

**Ohio Department of Agriculture**  
Division of Food Safety  
**Ohio Department of Health**  
Bureau of Environmental Health

---

2003

*PILOT*

## **Survey Methodology**

**For Evaluation of Retail Food Establishment and Food Service Operation Programs  
of Health Districts in Ohio**

## Introduction

The Ohio Revised Code in section 3717.11 requires that the Directors of Agriculture and Health survey at least once every three years, each board of health that licenses retail food establishments and food service operations. The purpose of the survey is to determine whether the board is qualified and has the capacity to administer and enforce the law and the rules adopted under the law.

The survey is designed to evaluate all health districts using the same standards. However, this survey also provides a mechanism for health districts to set goals for their programs through realistic incremental steps.

The Ohio Departments of Agriculture and Health are committed to helping each health district reach its full potential.

## Definitions

“Director” means the director of the Ohio Department of Agriculture or the Ohio Department of Health as applicable.

“Food safety program” means the retail food establishment program or food service operation program, as applicable.

“Surveyor” means Ohio Department of Agriculture or Ohio Department of Health specialist.

“Time-line” means actions that are associated with a date for completion.

## Standards for Evaluation

The standards used for evaluation generally fall into one of the following three categories:

1. Administrative aspects of the program,
2. Requirements of the rules as applied to the inspection of facilities, and
3. Performance standards.

The administrative aspects encompass requirements of the law and rules governing the management of the food safety program. This includes items such as cost analysis, fee setting, licensing, inspections, procedures, new facility layout approval, and enforcement.

Application of the requirements of the rules as applied to the inspection of facilities using the *Ohio Uniform Food Safety Code* will be assessed. Prior to the initiation of the first full survey cycle, the Departments of Agriculture and Health will perform a statewide audit of facilities in order to establish the overall statewide level of compliance with the food safety code. This audit will consist of randomly selected facilities throughout the state.

The third item, performance standards, encompasses items that are essential in facilitating compliance with the

requirements of an inspection program in addition to those that are enhancements for a quality program. Performance standards include items such as intra-departmental communications, outreach to the regulated community, foodborne disease investigation procedures, as well as evaluation of, standardization and on-going training of staff sanitarians.

Please note that all sample selections made for the survey will utilize a recognized random selection process.

### Findings and Goal Setting

At the conclusion of the survey, a health district will receive a report of the status of their food safety program. Additionally, the establishment of program goals will help them to realize a dynamic food safety program that is committed to excellence.

### Methodology

#### I. Preparatory Actions

The surveyor will contact the health commissioner of the health district or a person acting on his or her behalf to schedule a time (within the next 30 days) to begin the survey. A letter confirming the date and time will be sent to the health commissioner and copied to the director of environmental health. Included with the confirmation letter will be a "Health Department Information" form [Appendix 1] that should be completed prior to the surveyor's arrival.

Should the form not be completed prior to the survey, additional survey time will be necessary.

#### II. Examination of Administrative Aspects

The survey will examine all administrative aspects and documents required by law and rule. The surveyor will complete the "Status of Compliance" form [Appendix 2] in accordance with the methodology detailed in "Determining the Status of Compliance" [Appendix 3]. Each item will be marked as either "meets" or "needs improvement". The "comments" section on the form will further detail the status of the item.

For all items, "meets" will be marked when there is substantial compliance. Any minor deviations from total compliance will be documented in the "comments" section. "Needs improvement" will be marked when there are specific acts or items of noncompliance. The details of the noncompliance will be documented in the "comments" section of the form.

For each item marked "needs improvement" or for items marked "meets" but for which there are actions that can be taken by the health district to improve performance, as evidenced by the "comments" section; a plan of action must be developed. The plan of action for each of these items must be developed and documented on the form "Action Plan" [Appendix 4] within 45 days of the health district's receipt of the survey findings. The completed action plans (once accepted by the director) are considered as part of the survey results.

Action plans may be developed independently of or in consultation with the surveying agency. In cases where there are substantial compliance problems, the state agency will help the health district meet its compliance schedule through tailored training and stepped compliance actions. A reasonable time-line for compliance with each aspect, in any case, must be a part of the plan.

III. Examination of the Application of the Ohio Revised Code Chapter 3717, the Ohio Administrative Code Chapter 901:3-4 / 3701-21, and the Ohio Administrative Code Chapter 3717-1 (*Ohio Uniform Food Safety Code*).

A review of the status of compliance with certain provisions of the *Ohio Uniform Food Safety Code* within a health district will be conducted [Appendix 5]. This initial review is for the purpose of establishing a baseline within the health district against which efforts by the health district can be measured in future years. Additionally, this information will be collated into a database to examine trends within the state and to allow a district to assess their status in relationship to all health districts in Ohio.

Due to the inherent inability to reliably measure foodborne illness prevention directly, the survey will examine the factors that contribute to foodborne illness. By reducing the frequency of occurrence of these factors, we can indirectly infer that prevention of illness has taken place. The Centers for Disease Control (CDC) through examining the data on the causes of foodborne illness

has established that certain behaviors in food handling are those that most often result in foodborne illness. These behaviors can be controlled through proper application of the appropriate rules of the *Ohio Uniform Food Safety Code*. The baseline survey will attempt to establish the level of foodborne illness intervention that is currently present in retail food establishments and food service operations by measuring the occurrence of the risk factors that are not controlled.

In assessing the control of the risk factors through use of the baseline survey, an *a priori* assumption will be made. This assumption is that a risk factor that is under control in a Risk Level 3 or 4 facility would also be under control if it appeared in a Risk Level 1 or 2. It assumes that the control exerted by a health district in a Risk Level 1 or 2 facility will be at least equal to the control exerted on a Risk Level 3 or 4 facility. By making this assumption, the number of observations per sample is maximized; and results that are skewed due to differences in the proportion of Risk Level 1 and 2 facilities to Risk Level 3 and 4 facilities in districts, as well as in the survey sample selection, are minimized. Therefore, the number of facilities that will be sampled will be based upon the total number of Risk Level 3 and 4 facilities and the number of inspecting sanitarians. Table A of Appendix 6 will be used to determine the minimum sample size necessary.

The section of the baseline survey marked “Good Retail Practices and Code Interventions” gives an indication of a health district’s control over items that do not have a high

probability as a cause of foodborne illness but can be considered as adjuncts or prerequisites to an effective program. These items are grouped into large categories and will be looked at using a broader focus than the evaluation of the control of the foodborne illness risk factors.

