

ENVIRONMENTAL HEALTH & SAFETY

UNIVERSITY *of* WASHINGTON

UW FOOD SAFETY PROGRAM MANUAL

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INTRODUCTION

The University of Washington Environmental Health & Safety (EH&S) oversees food safety to ensure the health and safety of individuals served by University-affiliated food services. This authority is provided to EH&S in a Memorandum of Understanding (MOU) with the State of Washington Department of Health (WA DOH) authorizing the EH&S department's oversight and responsibility for food protection and other areas of environmental public health.

The EH&S Campus Preventive Health section's Environmental Public Health Program staff ensure the safety of food prepared and served by the University and on University premises through education, compliance enforcement, and risk-based inspections. The UW Food Safety Program Manual outlines the requirements, roles and responsibilities, and practices of the UW Food Safety Program.

PURPOSE

The purpose of the UW Food Safety Program is to ensure the health and safety of individuals utilizing UW-affiliated food services, which includes personnel, students, visitors, and anyone involved in food service activities. It also seeks to maintain compliance with applicable federal, state and local regulations, including the following:

- Washington Administrative Code (WAC) [Chapter 246-215](#)
- [Washington State Retail Food Code](#) ("Food Code")

The purpose of this program manual is to provide an overview of the UW Food Safety Program, which is a sub-program within the EH&S Environmental Public Health Program. This program manual details expectations for safe operations for both permanent establishments and temporary food service, as well as mechanisms of compliance monitoring as performed by EH&S. The requirements in this document are in accordance with all applicable regulations, codes, standards, and industry best practices.

SCOPE

UW Food Safety Program oversight and regulatory authority at multiple University locations, which includes over 264 permitted permanent food establishments

- **Permanent Food Establishments:** These are permanent food establishments that include childcare centers, on-campus residence halls, dining facilities for intercollegiate athletes, food courts, coffee shops, grocery stores, and restaurants at UW Seattle, Tacoma, and Bothell campuses with the following exceptions:
 - Tacoma-Pierce County Health Department is the lead agency/regulatory authority to permit and conduct routine inspections at Pack Forest. In addition, Tacoma-Pierce County Health Department is the lead agency and

regulatory authority for food establishments at the UW Tacoma campus that are privately owned and operated, which primarily serve the public.

- San Juan County Health Services is the lead agency/regulatory authority to permit and conduct routine inspections at Friday Harbor Laboratories.
- Clallam County Environmental Health Services is the lead agency/regulatory authority to permit and conduct routine inspections at Olympic National Research Center food establishments.
- **Temporary food service events and mobile food establishments:** Oversight and permitting of temporary or mobile food establishments (e.g., food trucks, sponsored food events) at Seattle, Bothell, and Tacoma campus locations within the scope of UW Food Safety Program.
- **UW Medicine medical facility cafeterias and cafes,** which includes Harborview Medical Center, UW Medical Center-Montlake, UW Medical Center-Northwest, and the Eastside Specialty Clinic.
- **Friday Harbor Laboratories and Pack Forest:** Consultation/education at food establishments at Friday Harbor Labs and Pack Forest's off-campus research and teaching facilities.
 - Satellite food establishments outside of King County are permitted by the local county health jurisdiction.
 - UW EH&S provides up to one additional consultation/ educational visit per year (virtual or onsite), as needed or requested, for due diligence oversight and to maintain a consistent risk-based inspection frequency that aligns with other UW establishments of the same risk category.

UW EH&S coordinates with the following University units and departments for food safety oversight at University locations:

- Housing and Food Services (HFS)
- Intercollegiate Athletics (ICA)
- UW Medicine- Food and Nutrition Services at UWMC- Montlake and Northwest, Harborview Medical Center, Eastside Specialty Clinic
- UW Bothell Auxiliary Services
- UW Tacoma Integrated Facilities Management
- Friday Harbor Laboratories (College of the Environment)
- Pack Forest (College of the Environment)
- Center on Human Development and Disability (CHHD)
- College of Built Environments
- Haggard Childcare Resources – UW West Campus, Laurel Village, Portage Bay, Radford Court Children's Centers

- Henry Art Gallery
- Burke Museum
- Intellectual House
- Ethnic Cultural Center
- Student Life
- Student Activities and Union Facilities
- Vending Machine that have Time and Temperature Control for Safety (TCS) foods that are located on University own property per [WAC 246-215-01115\(50\)\(a\)\(1\)](#).

ROLES AND RESPONSIBILITIES

Environmental Health & Safety (EH&S)

- Provides regulatory authority and oversight for food safety and compliance for the University of Washington
- Fulfills the requirements and responsibilities outlined in Memorandum Of Understanding between the State of Washington Department of Health and University of Washington
- Serves as liaison and coordinate with Washington State Department of Health and local health agency food safety staff.
- Issues operating permits to permanent and temporary food establishments that comply with food service requirements in Washington Administrative Code (WAC) [246-215](#).
- Routinely inspects permitted food establishments for food service requirements described in WAC [246-215](#), maintains written inspection reports, and provides inspection reports to food establishment permit holders and managers,
- Ensures food workers in permitted establishments have valid Washington State Food Worker cards as required by Revised Code of Washington (RCW) [Chapters 69.06](#) and WAC [246-217](#)
- Responds to and ensures actions are taken to safeguard community health following identification of an imminent health hazard as defined in WAC [246-215](#)
- Responds to and investigates reports of foodborne illness related to UW permitted food establishments
- Responds to reports of foreign objects/adulterating items in a food sold or served at a UW permitted food establishment or UW permitted event, and reporting to appropriate regulatory authorities, such as the U.S. Food and Drug Administration (FDA)

- Notifies food service managers of food item recalls or safety alerts from WA DOH, the FDA, Washington State Dept of Agriculture (WSDA) and the U.S. Department of Agriculture (USDA)
- Provides food safety and environmental public health consultation and training on prevention of foodborne illness as requested
- Performs compliance-related design plan reviews and pre-opening inspections of new, converted, remodeled or re-opened food service operations based on the scope described in WAC [246-215](#)

UW organizational units (campus partners)

Organizational units and departments must ensure their food establishments are safe and comply with applicable public health, safety, and environmental regulations, including:

- Ensure that a valid Permit to Operate for each food service establishment is easily visible during operation per [WAC 246-215-09160](#).
- Develop and document workplace health and safety protocols that meet the [restaurant](#) and [mobile food establishment](#) requirements of Washington State Department of Labor and Industries (L&I) and [UW Administrative Policy Statement 11.5](#).
- Ensure the establishment operates in compliance with all state food regulations, including ensuring that
 - All employees of the establishment handling unpackaged food, food equipment, utensils or food contact surfaces have a valid food worker card;
 - Sick food workers are excluded from the establishment(s); and
 - Establishments have appropriate equipment in good working order for the operations conducted.
- Manage [chemicals](#), [biohazardous](#) materials, and [waste items](#) related to food preparation and service per UW requirements.
- Notify EH&S staff immediately if a food worker reports the potential for or a diagnosis of jaundice or an illness that can be transmitted through food.
- Notify EH&S immediately if the food establishment receives a report of potential foodborne illness related illness from a patron.
- Discontinue operations in an affected area and notify EH&S staff immediately if an imminent health hazard may exist at the establishment, including:
 - Onset of an apparent foodborne illness outbreak;
 - Fire;
 - Flood;
 - Interruption of electrical service;

- Sewage backup;
- Interruption/loss of hot water or loss of water service;
- Contaminated water supply;
- Misuse of toxic substances (e.g., storage of unlabeled pesticides, sanitizers)
- A gross unsanitary occurrence (e.g., a vomit or diarrhea event in the establishment); or
- Any other circumstance that may endanger public health.
- Contact EH&S staff for guidance and/or approval prior to:
 - Implementation of new or remodeled food establishment design plans;
 - Implementation of changes to food establishment name, menu, or food preparation technique; or
 - Reopening a food establishment after an imminent health hazard is identified.
- Notify EH&S staff in advance of planned changes in operating hours, inventory, menu, equipment or equipment location in the establishment.
- Discontinue operations when directed by EH&S staff. Violations of the regulations and failure to implement necessary corrections may lead to permit revocation.
- Contact EH&S staff to request in-person food safety training sessions for food workers.
- Contact EH&S staff for general questions and concerns regarding safe food handling and prevention of foodborne illness.

Certified Food Protection Manager (CFPM)

Starting March 1, 2023, most permanent food establishments need at least one employee who is a [Certified Food Protection Manager \(CFPM\)](#).

A CFPM is an employee with the authority to implement food protection measures and who meets the certification requirements listed by a [Conference for Food Protection-recognized accrediting agency](#) as conforming to the Conference for Food Protection Standards for Accreditation of Food Protection Manager Certification Programs.

- Must have a copy of a valid CFPM certificate available for inspection at the establishment; the CFPM does not always need to be present but, is expected to have a key role in ensuring food safety.
- A person may be the CFPM for multiple establishments, such as at a restaurant or store with several locations.
- If the CFPM leaves the food establishment, the establishment must hire a replacement CFPM [within sixty days](#).

