



May 26, 2016

Galion City Board of Health
The Honorable Thomas O'Leary, President
301 Harding Way East
Galion, Ohio 44833

Dear Mayor O'Leary:

The Ohio Department of Agriculture is responsible to survey the Retail Food Establishment Programs conducted by local boards of health in Ohio. The survey is conducted pursuant to Ohio Revised Code section 3717.11 and in accordance with the Ohio Administrative Code rule 901:3-4-17.

Please find enclosed the results of the Ohio Department of Agriculture's survey of your health district's Retail Food Establishment Program. The survey was conducted April 18 through 20, 2016.

The Galion City Health Department is performing in a satisfactory manner and is complying with the majority of the provisions of the Ohio Revised and Administrative Codes. As a result, we are pleased to announce that the Galion City Health Department's Retail Food Establishment Program is classified as "approved". However, the department is still expected to complete the required action plans specified in the report. Failure to submit the action plans may result in the Ohio Department of Agriculture initiating procedures to re-evaluate your program's status.

Should you have any questions regarding the survey, please contact me at 614-728-6250.

Sincerely,

Terri Gerhardt, Chief
Division of Food Safety

Attachment

Cc. Trish Factor, M.P.H., M.C.H.E.S., C.H.E.P., Health Commissioner, Galion City Health Department
W. Gene Phillips, Chief, BEH, Ohio Department of Health
Division of Food Safety file, ODA



Evaluation of the Retail Food Establishment Program of the Galion City Health Department

The following document contains the results of the evaluation of Galion City Health Department's Retail Food Establishment licensing and inspection program. The evaluation was conducted by retail food safety specialist Jason Ahrens, R.S. of the Ohio Department of Agriculture's Division of Food Safety. The evaluation took place April 18 through 20, 2016.

At the time of the survey:

Health Commissioner Trish Factor, M.P.H., M.C.H.E.S., C.H.E.P.

Director of Environmental Health..... Stephanie Zmuda, R.S.

Introduction

The Ohio Revised Code in section 3717.11 requires that the Director of Agriculture survey at least once every three years, each board of health that licenses retail food establishments. The purpose of the survey is to determine whether the board is qualified and has the capacity to administer and enforce the law and the rules adopted under the law.

The survey is designed to evaluate all health districts using the same standards. These standards are divided into three groupings – administration, requirements of the rules as applied to the inspection of retail food establishment facilities, and performance standards.

Administrative Aspects -- The administrative aspects encompass the requirements of the law and rules governing the management of the retail food establishment program. This includes items such as cost analysis, fee setting, licensing, inspection management, procedures, new facility layout approval, enforcement, as well as evaluation of the staff sanitarians who conduct inspections.

Performance Standards – The performance standards encompass items that are essential in facilitating compliance with the requirements of an inspection program in addition to those that are enhancements for a quality program. Performance standards include items such as intradepartmental communications, outreach to the regulated community, and foodborne disease investigation procedures.

Methods

Administrative Aspects – Appendix 1 details the “Status of Compliance” with each aspect of the retail food establishment program assessed. These items are numbered for reference purposes. Each item is marked as either “meets”, “needs improvement”, or “not applicable”. The “comment” section for

each item briefly details the specifics of the surveyor’s findings.

An action plan must be developed for each item identified where actions can be taken to improve performance. If an item needs to have an action plan, it is indicated on this form. When an item indicates that an action plan is needed, a plan must be developed and documented on the form “Action Plan” [Appendix 4] within 45 calendar days of the health district’s receipt of the survey findings. The completed action plan(s), once accepted by the director, are considered as part of the survey results.

Action plans may be developed independently of or in consultation with the Ohio Department of Agriculture (ODA). In cases where there are substantial compliance problems, the ODA will assist the health district in meeting its compliance schedule through tailored training and stepped compliance actions. A reasonable time-line must be a part of the plan(s).

Performance Standards – The evaluation of each performance standard is made in Appendix 2. The health district may be asked to complete the “Action Plan” form for any performance standard not met. The action plans are encouraged to include step-by-step actions to be taken to meet a performance standard. In some cases, an action plan for a performance standard may span a number of years. The plan should be used to set goals for a program to give direction in order to achieve future successes.

