

REQUIRED OF ALL ESTABLISHMENTS:

* All surfaces must be smooth, durable, easily cleanable, and in good repair.

* Everything must be cleaned and sanitized on a regular schedule.

1. A three-vat sink with drain boards OR a commercial dishwashing machine. Dishwashers must be equipped to sanitize effectively using 160° F water OR an approved chemical sanitizer.
2. Outer openings must be sealed; screens must be provided on all windows that are ever opened.
3. Restrooms need self-closing doors, and the ladies' room needs a covered trashcan. At least one toilet must be available for employee use. All toilets must be clean and in good repair.
4. All faucets must be tempered to mix hot and cold water before it leaves a single spigot.
5. Each restroom plus the kitchen area must provide a fully stocked hand-washing lavatory. Each restroom must have a sign that states "EMPLOYEES MUST WASH HANDS BEFORE RETURNING TO WORK"; these signs are available at this office.
6. A fully stocked lavatory provides the following: a tempered faucet, liquid soap in a pump dispenser, paper towels, and an uncovered trash can nearby. This is to encourage frequent use by employees after using the restroom, after breaks, and as necessary during the food preparation and establishment cleaning process. For these reasons, sinks must remain unblocked and should be used for hand washing only. No cloth towels allowed. No bar soap allowed.
7. Food establishment sewage must be treated at a county or state-approved facility.
8. All water used in any food establishment must come from approved source; private drinking water is subject to bacteriological sampling to determine safety.
9. Adequate lighting must be provided; all lighting must be shielded.
10. Measures must be taken to assure that back siphonage of contaminated water into the public water supply as well as into ice machines, etc. is prevented; back-flow prevention devices are a common way to deal with this problem.
11. Garbage cans inside the facility must be provided with lids and must be kept covered and clean at all times. The only exception to this rule is the trash cans provided at hand sinks; these trash cans should hold used paper towels only – never garbage.
12. Garbage cans and dumpsters outside of the facility must be kept clean and covered at all times and must be in a well-drained, non-absorbent area.
13. A designated spot is needed to keep employee's personal belongings and break area away from the food preparation area. No eating, drinking, or smoking is allowed in the food preparation area.

REQUIRED EQUIPMENT FOR ALL FOOD SERVICE ESTABLISHMENTS:

1. All food contact surfaces (cutting boards, counters, utensils, dishes, ice scoops, etc.) must be easily cleanable. When cleaned, all surfaces are to be washed, rinsed, sanitized, and air-dried.
2. Thermometers must be present and clearly visible in all refrigerator and freezer units.

3. Enough utensils must be available to prevent cross-contamination, and these must be kept on a cleanable surface, or stored in the food item with handles up. This includes ice scoops.
4. See reverse for requirements on trashcans.
5. See reverse for requirements on properly stocked lavatories (hand sinks).
6. All wiping cloths must be contained within a bucket of sanitizer solution.
7. Test kits must be provided for the type of sanitizer used in dish machines, as the sanitizing rinse for dishwashing by hand, and as sanitizer solution for wiping cloths.
8. A metal stem food thermometer must be available for monitoring hot and cold holding temperatures. This thermometer can be the digital or dial-type, and must be able to indicate 0°-212 °F degrees.
9. Hot-and cold-holding units must be provided to keep potentially hazardous foods out of the temperature danger zone. Hot-holding equipment must hold at 140°F or higher; cold-holding equipment must hold at 41°/45° or lower. Both must maintain correct temperatures consistently at all times. Equipment that does not function properly must be repaired or replaced immediately.

REQUIRED OF NEW OR REMODELED ESTABLISHMENTS, OR AS NEEDED:

1. Sinks need to be sealed to the wall.
2. A curbed mop sink needs to be provided for mop water.
3. Coving or molding at wall-floor junctions.
4. Stove and fryer need a vent hood that is easily cleanable.
5. All surfaces in the food preparation and storage areas need to be light-colored.
6. Floors, walls, and equipment need to be durable and easily cleanable.
7. All cold-holding equipment must hold consistently at 41° F or below.

* Please note that requirements and recommendations made by this office are not limited to the contents of this list.

