

Vern Martin, Chair
Sergio Guzman, Vice Chair
Michael Chaump
David De Mars
Jerry Montoya
J.P. Pinocchio
Christopher Romm

WASHOE COUNTY HEALTH DISTRICT

ENHANCING QUALITY OF LIFE

Kevin Dick
District Health Officer

Leslie Admirand
Deputy District Attorney

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MEETING NOTICE AND AGENDA

FOOD PROTECTION HEARING AND ADVISORY BOARD

Date and Time of Meeting: Wednesday, November 2, 2016, 10:00 a.m.

Place of Meeting: Washoe County Health District
1001 East Ninth Street, Building B
South Auditorium
Reno, Nevada 89512

All items numbered or lettered below are hereby designated **for possible action** as if the words “for possible action” were written next to each item (NRS 241.020). An item listed with asterisk (*) next to it is an item for which no action will be taken.

1. ***Roll Call and Determination of Quorum**
 2. ***Public Comment**
Limited to three (3) minutes per person. No action may be taken.
 3. **Approval of Agenda**
November 2, 2016
 4. **Approval of Draft Minutes**
March 5, 2015
 5. **Presentation, discussion and possible decision regarding Mrs.’s Auld’s Gourmet Foods Appeal of Staff decision to issue a Cease and Desist Order for a violation of Section 110.020 of the Regulations of the Washoe County District Board of Health Governing Food Establishments. The Board may choose to recommend sustaining, modifying or rescinding the Cease and Desist Order. The Board’s recommendation will go to the District Health Officer, who will make the final decision.**
Presenter: Tony Macaluso
 6. ***Board Comment**
Limited to announcements or issues for future agendas.
 7. ***Public Comment**
Limited to three (3) minutes per person. No action may be taken.
 8. **Adjournment**
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Possible Changes to Agenda Order and Timing. Items on the agenda may be taken out of order, combined with other items, withdrawn from the agenda, moved to the agenda of another later meeting; moved to or from the Consent section, or they may be voted on in a block. Items with a specific time designation will not be heard prior to the stated time, but may be heard later. Items listed in the Consent section of the agenda are voted on as a block and will not be read or considered separately unless withdrawn from the Consent agenda.

Special Accommodations. The Food Protection Hearing and Advisory Board Meetings are accessible to the disabled. Disabled members of the public who require special accommodations or assistance at the meeting are requested to notify Administrative Health Services in writing at the Washoe County Health District, PO Box 1130, Reno, NV 89520-0027, or by calling 775.328.2416, 24 hours prior to the meeting.

Public Comment. During the “Public Comment” items, anyone may speak pertaining to any matter either on or off the agenda, to include items to be heard on consent. For the remainder of the agenda, public comment will only be heard during items that are not marked with an asterisk (*). Any public comment for hearing items will be heard before action is taken on the item and must be about the specific item being considered by the Board. In order to speak during any public comment, each speaker must fill out a “Request to Speak” form and/or submit comments for the record to the Recording Secretary. Public comment and presentations for individual agenda items are limited as follows: fifteen minutes each for staff and applicant presentations, five minutes for a speaker representing a group, and three minutes for individual speakers unless extended by questions from the Board or by action of the Chair.

Response to Public Comment. The Board of Health can deliberate or take action only if a matter has been listed on an agenda properly posted prior to the meeting. During the public comment period, speakers may address matters listed or not listed on the published agenda. The *Open Meeting Law* does not expressly prohibit responses to public comments by the Board of Health. However, responses from the Board members to unlisted public comment topics could become deliberation on a matter without notice to the public. On the advice of legal counsel and to ensure the public has notice of all matters the Board of Health will consider, Board members may choose not to respond to public comments, except to correct factual inaccuracies, ask for Health District Staff action or to ask that a matter be listed on a future agenda. The Board of Health may do this either during the public comment item or during the following item: “Board Comments – Limited to Announcement or Issues for future Agendas.”

Posting of Agenda; Location of Website.

Pursuant to NRS 241.020, Notice of this meeting was posted at the following locations:

Downtown Reno Library, 301 S. Center St., Reno

Reno City Hall, 1 E. 1st St., Reno, NV

Sparks City Hall, 431 Prater Way, Sparks, NV

Washoe County Administration Building, 1001 E. 9th St, Reno, NV

Washoe County Health District Website www.washoecounty.us/health

State of Nevada Website: <https://notice.nv.gov>

How to Get Copies of Agenda and Support Materials. Supporting materials are available to the public at the Washoe County Health District located at 1001 E. 9th Street, in Reno, Nevada. Ms. Dawn Spinola, Administrative Secretary to the Food Protection Hearing and Advisory Board is the person designated by the Washoe County Food Protection Hearing and Advisory Board to respond to requests for supporting materials. Ms. Spinola is located at the Washoe County Health District and may be reached by telephone at (775) 328-2415 or by email at dspinola@washoecounty.us. Supporting materials are also available at the Washoe County Health District Website www.washoecounty.us/health pursuant to the requirements of NRS 241.020.

**WASHOE COUNTY
FOOD PROTECTION HEARING AND ADVISORY BOARD
MEETING MINUTES**

Members
Michael Chaump
David DeMars
Vern Martin
Jerry Montoya
J.P. Pinocchio
Christopher Romm
Sergio Guzman

Thursday, March 5, 2015
1:00 p.m.

Washoe County Administration Complex
Health District South Conference Room
1001 East Ninth Street
Reno, NV

1:00 p.m.

1. Call to order, Pledge of Allegiance and selection of a Board Chairman for this hearing
2. *Roll Call

The following members and staff were present:

Members present: Michael Chaump
David DeMars
Sergio Guzman
Vern Martin
Jerry Montoya

Members absent: J.P. Pinocchio
Christopher Romm

Ms. Valentin verified a quorum was present.

Staff present: Leslie Admirand, Deputy District Attorney
Dave McNinch, Supervisor, EHS
Tony Macaluso, Supervisor, EHS
Amber English, Senior Environmental Health Specialist, EHS
Paula Valentin, Administrative Secretary Supervisor/Recording Secretary,
EHS

3. *Public Comment

None.

4. Selection of a Board Chair and Vice Chair for this hearing

**The Board moved to nominate Mr. Martin as Chair and Mr. Guzman as Vice Chair.
The motion passed five in favor and none against.**

5. Approval of agenda by Chair

The Board moved to approve the agenda for March 5, 2015. The motion passed five in favor and none against.

6. Overview of Regulation Approval Process

Presented by Environmental Health Services staff

Mr. McNinch provided an overview of the evolution of the proposed food regulations. He reminded the members that they had requested the opportunity to review the proposed updates to the regulations. The updates will also be presented during public workshops and public hearings.

Mr. McNinch stated EHS was enrolled in FDA's Voluntary National Retail Food Regulatory Program Standard as of 2004. The program is a nationwide effort to standardize food safety actions, measures and development of compliance methods. It has been utilized to help EHS build a food safety program that is up to date. The existing rules have been in place for 30-40 years.

Mr. McNinch explained the update was a long-term, ongoing project and one of the major pieces of the program standards is a regulatory program based on a national standard, which is the FDA Model Food Code. A goal of the new program is to help food establishment owners and operators to take responsibility for food safety in their facilities. EHS staff will be there for them as a resource.

Mr. McNinch explained there were nine standards, of which the Health District met one, although many aspects of the other eight have been met. Adopting the revised regulations is the foundation for completing those.

Mr. McNinch stated inspections were transitioning to focus more on high-risk activities, and he reviewed a partial list. He explained the FDA Model Food Code had been compiled based on input received from interested parties at all levels. A bi-annual conference is held at which they consider recommendations for new or amended food safety regulations. The recommendations are studied and either rejected or acted upon. The FDA releases an updated Code every two years.

Mr. McNinch explained the proposed changes to the Washoe County regulations were based predominately on the 2005 Code, but components have been modernized based on more recent releases. He noted a substantial portion of the 2005 Code had not changed since it was originally released. A Board member asked if the FDA Code could be modified for the County's needs. Mr. McNinch stated it could and they had modified it to fit the current regulatory structure, within the limits of law.

Mr. McNinch explained other major governmental entities in Nevada had gone through the process and adopted new regulations. Washoe County's new regulations would be very similar to those, creating more standardization, benefiting the public. Businesses are aware of the updated FDA Code and EHS staff has been working with them as they operate under that Code, even though they are not following the letter of the law of the current, antiquated Washoe County (WC) regulations.

Mr. McNinch reiterated that one of the goals of the new regulations was to emphasize the responsibility of food safety belonged to the owners and operators. Others included integration of advanced methods of food safety, and formalization of regulation of high-risk activities, to include HACCP plans.

Mr. McNinch explained that policies, standard operating procedures and guidelines had been developed to provide direction while the revision of the regulations was underway. They have been incorporated, as have some administrative topics such as late fees and refunds. Provisions have been added clarifying the use of private homes for food preparation requires the same standards as commercial facilities. Cottage foods are exempt by statute.

Mr. McNinch further explained statute allows reasonable exemptions based on certain criteria, and those criteria have been included in the new regulations. Additionally, terminology and formatting have been standardized throughout the entire document.

Mr. McNinch stated feedback had been and would continue to be received regarding the new Food Protection Manager requirements and the restriction against bare hands touching ready-to-eat foods. Ill employee exclusion and restriction policies had also been expanded.

Outreach efforts to obtain feedback had included internal workshops, one member of the Board of Health, the District Attorney's office, and a Food Protection Instructor workshop. Public workshops would be conducted, as well as a meeting with the Nevada Restaurant Association. The public hearings before the District Board of Health (DBOH) will be held in April and May. If approved in May, the regulations would be taken to the State Board of Health in June. If that approval is received, they will take effect upon recordation with the County Clerk's office.

