

FOOD ESTABLISHMENT INSPECTION REPORT GUIDE/KEY

INSPECTION REPORT ITEM	EXPLANATION
Type of Establishment	<p>Foodservice establishments include restaurants, carry-out food operations, fast food establishments, etc. Retail food operations include convenience stores, grocery stores or other establishments that primarily provide packaged food items. Temporary food establishments operate at a single location for a maximum of fourteen consecutive days. Mobile food establishments operate at multiple locations throughout the county and return to an approved commissary daily for maintenance.</p>
Risk Classification	<p>Food establishments in McHenry County are classified as Category I, II or III based upon the potential for food borne illness. This ranking is not necessarily reflective of the sanitation level of the facility, but is based upon criteria established by the Illinois Department of Public Health including types of foods served, food preparation procedures and the primary population served.</p> <p>Category I facilities include those where the following operations occur:</p> <ul style="list-style-type: none"> • Potentially hazardous foods are cooled as part of the food handling operation at the facility; • Potentially hazardous foods are prepared hot or cold and held hot or cold for more than 12 hours before serving; • Potentially hazardous cooked and cooled foods must be reheated; • Potentially hazardous foods are prepared for off-premises serving for which time-temperature requirements during transportation, holding and service are relevant; • Complex preparation of foods or extensive handling of raw ingredients with hand contact for ready-to-eat foods occur as part of the food handling operations at the facility; • Vacuum packing and/or other forms of reduced oxygen packaging are performed at the retail level; or • Immuno-compromised individuals such as the elderly, young children under age four and pregnant women are served, where these individuals compose the majority of the population.

	<p>Category II facilities include those where the following operations occur:</p> <ul style="list-style-type: none"> • Hot or cold foods are held at required temperatures for no more than 12 hours and are restricted to same day service; • Foods are prepared from raw ingredients, using only minimal assembly; and • Foods that require complex preparation (whether canned, frozen, or fresh prepared) are obtained from approved food-processing establishments or high-risk (Category I) food establishments. <p>Category III facilities include those where the following operations occur:</p> <ul style="list-style-type: none"> • Only pre-packaged foods are available or served in the facility, and any potentially hazardous foods available are commercially pre-packaged in an approved food processing plant; • Only limited preparation of non-potentially hazardous foods and beverages, such as snack foods and carbonated beverages occurs at the facility; or • Only beverages (alcoholic or non-alcoholic) are served at the establishment.
<p>Type</p>	<p>A variety of types of inspections are completed at food establishments:</p> <p>Full – a complete, routine inspection to evaluate compliance with the Public Health Ordinance. Re-inspection - a follow-up inspection to check the status of previously cited violations. Partial – a partial inspection of a facility to evaluate a specific concern only. Grill – an inspection of the additional, supplemental or grilling activities permitted at the establishment. Complaint – an inspection in response to a complaint received regarding the establishment. Pre-opening – an inspection conducted after construction/remodeling to verify the facility has been constructed to meet minimum Ordinance requirements. Opening – an inspection granting approval to begin operating. Training – an inspection where Department staff provides training to food personnel on a specific food safety topic. Closure – an inspection confirming that a facility has permanently closed.</p>

Permit Number	The permit number is a unique identification number assigned to every permitted food establishment.
Manager Certification Name/Number	<p>A Food Service Sanitation Manager is a person who has completed an Illinois Department of Public Health (IDPH) approved course, successfully passed a state approved examination with a score of at least 75% and obtained a certificate from IDPH.</p> <p>Every Category I food establishment must have a Certified Foodservice Sanitation Manager onsite at all times that potentially hazardous food is being handled.</p> <p>Every Category II food establishment must have at least one full-time (30 hours per week) Certified Foodservice Sanitation Manager on staff.</p> <p>New establishments must have a Certified Foodservice Sanitation Manager or documentation of enrollment in an approved course to be completed within 3 months.</p> <p>If a Certified Foodservice Sanitation Manager leaves, a food establishment has 3 months to employ another Certified Foodservice Sanitation Manager.</p>
Expiration Date	This is the expiration date of the Foodservice Sanitation Manager's Certificate. Certificates are valid for 5 years.
RFS #	The RFS# is the separate record number of a citizen concern received regarding a food establishment.
Seat Count	This is the total number of seats, both indoor and outdoor, of the permitted facility. The number of seats is one of the factors considered in the permit classification of foodservice establishments. The number of seats is also relevant for food establishments served by onsite wastewater treatment systems.
Name of Establishment	The name of the food establishment that is permitted by the Department.
Owner/Operator	The name of the individual(s), partnership or corporation that is permitted by the Department to operate the food establishment.
Address/City	This is the site address and city of the food establishment. For mobile food establishments, the address is typically the approved commissary where the mobile unit is stored/maintained.