- Ensures required procedures and plans for the establishment (per WAC [246-215](#)) are current and implemented
- Ensures each Person In Charge (PIC) is trained and has the knowledge required in [WAC-246-215-02105](#)
- Ensures each PIC can maintain Active Managerial Control (AMC) as required in [WAC 246-215-02115](#)

Person In Charge (PIC)

Units must designate a [Person in Charge \(WAC 246-215-02115\)](#) at the food establishment during all hours of operation to align with food safety regulations. This ensures that someone is responsible for overseeing food safety and compliance at all times. The PIC:

- Must demonstrate AMC and ensure all food workers routinely follow safe food handling practices to reduce the risk of foodborne illness
- Ensure all food workers are in compliance with the provisions of chapter [69.06](#) RCW and chapter [246-217](#) WAC for obtaining and renewing valid food worker cards
- Ensure food workers are trained to safely complete their task, verifies procedures are properly completed, identifies and corrects food safety risks, properly prepares for and responds to emergencies or imminent health hazards

Food workers

- Must have valid [Washington State Food Worker cards](#) as required by [Chapters 69.06 RCW](#) and [246-217 WAC](#); this does not include events hosted by community members who rent a University space for private, invitation-only events (e.g., weddings).
- Must be trained on all food establishment standard operating procedures (e.g., health and hygiene, temperature control, and contamination prevention procedures), establishment-specific written plans procedures or variances, and procedures for use of equipment
- Must report information about their health and activities related to foodborne diseases to the Person in Charge (PIC). Food workers must provide necessary information that allows the Person in Charge to reduce the risk of foodborne disease transmission. This includes the date of symptom onset, diagnosis, or exposure to illness. This allows the PIC to report certain symptoms, illnesses, and potential outbreaks to EH&S (see appendix and [WAC 246-215-02205](#))
- Notify their supervisor if any health and safety incident occurs

UW FOOD SAFETY PROGRAM ELEMENTS

This section summarizes the elements of the UW Food Safety Program that meet environmental public health and food protection requirements.

PERMANENT FOOD ESTABLISHMENT PERMITS

A permanent food establishment is an establishment operating at a fixed location for more than twenty-one (21) consecutive days.

Operation may occur only after approval and issuance of a permanent food establishment operating permit from UW EH&S. Operating permits are *not* transferrable between permit holders, between food establishments, or from one type of food operation (e.g., food preparation or service style) to another.

UW EH&S permanent food establishment operating permits are valid for two years for MOU clients¹ and one year for non-MOU clients. Permits are conditional on full implementation and compliance with WAC [Chapter 246-215](#) and WAC [Chapter 246-217](#), including having: appropriate facilities; trained staff; equipment in good working order; proper food protection; and safe handling and serving practices.

Permit applicants are required to submit a permit application and supporting documentation (i.e., proposed facility and operating plans) to EH&S for review [at least 30 calendar days before](#) the planned opening date of a food establishment or the expiration date of the current permit for the existing facility. EH&S staff will review this documentation (described in the [Food Establishment Plan Review](#) section below) prior to issuance of an operating permit. Establishments undergo [a plan review](#), a scheduled pre-opening inspection by EH&S staff, and are issued a hard copy EH&S operating permit for display and recordkeeping prior to beginning operations.

Per [WAC 246-215-08110](#), EH&S may grant an establishment one or more variances (modification or waiver) to specific Food Code requirements. EH&S has the authority to provide exceptions or modifications to certain requirements of the Food Code for a particular food establishment. EH&S will only grant a variance if they believe that allowing the food establishment to deviate from specific requirements won't create a health hazard or nuisance, and will not negatively impact public health or safety.

To obtain variance, the request and required information must be submitted to EH&S prior to initiating specialized food processing methods that would require a variance. This should be done in advance of implementing any changes.

EH&S may also require the establishment to develop and submit a [Hazard Analysis Critical Control Point \(HACCP\) plan](#) for review when it is required under [WAC 246-215-08210](#) (i.e., in support of a food preparation or processing method variance). The HACCP plan is reviewed and evaluated by EH&S staff during the permitting process. Adherence to an approved HACCP plan or other required written procedures are evaluated during establishment inspections. Approved establishment variances and HACCP plan documentation are stored internally and within the EH&S Environmental Public Health team's online inspection system, alongside the specific food establishment profiles.

¹ EH&S has memoranda of understanding (MOUs) with some University partners for whom EH&S regularly provides health and safety services. These are typically self-sustaining (revenue generating) organizations. The MOUs include a fee charged for services.

During the permitting process, EH&S staff assign the permanent establishment a risk category based on type of operations, food and preparation steps. The risk category framework used by EH&S is modeled after the framework used by Public Health – Seattle & King County and helps determine the frequency of routine inspections for the establishment. Establishments in higher risk categories receive a greater number of routine inspections by EH&S annually. The EH&S risk categorization framework is described in the table below.

Table 1. Risk categorization and inspection frequency of food establishments

Risk level/ category	Inspection frequency per year	Food process steps	Examples
1	One time	Food process steps include receiving, limited prep and immediate service. Limited preparation steps for time/temperature control for safety (TCS) foods. No cooking or hot holding of other food.	Sectioning of melons; scooping ice cream; warming nacho cheese; heating individually pre-packaged ready-to-eat foods for immediate service with limited opening of the package (venting only); preparation of espresso and/or blended drinks; making smoothies from commercially prepared mixes; reheating and hot holding commercially prepared hot dogs only. It also includes cold holding of commercially pre-packaged ready-to-eat foods, such as sandwiches, without opening of the package.
2	Two times	Food processing steps include receiving, storing, preparing, cold holding, and serving time/temperature control for safety (TCS) foods. No cooking or hot holding of food.	On-site baking (e.g., baking bread), cutting, slicing, or removing commercially packaged foods from the package for heating or service, frying donuts, making sandwiches and grilling or toasting sandwiches, making smoothies with raw ingredients (fruit, eggs, etc.), cooking waffle cones or cake mixes. Grocery stores with commercially pre-packaged raw meat, poultry, or seafood.
3	Three times	Food processing steps such as receiving, storing, preparing, cooking, holding food at temperature, service or cooling, reheating, hot holding, and serving time/temperature control for safety (TCS) foods. It allows all operations that provide cooking or hot holding, reheating, cooling of foods, including meat and seafood markets and mobile trucks.	Can include complex food preparation steps, including thawing, cutting or processing raw meat or seafood products, use of time as a control or other specialized processes with an approved HACCP.

EH&S staff maintain permit templates and records of establishments with operating permits in an internal EH&S folder and in the EH&S Environmental Public Health team online database.

Operating permits may be renewed (depending on inspection performance) every one to two years. If there is a new owner or operator or a change in type of food operation they must apply for issuance of a new permit, undergo an inspection, and receive EH&S approval and a hardcopy permit before restarting or changing establishment operations.

TEMPORARY FOOD ESTABLISHMENT PERMITS

A [temporary food establishment](#) is an establishment:

- Operating at a fixed location, with a fixed menu for no more than twenty-one consecutive days in conjunction with a single event/celebration/fair/festival; **or**
- Operating *no more than 3 days per week* with a fixed menu in conjunction with an approved recurring event.

Operation may occur only after approval and issuance of a temporary food establishment operating permit (also known as a Temporary Food Service Permit) from the local health jurisdiction/regulatory authority (UW EH&S at most University locations).

Generally, a UW EH&S [Temporary Food Service Permit](#) is required where food and/or beverages are provided on UW Bothell, Seattle, and UW Tacoma campuses **and**

- The event is sponsored by a UW department or group, including registered student organizations; **or**
- The event is advertised to and open to the general public and/or the campus community (e.g., students, faculty and academic personnel, and staff); **or**
- The event is sponsored by a non-UW group and UW campus community members are invited.

The Food Code allows for exemptions from the temporary food service permit process. **No EH&S permit is needed if *at least one* of the following applies:**

- The event is *not* held on UW property. Check with your event site regarding specific local health department requirements for permits.
- The event is invitation only and private (hosted and attended by a non-UW group). This may include food service for weddings, birthdays, funerals, or external company retreats at UW venues, where the campus community is *not* invited and will *not* attend.
- The event is limited to members of a *small (50 people or less)*, closed campus community group (e.g., a class, a lab group, an RSO).
- The *only* food served will be non-perishable, commercially pre-packaged, ready-to-eat foods (e.g., prepackaged chips, candy, individually packaged baked goods, pasteurized, bottled or canned beverages) from a licensed and permitted food establishment or food processing plant.

- The *only* food served will be individually prepackaged frozen confections (e.g., ice cream cones or popsicles in their original packaging) from a licensed food business or food processing plant.
- The *only* food served is provided by food establishments with current EH&S-issued operating permits (e.g., UW Housing & Food Services, Bay Laurel Catering, UWMC Plaza Café).

