	DEPARTMENT OF PUBLIC SAFETY	EFFECTIVE DATE: November 13, 2023	POLICY NO.: COR.07.05
	CORRECTIONS ADMINISTRATION POLICY AND PROCEDURES	SUPERSEDES (Policy No. & Date): COR.07.05 of March 20, 2009	
SUBJECT: FOOD SERVICE AREA SANITATION INSPECTIONS		Page 1 of 3	

1.0 PURPOSE

To establish guidelines that will ensure compliance and adherence to applicable food service sanitation rules and regulations.

2.0 SCOPE

This policy applies to all correctional facilities in the State of Hawaii.

3.0 REFERENCES, DEFINITIONS & FORMS

.1 References

- a. U.S. Department of Justice, Federal Bureau of Prisons, Food Service Manual, September 2011.
- b. Hawaii Administrative Rules (HAR), Title 11, Department of Health, Chapter 50, Food Safety Code.
- c. PSD Policy, COR.07.07, Housekeeping Plan for Food Service Areas.

.2 Definitions

- a. Food Safety Auditor: An individual certified in food safety employed or contracted by the Department to conduct food safety audits.
- b. CPS-FSO: Corrections Program Services-Food Services Officer.
- c. EHSO: Environmental Health and Safety Officer.
- d. IFSM: Institutional Food Services Manager.

.2 Forms

- a. PSD 8519, Food Service Manager Weekly Self-Inspection Checklist (attached).

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4.0 POLICY

- .1 To promote good food handling practices by food service personnel and to enhance the quality of food served in correctional facilities, all departmental food service operations, including the central kitchen areas, satellite food serving sites, food storage facilities, and transport vehicles, shall comply with the State of Hawaii, Department of Health, Food Safety Code and in accordance with PSD Policy, COR.07.07, Housekeeping Plan for Food Service Areas.
- .2 Triennial inspections of food preparation, storage, transport, and service areas shall be conducted by a Food Safety Auditor to monitor compliance and to determine corrective actions necessary to correct non-compliant areas.
- .3 An inspection score by the Food Safety Auditor of 75 or above shall be considered passing except with regard to seven (7) point weighted items. Items weighted seven (7) points are considered critical violations of the Food Safety Code and shall be corrected immediately upon notification.

5.0 PROCEDURES

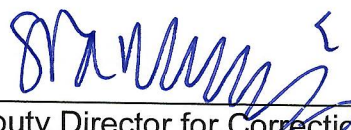
- .1 Weekly food service sanitation inspections shall be conducted by designated facility personnel, (i.e., IFSM or designee) utilizing PSD 8519, Food Service Manager Weekly Self-Inspection Checklist. Copies of the weekly inspection reports will be submitted to the facility Warden or designee, and the Department's Environmental Health and Safety Officer for review. Corrective actions for items noted as needing attention shall be noted, as planned, initiated, or completed with appropriate timetables for correction.
- .2 Triennial on-site facility food service safety and sanitation inspections shall be conducted by a qualified Food Safety Auditor.
- .3 Upon completion of the on-site inspection of the facility's food service operation by the Food Safety Auditor, the Auditor shall report his/her findings, in narrative form, to the IFSM and the CPS-FSO within five (5) days of the site inspection date.
- .4 The facility IFSM shall develop a response to the deficiencies cited in the inspection report, detailing the corrective action planned. The response shall be forwarded to the Department's Environmental Health and Safety Officer for review within ten (10) days of receipt of the inspection report. Corrective action shall be accomplished by the next regular monthly inspection unless otherwise noted in the inspection report or response.

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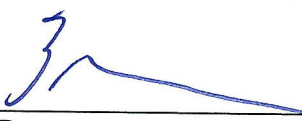
- .5 Copies of food service inspections shall be maintained by the Department's Environmental Health and Safety Officer for five (5) years and be available for review by appropriate persons and agencies.
- .6 The inspection reports, based on findings, shall be forwarded to the appropriate Division Administrator for review and response.

APPROVED RECOMMENDED:


 Deputy Director for Corrections

11/13/2023
 Date

APPROVED:


 DIRECTOR

11/13/23
 Date

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