It is the hand soap combined with the scrubbing action that removes the dirt and germs from your hands.
- Third, you must completely rinse your hands under running water and dry them with a disposable paper towel.

Staff must be aware of what their hands are touching at all times. They should recognize when their hands become contaminated and wash them to keep from passing the contamination on to the food they are preparing and serving. It is always necessary to wash your hands:

- When you first arrive at work
- Prior to handling food, utensils, and single service articles
- Before putting on gloves to handle ready-to-eat foods and between glove changes
- Before and after handling or touching any raw foods such as raw meats, chicken, and eggs
- After using the bathroom
- After touching any part of your body or uniform
- After handling dirty equipment, dishes or utensils
- After taking a break
- After any other activity that may contaminate your hands such as washing dishes, sweeping the floor, taking out the trash, eating or drinking, coughing or sneezing

One must wash their hands in an approved, designated hand sink. Sinks used to wash dishes or prepare food are not approved for hand washing. The hand wash sink must always be accessible and have an adequate supply of hot water, hand soap, and paper towels.

Staff that work with food must always use good hygiene and be in good health:

- Bathe daily and wear clean cloths
- Never go to work when sick, especially if you have symptoms of diarrhea, vomiting, fever, or if you have any discharge from your nose or eyes
Food Safety Manual

- Notify your supervisor when you are sick and certain illnesses will require you to stay home until you have a doctor's clearance
- Fingernails should be cut and maintained and should not be painted or have fake fingernails
- Jewelry must be removed prior to handling food with the exception of a simple wedding band
- When working with open food, staff must have an effective hair restraint, such as a hat or hair net
- Never eat or smoke in food preparation or food storage areas

Direct bare hand contact with ready-to-eat foods is prohibited. Ready-to-eat foods are those that will not be subjected to further cooking or heating to destroy bacteria; these may include, sandwiches, cut fruit, bread, tortillas, salads, or any cooked food. In order to handle ready-to-eat foods, one should use utensils, tongs, scoops, or wax paper. In situations where it becomes necessary to touch the food with hands, always wear disposable, non-latex gloves. Even though one may use gloves to handle food with hands, always wash hands prior to putting on gloves and change the gloves when they become contaminated. **Always wash hands each time you change your gloves or remove contaminated the gloves.**

**Cleaning and Sanitizing**

Maintaining the kitchen scrupulously clean is vital to food safety. One should recognize that even surfaces that appear clean might still have harmful germs that you cannot see. Only by cleaning and sanitizing equipment, dishes, and surfaces that come into direct contact with food, can you eliminate and destroy these invisible germs.

There is a difference between washing and sanitizing. Washing removes visible soil and contamination and sanitizing kills and reduces the number of harmful bacteria that you cannot see. Staff workers are required to both wash and sanitize every surface that comes into contact with food to assure that they are completely free of any contamination.

Wiping cloths for cleaning and sanitizing must be available in every work area for equipment such as meat slicers, counters, food preparation tables, cutting boards, and utensils. Always wash, rinse, and sanitizer these surfaces before and after they have come into contact with food. Also, because bacteria grow and multiply in moist environments, moist wiping cloths must be stored in a bucket of water and sanitizer when they are not in use. This sanitizing solution must be changed frequently; food debris and organic matter uses up the sanitizer quickly.

It is important that the disinfectant be at the proper concentration to ensure that the germs are destroyed and that the solution is not dangerous. The only sure way to measure the concentration is with a paper test strip. The white paper test strips will change to a medium blue if the chlorine is at the correct concentration- between 50 and
100 parts per million. If one uses other types of disinfectants, such as quaternary ammonia or iodine, the appropriate test strips for these products must be used according the manufacturer’s instructions. **NOTE: When using disinfectants, read the safe handling procedures carefully and following the recommended precautions for personal protection. NEVER mix chlorine-based disinfectants with ammonium-based disinfectants.**

The same principles of washing and rinsing apply when washing dishes by hand in a three-compartment sink. Before starting, clean each sink compartment and drain board. Then pre-scrrape the dishes to remove the excess food. Then begin the three-step process:

- In the first compartment, thoroughly wash the dishes with detergent and hot water.
- In the second, rinse the dishes in clean hot water to remove the soap. (Mixing detergent with sanitizer can prevent the disinfectant from eliminating the germs)
- Third, the dishes must be sanitized in a solution of sanitizer and room temperature water. Ensure that the sanitizer is at the adequate concentration by using the appropriate chemical test strips. The dishes should remain completely immersed in the solution for at least 30 seconds.

