

# County of Yolo

## DEPARTMENT OF COMMUNITY SERVICES

### Environmental Health Division

April Meneghetti, REHS  
Director of Environmental Health

292 West Beamer Street, Woodland, CA 95695  
PHONE - (530) 666-8646 FAX - (530) 669-1448

## LIMITED SERVICE CHARITABLE FEEDING OPERATION CHECKLIST OF BEST MANAGEMENT PRACTICES

The following best management practices (BMP) may apply to your operation. The Limited Service Charitable Feeding Operation (LSCFO) categories applicable for each BMP item are highlighted in yellow. By checking the "Complies" box you certify you meet these basic food safety requirements. Refer to the "Limited Service Charitable Feeding Operations Best Management Practices" document for additional details.

LSCFO Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_ City: \_\_\_\_\_

Best Management Practices	LSCFO Category				Check if Complies
FOOD SAFETY					
1. Potentially hazardous foods (PHF) are maintained at approved temperatures for hot and cold holding.	1	2	3	4	
2. Food is properly reheated.	1	2	3	4	
3. Frozen foods are properly thawed.	1	2	3	4	
4. Raw produce is properly washed in potable water.	1	2	3	4	
5. Food is from approved sources, has been maintained safe, and is fit for human consumption.	1	2	3	4	
6. All foods are stored to protect them from contamination.	1	2	3	4	
7. Food is inspected upon delivery or receipt to ensure it is wholesome and in good condition.	1	2	3	4	
8. Food removed from its original packaging and stored in a working container must be food-grade and labeled.	1	2	3	4	
9. Food is protected from consumer contamination during service and is not re-served after being in the possession of a consumer.	1	2	3	4	
10. Food is stored with newer products behind older products and expiration dates are within acceptable limits.	1	2	3	4	
11. LSCFO is knowledgeable about the major food allergens.	1	2	3	4	

#### LSCFO Category Legend:

- 1 = Storage and distribution of whole, uncut produce or pre-packaged, non PHFs in their original manufacturer's packaging (grocery only, no perishable foods)
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Best Management Practices (continued)	LSCFO Category				Check if Complies
EQUIPMENT AND UTENSILS					
12. All equipment and utensils that come in contact with food or beverages are food-grade quality, smooth, easily cleanable, and non-absorbent.	1	2	3	4	
13. Handwash facilities are maintained clean, unobstructed and accessible at all times.	1	2	3	4	
14. Accurate probe thermometers are available to measure food temperatures and are properly sanitized between uses.	1	2	3	4	
15. Refrigeration units are equipped with an accurate thermometer and proper temperatures are maintained.	1	2	3	4	
16. Food, equipment, and food-related supplies are properly stored.	1	2	3	4	
17. Equipment (i.e., utensils, tables, sinks, food containers, etc.) is clean and well maintained. Food contact surfaces are properly washed and sanitized.	1	2	3	4	
18. Equipment and utensils must be properly washed and sanitized	1	2	3	4	
19. Appropriate testing materials (test paper strips) are readily available to test sanitizing solutions/method.	1	2	3	4	
20. Utensils are protected from dirt and contamination during storage.	1	2	3	4	
WATER AND SEWAGE					
21. All kitchen and restroom sinks are in good repair and supplied with hot and cold water under pressure.	1	2	3	4	
22. All waste water is properly disposed of through either a sanitary sewer system or an approved septic system.	1	2	3	4	
23. Water used for handwashing, making ice, handling foods, and washing utensils meets safe drinking water standards and comes from an approved source (permitted well, city water supply, etc.)	1	2	3	4	
FOOD HANDLING WORKERS					
24. Food handlers are trained in proper handwashing procedures and they consistently wash their hands with soap and warm water to prevent food contamination.	1	2	3	4	
Best Management Practices (continued)	LSCFO				Check if

