1.0 PURPOSE

To establish guidelines which will ensure compliance and adherence to applicable food service sanitation rules and regulations.

2.0 REFERENCES

1. References


b. Standards for Adult Correctional Institution, American Correctional Association, 3rd Ed., Sections 3-4314, 3-4310.


2. Definitions


3.0 POLICY

1. To promote good food handling practices by food service personnel and to enhance the quality of food served in correctional facilities, all departmental food service operations, including the central kitchen areas, satellite food serving sites, food storage facilities, and transport vehicles, shall comply with the Food Service and Food Establishment Sanitation Code of the Hawaii Department of Health.

2. Inspections of food preparation, storage, transport and service areas shall be conducted routinely to monitor compliance and to determine corrective actions necessary to correct non-compliant areas.
.3 An inspection score of 75 or above shall be considered passing except with regard to four (4) and five (5) point weighted items. Items weighted four (4) and five (5) points are considered critical violations of the Food Service and Food Establishment Code and shall be corrected immediately upon notification.

4.0 PROCEDURES

.1 Weekly food service sanitation inspections shall be conducted by designated facility personnel, (i.e., food service manager or designee) utilizing a proper format. Copies of the weekly inspection reports will be submitted to the facility administrator and the Department's Environmental Health and Safety Officer for review. Corrective actions for items noted as needing attention shall be noted, as planned, initiated, or completed with appropriate timetables for correction.

.2 Monthly inspections, utilizing Hawaii Department of Health Form SAN 89 (0785), "Food Service or Food Establishment Inspection Report" (Attachment A), shall be conducted by the Department sanitarian or qualified inspector.

.3 Upon completion of the on-site inspection of the facility's food service operation, the sanitarian or qualified inspector shall report his/her findings, in narrative form, to the facility administrator for review within five (5) days of the site inspection date.

.4 The facility shall develop a response to the deficiencies cited in the inspection report, detailing corrective action planned. The response shall be forwarded to the Department's Environmental Health and Safety Officer for review within ten (10) days of receipt of the inspection report. Corrective actions shall be accomplished by the next regular monthly inspection unless otherwise noted on the inspection report or response.

.5 Repeat violations noted on the Food Service or Food Establishment Inspection Report shall be so noted on the inspection report and shall be brought to the attention of the Institutional Support Services Administrator. A response detailing corrective actions planned and a timeline for completion, and interim measures to be taken to achieve temporary compliance shall be submitted to the Director for review.
.6 Copies of food service inspections shall be maintained by the Department’s Environmental Health and Safety Officer for one year and be available for review by appropriate persons and agencies.

.7 Quarterly inspections will be conducted by the Department of Health sanitarian or other authority having jurisdiction.

.8 The inspection reports, based on findings, shall be forwarded to the appropriate Division Administrator for review and response.

5.0 SCOPE

This policy applies to all correctional facilities.

APPROVAL RECOMMENDED:

[Signature]
Deputy Director for Corrections

[Date]

APPROVED:

[Signature]
Director

[Date]
# FOOD SERVICE OR FOOD ESTABLISHMENT
## INSPECTION REPORT

**Score** (100 less weight of items violated)

### BUSINESS NAME

### STREET ADDRESS

### BUSINESS OWNER

### MANAGER

### Date

### Time

### County

### Permit No.

### Permit Posted

### Type

### Purpose

**Inhal**  
**Follow up**  
**Regular**  
**Complaint**

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**FOOD**

<table>
<thead>
<tr>
<th>Item</th>
<th>WT</th>
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<th>WT</th>
<th>Item</th>
</tr>
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<tbody>
<tr>
<td>'01 SOURCE SOUND CONDITION NO SPOILAGE</td>
<td>5</td>
<td>'18 PRE-FLUSHED SCRAPED SOAKED</td>
<td>1</td>
<td>'33 GARBAGE AND REFUSE DISPOSAL</td>
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<tr>
<td>'02 ORIGINAL CONTAINER PROPERLY LABELED</td>
<td>1</td>
<td>'19 WASH RINSE WATER CLEAN PROPER TEMPERATURE</td>
<td>2</td>
<td>'34 CONTAINERS OR RECEP TACLES COVERED ADEQUATE NUMBER INSET ACCENT PROOF FREQUENCY CLEAN</td>
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<tr>
<td>'03 POTENTIALLY HAZARDOUS FOOD MEETS TEMPERATURE REQUIREMENTS DURING STORAGE PREPARATION STORAGE SERVICE TRANSPORTATION</td>
<td>5</td>
<td>'20 SANITIZATION RINSE CLEAN TEMPERATURE CONCENTRATION EXPOSURE TIME EQUIPMENT UTENSILS SANITIZED</td>
<td>4</td>
<td>'35 OUTSIDE STORAGE AREA ENCLOSURES PROPERLY CONSTRUCTED CLEAR CONTROLLED INCINERATION</td>
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<tr>
<td>'04 FACILITIES TO MAINTAIN PRODUCT TEMPERATURE</td>
<td>4</td>
<td>'21 WIPING CLOTHS CLEAN STORED RESTRICTED</td>
<td>1</td>
<td>'36 INSECT, RODENT, ANIMAL CONTROL</td>
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<tr>
<td>'05 THERMOMETERS PROVIDED AND CONSPICUOUS</td>
<td>1</td>
<td>'22 FOOD CONTACT SURFACES OF EQUIPMENT AND UTENSILS CLEAN FREE OF ABRASIVES DETERGENTS</td>
<td>2</td>
<td>'37 PRESENCE OF INSET RODENTS OUTER OPENINGS PROTECTED NO BIRDS TURTLES OTHER ANIMALS</td>
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<td>'06 POTENTIALLY HAZARDOUS FOOD PROPERLY THAWED</td>
<td>2</td>
<td>'23 NON-FOOD CONTACT SURFACES OF EQUIPMENT AND UTENSILS CLEAN</td>
<td>1</td>
<td>'38 WALLS, CEILINGS ATTACHED EQUIPMENT CONSTRUCTED, GOOD REPAIR CLEAN SURFACES DUSTLESS CLEANING METHODS</td>
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<td>'07 UNWRAPPED POTENTIALLY HAZARDOUS FOOD NOT RESERVED</td>
<td>4</td>
<td>'24 STORAGE HANDLING OF CLEAN EQUIPMENT UTENSILS</td>
<td>1</td>
<td>'39 LIGHTING PROVIDED AS REQUIRED, FIXTURES SHIELDED</td>
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<td>'08 FOOD PREPARED DURING STORAGE PREPARATION SERVICE TRANSPORTATION</td>
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<td>'25 SINGLE-SERVICE ARTICLES STORAGE DISPENSING USED</td>
<td>1</td>
<td>'40 LIGHTING PROVIDED AS REQUIRED</td>
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<tr>
<td>'09 HANDLING OF FOOD ICE MINIMIZED</td>
<td>2</td>
<td>'26 NO RE-USE OF SINGLE SERVICE ARTICLES</td>
<td>2</td>
<td>'41 ROOMS AND EQUIPMENT VENTED AS REQUIRED</td>
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<td>'10 IN-USE FOOD ICE DISPENSING UTENSILS PROPERLY STORED</td>
<td>1</td>
<td>'27 WATER SOURCE SAFE HOT AND COLD UNDER PRESSURE</td>
<td>5</td>
<td>'42 DRESSING ROOMS CLEAN LOCKERS PROVIDED FACILITIES CLEAN, LOCATED USED</td>
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<td>'11 PERSONNEL WITH INFECTIONS RESTRICTED</td>
<td>5</td>
<td>'28 SEWAGE AND WASTE WATER DISPOSAL</td>
<td>4</td>
<td>'43 OTHER OPERATIONS</td>
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<td>'12 HANDS WASHED AND CLEAN GOOD HYGIENIC PRACTICES</td>
<td>5</td>
<td>'29 PLUMBING</td>
<td>1</td>
<td>'31 NEEDED TOXIC ITEMS PROPERLY STORED, LABELED USED</td>
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<td>'13 CLEAN CLOTHES - HAIR RESTRAINTS</td>
<td>1</td>
<td>'30 CROSS-CONNECTION, BACK SIPHONAGE BACKFLOW</td>
<td>5</td>
<td>'44 PREMISES MAINTAINED FREE OF LITTER UNNECESSARY ARTICLES, CLEANING MAINTENANCE EQUIPMENT PROPERLY STORED, AUTHORIZED PERSONNEL</td>
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<td>'14 FOOD ICE, CONTACT SURFACES DESIGNED CONSTRUCTED MAINTAINED INSTALLED LOCATED</td>
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<td>'31 TOILET AND HANDWASHING FACILITIES</td>
<td>1</td>
<td>'45 COMPLETE SEPARATION FROM LIVING SLEEPING QUARTERS, LAUNDRY</td>
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<td>'15 NON-FOOD CONTACT SURFACES DESIGNED CONSTRUCTED MAINTAINED INSTALLED LOCATED</td>
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<td>'32 TOILET ROOMS ENCLOSED, SELF-CLOSING DOORS, FIXTURES, GOOD REPAIR CLEAN HAND CLEANSER, SANITARY TOWELS, TISSUE HAND DRYING DEVICES PROVIDED, PROPER WASTE RECEPTACLES</td>
<td>2</td>
<td>'46 CLEAN, SOILED LINEN PROPERLY STORED</td>
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</tbody>
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### Remarks On Back

- Violations to be corrected within ______ days from the time of inspection.
- Violations to be corrected within ______ weeks from the time of inspection.
- Violations to be corrected by the next inspection.

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**RECEIVED BY:** (Name and Title)

**INSPECTED BY:** (Name and Title)