Temporary Food Service Permits are typically issued for a variety of occasions, such as sporting events, gatherings organized by registered student organizations, fundraisers, departmental events, and numerous large cultural events that are open to the public. Typically, the EH&S Environmental Public Health Program issues more than 1,000 Temporary Food Service Permits for UW community events/establishments per year.

Temporary Food Service Permit application process

Temporary Food Service Permit applications allow EH&S to evaluate the safety of food items and food preparation, handling and storage, and ensure compliance with WAC Chapters [246-215](#) and [246-217](#).

Event organizers can apply for a temporary food service permit by submitting their application through the [Application for Temporary Food Service Permit](#). Once submitted, applicants can log in using their NetID to check the status of their permit application.

EH&S requires applications to be submitted at least two weeks before the event date. Staff aim to review and notify applicants within 5 working days of when the application is submitted.

In case an application is rejected, organizers have the option to revise and resubmit it. After receiving approval, organizers are responsible for ensuring that food is prepared in accordance with the details outlined in their application, and they will receive a permit and approval notification upon approval.

The EH&S Environmental Public Health Program uses its Temporary Food Service Permit database to manage receipt, review and document approval or rejection of temporary food service permit applications.

UW sponsoring individuals or units submit applicant contact information, name and contact information of the kitchen/caterer, menu information, and any proposed equipment that will be used during food prep, transport, storage, and service. Food must be prepared by licensed vendors **or** UW students/personnel with current food worker cards using UW-permitted catering kitchens/facilities.

The **Temporary Food Service Permit application review** by EH&S includes:

- A review of a licensed vendor or caterer's operating permits and inspection history (obtained from the local health department) against risk-based screening criteria, and requiring individuals preparing and handling food, food equipment, or utensils to have current [food worker cards](#). EH&S staff may contact applicants or vendors directly to confirm licensing, the reported menu items and planned preparation

methods, or to gather additional or missing details from the application regarding the scope of service.

- If event food is proposed to be prepared by students with food worker cards in a UW permitted food establishment, EH&S staff will liaise with the UW food establishment manager(s) to confirm who will supervise the students. EH&S staff will also liaise with the student group to review food handling and event service details.
- EH&S staff coordinate with event organizers to ensure the [Guidelines for Temporary Food Establishments](#) are followed. In addition, mobile food vendors must follow the WAC 246-215-09100 requirements, which are also detailed in the [Mobile Food Unit Focus Sheet](#).

Risk-based screening criteria used by EH&S during a review of a Temporary Food Service Permit application for food prepared by non-UW food vendors or caterers includes:

- Caterers/vendors must have a current operating permit for their permanent or mobile establishment from a Washington state local health department;
- Caterers/vendors must be operating in the food business for at least one year;
- The establishment's most recent routine inspection report score from the local health department does not exceed 45 violation points;
- No indication of bare hand contact in the establishment's most recent routine inspection report;
- No health-based (mandated) establishment closures on record with the local health department in the past 2 calendar years.
- No repeated critical (red) violation in the most recent routine inspection.

Temporary event organizers are responsible for ensuring their food vendors are aware of EH&S risk-based screening criteria requirements. Failure to meet risk-based screening criteria will result in EH&S rejecting a Temporary Food Service Permit application.

Additional criteria considered by EH&S during the review of a Temporary Food Service Permit application includes:

- Food preparation location and facilities (such as the Husky Stadium kitchens, HUB staging kitchens, North Creek Events Center, William W. Phillip Hall, Intellectual House, or the Samuel E. Kelly Ethnic Cultural Center kitchens) permitted as permanent food establishments by EH&S are used for food storage, limited prep, and handing, if event food is prepared on site.
- Food will be prepared, transported, stored and served in a manner that protects it from contamination or temperature fluctuations associated with microbial growth.
- Unapproved food items/sources and home prepared foods or foods prepared at an off-site unpermitted kitchen are *not* allowed at a temporary event location (or stored or used in an EH&S permitted food establishment).
- All workers and volunteers have valid and current food worker cards.

- Arrangement for adequate temperature-control equipment and handwashing facilities on site
- Student-organized food fundraisers or large cultural food events on the Seattle campus must obtain prior approvals from the Seattle Student Activities Office (SAO) and Housing and Food Services (HFS) if plans include using *HFS permitted kitchens* or *if a mobile food establishment* (e.g., a county permitted food truck) will be invited to serve or sell food on campus.

Permit applications are either approved or denied by EH&S staff. EH&S staff coordinate with other University units to issue notification of approved/denied Temporary Food Service Permits.

- If a permit application is denied, EH&S staff communicate with applicants to explain why a permit was denied and how inadequacies can be addressed.
- If a permit application is approved, EH&S will electronically issue a Temporary Food Service Permit to the event organizer for printing and posting visibly at the event location.

Temporary Food Service Permits issued by UW EH&S are not transferrable and are valid only for the menu, location, group, and date(s)/time(s) listed on the approved permit application.

EH&S staff may conduct unannounced on-site inspections of food events to confirm all required criteria are met during event food preparation and service.

INSPECTIONS

Routine inspections

EH&S Environmental Public Health Program staff perform unannounced routine inspections of permitted food establishments to monitor and enforce compliance with operating permit requirements described in WAC [Chapter 246-215](#). The establishment's risk category (determined during permit approval process) dictates the frequency of routine inspections planned for the establishment annually.

An establishment's inspection frequency and associated risk category may be adjusted by EH&S based on its history of compliance with regulations (e.g., repeat violations, food safety complaints investigated and found valid, methods of food storage, preparation and service, population served, and non-conformances with HACCP plan requirements).

During routine inspections EH&S staff observe food workers' food handling practices, check that equipment is working properly, take internal food temperatures, inspect refrigerators and storage areas, check water temperatures, and assess type, concentration/level and use of sanitizers. Observed violations of the Food Code are recorded in the EH&S inspection form report versions A, B, or C (appended). The EH&S inspection form reports (A, B, and C) are modeled after the WA DOH inspection forms and based on 50 numbered violation items, each associated with various rules in WAC [Chapter 246-215](#). Violation items are characterized as:

- Critical (red, high-risk factors) where improper practices/procedures will most likely lead to foodborne illness or injury; or
- Non-critical (blue, low-risk factors) where improper practices/procedures are related to sanitation or maintenance issues and can lead to critical violations if not corrected.

Each item has a description of the violation and a numerical point value based on its risk of contributing to foodborne illness or injury. There are more points associated with red critical violations than blue violations. Total violation points (red and blue items) and total red item violation points are shown on the inspection form.

During an inspection, EH&S staff review with the establishment PIC any recorded violations, code requirements, and any specific required actions to support or ensure immediate or long-term corrective measures.

Recorded code violations must be corrected within the timeframe indicated on the inspection report.

- **Critical** (red) code violations must be corrected immediately (same day).
- **Non-critical** (blue) code violations must be addressed within the timeframe specified during inspection.

A copy of the inspection report is shared with the establishment PIC and permit holder. EH&S staff also retain establishment inspection reports in the EH&S Environmental Public Health team online database.

Return inspections

EH&S conducts a return (or follow-up) inspection of a EH&S permitted food establishment when code violation point totals (red and blue violations) during a routine inspection exceed 30 points.

Return inspections use the EH&S inspection form report and focus on confirming that the critical (red) code violations noted from the routine inspection have been addressed. Return inspections are unannounced but take place within 14 working days from the date of the routine inspection (where a return inspection was triggered).

If critical (red) code violations have *not* been addressed and are observed during the return inspection, EH&S staff will communicate with establishment PIC(s) regarding the repeated critical violations and corrective actions. EH&S will conduct a second return inspection of the establishment within 14 working days of the first return inspection. The establishment may be charged a fee for a second return inspection.

A copy of the return inspection report(s) is shared with the establishment PIC and permit holder. EH&S staff also retain establishment inspection reports in the EH&S Environmental Public Health team online database.

Compliance actions

Establishment PICs and permit holders are required to immediately discontinue operation in an affected area and notify EH&S if an imminent health hazard is identified. The

establishment must receive EH&S approval of corrective actions to mitigate the hazard prior to resuming operations.

EH&S [can utilize progressive methods](#) (education, engagement, and enforcement actions) to ensure compliance with requirements described in WAC [Chapter 246-215](#).

EH&S staff may use one or a combination of the below methods to ensure regulatory compliance:

- Share guidance material and templates with the establishment PIC to support education of management and food workers
- Request or require an informal conference with establishment PIC and permit holder to discuss procedural or behavioral risks and corrective actions
- Review and provide feedback on voluntary risk control plans (template appended) prepared by establishment PICs describing the root cause behind a repeated violation and the controls (monitoring, documenting, validating) in place to ensure the violation will not be repeated
- Notify the establishment PIC and permit holder that an establishment with repeated critical (red) violations is on probation and set required conditions for continued operations during that probationary period
- Require targeted training or retraining of food workers or management
- Require equipment upgrades for continued operations
- Require the establishment PIC and permit holder to complete a hazard evaluation and instate monitoring procedures for critical control points
- Charge a fee for return inspections
- Allow for the establishment PIC to voluntarily [destroy food](#) that cannot be reconditioned for safety, is adulterated, is from an unapproved source, or that has been contaminated by an ill food worker or other means during handling, storage or preparation; the establishment PIC or permit holder may also contact EH&S to advise on determination if food is safe for consumption or should be voluntarily destroyed.