#### IV. Performance Standards

Performance standards are items that are not required by the retail food establishment and food service operation law or rules. However, without attention given to these items, a district will find it increasingly difficult to attain and maintain a program that meets the objective of a food protection program. Without industry confidence in a health district's regulatory competence, and the partnership necessary to achieve safe food, the goal of reducing foodborne illness is less likely to result.

The survey will look at each of the standards as outlined in Appendix 7. The status of each standard will be evaluated by a written statement. The health district will then be asked to complete the "Action Plan" form [Appendix 4], detailing the district's plan for meeting any performance standard not yet met. Action plans are encouraged to include step-by-step actions to be taken to meet a performance standard. In some cases, a health district may create an action plan that spans a number of years.

Appendix 8 details the evaluation of a health district's inspecting sanitarians. This performance standard

specifies the attributes that the sanitarian should possess to be effective in inspection. Each sanitarian will be evaluated performing inspections and completing an inspection report in five risk-classified level 3 or level 4 facilities. These facilities will also be used for the evaluation of the application of the Ohio Revised Code Chapter 3717, the Ohio Administrative Code Chapter 901:3-4 / 3701-21, and the *Ohio Uniform Food Safety Code* in the control of the CDC foodborne disease risk factors, code interventions, and good retail practices. A sanitarian that only conducts a small number of inspections in lower risk facilities, incidental to other duties, will not be evaluated.

#### V. Survey Findings

##### A. Report

At the conclusion of the survey, the surveyor will meet with the health commissioner or person designated by the health commissioner and apprise him/her of the initial findings. The final report will be sent to the health district within 45 days of the exit meeting.

Any required action plan must be received by the director within 45 days of the health district's receipt of the final survey report. Any additional comments regarding the survey should also be received during this time period.

Failure to submit and adhere to the action plan will result in a meeting with a representative of the

Director to discuss the deficiencies and whether the district's status should be "provisional". If a district's status was originally determined to be "provisional", the meeting will discuss whether disapproval of the district's program is warranted.

## B. Determination of a Health District's Status

### 1. Administrative

The Administrative portion of the survey is divided into seven areas. These areas are cost analysis, fee setting, licensing, inspections, procedures / methods, facility layout & equipment approvals, and enforcement. Within these areas, there are items that are marked with an asterisk. Asterisked items must be complied with (marked as "meets" by the surveyor) or the result will be a "provisional" status for the district.

### 2. Field

The field portion of the first survey is to establish a baseline against which future progress can be measured. For a health district's *initial* survey, this is a status report only. In subsequent years, control of the risk factors for foodborne illness must show improvement, if necessary, based upon the initial baseline survey and upon the overall statewide results.

### 3. Performance Standards

Meeting the "Performance Standards" is not mandatory, but it is anticipated that not meeting them may result in less than an effective food safety program. They can also be thought of as items without which a program cannot be considered as exemplary. Failure to comply with these items will not place a district on "provisional status"; however, compliance with them may affect the district's overall status.

### C. "Provisional" Status

A board or authority that has been classified as "provisional" will be given:

1. A time frame within which deficiencies will need to be corrected;
2. Procedures for program disapproval that the department of agriculture or health will pursue if the licensor fails to correct the major deficiencies revealed by the survey; and
3. An opportunity to request a meeting with a representative of the director to discuss the deficiencies.

### Conclusion

The Ohio Department of Agriculture and the Ohio Department of Health view the survey as a tool to identify areas where licensors may benefit from training and other

assistance to further their activities in protecting the health of the public. With the national goal of reducing the occurrence of CDC identified risk factors for foodborne illness in all types of retail food establishments and food service operations by 25% by October 1, 2010, cooperation is needed on all fronts – local, state, and industry. Whether a licensor is ready to examine their program in a critical manner and thus address their weaknesses, acknowledge their strengths, and accept praise for progress is perhaps the single most important factor that contributes to a dynamic food safety program that achieves excellence.

# PILOT

Dear \_\_\_\_\_ :

This is to confirm the scheduling of your \_\_\_\_\_ survey for \_\_\_\_\_ at \_\_\_\_\_ .

This survey is conducted pursuant to Ohio Revised Code Section 3717.11 and in accordance with the Ohio Administrative Code rule \_\_\_\_\_. To complete the survey in a timely manner, please assemble the information listed on the attachment to this letter.

Should you have any questions regarding the survey, please contact \_\_\_\_\_ .

Sincerely,

Attachment

Cc. Director of Environmental Health

# PILOT

The following items should be assembled prior to the surveyor's arrival:

- License report forms and transmittal forms for the last complete licensing period.
- Applications for licenses for the last complete licensing period.
- A copy of your cost analysis showing the calculation of your maximum licensing fees.
- Information regarding notice of proposed license fees given to those affected by the proposed fee.
- Information regarding public hearing for licensing fees.
- Board of health minutes documenting license fee adoptions.
- Adopted fee schedule.
- Proof of publication of fees.
- Board of health resolution giving the health commissioner the authority to suspend a license in cases of emergency {if applicable}.
- Board of health resolution stating which persons employed by them may take actions pursuant to ORC 3717.29(C)(1) / ORC 3717.49(C)(1) {Legal notices leading to license action}.
- Completed Health Department Information form {attached}.
- Board of Health minutes documenting authorization of personnel to embargo food and/or tag equipment.



### Health Department Information

<b>Health Department:</b>		
<b>Address:</b>		
<b>City:</b>	<b>Zip Code:</b>	<b>County:</b>
<b>Phone No.:</b>	<b>Secondary Phone No. (if available):</b>	
<b>Fax No.:</b>	<b>Email Address:</b>	

<b>Health Commissioner:</b>	<b>Phone No.:</b>
<b>Email Address:</b>	<b>Office hours:</b>

<b>Director of Environmental Health:</b>	<b>Phone No.:</b>
<b>Fax No.:</b>	<b>Email Address:</b>

<b>Food Program Supervisor:</b>	<b>Phone No.:</b>
<b>Fax No.:</b>	<b>Email Address:</b>

<b>Number of Retail Food Establishments Currently Licensed:</b>	<b>Number of Retail Food Establishments Licensed Previous Year:</b>
---	---

List below the names of all sanitarians that work in the Retail Food Establishment Program. Please indicate whether they are Registered Sanitarians (RS) or Sanitarians-in-Training (SIT). Use the continuation page if necessary.