A Board member asked if there will be a requirement for certification for people who do teach, or if it was just a matter of passing the test regardless of method of education. Mr. McNinch explained the test would cover it. ANSI and the FDA determined it would be more effective to have a national standard and they updated the Food Protection Manager Accreditation standards. From that, recognized examinations were developed. Training was not required as part of the certification program.

A Board member asked how the exam was administered. Mr. McNinch explained most instructors in WC are certified as proctors through national certification organizations. A Board member questioned whether or not people needed to be certified through Washoe. Mr. McNinch stated they do not necessarily need to be. If they are ServSafe certified, they will have to be able to demonstrate that.

Mr. Macaluso the reason for adopting the standard is because ServSafe certified individuals are currently required to take a 16-hour training course and repeat the test. It is burdensome for the individual, the employers and the public.

7. Presentation, Discussion, and Possible Recommendations for Changes to the Proposed Revisions to the Regulations of the Washoe County District Board of Health Governing Food Establishments

Members asked if a table of contents would be created and if the sections would be renumbered and Mr. McNinch said they would. If there were a citation, the section would be referenced.

Mr. McNinch stated that Section 1 is definitions, any regulations in that section will be moved. Many of the definitions mirror the ones the State has. 90% of the regulations are very close or identical to the State's.

Mr. McNinch explained Section 2 clarifies permits and fees. A Board member asked if there were modifications that were not highlighted like they were in the definitions. Mr. McNinch stated items in blue text are new language. A Board member asked if the fees

themselves were not printed in the Code. Mr. McNinch explained no, they were not, they are set by DBOH. The State's fees are built into their Code.

Mr. McNinch went on to explain Section 3, management and personnel. The language is very similar to the State and SNHD. The section outlines the responsibilities of the person(s) in charge. A Board member referred back to the ServSafe certificate, by you saying they have someone in charge, the purpose of the certificate is to have someone in charge during every shift, correct? Mr. McNinch, yes, a person of knowledge who has demonstrated a level of competence.

A Board member asked: so if, in the demonstration of knowledge section, it makes an exclusion if the certified FPM is available via telephone. Not sure I understand when not physically present. Mr. McNinch explained what it basically is saying there are going to be times when people are not in the facility. If the FPM has designated someone to be in charge while they are out, the facility is compliant. A Board member is that consistent with what the regulation is today? Mr. McNinch explained it really is. There is a revision in the FPM section.

Mr. McNinch stated there were provisions describing hand washing, which has been discussed extensively across the country.

Mr. McNinch noted the next section is about the FPM. New sections were compiled addressing smaller facilities, requiring one FPM instead of three. A Board member asked how days off are addressed. Mr. McNinch stated the exemption addresses that. Previously there had been five risk levels and now there will be three. If the FPM has control of the facility and are available by phone it is unlikely a problem will arise. If there are challenges, another FPM may be required.

Mr. McNinch stated the next section is food, and there are a lot of comprehensive changes. It is regulatory, but offers avenues and considerations not previously available. A Board member asked about refilling of returnable containers are you working with the microbrews. Mr. McNinch noted there had been no specific conversation with them yet. There are provisions for people to refill their personal containers. The regs will allow for that, it just has to be done properly. A Board member asked if Washoe County will set the standards for sanitation. Mr. McNinch said it would, that is included in the upcoming sections which address personal hygiene and facility maintenance.

Mr. McNinch then discussed utensils and linens, addresses limitations on uses of certain items. Because the regs are based on Food Code compiled from input from across the country, some things are addressed that we don't see in WC. Ventilation and heating are also addressed.

A Board member asked: regarding equipment, are there any specifications in the new requirements for drain boards on sinks or dish tables regarding whether or not they be self-draining and the size. Mr. McNinch read the regulation, noting the drain board must be of adequate size and pointing out where the complete text could be found.

Mr. McNinch said the next section addresses water, plumbing and waste. The new language primarily clarifies existing regulations; including the fact Washoe County does not represent any other jurisdiction. A Board member asked if it covered the machines that are being used to refill bottled water that is served in restaurants. Mr. McNinch answered they are covered under other provisions related to water systems, but dispensing systems are required to deliver water through an approved safe system.

A Board member noted that on page 168 there is a provision for tying a ware washing machine directly into the sewer, and I've always seen it go through an indirect pipe. Mr. McNinch stated that was a plumbing code. If you are going to connect directly to the sewage system, it's acceptable if there is a floor drain no more than five feet away. A Board member noted direct tying to a ware washing machine is acceptable but not to a three-compartment sink for example. He asked for clarification regarding there being a preventer against backflow in that ware-washing machine. Mr. McNinch explained the backflow would come up through the floor drain.

Mr. McNinch then discussed the garbage storage, cleaning supplies, implements section. New regs state the business must have service and provides remedies for not following proper disposal standards. A key change is the reversal of the requirement for a drain in a garbage area if it is just for dry storage and is being managed properly.

Physical facilities, things are cleanable, durable, and manageable. A Board member asked if down the road is something like the repair of a wall going to be just a recommendation. Mr. McNinch explained it could still be a requirement, WC would still retain authority, but it wouldn't be the focus of the inspection. The focus of inspections will begin to revert more towards active food preparation and storage instead of facilities inspection.

A Board member asked if there was anything in Code about outdoor vs. indoor food storage and requirements for covered pathways between the two. Mr. McNinch explained the food would need to be properly and safely transported. The Board member asked if it was allowed to take food that is pre-packaged from the outdoor storage area, prepare it, and transport it back to the outdoor storage. Mr. McNinch stated it was as long as it was covered and safe.

The private home provision states the kitchen must function under the same standards as a commercial location. A Board member asked: if you are preparing food in a private home and you bring someone in to help, which restroom do they use? Mr. McNinch clarified they would have to install a dedicated restroom facility. A Sani-Hut is unlikely to be approved. Mr. Macaluso explained NRS currently allows people to cook at home if there is a separate cooking facility from the household kitchen, which meets the same standards as a commercial facility. The new code clarifies the requirements for the County. A Board member suggested adding a disclaimer regarding the necessity of meeting other laws and regulations.

Mr. McNinch introduced the plan review section and explained it was somewhat simplified. Technology has standardized plan development so submittals require less clarification than in the past.

Mr. McNinch stated menus will be reviewed so that inspectors can determine if any special processes will need to be used that require development of a HACCP plan.

Mr. McNinch explained the poisonous and toxic materials section. It essentially said don't mix food with potentially toxic materials. It includes HACCP information and the information that will be required about certain plans. The District will act as a resource as much as a regulatory agency.

Mr. McNinch then went into specifics. The section covers Cottage foods, barbequing, farm to fork, etc. BBQs had been handled through policy and were now incorporated in the regulations. Food safety in processing establishments and mobile/portable units is addressed. With the major overhaul of the regs, many issues are being addressed one at a time as they come up. Portable bars within facilities will also require individual permits, but how that is to

be handled is under discussion. The major concern is that they do not currently have hand-washing facilities. A Board member suggested the use of portable hand-washing units.

A Board member asked why there were back of the house and front of the house permits. Why not just one for the facility? Mr. McNinch explained that was being discussed.

Mr. McNinch stated the next section outlines regulations for outdoor food establishments. It does not address temporary ones. A Board member asked if an outdoor/patio bar fell under any specific jurisdiction. Mr. McNinch stated it could be covered under the same regulations, because an outdoor food establishment does not stand on its own. Any food is predominantly coming out of a permitted support kitchen.

Mr. McNinch noted there were lots of revisions to temporary food permits but mostly to do with standardizing language and removing redundancies. More specifics have been built in for special events. Due to the fact the vendors will be inspected repeatedly during an event, some latitude is built in to the new regulations, such as light requirements. A Board member noted children are not allowed in temporary food preparation areas, and asked what age defines a child. Mr. McNinch stated it was not defined, but is aimed at infants. Staff will review that.

A Board member stated not all surfaces are light-colored to be able to show cleanliness. He asked if exceptions had been developed to address dark-colored ones. Mr. McNinch explained if it is not in a food prep area, they can be flexible with the colors.

Mr. McNinch said vending machines that dispense potentially hazardous foods would need to be permitted, but the area where they are located would be permitted, not each machine. That helps to address issues like different types of employee break areas. A Board member asked how temperatures are monitored inside of vending machines that distribute potentially hazardous foods. Mr. McNinch explained it was the same way as any holding unit. Additionally, if the temperature changed to unsafe levels for a designated amount of time, the machine would lock down so that the food would not dispense.

Mr. McNinch introduced the miscellaneous provisions, such as emergencies, resumption of operations, and smoking.

Remaining sections address compliance and enforcement. Provisions have been added relevant to sampling and testing, including addressing responsible payer.

Mr. McNinch noted that the Board had historically acted on quite a number of variances. Staff had determined the best course of action in the future would be to leave the variance process with the Health District instead. If the decision is appealed, the Board would hear it.

A Board member asked: regarding edible marijuana products, is that handled somewhere else? Mr. McNinch explained marijuana in a food product would be considered an ingredient, the same as flour. As long as it is being handled properly, it is a non-issue.

A Board member brought up formatting the definitions, asking if there is any consideration of putting them in the appropriate sections. Mr. McNinch explained the State addressed that in different ways depending on the situation, and that methodology could be incorporated into the County regulations.

Mr. McNinch explained this had originally been proposed as a non-action item, but it was determined that it was the right opportunity for the Board to recommend approval or denial. Whether or not they decided to take that action was up to them.

The Board moved that the presentation be accepted, with the suggestions that the Board has provided to staff. The motion passed by a vote of five in favor and none against.

