

April 11, 2002

**PIM #02-03**

**MEMORANDUM**

**TO:** District Directors  
Environmental Health Managers  
Food Standardization Officers  
Division of Food and Environmental Services Staff

**FROM:** Gary L. Hagy, Director  
Division of Food and Environmental Services

**SUBJECT:** Demonstration of Knowledge

This PIM replaces the previously issued PIM #02-01 that addresses demonstration of knowledge pursuant to 12 VAC 5-421-60 of the *Food Regulations*.

The only change from the original PIM is the elimination of the prohibition of a certified manager serving as a certified person in charge in more than one permitted establishment. The demonstration of knowledge requirement states that the person in charge can demonstrate knowledge by holding a valid certification from an accredited certification program. It does not limit the number of establishments an individual may be designated as the person in charge. It does, however, require that there be a designated person in charge present at all times. This designated person in charge must demonstrate knowledge. Obviously, this individual can only be present in one establishment at a time so there is no basis to limit this individual's activities.

The attachments from the original PIM #02-01 should be transferred and attached to this document. PIM #02-01 is hereby rescinded.

Please insert this document (with the above referenced attachments) in your PIM manual and distribute copies of all persons in your district working in your foodservice protection program. Please note that the effective date is April 10, 2002.

If you have any questions, please contact the food consultants or me.

**Program:** Foodservice Protection

**Subject:** "Demonstration of Knowledge"

**Objective:** The "Demonstration of Knowledge" required of foodservice operators is critical to the operators' ability to recognize and minimize the risks of foodborne illness. Effective assessment of operators knowledge will be critical to achieving the enhanced public health protections contained in the Food Regulations.

**Authority:** 12 VAC 5-421-60. Demonstration of Knowledge. Based on the risks of foodborne illness inherent to the food operation, during inspections and upon request, the person in charge shall demonstrate to the regulatory authority knowledge of foodborne disease prevention, and the requirements of these regulations. The person in charge shall demonstrate this knowledge by being a certified food protection manager who has shown proficiency of required information through passing an accredited test, or by responding correctly to the environmental health specialist's questions as they relate to the specific food operation. The areas of knowledge may include:

1. describing the relationship between the prevention of foodborne disease and the personal hygiene of a food employee;
2. explaining the responsibility of the person in charge for preventing the transmission of foodborne disease by a food employee who has a disease or medical condition that may cause foodborne disease;
3. describing the symptoms associated with the diseases that are transmissible through food;
4. explaining the significance of the relationship between maintaining the time and temperature of potentially hazardous food and the prevention of foodborne illness;
5. explaining the hazards involved in the consumption of raw or undercooked meat, poultry, eggs, and fish;
6. stating the required food temperatures and times for safe cooking of potentially hazardous food including meat, poultry, eggs, and fish;
7. stating the required temperatures and times for the safe refrigerated storage, hot holding, cooling, and reheating of potentially hazardous food;
8. describing the relationship between the prevention of foodborne illness and the management and control of the following:
  - a. cross contamination,
  - b. hand contact with ready-to-eat foods,
  - c. handwashing, and
  - d. maintaining the food establishment in a clean condition and in good repair;

9. explaining the relationship between food safety and providing equipment that is:
  - a. sufficient in number and capacity, and
  - b. properly designed, constructed, located, installed, operated, maintained, and cleaned;
10. explaining correct procedures for cleaning and sanitizing utensils and food-contact surfaces of equipment;
11. identifying the source of water used and measures taken to ensure that it remains protected from contamination such as providing protection from backflow and precluding the creation of cross connections;
12. identifying poisonous or toxic materials in the food establishment and the procedures necessary to ensure that they are safely stored, dispensed, used, and disposed of according to law;
13. identifying control points in the operation from purchasing through sale or service that may contribute to the transmission of foodborne illness and explaining steps taken to ensure that the points are controlled in accordance with the requirements of this Chapter;
14. explaining the details of how the person in charge and food employees comply with a HACCP plan if such a plan is a voluntary agreement between the regulatory authority and the establishment; and
15. explaining the responsibilities, rights, and authorities assigned by this Chapter to the:
  - a. food employee,
  - b. person in charge, and
  - c. regulatory authority.

