



Health, Housing &
Community Services Department
Division of Environmental Health

**California Conference
of Directors of Environmental Health
Excellence in Environmental Health Award 2017**

**Adopting and Sustaining
a Risk-Based Retail Food Safety Program**

Innovative Documents, Field Tools, and Handouts

(documents available upon request; this represents a partial list of project documents)

1. Training Plan and Standardization Procedures

- a. New-hire assessment of training needs
- b. Field objectives
- c. Affidavits of previous training and experience
- d. Verification of FDA ORA U course equivalency
- e. Customized Assessment Tools
 - ✓ Part 1 – prior to conducting solo inspections at low risk facilities
 - ✓ Part 2 – prior to conducting solo inspections at higher risk facilities
 - ✓ Part 3 – for activities best assessed in a classroom or laboratory
 - ✓ Part 4 – combines Parts 1 and 2
- f. Executive Summary

2. Risk-Based Inspection (RBI) Procedures

- a. Criticality Matrix
- b. AMC tri-fold brochure
- c. AMC comprehensive self-assessment and abbreviated self-assessment
- d. AMC questions and tips
- e. AMC PTM assessment
- f. Field Verification HACCP
- g. Field Verification Variance

3. Quality Assurance Program (QAP) Procedures

- a. Field audit tool
- b. Field audit documentation and action plan
- c. Record of Communication

4. Field Investigation Procedures... regarding alleged foodborne illness, food emergencies, and special investigations

- a. Intake Interview
- b. Level 1 – Risk Factor Assessment for Alleged Foodborne Illness (RFA:Epi)
 - ✓ RFA for Norovirus (RFA:Noro)
- c. Level 2 – Hazard Assessment
- d. Level 3 – Epidemiological Investigation
- e. Color coded charts:
 - ✓ Triage criteria
 - ✓ Information flow and data reporting
 - ✓ Required inspection documents

- f. Food Handler Interview
 - g. Environmental assessment and data collection documents
 - ✓ CDPH Data Collection
 - ✓ Field Notes Supplement
 - ✓ Outbreak Environmental Assessment (OEA)
 - ✓ NEARS “short form”
 - h. Foodborne Illness Investigation Focus
 - i. Employee Illness Decision Guide
 - j. Restriction / Exclusion of Food Employees
 - k. Post-event Hot Wash
 - l. Clean-up of Bodily Fluids
 - m. Chain of Custody Record
 - n. Recall Record
 - o. All Hazards Emergency Field Response
 - p. Emergency Food Service Risk Control Plan (EFS-RCP)
- 5. Compliance and Enforcement (C&E) Procedures**
- a. Structural Evaluation Report (SER)
 - b. Risk Factor Assessment for Pre-Permit Inspection (RFA:PPI)
 - c. 4-Step Enforcement Cycle flowchart
- 6. Other**
- a. Table of Inspection Data
 - b. Performance Indicators Log