



Center for Food Protection Retail Food Safety Information Binder



» License Guidelines

for Starting a New Food Business

Step 1: Zoning approval

- ▶ Get city or town zoning approval to operate a food establishment.

Step 2: Sewage disposal system approval

- ▶ This applies to establishments with private sewer systems only. If the establishment is on a public sewer system, go to **Step 3**.
 - If an **on-site** sewage disposal system exists, submit a System Suitability Determination application to the Rhode Island Department of Environmental Management (DEM). Submit a copy of the approved application to the Center for Food Protection as part of the application package, including seating capacity and any other limitations imposed by DEM.
 - If a **new** on-site sewage disposal system is needed, submit an application for construction of a new Onsite Wastewater Treatment System (OWTS) to DEM. Submit a copy of the Certificate of Conformance issued by DEM to the Center for Food Protection as part of the application package.

Step 3: Water supply approval

- ▶ This applies to establishments with an on-site water supply (well water) only. If the establishment has a municipal water supply, go to **Step 4**.
- ▶ Get approval from the Rhode Island Department of Health, Center for Drinking Water Quality indicating a safe, on-site water supply.

Step 4: Complete license application and submit with fees

- ▶ Complete the license application for each type of license required (e.g., market, food service establishment, dairy).
- ▶ Submit license application packages and fees to the Center for Food Protection at least **two weeks** before the proposed opening date for existing facilities, and at least **one month** before construction of new facilities or renovation of existing facilities.
- ▶ Include any necessary fees for each type of license required.



License Guidelines for Starting a New Food Business (*continued*)

- ▶ Make all checks payable to General Treasurer, State of Rhode Island.
- ▶ All application fees and plan review fees are non-refundable.
- ▶ All license application packages must include:
 - Application or applications
 - Application fee or fees
 - DEM approval (if necessary)
 - Division of Drinking Water Quality approval (if necessary)
 - Proposed menu
 - Any other license application documents required for new construction and facilities undergoing renovations, such as:
 - » Construction application
 - » Plan review fee (equal to the license fee, and only if new construction or renovation cost is greater than 50% of the value of the establishment)
 - » Three sets of architectural plans

Step 5: Certified food safety managers

- ▶ If required, make sure the establishment has the appropriate number of managers certified in food safety.

Step 6: Local permits

- ▶ Get required permits from city or town officials, such as the building official, local Fire Marshal, etc.

Step 7: Pre-operational inspection

- ▶ After the Center for Food Protection reviews the application, construction is complete, and all equipment is operational, call the Center for Food Protection at **401-222-2750** to schedule a pre-operational inspection. Please have a certified food safety manager, owner, or manager present for this inspection. If the inspection is satisfactory, your license will be approved and mailed to you.



Food Establishment Self-Inspection Checklist

Food Establishment Self-Inspection Checklist												
	1st shift			2nd shift			3rd shift			Comments/ Corrections		
	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A			
EMPLOYEE HEALTH AND HYGIENE												
Employees showing no sign of illness												
Employees practicing appropriate personal hygiene (clean uniforms, no open cuts or wounds, hair restraints worn, fingernails maintained, no jewelry)												
No eating, drinking, or tobacco in prep areas												
HANDWAHING/GLOVE USE												
Hand washing sinks accessible												
Hot & cold water, soap & paper towels at sink												
Hands washed properly, frequently at appropriate times.												
Employees using and changing gloves appropriately, no bare hand contact with ready to eat foods.												
TIME TEMPERATURE MONITORING												
Cold food held at 41° F or below												
Food reheated to 165												
Hot food held at 135° F or above												
Cooking temperatures taken/appropriate												
Food cooled from 135-70 in 2 hrs and 135-41 in 6 hours												
Food received at 41° F or below												
PREVENTION OF ADULTERATION & CONTAMINATION												
Raw animal foods are stored to prevent cross contamination of ready to eat food.												
Major food allergens separate from other foods.												
All chemicals properly stored and labeled												
All food and food supplies stored off floor												
CLEANING & SANITIZING												
Food contact surfaces of equipment & utensils												
Sanitizer at correct concentration												
Dishwashing equipment functioning properly												
Utensils and equipment in good repair												
Utensils stored properly												
No evidence of pests/animals in facility												
Floors, walls, ceiling clean												
Nonfood contact surfaces of equipment clean												
										Signature: _____ Date: _____		