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	Category				Complies
25. Food handlers are not working when ill or have exposed wounds/sores.	1	2	3	4	
26. The hygiene habits of food handlers will not provide an opportunity to contaminate food.	1	2	3	4	
27. Food handlers do not use tobacco or e-cigarettes or eat during food handling activities or when inside food handling areas.	1	2	3	4	
28. Pets and live animals are excluded from food storage, preparation and service area. Service animals may be allowed.	1	2	3	4	
29. A designated area for employees' and/or volunteers' clothing and personal effects is provided.	1	2	3	4	
30. Food handlers are aware of basic food safety measures, as they relate to their given duties.	1	2	3	4	
<b>PEST CONTROL</b>					
31. The physical facilities are maintained clean and free of vermin, including rodents (rats, mice), cockroaches, and flies.	1	2	3	4	
<b>GENERAL SANITATION</b>					
32. Floors, walls, and ceilings are clean, well maintained, and in good repair (fixed facility).	1	2	3	4	
33. Toilet facilities are clean, well maintained, and in good working order.	1	2	3	4	
34. Toilet facilities have dispensers for single use paper towels (or a heated-air hand drying device), soap dispenser and toilet tissues and are fully stocked.	1	2	3	4	
35. Outside trash bins are in good repair and the lids are kept closed when not in use.	1	2	3	4	
36. Hazardous substances (cleaning supplies) are properly labeled and stored below and away from food products.	1	2	3	4	
<b>OFFSITE FOOD DISTRIBUTION</b>					
37. Offsite food distribution will meet the requirements of all local jurisdictions.	1	2	3	4	
38. Food is protected from contamination.	1	2	3	4	
<b>Best Management Practices (continued)</b>	<b>LSCFO Category</b>				<b>Check if Complies</b>
39. Extra serving utensils are available or a temporary utensil	1	2	3	4	

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wash station will be set up at the offsite distribution location.				
40. A temporary handwash station is set up prior to handling unpackaged food at the offsite distribution location.	1	2	3	4
41. Toilet facilities located near the distribution site when distribution will occur for more than one hour.	1	2	3	4

**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 submitted with 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 Section 113789, 114380, and 114381.

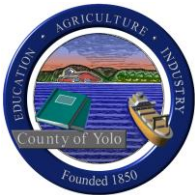
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Authorized Signature

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Date

\_\_\_\_\_  
Print Name

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## LIMITED SERVICE CHARITABLE FEEDING OPERATION BEST MANAGEMENT PRACTICES

*Relevant categories of Limited Service Charitable Feeding Organizations (LSCFO) are highlighted for each best management practice (BMP) item. See legend below.*

### FOOD SAFETY

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#### 1. Potentially hazardous foods (PHF) are maintained at approved temperatures for hot and cold holding.

- PHFs (i.e., deli meats, dairy products, cooked meats, cooked rice, cooked vegetables, etc.) are perishable and must be kept at 41°F or below for cold holding or at 135°F or above for hot holding.
  - Exception – the following may be held at 45°F or below:
    - Pasteurized milk and pasteurized milk products in their original, sealed containers.
    - Raw shell eggs.
- PHFs that are being actively prepared may be removed from proper holding temperatures for a time frame not to exceed 2 hours.
- Transportation of PHF items should not exceed 30 minutes without proper temperature control (i.e., ice, refrigeration, etc.)
- PHFs not actively cold-held or hot-held (maintained cold or hot) during food service are dispensed within 4 hours after removal from temperature controls (such as refrigeration units, ovens, crock pots, etc.)
- PHFs out of temperature for up to 4 hours should be immediately served or destroyed.

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#### 2. Food is properly reheated.

- PHFs that are reheated for hot holding shall be reheated so all parts of the food reach a temperature of 165°F for a minimum of 15 seconds within 2 hours.
- Food that is reheated to order for immediate consumption, and not for hot holding, may be reheated to any internal temperature.
- Ready-to-eat food taken from a commercially processed, hermetically sealed container must be reheated to at least 135°F prior to hot holding.