Findings

Administrative Aspects – [Appendix 1]

Cost Analysis: All items are in compliance, no action plans needed.

Fee Setting: All items are in compliance, no action plans needed.

Licensing: All items are in compliance, no action plans needed.

Inspections: Item number 18 requires an action plan ensuring that the sanitarian is properly and consistently applying the *Ohio Uniform Food Safety Code* within the establishments.

Procedure / Method: All items are in compliance, no action plans needed.

Facility Layout and Equipment Approval: Item numbers 22 and 23 need action plans for improvement.

Item number 22 involves ensuring that submitted materials are acted upon within 30 days of receipt.

Item number 23 involves requiring that all appropriate materials be submitted for plan review.

Enforcement: Item number 31 requires an action plan and pertains to assuring enforcement of the *Ohio Uniform Food Safety Code* within the establishments.

Other: Item number 33 requires an action plan that deals with the training of sanitarians that conduct food inspections.

Performance Standards – [Appendix 2 and 3]

Appendix 2 shows the progress that the department is making in meeting the Performance Standards.

Appendix 3 gives details of the evaluation of Galion City Health Department's inspecting sanitarian.

Conclusion

The Galion City Health Department is performing in a satisfactory manner and is complying with the majority of the provisions of the Ohio Revised and Administrative Codes. As a result, we are pleased to announce that the Galion City Health Department's Retail Food Establishment Program is classified as "approved". However, the department is still expected to complete the required action plans specified in the report. Failure to submit the action plans may result in the Ohio Department of Agriculture initiating procedures to re-evaluate your program's status.

Any comments, the provision of additional information, or action plans received during the next 45-day period will be incorporated as attachments or amendments to this survey report.

Status of Compliance

COST ANALYSIS

Item No.	Provision	Meets	Needs Improvement	Comment	Action Plan?
1	Meets the requirements of 3717.07 and 3717.071 of the Revised Code.	X		<ul style="list-style-type: none"> The Galion City Health Department (GCHD) used the proper forms for their cost analysis. The current cost analysis was received by the Ohio Department of Agriculture (ODA) on December 8, 2015. The GCHD used method 2 for their analysis. The submitted 2016 cost analysis was missing Table B-A and Table F. Incorrect numbers were used for the anticipated worksheet of the 2015 cost analysis. 	NO

FEE SETTING

Item No.	Provision	Meets	Needs Improvement	Comment	Action Plan?
2	Licensing fees do not exceed the maximum calculated fee. Licensing categories are as required by rule. Any fees that have been disapproved are not being charged. [ORC 3717.25(A), OAC 901:3-4-03, OAC 901:3-4-04]	X		<ul style="list-style-type: none"> City Council has not disapproved any license fees charged by the GCHD. The GCHD utilizes only the licensing categories provided for in rule. The GCHD Retail Food Establishment license fees were equal to or lower than the maximum fees permitted by the cost analysis. 	NO
3	20-day notice of hearing was mailed to affected entities. Notice contained the place, date, time, and amount of proposed fees. Public hearing was held for established fees. [ORC 3717.25 (A)]	X		<ul style="list-style-type: none"> The notice to inform establishment owners of the hearing was mailed on December 8, 2015 for the January 12, 2015 public hearing (36 days), November 18, 2014 for the December 9, 2014 public hearing (22 days), and November 20, 2013 for the December 10, 2013 public hearing (21 days). The notice of hearing contained the meeting date, time, location, and proposed fees. 	NO

