

The *Montana* FOOD STAR™ Award Program

The *Montana* FOOD STAR™ Award Program has been developed by the Montana Department of Public Health and Human Services Food and Consumer Safety Section (MT DPHHS/FCSS) as a means to recognize those food service establishments that utilize Active Managerial Control to ensure the safety of the food in their establishments. Establishments will be recognized for developing and using documented and approved procedures, training management and staff, performing self-inspections, and implementing corrective actions.

The benefits to participating in the *Montana* FOOD STAR™ Award program include providing safer products to your customers and public recognition for doing so. Your accomplishment in meeting the *Montana* FOOD STAR™ Award standards will be acknowledged and promoted by the MT DPHHS/FCSS in newspapers, the Montana Vacation Planner magazine, on the Visit Montana website, and on the MT DPHHS/FCSS website. In addition, establishments may receive public recognition for their participation in the *Montana* FOOD STAR™ Award program from their local health department and community.

Achieving Active Managerial Control

An Active Managerial Control Plan will focus on the risk factors identified by the U.S. Centers for Disease Control and Prevention (CDC) that can be managed successfully to prevent foodborne illness. These areas must be addressed in your Active Managerial Control Plan:

1. Employee Training
2. Time and Temperature Control
3. Employee Health and Personal Hygiene
4. Cross Contamination
5. Cleaning and Sanitizing

The *Montana* FOOD STAR™ Award Team will assist you by providing information to you and your staff on the principles and practices of Active Managerial Control. The *Montana* FOOD STAR™ Award Team will also assist you in the development of a food safety management system for your establishment.

To begin creating your Active Managerial Control Plan and enroll in the *Montana* FOOD STAR™ *Award* program:

1. Contact your local health department or MT DPHHS/FCSS for the *Montana* FOOD STAR™ *Award* application materials.
2. Write your Active Managerial Control Plan.
3. Test the effectiveness of your plan and make adjustments as necessary.
4. Complete the *Montana* FOOD STAR™ *Award* application.
5. Contact the local health department or MT DPHHS/FCSS to request a verification inspection. If the Active Managerial Control Plan requires modification or adjustments the local health department or MT DPHHS/FCSS will work with you to successfully complete the requirements.
6. Submit the *Montana* FOOD STAR™ *Award* application.

After verification and approval, the *Montana* FOOD STAR™ *Award* Team will:

- Officially enter you into the program
- Present to you your *Montana* FOOD STAR™ *Award* Certificate and annual seal
- Provide table tents to inform your customers of your accomplishment
- Provide information to the press concerning your enrollment into the program
- Verify the effectiveness of your Active Managerial Control Plan annually for your continued participation in the *Montana* FOOD STAR™ *Award* program

If you have additional questions about the benefits and requirements of the *Montana* FOOD STAR™ *Award* program, you may contact your local health department or MT DPHHS/FCSS at (406)444-2089.

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Employee Training Program Component Description

I. Certified Food Protection Manager and Person In Charge

Establishments shall have a minimum of one employee currently certified as a Food Protection Manager on staff at all times. In addition, establishments shall designate a Person In Charge during all hours of operation. The Person In Charge may be the Certified Food Protection Manager or another employee who is knowledgeable in the areas described below.

A. Nationally Accredited Certified Food Protection Manager Programs

- ServSafe Examination of the National Restaurant Association Educational Foundation
- The Certified Professional Food Managers Examination of Experior Assessments
- The National Food Registry of Food Safety Professionals

B. Competencies of Certified Food Protection Managers and Persons In Charge

Certified Food Protection Managers (CFPM) and/or designated Persons In Charge of food service establishments shall be able to:

- (i) Describe the relationship between the prevention of foodborne illness and the personal hygiene of an employee;
- (ii) Explain the CFPM and/or Person In Charge's responsibility for preventing the transmission of foodborne illness by an employee who has a disease or medical condition that may cause foodborne illness;
- (iii) Describe the symptoms associated with illness that are transmissible through food;
- (iv) Explain the significance of the relationship between maintaining the time and temperature of potentially hazardous food and the prevention of foodborne illness;
- (v) Explain the hazards involved in the consumption of raw or undercooked meat, poultry, eggs, and fish;
- (vi) State the required food temperatures and times for safe cooking of potentially hazardous food including meat, poultry, eggs, and fish;
- (vii) State the required temperatures and times for the safe refrigerated storage, hot holding, cooling and reheating of potentially hazardous food;
- (viii) Describe the relationship between the prevention of foodborne illness and the management and control of the following:
 1. cross contamination;
 2. hand contact with ready-to-eat foods;
 3. handwashing; and

