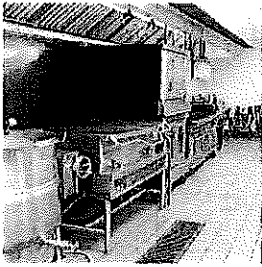


**NEW ESTABLISHMENT  
GUIDELINES**



## Kitchen Self-Inspection Checklist

Use this checklist to improve your kitchen's sanitation and compliance and to make your next routine inspection a good one. This checklist reflects most requirements applicable to retail food inspections. Additional requirements may be needed based on your operations. All items in the checklist may not apply to your establishment.

### FOOD

- Food is from an approved source (licensed food establishment). Food is in sound condition. Food is properly labeled. Foods prepared at home are not used.
- Upon receipt, foods are checked for proper temperatures, spoilage, contamination, and adulteration. Dented cans are not used, and all food packages are intact.
- Dry bulk food items such as flour, beans, sugar, etc., are stored in clean, covered, labeled containers with approved dispensing utensils.
- Food is not stored under unprotected or exposed sewer or water lines.
- No food, food equipment, or utensils are stored in restrooms/vestibules.
- All foods, food equipment, and utensils are stored a minimum of 6 inches above the floor.
- Foods are dated/stored in a manner that ensures "first in, first out."
- Potentially hazardous/ready-to-eat foods held for more than 24 hours are marked with "preparation date" and "disposition date."
- Potentially hazardous foods are maintained below 41°F or above 135°F, and frozen foods are maintained frozen at all times. A metal probe thermometer, accurate to + or -2°F, is used to check food temperatures regularly.
- Foods are cooked to the proper internal temperatures.
- Cooked/prepared foods are rapidly cooled/reheated to the proper internal temperature and within the proper time frame.
- Raw foods are stored below cooked and ready-eat-foods.
- Frozen foods, once thawed, are not refrozen. Frozen food is thawed properly.
- Food on display, protected from consumer contamination by packaging, sneeze guards, display cases or other effective means.
- A food-dispensing utensil is available for each container at a consumer self-service unit such as a buffet or salad bar.
- Unpackaged raw animal food such as beef, lamb, poultry, and fish not offered for consumer self-service.

## FOOD SERVICE EMPLOYEES

- Employees with Food Service Manager's Certification are present in the food establishment and in all food preparation areas at all times during hours of operation.
- **Food service staff wash their hands thoroughly after coughing, sneezing, or any other form of contamination or at anytime during which an interruption in food preparation occurs.**
- **Employees infected with a disease or symptoms that can be transmitted by food (including open sores) are either sent home or restricted to non-food contact activities.**
- Employees do not smoke or eat in the food preparation area. Drinking cups or glasses must be covered and contain a type of drinking straw or device that is handled in a manner to prevent contamination.
- **Food service workers do not touch foods with their bare hands unless written, approved procedures are in place. Otherwise, single-use gloves and/or suitable utensils are used to handle foods.**
- Food service workers working with a highly susceptible population do not contact food with the bare hands.
- No cross contamination of raw/cooked/other foods.
- **No jewelry is permitted when handling food. Only a plain, band-style ring is permitted. No false nails or nail polish is allowed. Nails must be maintained clean and trimmed.**
- Employees are wearing clean outer garments, and all kitchen employees are wearing effective hair restraints.
- Personal belongings are stored in a separate, designated area away from food and equipment.

## WATER AND PLUMBING

- All sinks must have sufficient hot and cold water under pressure. Hand sinks must have hot water at least 100°F, and utensil-washing sinks must have hot water at least 110°F.
- All drains are working properly, and plumbing is maintained in good repair.

