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### Food Safety Self Inspection Form

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## Food Safety Self Inspection Form\*

By Donna Kraus, Program Assistant and Julie A. Albrecht, Extension Food Specialist

Status of Observations: IN — Item found in compliance; OUT — Item found out of compliance; N.O. — Not observed;  
N.A. — Not applicable

### Food Source

- \_\_\_\_\_ All foods are from regulated food processing plants.
  - \_\_\_\_\_ All shellfish are from NSSP listed sources.
  - \_\_\_\_\_ Game and wild mushrooms are only used with approval from regulatory authority.
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### Records

- \_\_\_\_\_ Shellstock tags/labels are retained for 90 days from the date the container is emptied.
  - \_\_\_\_\_ Written documentation of parasite destruction are maintained for fish products.
  - \_\_\_\_\_ CCP monitoring records are maintained in accordance with HACCP plan when required.
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### Reheating

- \_\_\_\_\_ PHF's are reheated to 165°F for 15 seconds.
  - \_\_\_\_\_ Food reheated in a microwave is heated to 165°F or higher.
  - \_\_\_\_\_ Commercially processed ready to eat food, if reheated, is held at 135°F or above.
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### Cooking Temperatures

- \_\_\_\_\_ Poultry, stuffed fish, meat and pastas are cooked to 165°F for 15 seconds.
  - \_\_\_\_\_ Raw eggs broken for immediate service are cooked to 145°F for 15 Seconds.
  - \_\_\_\_\_ Comminuted fish, meats, game animals are heated to 155°F for 15 seconds.
  - \_\_\_\_\_ Wild game animals to 165°F for 15 seconds.
  - \_\_\_\_\_ Raw animal foods cooked in microwave to 165°F.
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### Cooling

- \_\_\_\_\_ Cooked PHF is cooled to 135°F — 70°F in 2 hours and from 70°F — 41°F in 4 hours.
  - \_\_\_\_\_ PHF (from ambient ingredients) is cooled to 41°F within 4 hours.
  - \_\_\_\_\_ Foods received at a temperature according to law are cooled to 41°F within 4 hours.
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\*Adapted from: Report of the FDA Retail Food Program Database of Foodborne Illness Risk Factors — <http://vm.cfsan.fds.gov/~dms/retrsk.html>

**Cold Holding**

\_\_\_\_\_ PHF is maintained at 41°F or below, except during preparation, cooking, cooling, or when time is used as a public health control.

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**Hot Holding**

\_\_\_\_\_ PHF is maintained at 135°F or above, except during preparation, cooking, cooling, or when time is used as a public health control.

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**Time**

\_\_\_\_\_ Ready to eat PHF held at 41°F for 7 days, is discarded as required.  
\_\_\_\_\_ Commercially prepared, ready to eat PHF is date marked as required.

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**Separation/Segregation/Protection**

\_\_\_\_\_ Raw animal foods are kept separate from raw ready to eat food and cooked ready to eat food.  
\_\_\_\_\_ After food is served to a consumer, food is not re-served.  
\_\_\_\_\_ Food is protected from environmental contamination.

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**Food Contact Surfaces**

\_\_\_\_\_ Food contact surfaces and utensils are clean to sight and touch and sanitized before use.

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**Personnel Check List**

\_\_\_\_\_ Hands are clean and properly washed when and as required.  
\_\_\_\_\_ Personnel only eat, drink and use tobacco in designated areas.  
\_\_\_\_\_ Personnel do not work with exposed food if experiencing persistent sneezing, coughing, or runny nose.  
\_\_\_\_\_ Personnel do not use a utensil more than once to taste foods.  
\_\_\_\_\_ Personnel do not contact exposed, ready-to-eat food with bare hands.  
\_\_\_\_\_ There is a hand-washing facility conveniently located for employees.  
\_\_\_\_\_ There are hand cleansers, sanitary towels and hand drying devices in the hand washing facility.

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**Chemical Check List**

\_\_\_\_\_ No unapproved food or color additives are used.  
\_\_\_\_\_ All chemicals are properly identified, stored and used.

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**File under: FOODS AND NUTRITION**

**F-27, Safety**

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