



# **Public Health Inspector Guide to Food Premises Inspections**

Department of Health

**Revised February 2015**

## TABLE OF CONTENTS

Section	Page
<b>1.0 FOOD</b> .....	<b>4</b>
1.1 <u>Approved Source</u> .....	<b>4</b>
1.2 <u>Purchasing and Receiving</u> .....	<b>4</b>
1.3 <u>Acceptable Containers and Labeling</u> .....	<b>4</b>
<b>2.0 FOOD STORAGE</b> .....	<b>5</b>
2.1 <u>Storage of Potentially Hazardous Foods</u> .....	<b>5</b>
2.2 <u>Frozen Storage</u> .....	<b>5</b>
2.3 <u>Refrigerated Storage (Temperature)</u> .....	<b>5</b>
2.4 <u>Refrigerated Storage (Methods)</u> .....	<b>6</b>
2.5 <u>Refrigerated Storage (Space)</u> .....	<b>6</b>
2.6 <u>Dry Storage</u> .....	<b>6</b>
2.7 <u>Storage of Food for Staff</u> .....	<b>6</b>
<b>3.0 FOOD PREPARATION AND HANDLING</b> .....	<b>7</b>
3.1 <u>Thawing Methods</u> .....	<b>7</b>
3.2 <u>Cooking Methods</u> .....	<b>7</b>
3.3 <u>Holding Methods</u> .....	<b>8</b>
3.4 <u>Cooling Methods</u> .....	<b>8</b>
3.5 <u>Re-heating Methods</u> .....	<b>9</b>
3.6 <u>Handling Methods</u> .....	<b>9</b>
<b>4.0 FOOD DISPLAY/SERVICE</b> .....	<b>10</b>
4.1 <u>Display Methods</u> .....	<b>10</b>
4.2 <u>Advance Preparation</u> .....	<b>10</b>
<b>5.0 RECORD KEEPING AND RECALLS</b> .....	<b>10</b>
5.1 <u>Record Keeping</u> .....	<b>10</b>
5.2 <u>Recall of Food</u> .....	<b>11</b>
<b>6.0 PERSONNEL</b> .....	<b>11</b>
6.1 <u>Demonstrating Knowledge</u> .....	<b>11</b>
6.2 <u>Employee Health</u> .....	<b>12</b>
6.3 <u>Personal Hygiene Practices</u> .....	<b>12</b>
<b>7.0 FOOD EQUIPMENT AND UTENSILS</b> .....	<b>12</b>
7.1 <u>Food Equipment (Design, Construction, Installation and Maintenance)</u> .....	<b>13</b>
7.2 <u>Food Contact Surfaces (Design, Construction, Installation and Maintenance)</u> .....	<b>13</b>
7.3 <u>Mechanical Dishwashing</u> .....	<b>13</b>
7.4 <u>Manual Dishwashing</u> .....	<b>14</b>

7.5	<u>Eating Utensils/Dishes</u> .....	14
<b>8.0</b>	<b><u>CLEANING AND SANITIZING</u></b> .....	<b>15</b>
8.1	<u>Cleaning and Sanitizing</u> .....	15
8.2	<u>Detergents and Chemical Use and Storage</u> .....	15
<b>9.0</b>	<b><u>SANITARY FACILITIES</u></b> .....	<b>16</b>
9.1	<u>Washroom(s)</u> .....	16
9.2	<u>Hand Washing Stations</u> .....	17
<b>10.0</b>	<b><u>FLOORS, WALLS AND CEILINGS</u></b> .....	<b>17</b>
10.1	<u>Floors</u> (Construction and Maintenance).....	17
10.2	<u>Walls</u> (Construction and Maintenance).....	17
10.3	<u>Ceilings</u> (Construction and Maintenance).....	17
<b>11.0</b>	<b><u>WATER SUPPLY AND WASTE DISPOSAL</u></b> .....	<b>18</b>
11.1	<u>Water</u> (Quality and Quantity).....	18
11.2	<u>Sewage Disposal</u> .....	18
11.3	<u>Solid Waste Handling</u> .....	19
<b>12.0</b>	<b><u>LIGHTING AND VENTILATION</u></b> .....	<b>19</b>
12.1	<u>Lighting</u> .....	19
12.2	<u>Ventilation</u> .....	19
<b>13.0</b>	<b><u>GENERAL</u></b> .....	<b>20</b>
13.1	<u>Licence</u> .....	20
13.2	<u>Rodent and Insect Control</u> .....	20
13.3	<u>Other Infractions/Hazards</u> .....	20

## 1.0 FOOD

### 1.1 Approved Source

All food prepared and served in a food premises must be of safe quality and from approved sources.

#### *Assessment Criteria*

A. Foods shall be purchased from approved or regulated sources with the exception of fresh fish, fruits and vegetables bought directly from a producer	Mi, Ma, Cr	23(1)(2)
B. Only pasteurized milk may be used	Cr	17(1) Act
C. Use of home bottled or canned low acid foods is not permitted	Mi, Ma, Cr	23(1)
D. All meat must be from a licensed abattoir	Ma, Cr	18 Act 19 Act
E. Eggs must be from an approved source	Ma	23(1)
F. Shucked shellfish must be in an approved container	Ma, Cr	24
G. All dairy products shall be pasteurized with the exception of raw milk cheese which is kept or held at a temperature of 2°C or more for a period of 60 days or more from the date of the beginning of manufacturing	Ma, Cr	3 (Dairy Regs)

### 1.2 Purchasing and Receiving

All foods purchased, and received in a food premises must be safe. Appropriate checks must be done before accepting food deliveries.