»» Food Labels

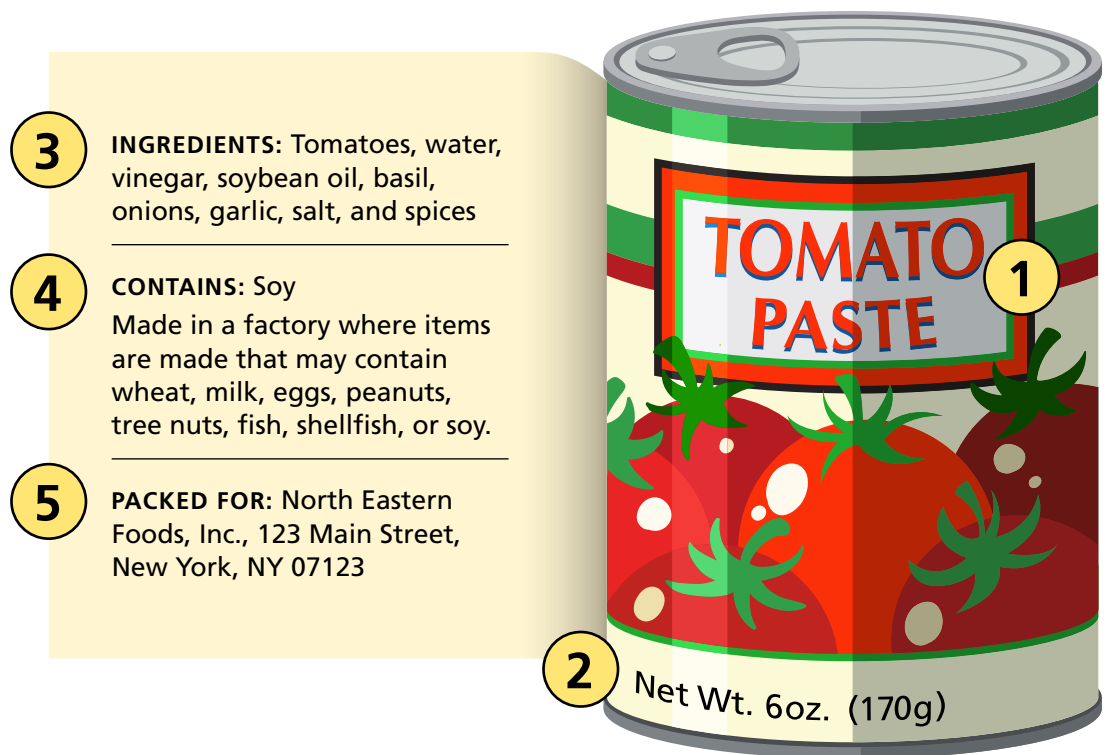
Which foods need labels?

- Packaged foods
- Self-service foods

Download food label approval forms at www.health.ri.gov/forms/approval/FoodLabel.pdf

What must be on the label?

1. Product name (English)
2. Net quantity (amount in package) in U.S. (oz., lb., gal.) and metric (g, kg, l)
3. Ingredients (listed most to least)
4. Major food allergens (wheat, milk, eggs, peanuts, tree nuts, fish, shellfish, soy)
5. Business name and address (manufacturer or distributor)



To learn more, see the [U.S. Food and Drug Administration Food Labeling Guide](#).



»» Food Allergies

What you need to know

Millions of people have food allergies that can range from mild to life-threatening.



If a guest has an allergic reaction, tell the manager and call **911!**

Let the guest decide

When a guest tells you someone in their party has a food allergy, follow the 4 Rs:

- **Refer** the food allergy concern to the chef, manager, or person in charge
- **Review** the food allergy with the guest and check ingredient labels
- **Remember** to check the preparation procedure for potential cross-contact
- **Respond** to the guest and tell them what you found out

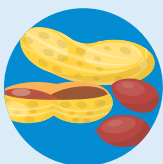
Avoid cross contact

Cross contact sources include cooking oils, splatter, and steam from cooking foods.