4. maintaining the food service establishment in a clean condition and in good repair.
- (ix) Describe foods identified as major food allergens and the symptoms that a major food allergen could cause in a sensitive individual who has an allergic reaction;
 - (x) Explain the relationship between food safety and providing equipment that is:
 1. sufficient in number and capacity; and
 2. properly designed, constructed, located, installed, operated, maintained, and cleaned.
 - (xi) Explain correct procedures for cleaning and sanitizing utensils and food contact surfaces of equipment;
 - (xii) Identify the source of water used and measures taken to ensure that it remains protected from contamination such as providing protection from backflow and precluding the creation of cross connections;
 - (xiii) Identify poisonous or toxic materials in the food service establishment and the procedures necessary to ensure that they are safely stored, dispensed, used, and disposed of according to Montana rule;
 - (xiv) Identify critical control points in the operation from purchasing through sale or service that when not controlled may contribute to the transmission of foodborne illness and explaining steps taken to ensure that the points are controlled in accordance with the requirements of the Montana rule;
 - (xv) Explain the details of how the CFPM, Person In Charge and employees comply with the HACCP plan if a plan is required by 37.110.254 ARM.
 - (xvi) Explain the responsibilities, rights, and authorities assigned by the Montana Administration Rules for Food Service Establishments to the:
 1. Employee;
 2. Person In Charge;
 3. Certified Food Protection Manager; and
 - (xvii) Explain how the Person In Charge, employees, and Certified Food Protection Manager comply with reporting responsibilities and exclusion or restriction of food service establishment employees.

C. Duties and Responsibilities of Certified Food Protection Managers and Persons In Charge

Certified Food Protection Managers and Persons In Charge must be able to demonstrate the *Montana FOOD STAR™ Award* program required knowledge in the following minimum duties:

- (i) Food establishment operations are not conducted in a private home or in a room used as living or sleeping quarters as specified under 37.110.232 ARM;
- (ii) Persons unnecessary to the food establishment operation are not allowed in the food preparation, food storage, or warewashing areas, except that brief visits and tours may be authorized by the CFPM or Person In Charge if steps are taken to ensure that exposed food; clean equipment, utensils, and linens; and unwrapped single-service and single-use articles are protected from contamination;
- (iii) Employees are effectively cleaning their hands, as evidenced by routine monitoring and documentation of employees' handwashing behavior;
- (iv) Employees are visibly observing foods as they are received to determine that they are from approved sources, delivered at the required temperatures, protected from contamination, unadulterated, and accurately presented, by routinely monitoring the employees' observations and periodically evaluating foods upon their receipt;
- (v) Employees are properly cooking potentially hazardous food (time/temperature control for safety foods), being particularly careful in cooking those foods known to cause severe foodborne illness and death, such as eggs and comminuted meats, through daily oversight of the employees' routine monitoring of the cooking temperatures using appropriate temperature measuring devices properly scaled and calibrated.
- (vi) Employees are using proper methods to rapidly cool potentially hazardous food (time/temperature control for safety foods) that are not held hot or are not for consumption within 4 hours, through daily oversight of the employees' routine monitoring of food temperatures during cooling;
- (vii) Consumers who order raw or partially cooked ready-to-eat foods of animal origin are informed that the food is not cooked sufficiently to ensure its safety;
- (viii) Employees are properly sanitizing cleaned multiuse equipment and utensils before they are reused, through routine monitoring of solution temperature and exposure time for hot water sanitizing, and chemical concentration, pH, temperature, and exposure time for chemical sanitizing;
- (ix) Consumers are notified that clean tableware is to be used when they return to self-service areas such as salad bars and buffets;
- (x) Except when approval is obtained from the regulatory authority, employees are preventing cross-contamination of ready-to-eat food with bare hands by properly using suitable utensils such as deli tissue, spatulas, tongs, single-use gloves, or dispensing equipment;
- (xi) Employees are properly trained in food safety as it relates to their assigned duties; and
- (xii) Employees and conditional employees are informed of their responsibility to report, in accordance with law, to the CFPM or Person In Charge, information about their health and activities as they relate to diseases that are transmissible through food.

III. Employee Training

Establishments shall provide periodic training and education for all employees. All employee training shall be documented in the form of: certificates, cards, or sign-in-sheets. Management shall keep all training documentation in the employee's file for the duration of their employment with the establishment.

Employee training may be provided in the form of:

- In-house training;
- Health Department training classes; and/or
- Online training/education.

A. Employee Training Content

Training for employees shall reinforce the concept that certain behaviors and practices are more likely to cause foodborne illness. Training content will describe appropriate and inappropriate behaviors and practices and shall include, but not be limited to, the following topics and learning objectives.

1. Foodborne Illness Learning Objectives:

- (i) Understand what a foodborne illness is;
- (ii) Understand how food can become unsafe; and
- (iii) Identify potentially hazardous foods;

2. Personal Hygiene Learning Objectives:

- (i) Demonstrate the correct technique for handwashing;
- (ii) Identify the situations when employees must wash their hands;
- (iii) Understand that fingernails must be trimmed short, be absent from nail polish and be kept clean;
- (iv) Identify appropriate and inappropriate personal hygiene practices;
- (v) Understand that plastic gloves are capable of spreading germs and do not substitute for proper handwashing; and
- (vi) Understand that smoking, eating, drinking, and chewing tobacco is prohibited in food preparation and food and utensil storage areas.