Enforcement actions

EH&S staff can enforce establishment compliance with requirements described in [Chapter 246-215 WAC](#) through the methods described below.

EH&S staff may **immediately temporarily close** a permanent or temporary food establishment, or an area of the establishment affected by the presence of an imminent health hazard. The establishment PIC must cease operations, inform customers of closure, and keep new customers from entering the establishment. The required closure, imminent health hazard, required corrective actions for reopening, and reopening is documented by EH&S staff in the inspection report form. EH&S [staff will re-inspect the establishment for reopening](#) approval when corrections have been made (e.g., the same day if corrections

are made while the inspector is on site) and [within 2 working days](#) of receipt of a written re-opening inspection request.

EH&S staff may require food to be [withheld under a written Hold Order](#) (i.e., food is not used or served, or is removed from the establishment) in the following situations:

- Food has been improperly handled, stored or prepared
- Any food that is an imminent or actual health hazard
- Shellstock or shucked shellfish without proper source information
- Suspected foodborne illness [outbreaks](#)

During a Hold Order, EH&S staff will tag/label the food to be held and complete and issue a written Hold/Destruction Order Form (appended) to the establishment permit holder or PIC. The form:

- Describes foods collected under the Hold Order and storage specifications,
- Instructions for a written request for a hearing meeting with EH&S within 10 days
- Notice that if a hearing is not requested and without a vacated Order the food must be destroyed in the presence of EH&S

The establishment is responsible for providing evidence of the safety of the food. If EH&S staff determine that the held food cannot be reconditioned for safety (per WA DOH destruction guidelines) or that storage presents a risk to public health, EH&S staff will:

- Give written notice (action noted on the inspection form) to the permit holder or establishment PIC to immediately dispose of or destroy (so the item is unsalvageable) the food with methods approved by EH&S; and
- Witness the food destruction.

EH&S staff may suspend an establishment's operating permit until corrective actions are taken, per WAC 246-215-08600(6) when:

- The violation point total (total of critical/red *and* non-critical/blue) is greater than 90 points **or** critical/red violation points total is greater than 70 during an inspection;
- An imminent or actual health hazard is observed during inspection (may suspend operations in a portion of or the full establishment);
- Operations/facilities/equipment or the permit holder do not comply with Food Code regulations; and
- There is interference with EH&S Environmental Public Health Program staff in performing inspections or other regulatory duties.

EH&S staff give the establishment PIC or permit holder written notice of the suspension. The permit holder/PIC:

- Must immediately discontinue operations; and
- May request an EH&S hearing to review the suspension within 10 business days of its issuance; or

- May enter a written request for re-inspection noting the corrective actions taken to address conditions causing the suspension. EH&S staff will re-inspect the establishment within two working days of this request.

EH&S staff may revoke an establishment's operating permit (per WAC 246-215-08600(2)) until corrective actions are taken when:

- There are serious (e.g., multiple red critical violations) and repeated violations of regulatory requirements; or
- Repeated interference with or assault of EH&S staff conducting inspections or other regulatory duties. (In this situation, security personnel, additional University rules, and employee disciplinary actions could also be involved.)

Prior to revocation of a permit, program staff provide written notice to the establishment PIC or permit holder of the intent to revoke the permit and conditions for revocation. Notice includes that revocation will initiate 10 days following the notice date. The permit holder/PIC may request:

- An EH&S hearing to review the intent to revoke within 10 business days of its issuance, after which it becomes final; and
- A new permit six months after the revocation date.

If necessary to protect against **public health hazards or nuisances and provide for conditions not addressed in the Food Code**, EH&S [may impose](#) specific requirements in addition to the requirements contained in WAC [Chapter 246-215](#) that are authorized by law. If additional requirements are applied, EH&S staff must:

- Document the conditions that necessitate the imposition of additional requirements and the underlying public health rationale;
- Provide documentation to the permit applicant (during permit review process) or permit holder (during inspection of operating establishments); and
- Retain a copy of documentation for the establishment in an internal EH&S folder or in the EH&S Environmental Public Health team online database.

Pre-opening inspections

EH&S staff complete pre-opening inspections for new, remodeled/converted food establishments, or prior to reopening after a required closure (including permit suspension or revocation).

If a permanent establishment's operating permit is suspended or revoked, EH&S may charge a fee for multiple return inspections and/or permit re-instatement and pre-opening inspection.

EH&S staff utilize the inspection report to document operational compliance during pre-opening inspections. EH&S retains a copy of inspection reports in the EH&S Environmental Public Health team online database.

Pre-opening inspections for new, remodeled/converted establishments are completed in conjunction with a food establishment plan review described below.

FOOD ESTABLISHMENT PLAN REVIEW

The regulatory requirement for plan development and review can be found in part eight of WAC [Chapter 246-215](#). EH&S [must review the written facility and operating plans](#) for:

- New establishments prior to construction
- Change of occupancy of existing structure
- Existing permanent and mobile establishments planning to remodel or convert operations, make major alterations to equipment, or make significant changes to the type of food served or food preparation methods
- Mobile establishments planning to change their vehicle or commissary

EH&S outlines document requirements for plan review in the [2022 EH&S Food Preparation Design Standards](#). Plan review requirements apply to permanent establishments, leased facilities, and mobile units (e.g., espresso carts, food trucks).

The goal of plan review is to prevent foodborne illness resulting from poor facility design, ensure new facilities meet current state and federal regulatory requirements, and prevent having to make alterations after construction completion. Conducting plan review helps to:

- Enable EH&S and the establishment PIC/permit holder to be aligned from the beginning of the project
- Engage all stakeholders prior to initiating food operations
- Identify and address deficiencies early in the process
- Ensure proper equipment and establishment layout and flow of food
- Lay the foundation for future compliance
- Promote active managerial control (AMC) of foodborne illness (FBI) risk factors

EH&S staff conduct a detailed review of the intended menu, anticipated volume of food prepared/stored/served and food preparation steps, floor plan, equipment specifications and locations, finish schedule; and equipment (types, manufacturer, model number, locations, performance capacities and installation specifications); and the food establishment's written standard operating procedures. EH&S may request additional information to support review of the proposed construction, conversion/modification, or procedure change.

Additional items are scrutinized for mobile food unit plan reviews, the source of water and specifications of the on-board plumbing, the site used for sewage disposal, and availability of restrooms for employees. Those operating mobile food units can review the [Mobile Food Truck Guidelines](#) for more information.

EH&S staff review and provide initial comments and recommendations on facility plans and food operations within ten business days of receipt of a completed EH&S [plan review application form](#).

As described in the Permanent Food Establishment Permits section of this document, during permitting and plan review EH&S may determine and require that the establishment develop a hazard analysis and critical control points plan (HACCP) to support operations. The HACCP is a written document and its content requirements are described in section 08215 of WAC [Chapter 246-215](#).

At least one pre-operational inspection is performed by EH&S to verify that the establishment:

- Is constructed and equipped in accordance with approved plans and any EH&S approved modifications; and
- Has adequate standard operating procedures and that operations will comply with applicable regulations.

Operations may not begin without an operating permit from the EH&S Environmental Public Health Program.

FOREIGN FOOD OBJECT INVESTIGATION

EH&S staff will conduct an investigation upon notification to EH&S of a complaint regarding a foreign object found in food at a UW food establishment. This may be reported to EH&S by anyone being served at the establishment, via phone call or email. An investigation is launched within one business day of notification to EH&S staff. The purpose of the investigation is to:

- Collect adulterating items/objects, if possible, found in food; and
- Determine if the object likely entered the food at the UW location; or
- Determine if the object likely entered the food during prior processing at a permitted facility, and to relay information to regulatory authorities (Washington State Department of Agriculture (WSDA), United States Department of Agriculture (USDA), or the U.S. Food and Drug Administration (FDA)) if contamination is suspected or determined to have entered the food during food processing at a permitted facility.

If EH&S suspects the object may have entered food during food service processing/handling or while in customer possession at a UW location, EH&S will conduct additional on-site investigations, inspection of food flows, and evaluation of potential for workflow errors and/or food tampering.

EH&S staff collects the reporter's contact information, and conducts interview of the reporter and food establishment staff to gather information about:

- Object description
- Date, time and location information

- Potential injury
- Food characteristics, food container, and food label/code information

Complaint information is recorded by EH&S staff in the EH&S Foreign Object Report Form (appended) and filed for recordkeeping. If highly probable that the object was incorporated into food prior to UW processing (i.e., the object was in a container when the food services staff opened it), EH&S staff may advise the establishment PIC to remove all of that food/container type from service/sale and sequester them on site until corrective actions are issued from the applicable regulatory agency (i.e., WSDA, FDA, or USDA).