Violation Item Numbers	The item number (1 – 45) corresponds to the actual violation outlined in the upper section of the inspection report. Multiple Ordinance violations may fall under a single item number. A brief description of each item number is provided.
Critical Violations	Each violation item is weighted based upon the seriousness of the violation. Critical violations (#1, 3, 4, 7, 11, 12, 20, 27, 28, 30, 31, 35 and 41) are four and five point violations. The United States Centers for Disease Control and Prevention has identified critical violations as leading contributors to foodborne illness. Critical violations are required to be corrected immediately when possible, or within ten (10) days unless an extension of time is granted by the Department.
Non-Critical Violations	Non-critical violations are one and two point violations and typically have a lower potential to cause food borne illness. Non-critical violations are required to be corrected by the next routine inspection.
HACCP Principles	<p>Hazard Analysis Critical Control Points (HACCP) principles are reviewed with every operator during every inspection. These are sanitation steps that are critical to preventing food borne illness such as hand washing, temperature control, minimum cooking temperatures, rapid cooling of potentially hazardous foods, cleaning and sanitizing, date labeling of potentially hazardous foods, employee practices, etc.</p> <p>The Department incorporates Hazard Analysis Critical Control Point (HACCP) principles into all phases of the program. HACCP is a system that was developed to minimize, prevent and eliminate critical hazards to assure that safe food is provided to the customer.</p>
Sanitizing Method	Equipment and utensils in food establishments must be sanitized after washing. Sanitizing may be done manually, in a three-compartment sink, or in an automatic dish machine. Sanitizing may be done with sanitizing chemicals (chlorine, iodine or quaternary ammonia) or utilizing high heat. This section will be marked with an N/A if the facility does not have equipment or utensils which require sanitizing.
Temperatures	Temperatures of potentially hazardous foods are taken during all full and routine inspections, and relevant re-inspections/ inspections in response to complaints. Potentially hazardous foods are foods that require time/temperature control for safety. Potentially hazardous foods typically consist in whole or in part of milk or milk products, eggs, meat, poultry, fish, shellfish, edible crustaceans, or other ingredients in a form capable of supporting the rapid and progressive

	growth of micro organisms. Potentially hazardous foods must be maintained at 135 degrees F or above or 41 degrees F or below.
Item #	The item number (#1 – #45) corresponds to the actual violation number outlined in the upper section of the inspection report. Multiple Ordinance violations may fall under a single item number, although a single deduction is made for all of the violations which fall under a single item number.
Section #	This is the specific section of the Public Health Ordinance that is applicable to a specific violation that has been cited.
Correct By	This is the date that the next inspection will occur. If no specific date is indicated, the next anticipated inspection will be the next routine inspection of the facility. The routine inspection schedule is based upon the risk classification of the food establishment. Critical violations must be completed immediately, if possible, or within ten (10) days unless an extension is granted by the Department. Non-critical violations must be corrected by the next routine inspection.
Appeal Statement	Every food establishment operator has the ability to appeal any violation, which has been cited, to the Public Health Administrator and then to the Board of Health Hearing Committee.
Report Received By	This is the individual at the food establishment that received the inspection report and discussed the report with the Environmental Health Practitioner. Signature on the inspection report does not preclude an operator appealing any findings of staff during the inspection.
Date/Time	This is the date/time that the inspection of the food establishment was completed.
Rating Score	<p>A rating score is given for every full and routine inspection. The rating score is equal to the total number of violation points subtracted from 100. For example, if a facility is given a score of 100, no Ordinance violations were noted during the inspection. If a facility is given a score of 80, a total of 20 violation points were noted during the inspection.</p> <ul style="list-style-type: none"> • 1 and 2 point violations are to be corrected by the next routine inspection. • 4 or 5 point violations are to be corrected immediately, if possible, or within 10 days unless an extension of time has been granted by the Health Authority. • When the rating score is 60 – 70 a Conditional Permit is issued. A Conditional Permit is valid for 30 days and suspends the regular health permit. • When the rating score is less than 60, the health permit to operate is suspended.

	<p>The entire food inspection report should be reviewed to fully understand the inspection results. The inspection report includes the specific violations observed as well as the actions that must be taken to correct the violations. Critical violations such as failure to properly wash hands, failure to maintain food temperatures, unwholesome foods, etc. are of the greatest concern, a large number of non-critical violations can also be of significant concern. Any questions regarding interpretation of a food establishment inspection report should be directed to the Division of Environmental Health at 815-334-4585.</p>
Re-Inspection Number	<p>This is the number of consecutive re-inspections that have been completed for a specific item of concern.</p>
Environmental Health Practitioner	<p>This is the name of the Department staff that conducted the inspection and completed the inspection report.</p>