STANDARD-TRAINER CHECKLIST FORM

Candidate's Name:		**Title:**	
Agency:		**Office Telephone Number:**	
Office Address:	**City:**	**State:**	**Zip:**
Standard's Name:	**Standard's Title:**		
Agency:	**Standard's Telephone Number:**	**Location of Standardization:**	
Office Address:	**City:**	**State:**	**Zip:**

Please provide a check mark in the box to acknowledge that you have completed the required documents for your records. This form will assist the Standard-Trainer in ensuring complete Standardization document files to maintain the integrity and uniformity of the Standardization process.

* STANDARD-TRAINERS MUST ENSURE PRE-STANDIZATION REQUIREMENTS ARE MET BY ALL CANDIDATES PRIOR TO CONDUCTING FIELD STANDARDIZATIONS.

DOCUMENTS CHECKLIST

	PRE-STANDARDIZATION REQUIREMENTS*
	Standardization Nomination Form
	Candidate's Background information completed (length of service, hire date, and date acquired food service responsibilities)
	Details food services duties (# of inspections conducted per day/month/wk/yr)
	Completed and signed by Supervisor
	Signed affidavit of training (minimum of 25 joint and 25 independent inspections) if < 5 years food service experience
	Georgia Food Code Test > 70 passing score
	Dates of pre-standardization training on nomination form or ORAU certificates
	Copy of current CFSM certificate issued from program accredited by the Conference for Food Protection (CFP)

DOCUMENTS CHECKLIST

FIELD STANDARDIZATION REQUIREMENTS	
HACCP Verification Summary	
	Submit Candidate and the Standard forms (≤ 2 disagreements)
Scoring Form	
	≤ 5 RF/PHI disagreements per inspection
	≤ 16 RF/PHI disagreements in 4 inspections
	≤ 22 GRP disagreements in 4 inspections
	Inspection reports and addendums conducted by Candidate and Standard (if for an Initial Standardization)
	At least 1 out of the 4 inspections is written out to the provision and scored according to the point value for each item
	Identify whether an Initial Standardization or a Re-standardization
Final Performance Report	
	Complete and Sign
Process Flow Charts (see Examples 1 and 1A for reference in this packet)	
	Process 1 (no cook)
	Process 2 (same day service)
	Process 3 (complex food prep)
Risk Control Plan	
	Risk Control Plan Chart
	Handwritten Risk Control Plan (written in food service establishment at the time of inspection)
	Management monitoring/ maintenance of records
	Length of time Risk Control Plan (RCP) will continue (case specific but generally 4-6 weeks)
	Frequency and format in which the results will be communicated back to the inspector
	Proper training of food workers

Resource Guides

1. Georgia Rules and Regulations Chapter 290-5-14

2. Interpretation Manual for the Rules and Regulations Food Service Chapter 290-5-14 http://health.state.ga.us/pdfs/environmental/Food/Rules/FinalFSInterpretationManual.pdf

3. Example 1 Process Flow Chart - This particular layout is for a Process III and should be adapted for as needed for Process 1 and 2 layouts. Process 1, 2, and 3 layouts should use these common operational terms and acronyms to describe the steps, control points, and critical limits.

4. Example 1A Process Flow Chart- This particular layout is the same as the Example 1 Process Flow Chart; however it shows a different way of displaying the Cooling and Holding Steps by combining them as one step. The Critical Control Points and Critical Limits must still be identified.

5. Examples 2, 3, 4, and 4A – These are examples of completed flow charts based on hazard analysis/categorization of foods of recipes obtained by questioning a food service establishment operator during a potential routine food service assessment.