#### *Assessment Criteria*

Appropriate checks upon food purchase and deliveries include:

A. Food temperature being verified	Ma	27(1)(b)
B. Signs of damaged package	Mi, Ma, Cr	26(a)
C. Signs of contamination or deterioration	Mi, Ma, Cr	16 Act
D. Signs of pest or rodent infestation	Ma, Cr	16 Act 26(a)
E. Badly dented canned foods	Mi, Ma	BP
F. Leaking or broken product containers	Mi, Ma	26(a)
G. Food containers with torn or removed tamper proof seals	Mi, Ma	26(a)

### 1.3 Acceptable Containers and Labeling

All foods shall be stored in acceptable containers and properly labeled.

#### *Assessment Criteria*

A. Foods must be properly labeled with the item name	Mi, Ma, Cr	25(1)
B. Any prepared potentially hazardous foods wrapped in packages or stored in containers shall be labeled with the date of preparation	Mi, Ma	25(4)
C. Where potentially hazardous food is removed from its original packaging, the expiry date shall be transferred onto the storage container (deli meats, cheese)	Mi, Ma	BP
D. Re-useable containers must be of food grade materials which can be washed, rinsed, and sanitized	Mi, Ma	31(a)

E. Broken or cracked containers must not be used to store foods	Mi, Ma	31(b)(c)
F. Food that is not for sale shall be clearly identified as being not for sale or distribution in a manner that is clearly understood	Mi, Ma, Cr	25(2)
G. Where shellfish is shucked and packed into a container for the purpose of wholesale, it shall be packed only into a container that is a tamper-proof single service bag, carton or pail that cannot be opened without breaking a visible manufacturer's seal or break-away tab. (Class 5 premises only)	Ma, Cr	24

## 2.0 FOOD STORAGE

The facilities used for the storage of food, food ingredients, shall be designed and constructed so that they maintain food safety.

### 2.1 Storage of Potentially Hazardous Foods

#### *Assessment Criteria*

A. All potentially hazardous foods shall be stored at or below 4°C or at or at or above 60°C	Ma, Cr	27(1)(b)(i)(ii)
--	--------	-----------------

### 2.2 Frozen Storage

Freezer space shall be of such which can store all foods requiring freezing without overfilling.

#### *Assessment Criteria*

A. Freezers shall be at -18°C or less except for ice cream that is being held for service	Mi	27(1)(b)(i)(ii)
B. Freezers shall be kept in good repair, defrosted regularly, and kept clean	Mi, Ma	31(a)(b) 33(1)(2)
C. Foods shall be stored in a manner to prevent cross contamination (i.e. no raw above cooked, not directly on floor)	Mi, Ma, Cr	26(a)(b)

### 2.3 Refrigerated Storage (Temperature)

Adequate refrigeration shall be provided which allows for even cooling and storing of all food requiring refrigeration.

#### *Assessment Criteria*

A. Refrigeration units must be able to maintain foods at 4°C (40°F) or less	Ma, Cr	27(1)(b)(i) 32(1)(b)
B. Thermometers shall be in all refrigerated areas	Ma	32(2)(a)
C. Temperatures shall be recorded at least 2 times daily at acceptable intervals during operation and logs shall be easily accessible for review by inspectors	Mi, Ma	32(2)(b)

## 2.4 Refrigerated Storage (Methods)

Foods shall be stored in a manner which keeps the foods at proper temperatures and keeps foods free from contamination.

### *Assessment Criteria*

A. Foods shall be stored in a manner to prevent cross contamination (i.e. no raw above cooked, not directly on floor)	Mi, Ma, Cr	26(a)(b)
B. Foods in the refrigerators shall be kept covered as to prevent contamination	Mi, Ma, Cr	26(a)
C. Refrigerators shall be of impervious material and of sound and tight construction and kept in good repair	Mi, Ma	31(a)(b)

## 2.5 Refrigerated Storage (Space)

Adequate refrigeration space shall be provided for foods requiring refrigeration. This requirement is designed to help ensure maintenance of proper temperatures and to reduce the risk of cross contamination.

### *Assessment Criteria*

A. Foods and their containers must not be overcrowded as to allow proper air circulation and prevent cross-contamination	Mi	31(c)
B. Refrigerators (including surfaces, racks, trays, vents, shelves, etc.) shall be maintained such that it functions in the manner intended and can be easily cleaned and sanitized.	Mi, Ma	33(2)
C. Refrigerators shall be of a type and capacity that is adequate to meet the needs of the food premises	Mi, Ma	32(1)(a)

## 2.6 Dry Storage

Adequate dry storage space must be provided. Food must be stored in a manner that protects from contamination.