When these items come in contact with food allergens, wash them thoroughly in hot, soapy water:

- All utensils (spoons, knives, spatulas, tongs, etc.)
- Sheets pans, pots, pans
- Fryers and grills

Most common food allergens



Peanuts



Tree nuts



Fish



Shellfish



Eggs



Milk



Wheat



Soy



Food Allergy Reactions

How to recognize and respond to suspected or active food allergy reactions (anaphylaxis)

For one or more of these severe symptoms:



Lung

Short of breath, wheezing, repetitive cough



Heart

Pale, blue, faint, weak pulse, dizzy



Throat

Tight, hoarse, trouble breathing or swallowing



Mouth

Significant swelling of the tongue, lips



Skin

Many hives over body, widespread redness



Gut

Repetitive vomiting, severe diarrhea



Other

Feeling something bad is about to happen, anxiety, confusion

1 Call 911

Ask for an ambulance with epinephrine

2 Lay the person flat with raised legs

If they are vomiting or having trouble breathing, let them sit up or lie on their side.

3 Next steps

Transport to Emergency Room (ER). The person should stay in the ER for 4 hours because symptoms may return.

These are mild symptoms of an allergic reaction:



Nose

Itchy or runny nose, sneezing



Mouth

Itchy mouth



Skin

A few hives, mild itch



Gut

Mild nausea or discomfort



» Approved Source

The Approved Source section (3-201.11) of the Rhode Island Food Code (216-RICR-50-10-1) helps ensure food safety and protect public health.



- Food must be approved. That means it must come from a source that meets the law, such as a licensed facility.
- Food prepared in a private home may **not** be used or offered for sale.
- Packaged food must be labeled as written in the law.
- Other than edible molluscan shellfish, intended for raw service, fish that will be served raw must be frozen first.
- Whole-muscle, intact beef that is undercooked and does not have a consumer advisory must be labeled as such.
- Meat and poultry must be labeled with the safe handling instructions written in the law.
- Eggs not treated to destroy Salmonella must be labeled with the safe handling instructions written in the law.





Time/Temperature Control for Safety (TCS) Food

TCS food, also called potentially hazardous food, includes:

- Food of animal origin that is raw or heat-treated
- Food of plant origin that is heat-treated or includes raw seed sprouts
- Cut melons
- Garlic and oil mixtures

Cooking temperatures

All temperatures given in Fahrenheit

165°	Poultry
	Stuffed meats, poultry, fish, and pasta
	Stuffing made with meat, fish, or poultry
155°	Ground beef and other meats that have been chopped, ground, minced, and/or reformed (includes gyros and sausage)
	Unpasteurized eggs to be held for service
145°	Solid portions of fish, meat, and beef (for cooking times and temperatures for whole meat roasts, see Rhode Island Food Code 3-401)
	Unpasteurized shell eggs prepared for immediate service

Hot holding temperature

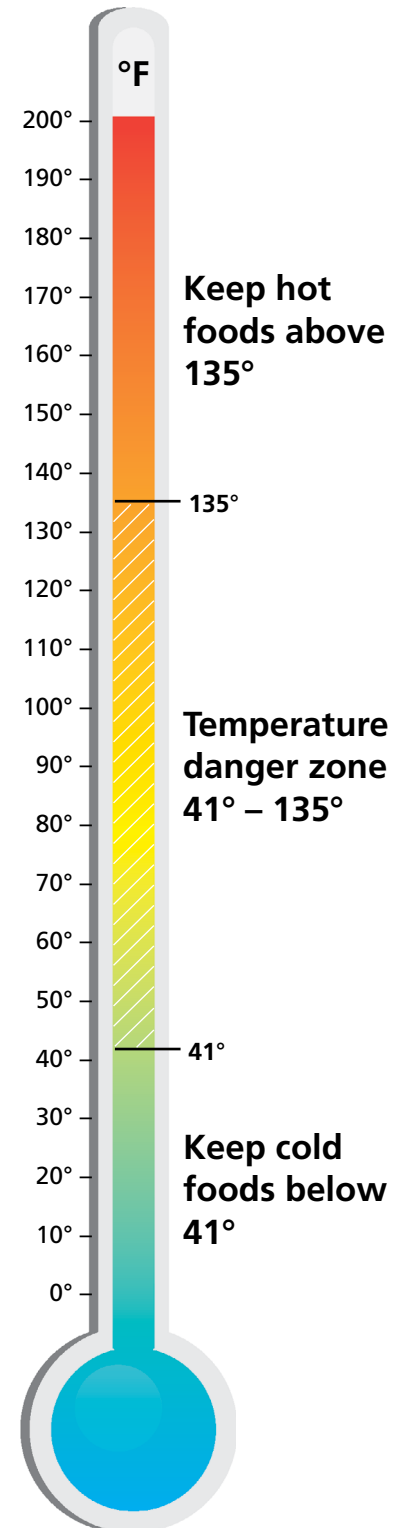
135°	All TCS foods
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Reheating temperatures (for hot holding)