6. Table 1. Selected Biological Hazards Found at Retail, Associated Foods, and Control Measures

7. Table 2. Common Chemical Hazards at Retail, Along with Their Associated Foods and Control Measures

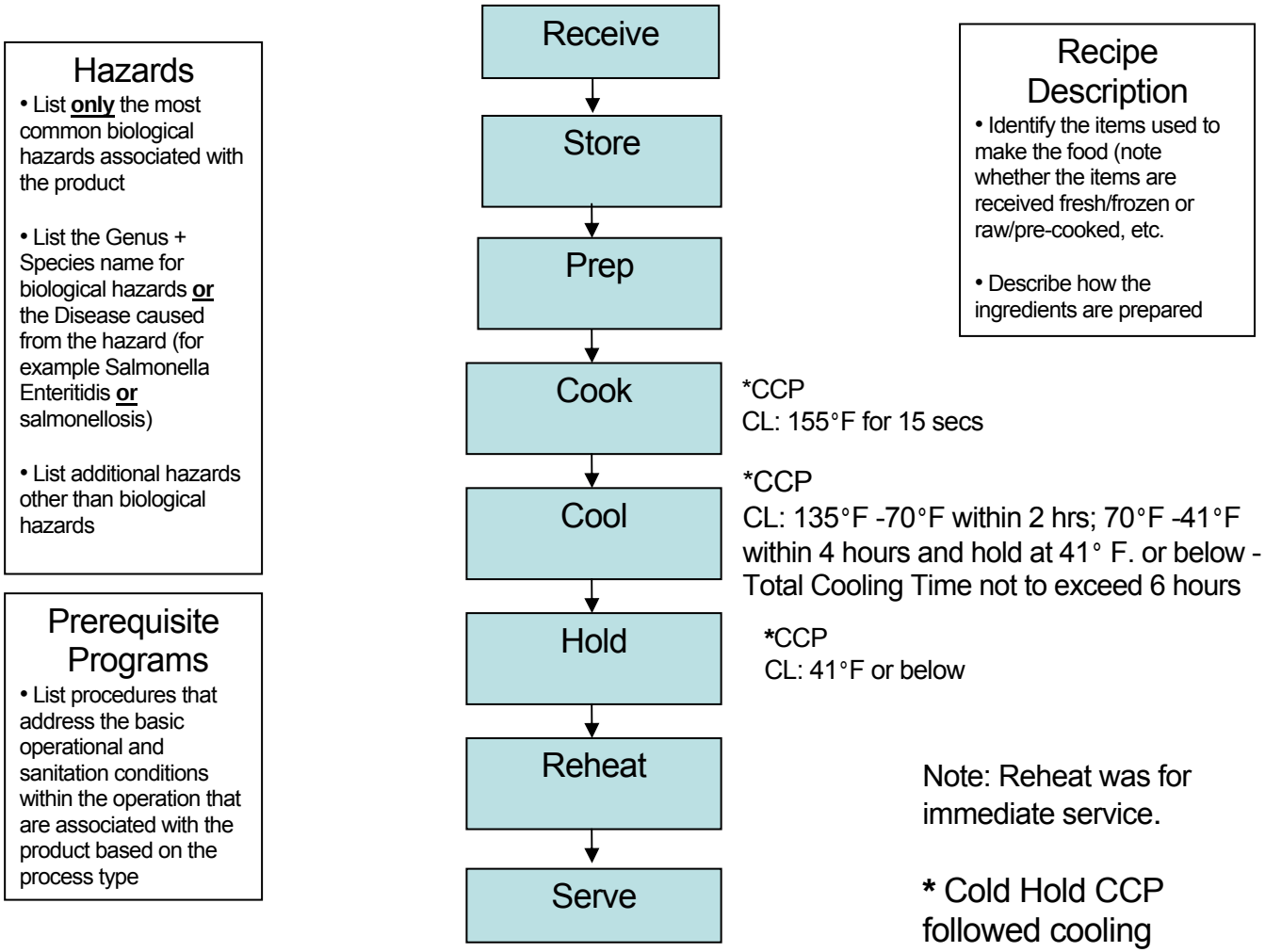
8. Table 3. Common Chemical Hazards at Retail, Along with Their Associated Foods and Control Measures

9. Table 4. Common Chemical Hazards at Retail, Along with Their Associated Foods and Control Measures

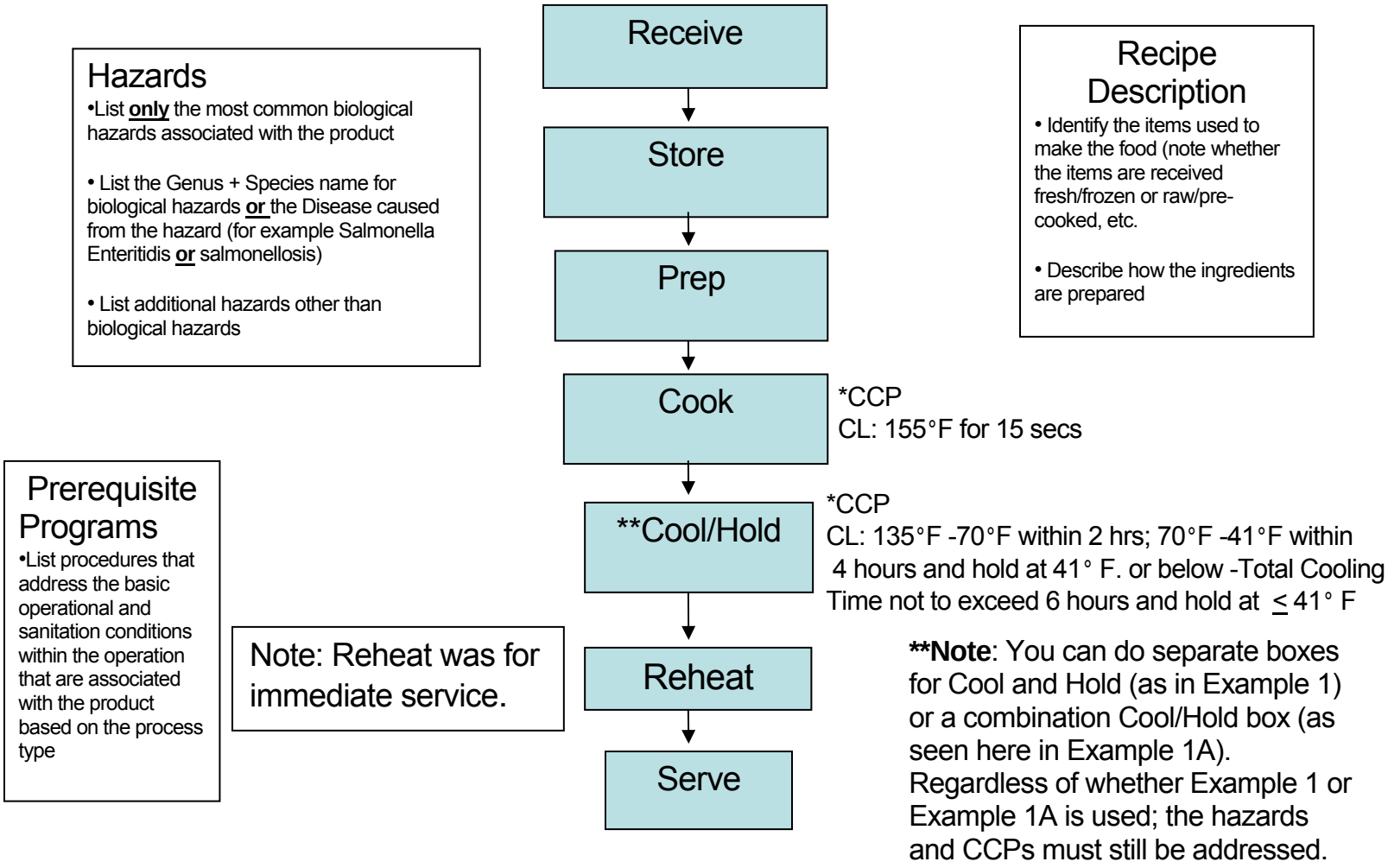
10. Table 5. Main Materials of Concern as Physical Hazards and Common Sources