Name	RS / SIT



## Status of Compliance

### COST ANALYSIS

Item No.	Provision	Meets	Needs Improvement	Comment	Action Plan?
1	Use of proper forms & methodology. Costs used in calculations are reasonable & necessary expenses determined in accordance with the applicable principles & standards established by OBM circular A-87 [ORC 3717.071(A), OAC 901:3-4-04, OAC 3701-21-02.2]				
2	Submission to the Director of Agriculture / Health by January 1 [ORC 3717.071(B)]				
3	Provided upon request [ORC 3717.25(A), ORC 3717.45(A)]				
4	Conducted each year [OAC 901:3-4-04(A), OAC 3701-21-02.2(A)]				
5*	Performed for each component of the food safety program for which the licenser issues licenses [OAC 901:3-4-04(A), OAC 3701-21-02.2(A)]				
6*	Costs used in calculating maximum license fees do not exceed: (a) 30% for support (b) for Risk classified operations an assessment of no more than an average of 9 sanitarian hours/operation [OAC 901:3-4-04(B) & (D), OAC 3701-21-2.2(B) & (D)]				
7	Anticipated increases in costs limited to those for which there has been official notification or board approval [OAC 901:3-4-04(D), OAC 3701-21-2.2(D)].				
8	Maximum fees permitted are reduced by amount of penalty or overcharge (if applicable) [ORC 3717.07(B)(4)-(B)(6), OAC 901:3-4-04(E), (F) & (G), OAC 3701-21-02.2(E), (F) & (G)].				

**FEE SETTING**

Item No.	Provision	Meets	Needs Improvement	Comment	Action Plan?
9*	<p>Licensing fees do not exceed the maximum calculated fee. Licensing categories are as required by rule. Any fees that have been disapproved are not being charged. [ORC 3717.25(A), OAC 901:3-4-03, OAC 901:3-4-04, ORC 3717.45(A), OAC 3701-21-02.1, OAC 3701-21-02.2]</p> <p>For Vending FSO: the fee may not be increased by a percentage of increase over the previous year's fee that exceeds the percentage of increase in the consumer price index for the immediately preceding calendar year. [ORC 3717.07]</p>				
10	<p>30 days prior to establishing a licensing hearing, a public hearing on the proposed fee was held [ORC 3717.25(A), ORC 3717.45(A)]</p>				
11	<p>30-day notice of hearing was mailed to affected entities. Notice contained the place, date, time, &amp; amount of proposed fees. [ORC 3717.25(A), ORC 3717.45(A)]</p>				

**LICENSING**

Item No.	Provision	Meets	Needs Improvement	Comment	Action Plan?
12	Use of application form prescribed / approved by Director of Agriculture / Health [OAC 901:3-4-02, OAC 3701-21-02]  License is not issued until a complete application is submitted. [ORC 3717.23(B), ORC 3717.43(B)]				
13	Licenses not renewed prior to February 1 [ORC 3717.23(D), OAC 901:3-4-02, ORC 3717.43(D), OAC 3701-21-02]				
14	The license holder is charged a proper penalty fee for late application. [ORC 3717.23(D), OAC 901:3-4-02(D), ORC 3717.43(D), OAC 3701-21-02(E)]				
15	Temporary Licenses -- No more than 10 licenses issued per person; only 1 license issued to a person per event; not issued for more than 5 consecutive days unless in accordance with law [ORC 3717.23 (E), ORC 3717.43(E)].  Temporary licenses are not renewed. [ORC 3717.23(D), ORC 3717.43(D)]  Temporary licenses may not be transferred. [ORC 3717.26(B), ORC 3717.46(B)]				
16	Limitations placed on licenses in accordance with law [ORC 3717.23(F), OAC 3717-1-09(C) & (D), ORC 3717.43(F)].  Mobile licenses have equipment, equipment layout, & items to be sold on the back of license. [ORC 3717.23(B), ORC 3717.43(B)]				
17	Determination of "Primary Business" made according to code [ORC 3717.24(B), OAC 3717-1-02, ORC 3717.46(B)]				

**LICENSING - continued**

Item No.	Provision	Meets	Needs Improvement	Comment	Action Plan?
18	Fees used only for administration & enforcement of RFEs / FSOs. [ORC 3717.25(A), OAC 901:3-4-02(D), ORC 3717.45(A), OAC 3701-21-02(E)]				
19*	Licensor charges no additional fees to RFEs / FSOs except for: facility review & equipment specifications; collection & bacteriological sampling; education courses [ORC 3717.25(B), OAC 901:3-4-02(D)(3), ORC 3717.45(B), OAC 3701-21-02(E)(3)]				
20*	Licensor collects correct state amount & certifies the amount to the Director of Agriculture / Health within 60 days of the end of the month in which a license is issued. [ORC 3717.25(C), OAC 901:3-4-02(E), ORC 3717.45(C), OAC 3701-21-02(F)]				
21	If licenses are transferred – conditions of transfers: sale/disposition of RFE / FSO or relocation of the RFE / FSO; determination that license holder is in compliance with ORC & OAC (by recent inspection) [ORC 3717.26, ORC 3717.46]				
22	A license transferred not more than once & transferred only with the license holder's permission. [ORC 3717.26, ORC 3717.46]				
23	Risk classified facilities' risk levels are determined according to rule [OAC 901:3-4-05, OAC 3701-21-02.3].				
24	Requirement for the health district to have a licensing council. [ORC 3709.41 – Am. Sub. SB 136]				

**INSPECTIONS**

Item No.	Provision	Meets	Needs Improvement	Comment	Action Plan?
25*	Conducted at the frequency required [ORC 3717.27(A), OAC 901:3-4-06, ORC 3717.47(A), OAC 3701-21-02.4].				
26*	Done by an RS or RSIT [ORC 3717.27(A), ORC 3717.47(A)]				
27	Recorded on the proper form [ORC 3717.27(A), ORC 3717.47(A)]				
28	Reports for mobile RFEs / FSOs (licensed by another health district) are sent to the licensor. [ORC 3717.27(B), ORC 3717.47(B)]				

**PROCEDURE / METHOD**

Item No.	Provision	Meets	Needs Improvement	Comment	Action Plan?
29	Method to protect confidentiality of "Trade Secrets" of a license holder [ORC 3717.28, ORC 3717.48].				
30	Procedure regarding complaints of RFEs / FSOs, include (a) complaint form (b) time frame for investigation based on risk to the public's health (c) criteria for declining to investigate [OAC 901:3-4-09(A), OAC 3701-21-02.5(A)]				
31	Results of complaint investigations are properly documented on a RFE / FSO inspection form. The complaint form, laboratory results, and inspection form are filed in the facility's file. [OAC 901:3-4-09(B), OAC 3701-21-02.5(B) & (C)]				

## FACILITY LAYOUT & EQUIPMENT APPROVAL

Item No.	Provision	Meets	Needs Improvement	Comment	Action Plan?
32	Submitted materials acted upon within 30 days of receipt [OAC 901:3-4-07, OAC 3701-21-03].				
33	Requires appropriate materials submission [OAC 3717-1-09(A)].				
34	Approvals made in conformance with rules [OAC 3717-1-09(B)].				
35	Limitations documented [OAC 3717-1-09(C) & (D)].				
36	Temporary facility plans reviewed [OAC 3717-1-09(E)].				