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#### 3. Frozen foods are properly thawed.

- Food may be thawed in any of the following ways:
  - Under refrigeration that maintains the food at 41°F or below.

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- Submerged under running water that is 70°F or below (for less than two hours.)
- In a microwave oven immediately prior to preparation.
- As part of the cooking process.

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**4. Raw produce is properly washed in potable water.**

- Raw produce has been washed prior to being combined with other ingredients, served or offered for human consumption in ready-to-eat form.
  - All stickers should be removed from produce prior to washing.
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**5. Food is from approved sources, has been maintained safe, and is fit for human consumption.**

- Food or ice is from an approved source.
- Liquid, frozen, dry eggs and egg products are obtained pasteurized.
- Frozen milk products, such as ice cream, are pasteurized.
- Juice as well as fluid and dry milk products are pasteurized.
- Fish is commercially and legally caught or harvested.
- Molluscan shellfish are received from sources listed in the Interstate Certified Shellfish Shippers list.
- Game animals are from an approved source.
- Food prepared in a private home is not utilized or served.
  - Exception: food prepared by a permitted micro-enterprise home kitchen operator may donate food to LSCFOs.
  - Exception: non-PHF cottage foods (such as bread, cookies, popcorn, etc.) prepared by a registered or permitted cottage food operator.
  - Exception: whole fruits or vegetables or unrefrigerated shell eggs grown by a Community Food Producer following AB1990/AB234 / CalCode 114376 requirements.
- Invoices should be maintained on site to allow verification of source.

Note: Nonpotentially hazardous beverages and baked goods may be offered for sale, sold, or given away by a nonprofit charitable organization or an established club or organization that operates under the authorization of a school for fundraising purposes at community events.

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**6. All foods are stored to protect them from contamination.**

- Food is stored at least 6 inches above floor to protect from splash, dust, vermin or other forms of contamination or adulteration.
  - Food storage area is clean, dry, and adequate for the amount of food being stored.
  - Raw produce is stored below ready-to-eat foods in all cold holding units to prevent accidental cross contamination.
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Notes: (a) Pressurized beverage containers, cased food in waterproof containers such as bottles or cans, and milk containers in plastic crates may be stored on a floor that is clean and not exposed to moisture.

(b) Food in packages and working containers may be stored less than 6 inches above the floor if stored on dollies, pallets, racks, and skids designed to be moved by hand or by conveniently available hand trucks or fork lifts to facilitate cleaning.

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**7. Food is inspected upon delivery or receipt to ensure it is wholesome and in good condition.**

- Food is inspected to ensure it was received from approved sources and is in a wholesome condition.
- Packages must be in good condition and protect the food so it is not exposed to adulteration or potential contamination. Paper containers of food may not be soiled or water-damaged.
- PHFs should not show signs of spoilage or temperature abuse.
- Cold foods should be received at 45°F or below but must then be cooled within 4 hours of receipt to a temperature of 41°F or below.
- Hot foods should be received at 135°F or above.
- Unlabeled canned foods shall not be accepted.

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**8. Food removed from its original packaging and stored in a working container must be food-grade and labeled.**

- Reusable food containers must be food-grade.
- Working containers of food or ingredients removed from original packages are identified with the common name of the food (except food that can be easily recognized, such as pasta).

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**9. Food is protected from consumer contamination during service and is not re-served after being in the possession of a consumer.**

- When food is on a table for servers to dispense to the consumer, the food shall be covered and protected.
- After being served and in the possession of a consumer, food that is unused or returned by the consumer shall not be offered as food for human consumption.
  - Exception: containers of food may be transferred from person to person IF the food is dispensed so it is protected from contamination and the container is closed between uses (e.g., narrow-neck bottle of catsup) or is in an unopened original package and monitored (e.g., packaged crackers, sugar packets).

