



POLICY AND PROCEDURE MANUAL CENTRAL VALLEY HEALTH DISTRICT

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SECTION: ENVIRONMENTAL HEALTH

POLICY #: 516b INSPECTING FOOD SERVICE FACILITIES

PURPOSE: Central Valley Health District has a Memorandum of Understanding with the Division of Food and Lodging of the North Dakota Department that includes the licensing and inspection of Bar/Tavern, Restaurant, and Limited Restaurant Facilities. Central Valley Health District has adopted by reference the following:

- North Dakota Century Code (NDCC) Chapter 19-02.1- North Dakota Food, Drug and Cosmetic Act
- NDCC 23-09 -Food Establishments, Lodging Establishments and Assisted Living Facilities
- North Dakota Administrative Code chapter 33-33-04.1 as pertaining to restaurant facilities.

Except that “Department” shall mean Central Valley Health District (CVHD).

PROCEDURE:

1. All Restaurant Facility information is maintained in the EH Electronic Records. This includes facility address, owner, billing, and licensure information.
2. Logs are kept of previous facility inspections including dates. These records are used to determine the inspection schedule. Inspection frequency should be based on measure of risk, complaints, previous violations, or at indicated intervals for routine inspections.
 - a. Risk levels 1 and 2 require at least 1 inspection during licensure year.
 - b. Risk levels 3 and 4 require at least 2 inspections during licensure year.
3. Select the facility to be inspected. Review pertinent information. Upon arrival at the facility, identify yourself to owner, manager, or person-in-charge.
4. Conduct the inspection to determine compliance with requirements using the Food Service Inspection Form.
 - a. Utilize proper equipment to aid in the inspection process.
 - b. During inspection focus on factors involved in infection and the transmission of disease such as food source, personal hygiene, employee health, sanitizing equipment, time-temperature relationships, sanitary food preparation and service.
5. Immediate Closure of facility will be pursued under the following conditions:
 - a. The facility does not have a current license
 - b. Immediate health and safety hazard observed
6. Discuss violations with management or person-in-charge and indicate corrective procedures and time of correction, if necessary.
 - a. Provide a copy of the completed inspection to the facility.



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- b. Update any facility information in EH Electronic Records.
 - c. Notify of any updates to the Restaurant Facility Requirements. The requirements are available on CVHD's website.
www.centralvalleyhealth.org/EHSubpages/FoodServiceFacilities.html
7. Re-inspection shall follow Policy 518b. Follow the above listed procedure for any re-inspection.