

OPTIONAL INFORMATION	
Name of School:	Date of Inspection:
Vocational Program/Course/Room:	Signature of Inspector:

**FOOD PREPARATION AND SERVICE - PART 2  
SELF INSPECTION CHECKLIST**

**Guidelines:** This checklist covers some of the regulations issued by New Jersey Department of Health and Senior Services under N.J.A.C. 8:24. It applies to school cafeterias and, in general, any area or operation that prepares or serves food to the public with or without charge. Although not legally applicable to general classroom activities, this checklist will be helpful in reviewing general food safety practices. Definitions of underlined terms are provided at the end of the checklist to help you understand some of the questions. This checklist should be used in conjunction with the other Food Preparation and Service checklists.

<b>Food Preparation</b>	<u>Please Circle</u>
1. Have all equipment and surfaces been washed and sanitized after contact with raw meat, poultry and unpasteurized liquid eggs and fish? [N.J.A.C. 8:24-3.3(a)]	Y N N/A DK
2. Have hands been carefully washed after contact with any raw meat, poultry and unpasteurized liquid eggs and fish? [N.J.A.C. 8:24-3.3(a)]	Y N N/A DK
3. Has proper equipment been provided to minimize direct manual contact of food? [N.J.A.C. 8:24-3.3(b)]	Y N N/A DK

Comments/Corrective Action
----------------------------

**FOOD PREPARATION AND SERVICE - PART 2**  
**SELF INSPECTION CHECKLIST**

---

- |   |  |            |
|---|--|------------|
| 4.  | Have all raw fruits and raw vegetables been thoroughly washed before mixing with other ingredients? Raw fruits and vegetables come in contact with soil which may have contained bacteria, spores or been chemically treated. [N.J.A.C. 8:24-3.3(c)]                                 | Y N N/A DK |
| 5.  | Except for poultry, stuffing with meat, pork and rare whole roast beef, is <u>potentially hazardous food</u> cooked to heat all parts of the food to a temperature of at least 140 degrees Fahrenheit? [N.J.A.C. 8:24-3.3(d)]  | Y N N/A DK |
| <p>Note: Eggs prepared for individual service for immediate consumption may be served raw or cooked to a product temperature of less than 140 degrees Fahrenheit.</p> |  |            |
| 6.  | When cooking poultry, is stuffing prohibited when the weight of the raw poultry exceeds two pounds prior to cooking? [N.J.A.C. 8:24-3.3(d)1]   | Y N N/A DK |
| 7.  | When cooking poultry and stuffing with meat, have all the parts of the food reached at least 165 degrees Fahrenheit with <u>NO</u> interruption of <b>initial</b> cooking process? [N.J.A.C. 8:24-3.3(d)1]   | Y N N/A DK |
| 8.  | When cooking pork, have all the parts of the food been heated to at least 150 degrees Fahrenheit in a conventional oven or to at least 170 degrees Fahrenheit in a microwave oven? [N.J.A.C. 8:24-3.3(d)2]   | Y N N/A DK |
| 9.  | Has the internal temperature been taken of the rare whole roast beef with a sanitized stem-type thermometer to determine if it has reached 130 degrees Fahrenheit or above in a conventional oven or to at least 145 degrees Fahrenheit in a microwave oven? [N.J.A.C. 8:24-3.3(d)3] | Y N N/A DK |

Comments/Corrective Action
----------------------------

**FOOD PREPARATION AND SERVICE - PART 2**  
**SELF INSPECTION CHECKLIST**

---

10. If food is reheated, has it been done rapidly and within two hours to 165 degrees Fahrenheit or higher throughout before being served? [N.J.A.C. 8:24-3.3(e)] Y N N/A DK

Note: Rare whole roast beef may be reheated to at least 130 degrees Fahrenheit.

11. Are steam tables, bainmaries, warmers, and similar hot food holding facilities prohibited for the rapid reheating of potentially hazardous foods? [N.J.A.C. 8:24-3.3(e)] Y N N/A DK

12. Are all utensils, equipment and surfaces thoroughly cleaned and sanitized prior to use? [N.J.A.C. 8:24-3.3(f)] Y N N/A DK

13. Are custards, cream fillings and similar products kept at or below 45 or above 140 degrees Fahrenheit, except during necessary periods of preparation and service? [N.J.A.C. 8:24-3.3(g)] Y N N/A DK

14. Are custards, cream fillings and similar products rapidly cooled to 45 degrees Fahrenheit or below promptly after preparation? [N.J.A.C. 8:24-3.3(g)] Y N N/A DK

Note: Synthetic filled products may be excluded if the filling has a pH level of 4.6 or less; or it is handled in such a manner as to preclude contamination with and the growth of pathogenic microorganisms after heat processing; or other evidence is on file indicating the product will not support the growth of pathogenic microorganisms.