TIME AND TEMPERATURE CONTROLS FOR POTENTIALLY HAZARDOUS FOODS: THESE CRITICAL FACTORS RELATE DIRECTLY TO THE RISK OF FOODBORNE ILLNESS

POTENTIALLY HAZARDOUS FOODS: require temperature controls because items are in a form capable of supporting the rapid and progressive growth of a variety of infectious or toxigenic microorganisms. Facilities may be responsible for providing information to prove specific products are not potentially hazardous.

THAWING: There are three acceptable methods of thawing. NEVER THAW AT ROOM TEMPERATURE!!!

- In the refrigerator *in pans stored below* other foods. Remember that large items like roasts and turkeys may take 1-3 days to thaw. THINK AHEAD!!!
- In the sink under running water at a temperature of 70° F or below for no longer than 2 hours. Be sure the sink and utensils are washed and sanitized before and after use.
- In a microwave oven, but *only if* the food will be cooked immediately after thawing.
- * Improper thawing may be a CRITICAL or non-critical violation, depending on the temperature of the food product; unsafe product may be discarded upon inspection.

COOKING:

- Poultry/Fowl and Re-heating: 165° F minimum.
- Ground meats (including sausage, hamburger, etc.): 155° F minimum.
- Pork, beef, fish, and other potentially hazardous foods: 145° F minimum.
- **Commercially processed** canned and frozen foods may be heated the first time to 140° F; if they are reheated a second time they must reach 165° F. They should be discarded after the second re-heating.

MICROWAVE COOKING: All raw and re-heated foods must reach 165° F; food must be stirred and rotated halfway through cooking and should sit for 2 minutes before service.

HOT AND COLD HOLDING: KEEP FOODS OUT OF THE TEMPERATURE DANGER ZONE AT ALL TIMES! Bacteria grow RAPIDLY in potentially hazardous foods that are stored at improper temperatures!!!

- Hot foods need to be held at 140° F or above.
- Cold foods need to be held at 41° F or below. 45° F is also acceptable, unless the unit fails to hold at 45° F for three consecutive inspections. Then the equipment must be repaired or replaced so that items hold at 41° F or below.
- * It is a critical violation for items to be in the temperature danger zone unless TIME is used as the control (see reverse); unsafe items may be discarded upon inspection.

COOLING HOT FOODS: THE NUMBER-ONE CAUSE OF FOODBORNE ILLNESS IS IMPROPER COOLING!!!

- Making food in advance creates extra work for you! If these procedures cannot be completed properly and safely, do not attempt to make large batches and/or cook in advance!
- Foods MUST be cooled rapidly: from 140° to 70° in two hours; from 70°F to 45°/41°F in four hours. Up to six hours are allowed to reach 45°/41°F degrees.
- Cut large pieces of meat into quarters to facilitate cooling.
- Use pre-chilled shallow pans (2"-3" deep). (over)
- Do not cover food or stack pans until food has cooled completely.
- Place the pot of hot food into a larger container. Surround the sides of the ice and water. Stir the food and the ice. Add more ice when necessary.
- Use a blast chiller if your facility has one.
- Stir regularly throughout the cooling process.
- Monitor temperatures often to be sure foods are cooling at the proper rate.
- * If foods are not properly cooled, this is a CRITICAL VIOLATION and food items may be discarded upon inspection!

TIME AS A PUBLIC HEALTH CONTROL: Food cannot be stored in the temperature danger zone for more than four hours.

- Items that are held in the danger zone **MUST** be served or discarded after four hours. Containers must be thoroughly washed and sanitized after each use.
- All items must be marked with a “consume by” time, which states the **EXACT TIME** they are to be consumed or discarded (i.e. discard at four o’clock). A note that says, “discard in four hours” is not clear to employees or to the inspector exactly **WHEN** the item has become hazardous.
- This method is **ONLY** acceptable if **written procedures** are in place, and if everyone involved with food handling understands the requirement. It is best to post reminders detailing the process.
- * If no written procedure is in place, and if exact times are not recorded, this is a **CRITICAL VIOLATION** and food items may be discarded upon inspection!