***8. Board Comment** Limited to announcements or issues for future agendas.

None.

***9. Public Comment** Limited to three (3) minutes per person. No action may be taken.

None.

10. Adjournment

At 3:40 p.m., Chair Martin adjourned the meeting.

Respectfully submitted,



Dave McNinch,
Environmental Health Specialist Supervisor
Secretary to the Food Protection Hearing Advisory Board



Dawn Spinola, Administrative Secretary
Recording Secretary

Approved by Board in session on _____, 2016.

STAFF REPORT
BOARD MEETING DATE: November 2, 2016

TO: Food Protection Hearing and Advisory Board

FROM: Tony Macaluso, EHS Supervisor
775.328.2431, tmacaluso@washoecounty.us

SUBJECT: Presentation, discussion and possible decision regarding Mrs.'s Auld's Gourmet Foods Appeal of Staff decision to issue a Cease and Desist Order for a violation of Section 110.020 of the Regulations of the Washoe County District Board of Health Governing Food Establishments. The Board may choose to recommend sustaining, modifying or rescinding the Cease and Desist Order. The Board's recommendation will go to the District Health Officer, who will make the final decision.

SUMMARY

Mrs.'s Auld's Gourmet Foods Appeal of Staff decision regarding a Cease and Desist Order in reference to Section 110.020 of the Regulations of the Washoe County District Board of Health Governing Food Establishments.

District Health Strategic Objective supported by this item:

Healthy Environment: Create a healthier environment that allows people to safely enjoy everything Washoe County has to offer.

BACKGROUND

During Mr. Auld's Gourmet Foods routine inspection on October 27, of 2015 the Washoe County Health Department (WCHD) informed Mr. Auld of the requirements to provide an updated HACCP plan. During this inspection HACCP plans were discussed along with the need to develop prerequisite programs including handwashing, cleaning and sanitizing, and employee health. Mr. Auld was noticed to provide a revised HACCP by November 27, 2015.

On October 27, 2015 Staff provided Mr. Auld via email with all needed HACCP materials and a link to the same materials.

On November 18, 2015 Staff reminded Mr. Auld via email of the requirement to provide a HACCP by November 27, 2015. Mr. Auld responded that he would provide the information the following week.

On November 23, 2015 Mr. Auld provided a HACCP plan for a BBQ sauce.

On November 24, 2015 Staff contacted Mr. Auld acknowledging receipt of the HACCP. He was also informed of the need to develop and submit prerequisite programs as previously discussed during his routine inspection on October 27, 2015. He was provided a link to such materials. On this same day Mr. Auld responded that he had already provided these materials. Staff asked to be provided copies of these materials. Staff reiterated that these materials were needed to be submitted for review as part of the HACCP review. Mr. Auld provided Staff with some

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information in regards to a "master task list" which was not the information Staff was in need. Mr. Auld also provided some other information regarding handwashing and other procedures.

On February 10, 2016 a meeting was held with Mr. Auld to discuss his HACCP plan and what materials were still needed to proceed with his HACCP review. He was provided with a comprehensive list of the needed materials. (See attachment)

On this same day Mr. Auld provided Staff with one product label.

Staff had questions regarding the label and referred the questions to the State of Nevada Public and Behavioral Health Department non February 18, 2016. The State of Nevada referred the questions to the FDA. FDA responded to Staff on the label content on May 6, 2016.

On July 22, 2016 Staff contacted Mr. Auld regarding having not received a full copy of the required HACCP. At this time a HACCP checklist was provided to Mr. Auld indicating what information was lacking. A reference link was also provided with additional HACCP information. Staff attempted to set up an appointment with Mr. Auld to conduct a routine yearly inspection while in production. Staff was trying to coordinate this time with FDA which would enable both agencies to conduct a joint inspection. Mr. Auld suggested August 4th or 5th after 3pm to meet for the inspection.

On July 25 Staff responded to Mr. Auld indicating they were trying to coordinate this time frame. Staff requested Mr. Auld provide a full HACCP plan that could be reviewed prior to meeting.

On July 28, 2016 Mr. Auld responded to Staff indicating he had a lot of labels and whether or not we wanted all of them. Staff responded that yes, we need a copy of all of the labels. Staff responded indicating the August 4th or 5th dates would not work for the inspection, would it be possible to meet the week of the 15th of August. Mr. Auld responded he would check his calendar.

On August 1, 2016 Staff contacted Mr. Auld to check which days he may be available for inspection and when we might receive the HACCP. Mr. Auld responded Thursday or Friday of that week after 3 would work. He indicating he was having printer issues and would figure something out and he would provide it this week.

On August 4, 2016 Mr. Auld mentioned to Staff that he was able to print the document and he asked Staff how we would like to receive it. Staff responded on 8/9/16 that the plan may be submitted via email, fax or regular mail, whichever was easier for Mr. Auld.

On August 9' 2016 Mr. Auld sent a scanned copy of his HACCP to Staff.

On August 11^h 2016 Mr. Auld indicated he did not know when he would be in production, he had nothing on the books and he would give us a days' notice. Staff spoke with Mr. Auld via a phone call about the necessity of being in production to conduct our joint inspection with FDA. Staff also contacted Mr. Auld via email regarding the need to inspect his operation while in production. Staff informed Mr. Auld that his HACCP was being reviewed and that he would be sent a list of items he did not include. Staff sent Mr. Auld a list of items which were missing from his HACCP plan. He was asked to provide the items prior to August 23, 2016 to allow for Staff to complete the review. Mr. Auld responded with more questions and responses in which

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he questioned why we were requesting certain information. Mr. Auld also indicated that he would not provide some information due to confidentiality of his recipes. Staff responded providing explanation and citation of regulations requiring such. Mr. Auld responded asking "How do I apply for a waiver?" Staff sent a link for doing so. Mr. Auld asked do you want them all at once or do you want me to feed them to you? Staff replied whichever is most convenient. Staff mentioned his HACCP would be reviewed on August 24 and appreciates it if the requested items were received by August 23rd.

On August 17, 2016 Mr. Auld sent Staff an email indicating he had most of what was required and he would send the items the following day. He also asked how I get a waiver. He also asked for clarification on labels and 3rd party pH testing.

On August 18, 2016 Staff sent Mr. Auld a link to the waiver and answered his questions to the labels and 3rd party testing. Mr. Auld indicated he did test his product but not with a 3rd party audit. Mr. Auld sent Staff six items including, basic process chart, pH batch form, pH meter calibration form, Mrs. Auld's sanitizer specifications, equipment list, and an ingredient/supplier source list. Mr. Auld stated to Staff he didn't believe vinegar is added as a stabilizer to his product but for flavor.

On August 22, 2016 Staff explained the purpose of adding vinegar is to lower the pH of a product to make it shelf stable and asked if vinegar is only added for flavor how is the product made stable. Mr. Auld indicated all products are hot packed.

On August 24, 2016 Staff explained to Mr. Auld hot packing does not make items shelf stable per our regulations. Staff also pointed out a discrepancy between Mr. Auld's HACCP and his explanation of adding vinegar for flavor and not to change the pH of the product. Staff requested again that Mr. Auld submit the waiver. Mr. Auld responded vinegar is part of the original recipes and is not added as an addition. He stated they are not acidified foods.

On August 24, 2016 Management requested from Staff a list of items not received from Mr. Auld. The following list was provided:

1. 3rd party pH testing for each recipe
2. Copies of all labels
3. Waiver application
4. Manufacturer specifications for sanitizer used
5. Flow chart that includes all CCPs
6. Hazard analysis chart identifying hazards of concern for process
7. Copies of recipes produced
8. Training log

On August 24, 2016 an envelope with 13 additional labels was delivered to the WCHD office and placed in Staff's mailbox.

On September 16, 2016 Mr. Auld was sent a Cease and Desist Order requiring him to stop producing products. He was informed that he has failed to produce information which would

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allow Staff to review his required HACCP. In this same letter he was provided the list of needed items.

On September 22, 2016 Mr. Auld contacted Staff asking questions regarding his notice to Cease and Desist notice. He was informed to follow the information stated in his letter. He was also informed to provide the needed HACCP information.

On September 23, 2016 Mr. Auld contacted Staff requesting expectations. Staff referred Mr. Auld to the above referenced notice which indicated the information which was lacking. He was also informed of his opportunity for appeal.

On September 26, 2016 Mr. Auld asked stated he still had several question not answered or the answer had changed. He gave a few examples in his email.

On October 4, 2016 Staff left a phone message with Mr. Auld and sent a follow-up email both stating the need to contact the Health District to be informed of the appeal process. He was also informed if he made an appointment with Staff and provided the necessary items this process may be resolved in a timelier manner.

On October 6, 2016 Staff sent Mr. Auld an email indicating having not heard from him. He was provided a short list of how the appeal process works and was again informed that if he provided Staff with the needed HACCP items this process may be resolved in a timelier manner.

On October 7, 2016 Staff received an email from Mr. Auld requesting an explanation of what was required.

On October 10, 2016 Staff responded that all items that are required are listed in the letter dated 9/16/16, which was also attached to the email for reference. Mr. Auld responded "I have the letter. For example, I also have the email where you stated I didn't need to supply confidential recipes, but the letter stated that I do I was hoping there would be further detail above the Ingredient sources. Thought?" Staff offered to schedule a meeting with Mr. Auld to go over his HACCP plan prior to the hearing. Mr. Auld responded that he would like to do this line by line. Staff responded to Mr. Auld that we can discuss all items for his HACCP plan in a meeting to be held at the WCHD. Meeting scheduled for 10/20/16 at 4pm.

FISCAL IMPACT

There will be no additional fiscal impact to the FY17 budget.