After cleaning and sanitizing, it is necessary to let the dishes air dry on the drain board or rack. Once dry, store them in a clean place where they will be protected from contamination.

### Cross-Contamination and Food Storage

Cross-contamination occurs when harmful germs from raw foods or contaminated surfaces are passed onto the food. This transfer of germs may occur in any of the following situations:

- When hands that have touched raw food touch foods that are ready to eat.
- When raw or contaminated food touch foods that are ready to eat.
- When a ready to eat food comes into contact with surfaces that were not properly washed and sanitized after having been in contact with a raw food. Food contact surfaces include cutting boards, knives, utensils, and food preparation tables.
- When dirty wiping cloths or wiping cloths contaminated with raw foods are used on surfaces that come into contact with ready to eat foods.

You can prevent cross-contamination by washing and sanitizing every utensil, cutting board, food preparation table, and work area before and after coming in contact with food. Use the cleaning methods previously mentioned and adequately wash your hands, especially after handling raw foods.
In addition, always stored raw meats, eggs, poultry, and fish in containers and store them on the lowest shelves of the refrigerator. This will prevent the raw products from leaking or falling onto foods that are ready to eat. Finally, all foods must be stored at least six inches above the floor at all times.

Foods should always be used in the same order in which they were received. All arriving food products should be marked with a date so you know which inventory to use first.

In addition, any ready-to-eat potentially hazardous food (see definition below) must be marked with a discard date at the time of opening or preparation. The discard date must be 7 days after the food was prepared or opened, if the food has been refrigerated at 41º F or less. (4 days if refrigerated at 45º F)

Food Temperatures

Cooking the food to the proper temperature is the best way to destroy harmful germs that may be present in foods. Most types of germs are killed through cooking. The cooking temperatures may vary depending on the type of food.

It is extremely important that one use a metal stem thermometer to check the temperature of the food you are cooking. To correctly measure the temperature, insert the thermometer into the thickest part of the food that is cooking. The thermometers must be washed and sanitized before coming into contact with the food, and between uses, to prevent contamination.

Any food cooked in a microwave oven must be cooked to 165º F, stirred at least once during cooking, and then left to stand covered for a minimum of two minutes prior to serving.

Once the food has been cooked to the appropriate temperature, the food must be kept free from contamination. In the same manner, all ready to eat foods should be protected from contamination because they will be consumed without further cooking.

The Temperature Danger Zone

Potentially hazardous food (or food that can support the growth harmful bacteria) must be maintained above 130º F or less than 41º F at all times. This means that food that is held cold in a refrigerator should be below 41º F and cooked food that is being held hot must be held above 130º. Harmful bacteria grow and multiply very quickly between 41º and 130º. The range of temperatures between 41º and 130º is called the temperature danger zone. Whenever possible, avoid having foods in the temperature danger zone. Likewise, all potentially hazardous foods should spend as little time as possible in the temperature danger zone during preparation, reheating, and cooling.

Reheating Food
Food that is cooked and refrigerated that is being prepared for immediate service may be reheated to any temperature. However, if a food is cooked, cooled, and reheated with the intention of holding it hot, the food must be reheated to a temperature of at least 165°F. Reheating must be rapid. Cold foods placed into a steam table will not reheat quickly enough. Instead use a microwave, stovetop, or oven to heat the food before placing it in the steam table. A food should only be reheated once.

**Cooling Food**

Cooling is usually the riskiest step in food preparation. If the food is not cooled properly the food can remain in the temperature danger zone too long. It can be very difficult to cool food quickly and most refrigeration units are not designed or capable of this. Therefore, avoid cooling whenever possible. Prepare foods daily by cooking and holding hot only the food that will be served during that day.

Nevertheless, the cooling of some foods is unavoidable and one must know the proper way to cool foods quickly. Cooling foods rapidly can be achieved using one or more of the following methods, based on the type of food that is to be cooled:

- Separate the food into smaller portions or thinner portions and place them in shallow containers
- Stir the food while the container is submerged in a water and ice bath
- Use metal containers to allow easier heat transfer
- Add ice as an ingredient
- Use equipment designed for quick cooling of foods
- Leave the food partially covered or uncovered. (If it is protected from contamination)

**Thawing Food**

Foods must never be left to thaw at room temperature. At room temperature the outer part of the food will thaw quickly and may remain in the temperature danger zone for too long while the center of the food continues thawing. The safest way to thaw food is inside a refrigerator. Inside the refrigerator the temperature of the food will always remain below 41°F, out of the temperature danger zone. In order to thaw raw products, place them in a container and store the container on the lowest shelf in the refrigerator to prevent contamination of the other foods. One can also thaw foods under cold running water or in a microwave if it is part of the cooking process.