EH&S staff notifies the applicable regulatory agency as soon as possible in the event a production issue warrants a food recall. EH&S staff requires the establishment to hold the food item until a determination is made by the lead regulatory agency on whether the held food is safe to use or if it should be discarded/destroyed.

FOODBORNE ILLNESS INVESTIGATION AND OUTBREAK RESPONSE

A *foodborne disease outbreak* is defined by WA DOH as an incident in which:

- Two or more persons have a similar illness after exposure to the same food source; and
- Epidemiologic evidence implicates food as the likely source of the illness.

A *probable or confirmed* foodborne illness outbreak is an **imminent health hazard** that requires immediate cessation of an establishment's operations (or part of the operations). The EH&S Environmental Public Health Program is required to immediately notify the local health jurisdiction and WA DOH when an outbreak is *suspected*.

The EH&S Environmental Public Health Program is responsible for evaluating the potential for foodborne illness from a UW permitted food establishment. An investigation of potential foodborne illness is launched within one business day of program staff receipt of a foodborne illness complaint related to a UW permitted food establishment. Complaints may be reported to EH&S by anyone being served at the establishment via phone call or email. Anyone with a UW Net ID may submit a complaint online via the [Food Illness Report/Complaint form](#) on the EH&S website.

EH&S staff will attempt to interview the reporter/ill individual to collect additional information about symptoms and timing of onset, suspected meal description, recent activities (e.g., travel, pets, and events), any other person's information who ate at the establishment at the same time, and a three-day food history for the affected person.

EH&S staff will record pertinent complaint information in the WA DOH foodborne illness complaint form (appended).

EH&S staff may choose to notify (for awareness only) the local health jurisdiction if the described situation appears to be a stand-alone report. During notification, EH&S staff may share the reporter's name and contact information if requested. A site inspection with the local health jurisdiction is not typically conducted for a single report unless an event is probable (e.g., lab confirmed food pathogen, information reported regarding poor sanitation practices or complaints with similar symptoms after eating the same food).

If **multiple complaints** (two or more) are received regarding the *same establishment and/or meals*, EH&S staff will:

- Notify the local health jurisdiction **immediately** of multiple foodborne illness complaints by sharing the foodborne illness complaint information; then
- **Immediately** notify WA DOH food safety contacts of the situation.

Local and state health officials will take the lead on illness outbreak investigations at UW locations, with EH&S staff liaising with and assisting with the investigation. EH&S staff may:

- Keep the establishment PIC/permit holder apprised of activities, findings, or recommendations (information will be shared as agreed upon by the local health jurisdiction and WA DOH).
- Confirm with local/state officials EH&S's role in collection of food samples (as needed) and site visits for inspections/environmental assessments and interviews of managers, chefs, and food workers.
- Close a permitted establishment if there is no other readily apparent way to immediately stop a suspected outbreak. Otherwise, removing a suspect food from sale or excluding suspect and confirmed sick food workers may end an outbreak.
- Communicate with the UW Medicine infection control team. Healthcare providers and healthcare facilities are required to immediately notify the local health jurisdiction of any confirmed notifiable disease, including some foodborne diseases, or if a foodborne disease outbreak is confirmed. In this situation, UW Medicine medical facilities may have already reported an illness or outbreak related to hospital activities or patient foods to regulatory authorities.

NOTIFICATION OF RECALLS/SAFETY ALERTS

EH&S staff notify UW food establishment permit holders and PICs of food item recalls or safety alerts initiated by WA DOH (primary contact), or FDA and USDA, as needed.

WA DOH narrows food recalls and safety alerts shared federally and regionally to products that may have been distributed in Washington state and/or purchased by Washington state residents and have been recalled during the previous 12 months.

EH&S staff:

- Email UW food service managers to initiate an inventory check for the recalled product when notified of state or federal food recalls of items that may be used at UW locations.
- Develop recall-related communications or recall notices in collaboration with establishment PICs, to share with the UW community.
- Communicate with WA DOH contacts when EH&S staff are made aware of industry-initiated voluntary product recalls by food establishment PICs and permit holders.

- May tag/label food and place a written hold order on a product until a determination of its safety can be made through consultation with lead regulatory agencies.

TRAINING AND CONSULTATION

EH&S staff provide intermittent food safety training and as-needed consultation to campus partners and UW food workers. Training is initiated by the campus partner or when EH&S staff identify repeat violations where training is a corrective action recommended for food establishment employees.

Training can be tailored to student groups, food managers, or food workers, and efforts can include targeted focus sheets and posters, in-person training, and preparation of training videos (e.g., [Do's and don'ts of food handling](#)).

EH&S staff respond to UW community inquires/questions sent to phdept@uw.edu regarding events involving food that may require EH&S permitting. EH&S also responds to and collaborates with establishment permit holders and PICs with food safety questions, seeking clarification in Food Code interpretation, or looking for input on optimizing operations.

FOOD INSPECTOR QUALIFICATIONS AND TRAINING

The Food Code requires that authorized representatives of the regulatory authority who inspect food establishments and conduct plan review for compliance with WAC [Chapter 246-215](#) have:

- The knowledge, skills, and ability to perform the required duties; and
- The representative of the regulatory authority has access to training and continuing education as needed to properly identify violations and apply the chapter.

EH&S staff performing food safety program activities independently have the following minimum required qualifications and training:

- A bachelor's degree in public health, environmental health, biological sciences or a related field
- Knowledge of, and experience applying, the Washington State Retail Food Code
- At least two years of professional experience working in environmental public health and/or application of food safety regulations
- Experience with environmental public health program planning, implementation, and evaluation
- Demonstrated knowledge of environmental public health, food safety principles, or a strong interest in learning about food safety and other aspects of environmental health and safety
- Demonstrated oral and written communication skills, including the ability to prepare concise and accurate correspondence and reports conveying professionalism and diplomacy

- New Inspector Training (NIT) provided by WA DOH Food Safety Program Staff
- Attend ongoing food safety trainings provided by WA DOH and has access to the WA DOH web-based system for communication, coordination, education, and training for local health jurisdictions

Additionally, the UW Environmental Public Health Program manager has oversight on all aspects of the food safety program and:

- Is certified as a Registered Sanitarian/Registered Environmental Health Sanitarian by the National Environmental Health Association (NEHA) or the Washington State Environmental Health Association (WSBRS)
- Participates in monthly food program manager meetings with WA DOH and other program managers from WA local health jurisdictions reviewing pertinent regulatory topics or changes

FOOD SAFETY PROGRAM REVIEW

The UW Food Safety Program will be reviewed annually by EH&S to incorporate regulatory updates, standards and best practices (as needed). WA DOH staff may also periodically audit the UW Food Safety Program upon request.

The EH&S Environmental Public Health Program manager regularly reviews inspection reports and has ongoing dialogue with UW Food Safety Program staff and campus units to identify any issues or areas for improvement within the UW Food Safety Program. This feedback will be considered and incorporated (as needed) during the program review. The Environmental Public Health Program manager may consider the following aspects during a program review:

- Accurate citation of code references and appropriate corrective actions during inspections
- Accurate recordkeeping
- Ensuring uniform execution of inspection procedures by all program staff
- Ensuring compliance and enforcement procedures are followed.
- Food establishment inspection frequencies and code violation frequencies

Feedback on the program from the UW community can be directed to EH&S Environmental Public Health Program manager at 206.616.1623 or phdept@uw.edu.