## ENFORCEMENT

Item No.	Provision	Meets	Needs Improvement	Comment	Action Plan?
37	Procedure followed for nonemergency enforcement (including proper designation of persons to act on behalf the board of health for certain allowed actions) [ORC 3717.29, OAC 901:3-4-08(B), ORC 3717.49].				
38	Procedure followed for “clear & present danger” / “immediate danger to the public health” enforcement (including proper designation by the board of health for the health commissioner to act in their behalf). [ORC 3717.29, ORC 3717.49]				
39	Prosecutes RFEs / FSOs for operating without a license [ORC 3717.31, ORC 3717.50].				

**ENFORCEMENT - continued**

Item No.	Provision	Meets	Needs Improvement	Comment	Action Plan?
40	Prosecutor, at request of board of health, commences in common pleas court an action requesting relief regarding the act of noncompliance [ORC 3717.31(C), ORC 3717.50(C)].				
41	Fines collected are deposited in appropriate fund for administering & enforcement of law & rules [ORC 3717.31(D), ORC 3717.50(D)].				
42	If the health commissioner or other staff person “tags” articles in Retail Food Establishments, have they been properly authorized by the board of health to do so? [OAC 901:3-4-12]  (Applies only to RFE program)				
43	If the health commissioner or other staff person “embargoes” foods in RFEs / FSOs, have they been properly authorized by the board of health to do so? [OAC 901:3-4-15]				

## Methodology for Determining Status of Compliance

*Document how a health department complies or does not comply in accordance with the law, rules, and the methodology given for each item.*

### COST ANALYSIS

Item No.	Provision	Method of Determination
1	Use of proper forms & methodology. Costs used in calculations are reasonable & necessary expenses determined in accordance with the applicable principles & standards established by OBM circular A-87 [ORC 3717.071(A), OAC 901:3-4-04, OAC 3701-21-02.2]	<p>Any costs that do not pertain directly to the food safety program are to be documented along with the district's rationale for including them.</p> <p>Costs incurred and paid for by one component must not be included in the costs of another component.</p> <p>The forms used are to be consistent with those provided by the state departments. Any forms that differ must be forwarded to the state department main office for determination of consistency with the official forms.</p>
2	Submission to the Director of Agriculture / Health by January 1 [ORC 3717.071(B)]	Confirm with state department main office.
3	Provided upon request [ORC 3717.25(A), ORC 3717.45(A)]	When questioned, the health district must be able to show the surveyor a copy. The district will be questioned as to their policy in providing the analysis. This policy should be documented on the "Status of Compliance" form. No written / verbal complaints of noncompliance with this item should be on file with the main office.
4	Conducted each year [OAC 901:3-4-04(A), OAC 3701-21-02.2(A)]	The health district must show completed cost analysis for each of the years since 2001, looking at no more than 3 years for any survey.
5*	Performed for each component of the food safety program for which the licenser issues licenses [OAC 901:3-4-04(A), OAC 3701-21-02.2(A)]	The cost analysis must be done for all components of the food safety program for which the health district issues licenses. (Risk classified, Temporary, Mobile, Vending FSO).
6*	Costs used in calculating maximum license fees do not exceed: (a) 30% for support (b) for Risk classified operations an assessment of no more than an average of 9 sanitarian hours/operation [OAC 901:3-4-04(B), & (D), OAC 3701-21-02.2(B) & (D)]	<p>(a) If a district has calculated the actual support cost percentage, document this percentage. However, the maximum fee charged must not include more than 30% support costs.</p> <p>(b) Document average number of sanitarian hours per Risk classified facility. If the health district has calculated an actual value higher than 9 hours, document the number of hours. In any case, the average number of hours charged per Risk classified facility must not exceed 9.</p>

## COST ANALYSIS - continued

Item No.	Provision	Method of Determination
7	Anticipated increases in costs limited to those for which there has been official notification or board approval [OAC 901:3-4-04(D), OAC 3701-21-02.2(D)].	The health district has documentation showing notification of cost increases. This may include items such as board of health minutes, letters notifying the board of increases in certain items, newspaper clippings showing general notifications, etc.
8	Maximum fees permitted are reduced by amount of penalty or overcharge (if applicable) [ORC 3717.07(B)(4) – (B)(6), OAC 901:3-4-04(E), (F) & (G), OAC 3701-21-02.2(E), (F) & (G)].	If applicable, document if this was done. If not applicable, document this.

## FEE SETTING

Item No.	Provision	Method of Determination
9*	<p>Licensing fees do not exceed the maximum calculated fee. Licensing categories are as required by rule. Any fees that have been disapproved are not being charged. [ORC 3717.25(A), OAC 901:3-4-03, OAC 901:3-4-04, ORC 3717.45(A), OAC 3701-21-02.1, OAC 3701-21-02.2]</p> <p>For Vending FSO: The fee may not be increased by a percentage of increase over the previous year's fee that exceeds the percentage of increase in the consumer price index for the immediately preceding calendar year. [ORC 3717.07]</p>	Compare maximum calculated fees to fees charged. The surveyor will document if the health district: (a) uses any licensing categories other than those permitted by rule (b) charges any fees that have been disapproved by the district advisory council or city council.
10	30 days prior to establishing a licensing fee, a public hearing on the proposed fee was held [ORC 3717.25(A), ORC 3717.45(A)]	Ascertain if the public hearing was held at least 30 days before the vote. Check for official record of the hearing.
11	30-day notice of hearing was mailed to affected entities. Notice contained the place, date, time, & amount of proposed fees. [ORC 3717.25(A), ORC 3717.45(A)]	Check district's documentation showing that letters were sent to license holders informing them of the hearing. Document the date that the letters were mailed. Check that the letters contained the information required by law.