165°	All foods that have been cooked and cooled
135°	Commercially processed and packaged foods and vegetables

Cold holding temperature

41°	All TCS foods
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To learn more, read Chapter 3 of the [Rhode Island Food Code](#)



Minimum Internal Cooking Temperatures

Food	Temperature	Minimum holding time
Fruits and vegetables for hot holding	135°F	
Ready-to-eat, commercially processed foods for hot holding	135°F	
Eggs for immediate consumption	145°F	15 seconds
Fish, fillets	145°F	15 seconds
Game animals, commercially raised	145°F	15 seconds
Lamb chops	145°F	15 seconds
Meat roasts: Whole meat roasts may be cooked to less than 145°F (4 minutes). See chart in FDA Model Food Code (3-401.11(B)(2))		
Beef roasts	145°F	4 minutes
Cured pork roast (ham)	145°F	4 minutes
Lamb roasts	145°F	4 minutes
Pork roasts	145°F	4 minutes
Veal roasts	145°F	4 minutes
Pork chops and cutlets	145°F	15 seconds
Seafood	145°F	15 seconds
Veal chops and cutlets	145°F	15 seconds
Eggs, hot held	155°F	17 seconds
Fish, flaked	155°F	17 seconds
Hamburgers	155°F	17 seconds
Injected meats	155°F	17 seconds
Sausage	155°F	17 seconds
Poultry (chicken, duck, and turkey)	165°F	<1 second
Reheated foods for hot holding	165°F	15 seconds
Stuffed meats, fish, poultry, and pasta	165°F	<1 second
Stuffing made with meat, fish, or poultry	165°F	<1 second
Any potentially hazardous food cooked in a microwave Allow item to stand covered for 2 minutes after cooking.	165°F	



Refrigerator Storage

Top to Bottom

Keep refrigerator at
41°F or below

Cooked and ready-to-eat foods

Includes deli meats, cheese, washed produce



Seafood

Cook to minimum of 145°F



Whole meats

Cook to minimum of 145°F



Unpasteurized shell eggs

Cook to minimum of 145°F for immediate service
or 155°F if held



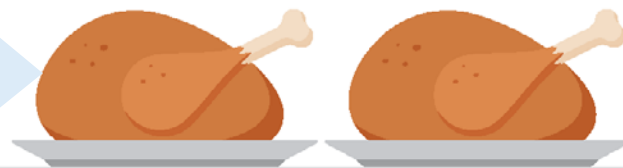
Ground animal protein

Cook to minimum internal temperature of 155°F



Poultry

Cook to minimum internal temperature of 165°F



Freezer Temperature Log

Month: _____ Year: _____ Freezer/Location: _____

Location Name/Number: _____

Day	1st Reading			2nd Reading			3rd Reading			Corrective Action Standard is: 45°F or below
	Time	Temp	Initials	Time	Temp	Initials	Time	Temp	Initials	
1										
2										
3										
4										
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6										
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Immediately report to supervisor if freezer temperature is $\geq 10^{\circ}\text{F}$. If frozen food temperature is above 0°F (but $< 10^{\circ}\text{F}$), recheck after the door has remained closed for 15 minutes. If temperature does not begin to decrease after 15 minutes or if temperature remains above 0°F after 2 hours, report to supervisor to call for service. For sites open more than 10 hours, a third reading may be recommended by your business unit.