### **Public Health**

**Rationale:** The designated person in charge who is knowledgeable about foodborne disease prevention, Hazard Analysis and Critical Control Point (HACCP) principles, and the Food Regulation requirements is prepared to recognize conditions that may contribute to foodborne illness or that otherwise fail to comply with regulation requirements, and to take appropriate preventive and corrective actions.

**Background:** There are two ways in which the foodservice operator and/or person in charge can demonstrate the food safety knowledge required by the Food Regulations. The foodservice operator is encouraged to identify to the local health department the name, certification number, and certification provider of the person on the staff of the establishment who has successfully completed a certification program approved by the Commissioner. Or, the person in charge may, during the inspection process, demonstrate a clear understanding of the Regulations and their public health principles by responding correctly to questions addressing those public health principles.

**Procedures:** Certification  
The presence/absence of a certified manager will be a routine data element in the foodservice establishment data profile. When completing an establishment profile (e.g., annually upon permit reissuance or prior to initial opening) the EHS Sr. will document the name, certification

number, and certification provider of the certified manager. The certification provider must be on the current list of programs approved by the Division (see Attachment 1).

#### Demonstration

In the absence of a certification from an accredited program, the person in charge will be expected to provide the correct response to 75% questions in a set approved by the Division (see Attachment 2).

#### Documentation

1) Complete the top section of the "VDH Foodservice Demonstration of Knowledge" (EHS-154a) report noting the name of the person in charge and, where appropriate, the presence of a certified manager on the staff;

2) In the absence of a certified manager on the staff, administer the set of questions to the person in charge and document the results on the "Report";

3) Following administration of questions, provide and review a copy of "Answers to Questions" (EHS-154a-answers) with the person in charge. **Do not** provide the PIC (or anyone outside the Department) with the "VDH Foodservice Demonstration of Knowledge" (EHS-154a). Distribute only the "Answers to Questions" (EHS-154a-answers).

4) Include completed "VDH Foodservice Demonstration of Knowledge" with all routine inspection reports, critical procedures evaluations, and operational inspections for permit issuance.

**Note:** There is to be no published "key" to the questions. The "Answers to Questions" restate the questions in a brief narrative form providing the correct answer. Besides, any EHS who does not know the correct answers probably should not be performing foodservice inspections!

#### Enforcement:

Failure to successfully fulfill certification or demonstration will be cited as a violation of 12 VAC 5-421-60 Demonstration of Knowledge on the "Report" as a critical violation. This violation can be deemed (and noted) "corrected" at the discretion of the EHS following review of the "Answers to Questions" with the person in charge.

#### Responsibility:

The district Environmental Health Manager is responsible for the implementation of these procedures by the district foodservice protection program. The local Environmental Health Specialist Senior is responsible for the assessment and maintenance of compliance in specific foodservice establishments. The EHS is encouraged to take advantage of the "teachable moments" which will result from the implementation of this requirement.

The Division of Food and Environmental Services will periodically issue revised listings of approved certification programs and new sets of questions and answers (e.g., EHS-154b...)

**Effective Date:** April 10, 2002.

**Approved by:** ORIGINAL SIGNED BY GARY HAGY  
Director  
Division of Food and Environmental Services

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**Attachment 1:** Approved Certification programs

**Attachment 2:** "VDH Foodservice Demonstration of Knowledge" (EHS-154a)

**List of Accredited Food Managers Certification Programs**

- 1. ServSafe – National Restaurant Association, Educational Foundation.**
- 2. Experior - Certified Professional Food Manager, Experior Assessments, LLC**
- 3. NRFSP – Food Safety Manager Certification, National Registry of Food Safety Professionals**

**March 2002**

Est. ID/NO: \_\_\_ - \_\_\_ - \_\_\_ Name: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

During inspections the person in charge shall demonstrate knowledge of foodborne disease prevention and the requirements of these regulations. The person in charge shall demonstrate this knowledge by being a certified food protection manager or by responding correctly to questions. 12 VAC 5-421-60

Person in charge: \_\_\_\_\_

Certified food manager Yes No Source: \_\_\_\_\_

Questions:

1. A food employee can cause foodborne disease by failing to practice good personal hygiene. The most important safe personal hygiene habit is to:
 

A) Read the MSDS sheet for all chemicals.	C) Keep jewelry clean.
B) Wash hands frequently and thoroughly.	D) Never wear plaids and stripes together.
  