## LICENSING

Item No.	Provision	Method of Determination
12	<p>Use of application form prescribed / approved by Director of Agriculture / Health [OAC 901:3-4-02, OAC 3701-21-02]</p> <p>License is not issued until a complete application is submitted [ORC 3717.23(B), ORC 3717.43(B)]</p>	<p>Use Table C in Appendix 6: Based upon the number of licenses issued, determine the number of applications to be sampled. Select the samples using a random sampling method.</p> <p>Check that application form used is either the form prescribed the state department or that the district has a letter showing state approval of the health district's form.</p> <p>Check that the application is properly completed.</p> <p>Use Table B, Appendix 6 to determine marking of item as "Needs Improvement".</p>
13	Licenses not renewed prior to February 1 [ORC 3717.23(D), OAC 901:3-4-02, ORC 3717.43(D), OAC 3701-21-02]	Check that renewed licenses are not issued prior to February 1. Examine licensing summary for early license issuance.
14	The license holder is charged a proper penalty fee for late application. . [ORC 3717.23(D), OAC 901:3-4-02(D), ORC 3717.43, OAC 3710-21-02(E)]	<p>Using same sample as in item number 12 above, check that a proper penalty fee is charged for late application (25% of the licensing fee or \$50.00 whichever is less).</p> <p>Document the license numbers and audit numbers for any noncompliance.</p>
15	<p>Temporary Licenses Only -- No more than 10 licenses issued per person; only 1 license issued to a person per event; not issued for more than 5 consecutive days unless in accordance with law [ORC 3717.23 (E), ORC 3717.43(E)].</p> <p>Temporary licenses are not renewed [ORC 3717.23(D), ORC 3717.43]</p> <p>Temporary licenses may not be transferred. [ORC 3717.26(B), ORC 3717.46(B)]</p>	<p>Examine Temporary RFE / FSO applications.</p> <p>Document any nonconformance showing license and audit numbers. Indicate if the noncompliance was associated with a particular event. (Note: fairs have special provisions for residents of the area served by the fair.)</p> <p>Check that Temporary licenses are not renewed or transferred.</p>
16	<p>Limitations placed on licenses in accordance with law [ORC 3717.23(F), OAC 3717-1-09(C), &amp; (D), ORC 3717.43(F)].</p> <p>Mobile licenses have equipment, equipment layout, &amp; items to be sold on the back of license [ORC 3717.23(B), ORC 3717.43]</p>	<p>Check application sample as in item 12. If necessary, examine the corresponding facility files. Additionally if during the course of the baseline field survey, the surveyor determines that a facility should have had limitations placed on it and there were none (or they were improper), it is to be documented here.</p> <p>Examine several mobile applications (if none in sample, examine others). Determine from application &amp; associated files if it appears this is being done.</p>

**LICENSING - continued**

Item No.	Provision	Method of Determination
17	Determination of "Primary Business" made according to rules [ORC 3717.24(B), OAC 3717-1-02, ORC 3717.44(B)]	Use the application sample in item 12: Determine if any facility appears to be classified improperly. Visit these facilities and assess the primary business. Mark a facility misclassified <i>only</i> when it is <i>obviously</i> incorrectly categorized. Document the facility's (name, license number, current classification as well as what it should be classified as).
18	Fees used only for administration & enforcement of RFEs / FSOs [ORC 3717.25(A), OAC 901:3-4-02(D), ORC 3717.45(A), OAC 3701-21-02(E)]	Determine whether accounting ensures this. (Special accounts, line item designations, etc.)
19*	Licensor charges no additional fees to RFEs / FSOs except for: facility review & equipment specifications; collection & bacteriological sampling; education courses [ORC 3717.25(B), OAC 901:3-4-02(D)(3), ORC 3717.45(B), OAC 3701-21-02(E)(3)]	Look at fee schedules. Document fees for the permitted items, as well as any fees for items not permitted or questionable.  If a fee is charged for an educational course, check that the course has been approved by ODH under ORC 3717.09.
20*	Licensor collects correct state amount & certifies the amount to the Director of Agriculture / Health within 60 days of the end of the month in which a license is issued. [ORC 3717.25(C), OAC 901:3-4-02(E), ORC 3717.45(C), OAC 3701-21-02(F)]	Examine <u>all</u> certifications and transmittals. Determine if correct amount for each type of license is sent to the state. Determine if the amounts were certified on time. Document results.
21	If licenses are transferred – conditions of transfers: sale/disposition of RFE/FSO or relocation of the RFE/FSO; determination that license holder is in compliance with ORC & OAC (by recent inspection) [ORC 3717.26, ORC 3717.46]	Document whether the licensor transfers licenses (look at licensing reports). Also determine that the licenses that are indicated as transfers on the licensing reports are transferred only (a) for sale/disposition of RFE or relocation of the RFE, and (b) after a determination that the current license holder is in compliance with the law and rules (as evidenced by a recent inspection). If there are no transfers listed on the licensing report, document whether the department transfers licenses.
22	A license transferred not more than once & transferred only with the license holder's permission. [ORC 3717.26, ORC 3717.46]	Check that permission has been documented in writing by license holder for any license transferred.
23	Risk classified facilities' risk levels are determined according to rule [OAC 901:3-4-05, OAC 3701-21-02.3].	Use sample selected for field baseline.
24	Requirement for the health district to have a licensing council. [ORC 3709.41 – Am. Sub. SB136]	Does the health district have a licensing council?

## INSPECTIONS

Item No.	Provision	Method of Determination
25*	Conducted at the frequency required [ORC 3717.27(A), OAC 901:3-4-06, ORC 3717.47(A), OAC 3701-21-02.4].	Using Table C in Appendix 6 and the total number of licenses issued, determine the sample size for the district. Randomly select the required facilities using one of the acceptable selection processes. Document the name and location for all facilities selected. Document if the inspection frequency was correct. For any facility missing inspections, document all inspections made of the facility for the licensing year. Mark this section as "Needs Improvement" if the number of errors (facilities not inspected correctly) exceeds the number permitted in Table B, Appendix 6.
26*	Done by an RS or RSIT [ORC 3717.27(A), ORC 3717.47(A)]	Verify health department information on inspecting sanitarians.
27	Recorded on the proper forms [ORC 3717.27(A), ORC 3717.47(A)]	If the inspection forms used are not the state forms, the district has documentation that their forms have been approved by the state.
28	Reports for mobile RFE or FSO (licensed by another health district) are sent to the licensor. [ORC 3717.27(B), ORC 3717.47(B)]	Examine inspection reports for mobiles. <i>If any are for mobiles not licensed by the district being surveyed</i> , determine if copies of the inspection reports were sent to the licensing district.

## PROCEDURE / METHOD

Item No.	Provision	Method of Determination
29	Method to protect confidentiality of "Trade Secrets" of a license holder [ORC 3717.28, ORC 3717.48].	Verify if department has storage of any food safety documents containing "Trade Secrets". Observe whether file is secured.
30	Procedure regarding complaints of RFEs / FSOs, include (a) complaint form (b) time frame for investigation based on risk to the public's health (c) criteria for declining to investigate [OAC 901:3-4-09(A), OAC 3701-21-02.5]	Attach policy & complaint form or specify if none exists.
31	Results of complaint investigations are properly documented on a RFE / FSO inspection form. The complaint form, laboratory results, and inspection form are filed in the facility's file. [OAC 901:3-4-09(B), OAC 3701-21-02.5(B) & (C)]	Document inconsistencies.