11. Table 6: Examples of Hazards and Control Measures for Same Day Service Items

Example 1 - Process Flow Chart



Example 1A - Process Flow Chart



Example 2 - Process #1 (No Cook Step)

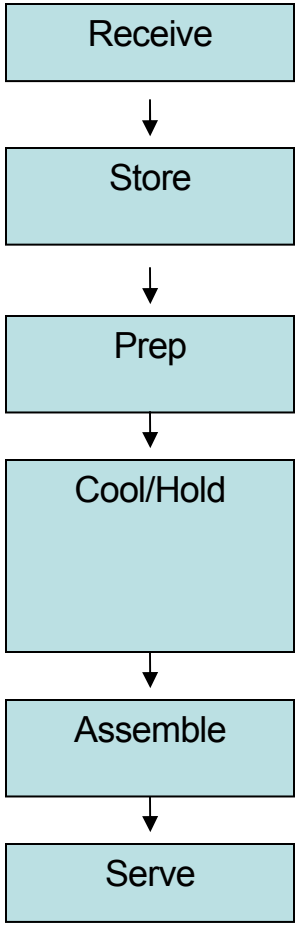
Easy Greek Salad

Hazards:

Clostridium botulinum
FOR (Fecal Oral Route)
Listeria monocytogenes
Salmonellosis
Shigellosis
Staphylococcus aureus
Chemical Hazards

Prerequisite Programs:

- No bare hand contact with ready-to-eat food
- Wash, Rinse, and Sanitize equipment and utensils
- Wash fruits and vegetables
- Cold holding for storage @ 41°F or lower
- Food Safety Training
- Wash hands properly
- Employee Health Policy
- Proper use and storage of chemicals



*CCP
CL: Cool to 41°F or below within 4hrs. and hold at 41°F

Immediate Service

Recipe Description

- 3 bags pre-washed Classic Romaine lettuce mix
- ½ purple onion, sliced
- 3 vine-ripened tomatoes, cut and quartered
- 1 jar Kalamata olives, pitted and drained
- 1-8 oz. package Feta cheese, crumbled
- 2 large cucumbers, sliced
- Crushed Nuts (optional)

Note: All ingredients are received fresh weekly and stored in walk-in cooler.

Cut the tomatoes in quarters, slice onions, and cucumbers and drain olives ahead of time and cool/hold in cooler. When order is received, toss the lettuce mix in bowl, cover with sliced onion, quartered tomatoes, and drained olives. Layer sliced cucumbers over the lettuce, tomatoes and olive mix. Sprinkle with salt and pepper and Feta cheese. Crushed nuts on top are optional. Serve immediately.

Note: Most will have a Cooling Step; however, some will not have a Cooling Step.

