

Mohave County Department of Public Health

Environmental Health Division District Offices

Bullhead City
1130 Hancock Road
Bullhead City, AZ 86442
(928) 758-0704

Kingman
3250 E. Kino Avenue
Kingman, AZ 86409
(928) 757-0901

Lake Havasu City
2001 College Drive
Lake Havasu City, AZ 86403
(928) 453-0712



FOOD HANDLER SANITATION GUIDE



Introduction

Each year 76 million people get sick, more than 300,000 people are hospitalized and over 5,000 Americans die from food-borne illness. The economic impact is staggering, not only for the owner of the foodservice establishment, but for the thousands of employees whose jobs are at stake. Millions of dollars have been lost due to missed work time, medical bills, health department costs, legal fees, law suits, etc. We must do everything in our power to prevent illness, customer discomfort, and even death.

This booklet is written and designed for all foodservice personnel involved in the care and handling of food served to the public. This includes employees who prepare, cook and service, as well as those involved in delivery, storage, packaging, maintenance and foodservice sanitation. The booklet focuses on safe and healthful practices in a food facility. The ultimate goal is the well being and protection of the consumer.

Demonstration of Food Safety Knowledge

- The permit holder must designate a PERSON IN CHARGE (PIC) that will be present during all hours of operation.
- The PIC must demonstrate knowledge of food-borne illness prevention and the Food Code.

Reporting Illnesses

- Employees are required to report illnesses or symptoms (diarrhea, vomiting, fever, jaundice & sore throat) to the Person in Charge as it relates to food handling.
 - If you have ever had one of the “Big Four” illnesses, you are required to report to your supervisor. *The “Big Four” are Salmonella, Shigella, E.Coli and Hepatitis A.*
- If an employee is sick, do not allow this person to work with exposed food, clean equipment, utensils, linens or unwrapped single use articles.
- All cuts, scrapes or abrasions on hands or exposed portion of arms, must be covered with a bandage and non-latex gloves must be worn.



Hygienic Practices

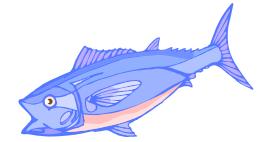
1. Nail polish or artificial nails are not allowed unless non-latex gloves are worn.
 2. Hair restraints must be worn.
 3. Aprons may not be used for hand towels.
 4. No eating or smoking is allowed in the food preparation areas.
- *Covered beverage containers are permitted with a lid and a straw.

- If the consumer is advised of the risks to certain individuals who eat raw or undercooked foods.

Can raw or partially cooked fish be served?

Raw or partially cooked fish may be served if:

- The fish is frozen first at -4°F for 7 days or -31°F for 15 hours in a blast freezer (records must be kept for 90 days)
- Without freezing if it is Bluefin Tuna, Bigeye Tuna or Yellowfin Tuna
- If the consumer is advised of the risks to certain individuals who eat raw or undercooked foods.



**Consumer advisories must be posted in your facility if raw or undercooked foods are served. The Arizona Food Code states “...the license holder shall inform consumers by brochures, deli case or menu advisories, label statements, table tents, placards, or other effective written means of the significantly increased risk associated with certain especially vulnerable consumers eating such foods in raw or undercooked form.”

Cooling Foods

Foods must be cooled quickly and spend as little time in the temperature danger zone as possible. Food must be cooled from 140°F – 70°F in 2 hours and from 70°F – 41°F within another 4 hours. Total cooling time cannot exceed 6 hours!! Use a thermometer to help with this.

Ways to cool food:

- Stir food in an ice water bath.
- Separate food into smaller or thinner portions, then refrigerate.
- Cut or separate large, solid foods (meat loaf, turkey, roast) into smaller pieces.
- Use a blast freezer.
- Do not tightly cover food. Keep food loosely covered or uncovered until cooled completely.

NEVER cool food at room temperature!!