3. Employee Health Learning Objectives:

- (i) Identify the symptoms of illness that warrant exclusion from work; and
- (ii) Understand why working with certain symptoms of illness is prohibited.

4. Cross Contamination Learning Objectives:

- (i) Define and identify situations where cross contamination could occur;
- (ii) Identify cross contamination prevention methods; and
- (iii) Understand why cross contamination should be prevented.

5. Cleaning and Sanitizing Learning Objectives:

- (i) Describe the difference between cleaning and sanitizing;
- (ii) Describe how to mix an effective sanitizing solution;
- (iii) Describe the correct use of a three compartment sink;
- (iv) Identify when utensils and equipment must be cleaned and sanitized;
- (v) Describe the correct method of cleaning and sanitizing equipment and utensils; and
- (vi) Describe how to correctly store cleaning supplies.

6. Temperature Control Learning Objectives:

- (i) Identify minimum internal cooking temperatures for various foods;
- (ii) Understand why foods have minimum internal cooking temperatures;
- (iii) Identify the correct temperatures for hot and cold holding of foods;
- (iv) Identify the proper methods for thawing foods;
- (v) Identify the proper methods for cooling foods;
- (vi) Identify the proper methods for reheating foods;
- (vii) Understand why proper thawing, cooking, cooling, and reheating of foods helps to prevent bacterial growth and foodborne illness;
- (viii) Identify the different types of thermometers;
- (xi) Describe the different uses of the different types of thermometers;
- (x) Describe and demonstrate how to use a thermometer; and
- (xi) Describe and demonstrate how to calibrate a thermometer.

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Employee Health & Personal Hygiene Component Description

I. Employee Health Policy

Establishments shall develop a written employee health policy that includes:

A. Reporting and Documentation

- (i) Conditional employees and employees must complete the “Applicant and Food Employee Interview” form or similar documentation;
- (ii) Conditional employees and employees must complete the “Food Employee Reporting Agreement” form or similar documentation;
- (iii) Conditional employees and employees must report symptoms of diarrhea, jaundice, lesions, sore throat with a fever and/or vomiting to their Manager or Person In Charge;
- (iv) Conditional employees and employees must report a current diagnosis of *Campylobacter enteritis*, *Cryptosporidiosis*, *E. coli enteritis*, *Giardiasis*, Hemolytic Uremic Syndrome, *Hepatitis A*, *Norovirus*, *Salmonellosis*, *Shigellosis*, *Streptococcus pyogenes*, or Typhoid Fever to their Manager or the Person In Charge;
- (v) Establishments shall notify the local Health Officer when a conditional employee or an employee is diagnosed with *Campylobacter enteritis*, *Cryptosporidiosis*, *E. coli enteritis*, *Giardiasis*, Hemolytic Uremic Syndrome, *Hepatitis A*, *Salmonellosis*, *Shigellosis*, Typhoid fever; and
- (vi) Establishments shall have a medical provider complete the “Conditional Employee or Food Employee Medical Referral” form when a conditional employee or an employee:
 - Is chronically suffering from a symptom such as diarrhea; or
 - Currently has *Norovirus*, typhoid fever (*Salmonella Typhi*), *Shigellosis*, *E. coli enteritis*, or *Hepatitis A*; or
 - Reports past illness involving typhoid fever (*Salmonella Typhi*) within the last three months.
- (vii) Management must keep the above mentioned documents in the employee’s file for the duration of their employment with the establishment.

B. Exclusion

- (i) Any employee with symptoms of diarrhea, jaundice, lesions, sore throat with a fever and/or vomiting must be excluded from work until the requirements in section (C)(i), Return to Work, are met.
- (ii) Any employee that is diagnosed with *Campylobacter enteritis*, *Cryptosporidiosis*, *E. coli enteritis*, *Giardiasis*, Hemolytic Uremic Syndrome, *Hepatitis A*, *Norovirus*, *Salmonellosis*, *Shigellosis*, or Typhoid Fever must be excluded from work until the requirements in section (C)(ii), Return to Work, are met.