### *Assessment Criteria*

A. Foods shall be stored in a manner to prevent cross contamination (stored in impervious containers once opened, scoops kept out of bins, not directly on floor)	Mi, Ma	26(a)(b)
B. Foods in the dry storage must be kept covered	Mi, Ma	26(a)
C. Shelves/cupboards shall be designed to facilitate effective cleaning and sanitation and be of sound construction and in good repair	Mi	17(a)(b)

## 2.7 Storage of Food for Staff

Food for the personal use of staff shall be kept separate from all other food

### *Assessment Criteria*

A. Food for the personal use of management staff and employees shall be kept separate and apart from all other food on the premises	Mi, Ma, Cr	25(3)
---	------------	-------

### 3.0 FOOD PREPARATION AND HANDLING

Thawing, cooking, holding, cooling, reheating, and handling, methods must follow the assessment criteria.

#### 3.1 Thawing Methods

Adequate thawing methods must be used in order to prevent bacterial growth and to reduce the opportunity for surviving bacteria to grow to harmful numbers and / or produce toxins.

##### Assessment Criteria

A. Frozen foods shall be thawed under cold running water, in a refrigerator at a temperature of 4°C or less, or in a microwave as part of the cooking process	Ma, Cr	27(1)(d) (i,ii,iii)
---	--------	------------------------

#### 3.2 Cooking Methods

To ensure food is safe from pathogens, cooking must bring all parts of the food up to the required temperatures for the correct length of time.

##### Assessment Criteria

A. Potentially hazardous food shall reach an internal temperature as listed in <i>Schedule A</i> of the <i>Food Premises Regulation</i>	Mi, Ma, Cr	27(1)(f)
B. There shall be means to ensure that cooking temperatures are adequate to destroy pathogens in ground meat, poultry and other potentially hazardous foods such as a thermometer or another form of control process	Mi, Ma, Cr	27(1)(a) 27(1)(f)

#### Schedule A

Type of Meat	Minimum Temperature
Beef and veal steaks and roasts	63°C (145°F) medium-rare 71°C (160°F) medium 77°C (170°F) well done
Pork chops, ribs, roasts; ground beef, ground pork and ground veal, including sausages made with ground beef/pork/veal	71°C (160°F)
Stuffing and casseroles, hot dogs, leftovers, egg dishes; ground chicken and ground turkey, including sausages made with ground chicken/turkey	74°C (165°F)
Chicken and turkey breasts, legs, thighs and wings	74°C (165°F)
Chicken and turkey, whole bird	82°C (180°F)

**Note 1:** The *Food and Drug Regulations* require the identification of mechanically tenderized beef as well as safe cooking instructions on the package.

**Note 2:** According to Health Canada, safe cooking instructions include cooking mechanically tenderized cuts of beef to a minimum internal temperature of **63°C (145°F)** and, in the case of steak, **turning steak over at least twice** during cooking to help achieve a consistent temperature throughout.

### 3.3 Holding Methods

Hot or cold foods which are stored in a display unit/ prep tables but are not part of a buffet shall be assessed under these criteria (for buffets, see Section 4.1 Display Methods of this Appendix)

#### *Assessment Criteria*

A. Potentially hazardous foods shall be held at 4°C or less or at 60°C or above until served	Ma, Cr	27(1)(b)(i)(ii)
B. Foods must be kept covered when not in use	Mi, Ma	26(a)
C. Hot holding temperatures shall be checked regularly and recorded once during every 4 hours of operation (once food is placed in unit) and logs shall be available for inspector review	Mi, Ma	32(3)
D. Cold holding temperatures shall be checked regularly and recorded at least twice daily and logs shall be available for inspector review	Mi, Ma	32(2)(b)
E. Display coolers must be filled in such ways as to meet their intended capacity levels and restricted loading capacity, including volume limits, air flow, temperature range variances, etc., in order to maintain the minimum/maximum temperature needs of the products being placed therein.	Mi, Ma, Cr	27(1)(b)(i,ii,iii) 31(1)(c) 32(1)(a)(b)
F. Any non-served left over foods from food preparation shall be promptly returned to storage in a manner that prevents temperature abuse	Mi, Ma, Cr	27(1)(b)(i,ii,iii)

### 3.4 Cooling Methods

Cooling times must be kept minimal followed by proper refrigeration.

#### *Assessment Criteria*

A. Foods shall be cooled rapidly using quick chill methods such as shallow pans, ice wand, ice bath, refrigerator, etc.	Ma	27(1)(a) 27(1)(c)(i,ii)
B. If being cooled from a temperature of 60°C or greater, food shall reach 20°C within 2 hours and then 4°C within 4 hours (total of 6 hours cooling time)	Cr	27(1)(c)(i,ii)
C. If potentially hazardous foods are prepared at room temperature and are intended to be kept under refrigerated storage prior to serving, they shall be cooled from 20°C to 4°C or less within 4 hours	Ma, Cr	27(1)(a) 27(1)(c)(i,ii)



### 3.5 Reheating Methods

Proper re-heating provides a major degree of assurance that pathogens will be eliminated.

#### Assessment Criteria

A. Potentially hazardous foods that have been cooked and then cooled to 4°C shall be reheated within 2 hours to at least 74°C for 15 seconds	Ma, Cr	27(1)(e)
B. The appropriate equipment must be used for the reheating of food	Mi, Ma	27(1)(e) 31(c)
C. Appropriate thermometers shall be available and used to ensure proper temperature is reached	Mi, Ma, Cr	27(1)(e)

### 3.6 Handling Methods

The operator of a food premise shall ensure that food is stored, displayed, prepared and served in a manner that prevents the food from becoming contaminated.