RECOMMENDATION

Staff recommends this Hearing Board uphold the Cease and Desist Order to Mr. Auld's operation until Staff has received and approved a HACCP plan for Mrs. Auld's Gourmet Foods.

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be "Move to recommend to uphold the Cease and Desist Order to Mr. Auld's operation until Staff has received and approved a HACCP plan for Mrs. Auld's Gourmet Foods." OR

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Date: November 2, 2016

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Should the Board decide not to uphold the Cease and Desist Order, a possible motion would be "Move to recommend allowing Mr. Auld to produce products while he works to provide the needed information to get his HACCP approved." OR

Should the Board decide the Cease and Desist order should be upheld with additional recommendations or alternatives, a possible motion would be "Move to recommend to uphold the Cease and Desist Order to Mr. Auld's operation until the recommendations and/or alternatives discussed during the Board meeting have been implemented."

APPLICABLE REGULATIONS

Section 110.005 When a HACCP plan is required

A. Before engaging in an activity that requires a HACCP plan, a permit applicant or permit holder must submit to the Health Authority for approval a properly prepared HACCP plan as specified in these regulations if:

1. Submission of a HACCP plan is required;

2. A waiver or variance is required as specified in these regulations; or

3. The Health Authority determines that a food preparation or processing method requires a waiver based on a plan submittal specified in these regulations, an inspectional finding, or a waiver requirement.

B. A permit applicant or permit holder must have a properly prepared HACCP plan when packaging potentially hazardous food (time/temperature control for safety food) using a reduced oxygen packaging method without a waiver.

Section 110.010 Plan for analyzing the hazards of critical control points

Permit applicants or permit holders of food establishments or food processing establishments required to provide a HACCP plan to the Health Authority for approval must include in the plan:

A. A categorization of the types of potentially hazardous foods (time/temperature control for safety food) that are specified in the menu, such as soups and sauces, salads and bulk, solid foods, such as meat roasts, and other foods that are specified by the Health Authority.

B. A diagram that identifies critical control points for specific foods or categories of food and provides:

1. The ingredients, materials and equipment used in the preparation of each food or category of food; and

2. The procedures to ensure that each food or category of food is prepared safely.

C. A training plan for food handlers and supervisors that addresses issues of safety in the preparation of food.

D. A statement of standard operating procedures that identifies:

1. Each critical control point.

2. Limits for each critical control point.

3. The method and frequency for monitoring and controlling each critical control point by the employee designated by the person-in-charge.

4. The method and frequency for the person-in-charge to verify routinely that an employee is following standard operating procedures and monitoring critical control points.

5. Actions to be taken by the person-in-charge if the limits for each critical control point are not met.

6. The records required to be maintained by the person-in-charge to demonstrate that the plan for analyzing the hazards of critical control points is properly operated and managed.

E. Additional scientific data or other information, as required by the Health Authority, supporting the determination that the safety of the food served will be ensured.

Section 050.335 Waiver requirement

A food establishment operator shall obtain a waiver from the Health Authority before:

(C)Using food additives or adding components such as vinegar:

- 1. As a method of food preservation rather than as a method of flavor enhancement, or**
- 2. To render a food so that it is not potentially hazardous (time/temperature control for safety food);**



Washoe County Health District

Environmental Health Services Division

P.O. Box 11130 * Reno, Nevada 89520 * (775) 328-2434 * FAX (775) 328-6176

www.washoecounty.us/health

Health Establishment Inspection Report

2205 FOOD: ROUTINE INSPECTION 1ST

Facility Name: MRS AULDS GOURMET FOODS
 Location: 572 REACTOR WY B4 RENO
 Facility Phone: 856-3350
 Type: (Food Manufacturing)

Permit: F910889
 Inspection Date: 2015-10-27
 Inspection Area: HF06
 Risk Category: 3

Contact Name: John Auld
 Hours of Operation: Varies
 Certified Food Manager: John Auld

Start Time: 03:45 PM
 End Time: 04:45 PM

Score: 100

Certificate Number: WCHD cert#M140108
 CFM Expiration Date: 2/3/19

Below is the result of today's inspection. "VIOLATED: POINTS DEDUCTED" indicates a NOTICE of VIOLATION of the Washoe County District Board of Health Regulations Governing Food Establishments, and is an ORDER to abate the violation within the time frame(s) specified. Corrections are described in the section titled Official Notice.

SECTION I: FOOD SOURCES

- 2205-00010 - [5] Source sound condition; no spoilage
- 2205-00020 - [1] Original container; properly labeled

SECTION II: FOOD PROTECTION

- 2205-00030 - [5] Potentially hazardous food meets temperature requirements during storage; preparation, display, service, transportation
- 2205-00040 - [4] Facilities to maintain product temperature
- 2205-00050 - [2] Food protected during storage, preparation, display, service, transportation
- 2205-00060 - [2] Handling of food, ice, minimized
- 2205-00070 - [2] Potentially hazardous food properly thawed
- 2205-00080 - [1] Thermometers provided and conspicuous
- 2205-00090 - [1] In-use food, ice dispensing utensils properly stored

SECTION III: PERSONNEL

- 2205-00100 - [5] Personnel with infections restricted
- 2205-00110 - [5] Hands washed and cleaned, good hygienic practices
- 2205-00120 - [1] Clean clothes, hair restraints
- 2205-00130 - [3] CFPM or person in charge present, certificates posted as required

SECTION IV: EQUIPMENT & UTENSILS

- 2205-00140 - [4] Sanitization rinse, clean, temperature concentration, exposure time; equipment, utensils sanitized
- 2205-00150 - [2] Food (ice) contact surfaces: designed, constructed, maintained, installed, located
- 2205-00160 - [2] Dishwasher facilities designed, constructed, maintained, installed, located, operated as required
- 2205-00170 - [2] Food contact surfaces of equipment and utensils clean, free of abrasives, detergents
- 2205-00180 - [2] No re-use of single service articles
- 2205-00190 - [2] Wash, rinse water: clean, proper temperature
- 2205-00200 - [2] Accurate thermometers, chemical test kits provided, gauge cock (1/4" IPS Valve)
- 2205-00210 - [1] Non-food contact surfaces: designed, constructed, maintained, installed, located
- 2205-00220 - [1] Non-food contact surfaces of equipment and utensils clean
- 2205-00230 - [1] Storage, handling of clean equipment / utensils
- 2205-00240 - [1] Single service: articles, storage, dispensing, used
- 2205-00250 - [1] Wiping clothes: clean, use restricted

SECTION V: WATER

- 2205-00260 - [5] Water sources: safe, hot & cold under pressure

SECTION VI: SEWAGE

- 2205-00270 - [5] Sewage and waste water disposal

SECTION VII: PLUMBING

- 2205-00280 - [5] Cross connection, back siphonage, backflow
- 2205-00290 - [1] Installed, maintained

SECTION VIII: TOILETS & HANDSINKS

- 2205-00300 - [4] Number, convenient, accessible, designed, installed
- 2205-00310 - [2] Toilet rooms: self closing doors, fixtures maintained, clean, hand soap/drying devices provided; proper waste receptacle

SECTION IX: GARBAGE & REFUSE

- 2205-00320 - [2] Containers or receptacles: covered, adequate number, insect/rodent proof; frequency, clean
- 2205-00330 - [1] Outside storage area enclosures: properly constructed, clean, controlled incineration

SECTION X: VERMIN & ANIMALS

- 2205-00340 - [4] Presence of vermin, outer openings protected, no prohibited animals

SECTION XI: FLOOR; WALL; CEILING

- 2205-00350 - [1] Floors; constructed, drained, clean, good repair, covering installation, dustless cleaning methods
- 2205-00360 - [1] Walls; ceilings: attached equipment constructed, good repair, clean surfaces, dustless cleaning methods

SECTION XII: LIGHTING

- 2205-00370 - [1] Lighting provided as required, fixtures shielded

SECTION XIII: VENTILATION

2205-00380 - [1] Rooms and equipment - vented as required

SECTION XIV: DRESSING ROOMS

2205-00390 - [1] Rooms clean, lockers provided, facilities clean, properly located

SECTION XV: OTHER OPERATIONS

2205-00400 - [5] Necessary toxic items properly stored, labeled, used

2205-00410 - [1] Premises free of litter, unnecessary articles, equipment/personal articles properly stored, authorized personnel

2205-00420 - [1] Clean, soiled linen properly stored

2205-00430 - [1] Raw / undercooked food advisory, liquor birth defect warning signs posted as required

Official Notice:

General Comments:

2205-COMM - No other CFPMs at this facility. Facility has not had employee(s) take and fail one of the recognized CFPM exams in the past year.

Facility bottles sauces for a variety of different companies. Facility was not in production at time of inspection.

Discussed HACCP plan: operator will update HACCP plan and submit to health authority by 11/27/15. Operator shall develop prerequisite programs including handwashing, cleaning and sanitizing, and employee health.

- hand sinks stocked; discussed handwashing and no bare hand contact
- 2 compartment sink available; discussed cleaning procedures with no issues noted
- walk in refrigerator at 34F; fresh produce is stored for sauces
- food properly stored
- chemicals labeled and properly stored
- discussed date marking, lot tracking procedures and recalls with no issues noted
- restroom clean and stocked
- dumpster ok
- no pest issues noted at time of inspection; if the need arises ensure any pest issues are abated by a licensed pest control operator
- discussed employee health - ensure anyone with gastrointestinal symptoms (vomiting / diarrhea) is excluded for 48 hours after symptoms stop.

Date by which the above violations must be abated: **Submit revised HACCP plan by 11/27/15**

Failure to comply with this notice may result in immediate suspension of the Permit to Operate. An opportunity for an appeal will be provided if a written request for a hearing is filed with the Health Authority within the period of time established in this notice for the correction of violations.