LICENSING

Item No.	Provision	Meets	Needs Improvement	Comment	Action Plan?
4	Use of application form prescribed / approved by Director of Agriculture / Health. [OAC 901:3-4-02] License is not issued until a complete application is submitted. [ORC 3717.23(B)]	X		<ul style="list-style-type: none"> The GCHD used the approved application forms. The applications were completed in a proper manner. 	NO
5	Licenses not renewed prior to February 1 [ORC 3717.23(D), OAC 901:3-4-02]	X		<ul style="list-style-type: none"> Licenses were not renewed prior to February 1. 	NO
6	The license holder is charged a proper penalty fee for late application. [ORC 3717.23(D), OAC 901:3-4-02(D)]	X		<ul style="list-style-type: none"> No incorrect penalty fees were observed. 	NO
7	Temporary Licenses -- No more than 10 licenses issued per person; not issued for more than 5 consecutive days unless in accordance with law [ORC 3717.23 (E)]. Temporary licenses are not renewed. [ORC 3717.23(D)] Temporary licenses may not be transferred. [ORC 3717.26(B)]	N/A		<ul style="list-style-type: none"> Not applicable. No Temporary Retail Food Establishment licenses were issued during the period being surveyed. 	NO
8	Limitations placed on licenses in accordance with law [ORC 3717.23(F), OAC 3717-1-09(C) and (D)]. Mobile licenses have equipment, equipment layout, and items to be sold on the back of license. [ORC 3717.23(B)]	X		<ul style="list-style-type: none"> Not applicable. Formal limitations were not placed upon any Retail Food Establishments. The Mobile Retail Food Establishment licenses had equipment, equipment layout, and the items to be sold on the back of the license. 	NO

LICENSING - continued

Item No.	Provision	Meets	Needs Improvement	Comment	Action Plan?				
9	Determination of "Primary Business" made according to code [ORC 3717.24(B), OAC 3717-1-02]	X		<ul style="list-style-type: none"> The establishments were properly evaluated prior to licensure. 	NO				
10	Fees used only for administration and enforcement of RFEs. [ORC 3717.25(A), OAC 901:3-4-02(D)]	X		<ul style="list-style-type: none"> Reportedly, all fees received from the food safety program are placed in a separate line of the health department's budget and used for no other program. 	NO				
11	Licensors charges no additional fees to RFEs except for: facility review and equipment specifications; collection and bacteriological sampling; education courses [ORC 3717.25(B), OAC 901:3-4-02(D)(3)]	X		<ul style="list-style-type: none"> The licensor charges Retail Food Establishments a fee for plan review and the Level One Certification course which has been approved by the Ohio Department of Health (ODH). See table below: <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>Plan Review</td> <td>50% of local license fee</td> </tr> <tr> <td>Level One Certification</td> <td>\$25.00</td> </tr> </table>	Plan Review	50% of local license fee	Level One Certification	\$25.00	NO
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12	Licensors collects correct state amount and certifies the amount to the Director of Agriculture within the stated timeframe. [ORC 3717.25(C)(2)(a)-(d), OAC 901:3-4-02(E)]	X		<ul style="list-style-type: none"> The GCHD certified the correct amount within the proper timeframe to the ODA for each license issued. The GCHD transferred The Candi Bar's license to a new location during the 2015 licensing year but failed to include it on the transmittal. Any license assigned an audit number must be included on the transmittal, even if there is no associated state fee. 	NO				
13	If licenses are transferred – conditions of transfers: sale/disposition of RFE or relocation of the RFE; determination that license holder is in compliance with ORC & OAC (by recent inspection) [ORC 3717.26] A license may transferred only once within the licensing period and transferred with the license holder's permission. [ORC 3717.26]	X		<ul style="list-style-type: none"> The GCHD will transfer a license when a facility relocates or changes ownership. The GCHD conducts a new owner inspection to ensure that the facility is in compliance prior to transferring the license to a new owner. The current owner of the firm is required to surrender the license and sign a transfer agreement before the license is transferred to the new owner or to a new location. The surrendered license and transfer letter are maintained in the facility file. 	NO				
14	Facilities' risk levels are determined according to rule. [OAC 901:3-4-05]	X		<ul style="list-style-type: none"> The Risk level of establishments appeared to have been determined correctly. 	NO				