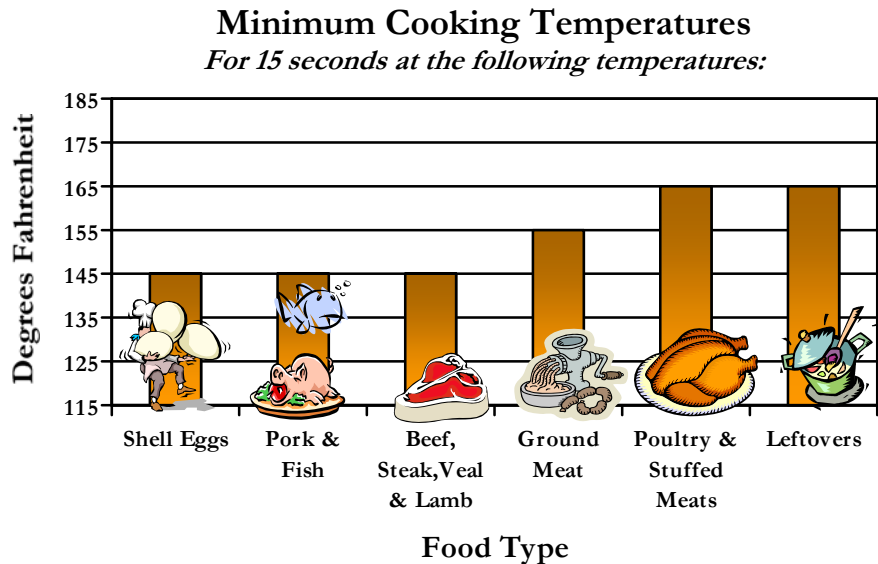


Reheating Food

- Food must be reheated to an internal temperature of 165°F for 15 seconds within 2 hours.
- Food may be reheated only once, then it must be discarded.
- Do not reheat food in a steam table or any other hot food holding equipment.

Cooking Temperatures

In order to destroy any harmful bacteria that may be in foods, each type of food must be cooked the correct temperature for that specific food. Food borne illness is the result of eating food that contains live, harmful microorganisms (bacteria). It can be assumed that all raw meat is contaminated with bacteria. Cooking will destroy most bacteria. The chart below indicates minimum cooking temperatures for specific types of foods.



Microwave Cooking

Microwaves will cook food unevenly therefore, there are specific requirements for cooking in a microwave oven. All food must be cooked to 165°F, stirred at least once during cooking and left to stand covered for a minimum of two minutes before serving.



Consumer Advisories

Can raw or partially cooked meat be served?

Raw or partially cooked meat may be served if:

- It is whole-muscle, intact beef,
- If the steak is cooked on both the top and bottom to at least 145°F for 15 seconds and a color change is noted

Hand Washing

Washing your hands is the most important part of personal hygiene as a food handler. Hand washing helps to keep harmful bacteria and toxins out of the food you prepare.

When to wash hands:

1. Before handling food, utensils and single-use articles.
2. After touching bare human body parts
3. After using the restroom.
4. After caring for or handling service or aquatic animals.
5. After coughing, sneezing, using a tissue, using tobacco, eating or drinking.
6. After handling soiled equipment or utensils.
7. During food preparation, as often as necessary to remove soil and contamination and to prevent cross-contamination when changing tasks.
8. When switching between working with raw food and ready-to-eat food.
9. After engaging in any activities that would contaminate your hands.



Where to Wash Hands

Wash hands IN THE HAND SINK ONLY. Any other sink in the facility MAY NOT be used for washing hands. This includes the 3-compartment sink, food preparation sink and the mop sink.

Hand Washing Method:

1. Wash hands and the exposed portions of arms.
2. Using hand soap, lather and rub vigorously for at least 20 seconds. Be sure to clean underneath the nails and between the fingers.
3. Rinse with clean water.
4. Dry hands with paper towels or an air blower.

Non-latex gloves must be worn when working with ready-to-eat foods

Unacceptable Food

Any foods served to the public must come from an approved source. Food prepared in a private home may not be served. Packaged food must carry a label.

Foods delivered to your establishment must be free of spoilage and delivered at the right temperature.

Canned foods must have a tight seal and free of swelling or dents.