15. Are synthetic filled custards, cream fillings, and similar products that do not required refrigeration labeled as such? [N.J.A.C. 8:24-3.3(g)4] Y N N/A DK

Comments/Corrective Action
----------------------------

**FOOD PREPARATION AND SERVICE - PART 2**  
**SELF INSPECTION CHECKLIST**

---

**Food Storage**

- |     |   |            |
|-----|---|------------|
| 16. | Are food containers stored six inches off of the floor, except for cased food, packaged in waterproof containers, not exposed to moisture <b>and</b> on movable dollies, pallets or skids? [N.J.A.C. 8:24-3.4(a)]   | Y N N/A DK |
| 17. | Are large quantities of food containers stored in bulk for five or more days elevated above the floor on skids, pallets or similar equipment? [N.J.A.C. 8:24-3.4(b)1]   | Y N N/A DK |
| 18. | Are large quantities of food containers stored in bulk for five or more days stored at least 12 inches from any wall with a six inch wide white inspection strip at the floor along each wall? [N.J.A.C. 8:24-3.4(b)2]  | Y N N/A DK |
| 19. | Are large quantities of food containers stored in bulk for five or more days divided into manageable cells with aisles, if necessary, to facilitate inspection? [N.J.A.C. 8:24-3.4(b)3]   | Y N N/A DK |
| 20. | Have procedures been taken to avoid cross contamination between food that requires no further washing or cooking with food that requires washing or cooking? For example, separate purchased prepared salad from raw fruits or raw meat. [N.J.A.C. 8:24-3.4(c)] | Y N N/A DK |
| 21. | Is the storage of packaged or bottled foods in submerged water or other liquids prohibited? [N.J.A.C. 8:24-3.4(d)]  | Y N N/A DK |

Note: Pressurized containers of beverages may be stored in water if the water contains at least 50 ppm of available chlorine or equivalent; and the iced water is changed frequently enough to keep both the water and container clean.

Comments/Corrective Action
----------------------------

**FOOD PREPARATION AND SERVICE - PART 2**  
**SELF INSPECTION CHECKLIST**

---

22. Is the wet storage of shellfish prohibited? [N.J.A.C. 8:24-3.4(e)] Y N N/A DK

**Food Display and Service**

23. Is prepared, unwrapped food on display protected by cleanable counters, service line or salad bar protector devices, cabinets, sneeze guards, display cases, containers, or similar type of protective equipment? [N.J.A.C. 8:24-3.5(a)] Y N N/A DK
24. Are self-service openings in counter guards designed and arranged to protect food from manual contact by customers. [N.J.A.C. 8:24-3.5(a)] Y N N/A DK
25. Is food, once served to a customer, not served again? [N.J.A.C. 8:24-3.5(a)] Y N N/A DK
26. Is wrapped food (other than potentially hazardous food) which has been unwrapped or become unwholesome discarded? [N.J.A.C. 8:24-3.5(a)] Y N N/A DK
27. Is potentially hazardous food in temporary buffets, smorgasbords or salad bars held at safe temperatures? [N.J.A.C. 8:24-3.5(b)1] Y N N/A DK
28. Is the quantity of food in temporary buffets, smorgasbords or salad bars limited for service to allow a fast turnover? [N.J.A.C. 8:24-3.5(b)2] Y N N/A DK
29. Are fresh supplies of food to temporary buffets, smorgasbords or salad bars provided to ensure proper food rotation? [N.J.A.C. 8:24-3.5(b)3] Y N N/A DK

Comments/Corrective Action
----------------------------

**FOOD PREPARATION AND SERVICE - PART 2**  
**SELF INSPECTION CHECKLIST**

---

- |     |  |   |   |     |    |
|-----|--|---|---|-----|----|
| 30. | Are unwrapped bulk foods in self-service containers provided to consumers for self-service sale easily cleanable, covered, 18 inches or less in depth and at least 30 inches off the floor? [N.J.A.C. 8:24-3.5(c)]   | Y | N | N/A | DK |
| 31. | Are tongs, forks, spoons and other proper utensils provided for service to ensure minimum contact with food by customers and employees? [N.J.A.C. 8:24-3.5(d)]   | Y | N | N/A | DK |
| 32. | Does each container of <u>potentially hazardous food</u> have its own dispensing utensil? [N.J.A.C. 8:24-3.5(d)]   | Y | N | N/A | DK |
| 33. | Is <u>potentially hazardous food</u> displayed in such a way as to prevent cross contamination between raw and ready-to-eat products? [N.J.A.C. 8:24-3.5(d)]   | Y | N | N/A | DK |
| 34. | If food dispensing is interrupted, are service utensils stored in the food with the dispensing utensil handle extended out of the food; or stored clean and dry; or stored in running water? [N.J.A.C. 8:24-3.5(e)]  | Y | N | N/A | DK |
| 35. | Are sugar, condiments, seasonings and dressings provided only in <u>sanitary dispensers</u> or in individual single service packages? [N.J.A.C. 8:24-3.5(f)]   | Y | N | N/A | DK |
| 36. | Is <u>potentially hazardous food</u> in hot or cold holding units held or displayed behind the case fill line designed by the manufacturer of the case to ensure proper flow and circulation? [N.J.A.C. 8:24-3.5(g)] | Y | N | N/A | DK |