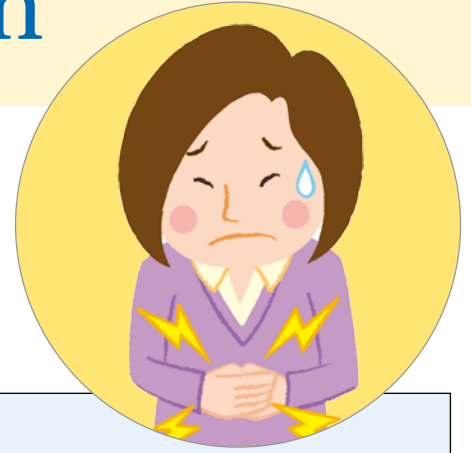
Monthly review by: _____ Date: _____



Rhode Island Department of Health, Center for Food Protection
For more information call (401) 222-2750

»» Employer Responsibilities for Employee Health

According to the U.S. Centers for Disease Control (CDC), when ill food workers handle food they can spread food borne illnesses. Here's how to prevent that!



Employer responsibilities	What you can do
Make sure there are no ill food workers in your establishment	Ask all employees at every shift if they are ill
Make sure all employees know which symptoms and illnesses are reportable	Create and use an Employee Health Policy and train all employees to follow it
Restrict employees when appropriate	Restrict employees who have an infected skin lesion with pus or have been exposed to food borne pathogens, such as someone in their home has reportable symptoms or a reportable illness
Exclude employees for 48 hours after symptoms stop if they are experiencing reportable symptoms	Exclude employees who are experiencing vomiting, diarrhea, jaundice, sore throat, or fever
Exclude employees who have been diagnosed with reportable illnesses and report them to the Rhode Island Department Health	<p>Exclude and report employees who have been diagnosed with:</p> <ul style="list-style-type: none"> ▪ Norovirus ▪ Hepatitis A ▪ <i>Shigella</i> spp. ▪ Shiga Toxin-Producing <i>E. coli</i> 0157:H7 (STEC) ▪ <i>Salmonella typhi</i> ▪ Nontyphoidal <i>Salmonella</i> <p>To learn more, see the Rhode Island Food Code</p>
Make sure employees know how to properly clean up vomit and diarrhea	Train all employees on how to properly clean up vomit and diarrhea to protect employees, customers, food, and surfaces from contamination



» Employee Health

Reportable Symptoms and Illnesses

You must report any of these symptoms to the person in charge:

- Vomiting
- Diarrhea
- Jaundice
- Sore throat with fever
- Coughing, sneezing, or a runny nose
- A cut or wound that has pus



According to the U.S. Centers for Disease Control (CDC), when ill food workers handle food they can spread food borne illnesses.

You must report it to the person in charge if you have been exposed to or diagnosed with:

- Norovirus
- Hepatitis A virus
- *Shigella* spp. (shigellosis)
- Enterohemorrhagic or Shiga Toxin-Producing *E. Coli*
- *Salmonella typhi* (typhoid fever)
- *Non-typhoidal Salmonella*

To learn more about reportable symptoms and illnesses and employee restrictions and exclusions, see the [Rhode Island Food Code](#).



Conditional Employee or Food Employee Reporting Agreement

Preventing infected employees from spreading these diseases through food: Norovirus, *Salmonella typhi*, Non-Typhoidal Salmonella, *Shigella* spp., enterohemorrhagic *E. coli* (EHEC), Shiga toxin-producing *E. coli* (STEC), or hepatitis A virus.

This agreement says that conditional and food employees must tell the person in charge when they have any of the conditions listed so the person in charge can take steps to prevent illness from spreading through food.

Conditional employees are persons offered food jobs on the condition that they answer questions or have a medical exam to find out if they may have a disease that can be spread through food.

