

**Galion City Health Department
Retail Food Establishment Program - Action Plan
Survey April 18-20, 2016**

Item #	Provision	Plan of Action
18	<i>Inspections:</i> Sanitarian's ability to apply the food code. [ORC 3717.27(A)]	The sanitarian will participate in one-on-one field training with Jason Ahrens on September 6, 2016. The sanitarian will also attend Food Establishment and Process Review Report Writing training on September 29, 2016.
22	<i>Facility Layout & Equipment Approval:</i> Required submitted materials acted upon within 30 days of receipt. [OAC 901:3-4-07]	All documents that don't come with date stamps will be stamped upon receipt. Written response will be made to submitted plan materials within 30 days, whether it is a notification of items still needed to complete the plan packet, or notification that plan review is complete and the outcome.
23	<i>Facility Layout & Equipment Approval:</i> Requires appropriate materials submission. [OAC 3717-1-09(A)]	A plan review information packet has been created that includes a checklist of items that are required to be submitted. Plans will not be approved unless and until all appropriate materials have been submitted and reviewed.
31	<i>Enforcement:</i> Does the board of health administer/enforce the food safety code? [ORC 3717.11(A)]	A Food Safety Enforcement policy and procedures have been developed. Please see attached document.
33	<i>Other:</i> Does the health district train and evaluate its food program sanitarian(s)? [ORC 3717.11 (A)]	<ul style="list-style-type: none"> •TRAINING - A Food Safety Training & Evaluation policy and procedures have been developed. Please see attached document. •EVALUATION - Galion City Health Department has a Memorandum of Understanding (MOU) with Shelby City Health Department to perform annual mutual field evaluation of each department's EH Director, and includes direct observation of inspection practices and a comparison of findings within an establishment to verify each sanitarian correctly identifies and documents violations. Annual evaluation under the MOU will be conducted regardless whether one department or the other is evaluated during a food program survey. The newly-developed Food Safety Training & Evaluation policy stipulates annual evaluation under the MOU will be conducted.