#### Assessment Criteria

A. Any foods that have been potentially contaminated after receiving shall be destroyed	Ma, Cr	7(1) PHA 7(7) PHA 16 PHA
B. When workers must taste the food, only cleaned and sanitized utensils must be used, and the utensils must be immediately cleaned and sanitized after tasting and prior to tasting another food or the same food.	Ma	37(1)(e) 37(2)(b) 37(3)
C. Food should not be handled or transferred in any way that may cause contamination or adulteration of the food	Ma, Cr	26(a)
D. Employees shall avoid all unnecessary contact with the food and for ready- to-eat foods use as much as practically possible, clean and sanitized utensils such as tongs, spatulas, or other food dispensing apparatus including gloves.	Mi, Ma, Cr	37(1)(e) 37(2)(b) 37(3)
E. Adequate space in the kitchen is required so that effective separation of raw and ready-to-eat food preparation areas are available.	Mi, Ma	17(c)
F. Raw fruits, vegetables and herbs must be thoroughly washed in potable water to remove soil and other contaminants before being cut, combined with other ingredients, cooked, served, or offered for human consumption in ready-to-eat form	Mi, Ma, Cr	27(1)(a)
G. Food shall be transported under conditions that prevent any form of chemical, microbial or physical contamination	Mi, Ma, Cr	28
H. Food that has been previously served to any customer shall not be reserved unless it was served in a manner that prevented contamination and ensured adequate temperature control	Cr	29(1)(2)(3) 27(b)(i,ii,iii)
I. If raw meat is being cut up, it is cut up in a room with a temperature of 10°C or less; or if the room temperature is greater than 10°C, it does not remain in that room for more than 2 consecutive hours	Ma, Cr	27(2)(a)(b)
J. Separate utensils should be used for raw food and cooked food	Ma, Cr	27(1)(a)

#### 4.0 FOOD DISPLAY/SERVICE

Foods shall be displayed in such methods which maintain their wholesomeness and integrity.

##### 4.1 Display Methods

Food shall be displayed in such ways to keep them from contamination and at proper temperatures. Food served in buffets shall be evaluated under these criteria.

###### *Assessment Criteria*

A. Food containers such as insert trays shall not be overfilled	Mi, Ma	27(1)(a) 31(c) 32(1)(a)(b)
B. Food containers shall be completely emptied and properly washed prior to refilling	Mi, Ma, Cr	33(1)
C. Food shall be protected from customer handling, coughing, or sneezing	Ma	26(a) 29(3)
D. Food shall be protected from filth, dust, dirt, insects, vermin, rodents and any other contamination or foreign substance.	Mi, Ma, Cr	26(a)(b)
E. Potentially hazardous food shall be displayed in a manner which allows foods to be at 60°C or more or at 4°C or less	Ma, Cr	27(1)(b)(i) (ii)

##### 4.2 Advance Preparation

Foods shall be prepared in such ways to keep them from contamination and at proper temperatures.

###### *Assessment Criteria*

A. Advance preparation of foods shall be kept to a minimum	Mi, Ma	27(1)(a)(b)
--	--------	-------------

#### 5.0 RECORD KEEPING AND RECALLS

A licensee who holds a Class 5 food premises licence shall maintain adequate records and shall notify the Minister immediately of a recall.

**NOTE: 5.1 Record Keeping (D) applies to all classes of food premises.**

##### 5.1 Record Keeping

Accurate records of preparation, processing and process control shall be maintained and kept on the premises.

###### *Assessment Criteria*

A. Records of preparation and processing and process control shall be maintained for a period of at least one year after each lot of food is released for sale	Ma, Cr	20(a)
B. Records shall be maintained so as to enable any lot of food distributed from the premises to be effectively identified and recalled	Ma, Cr	20(b)
C. Records shall be kept on the premises in respect of which the	Mi, Ma	21

licence is issued		
D. Shellfish area tags/records shall be maintained for at least 90 days	Ma, Cr	BP

## 5.2 Recall of Food

A licensee who holds a Class 5 food premises licence shall notify the Minister immediately of a recall.

### Assessment Criteria

A. The Minister shall be notified immediately of a recall of food prepared or processed on the food premises	Ma, Cr	22
B. The Minister shall be provided with the information specified under Section 22 (a) to (e) of the <i>Food Premises Regulation</i> in writing within 48 hours after the initial notification	Mi, Ma, Cr	22(a-e)

## 6.0 PERSONNEL

Staff need to be familiar with safe food practices, employee health and personal hygiene practices policies.

### 6.1 Demonstrating Knowledge

Staff need to be knowledgeable of food safety issues pertaining to their responsibilities.