Example 3 - Process #2 (Same Day Service)

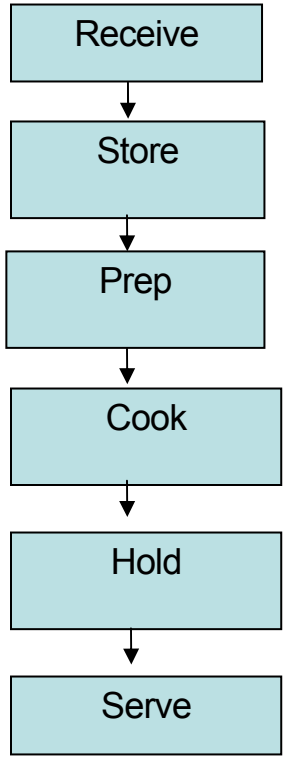
Szechwan Garlic Eggplant

Hazards:

Clostridium botulinum
Clostridium perfringens
Bacillus cereus
Taeniasis
Trichinella spiralis
FOR (Fecal Oral Route)
Listeria monocytogenes
Salmonellosis
Shigellosis
Chemical Hazards

Prerequisite Programs:

- No bare hand contact with ready-to-eat food
- Wash, Rinse, and Sanitize equipment and utensils
- Wash fruits and vegetables
- Cold holding for storage @ 41°F or lower
- Food Safety Training
- Wash hands properly
- Employee Health Policy
- Food from approved sources
- Proper Receiving Procedures
- Proper use and storage of chemicals



*CCP
CL: 155°F for 15 secs

*CCP
CL: 135° F or above

Recipe Description

- 1 cup finely diced garlic
- ½ white onion, chopped
- ½ pound ground pork
- 1 can chicken broth
- 2 tablespoons Hoisin sauce
- 2 tablespoons black bean sauce
- 1 tablespoon Lan Chi chili paste
- ½ cup red wine
- ¼ cup soy sauce
- ¼ cup Tiparos fish sauce
- 6-8 Asian eggplants, cubed

Note: All ingredients are received fresh weekly and stored in walk-in cooler or in dry storage as appropriate.

Brown the ground pork in a large stock pot. Stir in the onion, garlic, Hoisin sauce, black bean paste, chili paste, fish sauce and red wine. Throw in the eggplant and the can of chicken broth. Shake soy sauce around the pot to season, sprinkle sugar throughout, ad then stir it all up vigorously. Cover the pot and let simmer for several minutes, stirring occasionally. Once the eggplant has softened, turn down to low heat and simmer for several hours. Hold eggplant hot in the soup well and serve as ordered. Discard leftovers.

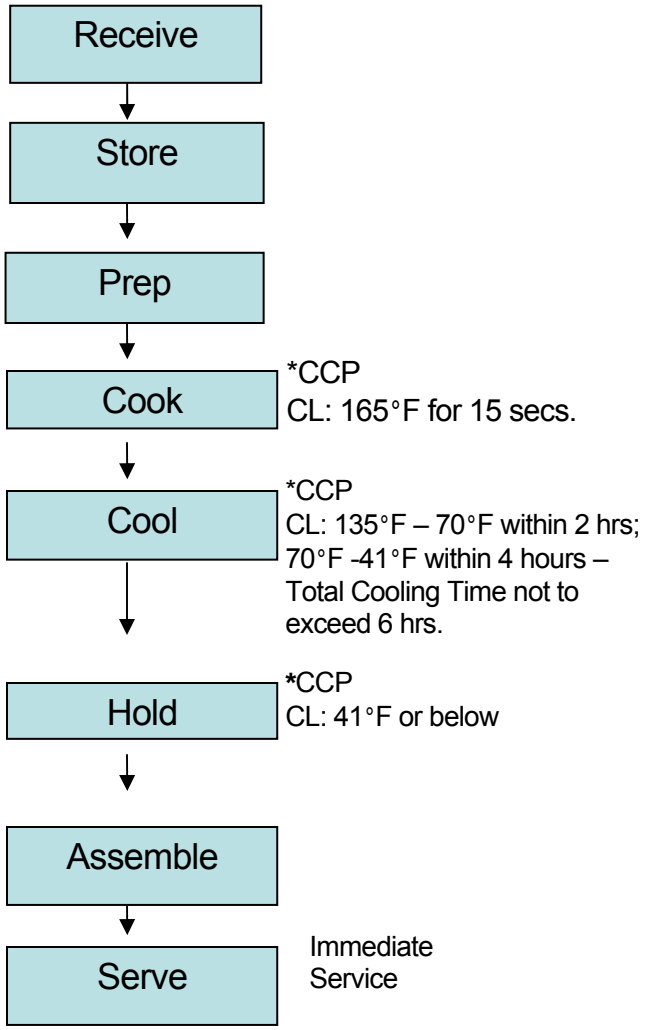
Example 4 - Process #3 (Complex)
Curried Chicken Salad

Hazards:

Clostridium botulinum
Clostridium perfringens
Bacillus cereus
Campylobacter jejuni
FOR (Fecal Oral Route)
Listeria monocytogenes
Salmonellosis
Shigellosis
Staphylococcus aureus

Prerequisite Programs:

- No bare hand contact with ready-to-eat food
- Wash, Rinse, and Sanitize equipment and utensils
- Wash fruits and vegetables
- Cold holding for storage @ 41°F or lower
- Food Safety Training
- Wash hands properly
- Employee Health Policy
- Food from approved sources
- Proper storage practices to prevent cross-contamination
- Proper Receiving Procedures
- Proper use and storage of chemicals



Recipe Description

- 2 pounds boneless chicken breasts
- ¼ cup diced garlic
- ¼ cup diced onion
- ½ cup diced green pepper
- ½ curry paste or ½ bar curry "brick"
- 1 can coconut milk
- 2 teaspoons Lan Chi chili paste
- vegetable oil
- 1-8 oz. pkg raisins or cranberry raisins
- 1-8 oz. can salted cashew nuts
- ¼ cup shredded cilantro

Note: All ingredients are received fresh weekly and stored in walk-in cooler or in dry storage as appropriate.

Cut the chicken breasts into small bite-sized pieces and fry them in oil in a large wok or frying pan. Strain the meat to remove the excess fat. In the wok or pan, sauté' the garlic, onion, and pepper, then add back the chicken. Stir in the curry paste or melted curry "brick" and mix thoroughly. Pour in the coconut milk and stir. Add the chili paste and stir throughout. Stir fry until the liquid begins to boil – usually about 10-12 minutes on high heat. Turn off the heat and allow the curry to marinate for several minutes to an hour. Drain away all the liquid, cool the curried chicken, and store. When ready to serve, mix the nuts, Craisins, and cashews through the chicken and serve in lettuce wraps.

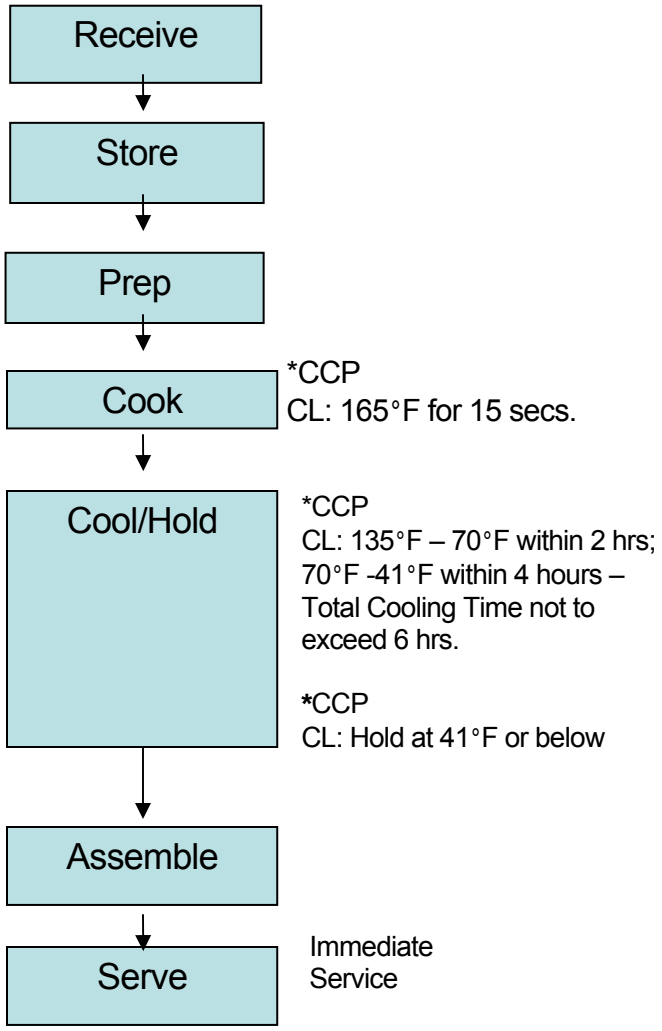
Example 4A - Process #3 (Complex)
Curried Chicken Salad

Hazards:

Clostridium botulinum
Clostridium perfringens
Bacillus cereus
Campylobacter jejuni
FOR (Fecal Oral Route)
Listeria monocytogenes
Salmonella spp.
Shigella spp.
Staphylococcus aureus

Prerequisite Programs:

- No bare hand contact with ready-to-eat food
- Wash, Rinse, and Sanitize equipment and utensils
- Wash fruits and vegetables
- Cold holding for storage @ 41°F or lower
- Food Safety Training
- Vegetables from reputable source
- wash hands properly
- Employee Health Policy
- All foods from sources that meet law.
- Proper storage practices to prevent cross-contamination



Recipe Description

- 2 pounds boneless chicken breasts
- ¼ cup diced garlic
- ¼ cup diced onion
- ½ cup diced green pepper
- ½ curry paste or ½ bar curry "brick"
- 1 can coconut milk
- 2 teaspoons Lan Chi chili paste
- vegetable oil
- 1-8 oz. pks raisins or cranberry raisins
- 1-8 oz. can salted cashew nuts
- ¼ cup shredded cilantro

Note: All ingredients are received fresh weekly and stored in walk-in cooler or in dry storage as appropriate.

