

Champaign-Urbana Public Health District
FOOD SAFETY ASSESSMENT WORKSHEET

This form must be submitted with **TYPED** responses, along with the following, within 30 days of submittal of the plan review application.

- Answers to the questions/statements on the following pages
- Latest copy of menu
- Work schedule for Certified Food Protection Managers (CFPMs)

CONTACT INFORMATION

Food Establishment Name	
Food Establishment Address	
Owner Name	
Owner Phone Number	
Owner Email Address	
Person-in-Charge (PIC)	
PIC Phone Number	
PIC Email Address	

FOOD ESTABLISHMENT OPERATING INFORMATION

Operating Days & Hours	
Number of Seats	
Total Square Feet of Establishment	

(cont'd)

TYPE out the answers to each of the questions/statements below.

- 1) **Employee Illness:** Submit your establishment's illness policy and procedures for responding to a vomiting or diarrhea event.*
- 2) **Certified Food Protection Managers:** List the names, certification numbers, and expiration dates of all Certified Food Protection Managers (CFPM). Include copies of any certificates or class registrations (if not completed), if applicable. Note that all other food handlers are required to obtain a Food Handler Certificate (FHC) and at least one person-in-charge* must be on the premises during operational hours.
- 3) **Proper Hand Washing:** Submit your hand washing procedures, and how management will educate employees and enforce this policy.
- 4) **Bare Hand Contact:** Submit how your establishment will avoid bare hand contact with ready-to-eat foods.*
- 5) **Cross-Contamination Prevention:** Submit how your establishment plans to prevent cross-contamination (equipment, hand washing, employee task designation, storage, etc.)
- 6) **Food Source:** List all sources of establishment food (distributors, farms, etc.). Make sure to specifically state any game meats, wild mushrooms, or shell stock sources.
- 7) **Date Marking:** Submit how your establishment will date-mark establishment-made time/temperature control for safety (TCS) foods and certain commercial TCS foods that are opened and held over 24 hours.*
- 8) **Cooking:** Submit your procedures (along with temperatures) for cooking and reheating. Address your procedures if foods are found not at the correct temperature.*
- 9) **Slow Cooking:** List your procedures for any slow cooking. Address your procedures if foods are not found at the correct temperature.
- 10) **Cold Holding:** Submit your procedures for cold holding, and how employees will keep track of temperatures. Address your procedures if foods are found not at the correct temperature. If any foods will be kept on ice, list the food and the location.
- 11) **Hot Holding:** Submit your procedures for hot holding, and how employees will keep track of temperatures. Address your procedures if foods are found not at the correct temperature.
- 12) **Proper Cooling of Foods:** Submit a list of foods, amounts that will be cooked and cooled, and write out the entire cooling procedures. Include how your establishment tracks time and temperature throughout the cooling process. Address your procedures if foods are found not at the correct temperature.*
- 13) **Thermometers:** Submit information regarding the type(s) of thermometer(s) your establishment will use, as well as how and how often they are calibrated.*
- 14) **Time as a Public Health Control:** If you plan to use time as a control, rather than temperature, for any foods (ex: a carafe of creamer for customer use, sushi rice, shredded cheese on ice), submit a Time as a Public Health Control application.*
- 15) **Highly Susceptible Population:** If your establishment serves a highly susceptible population (nursing home, day care with children 4 years old and younger, immunocompromised, etc.), submit your procedures that address the cooking of raw animal foods or the use of unpasteurized juice.
- 16) **Special Processes:** If your establishment will be doing any of the following: smoking for preservation, reduced oxygen packaging, custom meat processing, meat curing, pH/aw test for shelf-stability, sprouting seeds, adding preservatives, unpasteurized juicing, packaging of juices, fermentation of sausages, kimchi, pickles, sauerkraut, etc., operating a molluscan-shellfish tank, submit a variance request form.*

- 17) **Consumer Advisory:** Submit a list of foods needing a consumer advisory and where the disclosure and reminder will be stated.*
- 18) **Parasite Destruction:** Submit a list of the products that have parasite destruction, and submit a copy of the parasite destruction letter(s).*
- 19) **Deliveries:** Submit your procedures for accepting deliveries (including checking temperatures and verifying quality).
- 20) **Produce Washing:** List your procedures for washing produce (including where this will be done).
- 21) **Thawing:** Submit a list of foods that will be thawed, your procedures for thawing, and where this will take place.
- 22) **Ware Washing:** Submit your procedures for ware washing (for both dish machines and three-compartment sinks). Include procedures for cleaning and sanitizing any equipment that does not fit into the three-compartment sink basins.
- 23) **Sanitizer:** List the sanitizer(s) your establishment intends to use (for wet wiping cloth buckets, ware washing sink, spray bottles, etc.), as well as how it will be mixed (to what concentration) and tested.
- 24) **Chemicals:** If you have chemical connections to any water lines (ex. mop sink, three-compartment sink, or dedicated water lines), list the location, the chemical company, and the purpose of the chemical hook-up. Include where in the establishment chemicals will be stored.
- 25) **Pest Control:** Submit your pest management plan. If you have a pest control company, submit the company name and contact information.
- 26) **Employee Areas:** Submit where you will have a designated location for storage of employee belongings, food, and beverages. Also, submit where employees will be allowed to eat/consume beverages.
- 27) **Emergency Procedures:** If available, submit any procedures your establishment has on boil orders, fire, flood, power outages, and sewage backup.

* Information can be picked up at the Champaign-Urbana Public Health District office or can be found online (<http://www.c-uphd.org/food-safety-materials.html>).



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