### Assessment Criteria

A. For Class 4, at least one person who holds a certificate confirming his or her successful completion of a food handler program as described in Section 39(1) of the <i>Food Premises Regulation</i> must be present at all times in the area of a food premises where food is being prepared	Ma	39(1)
B. For Class 4, the manager of a food premises shall hold a certificate confirming his or her successful completion of a food handler program as described in Section 39(2) of the <i>Food Premises Regulation</i>	Ma	39(2)
C. A licensee who operates a <b>not-for-profit community placement residential facility</b> shall ensure that at least one employee of the facility holds a certificate confirming his or her successful completion of a food handling program as described in Section 39(3) of the Food Premises Regulation and any person preparing food in the facility either holds such certificate, or has been adequately trained in food handling procedures by a person who holds such certificate.	Ma	39(3)
D. Staff shall be <i>knowledgeable</i> about the food handling procedures used by the licensee for potentially hazardous food	Ma, Cr	30(a)
E. Staff shall <i>comply</i> with the food handling procedures used by the licensee for potentially hazardous food	Ma, Cr	30(b)
F. Staff shall be trained in accordance with the information submitted by the licensee under Section 6(1)(n) of the <i>Food Premises Regulation</i> (included with application for a licence), or as amended	Ma	30(c)

## 6.2 Employee Health

All personnel who come into contact with food must be free from any symptoms of illness or communicable disease that is transmissible through food.

### Assessment Criteria

A. When returning to work after exclusion, staff shall have clearances as required in the CD SOP manual (Exclusion Table 5)	Ma, Cr	38(2)
B. A licensee who has reason to believe an employee is suffering from a condition or disease transmissible through food shall immediately report this to the MOH and shall exclude employee from handling, preparing or processing any food	Cr	38(2)
C. An employee who believes that he or she may be suffering from a condition or disease transmissible through food shall immediately report this to the licensee and shall not handle, prepare or process any food	Cr	38(1)

## 6.3 Personal Hygiene Practices

Personal hygiene practices shall be of such to prevent contamination of food and transmitting illness to consumers.

### Assessment Criteria

A. Employees shall take adequate measures to ensure that food is not contaminated by hair	Mi	37(1)(c) 37(2)(b) 37(3)
B. Employees shall refrain from any behavior or practices that may result in the contamination of food (i.e., improper storage of personal items, eating while preparing food, etc.)	Mi	37(1)(e) 37(2)(b) 37(3)
C. Employees shall wash their hands as often as necessary to prevent the contamination of food	Ma, Cr	37(1)(d) 37(2)(b) 37(3)
D. Approved hand washing procedures as described in document submitted under Section 6(1)(o) of the <i>Food Premises Regulation</i> must be adhered to	Ma, Cr	37(1)(d) 37(2)(b) 37(3)
E. Employees shall wear clean clothing and footwear	Mi, Ma	37(1)(a) 37(2)(b) 37(3)
F. Employees shall exhibit cleanliness and good personal hygiene	Mi, Ma	37(1)(b) 37(2)(b) 37(3)
G. A copy of the hygienic practices and procedures referred to in Section 6(1)(o) of the <i>Food Premises Regulation</i> must be posted in the premises so that they may be easily consulted	Mi, Ma	37(2)(a)

## 7.0 FOOD EQUIPMENT AND UTENSILS

All equipment and utensils are designed, constructed and installed to permit effective cleaning and sanitizing and to prevent contamination. Equipment shall be maintained in good repair, so that it functions in accordance with its intended use.

### 7.1 Food Equipment (Design, Construction, Installation and Maintenance)

Non-food contact surfaces of equipment shall be cleaned at a frequency that will prevent the accumulation of dust, dirt, food residue and other debris.

#### Assessment Criteria

A. Non-food contact equipment shall be constructed from materials that are suitable for their intended purpose and are durable, easily cleaned and free from any undesirable substance	Mi, Ma, Cr	31(a)
B. Non-food contact equipment shall be in proper working order	Mi, Ma, Cr	31(b)
C. Non-food contact equipment shall be located and maintained such that it functions in the manner intended and can be easily cleaned and sanitized	Mi, Ma	33(2)

### 7.2 Food Contact Surfaces (Design, Construction, Installation and Maintenance)

Food contact surfaces shall be cleaned and sanitized at a frequency that prevents the accumulation of grease deposits and other residues.

#### Assessment Criteria

A. Food contact surfaces, equipment and utensils shall be constructed from materials that are suitable for their intended purpose and are durable, easily cleaned and free from any undesirable substance	Mi, Ma	31(a)
B. Food contact surfaces, equipment and utensils shall be maintained such that they function in the manner intended and can be easily cleaned and sanitized (i.e., scratched and scored cutting boards/utensils)	Ma	33(2)
C. Food contact surfaces, equipment and utensils shall be operated in a manner that ensures the safe and sanitary handling of food (i.e., need to dismantle meat grinder for cleaning)	Ma, Cr	31(c)
D. Food contact surfaces shall be handled in a sanitary manner after being sanitized, and then air-dried	Mi, Ma, Cr	33(1)

### 7.3 Mechanical Dishwashing

All dishes and utensils must be washed, rinsed and sanitized between uses. Mechanical equipment shall be designed and operated so that all utensils are adequately cleaned and sanitized.