## EQUIPMENT AND UTENSILS

- Equipment is adequate to maintain product temperature.
- A high-temperature dishwashing machine reaches a wash cycle temperature and final rinse temperatures listed in manufacturer's specifications. If a low-temperature dishwashing machine is used with a chemical agent, the temperature and the chemical concentration must be up to the manufacturer's specifications. Mechanical dishwashing and sanitizing at ( ) ppm/temperature.
- A manual three-compartment utensil-washing sink (wash, rinse, sanitize, air-dry) must contain an approved sanitizer. Manual dishwashing and sanitizing at ( ) ppm/temperature.
- Test kits, thermo-labels, thermometers must be available to test sanitizing methods. Dish baskets or racks that allow for complete immersion must be available at sinks when hot water is used for sanitization.
- There is no evidence of food residue on cleaned and sanitized equipment and utensils.

- No cracked or chipped dishes, glasses, or utensils are present.
- Proper storage procedures are followed when storing cleaned and sanitized equipment and utensils.
- All equipment is maintained in a clean, sanitary condition and approved by the city health department.

## **SEWAGE/WASTE WATER DISPOSAL SYSTEM**

- Proper disposal.

## **HANDWASHING FACILITIES**

- Hand sinks are adequate and accessible.
- Hand sinks are provided with soap and paper towels or other approved drying devices.
- Hand washing signs are posted at all hand sinks.

## **FLOORS, WALLS, and CEILINGS**

- All floors, walls, and ceilings are maintained clean and in good repair (including attachments – vents, mop sinks, etc).

## **TOILET FACILITIES**

- ALL hand sinks are equipped with hand-cleaning soap, paper towels or hand-drying device, warm water, and a conveniently located waste receptacle.
- All restrooms must have at least one covered waste receptacle and toilet tissue.
- Hand washing signs must be posted.
- Toilets/toilet rooms must be clean, in good repair, and free of objectionable odors.

## **LIGHTING AND VENTILATION**

- Adequate lighting must be provided in food preparation and storage areas.
- All lights must be covered with a shatter resistant covering.
- Ventilation must be sufficient to prevent grease and condensation from accumulating on walls and ceilings.
- Ventilation filters must be kept clean and free of build-up (dust, grease, etc.).

## **PEST CONTROL**

- Facility is free from insect and pests or evidence of insect/rodent activity.
- Openings to the outside are protected against the entrance of insects and rodents.
- Only pesticides approved and registered by governmental authorities are used at the establishment.

## **TOXIC MATERIALS**

- Toxic materials are properly labeled/stored/used.

## **GARBAGE**

- Food preparation and storage areas are clean and free from trash and food residue.
- Dumpsters located outside are closed, have a drain plug, and are stored on an easily cleanable surface such as concrete or machine-laid asphalt.
- Dumpsters have proper enclosure. They are not visible from the street.  
**Recommended**

## **NOTICES/DOCUMENTATION POSTED/PROVIDED**

- "No smoking" signs posted within establishment and at every entrance?
- Employee health policy requires that food employees and applicants report to the person in charge, information about their health and diseases transmitted by food.**
- Written consumer advisory at establishment serving or selling raw or partially cooked animal protein or seafood that informs consumers of the significantly increased risk of consuming raw or partially cooked animal protein and seafood?
- Written fish freezing records readily available and maintained for **90** days at establishments serving raw or partially cooked fish?
- Shellfish fish tags retained for **90** days from the date the container is emptied?
- Heimlich Maneuver Poster (Choking) and sanitation posters posted and in good condition? **Recommended**
- Food Dealer's Permit is current and posted in public view?
- Food Service Manager's Certification is current and posted in public view?
- Retail Frozen Desserts Establishment permit is current and posted in public view?
- Sulfite warning posted?
- Copy of last inspection report available? ***Posted***
- Written records kept for potentially hazardous foods using time only as a public health control?
- Approved HACCP plans on premises when specialized processing methods are used?
- Sign stating, "Operation of establishment without a certified manager present is unlawful" posted?
- Sign displayed to notify consumers that clean tableware is to be used upon return to self-service areas such as buffets?
- A conspicuous sign instructing the customer on the proper dispensing procedures is posted in the immediate bulk food display area?