Packaged foods should be sent back to the distributor or discarded if damaged.

Shellfish such as clams, oysters, scallops or mussels must come from a legal source and have a tag that states where they came from, when they were harvested and by whom. These tags must be retained for at least 90 days after the product is gone. **DO NOT COMBINE BOXES OF SHELLSTOCK.**



Food Storage

Foods should always be stored as soon as they are received. All foods should be date-marked. In addition, all ready-to-eat potentially hazardous foods* must be marked with a discard date at the time of opening or preparation.

- If held at 45°F: 4 days including the date of preparation
Example: 1/9/03-1/12/03
- If held at 41°F: 7 days including the date of preparation
Example: 1/9/03-1/15/03

**Potentially hazardous foods are protein-rich foods that support the rapid growth of bacteria. These include meat, fish, pork, poultry, eggs and dairy products. They also include other foods such as cooked rice, beans, potatoes and soups. These foods must be held at the right temperature.*

Cross-Contamination

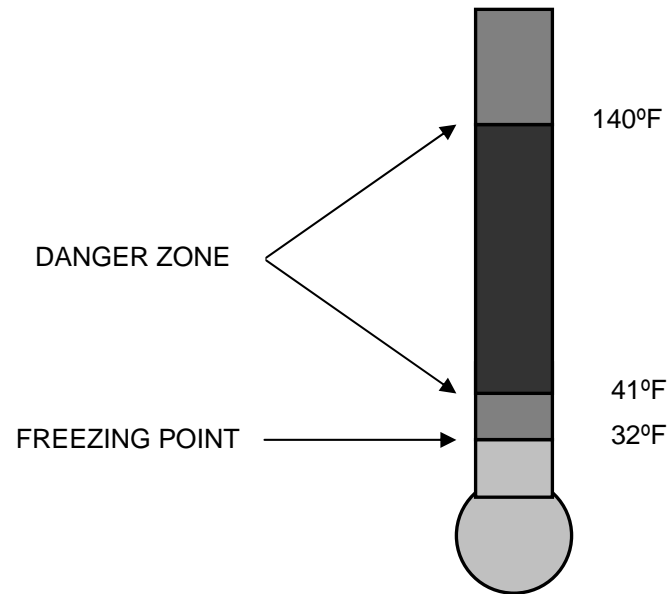
Cross-contamination is the transfer of bacteria or toxin from one food product to another. This can happen during storage or preparation. There are many ways to prevent cross-contamination from occurring. Here are a few:

- Properly sanitize all utensils, cutting boards, and work surfaces after each use, especially after working with raw food.
- Always store raw meat, poultry or eggs (potentially hazardous foods) beneath ready-to-eat foods in a refrigerator or freezer. Store ready-to-eat foods on the upper shelves.
- Store all foods at least six inches above the floor.
- Cover all stored foods except when cooling. (see "Cooling Foods")
- Separate cutting boards or other equipment for raw & cooked foods.
- Prepare different types of food in separate areas & at different times.
- Store all wiping cloths in sanitizing solution when not in use.

The Temperature Danger Zone

Food must be guarded against contamination by preventing the growth of bacteria that may be found in foods. Most bacteria does not grow well at very cold or very hot temperatures. The range between 41°F and 140°F is called the temperature danger zone. In order to keep food safe, all cold foods must be held at 41°F or less. All hot foods must be held at 140°F or above. This is the zone in which bacteria can live and multiply therefore food must be kept outside of this zone as much as possible. *Food may only be held in the temperature danger zone for a maximum of 4 hours.*

- **Cold foods: 41°F or less**
- **Hot foods: 140°F or above**



****A thermometer is required in every refrigerator or freezer unit.**

Thawing/Defrosting Food

There are only four acceptable ways to thaw foods.

1. In the refrigerator

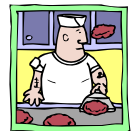


2. Under cool, drinkable running water



3. In the microwave, if cooked right away

4. As part of the cooking process



NEVER thaw food at room temperature!!