#### Assessment Criteria

A. If a high temperature dishwasher is used, the sanitizing water temperature shall reach 82°C (180°F)	Ma, Cr	31(b) 31(c) 33(1)
B. If a chemical feed dishwasher is used, a suitable (food grade) sanitizer shall be available and at the recommended concentration	Ma, Cr	31(c) 33(4) 35
C. Water temperature and/or sanitizer concentration shall be verified daily to ensure that effective sanitizing is occurring	Mi, Ma, Cr	BP

D. Equipment/utensils shall be air dried in such a manner and location as to avoid contamination of clean equipment/utensils	Mi, Ma	33(1) 35
E. Where necessary, there shall be adequate space for pre-flushing and scraping and be in such a location as to avoid the contamination of clean equipment/utensils	Mi, Ma	17(b) 17(c) 33(3)
F. If a chemical feed dishwasher is used testing strips shall be available to verify sanitizer concentration	Mi, Ma	33(3) 33(4)
G. If a high temperature dishwasher is used, a thermostat shall be available on the dishwasher to measure the rinse temperature	Ma	31(b) 33(3)
H. The mechanical dishwasher shall be of appropriate type for the operation of the premises	Ma	17(b) 33(3)
I. The mechanical dishwasher shall be supplied with a suitable detergent.	Ma	33(1) 33(3) 35

#### 7.4 Manual Dishwashing

All dishes and utensils must be washed, rinsed and sanitized between uses.

##### *Assessment Criteria*

A. The facility shall be provided with sufficient sinks to carry out an effective cleaning and sanitizing of equipment and utensils	Mi, Ma	17(b) 33(3)
B. A suitable (food grade) sanitizer shall be available and at the recommended concentration	Ma, Cr	33(1) 33(4) 35
C. Sanitizer concentration shall be verified daily to ensure that effective sanitizing is occurring	Mi, Ma, Cr	BP
D. Dishes/utensils shall be washed, rinsed, sanitized and air dried	Mi, Ma, Cr	33(1) 35
E. Sinks shall be constructed of suitable materials that are durable and easily cleaned	Mi, Ma	31(a)
F. Where necessary, there shall be adequate space for pre-flushing and scraping and be in such a location as to avoid the contamination of clean equipment/utensils	Mi, Ma	17(b) 17(c) 33(3)
G. Testing strips shall be available to verify sanitizer concentration	Mi, Ma	33(3) 33(4)
H. Equipment/utensils shall be air dried in such a manner and location as to avoid contamination of clean equipment/utensils	Mi, Ma	33(1) 35

#### 7.5 Eating Utensils/Dishes

All dishes and utensils must be washed, rinsed and sanitized between uses.

##### *Assessment Criteria*

A. All utensils, containers or materials that are designed to be used only once in the service or sale of food shall be discarded after use	Mi, Ma	34
B. Utensils and dishes shall be stored in a manner so as to be kept clean and sanitary	Mi, Ma, Cr	33(1)
C. Cups, glasses and dishes shall not be chipped or cracked	Mi, Ma	31(a)(b)(c)
D. Spoons, spatulas, dippers, scoops and any other utensil used for dispensing ice cream or frozen desserts shall be kept, between	Mi	31(c)

servings, in a manner that ensures the safe and sanitary handling of food.		
--	--	--

## 8.0 CLEANING AND SANITIZING

Food service establishments shall have a cleaning schedule written and adhered to. Products used to sanitize surfaces shall be suitable for such purposes.

### 8.1 Cleaning and Sanitizing

A food premises and the equipment, utensils and food contact surfaces used in the premises shall be maintained in a sanitary condition.

#### *Assessment Criteria*

A. Non-food contact equipment shall be kept clean and sanitary	Mi, Ma, Cr	33(1) 35
B. Food contact surfaces, equipment and utensils shall be kept clean and sanitary	Ma, Cr	33(1) 35
C. Floors, walls and ceilings shall be kept clean and sanitary	Mi, Ma	33(1) 35
D. Shelves shall be kept clean and sanitary	Mi, Ma	33(1) 35
E. Staff rooms shall be kept clean and sanitary	Mi	33(1) 35
F. Washrooms shall be kept clean and sanitary	Mi, Ma, Cr	18(1)
G. Cleaning and sanitation procedures submitted under Section 6(1)(q) of the <i>Food Premises Regulation</i> shall be posted or otherwise easily obtained should an inspector request it during inspection	Mi	BP
H. The facilities and equipment necessary to carry out effective cleaning and sanitizing shall be provided or shall be accessible	Mi, Ma	33(3)
I. Wiping cloths used for wiping food spills on food contact surfaces shall not be used for other purposes such as wiping raw foods and shall be routinely cleaned and when not in use kept in separate sanitizing solution which is maintained at an appropriate concentration	Mi, Ma, Cr	BP
J. Staff shall be trained in and comply with the cleaning and sanitation procedures referenced under Section 6(1)(q) of the <i>Food Premises Regulation</i>	Mi, Ma, Cr	35
K. A suitable detergent shall be used for washing	Ma	33(3) 35

### 8.2 Detergents and Chemical Use and Storage

Sanitizers and disinfectants are regulated by different groups under Health Canada. Approved food contact sanitizers do not require a Drug Identification Number (DIN); however, approved disinfectants (including food contact disinfectants) do require a DIN. Logically, a food contact sanitizer will have a DIN if it is also an approved disinfectant in Canada. These are known as disinfectants-sanitizers.