**SUBSTANTIAL HEALTH VIOLATIONS:** *These are violations of such a direct and substantial impact to public health that the violation must be immediately corrected or the health officer will require the closure of the food establishment.*

- NO WATER
- NO HOT WATER
- NO ABILITY TO SANITIZE
- SEWAGE BACK UP
- POWER OUTAGE
- PEST INFESTATION
- NO/EXPIRED FOOD DEALER'S PERMIT

**SERIOUS HEALTH VIOLATIONS:** *These health violations have a direct impact on public health and must be corrected immediately or within 24 hours. Serious items may, as a group, lead to the closure of a food establishment if not corrected (i.e., **temperature problems, filthy food contact surfaces, remodeling without plans, improper sanitization, food from unapproved sources, adulterated food, no certified manager on duty,** etc).*

**GENERAL HEALTH VIOLATIONS:** *These health violations require the attention of the operator in a timely fashion. Though not having an immediate impact on public health, they may lead to or contribute to more serious health violations (i.e., **construction violations, no effective hair restraints, use of fingernail polish/jewelry/false nails, inadequate lighting,** etc).*

## Texas Food Establishment Rules 25 TAC §§228

### §228.39. Fingernail Maintenance.

(a) Food employees shall keep their fingernails trimmed, filed, and maintained so the edges and surfaces are cleanable and not rough.

Pf

(b) Unless wearing intact gloves in good repair, a food employee may not wear fingernail polish or artificial fingernails when working with exposed food. Pf

§228.40. Jewelry Prohibition. Except for a plain ring such as a wedding band, while preparing food, food employees may not wear jewelry including medical information jewelry on their arms and hands.

§228.41. Outer Clothing, Clean Condition. Food employees shall wear clean outer clothing to prevent contamination of food, equipment, utensils, linens, and single- service and single-use articles.

### §228.43. Hair Restraints.

(a) Except as provided in subsection (b) of this section, food employees shall wear hair restraints such as hats, hair coverings or nets, beard restraints, and clothing that covers body hair, that are designed and worn to effectively keep their hair from contacting exposed food; clean equipment, utensils, and linens; and unwrapped single-service and single-use articles.

(b) This section does not apply to food employees such as counter staff who only serve beverages and wrapped or packaged foods, hostesses, and wait staff if they present a minimal risk of contaminating exposed food; clean equipment, utensils, and linens; and unwrapped single-service and single-use articles

Allergy Alert:



DAIRY



EGGS



WHEAT/  
GLUTEN



PEANUTS



TREE  
NUTS



FISH



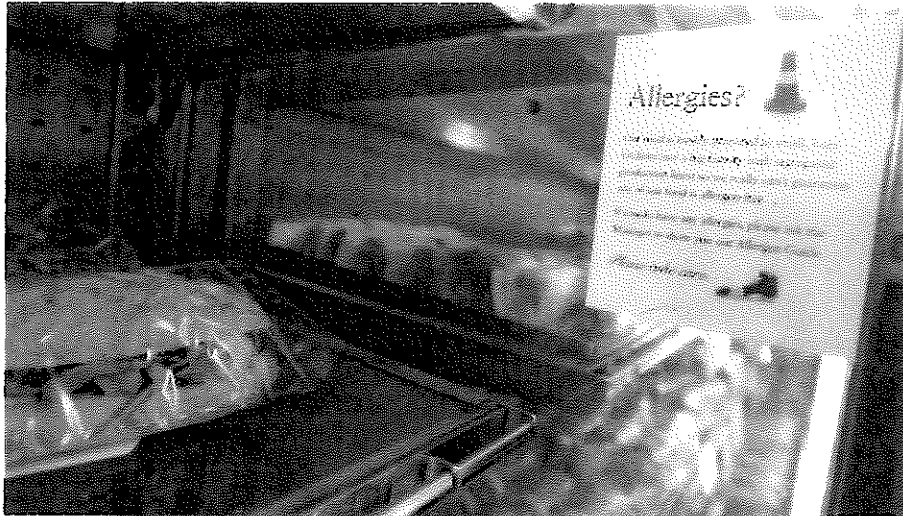
SHELLFISH



SOY



SESAME





## Texas Food Establishment Rules 25 TAC §§228

§228.65 (a)(4)(A) §228.65 (a)(5)(D)(iii) (A) contains a raw animal food and is to be cooked in the food establishment to heat all parts of the food to the minimum temperatures specified in §228.71(a)(1)-(2) or (b) of this title; or (B) does not contain a raw animal food but is to be cooked in the food establishment to heat all parts of the food to a temperature of at least 63 degrees Celsius (145 degrees Fahrenheit). (5) Food employees not serving a highly susceptible population may contact exposed, ready-to-eat food with their bare hands if: (A) the permit holder has obtained approval from the regulatory authority and maintains proof of the approval at the facility for review during inspection. P (B) written procedures are maintained in the food establishment and made available to the regulatory authority upon request that include for each bare hand contact procedure, a listing of the specific ready-to-eat foods and food additives that are touched by bare hands, P (C) a written employee health policy that details how the food establishment complies with §§228.35, 228.36, and 228.37 of this title including: P (i) documentation that food employees and conditional employees acknowledge that they are informed to report information about their health and activities as they relate to gastrointestinal symptoms and diseases that are transmittable through food as specified under §228.35(a) of this title; P (ii) documentation that food employees and conditional employees acknowledge their responsibilities as specified under §228.35(e) and (f) of this title; P and (iii) documentation that the person in charge acknowledges the responsibilities as specified under §228.35(b), (c) and (d), and §228.36 and §228.37 of this title; P (D) documentation is maintained at the food establishment that food employees acknowledge that they have received training in: (i) the risks of contacting the specific ready-to-eat foods with bare hands; P (ii) proper handwashing as specified under §228.38 of this title; P (iii) when to wash their hands as specified under §228.38(d) of this title; p

## Texas Food Establishment Rules 25 TAC §§228

### Food Allergy

(9) consumers who order raw or partially cooked ready-to-eat foods of animal origin are informed as specified under §228.80 of this title (relating to Food) that the food is not cooked sufficiently to ensure its safety; Pf (10) employees are properly sanitizing cleaned multiuse equipment and utensils before they are reused, through routine monitoring of solution temperature and exposure time for hot water sanitizing, and chemical concentration, pH, temperature, and exposure time for chemical sanitizing; Pf (11) consumers are notified that clean tableware is to be used when they return to self-service areas such as salad bars and buffets as specified under §228.68(f) of this title; Pf (12) except when otherwise approved as specified in §228.65(a)(4) of this title, employees are preventing cross-contamination of ready-to-eat food with bare hands by properly using suitable utensils such as deli tissue, spatulas, tongs, single-use gloves, or dispensing equipment; Pf (13) employees are properly trained in food safety including food allergy awareness as it relates to their assigned duties. Pf (14) food employees and conditional employees are informed in a verifiable manner of their responsibility to report in accordance with law, to the person in charge, information about their health and activities as they relate to diseases that are transmissible through food, as specified under §228.32(3)(P) of this title ; Pf and (15) written procedures and plans, where specified by these rules and as developed by the food establishment, are maintained and implemented as required. Pf §228.35. Responsibilities and Reporting Symptoms and Diagnosis. (a) Responsibility of Permit Holder, Person in Charge, and Conditional Employees. The permit holder shall require food employees and conditional employees to report to the person in charge, information about their health and activities as they relate to diseases that are transmissible through food. A food employee or conditional employee shall report the information in a manner that allows the person in charge to reduce the risk of foodborne disease transmission, such as the date of onset of symptoms and an illness, or of a diagnosis if the food employee or conditional employee:



## **BARE HAND CONTACT WITH READY-TO-EAT FOODS**

Bare hand contact with ready-to-eat foods may be done only at food establishments not serving a highly susceptible population. Unless a bare-hand contact with ready-to-eat foods procedure is in place, food workers may not contact exposed, ready-to-eat foods with their bare hands and shall use single-use gloves, tongs, forks, deli paper, or other approved utensils.