I agree to report to the person in charge:

1. Any onset of these symptoms at work or outside work, with the date symptoms began:

- Diarrhea
- Vomiting
- Jaundice (yellow skin or eye white)
- Sore throat with fever
- Infected cut, wound, or lesion with pus (such as a boil) not properly covered on the hand, wrist, or other body part, no matter how small

2. Any medical diagnosis of:

- Norovirus
- Typhoid fever (*Salmonella typhi* infection)
- Salmonellosis (non-typhoidal Salmonella infection)
- Shigellosis (*Shigella* spp. infection)
- *Escherichia Coli* infection
- Hepatitis A virus infection

next page »»



Conditional Employee or Food Employee Reporting Agreement *(continued)*




3. Any exposure to foodborne pathogens:

- Exposure to or suspicion of causing any confirmed disease outbreak of norovirus, typhoid fever, non-typhoidal Salmonella, Shigellosis, *E. coli* infection, or hepatitis A.
- A household member diagnosed with an illness listed above.
- A household member attending or working in a setting that is experiencing a confirmed disease outbreak of an illness listed above.

I have read, or had explained to me, and understand that under the Rhode Island Food Code and this agreement I must:

- Report specific symptoms, diagnoses, and exposure as agreed
- Obey work restrictions or exclusions when given them
- Practice good hygiene

I understand that if I do not comply with this agreement I could lose my job, have legal action taken against me, or both.

Employee name (please print)	
	
Employee signature	Date
	
Permit holder or representative signature	Date
	





Employee Illness Decision Guide

Food establishment managers should use this guide to decide what to do when employees are ill

To decide if you should change an employee's duties, ask:

Do you have vomiting, diarrhea, or a sore throat with fever?

Yes →

Exclude employee from work

- Send home if at work
- Allow to return only after symptoms have been gone 48 hours
- Record symptoms on Employee Illness Log
- If these illnesses are doctor diagnosed, you **must** report them to the Rhode Island Department of Health: salmonella, typhoid fever, shigellosis, *E coli*, norovirus, or hepatitis A

No



Does someone in your household have vomiting or diarrhea?

Yes →

Restrict employee at work

- Reinforce proper hand washing
- Make sure wounds are covered
- No bare-hand contact with ready-to-eat foods or clean dishes
- Discuss employee illness reporting requirements, ways food workers can spread illness through food, and prevention strategies

Do you have a skin lesion that has pus?

No



Do you have any other symptoms of concern?

No →

Do not exclude or restrict employee from normal work duties

- Restrict an employee if you are concerned about the spread of other communicable illnesses
- Call the Rhode Island Department of Health with specific concerns

Yes



Call your doctor

Remember: If a vomiting incident happens in the food establishment, you must follow proper cleanup guidelines. To learn more, visit www.disinfect-for-health.org/wp-content/themes/disinfect/pdfs/NorovirusPrevent_8.5x11_English_Color.pdf





Guidelines for Responding to Vomiting and Diarrhea in Food Establishments

Norovirus is highly contagious. It only takes a few particles to infect a person. When someone with norovirus vomits, virus particles can spread up to 25 feet. To keep others from catching the virus, food service operators must contain the vomit and clean and disinfect the area.

Section 2-501.11 of the U.S. Food and Drug Administration (FDA) Food Code requires food establishments to:

- Have written procedures for their employees to follow when cleaning up diarrhea and vomit
- Include in the written procedures how the food establishment protects customers, employees, food, and surfaces from contamination

All food service operators must:

- Have a written plan for addressing incidents of vomiting and diarrhea
- Restrict or exclude symptomatic employees for 48 hours after the last symptom (RI Food Code, section 2-201.12)
- Restrict or exclude any employee who is diagnosed with **norovirus**, even if they are asymptomatic (do not have symptoms), since they may carry the virus
- Make sure that:
 - » Employees wash hands
 - » Employees do not handle ready-to-eat foods with bare hands
 - » Ill workers are excluded or restricted
 - » Any food that was handled by an ill employee is discarded

Follow these guidelines for creating a written procedure:

Protect customers

- Move guests at least 25 feet away from affected areas
- Block access to contaminated area
- Throw away food and single service items that may have been contaminated

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Responding to Vomiting and Diarrhea in Food Establishments (*continued*)

Protect employees

- Require employees who are cleaning up to wear gloves, mask, and apron
- Throw away or launder items after use
- Wash hands thoroughly
 - » Remember: Hand sanitizers may **not** be effective against norovirus