Cut the chicken breasts into small bite-sized pieces and fry them in oil in a large wok or frying pan. Strain the meat to remove the excess fat. In the wok or pan, sauté' the garlic, onion, and pepper, then add back the chicken. Stir in the curry paste or melted curry "brick" and mix thoroughly. Pour in the coconut milk and stir. Add the chili paste and stir throughout. Stir fry until the liquid begins to boil – usually about 10-12 minutes on high heat. Turn off the heat and allow the curry to marinate for several minutes to an hour. Drain away all the liquid, cool the curried chicken, and store. When ready to serve, mix the nuts, Craisins, and cashews through the chicken and serve in lettuce wraps.

Example 5 – RISK CONTROL PLAN

Establishment Name: **ABC Establishment**		**Risk Type: Risk Type II**	
Address: **123 Any Street**		**PIC/CFSM: John Doe**	
City: Any City	**State: GA**	**Zip: 00000**	**County: Any County**
Candidate's Name: Jane Doe	**Date: 00/00/0000**	**Standard's Name & Title: Judy Doe, EHSIII**	

BASED ON THIS DAY'S INSPECTION THE FOLLOWING UNCONTROLLED HAZARD KNOWN TO CONTRIBUTE TO FOODBORNE ILLNESS WAS IDENTIFIED (FOR UNCONTROLLED HAZARDS INCLUDE THE OCCURRENCE OF ANY (1) RISK FACTOR OR LACK OF PUBLIC HEALTH INTERVENTIONS AS DESCRIBED IN THE CHAPTER 290-5-14).

RISK FACTOR IDENTIFIED/ CORRECTIVE ACTION REQUIRED				
OBSERVATION	**UNCONTROLLED PROCESS STEP OR CCP**	**HAZARD (most common)**	**CRITICAL LIMITS (CLs)**	**CORRECTIVE ACTION (when CLs are not met)**
Temperature of turkey vegetable soup in walk-in cooler was 65 °F after cooling in the walk-in all night (12 hours).	Cooling	Outgrowth of spore formers: • Clostridium botulinum • Clostridium perfringens • Bacillus cereus	Cool from 135°F to 41 °F within 6 hours provided that food is first cooled from 135°F to 70 °F in within 2 hours.	If the temperature of the soup is not 70 °F or less in 2 hours, the soup will be reheated to 165°F and cooling process started again. Discard soup, if cooling time exceeds 2 hours to cool from 135°F to 70 °F. Discard soup, if not cooled to 41°F within a total of 6 hours.

RISK CONTROL PLAN (CONTINUED)

UNCONTROLLED PROCESS STEP OR CCP: COOLING

WRITE THE PLAN:

How will active managerial control be achieved:

(Who is responsible for the control, what monitoring and record keeping is required, who is responsible for monitoring and completing records, what corrective actions should be taken when deviations are noted, how long is the plan to continue)

Conduct a Trial Run to Determine if Cooling Procedure Works:

The line cook, John Cook, will portion soup at a temperature of 135 °F in cleaned and sanitized 3-inch metal pans, and place them uncovered in the coolest, protected area of the walk-in cooler. He will record the time on the "Time-Temperature Log." Two hours later, the temperature of the soup will be checked and recorded. If the temperature of the soup is not 70 °F or less, the soup will be reheated to 165°F, and the trial run will be restarted in an ice bath. When the temperature is 70°F or less within 2 hours, the time and temperature will be recorded, and cooling will continue. Four hours later, the temperature of the soup will again be checked and recorded. If the soup is 41 °F or less, the cooling procedure will be established and followed. If the soup is not 41 °F or less, it will be discarded and other cooling options such as ice baths, stirring with chill sticks, etc. employed in addition to cooling in cooler.

Procedure:

When there is less than one gallon of soup left over at the end of the day, John Cook will log the volume and disposition of the soup. When the volume is greater than one gallon, the established procedure will be followed. John Cook will complete the Temperature Log daily for 30 days. The John Doe will review the log weekly for completeness and adherence to the procedure.

Training:

John Doe will train line cook, John Cook, in the proper procedures for cooling hot potentially hazardous foods from 135°F to 41°F within 6 hours total time.

How will the results of implementing the RCP be communicated back to the inspector:

A copy of the temperature log will be faxed to EHS Jane Doe of the Any County Health Department each Friday over the next 30 days.

