

**Pre-Inspection Info for New Owners/
Operational Guidelines for Retail Food Facilities**

(RFPINO 01/2016)

This information in no way is meant to take the place of the Louisiana State Sanitary Code, Part XXIII, which is applicable to your particular type of business. It is merely to serve as a brief review for some of the more common items generally associated with most food establishments. Part XXIII may be obtained from our web site at <http://doa.louisiana.gov/osr/lac/51v01/51.doc>.

A state food safety certificate is required for certain restaurant/kitchen type establishments within 60 days of permitting. Establishments: (1) whose purpose and primary function is to take orders for and serve food, (2) serve food on all days of operation, and (3) operates a fully equipped kitchen used for the preparation of uncooked foods for service and consumption of such foods on the premises are required to hold a state food safety certificate. The owner or a designated employee must schedule and provide proof of registration in an approved food safety course. A list of food safety program providers and applications can be obtained from our web site or your local parish health unit.

Food is to be purchased from approved sources and have approved labels. Do not purchase consumable products from sources or suppliers who do not have a permit from the Food and Drug Division of the State Health Department or equivalent approval from other food regulatory agencies.

All fluid milk products must be pasteurized. All fluid, frozen, dry milk and milk products shall be obtained from sources with Grade A Standards.

In the event of a fire, flood, power outage, or similar event that might result in the contamination of food, or that might prevent potentially hazardous food from being held at required temperatures, the person in charge must immediately contact the Health Department.

Once a bulk food package is opened, or the food is taken out of its original container, it must be stored in an insect/rodent proof container with a lid. The bulk container must be labeled with the common name of the product and a scoop with a handle must be provided.

All food and any container in which food is prepared, cooked, stored or served, must be stored a minimum of 6 inches off the floor.

Cooler and freezer facilities must be adequate so that potentially hazardous food (TCS food) is maintained at **41°F or colder** in the refrigerator and frozen in the freezer storage. A numerically scaled thermometer must be provided in each cooler or freezer that stores a perishable item.

RAW FOODS MUST NEVER BE STORED IN CONTACT WITH OR ABOVE COOKED OR READY TO EAT FOODS. THIS PRACTICE MAY RESULT IN CROSS-CONTAMINATION.

Hot food storage must be adequate so as to maintain hot foods at the required **135°F or higher**. A product thermometer is required to monitor the temperature of hot food. Cold food storage must be adequate to maintain cold foods at the required **41°F or below**. It is also highly recommended that a temperature log be maintained for both hot and cold foods.

Before service or sale in ready-to-eat form, raw, raw-marinated, partially cooked, or marinated-partially cooked fish other than Molluscan shellfish shall be frozen throughout to a temperature of:

1. -4°F (-20°C) or below for 168 hours (seven days) in a freezer; or
2. -31°F (-35°C) or below for 15 hours in a blast freezer.

If raw, raw-marinated, partially cooked, or marinated-partially cooked fish are served or sold in ready-to-eat form, the person in charge shall record the freezing temperature and time to which the fish are subjected and shall retain the records at the food establishment or retail food store/market for 90 calendar days beyond the time of service or sale of the fish. If the fish are frozen by a supplier, a written agreement or statement from the supplier stipulating that the fish supplied are frozen to a temperature and for a time as described above. These records shall be maintained in the facility for 90 days. This process may require a dedicated freezer.

Foods shall be prepared with the least hand contact possible.

Cutting boards, prep tables and any other food contact surfaces must be thoroughly cleaned and sanitized before and after each type of food preparation.

Foods must be cooked to the following internal temperatures for at least 15 seconds:

Poultry and stuffed meats - 165°F

Ground meat and other comminuted meat - 155°F

Most other foods - 145 °F

When reheating a food item - 165°F

Failure to follow these temperature guidelines may result in a food borne illness outbreak.

Ice scoops must have a handle and cannot be constructed of easily broken material such as glass or thin plastic. The scoop may be left in the ice with the handle exposed or placed in or on a clean, dry surface protected from contamination.

Buffet lines must be adequately supplied with enough clean tableware, so that the customer may obtain clean tableware for each trip to the buffet. A sign must be placed at the buffet prohibiting the reuse of soiled tableware and recommending the customer wash their hands prior to serving themselves.

All food products on a buffet/salad bar are to be adequately protected by a sneeze guard.

Outer clothing of employees is to be clean.

Employees shall wear effective hair restraints.

No eating (except proper taste testing of food products) is allowed in any food service or food preparation area. An employee drink must be in a container provided with a tight fitting lid and a straw.

Food contact surfaces shall be easily cleanable, smooth, and free of breaks, open seams, cracks, chips, pits, and similar imperfections, and free of difficult-to-clean internal corners and crevices.

Ventilation hoods shall prevent grease or condensation from collecting on walls and ceilings and from drippage into food or onto food-contact surfaces. Hood, attachments and filters are to be kept clean.

Any food service equipment including ice machines shall not be located under exposed sewer/waste lines or open stair wells.

A three-compartment sink is required . Each compartment must be supplied with hot and cold water through a mixer faucet. Each compartment must be large enough to submerge the largest piece of equipment to be washed in the sink. The wash – rinse – sanitize cleaning method must be used.

If the three-compartment sink is to be used in food preparation, an indirect connection is required to the waste system.

All food service equipment and surfaces are to be cleaned using the wash – rinse – sanitize method.

Approved cleaning and sanitizing agents are required.

Sanitizer test strips are required to test the concentration of the chemical solution.

Wet wiping cloths are to be stored in a sanitizing solution between uses. The container of solution must be stored so that contamination of food products will not occur.

