

	<b>West Virginia Department of Health and Human Resources</b>				
	<b>MANUAL OF ENVIRONMENTAL HEALTH PROCEDURES</b>				
Section	Food	Date	January 11, 2008	Procedure #	F-1
Subject	Standardization Procedures for Local Health Department Food Sanitarians			Page	1 of 5

**Introduction:**

The main goal of the West Virginia Food Safety and Inspection Program is the reduction and prevention of foodborne illness and the risk factors that contribute to foodborne illness. One pathway to this end is the Standardization and Certification of food establishment inspection personnel. These procedures are based on the [FDA Food Code](#), the [FDA Standardization Procedures](#), and include a more refined focus on foodborne illness risk factors.

**Terms Defined:**

**Candidate:** The applicant who meets the eligibility requirements for certification or a person that is eligible for recertification.

**Certification:** The process by which a Standard verifies that a Candidate meets the requirements set out in the procedures.

**Standard:** The person who is responsible for certifying a Candidate. This person shall be certified by the FDA Regional Food Specialist.

**Standardization:** The process whereby a Candidate demonstrates the knowledge and skills to satisfy Certification requirements.

**Person-In-Charge:** Designated individual at retail food establishment.

**Risk Factors:** Contributors to foodborne illness that has been investigated and confirmed. Those factors are unsafe sources, inadequate cooking, improper holding, contaminated equipment, and poor personal hygiene.

**Eligibility:**

Candidates must be employed as sanitarians by a County, Regional Health Department or the Public Health Sanitation Division. A Request for Standardization must be made by the Candidate's supervisor. The supervisor must feel confident in the Candidate's ability to complete the Standardization process. The Candidate must have completed the food sanitation portion of the Sanitarian Training Class. The Candidate must be working in the Food Establishment Inspection Program in his/her jurisdiction.

The Standard will conduct one day of pre-standardization with the applicant. If the applicant is applying for Standardization as part of the On-the-Job-Training (OJT) process after training school, then the pre-standardization shall be conducted for two days. The Standard will determine from the pre-Standardization process if the Candidate is able to demonstrate adequate proficiency in the Retail Food Program Inspection Element.

The Standardization process is not a training exercise but a test of the ability of the Candidate to perform knowledgeable inspections. The Candidate shall be expected to demonstrate knowledge and application of WV Legislative Rule [64 CSR 17, Food Establishments](#) and currently adopted FDA Model Food Code provisions, proper marking of the inspection form, and proficiency in the interpretation of the provisions. The field exercise will be terminated at any time that the Standard feels that the Candidate is not capable of fulfilling the requirements of the Standardization.

#### Performance Areas:

**Good Retail Practices:** The Candidate shall demonstrate knowledge of current WV Food Code and the ability to interpret and apply the code to good retail practices.

**Risk-Based Inspection:** The Candidate shall demonstrate knowledge of current WV Food Code provisions related to interventions and risk factors that are frequently associated with foodborne illness.

**Inspection Equipment:** The Candidate shall be equipped and familiar with equipment essential to each food establishment inspection. During the inspection, the Candidate shall demonstrate knowledge of proper use of essential equipment, including the calibration of his/her thermometer.

**Communication:** The Candidate shall demonstrate the ability to effectively communicate with the Person-In-Charge during the inspection introduction and inspection, and explain significant inspection findings to the Person-In-Charge at the conclusion of the inspection.

#### Methodology:

The Candidate and the Standard shall conduct 8 initial and 6 recertification joint inspections of food establishments. The inspections are to be non-regulatory. The Standard shall choose from a list of operating establishments within the jurisdiction that will be provided by the Candidate. The establishments chosen will meet risk category 3, 4, and 5 as defined in the WV Food Code. The list of establishments will include at least one that serves a highly susceptible population, a school (if school is in session), and at least one grocery/deli/meat/produce store.

Candidate shall prepare a Process Flow Chart showing Critical Control Points for a food chosen by Standard.

Candidate shall devise a Risk Control Plan for a food determined by Standard.

Candidate shall demonstrate ability to assign code reference numbers to violations found during the inspection process. Standard has the option at any time to adjust the time period, the type of facility selected, and the methodology for inspection to enhance the effectiveness of the certification process.

Inspection Equipment Requirements:

1. Maximum Registering Thermometer or Heat Sensitive Tapes
2. Food Thermometer or Thermocouple
3. Flashlight
4. Alcohol Swabs
5. Sanitizer Test Kits (Chlorine, Quaternary Ammonium, or Iodine)
6. Necessary code references
7. Proper Protective Clothing (Hair restraint, Lab coat)

Field Exercise:

Candidate Inspection Duties:

During all joint inspections, the Candidate shall take the lead. The Candidate shall determine who the Person-In-Charge is and make introductions at the beginning of each inspection. The Candidate shall ask questions and record all violations during the inspection. Following each joint inspection, the Candidate shall compare findings with the Standard and discuss the differences before proceeding onto the next inspection. The Standard shall retain the Candidate's inspection reports, flow charts and risk control plan to document the completion of the certification requirements.

Prepare Process Flow Chart:

The Candidate shall develop a process flow chart using a food specified by the Standard. The flow chart shall identify the Hazards, Critical Control Points (CCPs) and critical limits for every CCP on the flow chart.

Risk Control Plan:

The Standard will select a process not in compliance with the Food Code. The Candidate will then develop a risk control plan that will stress control measures that can be used to reduce foodborne illness implications for that establishment on a permanent basis.

The plan should be brief and address the following points:

- What is the hazard?
- How can the hazard be controlled?
- Who is responsible for control?
- What monitoring, record keeping, and corrective actions are required?

Communication:

The Candidate shall take the lead in communicating three areas with industry personnel during each of the inspections:

- Introduction
- Person-In-Charge Interview - Determine if the person in charge is able to demonstrate knowledge of Employee Health, Good Hygienic Practices, Food Temperatures as related to cooking, holding and cooling, and the implications of possible foodborne illness
- Exit Conference - Discussion of violations, recommended corrective measures and science or reasons behind the concerns and recommendations.

Scoring:

The Candidate will be required to be in agreement with the Standard and scored as listed below:

1.	Comparison of violations found	90%
2.	Risk factors and Interventions	90%
3.	Comparison of code reference number	Pass/Fail
4.	Process flow chart	Pass/Fail
5.	Risk Control Plan	Pass/Fail
6.	Inspection Equipment	Pass/Fail
7.	Communication	Pass/Fail

Certificate Issuance:

Upon successfully achieving the required level of agreement with the Standard, the Candidate will be issued a certificate from WV Bureau for Public Health. The certificate is valid for 3 years. The Candidate shall adhere to the certification maintenance requirements in order to be recertified before the expiration date of his/her certification. If a Candidate does not pass the Standardization process and does not agree with the Standard, then he/she can appeal the decision of the Standard. The appeal shall be made in writing to the Director of the Public Health Sanitation Division or his representative.

Certification Maintenance:

- Certified inspectors shall attain 15 hours of continuing education annually. This can be accomplished through attendance of professional meetings such as the environmental health conferences.
- The certificate holder shall certify other sanitarians or plan educational meetings and conferences, or write at least 5 Risk Control Plans to assist food establishments in correcting risk factor violation corrections for long term control.

References            [FDA Food Code](#)  
[FDA Standardization Procedures](#)  
[64 CSR 17, Food Establishments](#)

History                Replaces F-1 dated July 10, 1986

Attachments