The procedure for practicing bare hand contact with ready-to-eat foods involves three steps.

Step No.1: Documentation is maintained at the food establishment that the food employees acknowledge they have received training in the following area:

1) risk of contacting the specific ready-to-eat foods with their bare hands;

2) proper handwashing methods

3) when to wash their hands

4) where to wash their hands

5) Proper fingernail maintenance;

6) prohibition of jewelry;

7) good hygienic practices

8) employee health policies (employee illness, exclusions, restrictions) Training providers may include:

i) food handler training classes;

ii) local regulatory agencies;

iii) private training companies;

iv) food establishment owner/ permit holder.

The training has to include all of the listed elements. Training providers design their own curriculums. Reference materials are readily available from regulatory agencies, libraries, universities, and internet. The employee has to sign to acknowledgement of receiving the training and, the documentation must be maintained at the food establishment.

Step No.2: Documentation is maintained at the food establishment that food employees contacting ready-to-eat foods with bare hand utilize two or more of the following control measure to provide additional safeguards:



## BARE HAND CONTACT WITH READY-TO-EAT FOODS

1. double handwashing; 2. Nail brushes; 3. A hand sanitizer after handwashing; 4. Incentive programs that assist or encourage food employees not to work when they are ill;

5. other control measures approved by the regulatory agency.

The documentation in step no. 2 designs what measures are to be used, not whether the employees are using measures. NOTE: These safeguards are in addition to proper handwashing.

Step No. 3: Documentation is maintained at the food establishment that corrective actions are taken when step 1 and 2 are not followed. The documentation has to include the plan for corrective action. The documentation has to be written, but may be included as part of the establishment's HACCP monitoring logs.

*Signature -* \_\_\_\_\_



**TEXAS**  
Health and Human  
Services

## TEXAS DEPARTMENT OF STATE HEALTH SERVICES

### DIVISION FOR REGULATORY SERVICES ENVIRONMENTAL AND CONSUMER SAFETY SECTION POLICY, STANDARDS, AND QUALITY ASSURANCE UNIT PUBLIC SANITATION AND RETAIL FOOD SAFETY GROUP

Texas Department of State  
Health Services

#### **Guidance for Retail Food Establishments Under a Boil Water Order**

Public water systems issue Boil Water Orders to notify their users when the drinking water is not safe to consume. A boil water order is issued when there is a coliform bacteria violation, when the water turbidity is over 5.0 NTU, when the water pressure is less than 20 PSI, or when there is a waterborne disease outbreak.

The retail food establishment manager is responsible for ensuring compliance with food safety requirements when under a Boil Water Order.

Following are temporary measures that can be taken under a Boil Water Order:

#### **Drinking Water**

- Use commercially bottled water; or
- Use water that has been kept at a rolling boil for at least 1 minute, or
- Use water brought in from an approved public water supply in a covered, sanitized container.

#### **Beverages Made with Water**

- Do not use post-mix carbonated beverage machines, auto-fill coffee makers, instant hot water heaters, ice machines, etc. using auto-fill methods

#### **Ice Making**

- Discard existing ice and do not make more ice.
- Use commercially manufactured ice.

#### **Cooking**

- Use commercially bottled water, or
- Use water that has been kept at a rolling boil for at least one minute; or
- Use water brought in from an approved public water supply in a covered, sanitized container.

#### **Handwashing**

- Use commercially bottled water, or
- Use water that has been kept at a rolling boil for at least 1 minute; or
- Use water brought in from an approved public water supply in a covered, sanitized container.
- Handwashing procedures must follow the Texas Food Establishment Rules. The water temperature for handwashing must be a minimum of 100° Fahrenheit.