INSPECTIONS

Item No.	Provision	Meets	Needs Improvement	Comment	Action Plan?
15	Conducted at the frequency required [ORC 3717.27(A), OAC 901:3-4-06].	X		<ul style="list-style-type: none"> The inspections were performed at the required frequency. 	NO
16	Inspections conducted by an RS or RSIT. [ORC 3717.27(A)]	X		<ul style="list-style-type: none"> The inspections were performed by a Registered Sanitarian. 	NO
17	Inspections recorded on the proper form. [ORC 3717.27(A)]	X		<ul style="list-style-type: none"> The inspections were recorded on approved forms. 	NO
18	Sanitarian's ability to apply the food code. [ORC 3717.11(A)]		X	<ul style="list-style-type: none"> Assessment of the Standard Inspection Reports on file as well as those jointly conducted with ODA during the survey demonstrated that overall the GCHD sanitarian is not identifying and documenting all of the violations within the firms. Additionally, the staff would benefit from additional ODA instruction regarding Process Review inspections. However, overall the sanitarian is conducting risk based inspections and focusing on food safety issues and practices, questioning food personnel to gain insight of food processes, and requiring immediate corrective action when necessary. 	YES

PROCEDURE / METHOD

Item No.	Provision	Meets	Needs Improvement	Comment	Action Plan?
19	Procedure regarding complaints of RFEs, include (a) complaint form (b) time frame for investigation based on risk to the public's health (c) criteria for declining to investigate. [OAC 901:3-4-09(A)]	X		<ul style="list-style-type: none"> The GCHD has an acceptable written complaint procedure and complaint form for addressing complaints involving Retail Food Establishments. 	NO
20	Results of complaint investigations are properly documented on a standard inspection form. The complaint form, laboratory results, and inspection form are filed in the facility's file. [OAC 901:3-4-09(B)]	X		<ul style="list-style-type: none"> The results of complaint investigations are properly documented. Associated standard inspection, documentation, laboratory results, and complaint form are maintained in the facility's file. 	NO

FACILITY LAYOUT and EQUIPMENT APPROVAL

Item No.	Provision	Meets	Needs Improvement	Comment	Action Plan?																						
21	Requires level one certification for new RFEs. [OAC 901:3-4-16]	X		<ul style="list-style-type: none"> The GCHD required level one certification for each new establishment licensed. 	NO																						
22	Required submitted materials acted upon within 30 days of receipt. [OAC 901:3-4-07]		X	<ul style="list-style-type: none"> Submitted plans were not acted upon within 30 days of receipt as required by rule. The plans for The Candi Bar, 125 Harding Way West, Galion, OH 44833 were received November 9, 2015, but not responded to until December 23, 2015 when they were approved. There was no additional information submitted with a time stamp after November 9, 2015. The GCHD time stamps submitted materials when received. 	YES																						
23	Requires appropriate materials submission [OAC 3717-1-09(A)].		X	<ul style="list-style-type: none"> One set of plans were reviewed. The results are tabulated below: <u>Firm: The Candi Bar, 125 Harding Way West, Galion, OH 44833</u> <table border="0"> <thead> <tr> <th></th> <th style="text-align: right;"><u>Compliance</u></th> </tr> </thead> <tbody> <tr> <td>•Drawn reasonably to scale.....</td> <td style="text-align: right;">No</td> </tr> <tr> <td>•Type of firm proposed.....</td> <td style="text-align: right;">Yes</td> </tr> <tr> <td>•Square footage.....</td> <td style="text-align: right;">Yes</td> </tr> <tr> <td>•Includes all of the premises.....</td> <td style="text-align: right;">No</td> </tr> <tr> <td>•Entrances and exits.....</td> <td style="text-align: right;">Yes</td> </tr> <tr> <td>•Location, number & types of plumbing fixtures, all water supply facilities.....</td> <td style="text-align: right;">No</td> </tr> <tr> <td>•Lighting plan.....</td> <td style="text-align: right;">No</td> </tr> <tr> <td>•Floor plan showing equipment layout.....</td> <td style="text-align: right;">Yes</td> </tr> <tr> <td>•Building materials & surface finishes.....</td> <td style="text-align: right;">Yes</td> </tr> <tr> <td>•Equipment list with manufacturers & model number.....</td> <td style="text-align: right;">Yes</td> </tr> </tbody> </table> <p>Without requiring that the materials submitted to the department be complete prior to the establishment opening for business, it is more difficult to prevent future code issues with the physical facility or equipment.</p>		<u>Compliance</u>	•Drawn reasonably to scale.....	No	•Type of firm proposed.....	Yes	•Square footage.....	Yes	•Includes all of the premises.....	No	•Entrances and exits.....	Yes	•Location, number & types of plumbing fixtures, all water supply facilities.....	No	•Lighting plan.....	No	•Floor plan showing equipment layout.....	Yes	•Building materials & surface finishes.....	Yes	•Equipment list with manufacturers & model number.....	Yes	YES
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24	Food equipment approvals made in conformance with rules. [OAC 3717-1-09(B)]	X		<ul style="list-style-type: none"> Food equipment approvals were made in accordance with the code and the department's policy. 	NO																						
25	Temporary facility layout and equipment specifications reviewed. [OAC 3717-1-09(E)]	N/A		<ul style="list-style-type: none"> Not Applicable. No Temporary Retail Food Establishments were licensed during the period being reviewed. 	NO																						