DATE MARKING: Foods that are to be held for 24 hours or more need to be date marked with a “consume by” date.

- Foods can be held for 7 days if the holding temperature is 41°F or below.
- Foods can be held for 4 days if the holding temperature is 45°F to 42°F.

REHEATING: REHEAT RAPIDLY!!!

- Reheat food to at least 165°F or higher for 15 seconds within 2 hours. If food cannot be reheated this quickly, **throw it out!**
- Reheat food **ONLY** once.
- Do not mix-reused food with fresh food; one could contaminate the other.
- Do not use hot-holding equipment to re-heat foods; this equipment is not designed for rapid heating, and the requirement cannot be met.
- * Improper reheating can be a **CRITICAL VIOLATION**; unsafe items may be discarded upon inspection!

THERMOMETERS:

- Use thermometers to be sure that each of the above requirements is met.
- Wash-rinse-sanitize the thermometer in between uses to avoid cross-contamination.
- **At least one** bayonet or metal stem food thermometer is required in all food service establishments.
- Not having a food thermometer is a non-critical violation.

HAND WASHING, HYGIENE, AND SANITATION FOR SERVING SAFE FOOD

PERSONAL CLEANLINESS: Customers notice your personal appearance and are watching you work!!!

- **GOOD PERSONAL HYGIENE:** Food employees must be personally clean at all times. Shower, wash hair, and wear clean clothes before coming to work!
- **CLEAN CLOTHES/APRON MUST BE WORN DURING FOOD SERVICE.**
- **KEEP HANDS AND FINGERNAILS CLEAN AND TRIMMED; DO NOT WEAR UNNECESSARY JEWELRY, FALSE FINGERNAILS.**
- **HAIR MUST BE RESTRAINED TO PREVENT IT FROM CONTAMINATING FOOD:** Hats, hair coverings, hairnets are acceptable hair restraints.

HAND WASHING

- **ONLY WASH HANDS IN THE DESIGNATED HAND SINK:** Do not wash hands in dishwashing sink or in wash water! Keep designated hand sink properly stocked with pump soap, paper towels, and a trashcan. Do not block or put anything in sink!
- **WASH HANDS THOROUGHLY AND PROPERLY:** Wash hands up to the elbow for 20 seconds. Dry thoroughly with a paper towel or electric hand dryer.
- **WASH HANDS AS OFTEN AS NECESSARY TO PREVENT CROSS-CONTAMINATION:** Use common sense! Wash hands before and after handling all food items, especially after handling raw product. Wash hands after each task (i.e. washing dishes, sweeping, taking out the trash, handling money); wash hands after taking a break (snacking, drinking, smoking), after using the restroom, after sneezing, touching hair, and after hands are contaminated in any way.

HAND SANITIZERS

- **WATERLESS HAND SANITIZERS AND DIPS MAY BE USED ONLY AS PART OF PROPER HAND WASHING PROCEDURES.**

AVOID DIRECT BARE HAND CONTACT WITH READY-TO-EAT FOODS

- **THE 99 MISSOURI FOOD CODE STATES THAT BARE HAND CONTACT WITH READY-TO-EAT FOODS IS PROHIBITED. THIS MAY BE ACHIEVED BY USING DISPOSABLE GLOVES, DELI TISSUE, OR UTENSILS.**

GLOVES

- **HANDS MUST BE CLEAN BEFORE GLOVES ARE PUT ON**
- **GLOVES MUST BE CHANGED AND DISCARDED AFTER EACH USE**
- **NEVER RE-USE DISPOSABLE GLOVES**
- **CHANGE GLOVES OFTEN TO PREVENT CROSS-CONTAMINATION:** Gloves should be changed after each type of food handled and after each task is completed (see hand-washing notes on preventing cross-contamination).

NO SNACKING, DRINKING, OR SMOKING IN THE FOOD PREPARATION AREA

- Each establishment must provide a break area separate from the food preparation area.
- Employee drinks, cigarettes, and snacks must be prevented from contaminating food, food contact surfaces, clean liners and dishes, and single-service items.