RECORDKEEPING

UW Food Safety Program recordkeeping follows the University's record retention requirements and approved records retention schedules. EH&S retains the following records:

Table 2. UW Food Safety Program Records Retention

Record Type	Minimum Retention Time
Food Complaint and Illness Log	6 years from year complaint submitted
Food Establishment Inspections	6 years from year inspection occurred
Temporary Food Service Permit Applications	6 years from year event occurred

RESOURCES

[Chapter 246-215 WAC, Washington State Retail Food Code](#)

[Chapter 246-217 WAC, Food Worker Card Code](#)

[WA DOH Food Safety Rules and Regulations](#)

[EH&S Food Preparation Design Guide](#)

[EH&S Food Establishment Plan Review Application](#)

[EH&S Guidelines for Temporary Food Establishments](#)

[EH&S Temporary Food Service Permit Application](#)

[EH&S Mobile Food Unit Policy and Guidelines](#)

[EH&S Food Illness Report/Complaint Form](#)

APPENDICES

Appendix A: Sample EH&S permanent/temporary food establishment operating permit

W ENVIRONMENTAL HEALTH & SAFETY UNIVERSITY of WASHINGTON		
FOOD ESTABLISHMENT PERMIT TO OPERATE NON-TRANSFERABLE		
Food Establishment Name _____ Establishment		
X building _____ Location		
Operator Name _____ Operator		
<p>This permit is issued by authority of the Director, Environmental Health & Safety. It applies to this establishment only and is not transferrable. All food storage, processing, transportation and service must be done in compliance with Washington State Board of Health rules and regulations as found in WAC 246-215. Non-compliance with these requirements could result in permit suspension and establishment closure. The most recent establishment inspection report or summary provided by the regulatory authority is available for review upon request.</p>		
XX	June 30, 202X	
_____	_____	_____
Permit Number	Expiration Date	Director
POST PERMIT IN A CONSPICUOUS PLACE		

Appendix B: Sample EH&S Food Establishment Inspection Form

Food Establishment Inspection Report Page of

ENVIRONMENTAL HEALTH & SAFETY
UNIVERSITY of WASHINGTON

EMAIL _____

FOR OFFICE USE ONLY

NAME OF ESTABLISHMENT		ADDRESS OR LOCATION		CITY		
MEALS SERVED	B L D C O	PURPOSE OF INSPECTION <input type="checkbox"/> Routine <input type="checkbox"/> Illness Investigation <input type="checkbox"/> Other: _____	<input type="checkbox"/> Preoperational	<input type="checkbox"/> Reinspection	ESTABLISHMENT TYPE	RISK CATEGORY
MEALS OBSERVED	B L D C O		<input type="checkbox"/> Temporary	<input type="checkbox"/> Complaint		
DATE	TIME IN	ELAPSED TIME	TOTAL POINTS	RED POINTS	REPEAT RED	PHONE

RED HIGH RISK FACTORS – FOODBORNE ILLNESS RISK FACTORS & INTERVENTIONS

High Risk Factors are improper practices or procedures identified as the most prevalent contributing factors of foodborne illness or injury. Circles indicate compliance status (IN, OUT, N/O, N/A) for each item.

IN = In Compliance OUT = Not In Compliance N/O = Not Observed N/A = Not Applicable CDI = Corrected During Inspection R = Repeat Violation

#	Compliance Status	CDI	R	PTS	#	Compliance Status	CDI	R	PTS
Demonstration of Knowledge					Time/Temperature Control for Safety Food				
1	IN OUT		<input type="checkbox"/>	5	16	IN OUT N/A N/O		<input type="checkbox"/>	25
2	IN OUT N/A		<input type="checkbox"/>	5	17	IN OUT N/A N/O		<input type="checkbox"/>	25 (5)
Employee Health					Chemical				
3	IN OUT		<input type="checkbox"/>	25	18	IN OUT N/A N/O		<input type="checkbox"/>	25
Preventing Contamination by Hands					Consumer Advisory				
4	IN OUT N/O		<input type="checkbox"/>	25	19	IN OUT N/A N/O		<input type="checkbox"/>	25
5	IN OUT N/A N/O		<input type="checkbox"/>	25	20	IN OUT N/A N/O		<input type="checkbox"/>	15
6	IN OUT		<input type="checkbox"/>	10	21	IN OUT N/A		<input type="checkbox"/>	10 (5)
Approved Source, Wholesome, Not Adulterated					Highly Susceptible Populations				
7	IN OUT		<input type="checkbox"/>	15	22	IN OUT N/A		<input type="checkbox"/>	5
8	IN OUT		<input type="checkbox"/>	10	Red Points				
9	IN OUT N/A N/O		<input type="checkbox"/>	10					
10	IN OUT		<input type="checkbox"/>	10	BLUE LOW RISK FACTORS – GOOD RETAIL PRACTICES				
11	IN OUT		<input type="checkbox"/>	10	Low Risk Factors are preventive measures to control the addition of pathogens, chemicals, and physical objects into foods. Circled points indicate items not in compliance.				
12	IN OUT N/A N/O		<input type="checkbox"/>	5	Food Temperature Control				
Protection from Cross Contamination					Utensils and Equipment				
13	IN OUT N/A N/O		<input type="checkbox"/>	15	28	Food received at proper temperature		<input type="checkbox"/>	5
14	IN OUT N/A N/O		<input type="checkbox"/>	5	29	Adequate equipment for temperature control		<input type="checkbox"/>	5
15	IN OUT N/A N/O		<input type="checkbox"/>	5	30	Proper thawing methods used		<input type="checkbox"/>	3
Approved Source, Wholesome, Not Adulterated					Food Identification				
7	IN OUT		<input type="checkbox"/>	15	31	Food properly labeled; proper date marking		<input type="checkbox"/>	5
8	IN OUT		<input type="checkbox"/>	10	Blue Points				
9	IN OUT N/A N/O		<input type="checkbox"/>	10					
10	IN OUT		<input type="checkbox"/>	10	Physical Facilities				
11	IN OUT		<input type="checkbox"/>	10	44	Plumbing properly sized, installed, and maintained; proper backflow devices, indirect drains, no cross-connections		<input type="checkbox"/>	5
12	IN OUT N/A N/O		<input type="checkbox"/>	5	45	Sewage, wastewater properly disposed		<input type="checkbox"/>	5
Protection from Cross Contamination					Conformance with Approved Procedures				
13	IN OUT N/A N/O		<input type="checkbox"/>	15	46	Toilet facilities properly constructed, supplied, cleaned		<input type="checkbox"/>	3
14	IN OUT N/A N/O		<input type="checkbox"/>	5	47	Garbage, refuse properly disposed; facilities maintained		<input type="checkbox"/>	3
15	IN OUT N/A N/O		<input type="checkbox"/>	5	48	Physical facilities properly installed, maintained, cleaned; unnecessary persons excluded from establishment		<input type="checkbox"/>	2
Approved Source, Wholesome, Not Adulterated					Proper Use of Utensils				
7	IN OUT		<input type="checkbox"/>	15	49	Adequate ventilation, lighting; designated areas used		<input type="checkbox"/>	2
8	IN OUT		<input type="checkbox"/>	10	50	Posting of permit; mobile establishment name easily visible		<input type="checkbox"/>	2
9	IN OUT N/A N/O		<input type="checkbox"/>	10	Blue Points				
10	IN OUT		<input type="checkbox"/>	10	Use the following blank lines to write comments.				
11	IN OUT		<input type="checkbox"/>	10					
12	IN OUT N/A N/O		<input type="checkbox"/>	5					

Person In Charge (Signature)	Person In Charge (Print Name)	Date
Regulatory Authority (Signature)	Regulatory Authority (Print Name)	Follow-up Needed? Yes No

Restrictions/Exclusion of Ill Food Workers and Required Notification
Healthy food workers are important to prevent foodborne illness. Sick food workers are required to notify the PIC of illnesses that can spread to food. The PIC is required to exclude (prevent employees from working in the food establishment) or restrict (keep employees from handling unwrapped food, utensils, or clean food service items) workers with the following conditions.
PIC must exclude food employees with:
<ul style="list-style-type: none"> • Symptoms including diarrhea, vomiting, or jaundice*. Workers with diarrhea or vomiting may not return to work until at least 24 hours after symptoms have stopped. • A diagnosed illness* from <i>Salmonella</i>, <i>Shigella</i>, Shiga toxin-producing <i>E. coli</i>, norovirus, or hepatitis A. Workers with diagnosed foodborne illnesses or jaundice may not return to work until approved by the regulatory authority/local health officer.
PIC must restrict food employees with:
<ul style="list-style-type: none"> • Infected, uncovered wounds • Persistent sneezing, coughing, or runny nose. • Sore throat with fever (<i>exclude if serving a highly susceptible population</i>) • Exposure to an environment, food, or people with diagnosed foodborne illnesses/outbreaks, if serving a highly susceptible population.
PIC Notification to Regulatory Authority
*The PIC must notify the Regulatory Authority if a food worker has jaundice or a diagnosed illness that can be transmitted through food or if the food establishment receives a foodborne illness complaint.

Handwashing and Preventing Bare Hand Contact
Handwashing must take at least 20 seconds and include a 10-15 second scrub, a thorough rinse, and a complete drying of the hands.
Bare hand contact with ready-to-eat foods is prohibited. Single-use gloves, tongs, utensils, or other approved methods must be used when handling ready-to-eat foods.

Food Safety Training Requirement
All food workers must have a valid Washington FWC within 14 calendar days of hire. Copies must be available upon request.
New employees without valid FWCs must be given food safety training before beginning food handling duties. The training must be documented and kept onsite.
Initial FWCs are valid for 2 years and renewal cards are valid for 3 years. The FWC must be renewed within 60 days before the card expires.

Active Managerial Control & Certified Food Protection Manager
All Persons in Charge must maintain Active Managerial Control at all times. Unless exempted, each food establishment must have access to a Certified Food Protection Manager. A copy of the valid certificate must be available upon request.