Contain the spill

- Use baking soda or other absorbent material designed to contain the spill

Clean up

- Use paper towels for cleanup, and throw them away in a plastic trash or biohazard bag
 - » Do **not** vacuum (vacuuming can spread particles)
- Use soapy water for:
 - » Spill area
 - » Surfaces close to the spill
 - » Frequently touched areas such as faucet handles, door knobs, counters, and phones
- Rinse thoroughly
- Wipe dry with paper towels

Disinfect surfaces after cleaning (to remove remaining germs)

- Use chlorine bleach for everything except fabrics and rugs
 - » For **hard** surfaces use 1/3 cup bleach (1/4 cup if concentrated) + 1 gallon of water
 - » For **porous** surfaces use 1-2/3 cup bleach (1 cup if concentrated) + 1 gallon of water
- Steam clean or use other disinfectants approved for food service facilities for areas that cannot be bleached:
 - » Phenolic environmental disinfectants at 2-4 times the concentration
 - » EPA-registered disinfectants
- Rinse all food contact surfaces after disinfecting

To learn more, go to:

www.health.ri.gov/diseases/food/?parm=73

www.cdc.gov/norovirus/preventing-infection.html

www.foodsafety.gov/poisoning/causes/bacteriaviruses/norovirus/index.html



Cleanup checklist for vomiting and diarrhea

Protect customers

- Move guests at least 25 feet away from affected areas
- Block access to contaminated area
- Throw away food and single service items that may have been contaminated

Protect employees

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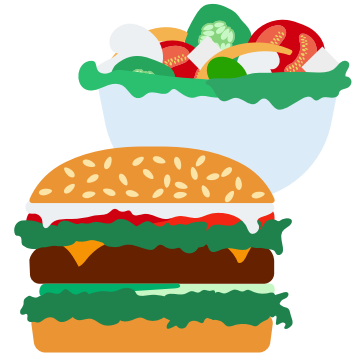
Cleanup kit for vomiting and diarrhea

- Cleanup checklist
- Masks
- Gloves
- Paper towels
- Plastic garbage bags
- Caution tape
- Disposable clothes
- Baking soda
- Drop cloth



» No Bare Hand Contact

The Food Code (3-301.11) does **not** allow bare hand contact with ready-to-eat (RTE) food. RTE food is served without extra preparation, such as cooking to make it safe. RTE food includes sandwiches, salads and bread. By law, food service workers **must** use suitable utensils when handling RTE food.



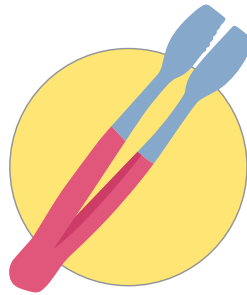
Suitable utensils include:



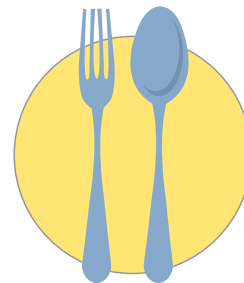
Deli tissue



Spatulas



Tongs



Forks and other serving utensils



Single-use, non-latex gloves



Single-use glove guidelines

- Do not use gloves instead of washing your hands!
- Wash hands before putting on gloves
- Use gloves for one task only, such as handling RTE foods
- Wash hands between glove changes
- Throw gloves away if they become torn or soiled
- Do not use fabric or re-usable gloves to handle RTE foods



» Wash Your Hands!

If you handle food, you **must** wash your hands often!

Hand washing is the best way to prevent the spread of infection.

Why?

- Your hands may look clean, but they have germs
- Washing your hands helps keep you and your customers from getting sick
- **It's the law!**

Use new gloves!

- Every time you wash your hands
- When a glove is torn or soiled



When?

- When arriving at work
- After using the bathroom
- After smoking
- After sneezing
- After touching your hair, face, or clothing
- After eating or drinking
- After taking off or before putting on a new pair of gloves
- Before handling food, especially ready-to-eat foods like salads and sandwiches
- After handling garbage
- After handling dirty equipment, dishes, or utensils
- After touching raw meats, poultry, or fish
- Anytime you change tasks (go from one thing to another)

How?



