	<b>DEPARTMENT OF PUBLIC SAFETY</b>  <b>CORRECTIONS ADMINISTRATION</b> <b>POLICY AND PROCEDURES</b>	<b>EFFECTIVE DATE:</b> MAR 20 2009	<b>POLICY NO.:</b> COR.07.05
		<b>SUPERSEDES (Policy No. &amp; Date):</b> COR.07.05 & 01/14/93	
<b>SUBJECT:</b> <b>FOOD SERVICE AREA SANITATION INSPECTIONS</b>		Page 1 of 3	

## 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

- a. Spear Consent Decree, June 12, 1985; Decree Supplement, January 21, 1987.
- b. Standards for Adult Correctional Institution, American Correctional Association, 3rd Ed., Sections 3-4314, 3-4310.
- c. Food Service and Food Establishment Sanitation Code, Chapter 1-A, Hawaii Department of Health.

### 2. Definitions

- a. Qualified Inspector: See Appendix C, Correctional Standards Supplement, January 1988, American Correctional Association.
- b. Authority Having Jurisdiction: See Appendix C, Correctional Standards Supplement, January 1988, American Correctional Association.

## 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.

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- .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.

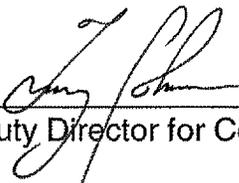
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- .6 Copies of food service inspections shall be maintained by the Department's Environmental Health and Safety Officer for one year and be available for review by appropriate persons and agencies.
- .7 Quarterly inspections will be conducted by the 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**

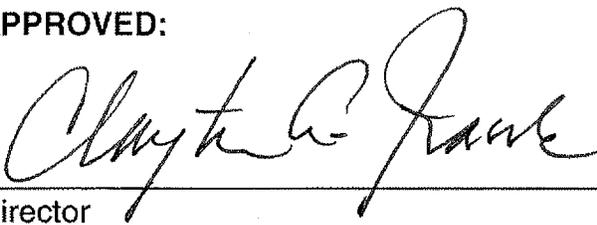
This policy applies to all correctional facilities.

**APPROVAL RECOMMENDED:**

  
 \_\_\_\_\_  
 Deputy Director for Corrections

3/20/09  
 \_\_\_\_\_  
 Date

**APPROVED:**

  
 \_\_\_\_\_  
 Director

3/20/09  
 \_\_\_\_\_  
 Date

**FOOD SERVICE OR FOOD ESTABLISHMENT  
INSPECTION REPORT**

SCORE  ("100" less weight of items violated)

Attachment A

BUSINESS NAME \_\_\_\_\_ STREET ADDRESS \_\_\_\_\_

BUSINESS OWNER \_\_\_\_\_ MANAGER \_\_\_\_\_

Date \_\_\_\_\_ Permit No. \_\_\_\_\_ Purpose \_\_\_\_\_  
 Time \_\_\_\_\_ Permit Posted \_\_\_\_\_ Initial  Follow up  
 County \_\_\_\_\_ Type \_\_\_\_\_ Regular  Compliant

Based on an inspection this day, the items circled below identify the violation in operations or facilities which must be corrected by the next routine inspection or the next period of time as may be specified in writing by the regulatory authority. Failure to comply with any time limits for corrections specified in this notice may result in cessation of your Food Service or Food Establishment operations.

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

0 ITEMS REQUIRING IMMEDIATE ACTION

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 \_\_\_\_\_

RECEIVED BY: (Name and Title)

INSPECTED BY: (Name and Number and Title)