

Person in charge

A person in charge (PIC) must be onsite during all hours of food preparation and food service. This person is responsible for the food safety in the establishment. If a manager or owner is not onsite, they must designate someone to be the PIC until their return.

Food Worker Cards

All food workers in the establishment must have valid Food Worker Cards, **which must be available during inspection upon request**. New employees must have a valid food worker card within 14 days of hire. Other food safety training certificates are not a substitute for a Food Worker Card.

Approved sources

All food in your establishment must be from approved sources. Foods must come from a licensed facility and cannot be made at home or come from an unlicensed vendor. If you aren't sure, call us and ask.

Written procedures

Each establishment must have specific, written procedures describing what to do if someone vomits or has diarrhea in your business.

Date marking

To control the growth of listeria, certain refrigerated, ready-to-eat (RTE), time/temperature control for safety (TCS) foods that are prepared in-house or in opened commercial packages **must be date marked with a 7-day serve, sell, or discard date**. Date marking only applies to refrigerated, RTE, TCS foods when they are kept for more than 24 hours.

Consumer advisories

If foods can be ordered raw or undercooked, you must have a consumer advisory on your menu. Consumer advisories must be clearly marked on the menu.

Handwashing sinks

Handwashing sinks can only be used for handwashing. They must be easily accessible and stocked with warm, running water, soap, and disposable paper towels at all times. Never block the sink or use it for any other activity.

Chemical storage

Only approved chemicals can be used in a food establishment. All chemicals must be labeled and stored away from or below food, food equipment, and food-contact surfaces. You cannot spray your own pesticides. Hire a professional if needed.

Need guidance?

Call us at **360-728-2235** or
visit kitsappublichealth.org/fle

If you have a food safety concern, please let us know. Sharing a concern will not immediately lead to a written violation. **We will always try to work with you to solve the problem first.**

PERMITS

- Regardless of when your establishment opened, your annual permit **expires on June 30th**.
- Your permit fee includes **up to two routine inspections**, depending on your permit type.
- Follow-up inspections are performed until critical violations are corrected. A fee will be assessed for follow-ups.
- **Changes to your menu, equipment, food handling procedures, services offered, or commissary kitchen (if applicable) must be approved by the Health District.**

REMEMBER

- **You are responsible for the food safety in your establishment.**
- If someone reports that they got sick at your establishment, you are required to notify us.
- **You must notify us and close your establishment** if you are experiencing an imminent health hazard (pests, flood, fire, sewage back-up, loss of electricity or water, foodborne illness outbreaks, or anything else that might endanger public health.)
- Your cooperation during an inspection is expected. If an inspector experiences a hostile or uncooperative environment, the inspection will be stopped, and your permit will be suspended.
- Inspection reports are available at:
kitsappublichealth.org/foodreports



FOOD SAFETY INSPECTIONS

What food safety inspectors look for

This brochure is intended as a quick food safety reference. It does not cover all food safety rules and regulations. Food establishments are required to follow Chapter 246-215 Washington Administrative Code (WAC) and Kitsap Board of Health Ordinance 2022-02 at all times.



THE BIG THREE

1 Employee health

Know when to call out sick. Do not work if you are **vomiting**, have **diarrhea**, **sore throat with fever**, **jaundice**, **lesions containing pus** on arms, or diagnosed with:

- Hepatitis A
- Salmonella
- Shigella
- Shiga Toxin-Producing E. Coli
- Norovirus

These conditions must reach a specific stage before the employee can return to work. Call us immediately to report an employee sick with the listed illnesses or if you're unsure when an employee can return to work.

2 Handwashing

1. Rinse hands and exposed arms under clean, warm running water with soap.
2. Clean hands and exposed arms by rubbing vigorously for **20 seconds**. Clean under nails and between fingers.
3. Rinse under clean, warm running water.
4. Dry with disposable paper towels.

Before... putting on gloves, working with exposed food, cleaning equipment and utensils, handling unwrapped single-use items like straws and to-go containers.

During... food preparation. This helps remove contamination and prevent cross-contamination between raw and ready to eat foods.

After... using the toilet, handling dirty dishes/equipment, or other activities that contaminates gloves or hands.

3 No bare hands

Do not touch ready-to-eat foods with bare hands. Use a barrier like tongs, gloves, spoons, wax paper, or napkins to handle foods that won't be cooked before being served.

TEMPERATURES

Keep your food safe and avoid violations by maintaining safe temperatures.

Thermometers

- Know where your thermometers are
- Make sure your thermometers are calibrated
- Thermometers must be thin-probed and able to measure between **0°F and 220°F**
- Make sure the thermometer is clean and sanitized

Cold holding

Keeping food cold for food safety is known as **cold holding**. Foods being cold held must be **41°F or below**. Check the internal temps of foods in all refrigerators to make sure equipment is working. We recommend checking temps at least every **two hours**, in **various foods**, in **numerous areas** of each refrigeration unit, and at **various depths**.

*If you're using ice to cold hold, the ice must surround the container of food, up to the **food line**, at all times.

Hot holding

Keeping food hot for food safety is known as **hot holding**. Foods being hot held must be **135°F or more**. Check the internal temps of foods in all hot holding units to make sure equipment is working. We recommend checking temps at least every **two hours**, in **various foods**, in **numerous areas** of each unit, and at **various depths**.

Cooking temperatures

Different foods have different germs and require different cooking temperatures to kill the germs. Take **internal** temperatures in the **thickest** part of the food. Make sure you take the food off of the cooking surface before taking temperatures. Ensure food reaches the internal temperature shown below.

- **165°F instantaneously**: Poultry, balut, stuffed fish/meat/pasta, wild game animals, stuffing
- **158°F instantaneously**: Restructured fish or meat (like hot dogs or salami) and mechanically tenderized meat
- **145°F for 15 seconds**: Intact beef, pork, and eggs
- **135°F for 15 seconds** (if being hot held): Fruits and vegetables

PROCESSES

Cooling food

You must cool foods in a refrigerator that can hold foods at **41°F or less**, in a shallow, uncovered pan at a depth of **2-inches or less**.

Food can be combined and covered after all parts of the food reach **41°F** or less. Intact meat cannot be greater than **4-inches** thick.

Foods prepared from room temperature that need to be refrigerated must get to **41°F** or less within **4 hours**.

Mobile units can't cool food on-board unless pre-approved by the Health District.

Reheating hot held food

Foods that have been cooked and cooled must be reheated to **165°F** within **2 hours**. (**Mobile units** only have **1 hour**.)

*Food prepared and packaged in a commercial kitchen only needs to be reheated to **135°F**.

Storing raw foods

Foods should be stored in clean, dry areas, at least 6-inches off of the ground and in durable, clean, containers that protect the food from contamination.

In a refrigerator or freezer, foods should be stored according to cooking temperatures. Foods with the highest cook temp should be stored on the bottom.