C. Return to Work

- (i) Employees excluded from the establishment because of illness, but were **not** seen by a health practitioner or were seen by a health practitioner and **not** diagnosed with an illness listed in section (C)(ii), but had exhibited symptoms of:
 - a. Diarrhea, may return to work being symptom free for 48 hours.
 - b. Vomiting, may return to work being symptom free for 48 hours.
 - c. Sore throat with a fever, may return to work after having at least one negative throat culture for *Streptococcus pyogenes*, or is otherwise determined by a health practitioner to be free of a *Streptococcus pyogenes* infection.
 - d. Jaundice, may return to work seven days after the onset of symptoms, or is determined by a health practitioner to be free of a *Hepatitis A* virus infection.
 - e. Lesions, may return to work when the infected wound, cut, or pustular boil is properly covered with one of the following:
 - An impermeable cover such as a finger cot or stall and a single-use glove over the impermeable cover if the infected wound or pustular boil is on the hand, finger, or wrist;
 - An impermeable cover on the arm if the infected wound or pustular boil is on another part of the body.
 - A dry, durable, tight-fitting bandage if the infected wound or pustular boil is on another part of the body.

(iii) Employees excluded from the establishment because of a diagnosis of:

Campylobacter enteritis may return to work after the symptoms of illness cease and, if determined necessary by the local health officer, evidence that a stool specimen is clear of the organism causing *Campylobacter* diarrhea is provided.

Cryptosporidiosis may return to work after the symptoms of illness cease and, if determined necessary by the local health officer, evidence that a stool specimen is clear of the organism causing *Cryptosporidiosis* is provided.

Escherichia coli 0157:H7 enteritis may return to work after two consecutive stool cultures, taken at least 24 hours apart and no sooner than 48 hours after antimicrobial treatment is discontinued, are negative for *Escherichia coli 0157:H7 enteritis*.

Giardiasis may return to work after three consecutive stool cultures obtained on three consecutive days are negative for *Giardiasis*.

Hemolytic Uremic Syndrome may return to work after two consecutive stool cultures, taken at least 24 hours apart and no sooner than 48 hours after antimicrobial treatment is discontinued, are negative for *Escherichia coli 0157:H7 enteritis*.

Hepatitis Type A may return to work five days after the onset of jaundice.

Norovirus may return to work after being symptom free for at least 48 consecutive hours.

Salmonellosis may return to work after two consecutive stool cultures, taken at least 24 hours apart and no sooner than 48 hours after treatment is discontinued, are negative for *Salmonella* organisms.

Shigellosis may return to work after two consecutive stool cultures, taken at least 24 hours apart and no sooner than 48 hours after treatment is discontinued, are negative for *Shigella* organisms.

Streptococcus pyogenes may return to work after receiving antibiotic therapy for the *Streptococcus pyogenes* infection for more than 24 hours, or is otherwise determined by a health practitioner to be free of a *Streptococcus pyogenes* infection.

Typhoid Fever may return to work after specific therapy for the fever has been completed and at least three consecutive stool cultures are negative for *Salmonellosis typhi*, the first taken one month after therapy is discontinued and followed by the other two at no less than one-week intervals.

II. Personal Hygiene Policy

Establishments shall develop a written employee personal hygiene policy that includes:

A. Acceptable Practices

Examples of acceptable personal hygiene practices are:

- Showering or bathing daily
- Trimmed and cleaned fingernails
- Not wearing nail polish or false nails
- Not wearing jewelry on hands and arms
- Wearing clean clothes

B. Unacceptable Practices

Examples of unacceptable personal hygiene practices are:

- Wearing a dirty uniform;
- Spitting in the establishment; and
- Smoking, eating, or drinking from an uncovered container while preparing or serving food or while in areas where food is prepared or where equipment and utensils are washed.

In addition, the following practices are considered unacceptable when not immediately followed by thorough handwashing;

- Scratching any body part;
- Running fingers through the hair;
- Wiping or touching the nose;
- Rubbing an ear;
- Touching a pimple or an open sore; and
- Coughing or sneezing into the hand.

III. Handwashing Plan

Establishments shall develop a written handwashing plan that includes:

A. Training

Employees shall be trained on when, where, why and how handwashing should occur.

B. Signage

Establishments shall provide handwashing signage at all approved handwashing sinks.

C. Review

Establishments shall conduct periodic reviews of employee compliance with the written handwashing plan and provide retraining as needed.

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Time & Temperature Control Component Description

Establishments shall develop a written plan to control the temperature of food and the time food is in those temperatures. This plan shall include:

I. Identification

- (i) Establishments shall identify all potentially hazardous food used;
- (ii) Establishments shall identify all points in the flow of food where time and temperature abuse may occur;
- (iii) Establishments shall identify critical limits; and
- (iv) Establishments shall identify control measures for critical limits.

II. Monitoring

Establishments shall implement monitoring procedures, record-keeping and evaluation systems as needed to ensure that the time and temperature control plan is being followed.

III. Consumer Advisory

Establishments shall refrain from serving raw or undercooked foods of animal origin or shall disclose to consumers which menu items contain raw or undercooked ingredients.

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Cross Contamination Risk Reduction Component Description

Establishments shall develop a written standard operating procedure (SOP) for the risk reduction risk for cross contamination. This procedure shall include:

I. Identification

Establishments shall identify the points in the flow of food where foods may be contaminated by personnel, other foods or foreign substances.

