



## POLICY AND PROCEDURE MANUAL CENTRAL VALLEY HEALTH DISTRICT

### SECTION: ENVIRONMENTAL HEALTH

#### POLICY #: 516b INSPECTING RESTAURANT FACILITIES

**PURPOSE:** Central Valley Health District has a Memorandum of Understanding with the Division of Food and Lodging of the North Dakota Department of Health that includes the licensing and inspection of Restaurant Facilities. Central Valley Health District has adopted reference North Dakota Century Code chapters 23-09, Food Establishments, Lodging Establishments and Assisted Living Facilities and North Dakota Administrative Code chapter 33-33-04 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 Inspections Database located under Environmental Health on the CVHD shared drive. 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.
3. Select the facility to be inspected. Upon arrival at the facility, identify yourself to owner, manager, or person-in-charge.
4. Conduct the inspection to determine compliance with health standards using the Restaurant 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. 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.
  - b. Notify of any updates to the Restaurant Facility Requirements. The requirements are available on CVHD’s website or a paper copy is available through the Environmental Health Division.  
<http://www.centralvalleyhealth.org/Media/EH/CVHDRequirementsforFoodandBeverageFacilities.pdf>
6. Make follow-up inspections and visits as indicated. Follow the above listed procedure for any necessary follow-up inspections.
7. Log the appropriate information into EH Inspections Database.
8. Retain the original copy of the inspection for CVHD Environmental Health Records.

Adopted: 1/11

Revised: 8/11