Comments/Corrective Action
----------------------------

**FOOD PREPARATION AND SERVICE - PART 2**  
**SELF INSPECTION CHECKLIST**

---

**Food Transportation**

37. Is all potentially hazardous food maintained at or below 45 degrees Fahrenheit **OR** at or above 140 degrees Fahrenheit during transport, except if food is to be consumed within one-half hour of plating? [N.J.A.C. 8:24-3.6(a)] Y N N/A DK

Note: Cold food may be allowed to reach 55 degrees Fahrenheit and hot food may be allowed to reach 130 degrees Fahrenheit if they are to be consumed within one-half hour of plating.

38. Is all frozen food kept at a temperature as to remain frozen during transportation? [N.J.A.C. 8:24-3.6(a)] Y N N/A DK
39. Is all food transported in covered containers or completely wrapped, except for hanging meats and raw agricultural products which will be prepared for consumption later? [N.J.A.C. 8:24-3.6(b)] Y N N/A DK
40. Is the transportation vehicle clean, free of vermin and in good repair? For example, no holes in floor that may allow exterior contaminants e.g. mud to enter vehicle. [N.J.A.C. 8:24-3.6(c)] Y N N/A DK

**Poisonous and Toxic Materials**

41. Is the storage of poisonous and toxic materials in food areas limited to only those materials used to maintain sanitary conditions? [N.J.A.C. 8:24-3.7(a)] Y N N/A DK

Comments/Corrective Action
----------------------------

**FOOD PREPARATION AND SERVICE - PART 2**  
**SELF INSPECTION CHECKLIST**

---

42. Are poisonous and toxic materials (e.g. pesticides) stored in a specifically identified and designated separate area (such as a cabinet) and away from food? [N.J.A.C. 8:24-3.7(c)] Y N N/A DK

Note: Poisonous or toxic materials shall not be stored or displayed above food, food equipment, utensils or single-service items.

43. Are bactericides and cleaning compounds stored in separate cabinets or areas of the room away from insecticides, rodenticides, or other poisonous materials? [N.J.A.C. 8:24-3.7(c)] Y N N/A DK
44. Are first-aid supplies and personal medication stored in a way that prevent them from contaminating food and food contact surfaces.? [N.J.A.C. 8:24-3.7(c)] Y N N/A DK
45. Are poisonous polishing materials prohibited? [N.J.A.C. 8:24-3.7(a)] Y N N/A DK
46. Are containers of poisonous and toxic materials prominently and distinctively marked or labeled for easy identification as to contents? [N.J.A.C. 8:24-3.7(b)] Y N N/A DK
47. Are bactericides and cleaning compounds used in such a manner as to prevent toxic residue on food contact surfaces? [N.J.A.C. 8:24-3.7(d)] Y N N/A DK
48. Are poisonous materials and compounds used and stored in a way that avoids contaminating food, equipment, or utensils? [N.J.A.C. 8:24-3.7(f)] Y N N/A DK
49. Are poisonous materials used in accordance with the manufacturer's label? [N.J.A.C. 8:24-3.7(f)] Y N N/A DK

Comments/Corrective Action
----------------------------

**FOOD PREPARATION AND SERVICE - PART 2**  
**SELF INSPECTION CHECKLIST**

---

50. Are poisonous compounds such as insecticides and rodenticides, in powdered form, distinctively colored so as not to be mistaken for food or food condiments? [N.J.A.C. 8:24-3.7(e)] Y N N/A DK

51. Are insecticides or rodenticides only applied by New Jersey Department of Environmental Protection certified applicators and in full compliance with the manufacturer's labeling? [N.J.A.C. 8:24-3.7(g)] Y N N/A DK

Note: Often a vermin problem is incorrectly treated by the owner or another person. It is prohibited by law for a non certified person to treat for vermin infestation within a food preparation or service area.

---

Definitions:

Rinse - Clear water that fulfills heat requirements as specified in various subchapters of N.J.A.C. 8:24

Sanitary dispenser - a container that when used with condiments does not contaminate remaining product when condiment is dispensed

Stem-type, product Thermometer - A thermometer with a dial which reveals temperature by one or two degrees. The shaft on the thermometer can enter the product to ascertain temperature.

Potentially hazardous food means any food which consists in whole or in part of milk or milk products, eggs, meat, poultry, fish, shellfish, edible crustacea, or other ingredients, including synthetic ingredients, in a form capable of supporting rapid and progressive growth of

Comments/Corrective Action
----------------------------

**FOOD PREPARATION AND SERVICE - PART 2**  
**SELF INSPECTION CHECKLIST**

---

infectious or toxigenic microorganisms. The term does not include clean, whole, uncracked, odor-free shell eggs or foods which have a pH level of 4.6 or below or a water activity ( $a_w$ ) value of 0.85 or less.