Table 1. Selected Biological Hazards Found at Retail, Associated Foods, and Control Measures		
HAZARD	***ASSOCIATED FOODS***	***CONTROL MEASURES***
Bacteria		
Bacillus cereus (intoxication caused by heat stable, preformed emetic toxin and infection by heat labile, diarrheal toxin)	Meat, poultry, starchy foods (rice, potatoes), puddings, soups, cooked vegetables	Cooking, cooling, cold holding, hot holding
Campylobacter jejuni	Poultry, raw milk	Cooking, hand washing, prevention of cross-contamination
Clostridium botulinum	Vacuum-packed foods, reduced oxygen packaged foods, under-processed canned foods, garlic-in-oil mixtures, time/temperature abused baked potatoes/sautéed onions	Thermal processing (time + pressure), cooling, cold holding, hot holding, acidification and drying, etc.
Clostridium Perfringens	Cooked meat and poultry, Cooked meat and poultry products including casseroles, gravies	Cooling, cold holding, reheating, hot holding
E. coli O157:H7 (other shiga toxin-producing *E. coli*)	Raw ground beef, raw seed sprouts, raw milk, unpasteurized juice, foods contaminated by infected food workers via fecal-oral route	Cooking, no bare hand contact with RTE foods, employee health policy, hand washing, prevention of cross-contamination, pasteurization or treatment of juice
Listeria monocytogenes	Raw meat and poultry, fresh soft cheese, paté, smoked seafood, deli meats, deli salads	Cooking, date marking, cold holding, hand washing, prevention of cross-contamination
Salmonella spp.	Meat and poultry, seafood, eggs, raw seed sprouts, raw vegetables, raw milk, unpasteurized juice	Cooking, use of pasteurized eggs, employee health policy, no bare hand contact with RTE foods, hand washing, pasteurization or treatment of juice
Shigella spp.	Raw vegetables and herbs, other foods contaminated by infected workers via fecal-oral route	Cooking, no bare hand contact with RTE foods, employee health policy, hand washing
Staphylococcus aureus (preformed heat stable toxin)	RTE PHF foods touched by bare hands after cooking and further time/temperature abused	Cooling, cold holding, hot holding, no bare hand contact with RTE food, hand washing
Vibrio spp.	Seafood, shellfish	Cooking, approved source, prevention of cross-contamination, cold holding
Parasites		
Anisakis simplex	Various fish (cod, haddock, fluke, pacific salmon, herring, flounder, monkfish)	Cooking, freezing
Taenia spp.	Beef and pork	Cooking
Trichinella spiralis	Pork, bear, and seal meat	Cooking
Viruses		
Hepatitis A and E	Shellfish, any food contaminated by infected worker via fecal-oral route	Approved source, no bare hand contact with RTE food, minimizing bare hand contact with foods not RTE, employee health policy, hand washing
Other Viruses (Rotavirus, Norovirus, Reovirus)	Any food contaminated by infected worker via fecal-oral route	No bare hand contact with RTE food, minimizing bare hand contact with foods not RTE, employee health policy, hand washing
RTE = ready-to-eat PHF = potentially hazardous food (time/temperature control for safety food)		

Table 2. Common Chemical Hazards at Retail, Along with Their Associated Foods and Control Measures		
Chemical Hazards	**Associated Foods**	**Control measures**
Naturally Occurring:		
Scombrotoxin	Primarily associated with tuna fish, mahi-mahi, blue fish, anchovies bonito, mackerel; Also found in cheese	Check temperatures at receiving; store at proper cold holding temperatures; buyer specifications: obtain verification from supplier that product has not been temperature abused prior to arrival in facility.
Ciguatoxin	Reef fin fish from extreme SE US, Hawaii, and tropical areas; barracuda, jacks, king mackerel, large groupers, and snappers	Ensure fin fish have not been caught: •Purchase fish from approved sources. •Fish should not be harvested from an area that is subject to an adverse advisory.
Tetrodoxin	Puffer fish (Fugu; Blowfish)	Do not consume these fish.
Mycotoxins Aflatoxin Patulin	Corn and corn products, peanuts and peanut products, cottonseed, milk, and tree nuts such as Brazil nuts, pecans, pistachio nuts, and walnuts. Other grains and nuts are susceptible but less prone to contamination. Apple juice products	Check condition at receiving; do not use moldy or decomposed food. Buyer Specification: obtain verification from supplier or avoid the use of rotten apples in juice manufacturing.
Toxic mushroom species	Numerous varieties of wild mushrooms	Do not eat unknown varieties or mushrooms from unapproved source.
Shellfish toxins Paralytic shellfish poisoning (PSP) Diarrhetic shellfish poisoning (DSP) Neurotoxin shellfish poisoning (NSP) Amnesic shellfish poisoning (ASP)	Molluscan shellfish from NE and NW coastal regions; mackerel, viscera of lobsters and Dungeness, tanner, and red rock crabs Molluscan shellfish in Japan, western Europe, Chile, NZ, eastern Canada Molluscan shellfish from Gulf of Mexico Molluscan shellfish from NE and NW coasts of NA; viscera of Dungeness, tanner, red rock crabs and anchovies.	Ensure molluscan shellfish are: • from an approved source; and • properly tagged and labeled.