### **Cleaning and Sanitizing Tableware and Utensils**

- Only use single-service items.

### **After the Public Water System lifts the Boil Order Notice, the Retail Food Establishment Must:**

- Flush pipes / faucets for at least 5 minutes;
- Flush, clean and sanitize equipment with water line connections according to manufacturer's directions
- Flush drinking water fountains for at least 5 minutes.
- Clean and sanitize the ice machine. Discard the first batch of new ice.

**Additional questions or concerns can be directed to the  
Retail Food Safety Group at 512-834-6753**



## **Reopening a Retail Establishment after an Emergency**

The objective of food safety is to reduce the risk of foodborne illness by safeguarding food using proper storage, preparation and service. This remains the objective during and after emergencies. This information from the Department of State Health Services will help retail food establishments reopen after an emergency and provide a safe food product.

### **Food Safety with No Power and No Water**

- Evaluate the safety of the remaining food in the establishment.
  - Time / Temperature Control for Safety (TCS) Food that has been out of temperature (above 41°F) for more than 4 hours must be discarded. Check the temperature of the food using a thermometer
  - Packaged non-TCS food, including canned foods, should be discarded if there are signs of water damage if the package seal has been broken.
- Do not reopen the food establishment if water cannot be obtained from approved source (bottled or from a water hauler with covered sanitized container).
- Food preparation surfaces, cooking equipment and utensils must be cleaned with soapy water from a potable water supply and sanitized with a solution of ¼ cup chlorine bleach per gallon of water.
- TCS food may be served if there is equipment to hold food at or below 41°F. An ice chest with a drain is acceptable when ice in the ice chest is from an approved source.
- Use only disposable paper products (plates, cups) and plastic single service eating utensils.
- Outdoor cooking on a grill, barbeque pit, etc. is allowed if there is overhead protection and the equipment is placed on a hard surface such as asphalt or concrete. No dirt or gravel surface.
- All food must be cooked and served with no holding.
- Create a temporary handwash facility using a water cooler with a spigot and a catch basin. Water used to fill the cooler must be from an approved source. Soap and water must be available.
  - When a handwash facility cannot be created use chemically treated towelettes (baby wipes).
  - Single-use gloves may be used along with handwashing.

### **Food Safety with Water and No Power**

- Evaluate the safety of the remaining food in the establishment.
  - Time / Temperature Control for Safety (TCS) Food that has been out of temperature (above 41°F) for more than 4 hours must be discarded. Using a thermometer, check the temperature of the food.
  - Packaged non-TCS food, including canned foods, should be discarded if there are no signs of water damage or if the package seal has been broken.
- The water must be assumed to be unsafe, unless the approved water system official has stated that the water is safe to drink.

- The water should be purified by:
  - Boiling the water vigorously (rolling boil) for one to three minutes continuously; or
  - Adding eight drops (1/8 teaspoon) unscented bleach per gallon of water. The water should be stirred and allowed to stand for 30 minutes.
- Food preparation surfaces, cooking equipment and utensils must be cleaned with soapy water and sanitized with a solution of ¼ cup chlorine bleach per gallon of water.
- TCS food may be served if there is equipment to hold food at or below 41°F. An ice chest with a drain is acceptable when ice in the ice chest is from an approved source.
- Use only disposable paper products (plates, cups) and plastic single service eating utensils.
- Outdoor cooking on a grill, barbeque pit, etc. is allowed if there is overhead protection and the equipment is placed on a hard surface such as asphalt or concrete. No dirt or gravel surface.
- All food must be cooked and served with no holding.
- Create a temporary handwash facility using a water cooler with a spigot and a catch basin. Water used to fill the cooler must be from an approved source. Soap and water must be available.
  - When a handwash facility cannot be created use chemically treated towelettes (baby wipes).
  - Single-use gloves may be used along with handwashing.