ENFORCEMENT

Item No.	Provision	Meets	Needs Improvement	Comment	Action Plan?
26	Procedure followed for nonemergency enforcement (including proper designation of persons to act on behalf the board of health for certain allowed actions). [ORC 3717.29, OAC 901:3-4-08(B)]	X		<ul style="list-style-type: none"> Resolution 2015-136 authorized the Health Commissioner and his/her designee to initiate enforcement actions leading to license suspension or revocation as specified in Revised Code Section 3717.29 and Administrative Code Section 901:3-4-08. 	NO
27	Procedure followed for "clear & present danger" to the public health enforcement (including proper designation by the board of health for the health commissioner to act in their behalf). [ORC 3717.29]	X		<ul style="list-style-type: none"> Resolution 2015-135 authorized the Health Commissioner to immediately suspend a retail food establishment license as specified in Revised Code Section 3717.29 on determining that a license holder is in violation of any requirement of Chapter 3717 or rules adopted under it applicable to RFE's and FSO's, and that the violation presents an immediate danger to the public health. 	NO
28	Prosecutor, at request of board of health, commences in common pleas court an action requesting relief regarding the act of noncompliance [ORC 3717.31(C)].	N/A		<ul style="list-style-type: none"> Not applicable. The department has not had to send a case regarding a Retail Food Establishment to the prosecutor requesting this action. 	NO
29	Fines collected are deposited in appropriate fund for administering and enforcement of law and rules [ORC 3717.31(D)].	N/A		<ul style="list-style-type: none"> Not applicable because there have been no actions. 	NO
30	<p>If the Health Commissioner or other staff person "embargoes" foods in RFEs, have they been properly authorized by the board of health to do so. [OAC 901:3-4-15]</p> <p>If the Health Commissioner or other staff person "tags" articles in Retail Food Establishments, have they been properly authorized by the board of health to do so? [OAC 901:3-4-12]</p>	X		<ul style="list-style-type: none"> Resolution 2015-137 authorized the Health Commissioner, Director of Environmental Health, or Registered Sanitarian to embargo, condemn, or destroy food in a retail food establishment pursuant to Administrative Code Section 901:3-4-15. Resolution 2004-102 authorized the Health Commissioner, Director of Environmental Health, or Registered Sanitarian to order a Retail Food Establishment to cease the use of articles by tagging. 	NO
31	Does the board of health administer/enforce the food safety code?[ORC 3717.11(A)]	X		<ul style="list-style-type: none"> The GCHD is in the process of developing a written enforcement plan. The plan is almost complete but should define or further explain the meaning of a failure to maintain violation. Failure to document violations makes it difficult to enforce the Ohio Uniform Food Safety Code (see item number 18). 	YES