(Reference: NRS, 446.895)

Health District Representative (include Call No.):  757	Inspection Report Received By: 	Manager Review:
--	--	-----------------

Karlicek, Dianna

From: Karlicek, Dianna
Sent: Tuesday, October 27, 2015 5:27 PM
To: john@mrs-aulds.com
Subject: SOP information
Attachments: Employee Health and Hygiene SOP.pdf;
SOP_CleaningandSanitizingFoodContactSurfaces.doc; SOP-eliminating-bare-hand-
contact-when-handling-rte.doc; SOP-washing-hands.doc; Standard operating procedure
worksheet.pdf

Hi John,

Please find attached some reference material for you regarding HACCP prerequisite program development. You can also check out this link : <http://sop.nfsmi.org/HACCPBasedSOPs.php>

Let me know if you have any questions.

Thanks,

Dianna

Dianna Karlicek, REHS Trainee

Environmental Health Specialist Trainee II | Environmental Health Services | Washoe County Health District
dkarlicek@washoecounty.us | O: (775) 328-2614 | F: (775) 328-6176 | 1001 E. Ninth St., Bldg. B, Reno, NV 89512

**WASHOE COUNTY
HEALTH DISTRICT**
ENHANCING QUALITY OF LIFE



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FORM 1-B Conditional Employee or Food Employee Reporting Agreement

Preventing Transmission of Diseases through Food by Infected Conditional Employees or Food Employees with Emphasis on Illness due to Norovirus, **Salmonella Typhi**, **Shigella** spp., Enterohemorrhagic (EHEC) or Shiga Toxin-producing **Escherichia coli** (STEC), or Hepatitis A Virus

The purpose of this agreement is to inform conditional employees or food employees of their responsibility to notify the person in charge when they experience any of the conditions listed so that the person in charge can take appropriate steps to preclude the transmission of foodborne illness.

I AGREE TO REPORT TO THE PERSON IN CHARGE:

Any Onset of the Following Symptoms, While Either at Work or Outside of Work, Including the Date of Onset:

1. Diarrhea
2. Vomiting
3. Jaundice
4. Sore throat with fever
5. Infected cuts or wounds, or lesions containing pus on the hand, wrist, an exposed body part, or other body part and the cuts, wounds, or lesions are not properly covered (*such as boils and infected wounds, however small*)

Future Medical Diagnosis:

Whenever diagnosed as being ill with Norovirus, typhoid fever (*Salmonella Typhi*), shigellosis (*Shigella* spp. infection), *Escherichia coli* O157:H7 or other EHEC/STEC infection, or hepatitis A (hepatitis A virus infection)

Future Exposure to Foodborne Pathogens:

1. Exposure to or suspicion of causing any confirmed disease outbreak of Norovirus, typhoid fever, shigellosis, *E. coli* O157:H7 or other EHEC/STEC infection, or hepatitis A.
2. A household member diagnosed with Norovirus, typhoid fever, shigellosis, illness due to EHEC/STEC, or hepatitis A.
3. A household member attending or working in a setting experiencing a confirmed disease outbreak of Norovirus, typhoid fever, shigellosis, *E. coli* O157:H7 or other EHEC/STEC infection, or hepatitis A.



EMPLOYEE HEALTH AND PERSONAL HYGIENE

FORM 1-B (continued)

I have read (or had explained to me) and understand the requirements concerning my responsibilities under the Food Code and this agreement to comply with:

1. Reporting requirements specified above involving symptoms, diagnoses, and exposure specified;
2. Work restrictions or exclusions that are imposed upon me; and
3. Good hygienic practices.

I understand that failure to comply with the terms of this agreement could lead to action by the food establishment or the food regulatory authority that may jeopardize my employment and may involve legal action against me.

Conditional Employee Name (please print) _____

Signature of Conditional Employee _____ **Date** _____

Food Employee Name (please print) _____

Signature of Food Employee _____ **Date** _____

Signature of Permit Holder or Representative _____ **Date** _____

STANDARD OPERATING PROCEDURE (SOP) FOR WASHING HANDS

PURPOSE: To prevent foodborne illness by contaminated hands.

SCOPE: This procedure applies to anyone who handles, prepares, and serves food.

KEY WORDS: Hand washing, Cross-Contamination

1. **HAND WASHING** means the act of cleansing the hands with warm water and soap, for the purpose of removing soil and microorganisms.
2. **CROSS-CONTAMINATION** means the passing of bacteria, microorganisms, or other harmful substances indirectly from one surface to another through improper or unsanitary **EQUIPMENT**, procedures, or products.

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.
2. Follow the Washoe County Health District regulations.
3. Use designated handwashing sinks for handwashing only. Do not use food preparation, utility, and dishwashing sinks for handwashing.
4. Provide:
 - Warm (at least 100 °F) running water
 - Self-closing, slow closing or metered faucets shall provide a flow of water for at least 15 seconds without reactivation.
 - Liquid soap in a fixed dispenser
 - Disposable towels
 - Waste container conveniently located near the handwashing sink or near the door in restrooms.
5. Keep handwashing sinks accessible anytime employees are present.
6. Wash hands:
 - Before starting work
 - After touching hair, face, or body
 - After using the toilet room
 - After sneezing, coughing, or using a handkerchief or tissue
 - After smoking, eating, drinking, or chewing gum or tobacco
 - After touching dirty dishes, equipment, or utensils
 - Before changing tasks to prevent cross-contamination
 - During food preparation as often as necessary to remove soil and contamination
 - After handling raw meats, poultry, or fish
 - When moving from one food preparation area to another
 - Before putting on or changing gloves
 - After removing gloves when working with raw animal products
 - After any clean up activity such as sweeping, mopping, or wiping counters
 - After handling trash

Washing Hands, continued

- After handling money
 - After any time the hands may become contaminated
7. Follow proper handwashing procedures as indicated below:
 - Wet hands and forearms with warm, running water at least 100 °F and apply soap.
 - Scrub lathered hands and forearms, under fingernails, and between fingers for at least 15 seconds.
 - Rinse thoroughly under warm running water.
 - Dry hands and forearms thoroughly with single-use paper towels.
 - Turn off water using paper towels.
 - Use paper towel to open door when exiting the restroom.
 8. Follow FDA recommendations when using hand sanitizers. These recommendations are as follows:
 - Use hand sanitizers only after hands have been properly washed and dried.
 - Use only hand sanitizers that comply with the Washoe County Health District's regulations for food establishments. Confirm with the manufacturers that the hand sanitizers used meet these requirements.
 - Use hand sanitizers in the manner specified by the manufacturer.

MONITORING:

1. A designated employee will visually observe the handwashing practices of the foodservice staff during all hours of operation.
2. The designated employee will visually observe that handwashing sinks are properly supplied during all hours of operation.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Ask employees that are observed not washing their hands at the appropriate times or using the proper procedure to wash their hands immediately.
3. Retrain employee to ensure proper handwashing procedure.

VERIFICATION AND RECORD KEEPING:

The foodservice manager will complete the Food Safety Checklist daily to indicate that monitoring is being conducted as specified. The Food Safety Checklist is to be kept on file for a minimum of 6 months.

DATE IMPLEMENTED: _____ BY: _____

DATE REVIEWED: _____ BY: _____

DATE REVISED: _____ BY: _____

HACCP-Based SOPs

Cleaning and Sanitizing Food Contact Surfaces (Sample SOP)

PURPOSE: To prevent foodborne illness by ensuring that all food contact surfaces are properly cleaned and sanitized.

SCOPE: This procedure applies to foodservice employees involved in cleaning and sanitizing food contact surfaces.

KEY WORDS: Food Contact Surface, Cleaning, Sanitizing

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Follow manufacturer's instructions regarding the use and maintenance of equipment and use of chemicals for cleaning and sanitizing food contact surfaces. Refer to Storing and Using Poisonous or Toxic Chemicals SOP.
4. If State or local requirements are based on the *2001 FDA Food Code*, wash, rinse, and sanitize food contact surfaces of sinks, tables, equipment, utensils, thermometers, carts, and equipment:
 - Before each use
 - Between uses when preparing different types of raw animal foods, such as eggs, fish, meat, and poultry
 - Between uses when preparing ready-to-eat foods and raw animal foods, such as eggs, fish, meat, and poultry
 - Any time contamination occurs or is suspected
5. Wash, rinse, and sanitize food contact surfaces of sinks, tables, equipment, utensils, thermometers, carts, and equipment using the following procedure:
 - Wash surface with detergent solution.
 - Rinse surface with clean water.
 - Sanitize surface using a sanitizing solution mixed at a concentration specified on the manufacturer's label.
 - Place wet items in a manner to allow air drying.

HACCP-Based SOPs

Cleaning and Sanitizing Food Contact Surfaces, continued (Sample SOP)

INSTRUCTIONS, continued:

6. If a 3-compartment sink is used, setup and use the sink in the following manner:
 - In the first compartment, wash with a clean detergent solution at or above 110 °F or at the temperature specified by the detergent manufacturer.
 - In the second compartment, rinse with clean water.
 - In the third compartment, sanitize with a sanitizing solution mixed at a concentration specified on the manufacturer's label or by immersing in hot water at or above 171 °F for 30 seconds. Test the chemical sanitizer concentration by using an appropriate test kit.
7. If a dishmachine is used:
 - Check with the dishmachine manufacturer to verify that the information on the data plate is correct.
 - Refer to the information on the data plate for determining wash, rinse, and sanitization (final) rinse temperatures; sanitizing solution concentrations; and water pressures, if applicable.
 - Follow manufacturer's instructions for use.
 - Ensure that food contact surfaces reach a surface temperature of 160 °F or above if using hot water to sanitize.