**Various Food Types and Recommended Cooking Temperatures**

<table>
<thead>
<tr>
<th>TYPE OF FOOD</th>
<th>TEMPERATURE (Degrees F)</th>
<th>EXAMPLES</th>
</tr>
</thead>
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<table>
<thead>
<tr>
<th>Food Type</th>
<th>Temperature</th>
<th>Food Type</th>
<th>Temperature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eggs (That are for immediate service)</td>
<td>145</td>
<td>Eggs over easy, scrambled eggs to order</td>
<td></td>
</tr>
<tr>
<td>Eggs (That are not for immediate service)</td>
<td>155</td>
<td>Custard, scrambled eggs on a buffet line</td>
<td></td>
</tr>
<tr>
<td>Ground Beef</td>
<td>155</td>
<td>Hamburgers, meat loaf, sausage</td>
<td></td>
</tr>
<tr>
<td>Non-Ground Meats</td>
<td>145</td>
<td>Steak, roasts, pork chops, corned beef</td>
<td></td>
</tr>
<tr>
<td>Poultry</td>
<td>165</td>
<td>Chicken, turkey, chicken patties</td>
<td></td>
</tr>
<tr>
<td>Seafood</td>
<td>145</td>
<td>Fish filet, shrimp, mussels</td>
<td></td>
</tr>
</tbody>
</table>

Food Handling Procedures

- Food must be brought in as close to the serving time as possible and should be brought directly from the restaurant/food establishment to the site. The longer the amount of time food is left in the danger zone (41º F to 140º F), the increased chances for bacteria growth and the greater the possibility for someone to become sick!

  - If dishes have to be picked up the night before, please follow the proper cooling procedures below:
    1) Food starting at a temperature of 140º F or above should be placed in the refrigerator immediately; the temperature must drop to 70º F in two hours.
    2) From 70º F, the food must be covered and allowed to drop to 41º F in four hours (6 hours total).
    3) To speed up the cooling process, cut foods into smaller portions and separate into smaller containers or use shallow pans (4 inches or less).

Note: When cooling dishes in the refrigerator, DO NOT store dishes under any foods that require further washing or cooking such as raw meat and vegetables. This may lead to cross-contamination.
Hand washing facilities, single-use gloves, and hairnets/caps must be used by those persons that will be handling/serving food. Hands should be washed in warm water and soap. Rub hands together for 30 seconds, rinse and dry hands with disposable paper towels. Do NOT use common kitchen towels to dry hands. Gloves must be worn only after hands have been washed.

- Gloves should be changed and disposed after each task, interruption or whenever contaminated. The same goes for hand washing.
- Hair must be kept under control by wearing a cap, hairnet, or bun-tie with hairnet.

Hot food items must be kept at 140º F or above. Cold/refrigerated food must be kept at 41º F or below.

- If the temperature for hot food drops below 140º F, then it has to be reheated to 165º F and attain this temperature for 15 minutes. The food should be reheated rapidly and should be performed in an oven. No hot holding devices should be used for this purpose (therefore, no chaffing dishes, warmers, crock pots, etc).
- Use warming units to keep hot foods at the proper temperature and keep cold foods in refrigerators or submerged in ice to maintain temperature.

Each item of food must be kept covered at all times during service and transportation. Food must be kept covered in plastic wrap or aluminum foil to maintain food temperatures and to prevent contamination.

- During service, replace covers on dishes after each serving and do NOT allow the covers to be placed on the ground. Prevent covers from being placed on the ground where they may become contaminated. Prevent food from being left uncovered.

Utensils and serving dishes must be from an approved source and must be washed and sanitized at the site before service. Utensils and serving dishes cannot be used if they contain any cracks, chips, breaks or holes. Utensils and serving dishes must be cleaned in a 3-compartmental sink or a 2-compartmental sink and a dishpan.