Imminent Health Hazards Stopping Operation & Reporting
A food establishment must immediately stop operations and notify the Regulatory Authority if an imminent health hazard may exist due to: <ul style="list-style-type: none"> • Foodborne illness outbreak • Fire • Flood • Loss of electricity • Lack of hot water or loss of water service • Sewage backup • Misuse of toxic or poisonous materials • Any circumstance that may endanger public health

TCS Foods
Time/Temperature Control for Safety Foods require time and temperature control for safety. TCS Foods include:
Animal Products
<ul style="list-style-type: none"> • Meat, fish, poultry, seafood, eggs • Dairy products
Cooked Starches
<ul style="list-style-type: none"> • Cooked rice, beans, pasta, potatoes
Fruits and Vegetables
<ul style="list-style-type: none"> • Cooked vegetables • Tofu • Sprouts (such as alfalfa or bean sprouts) • Cut melons • Cut leafy greens • Cut tomatoes

Internal Cooking Temperatures	
135°F	<ul style="list-style-type: none"> • Plant foods for hot holding
145°F for 15 seconds	<ul style="list-style-type: none"> • Unpasteurized eggs • Fish, except as listed below • Meat, except as listed below • Pork, except as listed below • Commercially raised game animals, rabbits
158°F < 1 second instantaneous	<ul style="list-style-type: none"> • Ground or comminuted meats or fish • Injected or mechanically tenderized meats • Ratites (ostrich, rhea, emu) • Eggs, not for immediate service
165°F < 1 second instantaneous	<ul style="list-style-type: none"> • Poultry • Stuffed foods including: fish, meat, pasta, poultry • Stuffing containing fish, meat, or poultry • Wild game animals
WAC 246-215-03400(2)	Whole meat roasts; ham
Holding Temperatures	41°F or less; 135°F or greater

Cooling
Cool foods in shallow pans with a food depth of 2 inches or less, uncovered, refrigerated at 41°F, and protected from contamination.
or
Cool foods from 135°F to 70°F within 2 hours and finish cooling food to 41°F within a total of 6 hours using the following MONITORED cooling options: <ul style="list-style-type: none"> • Rapid cooling equipment • Ice bath • Other methods that meet the time temperature criteria

Abbreviations	
AMC	Active Managerial Control
BHC	Bare Hand Contact
FWC	Food Worker Card
PIC	Person in Charge
ROP	Reduced Oxygen Packaging
TCS	Time/Temperature Control for Safety

References
Chapter 246-215 Washington Administrative Code (WAC)
Chapter 246-217 Washington Administrative Code (WAC)
Chapter 69.06 Revised Code of Washington (RCW)
2017 FDA Food Code
www.foodworkercard.wa.gov (Website for Food Worker Cards)

Red, High Risk Factors		Pts
1	PIC present, demonstrates knowledge and performs duties to maintain AMC. Certified manager on staff unless exempt.	5
2	Food Worker Cards current for all food workers; new food workers trained	5
3	Proper ill worker and conditional employee practices; no ill workers present; proper reporting of illness	25
4	Hands washed as required	25
5	Proper barriers used to prevent bare hand contact with ready-to-eat foods	25
6	Adequate handwashing facilities	10
7	Food obtained from approved source	15
8	Water supply, ice from approved source	
9	Proper washing of fruits and vegetables	10
10	Food in good condition, safe and unadulterated; approved additives	10
11	Proper disposition of returned, unsafe, or contaminated food; proper date marking procedures for food at high risk for <i>Listeria</i>	10
12	Proper shellstock ID; wild mushroom ID; parasite destruction procedures for fish	5
13	Food contact surfaces cleaned and sanitized; no cross contamination	15
14	Raw meats below or away from ready-to-eat food; species separated	5
15	Proper preparation of raw shell eggs	5
16	Proper cooling procedures	25
17	Proper hot holding temperatures (5 pts if 130°F to 134°F)	(5)
18	Proper cooking time and temperature, proper use of noncontinuous cooking	25
19	No room temperature storage; proper use of time as a control	25
20	Proper reheating procedures for hot holding	15
21	Proper cold holding temperatures (5 pts if 42°F to 45°F)	(5)
22	Accurate thermometer provided and used to evaluate temperature of TCS foods	5
23	Proper consumer advisory posted for raw or undercooked foods	5
24	Pasteurized foods used as required; prohibited foods not offered	10
25	Toxic substances properly identified, stored, used	10
26	Compliance with valid permit, operating and risk control plans, and required written procedures	10
27	Compliance with variance; specialized process; HACCP plan	10

Blue, Low Risk Factors		Pts
28	Food received at proper temperature	5
29	Adequate equipment for temperature control	5
30	Proper thawing methods used	3
31	Food properly labeled; proper date marking	5
32	Insects, rodents, animals not present; entrance controlled	5
33	Potential food contamination prevented during delivery, preparation, storage, display	5
34	Wiping cloths properly used, stored; sanitizer concentration	5
35	Employee cleanliness and hygiene	3
36	Proper eating, tasting, drinking, or tobacco use	3
37	In-use utensils properly stored	3
38	Utensils, equipment, linens properly stored, used, handled	3
39	Single-use and single-service articles properly stored, used	3
40	Food and nonfood surfaces properly used and constructed; cleanable	5
41	Warewashing facilities properly installed, maintained, used; sanitizer concentration; test strips available and used	5
42	Food-contact surfaces maintained, cleaned, sanitized	5
43	Nonfood-contact surfaces maintained and clean	3
44	Plumbing properly sized, installed, and maintained; proper backflow devices, indirect drains; no cross-connections	5
45	Sewage, wastewater properly disposed	5
46	Toilet facilities properly constructed, supplied, cleaned	3
47	Garbage, refuse properly disposed; facilities maintained	3
48	Physical facilities properly installed, maintained, cleaned; unnecessary persons excluded from establishment	2
49	Adequate ventilation, lighting; designated areas used	2
50	Posting of permit; mobile establishment name easily visible	2

Abbreviations			
AMC	Active Managerial Control	PIC	Person in Charge
BHC	Bare Hand Contact	ROP	Reduced Oxygen Packaging
FWC	Food Worker Card		
TCS	Time/Temperature Control for Safety		

DOH 332-035B (Revised December 2021)

Restrictions/Exclusion of Ill Food Workers and Required Notification
Healthy food workers are important to prevent foodborne illness. Sick workers are required to notify the PIC of illnesses that can spread to food. The PIC is required to exclude (prevent employees from working in the food establishment) or restrict (keep employees from handling unwrapped food, utensils, or clean food service items) workers with the following conditions.
PIC must exclude food employees with:
<ul style="list-style-type: none"> • Symptoms including diarrhea, vomiting, or jaundice*. Workers with diarrhea or vomiting may not return to work until at least 24 hours after symptoms have stopped. • A diagnosed illness* from <i>Salmonella</i>, <i>Shigella</i>, Shiga toxin-producing <i>E. coli</i>, norovirus, or hepatitis A. Workers with diagnosed foodborne illnesses or jaundice may not return to work until approved by the regulatory authority/local health officer.
PIC must restrict food employees with:
<ul style="list-style-type: none"> • Infected, uncovered wounds • Persistent sneezing, coughing, or runny nose. • Sore throat with fever (<i>exclude if serving a highly susceptible population</i>) • Exposure to an environment, food, or people with diagnosed foodborne illnesses/outbreaks, if serving a highly susceptible population.
PIC Notification to Regulatory Authority
*The PIC must notify the Regulatory Authority if a food worker has jaundice or a diagnosed illness that can be transmitted through food or if the food establishment receives a foodborne illness complaint.

Handwashing and Preventing Bare Hand Contact
Handwashing must take at least 20 seconds, and include a 10-15 second scrub, a thorough rinse, and a complete drying of the hands.
Bare hand contact with ready-to-eat foods is prohibited. Single-use gloves, tongs, utensils, or other approved methods must be used.

Active Managerial Control & Certified Food Protection Manager
All Persons in Charge must maintain Active Managerial Control at all times. Unless exempted, each food establishment must have a Certified Food Protection Manager. A copy of the valid certificate must be available.

Food Safety Training Requirement
All food workers must have a valid Washington FWC within 14 calendar days of hire. Copies must be available upon request.
New employees without valid FWCs must be given food safety training before beginning food handling duties. The training must be documented and kept onsite.
Initial FWCs are valid for 2 years and renewal cards are valid for 3 years. The FWC must be renewed within 60 days before the card expires.