Cleaning and Sanitizing

Cleaning and sanitizing kitchens and equipment is part of keeping customers safe and healthy. Cleaning removes visible soil while sanitizing removes bacteria and/or toxins that are invisible.

Preparing to Manually Wash Dishes and Utensils

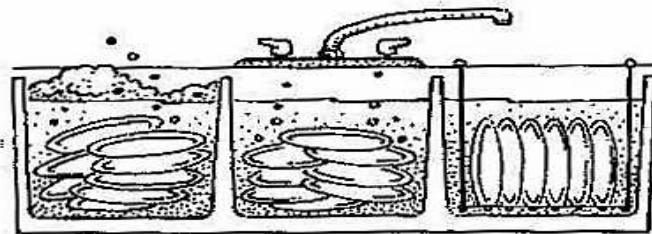
1. Clean the 3-compartment sink.
2. Fill the first sink with soap and hot water.
3. Fill the second sink with hot clear water.
4. Fill the third sink with room temperature water and sanitizer.
 - Chlorine based: 50-100ppm manual sanitation
 - Quaternary Ammonia: 200ppm (or manufacturer's specifications)
 - Iodine: 12.5-25ppm manual sanitation

Steps to Dish Washing

1. **Scrape** the large debris off dishes and utensils.
2. **Wash** in the first sink (hot, soapy water).
3. **Rinse** in the second sink (hot, clear water).
4. **Sanitize** in the third sink (room temp. water and sanitizer).
 - Exposure time to sanitizer must be 30 seconds.
 - Provide testing strips to insure sanitizer is at the proper concentration.
 - Sanitizing in an automatic dishwasher must conform to manufacturer's specifications.

If sanitizing with heat, water must reach 171°F in 3-compartment sink and 180°F in an automatic dishwasher.

5. Air Dry.



WASH

RINSE

SANITIZE

*This graphic provided courtesy of Seattle King County Public Health Dept.

Thermometers

Metal stem thermometers must be provided for use in food facilities. Thermometers must be properly calibrated and used to monitor cooking and holding temperatures. Wash, rinse and sanitize thermometers before using or storing.

Table of Contents:

Introduction-	-2
Demonstration of Food Safety Knowledge-	-2
Hygienic Practices-	-2
Reporting Illnesses-	-2
Hand Washing-	-3
Food Storage-	-3
Unacceptable Food-	-4
Cross-Contamination-	-4
Chemicals and Pesticides-	-5
The Temperature Danger Zone-	-5
Thawing/Defrosting Food-	-6
Cooking Temperatures-	-6
Thermometers-	-7
Microwave Cooking-	-7
Cooling Foods-	-7
Reheating Foods-	-7
Cleaning & Sanitizing-	-8
Consumer Advisories-	-8
Food Safety Evaluation Report Ratings-	-9

To calibrate a thermometer: Place the thermometer in an ice water slush. If the thermometer does not reach 32°F, it must be adjusted.

Chemicals and Pesticides

All chemicals and non-food items should be stored separately from food, utensils and food preparation areas. All containers used for chemicals must be labeled.

Pesticide use in food facility is restricted. ALL PESTICIDES MUST BE APPLIED BY SOMEONE WITH A PESTICIDE APPLICATOR'S LICENSE. All pesticides must be approved for use in food service areas. Do not store these pesticides at your place of business.

***The best way to control pests in your food facility is to keep your establishment clean, organized and sealed to prevent entry.*



Food Safety Evaluation Report Ratings

A facility's rating is based on "critical" and "non-critical" violations. A **critical violation** is a violation that is more likely to contribute to food contamination, illness, or an environmental health hazard. A **non-critical violation** is an item that must be corrected but does not have weight in the final rating unless there are more than 5 noted.

Excellent:	No critical violations noted at time of inspection. (and less than 5 non-critical violations)
Satisfactory:	Critical violations noted and corrected prior to the completion of the inspection.
Needs Improvement:	Critical violations noted at the time of inspection, but not able to be corrected prior to the completion of the inspection.
Unacceptable:	Gross, insanitary condition, necessitating the discontinuation of operations.