Table 3. Common Chemical Hazards at Retail, Along with Their Associated Foods and Control Measures		
Chemical Hazards	**Associated Foods**	**Control measures**
Naturally Occurring:		
Pyrrolizidine alkaloids	Plants food containing these alkaloids. Most commonly found in members of the Borginaceae, Compositae, and Leguminosae families.	Do not consume of food or medicinals contaminated with these alkaloids.
Phytohemmagglutinin	Raw red kidney beans (Undercooked beans may be more toxic than raw beans)	Soak in water for at least 5 hours. Pour away the water. Boil briskly in fresh water, with occasional stirring, for at least 10 minutes.
Added Chemicals*:*		
Environmental contaminants: Pesticides, fungicides, fertilizers, insecticides, antibiotics, growth hormones	Any food may become contaminated.	Follow label instructions for use of environmental chemicals. Soil or water analysis may be used to verify safety.
PCBs	Fish	Comply with fish advisories.
Prohibited substances (21 CFR 189)	Numerous substances are prohibited from use in human food; no substance may be used in human food unless it meets all applicable requirements of the FD&C Act.	Do not use chemical substances that are not approved for use in human food.
Toxic elements/compounds Mercury	Fish exposed to organic mercury: shark, tilefish, king mackerel and swordfish. Grains treated with mercury based fungicides	Pregnant women/women of childbearing age/nursing mothers, and young children should not eat shark, swordfish, king mackerel or tilefish because they contain high levels of mercury. Do not use mercury containing fungicides on grains or animals.
Copper	High acid foods and beverages	Do not store high acid foods in copper utensils; use backflow prevention device on beverage vending machines.
Lead	High acid food and beverages	Do not use vessels containing lead.
Preservatives and Food Additives: Sulfiting agents (sulfur dioxide, sodium and potassium bisulfite, sodium and potassium metabisulfite)	Fresh fruits and Vegetables Shrimp Lobster Wine	Sulfiting agents added to a product in a processing plant must be declared on labeling. Do not use on raw produce in food establishments.

Table 4. Common Chemical Hazards at Retail, Along with Their Associated Foods and Control Measures		
Chemical Hazards	**Associated Foods**	**Control measures**
Naturally Occurring:		
Nitrites/nitrates Niacin	Cured meats, fish, any food exposed to accidental contamination, spinach Meat and other foods to which sodium nicotinate is added	Do not use more than the prescribed amount of curing compound according to labeling instructions. Sodium nicotinate (niacin) is not currently approved for use in meat or poultry with or without nitrates or nitrates.
Flavor enhancers Monosodium glutamate (MSG)	Asian or Latin American food	Avoid using excessive amounts
Chemicals used in retail establishments (e.g., lubricants, cleaners, sanitizers, cleaning compounds, and paints	Any food could become contaminated	Address through SOPs for proper labeling, storage, handling, and use of chemicals; retain Material Safety Data Sheets for all chemicals.
Allergens	Foods containing or contacted by: Milk Egg Fish Crustacean shellfish Tree nuts Wheat Peanuts Soybeans	Use a rigorous sanitation regime to prevent cross contact between allergenic and non-allergenic ingredients.

Table 5. Main Materials of Concern as Physical Hazards and Common Sources[a, b]		
Material	**Injury Potential**	**Sources**
Glass fixtures	Cuts, bleeding; may require surgery to find or remove	Bottles, jars, lights, utensils, gauge covers
Wood	Cuts, infection, choking; may require surgery to remove	Fields, pallets, boxes, buildings
Stones, metal fragments	Choking, broken teeth Cuts, infection; may require surgery to remove	Fields, buildings, machinery, wire, employees
Insulation	Choking; long-term if asbestos	Building materials
Bone	Choking, trauma	Fields, improper plant processing
Plastic	Choking, cuts, infection; may require surgery to remove	Fields, plant packaging materials, pallets, employees
Personal effects	Choking, cuts, broken teeth; may require surgery to remove	Employees

[a] Adapted from Corlett (1991). [b] Used with permission, "HACCP Principles and Applications", Pierson and Corlett, Eds. 1992. Chapman & Hall, New York, NY.

Table 6: Examples of Hazards and Control Measures for Same Day Service Items		
Process 2: Preparation for Same Day Service		
Example Products	**Baked Meatloaf**	**Baked Chicken**
Example Biological Hazards	*Salmonella* spp.	*Salmonella* spp.
	E. coli O157:H7	*Campylobacter*
	Clostridium Perfringens	*Clostridium Perfringens*
	Bacillus cereus	*Bacillus cereus*
	Various fecal-oral route pathogens	Various fecal-oral route pathogens
Example Control Measures	Refrigeration at 41°F or below	Refrigeration at 41°F or below
	Cooking at 155°F for 15 seconds	Cooking at 165°F for 15 seconds
	Hot Holding at 135°F or above OR Time Control	Hot Holding at 135°F or above OR Time Control
	Good personal hygiene (No bare hand contact with RTE food, proper hand washing, exclusion/restriction of ill employees)	Good personal hygiene (No bare hand contact with RTE food, proper hand washing, exclusion/restriction of ill employees)
RTE = ready-to-eat food		