II. Controls

- (i) Establishments shall establish controls to prevent contamination at the identified points in the flow of food; and
- (ii) Establishments shall implement procedures to eliminate bare hand contact with ready-to-eat foods where practical.

III. Corrective Action

- (i) Establishments shall develop criteria for corrective action when problems occur; and
- (ii) Establishments shall develop corrective action plans.
- (iii) Establishments shall implement corrective action plans as necessary.

IV. Monitoring

Establishments shall implement monitoring and evaluation systems as needed to ensure that procedures are being followed.

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Cleaning & Sanitizing Component Description

Establishments shall develop a written standard operating procedure (SOP) for cleaning and sanitizing. This procedure shall include:

I. Methods

Establishments shall identify and establish acceptable methods of cleaning and sanitizing in all areas of the establishment that includes, but is not limited to:

- (i) Type of cleaning agent to be used;
- (ii) Type of sanitizing solution to be used; and
- (iii) Concentration of sanitizing solution to be used.

II. Schedule

Establishments shall develop a schedule for cleaning and sanitizing equipment and utensils.

III. Corrective Action

- (i) Establishments shall develop criteria for corrective action when problems occur;
- (ii) Establishments shall develop corrective action plans; and
- (iii) Establishments shall implement corrective actions plans as necessary.

IV. Monitoring

Establishments shall implement monitoring, record-keeping and evaluation systems as needed to ensure that procedures are being followed.

Definitions:

Accredited Program.

(1) "**Accredited program**" means a food protection manager certification program that has been evaluated and listed by an accrediting agency as conforming to national standards for organizations that certify individuals.

(2) "**Accredited program**" refers to the certification process and is a designation based upon an independent evaluation of factors such as the sponsor's mission; organizational structure; staff resources; revenue sources; policies; public information regarding program scope, eligibility requirements, re-certification, discipline and grievance procedures; and test development and administration.

(3) "**Accredited program**" does not refer to training functions or educational programs

“Active Managerial Control” means the purposeful incorporation of specific actions or procedures by industry management into the operation of their business to attain control over foodborne illness risk factors. It embodies a preventive rather than reactive approach to food safety through a continuous system of monitoring and verification.

There are many tools that can be used by industry to provide active managerial control of risk factors. Elements of an effective food safety management system may include the following:

- Certified Food Protection Managers who have shown a proficiency of required information by passing a test that is part of an accredited program
- Standard operating procedures (SOPs) for performing critical operational steps in a food preparation process such as cooling
- Recipe cards that contain the specific steps for preparing a food item and the food safety critical limits such as final cooking temperatures that need to be monitored and verified
- Purchasing specifications
- Equipment and facility design and maintenance
- Monitoring procedures
- Record keeping
- Employee health policy for restricting or excluding ill employees
- Manager and employee training
- On-going quality control and assurance
- Specific goal-oriented plans, like Risk Control Plans (RCPs), that outline procedures for controlling specific foodborne illness risk factors

Asymptomatic.

(1) "**Asymptomatic**" means without obvious symptoms; not showing or producing indications of a disease or other medical condition, such as an individual infected with a pathogen but not exhibiting or producing any signs or symptoms of vomiting, diarrhea, or jaundice.

(2) "**Asymptomatic**" includes not showing symptoms because symptoms have resolved or subsided, or because symptoms never manifested.

"Certified Food Protection Manager" means an employee who has successfully passed one of the following Nationally Accredited Certified Food Protection Manager examinations:

- ServSafe Examination of the National Restaurant Association Educational Foundation
- The Certified Professional Food Managers Examination of Experior Assessments
- The National Food Registry of Food Safety Professionals

CIP.

(1) "**CIP**" means cleaned in place by the circulation or flowing by mechanical means through a piping system of a detergent solution, water rinse, and sanitizing solution onto or over equipment surfaces that require cleaning, such as the method used, in part, to clean and sanitize a frozen dessert machine.

(2) "**CIP**" *does not include the cleaning of equipment such as band saws, slicers, or mixers that are subjected to in-place manual cleaning without the use of a CIP system.*

Comminuted.

(1) "**Comminuted**" means reduced in size by methods including chopping, flaking, grinding, or mincing.

(2) "**Comminuted**" includes fish or meat products that are reduced in size and restructured or reformulated such as gefilte fish, gyros, ground beef, and sausage; and a mixture of 2 or more types of meat that have been reduced in size and combined, such as sausages made from 2 or more meats.

"Conditional Employee" means a potential employee to whom a job offer is made, conditional on responses to subsequent medical questions or examinations designed to identify potential employees who may be suffering from a disease that can be transmitted through food and done in compliance with Title 1 of the Americans with Disabilities Act of 1990.

"Critical control point" means a point or procedure in a specific food system where loss of control may result in an unacceptable health risk.