## FACILITY LAYOUT & EQUIPMENT APPROVAL

Item No.	Provision	Method of Determination
32	Submitted materials acted upon within 30 days of receipt [OAC 901:3-4-07, OAC 3701-21-03].	Date of receipt documented. Submitted materials acted on within the 30-day period. Acted upon can mean (a) approval (b) disapproval (c) request made for more information.
33	Requires appropriate materials submission [OAC 3717-1-09(A)].	<p>Examine plans that were submitted to the district in the past licensing period.</p> <p>General plan requirements:</p> <ol style="list-style-type: none"> <li>1. Drawn reasonably to scale</li> <li>2. Type of facility proposed</li> <li>3. Total area to be used including square footage</li> <li>4. Include all portions of the premises</li> <li>5. Entrances and exits</li> <li>6. Location, number and types of plumbing fixtures, all water supply facilities</li> <li>7. Lighting plan</li> <li>8. Floor plan showing equipment layout</li> <li>9. Building materials and surface finishes</li> <li>10. Equipment list with manufacturers and model numbers</li> </ol> <p>Document any inconsistencies.</p>
34	Approvals made in conformance with rules [OAC 3717-1-09(B)].	Food equipment approved as specified in the Ohio Uniform Food Safety Code. (Approved by a recognized food equipment testing agency OR the ODA, ODH, or the licenser may approve the use of food equipment, other than vending machines and bulk water machines, if the equipment demonstrates compliance with the Ohio Uniform Food Safety Code.)
35	Limitations documented [OAC 3717-1-09(C) & (D)].	Limitations placed on a facility during plan review are also documented on the application so the limitations continue to be applied to the facility yearly (back of license posting).
36	Temporary facility plans reviewed [OAC 3717-1-09(E)].	<p>Examine several sets of plans for temporary operations: This should routinely include:</p> <ol style="list-style-type: none"> <li>(a) Drawing showing the facility layout</li> <li>(b) Foods to be prepared and served</li> <li>(c) Hot holding facilities</li> <li>(d) Cold holding facilities</li> <li>(e) Handwashing facilities</li> <li>(f) Equipment and utensils</li> <li>(g) Support facilities</li> </ol>

## ENFORCEMENT

Item No.	Provision	Method of Determination
37	Procedure followed for nonemergency enforcement (including proper designation of persons to act on behalf the board of health for certain allowed actions) [ORC 3717.29, OAC 901:3-4-08(B), ORC 3717.49].	Examine board of health minutes for authorization of the health commissioner or other person employed by the board of health to take initial procedural actions to begin action to suspend or revoke a license. If there was proposed denial, suspension, or revocation of a license, check that the procedure in rule was followed.
38	Procedure followed for “clear & present danger”/“immediate danger to the public health” enforcement (including proper designation by the board of health for the health commissioner to act in their behalf). [ORC 3717.29, ORC 3717.49]	If health commissioner suspends licenses for “clear and present danger” /“immediate danger to the public health”, examine board of health minutes for authorization for him/her to do so. No other person may be authorized. The health commissioner may only suspend, not revoke a license. If this type of action took place, was the procedure given by rule followed?
39	Prosecutes RFEs / FSOs for operating without a license [ORC 3717.31, ORC 3717.50].	Verify with environmental health director. Check for policy & timeframe for legal action for those facilities that do not renew their licenses within a reasonable period after the March 1 deadline.
40	Prosecutor, at request of board of health, commences in common pleas court an action requesting relief regarding the act of noncompliance [ORC 3717.31(C), ORC 3717.50(C)].	Verify with health commissioner and environmental health director.
41	Fines collected are deposited in appropriate fund for administration & enforcement of law & rules [ORC 3717.31(D), ORC 3717.50(D)].	Verify with health commissioner, environmental health director, finance persons.
42	If the health commissioner or other staff person “tags” articles in Retail Food Establishments, have they been properly authorized by the board of health to do so? [OAC 901:3-4-12]  (Applies only to RFE program)	Examine board of health minutes for authorization.
43	If the health commissioner or other staff person “embargoes” foods in RFEs / FSOs, have they been properly authorized by the board of health to do so? [OAC 901:3-4-15]	Examine board of health minutes for authorization.



## Baseline Data Collection Form

Health Department:		Address:	
City / Zip Code:		County:	
Date:		Specialist:	
No:	Establishment Name:	City / Zip:	
Facility Type:		Certified Manager:	

### FOOD SOURCE (CDC Risk Factor – Foods from Unsafe Source)

<b>Status</b>	<b>1. Approved Source</b>
	A. All food from regulated food processing sources. No home prepared or canned foods except approved “cottage food”. All meats & poultry from inspected sources.
	B. All shellfish from NSSP listed sources. No recreationally harvested fish or shellfish received or sold.
	C. No wild game or mushrooms (unless from inspected out-of-state sources).
<b>Status</b>	<b>2. Receiving / Condition</b>
	A. Food received at proper temperatures. Protected from contamination during transportation & receiving. Food is safe, unadulterated.
<b>Status</b>	<b>3. Records</b>
	A. Shellstock tags/labels retained for 90 days from the date the container is emptied.
	B. As required, written documentation of parasite destruction maintained for fish products.
	C. CCP monitoring records maintained in accordance with required HACCP plan.

### PATHOGEN DESTRUCTION (CDC Risk Factor – Inadequate Cook)

<b>Status</b>	<b>4. Proper Cooking Temperature for PHF</b>
	A. Raw eggs broken for immediate service cooked to 145F for 15 sec, not immediate service cooked to 155F for 15 sec.
	B. Comminuted fish, meats, game animals cooked to 155F for 15 sec.
	C. Beef & pork roasts, including formed roasts, cooked to 130F for 121 min. or as chart specified & according to oven parameters per chart.
	D. Ratites, injected meats are cooked to 155F for 15 sec. (145F for 3 min. / 150F for 1 min. / 158F instantaneous)
	E. Poultry; stuffed fish, meat, pasta, poultry, ratites; or stuffing containing these items cooked to 165F for 15 sec.
	F. Whole muscle intact beef steaks cooked to surface temperature of 145F on top & bottom. Meat surfaces have a cooked color.
	G. Raw animal foods cooked in microwave: rotated, stirred, covered, heated to 165F. Food stands covered 2 min. after cook.
	H. All other raw animal foods cooked to 145F for 15 sec.