MONITORING:

Foodservice employees will:

1. During all hours of operation, visually and physically inspect food contact surfaces of equipment and utensils to ensure that the surfaces are clean.
2. In a 3-compartment sink, on a daily basis:
 - Visually monitor that the water in each compartment is clean.
 - Take the water temperature in the first compartment of the sink by using a calibrated thermometer.
 - If using chemicals to sanitize, test the sanitizer concentration by using the appropriate test kit for the chemical.
 - If using hot water to sanitize, use a calibrated thermometer to measure the water temperature. Refer to Using and Calibrating Thermometers SOPs.

HACCP-Based SOPs

Cleaning and Sanitizing Food Contact Surfaces, continued (Sample SOP)

MONITORING, continued:

3. In a dishmachine, on a daily basis:
 - Visually monitor that the water and the interior parts of the machine are clean and free of debris.
 - Continually monitor the temperature and pressure gauges, if applicable, to ensure that the machine is operating according to the data plate.
 - For hot water sanitizing dishmachine, ensure that food contact surfaces are reaching the appropriate temperature by placing a piece of heat sensitive tape on a smallware item or a maximum registering thermometer on a rack and running the item or rack through the dishmachine.
 - For chemical sanitizing dishmachine, check the sanitizer concentration on a recently washed food-contact surface using an appropriate test kit.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Wash, rinse, and sanitize dirty food contact surfaces. Sanitize food contact surfaces if it is discovered that the surfaces were not properly sanitized. Discard food that comes in contact with food contact surfaces that have not been sanitized properly.
3. In a 3-compartment sink:
 - Drain and refill compartments periodically and as needed to keep the water clean.
 - Adjust the water temperature by adding hot water until the desired temperature is reached.
 - Add more sanitizer or water, as appropriate, until the proper concentration is achieved.
4. In a dishmachine:
 - Drain and refill the machine periodically and as needed to keep the water clean.
 - Contact the appropriate individual(s) to have the machine repaired if the machine is not reaching the proper wash temperature indicated on the data plate.
 - For a hot water sanitizing dishmachine, retest by running the machine again. If the appropriate surface temperature is still not achieved on the second run, contact the appropriate individual(s) to have the machine repaired. Wash, rinse, and sanitize in the 3-compartment sink until the machine is repaired or use disposable single service/single-use items if a 3-compartment sink is not available.
 - For a chemical sanitizing dishmachine, check the level of sanitizer remaining in bulk container. Fill, if needed. “Prime” the machine according to the manufacturer’s instructions to ensure that the sanitizer is being pumped through

HACCP-Based SOPs

Cleaning and Sanitizing Food Contact Surfaces, continued (Sample SOP)

CORRECTIVE ACTION, continued:

the machine. Retest. If the proper sanitizer concentration level is not achieved, stop using the machine and contact the appropriate individual(s) to have it repaired. Use a 3-compartment sink to wash, rinse, and sanitize until the machine is repaired.

VERIFICATION AND RECORD KEEPING:

Foodservice employees will record monitoring activities and any corrective action taken on the Food Contact Surfaces Cleaning and Sanitizing Log. The foodservice manager will verify that foodservice employees have taken the required temperatures and tested the sanitizer concentration by visually monitoring foodservice employees during the shift and reviewing, initialing, and dating the Food Contact Surfaces Cleaning and Sanitizing Log. The log will be kept on file for at least 1 year. The foodservice manager will complete the Food Safety Checklist daily. The Food Safety Checklist is to be kept on file for a minimum of 1 year.

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____

Standard Operating Procedure

Establishment Name: _____

Subject: _____

What will be done and who will do it?

Who will make sure it's done and how?

How should problems be fixed?

What records will be kept?

Created (Date): By:

Last Revised: By:

STANDARD OPERATING PROCEDURE (SOP) FOR ELIMINATING BARE HAND CONTACT WHEN HANDLING READY-TO-EAT FOODS

PURPOSE: To prevent foodborne illness due to hand-to-food cross-contamination.

SCOPE: This procedure applies to foodservice employees who prepare, handle, or serve food.

KEY WORDS: Ready-to-Eat Food, Cross-Contamination

1. **READY-TO-EAT FOOD** means food that:

- Is in a form that is edible without additional preparation to achieve food safety or a raw or partially cooked animal food and the customer is advised of the hazard.
- Ready-to-Eat Food includes but is not limited to:
 - Raw animal FOOD that is cooked as required in Cooking and Reheating SOP
 - Raw fruits and vegetables which are thoroughly washed to remove soil and other contaminants.
 - Fruits and vegetables which are cooked and held for hot holding, as required in Cooking and Reheating SOP
 - All potentially hazardous food that is cooked as required in the Cooking and Reheating SOP, and cooled as required in the Cooling SOP.
 - Plant food for which further washing, cooking, or other processing is not required for food safety, and from which rinds, peels, husks, or shells, if naturally present are removed.
 - Substances derived from plants including but not limited to spices, seasonings, and sugar, that will not be cooked.
 - A bakery item including but not limited to bread, cakes, pies, fillings, or icing for which further cooking is not required for food safety.
 - Commercially processed food for which further cooking is not required for food safety.

2. **CROSS-CONTAMINATION** means the passing of bacteria, microorganisms, or other harmful substances indirectly from one surface to another through improper or unsanitary EQUIPMENT, procedures, or products.

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.
2. Follow the Washoe County Health District regulations.
3. Use proper handwashing procedures to wash hands and exposed arms prior to preparing or handling food or at anytime when the hands may have become contaminated. See Washing Hands SOP.
4. Do not use bare hands to handle ready-to-eat foods at any time unless washing fruits and vegetables.
5. Use suitable utensils when working with ready-to-eat food. Suitable utensils may include:
 - Single-use gloves
 - Deli tissue
 - Foil wrap
 - Tongs, spoodles, spoons, spatulas, and other dispensing equipment

SOP for Eliminating Bare Hand Contact When Handling Ready-to-Eat Foods, continued

MONITORING:

A designated foodservice employee(s) will visually observe that bare hand contact of ready-to-eat-food is eliminated and that gloves or suitable utensils are used and changed at the appropriate times during all hours of operation.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Discard ready-to-eat food touched with bare hands.

VERIFICATION AND RECORD KEEPING:

The foodservice manager will verify that foodservice workers are using suitable utensils by visually monitoring foodservice employees during all hours of operation. The foodservice manager will complete the Food Safety Checklist daily. The designated foodservice employee responsible for monitoring will record any discarded food in the corrective action section of the Food Safety Checklist. The Food Safety Checklist is to be kept on file for a minimum of 6 months.

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____

Karlicek, Dianna

From: John Auld <john@mrs-aulds.com>
Sent: Tuesday, October 27, 2015 5:51 PM
To: Karlicek, Dianna
Subject: Re: SOP information

Easy money. Thanks

Make it a Great Day!
John Auld - President
Mrs. Auld's Gourmet Foods, Inc.
775-376-2465 Cell
775-856-3350 Office
775-636-7748 Fax

On Oct 27, 2015, at 5:26 PM, Karlicek, Dianna <DKarlicek@washoecounty.us> wrote:

Hi John,
Please find attached some reference material for you regarding HACCP prerequisite program development. You can also check out this link : <http://sop.nfsmi.org/HACCPBasedSOPs.php>
Let me know if you have any questions.
Thanks,
Dianna

Dianna Karlicek, REHS Trainee

Environmental Health Specialist Trainee II | Environmental Health Services | Washoe County Health District
dkarlicek@washoecounty.us | O: (775) 328-2614 | F: (775) 328-6176 | 1001 E. Ninth St., Bldg. B, Reno, NV 89512

<image001.jpg>

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<Employee Health and Hygiene SOP.pdf>

<SOP_CleaningandSanitizingFoodContactSurfaces.doc>

<SOP-eliminating-bare-hand-contact-when-handling-rte.doc>

<SOP-washing-hands.doc>

<Standard operating procedure worksheet.pdf>

Karlicek, Dianna

From: John Auld <john@mrs-aulds.com>
Sent: Wednesday, November 18, 2015 8:37 AM
To: Karlicek, Dianna
Subject: Re: SOP information

Thanks for the reminder. Planned on getting it done next week.

Make it a Great Day!
John Auld - President
Mrs. Auld's Gourmet Foods, Inc.
775-376-2465 Cell
775-856-3350 Office
775-636-7748 Fax

On Nov 18, 2015, at 8:15 AM, Karlicek, Dianna <DKarlicek@washoecounty.us> wrote:

Hi John,

I just wanted to check in on the HACCP update to see how it was going. The update is due by November 27th. Once the update is submitted, it will go to our new HACCP review team for any further input and approval. Please let me know if you have any questions.

Thanks,
Dianna

Dianna Karlicek, REHS Trainee

Environmental Health Specialist Trainee II | Environmental Health Services | Washoe County Health District
dkarlicek@washoecounty.us | O: (775) 328-2614 | F: (775) 328-6176 | 1001 E. Ninth St., Bldg. B, Reno, NV 89512



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From: John Auld [<mailto:john@mrs-aulds.com>]
Sent: Tuesday, October 27, 2015 5:51 PM
To: Karlicek, Dianna
Subject: Re: SOP information

Easy money. Thanks

Make it a Great Day!
John Auld - President
Mrs. Auld's Gourmet Foods, Inc.
775-376-2465 Cell

775-856-3350 Office
775-636-7748 Fax

On Oct 27, 2015, at 5:26 PM, Karlicek, Dianna <DKarlicek@washoecounty.us> wrote:

Hi John,

Please find attached some reference material for you regarding HACCP prerequisite program development. You can also check out this link :

<http://sop.nfsmi.org/HACCPBasedSOPs.php>

Let me know if you have any questions.