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**10. Food is stored with newer products behind older products and expiration dates are within acceptable limits.**

- Practice First In-First Out (FIFO): Rotate food stock when receiving food by placing new products behind existing stock of food.
- Store food based on “expiration date” or “best by” dates so products with earlier dates are stored in front of later dates.
- The California Good Samaritan Food Donation Act provides protection from civil liability for foods donated from food facilities.
  - The donation of nonperishable food that is fit for human consumption but that has exceeded the labeled shelf life date recommended by the manufacturer.
  - The donation of perishable food that is fit for human consumption but that has exceeded the labeled shelf life date recommended by the manufacturer if the person that distributes the food to the end recipient makes a good faith evaluation that the food is wholesome.
- Baby food and infant formula shall not be distributed after its “use by” date on its packaging.

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**11. LSCFO is knowledgeable about the major food allergens.**

- Be aware of foods identified as major food allergens: milk and dairy products, egg and egg products, fish, crustacean shellfish, tree nuts, wheat, peanuts, and soy.
- Recommend posting a general allergen warning for consumers that food being served may contain a major food allergen.

## EQUIPMENT AND UTENSILS

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**12. All equipment and utensils that come in contact with food or beverages are food-grade quality, smooth, easily cleanable, and non-absorbent.**

- All new and replacement food-related and utensil-related equipment are certified by an ANSI accredited certification program, or if no standard exists, are approved by the local enforcement agency.
- Electrical equipment is UL listed.
- Soft wood and/or wood wicker may not be used as a food-contact surface. Hardwood cutting boards may be used.
- No enamel/ceramic/stoneware pots or pans, or lead-glazed containers may be used.
- Portable propane burners must be used appropriately.
- Clean-In-Place (CIP) equipment is self-draining or designed for effective cleaning and sanitizing.

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**13. Handwash facilities are maintained clean, unobstructed and accessible at all times.**

- Soap and paper towel dispensers (or heated-air hand drying device) are available and stocked.
- Handwash facilities shall not be used for purposes other than handwashing.

Note: For LSCFO's falling under Categories 1 or 2, hands are washed and/or sanitized using a handwash station or commercial-grade hand sanitizer.

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**14. Accurate probe thermometers are available to measure food temperatures and are properly sanitized between uses.**

- A metal probe thermometer suitable for measuring the temperature of food shall be readily available, and accessible by staff, on the premises where PHFs are held.
- The temperature measuring device with a suitable probe designed to measure the temperature of thin masses of food shall be provided to measure thin foods such as meat patties and fish filets.
- Thermometers should be easily readable and have a numerical scale in increments that are no greater than 2°F.
- Thermometers should be accurate to within plus or minus 2°F.
- Glass stem thermometers may not be used, unless they are candy thermometers encased in a shatterproof coating.
- Thermometers must be sanitized prior to use. Alcohol wipes, unscented chlorine bleach solution (100ppm), and quaternary ammonium solution (200ppm) are acceptable to use.

Note that temperatures of pre-packaged, refrigerated foods may be measured by placing a probe thermometer in between stacked, unopened packages or use of an infrared thermometer to measure surface temperatures.

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**15. Refrigeration units are equipped with an accurate thermometer and proper temperatures are maintained.**

- Refrigeration units must be maintained at proper temperatures:
  - Refrigerators maintain a temperature 41°F or below.
  - Freezers maintain food in a frozen state, typically 30°F or below.
- A readily visible thermometer is provided and placed in the warmest part of each refrigeration unit.
- A permanently affixed thermometer in cold holding equipment used for PHFs is readily visible.

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**16. Food, equipment, and food-related supplies are properly stored.**

- Food and equipment may not be stored in restrooms, garages, outdoor open and/or unenclosed sheds, or unenclosed areas.
- Food must be stored in a manner to prevent vermin access or cross contamination.
- Provide a separate area to store damaged, spoiled or recalled food that is intended to be returned or discarded.

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