"Critical limit" means the maximum or minimum value to which a physical, biological, or chemical parameter must be controlled at a critical control point to minimize the risk that the identified food safety hazard may occur.

"Disclosure" means a written statement that clearly identifies the animal-derived foods which are, or can be ordered, raw, undercooked, or without otherwise being processed to eliminate pathogens, or items that contain an ingredient that is raw, undercooked, or without otherwise being processed to eliminate pathogens.

"Employee" means the permit holder, Certified Food Protection Manager, Person In Charge, food employee, person having supervisory or management duties, person on the payroll, family member, volunteer, person performing work under contractual agreement, or other person working in a food establishment.

"Exclude" means to prevent a person from working as an employee in a food establishment or entering a food establishment as an employee.

"Food employee" means an individual working with unpackaged food, food equipment or utensils, or food-contact surfaces.

Food Establishment.

(1) **"Food establishment"** means an operation that stores, prepares, packages, serves, vends, or otherwise provides food for human consumption:

(a) Such as a restaurant; satellite or catered feeding location; catering operation if the operation provides food directly to a consumer or to a conveyance used to transport people; market; vending location; conveyance used to transport people; institution; or food bank; and

(b) That relinquishes possession of food to a consumer directly, or indirectly through a delivery service such as home delivery of grocery orders or restaurant takeout orders, or delivery service that is provided by common carriers.

(2) **"Food establishment"** includes:

(a) An element of the operation such as a transportation vehicle or a central preparation facility that supplies a vending location or satellite feeding location *unless the vending or feeding location is permitted by the regulatory authority*; and

(b) An operation that is conducted in a mobile, stationary, temporary, or permanent facility or location; where consumption is on or off the premises; and regardless of whether there is a charge for the food.

"Montana FOOD STAR™ Award Team" may include representatives from any of the following:

- The Montana Department of Public Health and Human Services Food and Consumer Safety Section (MT DPHHS/FCSS)
- The Yellowstone City-County Health Department (YCCHD)
- Previous *Montana FOOD STAR™ Award* recipients
- Other representatives as appointed by MT DPHHS/FCSS

"Person in charge" means the individual present at a food establishment who is responsible for the operation at the time of inspection.

Potentially Hazardous Food (Time/Temperature Control for Safety Food).

(1) **"Potentially hazardous food (time/temperature control for safety food)"** means a food that requires time/temperature control for safety (TCS) to limit pathogenic microorganism growth or toxin formation.

Ready-to-Eat Food.

(1) **"Ready-to-eat food"** means food that:

(a) Is in a form that is edible without additional preparation to achieve food safety, as specified under one of the following: ¶ 3-401.11(A) or (B), § 3-401.12, or § 3-402.11, or as specified in ¶ 3-401.11(C); or

(b) Is a raw or partially cooked animal food and the consumer is advised as specified in Subparagraphs 3-401.11(D)(1) and (2); or

(c) Is prepared in accordance with a variance that is granted as specified in Subparagraphs 3-401.11(D) and (3); and

(d) May receive additional preparation for palatability or aesthetic, epicurean, gastronomic, or culinary purposes.

(2) **"Ready-to-eat food"** includes:

(a) Raw animal food that is cooked as specified under § 3-401.11 or 3-401.12, or frozen as specified under § 3-402.11;

(b) Raw fruits and vegetables that are washed as specified under § 3-302.15;

(c) Fruits and vegetables that are cooked for hot holding, as specified under § 3-401.13;

(d) All potentially hazardous foods (time/temperature control for safety food) that is cooked to the temperature and time required for the specific food under Subpart 3-401 and cooled as specified under § 3-501.14;

(e) Plant food for which further washing, cooking, or other processing is not required for food safety, and from which rinds, peels, husks, or shells, if naturally present are removed;

(f) Substances derived from plants such as spices, seasonings, and sugar;

(g) A bakery item such as bread, cakes, pies, fillings, or icing for which further cooking is not required for food safety;

(h) The following products that are produced in accordance with USDA guidelines and that have received a lethality treatment for pathogens: dry, fermented sausages, such as dry salami or pepperoni; salt-cured meat and poultry products, such as prosciutto ham,

country cured ham, and Parma ham; and dried meat and poultry products, such as jerky or beef sticks; and

(i) Foods manufactured as specified in 21 CFR Part 113, Thermally Processed Low-Acid Foods Packaged in Hermetically Sealed Containers.

"Regulatory authority" means the local, state, or federal enforcement body or authorized representative having jurisdiction over the food establishment.

"Restrict" means to limit the activities of a food employee so that there is no risk of transmitting a disease that is transmissible through food and the food employee does not work with exposed food, clean equipment, utensils, linens, or unwrapped single-service or single-use articles.

"Risk" means the likelihood that an adverse health effect will occur within a population as a result of a hazard in a food.