Clean utensils shall be stored or displayed “handles up”.

Self-service straws are to be pre-wrapped or dispensed from a commercial type dispenser.

Clean utensils and equipment are to be air dried before storing. Do not “wet nest”.

Equipment should be stored inverted (upside down) whenever possible.

Food equipment, utensils, single service articles and food shall not be stored in toilet rooms or vestibules.

A hose shall not be attached to a threaded faucet unless a backflow prevention device is installed.

A grease trap is required on the waste line leading from sinks, drains, or other fixtures in establishments where grease can be introduced into the drainage system in quantities that can cause line stoppage or hinder sewage disposal. It must be located as to be easily cleanable.

Hand sinks are required in the kitchen, behind a bar and in other locations such as a separate food preparation area or ware washing area. The number and location of hand sinks must be appropriate so that the sinks are easily available and accessible to kitchen personnel at all times.

All hand sinks must be supplied with soap and approved towels or blowers at all times. Hot and cold water must be provided through a mixer faucet.

The garbage cans must be durable, kept clean, in good repair; and provided with a tight fitting lid.

Outside storage of unprotected plastic bags or paper bags when used for garbage is prohibited.

Dumpsters are to be placed on a smooth, easily cleanable surface such as concrete or machine laid asphalt. For new construction or change of occupancy of an existing building where there is a history of dumpster complaints, hot water and a waste drain shall be provided in the dumpster area.

All outer openings to the establishment are to be protected with tight fitting doors and windows, 16 mesh screening, or properly installed and designed air curtains, so as to prevent rodent and insect entry.

All floors in food preparation and utensil washing areas, and floors in all walk-in refrigeration units, toilet rooms and vestibules shall be smooth and easily cleanable. Carpeting is prohibited in any food preparation areas, washing areas or any toilet rooms.

Walls and ceilings are to be smooth, easily cleanable and light colored. There are some exceptions to the light colored ceiling and wall requirements as in bars.

Walls in food preparation or dish wash areas are to be nonabsorbent.

Studs, joist and rafters shall not be exposed in walk-in refrigeration units, food preparation areas, equipment washing and utensil washing areas.

A mop sink is required. The mop sink should not be located in the kitchen or other food prep areas unless it can be so placed that contamination from splashing is highly unlikely. The mop sink may be placed in the toilet room along with the hand sink, or it can be conveniently located outside of the building as long as the use of the sink is not inhibited by distance, steps, or any other deterrent to its proper use. If located outside, a cover must be provided. Hot and cold water is required.

Permanent lighting of at least 50 foot candles must be provided in all areas of food preparation, 20 foot candles in food or equipment storage and utensil washing areas, and 10 foot candles in walk in coolers.

All lights located over, by, or within food storage, preparation, service and display facilities and facilities where utensils and equipment are cleaned and stored shall be shielded or protected.

Toilet rooms are to be mechanically vented to the outside and should be fully enclosed, with self-closing doors. The toilet rooms must be accessible from the inside public area. The number of restrooms required is determined by the guidelines of the Louisiana State Uniform Construction Code Council as interpreted by the Chief Building Official.

A covered waste receptacle is required in the ladies restroom.

Employee clothing and belongings cannot be stored in the food preparation, food storage, or food equipment storage area.

Only necessary toxic chemicals may be kept in food establishments. All toxic chemical containers must be properly labeled at all times. Toxic chemicals shall not be stored in any manner that may result in the contamination of food, food contact surfaces or equipment.

Premise of the food establishment must be kept free of litter and debris.

Unnecessary articles shall not be stored in the food establishment.

Walking and driving surfaces of all exterior areas of the food establishment shall be treated to facilitate maintenance and minimize dust. These surfaces shall be so maintained as to prevent water from pooling.

Unnecessary traffic through the food preparation and utensil washing areas is prohibited.

There shall be no direct access from food preparation areas to living and sleeping quarters.

Clean linens shall be stored in a clean place and protected from contamination.

Soiled clothes and linens shall be stored in a nonabsorbent container or washable laundry bag until removed.

Maintenance type of equipment (brooms, mops, and similar equipment) shall be stored in a way that does not contaminate food, utensils, equipment or linens. Mops shall be hung off the floor between uses.

Live animals, including birds and turtles shall be excluded from within the food service establishment. This exclusion does not apply to edible fish, crustacea, shellfish that are maintained live in a manner that avoids cross-contamination until cooking, or in dining areas to service animals or fish in aquariums.

No employee or other person shall engage in the practice of commercial body art (tattooing, piercing) within the premise of any food establishment.

Fresh and frozen shucked shellfish shall be packed in nonreturnable packages identified with the name and address of the original shell-stock processor, shucker-packer, or repacker and the interstate certification number issued in accordance with Chapter IX of this code. Each sack/container of unshelled shell-stock must have an identification tag attached and the tag must be kept on file for 90 days from the date the container is emptied. It is recommended that the date of last use of the oysters in the sack/box be marked on the tag for easier trace back in the event of food borne illness.

All establishments that sell or serve raw oysters must display signs, menu notices, table tents or other clearly visible messages at all points of sale. This notice must also be displayed on the top of containers of pre-packed raw oysters and on each tag attached to each sack of unshucked oysters. Notice must read as follows:

THERE MAY BE A RISK ASSOCIATED WITH CONSUMING RAW SHELLFISH AS IS THE CASE WITH OTHER RAW PROTEIN PRODUCTS. IF YOU SUFFER FROM CHRONIC ILLNESS OF THE LIVER, STOMACH OR BLOOD OR HAVE OTHER IMMUNE DISORDERS, YOU SHOULD EAT THESE PRODUCTS FULLY COOKED.