



County of San Diego

DEPARTMENT OF ENVIRONMENTAL HEALTH
FOOD AND HOUSING DIVISION

P.O. BOX 129261, SAN DIEGO, CA 92112-9261

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NON-PROFIT CHARITABLE FEEDING OPERATIONS BEST MANAGEMENT PRACTICES FOR FOOD SAFETY

Self- Assessment and Certification Checklist

Non-Profit Organization's Name: _____

Operating Address: _____ City: _____, CA Zip: _____

Responsible Person: _____ Assessor's Parcel No.: _____

Organizational / Mailing Address: _____ City: _____, CA Zip: _____

Phone: () _____ Cell Phone: () _____ E-Mail: _____

Type of Food Distribution (check all that apply)

- Distribution of 100% prepackaged, shelf-stable foods.
- Distribution of 100% prepackaged, shelf-stable and perishable foods.
- Distribution of portioned, assembled, re-packaged, and pre-packaged foods.
- Preparation and distribution of hot or cold meals.
- Preparation of food with onsite meal service.

Frequency of Food Distribution

Please indicate the frequency that food is distributed from your site:

_____ # of times per month _____ # of times per week _____ # of times per day

Type(s) of Prepared Meals Served (check all that apply)

___ Breakfast ___ Lunch ___ Dinner

What days of the week do you serve prepared food? _____

Food Bank Partner (check all that apply)

___ San Diego Food Bank ___ Feeding San Diego

Checklist of Best Management Practices for Food Safety

Some or all of the following requirements may apply to your operation. By checking the YES box you are certifying that you meet those basic food safety requirements that apply to your operation.

COMPLIES

Food Safety

YES NO N/A

- | | | | |
|--|--|--|--|
| 1. Potentially hazardous (perishable) foods are maintained at 41°F or below, or at 135°F or above. | | | |
| 2. Proper minimum internal cooking temperatures for animal products are reached for a minimum of 15 seconds prior to service of the cooked food item. (Eggs, Fish, Whole Pieces of Steaks or Beef, and Pork - 145°F; Ground Beef - 155°F; Poultry – 165°F) | | | |
| 3. All food is rapidly cooled to 41°F within 6 hours, ensuring that the food item is rapidly cooled from 135°F - 70°F within the first 2 hours of the cooling process. | | | |
| 4. Food to be reheated for hot holding is properly reheated to 165°F for a minimum of 15 seconds.
<i>Note: Ready-to-Eat food taken from a commercially processed, hermetically sealed container shall be reheated to at least 135°F prior to hot holding.</i> | | | |
| 5. Frozen foods are thawed in one of the following ways: under refrigeration that maintains the food at 41°F or below; submerged under running water that is 70°F or below (for less than two hours); in a microwave oven immediately prior to preparation; or as part of the cooking process. | | | |
| 6. Accurate probe thermometers are available to measure food temperatures. Workers have an approved method of sanitizing thermometers between uses (alcohol wipes, sanitizer solution, etc.). | | | |
| 7. Refrigerators are equipped with an accurate thermometer; either as an integral part of each refrigerator (dial outside), or located inside each unit in a readily visible location positioned in the warmest part of the unit. | | | |
| 8. Raw whole produce is washed prior to being cut and/or processed. | | | |
| 9. Food is from approved sources, has been maintained safe, and is fit for human consumption.
<i>Note: severely damaged foods items or packaging, or unlabeled foods shall not be used.</i> | | | |
| 10. All foods are stored a minimum of 6 inches off the floor. Raw food items are stored below ready to eat food items in refrigerators. | | | |
| 11. No home prepared foods are utilized or served with the exception of non-perishable baked goods such as breads, fruit pies, and cookies. | | | |
| 12. Food, equipment, or food-related supplies are not stored in restrooms, garages, outdoor sheds, or unenclosed areas. | | | |
| 13. Hazardous substances (cleaning supplies) are properly labeled and stored below and away from food products. | | | |