Item No.	Provision	Meets	Needs Improvement	Comment	Action Plan?
32	The health district has materials available for the surveyor at the time of the survey (Appendix 1, Health Department Information).	X		<ul style="list-style-type: none"> The GCHD staff was cooperative in providing the materials necessary to conduct this survey. 	NO
33	Does the health district train and evaluate its food program sanitarian(s)?[ORC 3717.11 (A)]	X		<ul style="list-style-type: none"> The GCHD has a draft training plan that has not yet been approved by the Board of Health and currently only consists of a short podcast, two online courses, and completion of the Servsafe Managers Food Protection course. New employees working within the food inspection and licensing program should be required to complete classroom, in-house, and field training. The classroom training could consist of attending educational conferences and presentations offered by the Ohio Department of Health (ODH), ODA, or FDA, in-house training could consist of reading the associated food law and rules, and the field training could consist of one-on-one training with other trained staff sanitarians as well as representatives from ODA and ODH until the trainee is ready to conduct inspections on their own. The combination of classroom, in-house, and field training is designed to prepare new employees for correctly identifying and documenting violations within the establishments. The GCHD sanitarian recently attended the Midwest Workshop, the Food Code Update Training, and ServSafe Level II. The GCHD's ongoing training plan requires the annual completion of one classroom or independent study course with food safety subject matter and a minimum of 6 contact hours for attendance at regional or state conference, training, or workgroup for which RS credit is given; however, it does not specifically state the course/courses must be related to food. The GCHD's ongoing training program for sanitarians working in the food program should include a combination of classroom training, in-field training, and ongoing continuing education relating to food safety to ensure that they have the knowledge, skills, and ability to effectively perform their role in preventing foodborne illness. 	YES

OTHER - continued

Item No.	Provision	Meets	Needs Improvement	Comment	Action Plan?
33	<p><i>Continued from page 7.</i></p> <p>Does the health district train and evaluate its food program sanitarian(s)?[ORC 3717.11 (A)]</p>			<ul style="list-style-type: none"> The GCHD has a Memorandum of Understanding (MOU) with the Shelby City Health Department to perform annual field evaluations of each other and includes direct observation of inspection practices and a comparison of findings within an establishment to <i>verify</i> each sanitarian correctly identifies and documents violations. Additionally, performance in the areas of communication, inspection equipment, code knowledge, demonstration of good inspection practices, and report writing are evaluated. The evaluations were last conducted and documented in 2014. Evaluation of inspecting sanitarians should be included in the department's training plan. 	

Performance Standards

Item No.	Standard	Status
34	The health district trains and encourages computer skills and the use of technology by its staff.	<ul style="list-style-type: none"> • The sanitarians have a computer and an email address. • The department has a webpage: www.galionhealth.org • The department utilizes a software program for inspection and licensing purposes. • A laptop is taken into the field to conduct inspections.
35	Information (Letters of Opinion, Fact Sheets, Newsletters, Recalls, etc.) from the Departments of Agriculture and Health are disseminated in a timely manner to the RFE inspection staff.	<ul style="list-style-type: none"> • All food safety information is forwarded to staff in a timely manner.
36	The health district routinely takes advantage of food training offered by the Department of Agriculture / Health.	<ul style="list-style-type: none"> • The GCHD staff sanitarian recently attended the Midwest Workshop food day and the Food Code Update training. Additional ODA training opportunities for the sanitarian were discussed during the survey.
37	The health district offers training opportunities to the regulated industry.	<ul style="list-style-type: none"> • The GCHD routinely provides training resources and information for the regulated industry each year. The level one training is offered by the department three times a year and has set up the level 2 training for operators in town through a teacher at the career center. • During inspections the sanitarian provides handouts covering topics such as proper cooking, cooling, food storage, hand washing, and so forth.
38	The health district routinely provides the public with food safety information.	<ul style="list-style-type: none"> • Food safety information is available to the public at the health department and on the department's website and Facebook page.
39	Staff is trained and knowledgeable about the procedures to investigate and report possible foodborne illnesses.	<ul style="list-style-type: none"> • The GCHD sanitarians have received training on foodborne illness investigation. • All complaints of possible foodborne illness (individual cases) are logged by the GCHD. • The staff knows to contact ODH Epidemiology when a foodborne illness is suspected. • The nursing staff and environmental health staff communicate frequently and work together in investigating foodborne illness or illnesses that can be transmitted through foods.