1

Wet your hands with warm, running water

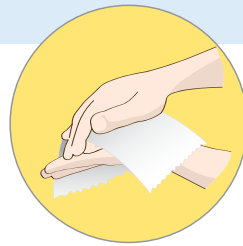
Lather with soap



2

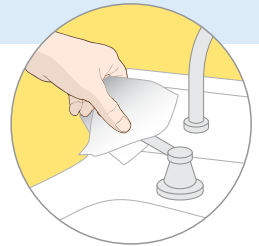
Scrub between fingers, on backs of hands, and under nails

Wash at least 10-15 seconds, as long as it takes to sing "Happy Birthday"



3

Dry hands with single-use paper towels or electric hand dryer

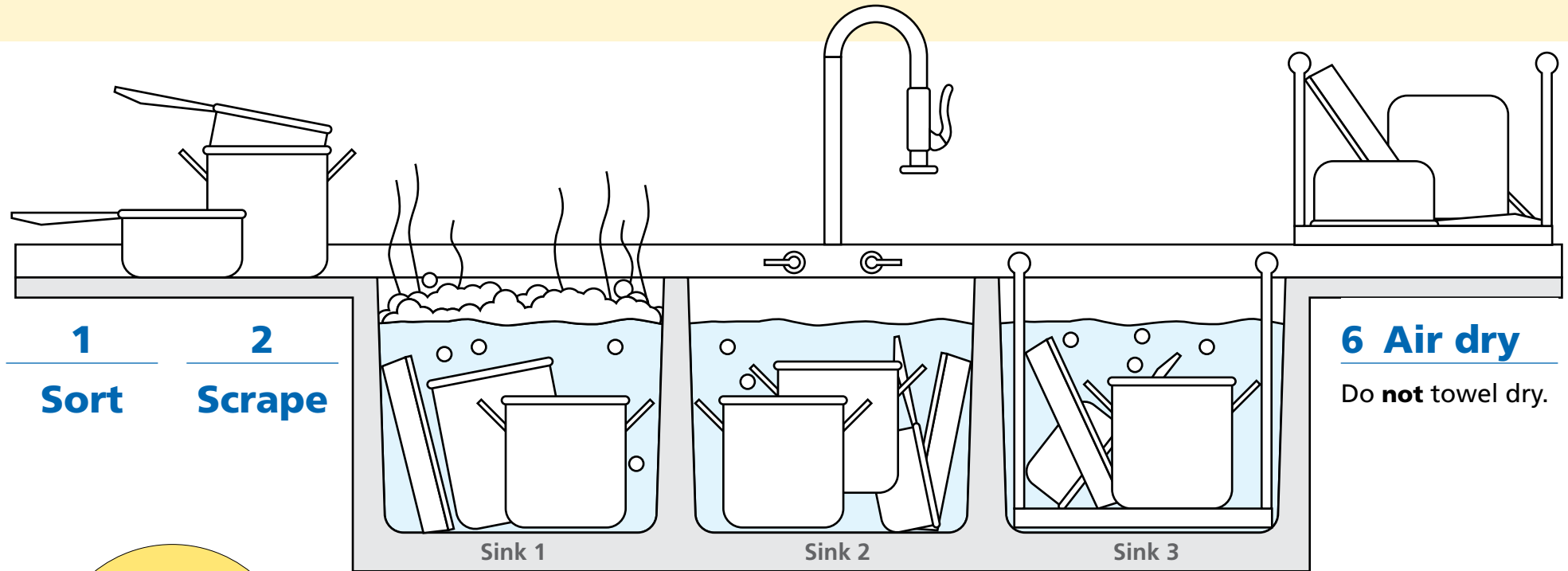


4

Use a paper towel to turn off the water



» How to Wash Dishes by Hand



Empty and refill sinks as often as needed to keep the water clean.

3 Wash

Use detergent in **hot** water (110°F or above) to remove soil.

4 Rinse

Use **clean** water to remove detergent.

5 Sanitize

Use one sanitizer at 75°F. Use a **test kit** to measure correct parts per millimeter (ppm) sanitizer concentration.

Sanitizer	Concentration
Chlorine	50-100 ppm
Iodine	12.5-25 ppm
Quaternary ammonia	200 ppm or label instructions