<b>Status</b>	<b>5. Rapid Reheating For Hot Holding</b>
	A. PHF rapidly reheated to 165F for 15 sec. or preparation is for immediate service.
	B. Food reheated in a microwave is heated to 165F or higher.
	C. Commercially processed RTE food, if reheated, held at 140F or above.
	D. Remaining unsliced portions of roasts are reheated for hot holding using minimum oven parameters.

**LIMITATION OF GROWTH OF ORGANISMS OF PUBLIC HEALTH CONCERN (CDC Risk Factor – Improper Hold)**

<b>Status</b>	<b>6. Proper Cooling Procedure</b>
	A. Cooked PHF is cooled from 140F to 70F within 2 hours and from 70F to 41F or below within 4 hours (or 140F to 70F within 2 hours and from 70F to 45F or below within 4 hours).
	B. PHF (from ambient ingredients) is cooled to 41F or below within 4 hours (or 45F or below within 4 hours).
	C. Foods received at a temperature according to Law are cooled to 41F within 4 hours (or 45F within 4 hours).
<b>Status</b>	<b>7. Cold Hold (41F / 45F)</b>
	A. PHF is maintained at 41F {or 45F} or below, except during preparation, cooking, cooling, or when time used as a public health control.
<b>Status</b>	<b>8. Hot Hold (140F)</b>
	A. PHF is maintained at 140F or above, except during preparation, cooking, cooling, or when time is used as a public health control.
	B. Roasts are held at a temperature of 130F or above.
<b>Status</b>	<b>9. Time / Date Marking</b>
	A. Date marking for RTE, PHF prepared on site or opened commercial container held for more than 24 hours.
	B. RTE, PHF opened commercial container held at ≤41F for ≤ 7 days or 41F to 45F for ≤4 days or discarded.
	C. If RTE, PHF prepared on site / opened commercial container is frozen, then: 1) consume within 24 hours of thawing, or 2) indicate time before freezing on label.
	D. Frozen RTE, PHF prepared on site / frozen opened commercial container thawed: hold 41F for ≤7 days minus time from prep/opening or 41F to 45F for ≤4 days minus time from prep/opening and discard.
	E. When time only is used as a public health control, food is cooked & served within 4 hours as required.

**PROTECTION FROM CONTAMINATION (CDC Risk Factor – Contaminated Equipment)**

<b>Status</b>	<b>10. Separation / Segregation / Protection</b>
	A. Food protected from cross contamination by separating raw animal foods from: (a) raw RTE food & (b) cooked RTE food.
	B. Raw animal foods are separated from each other during storage, preparation, holding, & display.
	C. Food is protected from environmental contamination (critical type).
	D. After being served or sold to a consumer, food is not re-served.
	E. Discarding/reconditioning unsafe, adulterated or contaminated food.
<b>Status</b>	<b>11. Food Contact Surfaces</b>
	A. Food contact surfaces, utensils are clean to sight & touch & sanitized before use. Sanitization temperature, pressure, chemicals, frequency.

**PERSONNEL (CDC Risk Factor – Poor Personal Hygiene)**

<b>Status</b>	<b>12. Proper, Adequate Handwashing</b>
	A. Hands are clean & properly washed, when & as required. Proper hand sanitizer use.
<b>Status</b>	<b>13. Good Hygienic Practices</b>
	A. Food employees: (a) eat, drink, use tobacco only in designated areas (b) experiencing persistent sneezing, coughing, or runny nose do not work with exposed food; clean equipment, utensils, linens; unwrapped single-service or single-use articles (c) prevent contamination when tasting.
<b>Status</b>	<b>14. Prevention of Contamination From Hands</b>
	A. Employees minimize contact of their bare hands with exposed, RTE food.
<b>Status</b>	<b>15. Hand Washing Facilities</b>
	A. Hand washing facilities conveniently located & accessible for employees.
	B. Hand washing facilities supplied with hand cleanser / sanitary towels / hand drying devices.

**FOREIGN SUBSTANCES (CDC Risk Factor – Other)**

<b>Status</b>	<b>16. Chemical</b>
	A. No unapproved food or color additives used. Sulfites are not applied to fresh fruits & vegetables intended for raw consumption.
	B. Poisonous or toxic materials, chemicals, lubricants, pesticides, medicines, first aid supplies, & other personal care items properly identified, stored, & used.
	C. Poisonous or toxic materials held for retail sale are properly stored.

**Good Retail Practices and Code Interventions**

<b>Status</b>	<b>1. Person-in-charge</b>
	A. Assignment. Code compliance, certified, and/or response to questions. Duties.
<b>Status</b>	<b>2. Employee Health</b>
	A. Management awareness & policy for handling employee health situations. Visible / known symptoms or diagnosis dealt with according to Code.
<b>Status</b>	<b>3. Consumer Advisory</b>
	A. Inform consumers about increased risk of eating raw or undercooked animal foods via printed materials.
<b>Status</b>	<b>4. Highly Susceptible Population</b>
	A. Prepackaged juice/beverage containing juice with a warning label not served.
	B. Use of pasteurized eggs for certain recipes if the eggs are undercooked; if eggs are combined unless conditions for permitting their use are met.
	C. Raw or partially cooked animal food and raw seed sprouts not served.
	D. Unopened/opened food packages not re-served.

<b>Status</b>	<b>5. Special Processes</b>
	A. HACCP plan or variance requirement met.
	B. Fresh juice production is in accordance with the code requirements.
	C. Heat treatment dispensing freezer operation is in accordance with code requirements.
	D. Bulk water machine criteria are met.
<b>Status</b>	<b>6. Personnel</b>
	A. Personal cleanliness and appearance (fingernails, jewelry, outer clothing, hair restraints).
<b>Status</b>	<b>7. Protection of Food:</b>
	A. Food source honestly presented. Food removed from original container & placed in another container is labeled. All distressed product is segregated. Labeling.
	B. Plant food is cooked for hot holding.
	C. Facilities and equipment are adequate to control product temperature.
	D. PHF properly thawed.
	E. Dispensing of food. Utensils are properly stored.
	F. Protected from contamination (non-critical).
<b>Status</b>	<b>8. Food Equipment</b>
	A. Thermometers provided and easily observed. Accuracy.
	B. Food and non-food contact surfaces are cleanable & properly designed, constructed, maintained, installed, located, operated.
	C. Warewashing facility: cleanable & properly designed, constructed, installed, maintained, located, operated and used.
	D. Wiping cloths, linens, napkins, gloves, sponges: properly used & stored.
	E. Storage and handling of clean equipment and utensils is appropriate.
	F. Single service/single use articles are stored, dispensed & used. No re-use.
<b>Status</b>	<b>9. Water</b>
	A. Safe water source; hot & cold under pressure; adequate quantity.
<b>Status</b>	<b>10. Plumbing</b>
	A. Installed, maintained.
	B. Cross connection, back siphonage, backflow prevention.
<b>Status</b>	<b>11. Toilet Facilities</b>
	A. Number, convenient, accessible, designed, installed.
	B. Toilet rooms enclosed, self-closing doors. Fixtures in good repair & clean. Proper waste receptacles.
<b>Status</b>	<b>12. Sewage</b>
	A. Sewage and waste water disposal.
<b>Status</b>	<b>13. Garbage and Refuse Disposal</b>
	A. Containers or receptacles: covered, adequate number, insect/rodent proof, frequency of removal, clean. Area properly constructed. Necessary implements & supplies.