"Sanitization" means the application of cumulative heat or chemicals on cleaned food-contact surfaces that, when evaluated for efficacy, is sufficient to yield a reduction of 5 logs, which is equal to a 99.999% reduction, of representative disease microorganisms of public health importance.

"Tableware" means eating, drinking, and serving utensils for table use such as flatware including forks, knives, and spoons; hollowware including bowls, cups, serving dishes, and tumblers; and plates.

"Temperature measuring device" means a thermometer, thermocouple, thermistor, or other device that indicates the temperature of food, air, or water.

"Utensil" means a food-contact implement or container used in the storage, preparation, transportation, dispensing, sale, or service of food, such as kitchenware or tableware that is multiuse, single-service, or single-use; gloves used in contact with food; temperature sensing probes of food temperature measuring devices; and probe-type price or identification tags used in contact with food.

"Variance" means a written document issued by the regulatory authority that authorizes a modification or waiver of one or more requirements of this Code if, in the opinion of the regulatory authority, a health hazard or nuisance will not result from the modification or waiver.

"Warewashing" means the cleaning and sanitizing of utensils and food-contact surfaces of equipment.

Montana FOOD STAR™ Award Progress Form

Food Purveyors License # _____

Establishment Name: _____

Address: _____
(City) (Zip Code)

Owner (s): _____
(Name) (Phone Number)

Managers(s): _____
(Name) (Phone Number)

Award Component	Date Submitted	Date Approved	Annual Verification
Employee Training Program			
Time & Temperature Control			
Employee Health & Personal Hygiene			
Cross Contamination			
Cleaning & Sanitizing			
<i>Montana FOOD STAR™ Award</i>			

Montana FOOD STAR™ Award

Employee Training Program Component Application

Date _____

Food Purveyors License # _____

Establishment Name: _____

Address: _____
(City) (Zip Code)

Owner (s): _____
(Name) (Phone Number)

Manager (s): _____
(Name) (Phone Number)

Certified Food Protection Manager

Employee Name

Certification Date

Employee Education

Type of Documentation: Certificates Cards Sign-in Sheets

Type of Training:

When is Training Provided?

- In-house training
- Health Department Training
- Online Training/Education

Montana FOOD STAR™ Award

Employee Health & Personal Hygiene Component Application

Date _____

Food Purveyors License # _____

Establishment Name: _____

Address: _____
(City) (Zip Code)

Owner (s): _____
(Name) (Phone Number)

Manager (s): _____
(Name) (Phone Number)

Employee Health Policy

- 1. The written employee health policy includes an employee illness reporting procedure: Yes No
- 2. The written employee health policy includes symptoms of illness that warrant exclusion or restriction from work: Yes No
- 3. The written employee health policy includes exclusion from work procedures: Yes No
- 4. The written employee health policy includes return to work procedures: Yes No
- 5. The written employee health policy includes documentation procedures: Yes No

Employee Personal Hygiene Policy

1. The written personal hygiene policy includes acceptable hygiene practices: Yes No
2. The written personal hygiene policy includes unacceptable hygiene practices: Yes No

Handwashing Plan

Employee training is provided for the following situations regarding handwashing:

- When Yes No
- Where Yes No
- Why Yes No
- How Yes No
- Handwashing signage is provided at all approved handwashing sinks: Yes No
- Employee compliance with the handwashing plan is periodically reviewed: Yes No

Montana FOOD STAR™ Award

Time & Temperature Control Component Application

Date _____

Food Purveyors License # _____

Establishment Name: _____

Address: _____
(City) (Zip Code)

Owner (s): _____
(Name) (Phone Number)

Manager (s): _____
(Name) (Phone Number)

Identification

- 1. Identification of all potentially hazardous foods used: Yes No
- 2. Identification of all points in the flow of food where time and temperature abuse may occur: Yes No
- 3. Identification of critical limits: Yes No
- 4. Identification of control measures for critical limits: Yes No

Monitoring

- 1. Monitoring procedures, record-keeping and evaluation systems are established: Yes No
- 2. Monitoring procedures, record-keeping and evaluation systems have been implemented: Yes No

Consumer Advisory

Raw or undercooked foods of animal origin served: Yes No

If raw or undercooked foods of animal origin are served,
what type of disclosure is utilized:

Menu notification Yes No

Table “tent” notification Yes No

Wait staff notification Yes No

Other (please specify) : _____

Montana FOOD STAR™ Award

Cross Contamination Risk Reduction Component Application

Date _____

Food Purveyors License # _____

Establishment Name: _____

Address: _____
(City) (Zip Code)

Owner (s): _____
(Name) (Phone Number)

Manager (s): _____
(Name) (Phone Number)

Identification

Points in the flow of food where foods may be contaminated by personnel, other foods or foreign substances are identified:

Yes No

Controls

1. Controls established to prevent cross contamination at the identified points in the flow of food:

Yes No

2. Procedures implemented to eliminate bare hand contact with ready-to-eat foods where practical:

Yes No

Corrective Action

1. Criteria for corrective action is established:

Yes No

2. Corrective action plans are established:

Yes No

3. Corrective action plans implemented as necessary:

Yes No

Monitoring

1. Monitoring and evaluation systems are established: Yes No
2. Monitoring and evaluation systems have been implemented: Yes No

Montana FOOD STAR™ Award

Cleaning & Sanitizing Component Application

Date _____

Food Purveyors License # _____

Establishment Name: _____

Address: _____
(City) (Zip Code)

Owner (s): _____
(Name) (Phone Number)

Manager (s): _____
(Name) (Phone Number)

Methods

- 1. Acceptable methods of cleaning and sanitizing in all areas identified: Yes No
- 2. Acceptable methods of cleaning and sanitizing in all areas established: Yes No

Schedule

Cleaning and sanitizing of equipment and utensils is completed on a schedule: Yes No

Corrective Action

- 1. Criteria for corrective action is established: Yes No
- 2. Corrective action plans are established: Yes No
- 3. Corrective action plans implemented as necessary: Yes No

Monitoring

1. Monitoring, record-keeping and evaluation systems are established:

Yes No

2. Monitoring, record-keeping and evaluation systems have been implemented:

Yes No

Montana FOOD STAR™ Award Application

Date _____

Food Purveyors License # _____

Establishment Name: _____

Address: _____
(City) (Zip Code)

Owner (s): _____
(Name) (Phone Number)

Manager (s): _____
(Name) (Phone Number)

I. Employee Training Component

Certified Food Protection Manager

Employee Name

Certification Date

Employee Education

Type of Documentation: Certificates Cards Sign-in Sheets

Type of Training:

When is Training Provided?

- In-house training
- Health Department Training
- Online Training/Education

II. Employee Health and Personal Hygiene Component

Employee Health Policy

1. The written employee health policy includes an employee illness reporting procedure: Yes No
2. The written employee health policy includes symptoms of illness that warrant exclusion or restriction from work: Yes No
3. The written employee health policy includes exclusion from work procedures: Yes No
4. The written employee health policy includes return to work procedures: Yes No
5. The written employee health policy includes documentation procedures: Yes No

Employee Personal Hygiene Policy

1. The written personal hygiene policy includes acceptable hygiene practices: Yes No
2. The written personal hygiene policy includes unacceptable hygiene practices: Yes No

Handwashing Plan

Employee training is provided for the following situations regarding handwashing:

- | | | |
|---|------------------------------|-----------------------------|
| When | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Where | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Why | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| How | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Handwashing signage is provided at all approved handwashing sinks: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Employee compliance with the handwashing plan is periodically reviewed: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

III. Time and Temperature Control Component

Identification

- 1. Identification of all potentially hazardous foods used: Yes No
- 2. Identification of all points in the flow of food where time and temperature abuse may occur: Yes No
- 3. Identification of critical limits: Yes No
- 4. Identification of control measures for critical limits: Yes No

Monitoring

- 1. Monitoring procedures, record-keeping and evaluation systems are established: Yes No
- 2. Monitoring procedures, record-keeping and evaluation systems have been implemented: Yes No

Consumer Advisory

Raw or undercooked foods of animal origin served: Yes No

If raw or undercooked foods of animal origin are served, what type of disclosure is utilized:

Menu notification Yes No

Table “tent” notification Yes No

Wait staff notification Yes No

Other (please specify) : _____

IV. Cross Contamination Risk Reduction Component

Identification

Points in the flow of food where foods may be contaminated by personnel, other foods or foreign substances are identified:

Yes No

Controls

1. Controls established to prevent cross contamination at the identified points in the flow of food:

Yes No

2. Procedures implemented to eliminate bare hand contact with ready-to-eat foods where practical;

Yes No

Corrective Action

1. Criteria for corrective action is established:

Yes No

2. Corrective action plans are established:

Yes No

3. Corrective action plans implemented as necessary:

Yes No

Monitoring

1. Monitoring and evaluation systems are established:

Yes No

2. Monitoring and evaluation systems have been implemented:

Yes No

V. Cleaning and Sanitizing Component

Methods

1. Acceptable methods of cleaning and sanitizing in all areas identified:

Yes No

2. Acceptable methods of cleaning and sanitizing in all areas established:

Yes No

Schedule

Cleaning and sanitizing of equipment and utensils is completed on a schedule:

Yes No

Corrective Action

1. Criteria for corrective action is established:

Yes No

2. Corrective action plans are established:

Yes No

3. Corrective action plans implemented as necessary:

Yes No

Monitoring

1. Monitoring, record-keeping and evaluation systems are established:

Yes No

2. Monitoring, record-keeping and evaluation systems have been implemented:

Yes No