## \*Compliance Procedures Policy

(HACCP Based Principles)

In regards to on-site correction of violations, the bubble box labeled COS on the inspection form will be bubbled in and each inspector will document on the inspection form the corrective action taken/ensured during his/her inspection. Marking COS indicates that ALL violations cited under that particular item number have been corrected and verified before completing the inspection. If on-site correction cannot be achieved then a follow-up inspection will take place (see follow-up procedures below).

We will adhere to the Georgia Food Service Rules 290-5-14-.10(2) (c) and 290-5-14-.10(2)(m)(n) (o) regarding follow-up activities.

In addition, as policy, if Risk Factor & Public Health Intervention violations are not corrected on site, or during follow up inspections, then we will either issue court citations and/or ask the establishment to voluntarily close and/or suspend the permit and /or revoke the permit until the violations have been corrected (see attachment 4; Suspension and Revocation of Food Service Permits).

To ensure long term compliance for out of control Risk Factor & Public Health Intervention violations, we will recommend and offer services for the following methods:

**Option A:** The retail or food service operator with input from the Environmental Health Specialist (EHS) will have to develop a corrective action plan that states exactly how any and all violations, specifically Risk Factor & Public Health Intervention violations will be corrected (see attachment 4-1)

**Option B:** Develop and Implement Standard Operating Procedures (SOPs) created by the retail or food service operator with input from the EHS:

Following standardized, written procedures for performing various tasks ensures that quality, efficiency, and safety criteria are met each time the task is performed. Although every operation is unique, the following list contains some common management areas that can be controlled with SOPs:

* Personnel (disease control, cleanliness, training)
* Facility maintenance
* Sanitary conditions (general cleaning schedule, chemical storage, pest
* Control, sanitization of food-contact surfaces)
* Sanitary facilities (approved water supply and testing, if applicable,
* Scheduled in-house inspection of plumbing, sewage disposal,
* Hand washing and toilet facilities, trash removal
* Equipment and utensil maintenance.

SOPs can also be developed to detail procedures for controlling foodborne illness risk factors.

**Option C:** Develop and Implement Risk Control Plans (RCPs):

A (RCP) is a concisely written management plan developed by the retail or food service operator with input from the EHS that describes a management system for controlling specific out-of-control risk factors. A (RCP) is intended

to be a voluntary strategy that the EHS and the PIC jointly develop to promote long-term compliance for *specific* out-of-control risk factors. For example, if food is improperly cooled in the establishment, a system of monitoring and

record keeping outlined in an (RCP) can ensure that new procedures are established to adequately cool the food in the future. By implementing basic control systems over a period of time (e.g., 60 – 90 days), it is likely that the

new controls will become "habits" that continue.

A (RCP) should stress simple control measures that can be integrated into the daily routine. It should be brief, no more than one or two pages for a single risk factor, and address the following points in very specific terms:

1. What is the risk factor to be controlled?

2. How is the risk factor controlled?

3. Who is responsible for the control?

4. What monitoring and record keeping is required?

5. Who is responsible for monitoring and completing records?

6. What corrective actions should be taken when deviations are noted?

7. What trainings will be provided to employees regarding new procedures?

8. How long is the plan to continue?

9. How are the results of the (RCP) communicated to you?

**Option D:** Participate in an On-site Food Safety Course:

Gwinnett, Newton, and Rockdale Counties currently offer on-site training courses to food service operators who wish to further their knowledge regarding food safety (see attachment 4-2). The courses are conducted at the operator’s restaurant and take about 3 hours to complete. Participants will receive hands on training on how to mitigate risk factors and a Certificate of Completion will be issued to each worker who finishes the course.

\*This policy is to take effect as of December 01, 2011