While recognizing that either a sanitizer or disinfectant sanitizer is acceptable, the use of a disinfectant-sanitizer is recommended. Disinfectants-sanitizers (have a DIN) will achieve a higher level of sanitization than sanitizers with no disinfection claims (no DIN). This means that an acceptable food contact sanitizer (with no disinfectant claims) may not be found in CFIA's database:

(<http://www.inspection.gc.ca/english/fssa/reference/refere.shtml>). An acceptable food contact sanitizer will either be listed in this database or have a *No Objection Letter* issued by CFIA.

Whichever product is chosen, all approved sanitizers and disinfectants **must be used in strict accordance** with the manufacturer's instructions on the label. In addition to the name of the product, manufacturer and active ingredient, the label must clearly state the intended use of the product.

#### *Assessment Criteria*

A. Only sanitizers suitable for use on food contact surfaces shall be used on those surfaces	Cr	33(4)
B. Only approved sanitizers shall be used (with the exception of unscented household bleach)	Ma, Cr	33(4)
C. Sanitizer solution shall be used in strict accordance with the manufacturer's instructions on the label (recommended strength and contact time)	Ma, Cr	33(4)
D. Staff must be able to demonstrate proper use of sanitizers and method for testing the solution	Ma, Cr	33(4) 35
E. Chemicals must be stored in an acceptable manner, away and separated from foods and food contact items	Ma, Cr	26(b)

## **9.0 SANITARY FACILITIES**

Washrooms, hand sinks, utility sinks and staff washrooms must be kept clean and in good repair to minimize the opportunities for the spread of contamination.

### **9.1 Washroom(s)**

Sanitary facilities must be kept clean and sanitary.

#### *Assessment Criteria*

A. A food premises shall be equipped with or have access to a washroom for the use of staff that is located on the premises or in an area that can be conveniently accessed	Ma, Cr	17(h)
B. A hand washing station must be available with hot and cold running potable water	Cr	18(1)
C. Liquid or powdered soap, toilet paper and single use paper towel or an approved hand drying device must be present	Ma, Cr	18(1)
D. Paper towel dispensers shall be available	Mi	18(1)
E. Toilet paper dispensers shall be available	Mi	BP
F. Washroom(s) must be kept clear of food and food contact items	Mi, Ma	BP



G. Garbage receptacles shall be provided	Mi	18(1)
H. Washroom(s) shall not open directly into an area where food is prepared, stored or processed	Mi	18(1)
I. A sign shall be posted at all times in the washroom(s) used by staff reminding them that they must wash their hands each time they use the washroom	Mi	18(2)

## 9.2 Hand Washing Stations

Hand washing stations must be available and properly equipped.

### *Assessment Criteria*

A. Hand washing signs shall be posted	Mi	BP
B. A method of hand drying that uses paper towels or an air dryer shall be available	Mi, Ma	17(i)
C. Paper towel shall be in a dispenser	Mi	17(i)
D. Dispensed soap (liquid or powder) shall be provided for every hand washing station(s)	Cr	17(i)
E. Hand washing stations shall be easily accessible and kept clear at all times	Ma	19
F. Hand washing stations shall not be used for any other purpose	Ma	19
G. Hand washing stations shall be available in adequate number and located to facilitate convenient access by staff	Cr	17(i)
H. There must be hot and cold running potable water at all hand washing stations	Cr	17(i)

## 10.0 FLOORS, WALLS AND CEILINGS

Floors, walls and ceilings shall be maintained in good repair and designed to facilitate effective cleaning and sanitation

### 10.1 Floors (Construction and Maintenance)

#### *Assessment Criteria*

A. Floors shall be of sound construction and in good repair	Mi, Ma	17(a)
B. Floors shall be designed to facilitate effective cleaning and sanitation	Mi	17(b)

### 10.2 Walls (Construction and Maintenance)

#### *Assessment Criteria*

A. Walls shall be of sound construction and in good repair	Mi, Ma	17(a)
B. Walls shall be designed to facilitate effective cleaning and sanitation	Mi	17(b)

### 10.3 Ceilings (Construction and Maintenance)

#### *Assessment Criteria*

A. Ceilings shall be of sound construction and in good repair	Mi, Ma	17(a)
---	--------	-------

B. Ceilings shall be designed to facilitate effective cleaning and sanitation	Mi	17(b)
---	----	-------

## 11.0 WATER SUPPLY AND WASTE DISPOSAL

A food premises shall be provided with a potable water supply. Waste water must be disposed in accordance with the *Food Premises Regulation*. Solid waste shall be managed as to prevent health risks.

### 11.1 Water (Quality and Quantity)

Hot and cold running potable water is supplied in sufficient quantity and pressure to meet the needs of the operation and to all plumbing fixtures.

