



BROOMFIELD HEALTH & HUMAN SERVICES
Public Health Division
Environmental Health
Food Protection Program

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FOOD HANDLING QUESTIONNAIRE

Please complete this questionnaire with as much detail as possible. Answers to the following will determine if your food handling techniques are consistent with proper food safety and public health protection. Since it has been shown that the majority of foodborne illness outbreaks are contributed to errors in food handling (e.g., improper cooling, reheating, etc.), it is important that proper procedures be employed from the start of operation of the food service establishment.

Potentially Hazardous Foods (PHF's) are defined as those foods, which will support the growth of foodborne illness causing bacteria, have high moisture and protein content and a low amount of acidity. PHF's that have been frequently identified as vehicles of a foodborne illness, include meat, poultry, seafood, dairy products, cooked rice/potatoes/beans, soups and gravies, potato and other combination salads. The definition does not include commercial hard cheeses, commercially prepared mayonnaise or salad dressings, raw vegetables or fruits (except cut melons and sprouts).

1. Cooling of Potentially Hazardous Foods

Will any potentially hazardous food be cooled? Yes ____ No ____

If yes, explain in detail how you are cooling foods:

A. Technique:

B. Time, if any foods are allowed to pre-cool at room temperature:

C. List types of containers used, and the level of food placed in these containers to cool:

D. Are foods covered during the cooling process? Yes ____ No ____

E. How will the process be monitored?

F. If using an ice bath, at what temperature is the food placed in the refrigerator? How often are foods being stirred; what level is the ice in relation to the food; how often is the food monitored for temperature?

2. Reheating Potentially Hazardous Foods (Complete this area if you answered "Yes" to 1 above.)

If you are going to reheat PHF's, please describe the process and include:

A. Equipment used for reheating (stove, convection oven, etc.):

B. Total amount of time taken to reheat before service or hot holding:

C. Temperature food will be reheated to: _____

D. How will the process be monitored?

3. Hot and Cold Holding of PHF's

If you are going to be holding hot or cold PHF's, describe:

A. The temperature of PHFs before they are placed into hot holding units (steam tables, hot cases, etc.) or cold holding units other than refrigerators (salad bars, cold wells, ice storage, refrigerated drawers, etc.)

B. What will the internal temperature of PHFs in hot or cold holding units to be maintained throughout the day?

C. How will the process be monitored?

D Will catering be conducted? 'Yes ____ No ____ If yes, what equipment will be provided to maintain food at proper temperatures during transport?

E. Will food be transported or delivered to another location? ____ Yes ____ No
If yes, what equipment will be provided to maintain food at proper temperatures during transport?

F. Will vacuum packaging be conducted in the establishment? ____ Yes ____ No
If yes, please provide the required HACCP Plan for each category of food to be vacuum packaged:

4. Personnel Hygiene

Describe how the hygiene of personnel will be addressed in your establishment and include:

A. Policy on where and when hand washing occurs, including after handling raw meats and/or seafood.

B. Policy for ill food service workers:

C. How will employees limit the amount of direct hand contact with food?

5. Cooking Temperatures

Beef _____
Poultry _____
Fish/Shellfish _____

Casseroles _____
Pork _____
Ground Beef _____

A. How will the cooking temperatures of these and other foods be monitored?

6. Cleaning and Sanitization Procedures

A. Describe the type and concentration of sanitizer used:

B. How will the meat-slicer, cutting boards and other in-use utensils be cleaned and sanitized after becoming contaminated? How often?

7. Additional Food Handling Information:

A. How will frozen foods be thawed?

B. Will raw meats, poultry, and seafood be stored/displayed in the same refrigerator with cooked, ready-to-eat foods? ____ Yes ____ No If yes, how will they be store to prevent cross contamination?

C. Where will produce be washed? Prepared?

D. What will be done with food left over at the end of the day (cooked or not)?

E. Where will fresh water tanks be filled?

F. Where will wastewater tanks be emptied?

G. How and when will the cart be moved?

8. Please submit with packet on separate pages the additional information:

A. A complete menu

B. List of all food service related equipment including make and model number (See Appendix A)

9. Facility Floor Plan:

Floor plan drawn must be drawn to scale, including the layout of all sinks, refrigerators, equipment, etc. (See attached example of a detailed floor plan drawing to use as a guide.)

A. The floor plan must include location and identification of all equipment and areas including:

1. Sinks -
 - a) Hand sink(s) - Number provided, including restrooms _____
 - b) Food preparation sink(s):
Provided: ___ Commissary ___ Not Applicable ___
 - c) Ware-washing (3-compartment) sink(s) - Provided: ___ Commissary ___
2. Dry food storage area(s) – Required
3. Refrigerated Food Storage – Required if potential hazardous foods are present
4. Storage for employee personal items - Required
6. Chemical storage area(s) - Required
7. Water Heater Location – Required
8. Outdoor cooking - Provided _____ Not Applicable_____
9. Location of Water Tank(s) – Required
10. Location of Waste Retention Tank(s) – Required
11. Recycle/Damaged/Returned goods location - Provided ___ Not Applicable_____
12. Ice bins / ice machines - Provided _____ Not Applicable _____
13. Dipper wells - Provided _____ Not Applicable _____