Imminent Health Hazards
A food establishment must immediately stop operations and notify the Regulatory Authority if an imminent health hazard may exist due to:
<ul style="list-style-type: none"> • Foodborne illness outbreak • Fire • Flood • Loss of electricity • Lack of hot water or loss of water service • Sewage backup • Misuse of toxic or poisonous materials • Any circumstance that may endanger public health

References
Chapters 246-215 & Chapter 246-217 Washington Administrative Code (WAC)
Chapter 69.06 Revised Code of Washington (RCW)
2017 FDA Food Code
www.foodworkercard.wa.gov (Website for Food Worker Cards)

Appendix C: Sample Risk Control Plan Template

Risk Control Plan Worksheet

SECTION 1: BUSINESS AND CONTACT INFORMATION			
<i>COMPLETED BY REGULATOR</i>			
ESTABLISHMENT NAME			PERMIT #
PHYSICAL ADDRESS	CITY	ZIP	PHONE
PERSON IN CHARGE NAME	PERSON IN CHARGE EMAIL		
<p>The person in charge (PIC) has voluntarily developed this plan to gain active managerial control of a foodborne illness risk factor. This plan has been developed to provide an acceptable resolution to a recurring violation that may be difficult to resolve. Risk Control Plans typically utilize control measures that are not required in the Food Code but are an acceptable resolution to both the operator and the regulator. This Risk Control Plan is being established to help prevent future enforcement actions. Contact your health inspector or regulator with questions, or if the plan must be revised.</p>			
SECTION 2: REGULATORY INFORMATION			
<i>COMPLETED BY REGULATOR</i>			
INSPECTOR NAME		EMAIL	
DESCRIBE THE VIOLATION (RISK FACTOR)		FOOD CODE SECTION #	
UNCONTROLLED PROCESS / STEP			
SECTION 3: RISK FACTOR ASSESSMENT			
<i>COMPLETED BY PIC</i>			
Why is this problem occurring?			
Why is it difficult to control this problem?			
How will you correct the problem?			

<p>Describe what training will be needed and who will conduct the training:</p>				
<p>How will the corrective action be monitored? (ex. log, charts, visual staff monitoring)</p>				
<p>Who will be responsible to monitor? How often?</p>				
<p>What will be done if the correction is not working to control the risk factor?</p>				
<p>How will you communicate results to the inspector or regulator? For how long?</p>				
SECTION 4: ACKNOWLEDGEMENT & SIGNATURE				
<p>As the PIC, I have reviewed and understand the provisions of this voluntary risk control plan.</p>				
<table style="width: 100%; border: none;"> <tr> <td style="width: 30%; border: none;">PIC Signature</td> <td style="width: 15%; border: none;">Date</td> <td style="width: 35%; border: none;">PIC Printed Name</td> <td style="width: 10%; border: none;">Phone</td> </tr> </table>	PIC Signature	Date	PIC Printed Name	Phone
PIC Signature	Date	PIC Printed Name	Phone	

Email a signed copy of this worksheet and attachments to your inspector.

For Office Use Only
Date Received
Reviewed By
Date Approved

Appendix D: Sample EH&S Hold/Destruction Order

HOLD/ DESTRUCTION ORDER

The following described foods shall be destroyed in accordance with direction of EH&S Environmental Public Health staff and in the presence of the EH&S Environmental Public Health staff as follows.

It is unlawful for anyone except the EH&S Environmental Public Health staff to remove or alter this order or to remove these foods from the establishment.

If you disagree with this Destruction Order, you may file a written request for a hearing with EH&S Environmental Public Health staff within ten (10) days.

In the interim:

- The food shall be subject to a Hold Order (and stored as indicated): or
- I have determined that the food cannot be stored without risk to public health and therefore you are ordered to destroy the food immediately.

If no hearing is requested, the food shall be destroyed.

EH&S Environmental Public Health Program Staff: _____

Phone # _____ Email: _____ Date: _____

Authority: Rules and Regulations WAC 246-215-03705

EH&S ENVIRONMENTAL PUBLIC HEALTH PROGRAM

Appendix E: Food Foreign Object Report Form



UNIVERSITY OF WASHINGTON
FOREIGN OBJECT REPORT
ENVIRONMENTAL HEALTH & SAFETY
BOX 354400 (206) 543-9510

RESET BUTTON

Name of Food Service		Date
Name of Person Making Report		Title
Person Finding Object <input type="checkbox"/> Employee <input type="checkbox"/> Student <input type="checkbox"/> Visitor	Name	Phone
	Address	
Description of Complaint/Food Involved		
Is foodborne illness suspected? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is there injury or damage? <input type="checkbox"/> Yes <input type="checkbox"/> No	Food in question was <input type="checkbox"/> not processed in kitchen <input type="checkbox"/> partially processed in kitchen <input type="checkbox"/> made from basic ingredients in kitchen
Labeling Information <div style="border: 1px solid black; padding: 5px; width: fit-content;">Enclose label if possible</div>	Establishment # (Plant # - see USDA seal on label or box)	
	Brand (exactly as labeled)	
	Size/ Weight	Code/Lot
	Date Delivered	
	Vendor Name	
Vendor Address		
Was object saved? <input type="checkbox"/> Yes <input type="checkbox"/> No	ATTACH OBJECT HERE	

PLEASE MAIL COMPLETED FORM TO THE ABOVE ADDRESS

DO NOT WRITE BELOW THIS LINE	
Letters written to: <input type="checkbox"/> FDA <input type="checkbox"/> USDA <input type="checkbox"/> WSDA <input type="checkbox"/> Manufacturer <input type="checkbox"/> Distributor <input type="checkbox"/> Purchasing <input type="checkbox"/> Specimen sent to lab <input type="checkbox"/> Local Health <input type="checkbox"/> State Health	
<input type="checkbox"/> Other action taken, if any. Specify.	

UoW 1321 (5/99)

Appendix F: WA DOH Foodborne Illness Complaint Form

Washington State Department of Health Foodborne Illness Complaint Form



I. Complainant Information					
Name (last, first) _____		Age: _____	Sex: M F	Occupation: _____	
Address _____		City: _____		Zip: _____	
Work phone: (____) _____ - _____		Home phone: (____) _____ - _____		Other phone: (____) _____ - _____	
II. Complainant Symptoms (indicate name if different from complainant)					
Name of ill person _____		Date/Time of symptom onset: ____/____/____		Time _____	AM PM
Vomiting	Y N	If vomiting yes, onset date: ____/____/____		Time _____	AM PM
Diarrhea	Y N	If diarrhea yes, onset date: ____/____/____		Time _____	AM PM
Bloody diarrhea	Y N	Nausea	Y N	Shortness of breath	Y N
Chills	Y N	Abdominal cramps	Y N	Numbness/tingling	Y N
Fever	Y N	Headache	Y N	Other	Y N
If fever, highest temp: _____		Body aches	Y N	Specify: _____	
Date/Time symptoms ended: ____/____/____		Time: _____		AM PM	<input type="checkbox"/> Ongoing
Healthcare provider/ER visit?	Y N	If yes, name: _____		Phone: (____) _____ - _____	
Hospitalized?	Y N	If yes, Hospital name: _____		Admit date: _____	
Stool sample submitted?	Y N	If yes, laboratory where submitted and results: _____			
If no, and still ill or recently recovered, willing to submit stool sample? Y N					
III. Suspected Meal or Activities					
Name of establishment or location where food was obtained: _____					
Address _____		City _____		Zip: _____	
Date/time of meal/exposure ____/____/____		Time _____		AM PM	
Details of foods and beverages consumed*: (If shellfish is suspected, please contact the DOH Shellfish Program at 360-236-3330)					
<input type="checkbox"/> Recent travel _____ <input type="checkbox"/> Pets or recent animal exposure _____ <input type="checkbox"/> Large group event _____					
* For a single case of illness, record all food and drinks consumed in incubation period of suspected agent/organism on food history					
IV. Other Affected Persons					
# of persons who ate suspected meal: _____			# of ill persons who ate suspected meal: _____		
If >1 person ill, do any ill persons live together? Y N			Do any ill persons work together? Y N		
Did those ill have any other common meals in the previous five days? Y N (If yes, complete Food History on the back)					
Name/relationship to caller	Age	Sex	Day-time phone		
_____	_____	M F	(____) _____ - _____		
_____	_____	M F	(____) _____ - _____		
_____	_____	M F	(____) _____ - _____		
Shortest known incubation _____		Longest known incubation _____		Estimated duration _____	
General symptom profile of other affected parties:					
Any hospitalized? Y N		If yes, Hospital name: _____		Admit date: _____	
Any submit stool sample? Y N		If yes, laboratory where submitted and results: _____			

Report taken by: _____ Location: _____ Date: _____



**Washington State Department of Health
Foodborne Illness Complaint Form**

Case name or ID: _____ Suspected agent/organism causing illness: _____

V. Complainant food history

For a single case of illness, record all food and drinks consumed in the incubation period of suspected agent/organism. If there is not enough information to categorize the suspected agent, record food and drinks consumed in the 72 hours before illness. For 2 or more cases, record common meals in 72 hours before first onset of symptoms or in the appropriate time period based on the suspected agent.

Date of onset: ___/___/___ Approximate time of onset: _____ AM PM (circle)

Days before onset	Meal	Time (AM/PM)	Ate at home	If eaten outside home, location of meal	Foods/beverages consumed
One	Breakfast				
	Lunch				
	Dinner				
	Other				
Two	Breakfast				
	Lunch				
	Dinner				
	Other				
Three	Breakfast				
	Lunch				
	Dinner				
	Other				