Thanks,

Dianna

Dianna Karlicek, REHS Trainee

Environmental Health Specialist Trainee II | Environmental Health Services | Washoe County Health District

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<image001.jpg>

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<Employee Health and Hygiene SOP.pdf>

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<SOP-eliminating-bare-hand-contact-when-handling-rte.doc>

<SOP-washing-hands.doc>

<Standard operating procedure worksheet.pdf>

Karlicek, Dianna

From: John Auld <john@mrs-aulds.com>
Sent: Monday, November 23, 2015 3:52 PM
To: Karlicek, Dianna
Cc: English, Amber E.
Subject: RE: SOP information
Attachments: MAGFI HACCP Plan.doc

Here you go Diana....Let me know if you see anything I missed. Have a good thanksgiving!

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From: Karlicek, Dianna [<mailto:DKarlicek@washoecounty.us>]
Sent: Wednesday, November 18, 2015 8:16 AM
To: John Auld
Cc: English, Amber E.
Subject: RE: SOP information

Hi John,

I just wanted to check in on the HACCP update to see how it was going. The update is due by November 27th. Once the update is submitted, it will go to our new HACCP review team for any further input and approval. Please let me know if you have any questions.

Thanks,
Dianna

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<SOP-washing-hands.doc>

<Standard operating procedure worksheet.pdf>

Mrs. Auld's HACCP Plan Table

BBQ Sauces

Hazard Description: Is this hazard controlled by a PP or A BC HACCP Plan **CCP?** **Justification:** **Critical Limits:** **Monitoring Procedures:** **Corrective Actions** **Verification Procedures:** **HACCP Records:**

Measure Ingredients

B Pathogen contamination because of improper employee handling practices	Personnel Training	No	Employee training program in place					
B Pathogen growth because of incorrect formulation	HACCP Plan	Yes	If the pH of the BBQ Sauce is higher than pH 4.6 because the amount of vinegar added is incorrect, the cook heat treatment is will not be able to kill all of the pathogens.	Vinegar quantities have been established with each recipe.	Set aside batch sample for testing to be logged on PH log	Dispose of run. Do not sell if already packaged. Determine remedial action prior to additional product runs.	Verification of pH of 4.1- 4.2 and 7.1 - 7.2 done prior to each test	Ph Log

Blend

B Pathogen contamination because of unsanitary equipment	Sanitation & Pest Control	No	All equipment sanitation done with food safe acids. (5% Distilled Vinegar)				
C Contamination with non-food chemicals because of residual cleaners or sanitizers	Sanitation & Pest Control	No	All equipment sanitation done with food safe acids. (5% Distilled Vinegar)				
P HEM contamination because of faulty equipment setup	Equipment Maintenance & Design	No	Personnel are trained to assemble and disassemble all equipment.				

Date: _____

Approved by: _____

A BC HACCP Plan Table

BBQ Sauces

Hazard Description:	Is this hazard controlled by a PP or A BC HACCP Plan	CCP?	Justification:	Critical Limits:	Monitoring Procedures:	Corrective Actions	Verification Procedures:	HACCP Records:
---------------------	--	------	----------------	------------------	------------------------	--------------------	--------------------------	----------------

Cook

B Pathogen survival because of improper heat treatment	HACCP Plan	Yes	If heat treatment inadequate, surviving microorganisms may grow and change the pH such that pathogens can grow and cause foodborne illness.	Bring to boil for 10 minutes	Timer Used	Finished product disposed.	All finished product inspected for seal	None
--	------------	-----	---	------------------------------	------------	----------------------------	---	------

Package

B Pathogen contamination because of unsanitary equipment	Sanitation & Pest Control	No	Sanitation program in place.					
B Pathogen survival because of inadequate fill temperature	Personnel Training	No	Personnel are trained to quickly fill containers. If the line stops, product in the filler bowl is returned to the kettle. Bottles are inverted for 10 minutes after filling.					
C Contamination with non-food chemicals residual cleaners or sanitizers	Sanitation & Pest Control	No	Sanitation program in place.					

P HEM contamination because of glass breakage	HACCP Plan	Yes	If a glass bottle breaks during processing, a consumer may eat glass particles – and this could cause severe injury.	No glass fragments in any bottle	Observe glass packaging as it is placed on the line Constantly observe filling of bottles	Stop production if glass particles seen in bottles. Stop production after glass breakage Remove open bottles within 4 feet and rinse to remove glass. Discard dressing in open bottles	Review batch report before releasing product.	Batch record
---	------------	-----	--	----------------------------------	--	---	---	--------------

Date: _____ **Approved by:** _____

A BC HACCP Plan Table

BBQ Sauces

Hazard Description:	Is this hazard controlled by a PP or A BC HACCP Plan	CCP?	Justification:	Critical Limits:	Monitoring Procedures:	Corrective Actions	Verification Procedures:	HACCP Records:
----------------------------	--	-------------	-----------------------	-------------------------	-------------------------------	---------------------------	---------------------------------	-----------------------

Label/Code

C	Presence of allergens because of incorrect label	HACCP Plan	No	Limit of one product type run daily. Recorded based on run date.				
---	--	------------	----	--	--	--	--	--

4 Step Sanitation Process

C	Presence of allergens because of unsanitary equipment	Sanitation & Pest Control	No	Personnel trained to perform full sanitation procedure after running allergen containing product				
---	---	---------------------------	----	--	--	--	--	--

Date: _____ **Approved by:** _____

Karlicek, Dianna

From: Karlicek, Dianna
Sent: Tuesday, November 24, 2015 8:48 AM
To: John@mrs-aulds.com
Cc: English, Amber E.
Subject: RE: SOP information

Hi John,

Thank you for updating your chart. During your inspection we also discussed the development of prerequisite programs, including handwashing, cleaning and sanitizing, and employee health. You can find helpful information on our website at: <https://www.washoecounty.us/health/programs-and-services/food-protection-services/haccp.php>.

Please develop and submit these as well.

Please let me know if you have any questions.

Enjoy your Thanksgiving.

Dianna

Dianna Karlicek, REHS Trainee

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Director of Operations
775-856-3350
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From: John Auld <john@mrs-aulds.com>
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That wasn't on your list

Make it a Great Day!
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From: John Auld [<mailto:john@mrs-aulds.com>]
Sent: Tuesday, November 24, 2015 9:04 AM
To: Karlicek, Dianna
Subject: Re: SOP information

Did that already

Make it a Great Day!
John Auld - President
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775-376-2465 Cell
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775-636-7748 Fax

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Enjoy your Thanksgiving.

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To: Karlicek, Dianna

Cc: English, Amber E.

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On Nov 24, 2015, at 10:40 AM, Karlicek, Dianna <DKarlicek@washoecounty.us> wrote:

Hi John,
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Thank you,
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From: John Auld [<mailto:john@mrs-aulds.com>]
Sent: Tuesday, November 24, 2015 10:10 AM
To: Karlicek, Dianna
Subject: Re: SOP information

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On Nov 24, 2015, at 9:36 AM, Karlicek, Dianna <DKarlicek@washoecounty.us> wrote:

Hi John,

I've attached a copy of your inspection report for reference. In the general comments section it states "Discussed HACCP plan: operator will update HACCP plan and submit to health authority by 11/27/15. Operator shall develop prerequisite programs including handwashing, cleaning and sanitizing, and employee health." I apologize if it was unclear that those needed to be submitted as well. We did discuss that we have a new HACCP approval process. The team requires all the parts of your plan for review.

Thank you for your assistance in getting the information together for me.

Let me know if I can be of further assistance.

Dianna

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Sent: Tuesday, November 24, 2015 3:52 PM
To: Karlicek, Dianna
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Attachments: Magfi Master Task List.xls

Hey Dianna – This meet your needs?

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Sent: Tuesday, November 24, 2015 10:55 AM
To: John Auld
Subject: RE: SOP information

John,
If you already have them completed and can get them to me today that would be great. Otherwise when you return is fine. I understand time restraints, especially this time of year. We will review the plan and get notes back to you after we receive all the information. Safe travels.
Thank you,
Dianna

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Hi John,

<u>Prerequisite Programs</u>	<u>Frequency</u>
Premises	30
Equipment Maintenance	364
Personnel Training	30
	364
	364
	364
Sanitation & Pest Control	7
	7
	30
Recall	
	180
HACCP Plan	364

Task

Task Description

Perform Monthly Premises Inspection

General walk around of facility (inside and perimeter)
Looking for general cleanliness

Service cooler.
Service Filler

PRN
Lube

Review Basic Personnel Hygiene

Review hand washing with employees
Review Hand Washing, Sanitization and Wellness
policy.
Purchase fresh PH solution

Employee orientation
Change pH buffer

Clean warehouse
Clean Bathroom

General clean up of warehouse
Restroom area to be sanitized.

Clean filters in ventilation system

Remove and spray down filters

Perform recall effectiveness check - problem at facility

Review recall procedure. Date integrity.

Monitor HACCP Plan

Review effectiveness

Karlicek, Dianna

From: Karlicek, Dianna
Sent: Tuesday, November 24, 2015 4:07 PM
To: English, Amber E.; Lord, Latricia; Bryant, Lee
Subject: RE: Weekly HACCP Review

Amber, Lee and Latricia,

Here is what the owner of Mrs. Auld's sent me. I've emailed him several times and either he is just not understanding or not doing it. Not sure which. I emailed him the link to resources on our page as well as other information on SOPs.

Just wanted you to have this for the meeting.

Thanks,

Dianna



Mrs Aulds Master
Task List.xls...

Dianna Karlicek, REHS Trainee

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-----Original Appointment-----

From: English, Amber E.