- The 3-compartmental sink should have in this order:
  1. Hot soapy water
  2. Hot rinse
  3. Sanitizer dip
- The steps to dishwashing are:
1. Scrap/scrub dishes and utensils.
2. Wash in hot water (110º F) containing a good detergent (1st compartment).
3. Rinse thoroughly in clean water (2nd compartment).
4. In the 3rd compartment, a sanitizer dip of dilute bleach and warm water (follow directions on bleach container)
5. Dip dishes and utensils in sanitizer.
6. Air dry and store face down (towel drying may rub germs back onto clean dishes).

- **Serving utensils must remain within their respective dish with the handle extending out of the dish.** For example, this means the spoon used to serve rice should remain in the rice dish and NOT used for any other dish!

- **Limit the quantity of food out set out for service, especially cold foods.** This will help to prevent bacteria growth from occurring which can lead to food poisoning.

**Four Simple Food Safety Rules to Remember:**

- **Keep hot food above 140º F**
- **Keep cold food below 41º F**
- **Keep hands, work surfaces, and utensils clean!**
- **Never leave perishable food out of the refrigerator over 2 hours!**

**Toxic Chemicals and Pest Control**

All chemicals, lotions, detergents, medicines, sanitizers, and cleaners must be stored away from food, utensils, and food preparation areas. Any chemical product that is not in its original container must be clearly labeled as to its contents. For example, when you transfer a chemical from its original container to a spray bottle, the spray bottle must now be labeled with the name of the chemical.
Pesticides and pesticide equipment cannot be present or stored in a food establishment. Applying any pesticide is strictly prohibited unless it is done by a professional, licensed pest control applicator. Pesticides should only be used as a last resort, after every available preventive measure has been taken. The best way to control cockroaches, mice, flies and other pests is to keep the establishment and garbage areas clean, and to eliminate hiding places.

Thermometers

Any refrigeration equipment you use must be equipped with a thermometer that measures the internal temperature. Use a metal stem thermometer to check foods you are cooking, holding hot or cold, or cooling. Thermometers must be cleaned and sanitized prior to being inserted into the food and between uses to prevent contamination of the food.

Emergencies

Know how to respond to emergency situations. If a sewer or waste system backs up in the drain or if the water supply is cut off or damaged, immediately notify the manager.

If an important piece of equipment used to keep foods hot or cold fails, act quickly. If possible, shift food into an alternate refrigerator or warming unit. When unsure how long a refrigerator or freezer has been malfunctioning, take the temperature of foods inside the unit using a metal stem thermometer. If the food is above 45º F, discard it. If frozen food has thawed, do not refreeze it, and discard it if the temperature exceeds 45º F.

Food Guidelines for Dishes Prepared at Home

NOTE:

- Food should be prepared at an approved (licensed) site.
- Home prepared food products are usually never permitted at temporary food/potluck events because:
  - There are no controls on the conditions of preparation or storage of foods
The potential allergic reactions by customers who have consumed food at an event that may have been contaminated with pet dander or pet hair.

**Therefore, take the following directions very seriously!**

- **After grocery shopping, bring food straight home and place in the refrigerator or freezer!**
  - Make sure food items are in good condition when picking up groceries at the store.
  - Be sure your refrigerator is set at 40°F and the freezer at 0°F. Use a properly functioning numerically scaled thermometer to check the temperature of your refrigerator and freezer.
  - When refrigerating raw meat, poultry, or fish, do NOT store them over already processed food. Contaminated juices can drip onto other food.

- **Wash hands and exposed portions of arms with soap and water, rubbing hands together for 30 seconds. Rinse and then dry hands with disposable paper towels.**
  - Wash hands after any breaks or interruptions, such as after smoking, scratching your body, sneezing, coughing, handling dirty dishes or raw meat, and handling garbage.
  - Keep hair pulled back.

- **Do NOT thaw food on the kitchen counter. Thaw food either in the microwave, in the refrigerator, or under running cold water.**

**Preparing Food:**

- **Do NOT prepare food in the same room where pets are allowed.**
- **Consider ALL raw meat contaminated. KEEP raw meat, raw chicken/poultry and raw fish and their juices AWAY from other food items.**
  - Designate one cutting board and knife for meat.
  - Platters that had raw meat on them must be rewashed, if cooked meat will be put back on them.
  - Cutting boards, knives, platters, bowls, etc. should be removed from the preparation area and washed as soon as possible after each use.
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- Grains (rice, flour, starch, etc.) if uncooked carry contaminates.
- Properly wash fruits, vegetables, rice, and meats.

- After cooking, follow the proper cooling procedures discussed earlier.