EMPLOYEE HEALTH

- **ILL EMPLOYEES SHOULD NOTIFY THEIR SUPERVISOR IMMEDIATELY!!!**
- **WHEN TO CONTACT THE HEALTH DEPARTMENT:** If employee has symptoms associated with gastrointestinal illness like diarrhea, vomiting, fever, jaundice, or symptoms like sore throat with fever; if employee has had serious infectious disease in the past; if employee has a household contact who is involved in a foodborne illness outbreak.
- **EMPLOYEES WITH PERSISTENT SNEEZING, COUGHING, AND/OR WITH DISCHARGES FROM EYES, NOSE, OR MOUTH SHOULD NOT WORK WITH EXPOSED FOOD, CLEAN DISHES, CLEAN FOOD CONTACT SURFACES, SINGLE-USE ITEMS:**

Even if an employee is not ill or does not have a reportable illness, discharges can contaminate food and food-related items!

- **INFECTED WOUNDS, BOILS, and BURNS:** Any wound, boil, or burn should be covered with a dry, durable, tight-fitting bandage. Any wound, boil, or burn on an arm or hand should have an impermeable cover with a single-use glove over the cover. Call the health department if more information is needed.

SANITIZATION

- ALL DISHES, UTENSILS, ETC. MUST BE WASHED, RINSED, SANITIZED, THEN AIR DRIED
- DISHES AND FOOD CONTACT SURFACES MUST NEVER BE TOWEL-DRIED
- A CONTAINER OF SANITIZER MUST BE PRESENT IN FOOD PREP AREAS AT ALL TIMES: See below for notes on approved sanitizers.
- WIPING CLOTHS MUST BE KEPT IN SANITIZER SOLUTION AT ALL TIMES
- FOOD CONTACT SURFACES: All food contact surfaces must be wiped down with sanitizer solution to prevent cross-contamination.
- SANITIZER USED MUST BE APPROVED FOR FOOD SERVICE USE: Household cleaners like 409, Mr. Clean, etc. are prohibited. Approved sanitizers include unscented bleach, quaternary ammonia, etc. All chemicals must be kept separate from food and food-related items.
- A TEST KIT IS REQUIRED TO ENSURE CORRECT CONCENTRATION OF SANITIZER USED

LABELING REQUIREMENTS

According to state and local codes, all food must be safe, unadulterated and honestly presented at all times. It is imperative that labeling is done properly; the Attorney General's Office recently prosecuted several large grocery stores for misbranding and mislabeling meats. These requirements are intended to ensure that customers are accurately informed about food products they are purchasing. These rules also serve to reduce liability in the event of a foodborne illness report, allergic reaction, or fraud accusation.

These rules do not apply to deli operations that serve customers directly. This does not apply to produce. Items that are pre-packaged and available for customers to serve themselves must meet all labeling requirements. These labels must be on the package when it leaves the store with the customer; information posted near the product will not suffice.

Any packaging and/or re-packaging must take place under controlled circumstances. This includes smooth, durable, easily cleanable surfaces that are all washed, rinsed, sanitized and air-dried. A three-vat sink and hand washing lavatory must be available in any area where foods are re-packaged. Premises must remain clean at all times.

LABELING REQUIREMENTS FOR ALL RETAIL FOOD ESTABLISHMENTS:

1. Label must be legible at all times; make sure they do not become obscured by other labels or stickers.
2. Common name or product; this must be honestly presented. Misbranding is a major violation of federal, state, and local codes.
3. Net weight in English and Metric measurement.
4. Ingredients must be listed in descending order. Items with only one ingredient must list the common name of the product on the package.
5. Manufacturer or distributor's name and address must be on the label.
6. Nutrition information must be provided if the manufacturer of the product sells over 40,000 units per year.
7. Any raw meat, fish, poultry must include a safe handling instructions label. A copy of this is enclosed. Please contact your meat distributor for these labels.
8. Please make sure you have had your Missouri Department of Agriculture scale inspection if applicable. Call (573) 751-4316 for more information.
9. Anyone selling eggs needs an egg dealer's license; call the Missouri Department of Agriculture at (573) 522-1242 for more information.

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