#### *Assessment Criteria*

A. There shall be hot and cold running water in sufficient quantity to meet the needs of the operation (for fixed premises this means under pressure)	Cr	17(d)
B. Only potable water shall be used in rooms where food is prepared, served, or stored; and at all hand washing stations	Cr	17(d)
C. Premises with private water supplies shall follow the water sampling plan to demonstrate potability as per Appendix Q Water Quality of the Food Premises SOP	Ma	17(d) 13(2)(b) <i>Act</i>
D. The food premises shall be designed and maintained in such a way as to prevent cross-connections between non-potable water and the potable water supply. Examples of non-potable water include but are not limited to the waste water system, soap and sanitizer dispensers, hoses attached to faucets with no air gap, etc.	Ma, Cr	17(j)
E. If there is a water treatment system on-site, it shall be in proper working order and maintained in accordance with the manufacturer's specifications	Ma, Cr	31(b)(c) 33(2)
F. Ice shall be made from an approved potable water source (a location listed with CFIA)	Ma, Cr	23(1)

### 11.2 Sewage Disposal

Sewage and domestic waste water must be discharged to a communal system or an on-site sewage disposal system.

#### *Assessment Criteria*

A. If the premises is on private on-site sewage disposal system a grease trap must be present. These chambers must be sized and maintained in accordance with the manufacturer's instructions.	Mi	17(e)
B. An on-site sewage system shall not be creating a health hazard	Ma, Cr	6 <i>Act</i>
C. A food premises shall be connected to or with access to an approved waste water system and it shall be constructed so as to properly handle the disposal of waste (to be expanded if seats are added)	Mi, Ma, Cr	17(e)

### 11.3 Solid Waste Handling

Solid waste must be handled and disposed of in a manner that will not create a health hazard or a nuisance.

#### *Assessment Criteria*

A. Garbage containers and recyclable containers shall be leak proof and non-absorbent	Mi, Ma	31(a)
B. Container(s) shall be cleaned when necessary	Mi, Ma	31(a) 33(1)
C. Garbage containers shall be maintained in such a way to exclude insects, rodents and vermin	Ma, Cr	36(a)
D. Other waste such as grease needs to be stored in an acceptable manner, which excludes insects, rodents, and vermin	Mi, Ma, Cr	36(a)
E. Solid waste shall be collected as often as necessary	Mi, Ma	35
F. Adequate receptacles shall be provided for take-out garbage and litter shall be collected from the food premises	Mi, Ma	33(3) 35

## 12.0 LIGHTING AND VENTILATION

### 12.1 Lighting

Lighting provided by natural and/or artificial means must provide adequate illumination for the activities/functions being performed.

#### *Assessment Criteria*

A. Light fixtures where food can be contaminated shall be properly covered and /or shatter proof	Ma	26(a)
B. Lighting shall be provided throughout all areas of the premises and shall be of sufficient intensity to meet the needs of the operation	Mi, Ma	17(f)
C. Light fixtures and ceiling fans shall be designed to prevent accumulation of dirt and easily cleanable	Mi	31(a) 33(1)(2)

### 12.2 Ventilation

Ventilation must maintain the air at an appropriate comfort level and prevent the accumulation of undesirable substances.

#### *Assessment Criteria*

A. Effective ventilation shall be provided to areas of the premises that are subject to the generation or accumulation of odours, fumes, steam, vapors, smoke or excessive heat	Mi	17(g)
---	----	-------

## 13.0 GENERAL

### 13.1 Licence

#### *Assessment Criteria*

A. A valid licence to operate a food premises shall be posted for the general public to see	Mi	16
B. The information written on the licence shall be accurate	Mi	BP
C. The latest copy of the current food inspection report shall be displayed so that customers can easily see the report	Mi	40

### 13.2 Rodent and Insect Control

All areas must be free of insects and rodents.

#### *Assessment Criteria*

A. There shall not be any signs of insects and/or rodents	Ma, Cr	36(a)
B. Openings to the outside shall be screened	Mi, Ma	36(a)
C. Any pesticides used on the premises shall not be used while foods are being prepared or served.	Ma, Cr	26(b) 36(c)
D. Only insecticides approved by an inspector for use when food is prepared, served or stored shall be used	Ma, Cr	36(c)
E. Any insect control devices shall be installed as to prevent contamination of foods	Ma, Cr	26(a)
F. Any escape resistant trap, shall be emptied and cleaned regularly	Mi, Ma	BP
G. Any foods which may have become infested must be discarded	Ma, Cr	16 Act
H. Any surfaces contaminated by pests or pest control products must be cleaned and sanitized	Ma, Cr	31(c) 33(1)
I. After the application of pesticide and the spray of insecticides, all food contact surfaces shall be washed before preparing foods	Mi, Ma	31(c) 33(1)
J. Pest control companies shall be consulted to eliminate problematic pest infestations	Ma	BP
K. Written record of all pest control measures used in the food premises shall be maintained and be easily accessible for review by inspectors	Mi, Ma	36(b)

### 13.3 Other Infractions/Hazards

#### *Assessment Criteria*

A. The Smoke Free Places Act shall be enforced i. No smoking signs ii. No ashtrays or similar receptacles iii. No person smoking	N/A	SFPA
B. No parts of a family dwelling unit shall be used in the preparation or storage of food	Ma	3
C. No live animal or live birds shall be permitted in a licensed food premises other than a service animal specifically trained to provide assistance to persons with disabilities or live fish in an aquarium (does not apply to abattoirs, production facilities where milk is produced and an outdoor eating area of a food premises)	Ma	41(1)(a)(b) 41(2)(a)(b) (c)

D. Food that is unfit for human consumption by reason of disease, adulteration, impurity or other cause shall not be offered for sale	Ma, Cr	16 Act
---	--------	--------