2. Prior to food preparation and between different tasks, food handlers should wash their hands with soap and warm water for:
 

A) 10 seconds.	C) 50 seconds.
B) 20 seconds.	D) 1 minute.
  
3. Taking action to prevent the transmission of foodborne disease from an infected food employee is the responsibility of:
 

A) The local health department.	C) The foodservice manager.
B) The Food and Drug Administration (FDA).	D) The food employee.
  
4. A food employee has been recently diagnosed by a medical doctor as having Hepatitis A. The foodservice manager (or person in charge) should:
 

A) Exclude the employee.	C) Limit the employee from preparing food.
B) Allow the employee only operate the register.	D) Assign the employee to washing utensils.
  
5. The symptoms associated with diseases which can be transmitted through food include:
 

A) Diarrhea.	C) Vomiting.
B) Fever.	D) All of the above.
  
6. "Potentially hazardous foods" (PHF) are moist, protein rich, low acid foods that will support rapid growth of bacteria. Which of the following is **not** a potentially hazardous food?
 

A) Raw hamburger	C) Chicken salad
B) Cooked rice	D) Uncooked pasta
  
7. Controlling time and temperature of potentially hazardous foods can prevent foodborne disease by:
 

A) Preventing growth of bacteria.	C) Removing fats and starches.
B) Keeping food fresh in storage.	D) Preventing contamination with bacteria.
  
8. Which of the following foods would present a high risk of Salmonella foodborne disease?
 

A) Fried oysters	C) Wild mushrooms in a salad
B) Raw eggs in a Caesar salad dressing	D) Rare prime rib

**VDH Foodservice Demonstration of Knowledge**

(continued)

9. Which thermometer would you use to measure the temperature of potentially hazardous foods?  
A) Meat thermometer  
B) Glass thermometer  
C) Oven thermometer  
D) Metal stem thermometer
10. To assure the safety of cooked ground beef (e.g., hamburger) it is most important to cook it until:  
A) There is no remaining pink color.  
B) The inside temperature is 155° F, or above.  
C) The meat is firm to the touch.  
D) The outside temperature is 180° F, or above.
11. All poultry shall be cooked to a minimum internal cooking temperature of:  
A) 155°F for 15 seconds.  
B) 195°F for 15 seconds.  
C) 140°F for 15 seconds.  
D) 165°F for 15 seconds.
12. The "Temperature Danger Zone" for potentially hazardous food is:  
A) 75 to 120°F.  
B) 41 to 140°F.  
C) 38 to 155°F.  
D) 55 to 155°F.
13. Hot Potentially Hazardous Foods must be held at a temperature at or above:  
A) 135°F.  
B) 140°F.  
C) 145°F.  
D) 150°F.
14. An effective method of cooling hot food is:  
A) Placing the food in shallow pans.  
B) Separating the food into smaller or thinner portions.  
C) Stirring the food while in an ice water bath.  
D) All of the above.
15. Cooked potentially hazardous food saved for next day service must be cooled from 140°F to 70°F within \_\_\_\_ hours, and from 70°F to 41°F or less within 4 hours.  
A) 2  
B) 6  
C) 4  
D) 8
16. An effective method to prevent contamination of ready to eat foods is:  
A) Purchase only produce that has been pre-washed.  
B) Store ready to eat foods on shelving above foods requiring cooking or other processing.  
C) Purchase only foods that have been grown chemically free.  
D) Store ready to eat foods in non-metal containers.
17. A food handler should not handle ready to eat food with bare hands, but can use:  
A) Single use gloves.  
B) Tongs.  
C) Deli paper.  
D) All of the above.
18. Spray bottles of chemicals used in a food establishment shall be:  
A) Labeled with the common name.  
B) Hung up anywhere convenient for use.  
C) Only stored next to food contact surfaces.  
D) Labeled with time and date.

Of 18 questions, \_\_\_\_ were answered correctly. Satisfactory is 14+ correct. Unsatisfactory is <14 correct.

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Received by: \_\_\_\_\_ Env Health Specialist: \_\_\_\_\_