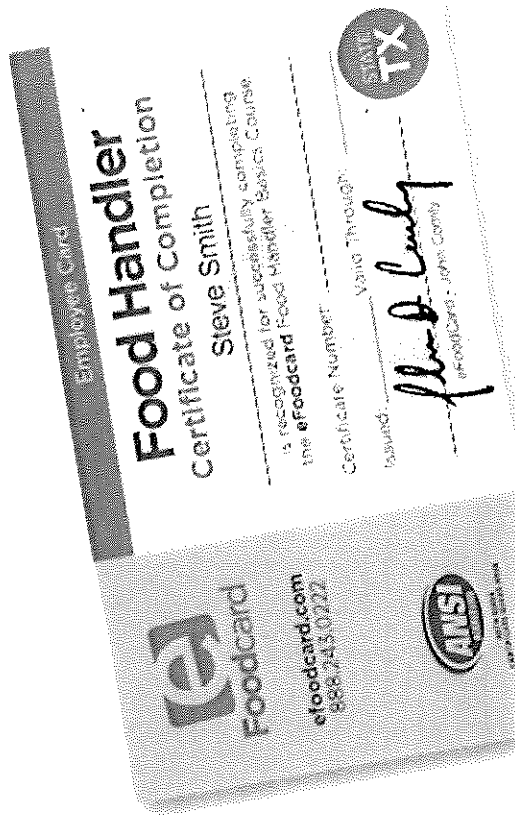
### **Food Safety with Power and No Water**

- Evaluate the safety of the remaining food in the establishment.
  - Time / Temperature Control for Safety (TCS) Food that has been out of temperature (above 41°F) for more than 4 hours must be discarded. Check the temperature of the food using a thermometer
  - Packaged non-TCS food, including canned foods, should be discarded if there are signs of water damage or if the package seal has been broken.
- Do not reopen the food establishment if water cannot be obtained from approved source (bottled or from water hauler with covered sanitized container).
- Food preparation surfaces, cooking equipment and utensils must be cleaned with soapy water and sanitized with a solution of ¼ cup chlorine bleach per gallon of water.
- TCS food may be served if the refrigeration equipment can hold food at or below 41°F.
- Use only disposable paper products (plates, cups) and plastic single service eating utensils.
- All food must be cooked and served with no holding.
- Create a temporary handwash facility using a water cooler with a spigot and a catch basin. Water used to fill the cooler must be from an approved source. Soap and water must be available.
  - When a handwash facility cannot be created use chemically treated towelettes (baby wipes).
  - Single-use gloves may be used along with handwashing.
- When power is obtained from an individual generator, the generator must be operated outside.
  - The capacity of the generator must be carefully evaluated to determine what equipment can be safely operated.

**Additional questions or concerns can be directed to the  
Retail Food Safety Group at (512) 834-6753**



# efoodcard.com



## Instructions to acquire food handler card

1. Go to efoodcard.com
2. Choose Texas
3. Choose get started
4. Fill out E-mail & Password
5. Take test
6. Print out certificate

## Attention Food Employees

### ***Report to your supervisor immediately***

If you have any of the following symptoms caused by illness or infection:

- ◆ Vomiting
- ◆ Diarrhea
- ◆ Jaundice (yellowing of eyes and skin)
- ◆ Sore throat with fever
- ◆ Infected wounds or lesions with pus (on hands, wrist, or exposed body parts)

If you or a household member have been diagnosed by a doctor with:

- ◆ Norovirus
- ◆ Hepatitis A
- ◆ Salmonella typhi (typhoid fever)
- ◆ Shigellosis
- ◆ E. coli O157:H7 (or other shiga toxin-producing Escherichia coli)

### ***You could make your customers sick***

*Reporting your illness or symptoms is mandatory under:*

*Texas Food Establishment Rule 229.163(d)  
25 Texas Administrative Code (TAC) §229.163(d)*



Texas Department of State Health Services  
Food Establishments Group  
[www.dshs.state.tx.us/foodestablishments](http://www.dshs.state.tx.us/foodestablishments)