Item No.	Standard	Status
40	An emergency plan to deal with natural disasters, bioterrorism and other emergencies that involve food safety has been developed and staff has been trained regarding it.	<ul style="list-style-type: none"> The GCHD has an emergency plan and employees have received training regarding it. It includes a section on food safety.
41	Staff uses Risk Control Plans or similar means to help attain compliance.	<ul style="list-style-type: none"> In order to attain compliance within the establishments, the department reportedly relies on prioritization of violations, risk control plans, scheduled plans of correction, follow-up inspections, increased inspection frequency, follow-up inspections, and providing educational opportunities and materials to the firms.

Evaluation of Inspecting Personnel

Name: Sanitarian A		SIT/RS No.:	Health Department: Galion City Health Department
Length of Time Employed:	Food Safety Experience:		No. Facilities Assigned:

Facilities Used for Evaluation:

Name	Address
Speedway #3187	746 Harding Way West, Galion, Ohio 44833
Little Caesar's #409	280 Portland Way North, Galion, Ohio 44833

Communication. (Interacts in a professional manner with persons-in-charge, managers, and food employees. Questions personnel when necessary during inspections. Explanations of public health principles and code requirements are clear and accurate.)

Sanitarian A interacted in a professional manner with management, persons-in-charge, and food employees; and made appropriate introductions to the persons-in-charge. Sanitarian A asked many questions when discerning the establishments' procedures and food processes. For the violations noted, the sanitarian provided clear and accurate verbal explanations of the code requirements and public health principles during the inspections.

Equipment. (Proper inspection equipment is available and properly used.)

Sanitarian A had maximum registering, infrared, and probe thermometers; pH test strips; chlorine and quaternary ammonium sanitizer test strips; light meter; flashlight; alcohol wipes; head covering; camera; and a copy of the *Ohio Uniform Food Safety Code*, OAC Chapter 901:3-4, and ORC Chapter 3717.

Sanitarian A used inspection equipment knowledgeably and appropriately.

Code Knowledge. (Exhibits a good understanding of the *Ohio Uniform Food Safety Code*, its requirements, and application. Inspection focuses on those items that are most likely to result in a food hazard.)

Sanitarian A demonstrated a good overall understanding of the *Ohio Uniform Food Safety Code* and mostly applied it in a proper and uniform manner. However, Sanitarian A did not see and/or document many of the violations observed by the surveyor during the joint survey inspections such as beverage equipment with direct waterlines that were not protected by backflow devices, inadequate labeling on self-serve foods (packaged and unpackaged), and clean utensils stored in dirty or unprotected locations. Additionally, a few of the violations that were noted were not cited under the best suited code reference for the violations. Overall, Sanitarian A focused on those items that were most likely to result in a food hazard and had corrective actions taken during the inspection.

Demonstration of Good Inspection Practices. (Demonstrates through personal practice: proper hair control, handwashing, sanitizing of probe thermometer, etc.)

Sanitarian A demonstrated good inspection practices. Sanitarian A sanitized the probe of the thermometer before use, avoided bare hand contact with ready-to-eat foods, washed hands when appropriate, and wore a hair restraint.

Inspection. (Conducts temperature checks appropriately. Has a good knowledge of retail food establishment and food service equipment and its use. Inspection report is satisfactorily written, legible, complete, and signed.)

Sanitarian A conducted temperature checks appropriately. Sanitarian A appeared knowledgeable of the equipment seen in Retail Food Establishments.

The sanitarian's inspection reports were written in a standardized manner by describing the observed situations (where, what), stating the code requirements, the public health reasons for the code requirements (to prevent contamination, to limit bacterial growth, etc.), and corrective action.

During the Process Review, Sanitarian A correctly followed a single food process that requires the facility to be licensed as a risk level four. However, the Process Review inspection report was completed incorrectly. During a Process Review inspection, one food process that requires the firm's licensure as a Risk Level 4 Retail Food Establishment is to be followed throughout its entire handling process. The applicable sections of the form must be filled out and each violation found regarding the appraised process must be properly documented in a standardized manner (code reference, observation, code requirement, and public health reason for the requirement) on a Continuation Report form. Sections not applicable to the food process reviewed should be marked "N/A" (not applicable). Sanitarian A would benefit from attending the ODA Process Review Inspection training.

Sanitarian A indicated the number of minutes each inspection required on the inspection forms. The inspection reports were electronically generated.