<b>Status</b>	<b>14. Physical Facility</b>
	A. Floors, walls, ceilings: designed, constructed, maintained, clean.
	B. Lighting, ventilation, dressing rooms / designated areas maintained.
	C. Premises maintained free of litter, unnecessary articles. Cleaning & maintenance equipment properly stored.
	D. Separation from living / sleeping quarters; laundry.
<b>Status</b>	<b>15. Pest and Animal Control</b>
	A. Presence of insects / rodents minimized. Outer openings protected. Animals as allowed.

Table A  
(95% Confidence, Error =  $\pm 20\%$ )

Total Number of Facilities	Sample Size
1	1
2	2
3 - 4	3
5	4
6 - 7	5
8	6
9 - 10	7
11 - 12	8
13 - 13	9
16 - 18	10
19 - 21	11
22 - 24	12
25 - 29	13
30 - 34	14
35 - 40	15
41 - 48	16
49 - 58	17
59 - 71	18
72 - 88	19
89 - 113	20
114 - 153	21
154 - 224	22
225 - 391	23
392 - 1224	24
1225 or more	25

Table B  
(Error  $\approx 10\%$ )

Sample Size	Errors Permitted
1 - 9	0
10 - 15	1
16 - 25	2
26 - 35	3
36 - 45	4
46 - 55	5
56 - 65	6
66 - 75	7
76 - 85	8
86 - 95	9
96 - 98	10

**Table C**  
(95% Confidence, Error =  $\pm 10\%$ )

Total Number	Sample Size
1	1
2	2
3	3
4	4
5	5
6	6
7 - 8	7
9	8
10	9
11	10
12	11
13 - 14	12
15	13
16	14
17 - 18	15
19	16
20 - 21	17
22	18
23 - 24	19
25	20
26 - 27	21
28 - 29	22
30	23
31 - 32	24
33 - 34	25
35 - 36	26
37	27
38 - 39	28

Total Number	Sample Size
40 - 41	29
42 - 43	30
44 - 45	31
46 - 48	32
49 - 50	33
51 - 52	34
53 - 55	35
56 - 57	36
58 - 59	37
60 - 62	38
63 - 65	39
66 - 68	40
69 - 70	41
71 - 73	42
74 - 76	43
77 - 80	44
81 - 83	45
84 - 86	46
87 - 90	47
91 - 94	48
95 - 98	49
99 - 102	50
103 - 106	51
107 - 110	52
111 - 115	53
116 - 119	54
120 - 124	55
125 - 129	56

Total Number	Sample size
130 - 135	57
136 - 140	58
141 - 146	59
147 - 153	60
154 - 159	61
160 - 166	62
167 - 173	63
174 - 181	64
182 - 189	65
190 - 198	66
199 - 207	67
208 - 217	68
218 - 227	69
228 - 238	70
239 - 250	71
251 - 263	72
264 - 277	73
278 - 292	74
293 - 308	75
309 - 325	76
326 - 344	77
345 - 365	78
366 - 387	79
388 - 412	80
413 - 440	81
441 - 471	82
472 - 506	83
507 - 545	84

Total Number	Sample Size
546 - 589	85
590 - 640	86
641 - 699	87
700 - 769	88
770 - 852	89
853 - 952	90
953 - 1076	91
1077 - 1233	92
1234 - 1438	93
1439 - 1718	94
1719 - 2122	95
2123 - 2757	96
2758 - 3899	97
3900 -	98

## Performance Standards

Item No.	Standard	Status
44	All staff that conduct inspections of RFEs / FSOs are Standardized by the state.	
45	Immediate supervisor of staff that inspects RFEs / FSOs is Standardized by the state.	
46	Inspection reports are completed in a manner consistent with Standardized inspection procedures.	
47	The health district trains & encourages computer skills & the use of technology by its staff.	
48	Information (Letters of Opinion, Fact Sheets, Newsletters, etc.) from the Departments of Agriculture and Health are disseminated in a timely manner to the RFE / FSO inspection staff.	
49	The health district routinely takes advantage of training opportunities by the Department of Agriculture / Health.	
50	The health district offers training opportunities to the regulated industry.	
51	The health district routinely provides the public with food safety information.	
52	Staff is trained & knowledgeable about the procedures to investigate & report possible foodborne illnesses.	

### Performance Standards

Item No.	Standard	Status
53	An emergency plan to deal with natural disasters, bioterrorism and other emergencies that involve food safety has been developed & staff has been trained regarding it.	
54	Staff uses prioritization of violations, Risk Control Plans, and similar means to help attain compliance.	
55	The health district has materials available for the surveyor at the time of the survey (Appendix 1, pages 2 & 3).	
56	Evaluation of inspecting personnel	

# PILOT

## Evaluation of Inspecting Personnel

Name:	SIT/RS No.:	Health Department:
Length of Time Employed:	Food Safety Experience:	No. Facilities Assigned:

Facilities Used for Evaluation:

Name	Address

<p><b>Communication.</b> (Interacts in a professional manner with persons-in-charge, managers, and food employees. Questions personnel when necessary during inspections. Explanations of public health principles and code requirements are clear and accurate.)</p>
<p><b>Equipment.</b> (Proper inspection equipment is available and properly used.)</p>
<p><b>Code Knowledge.</b> (Exhibits a good understanding of the <i>Ohio Uniform Food Safety Code</i>, its requirements, and application. Inspection focuses on those items that are most likely to result in a food hazard.)</p>
<p><b>Demonstration of Good Inspection Practices.</b> (Demonstrates through personal practice: proper hair control, handwashing, sanitizing of probe thermometer, etc.)</p>
<p><b>Inspection.</b> (Conducts temperature checks appropriately. Has a good knowledge of retail food establishment and food service equipment and its use. Inspection report is satisfactorily written, legible, complete, and signed.)</p>