Equipment and Utensils

YES NO N/A

- | | | | |
|---|--|--|--|
| 14. All equipment items that come in contact with food or beverages are food grade quality. | | | |
| 15. All equipment items (e.g. utensils, tables, sinks, food containers, etc.) are clean and well maintained, and food contact surfaces are properly washed and sanitized. | | | |
| 16. The final sanitizing rinse of equipment or utensils is done by using one of the following (check the option used):
<input type="checkbox"/> Immersed in a solution of 100 ppm chlorine for at least 30 seconds
<input type="checkbox"/> Immersed in a solution of 200 ppm quaternary ammonium for 60 seconds
<input type="checkbox"/> In a mechanical dish machine capable of achieving a utensil surface temperature of 160°F | | | |

Checklist of Best Management Practices for Food Safety (cont'd)

17. Testing materials (test paper strips or thermolabels) are readily available to test sanitizing solutions. Testing materials used should be specific for the type of sanitizer used (e.g. chlorine test paper for chlorine bleach sanitizer solution).			
18. Utensils are protected from dirt and contamination during storage.			
Water and Sewage	YES	NO	N/A
19. All kitchen and restroom sinks are in good repair and supplied with hot and cold water under pressure. Water must be at least 100°F for washing hands. Water used for warewashing must be at least 100°F.			
20. All waste water is properly disposed of through either the sewer system or an approved septic system.			
21. Water used for handwashing, making ice, preparing foods, and washing utensils meets safe drinking water standards and comes from an approved source (permitted well, city water supply, etc.).			
Food Handling Employees	YES	NO	N/A
22. All food handlers possess a valid food handler training certificate. Alternatively, food handlers have passed an in-house food handler's exam approved by the local enforcement agency. <i>Note: All food handlers shall have a food handler certificate or pass an in-house food handler's exam within 10 days of employment. Food handlers who have taken an in-house food handler's exam must retake the exam when the facility's food safety manager changes.</i>			
23. Food handlers are trained in proper handwashing procedures and they consistently wash their hands with soap and warm water before they start working, immediately after using the restroom, between tasks, and at any time when needed to prevent food contamination. Efforts are made to reduce bare hand contact with ready to eat foods through the use of single use gloves or utensils.			
24. Food handlers are not working when ill. This includes not handling food or utensils with open sores; or when they are sick with diarrhea, vomiting, fever, persistent coughing, sneezing, or a runny nose.			
25. All food handlers wear clean outer garments and hair restraints to prevent food contamination.			
26. Food handlers do not use tobacco or eat during food handling activities or inside food handling areas.			
27. Non-food handlers and pets are excluded from food preparation area(s). Service animals are allowed as per the California Retail Food Code (CRFC).			
28. A storage area that is separate from food preparation and food storage areas is used to store employees' and/or volunteers' clothing and personal effects.			
Pest Control	YES	NO	N/A
29. The physical facilities are maintained clean and free of vermin, including rodents (rats, mice), cockroaches, and flies.			
General Sanitation	YES	NO	N/A
30. Floors, walls, and ceilings are clean, well maintained, and in good repair.			
31. Toilet facilities are clean, well maintained, and in good working order.			
32. Single use paper towels and a soap dispenser are available in the restrooms for proper handwashing and toilet tissue dispensers are fully stocked.			
33. Outside trash bins are in good repair and the lids are kept closed when not in use.			

Comments

CERTIFICATION STATEMENT: I declare to the best of my knowledge and belief that the description of use and information contained on this document is correct and true. I agree to conform to all conditions, food safety best management practices and directions listed in this document and understand that adherence to this checklist does not preclude this operation from being required to obtain a health permit as per the California Retail Food Code (CRFC) Section 113789, 114380, and 114381. The County of San Diego Department of Environmental Health will investigate citizens' complaints and/or reports of suspected food borne illnesses and may enforce all pertinent code sections in the CRFC.

Authorized Signature: _____ **Date:** ____ / ____ / ____

Printed Name: _____ **Title:** _____