Sent: Tuesday, November 24, 2015 1:19 PM

To: Lord, Latricia; Bryant, Lee; Karlicek, Dianna; Franchi, Kim Tran

Subject: Weekly HACCP Review

When: Wednesday, December 09, 2015 8:30 AM-9:30 AM (UTC-08:00) Pacific Time (US & Canada).

Where: EHS Conf Rm 222

<< File: Western Village Haacp Guidelines - 11-6-15 V1.pdf >> << File: 2015-2016 Nutrition Services HACCP Manual.pdf >>

Hi Ladies,

We have received some larger HACCP plans, so I wanted to get this meeting scheduled and provide enough time for everyone to review. Here is the tentative plan:

- **8:30 - 9:00 Western Village (Kim and Dianna)** – Kim, you were invited to this meeting because Western Village and Peppermill have some overlap with their HACCP plans, but you can leave once we finish with these. Attached is a copy of the HACCP plan submitted by Western Village. Please bring the Peppermill HACCP binder to the meeting so that we can compare plans. For everyone else, the Peppermill HACCP plan binder is in Kim’s cubicle if you want to review prior to the meeting
- **9:00 – 9:30 WCSD Nutrition Services (Dianna)** - see attached for copy of plan
- **9:30 – 10:00 Mrs. Auld’ s (Dianna)**- Dianna is waiting on some additional paperwork, once receive, I will send out an electronic copy

Latricia and Lee, please plan on keeping your morning open as I anticipate that we will receive some additional plans between now and this meeting.

Let me now if there are any questions. Thanks!

Karlicek, Dianna

From: John Auld <john@mrs-aulds.com>
Sent: Tuesday, November 24, 2015 4:17 PM
To: Karlicek, Dianna
Subject: RE: SOP information
Attachments: Sanitation Standards.xls

Here is one more

Make it a Great Day!

John Auld
Mrs. Auld's Gourmet Foods, Inc.
Director of Operations
775-856-3350
775-376-2465 Cell
775-636-7748 Fax

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From: Karlicek, Dianna [mailto:DKarlicek@washoecounty.us]
Sent: Tuesday, November 24, 2015 10:55 AM
To: John Auld
Subject: RE: SOP information

John,
If you already have them completed and can get them to me today that would be great. Otherwise when you return is fine. I understand time restraints, especially this time of year. We will review the plan and get notes back to you after we receive all the information. Safe travels.
Thank you,
Dianna

Dianna Karlicek, REHS Trainee

Environmental Health Specialist Trainee II | Environmental Health Services | Washoe County Health District
dkarlicek@washoecounty.us | O: (775) 328-2614 | F: (775) 328-6176 | 1001 E. Ninth St., Bldg. B, Reno, NV 89512

**WASHOE COUNTY
HEALTH DISTRICT**



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Public Health

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From: John Auld [<mailto:john@mrs-aulds.com>]
Sent: Tuesday, November 24, 2015 10:52 AM
To: Karlicek, Dianna
Subject: Re: SOP information

I'm in Dallas next week. It would be the week after that

Make it a Great Day!
John Auld - President
Mrs. Auld's Gourmet Foods, Inc.
775-376-2465 Cell
775-856-3350 Office
775-636-7748 Fax

On Nov 24, 2015, at 10:40 AM, Karlicek, Dianna <DKarlicek@washoecounty.us> wrote:

Hi John,
Please feel free to enjoy your vacation. You can get it to me next week.
Thank you,
Dianna

Dianna Karlicek, REHS Trainee

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<image001.jpg>

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From: John Auld [<mailto:john@mrs-aulds.com>]
Sent: Tuesday, November 24, 2015 10:10 AM
To: Karlicek, Dianna
Subject: Re: SOP information

Giving you a hard time. I was just trying to take a little vacation. I will get it to you today

Make it a Great Day!
John Auld - President
Mrs. Auld's Gourmet Foods, Inc.
775-376-2465 Cell
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775-636-7748 Fax

On Nov 24, 2015, at 9:36 AM, Karlicek, Dianna <DKarlicek@washoecounty.us> wrote:

Hi John,

Company Name

Mrs Auld's Gourmet Foods, Inc

EquipmentPlantArea

WDName

Two compartment sink sanitation procedure

Dish Soap

Employee Handwashing

Hand Soap

WDDilution

WDTemp

WDAppequip

RinseName

1/2 oz.

warm to hot

Manually wash

Water

1/2 oz.

Warm to Hot

Manually wash

Water

RinseDilution	RinseTemp	RinseAppEquip	Sanitizer Name
n/a	warm to hot	Sink Sprayer	5% vinegar Solution
N/A	Warm To Hot	Wash Sink	Hand soap

Sanitizer Dilution

SanitizerTemp

SanitizerAppEquip

Rinse2Name

None

Room temp

Spray and let dry

Water

none

Room temp

NA

NA

mp

Rinse2AppEquip

Sink Sprayer

Rinse2Dilution

Rinse2Te

NA

n/a

warm to hot

Frequency

End of day close out and before use of any equipment or cutting board

Start of shift. After use of restroom or contamination during normal workday

Safety Equip

NONE

None

Person

Time Required

Grider/Auld

15 minutes

All

1 minute

Procedure

Rinse utensils and manually washed items in 1st compartment

Wash items in Soap in compartment #1

Rinse in compartment #2

Remove items from compartment #2 and place on drying racks.

- Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
- Lather your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.
- Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
- Rinse your hands well under clean, running water.
- Dry your hands using a clean towel or air dry them.

Original Date	Revision	Revision Date
---------------	----------	---------------

01-Mar-12	1	01-Nov-14
-----------	---	-----------

11/30/2012	1	11/23/2015
------------	---	------------

Karlicek, Dianna

From: John Auld <john@mrs-aulds.com>
Sent: Tuesday, November 24, 2015 4:24 PM
To: Karlicek, Dianna
Subject: RE: SOP information
Attachments: WashingHands.doc

Last one..I think

Make it a Great Day!

John Auld
Mrs. Auld's Gourmet Foods, Inc.
Director of Operations
775-856-3350
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Thank you,
Dianna

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**WASHOE COUNTY
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<image001.jpg>

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On Nov 24, 2015, at 9:36 AM, Karlicek, Dianna <DKarlicek@washoecounty.us> wrote:

Hi John,

HACCP-Based SOPs

Washing Hands

PURPOSE: To prevent food borne illness by contaminated hands.

SCOPE: This procedure applies to anyone who handles, prepare, and serve food.

KEY WORDS: Hand washing, Cross-Contamination

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Use designated hand washing sinks for hand washing only. Do not use food preparation, utility, and dishwashing sinks for hand washing.
4. Provide warm running water, soap, and a means to dry hands. Provide a waste container at each hand washing sink or near the door in restrooms.
5. Keeps hand washing sinks accessible anytime employees are present.
6. Wash hands:
 - Before starting work
 - During food preparation
 - When moving from one food preparation area to another
 - Before putting on or changing gloves
 - After using the toilet
 - After sneezing, coughing, or using a handkerchief or tissue
 - After touching hair, face, or body
 - After smoking, eating, drinking, or chewing gum or tobacco
 - After handling raw meats, poultry, or fish
 - After any clean up activity such as sweeping, mopping, or wiping counters
 - After touching dirty dishes, equipment, or utensils
 - After handling trash
 - After handling money
 - After any time the hands may become contaminated

Washing Hands, continued

HACCP-Based SOPs

INSTRUCTIONS, continued:

7. Follow proper hand washing procedures as indicated below:
 - Wet hands and forearms with warm, running water at least 100 °F and apply soap.
 - Scrub lathered hands and forearms, under fingernails, and between fingers for at least 10-15 seconds. Rinse thoroughly under warm running water for 5-10 seconds.
 - Dry hands and forearms thoroughly with single-use paper towels.
 - Dry hands for at least 30 seconds if using a warm air hand dryer.
 - Turn off water using paper towels.
 - Use paper towel to open door when exiting the restroom.
8. Follow FDA recommendations when using hand sanitizers. These recommendations are as follows:
 - Use hand sanitizers only after hands have been properly washed and dried.
 - Use only hand sanitizers that comply with the *2001 FDA Food Code*. Confirm with the manufacturers that the hand sanitizers used meet these requirements.
 - Use hand sanitizers in the manner specified by the manufacturer.

MONITORING:

1. A designated employee will visually observe the hand washing practices of the foodservice staff during all hours of operation.
2. The designated employee will visually observe that hand washing sinks are properly supplied during all hours of operation.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Ask employees that are observed not washing their hands at the appropriate times or using the proper procedure to wash their hands immediately.
3. Retrain employee to ensure proper hand washing procedure.

VERIFICATION AND RECORD KEEPING:

Employee and manager will review and sign during annual orientation.

DATE IMPLEMENTED: _____ BY: _____

DATE REVIEWED: _____ BY: _____

DATE REVISED: _____ BY: _____

HACCP-Based SOPs

Karlicek, Dianna

From: John Auld <john@mrs-aulds.com>
Sent: Wednesday, February 10, 2016 4:49 PM
To: Karlicek, Dianna
Subject: RE: Reminder: Meeting today
Attachments: IMAGE0024.PDF

Here is a label....let me know if you need anything else...

Make it a Great Day!

John Auld
Mrs. Auld's Gourmet Foods, Inc.
Director of Operations
775-856-3350
775-376-2465 Cell
775-636-7748 Fax

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From: Karlicek, Dianna [<mailto:DKarlicek@washoecounty.us>]
Sent: Wednesday, February 10, 2016 8:25 AM
To: John Auld
Subject: Reminder: Meeting today

Hi John,
Just a friendly reminder that we are scheduled to meet today at 3:30pm here at the Washoe County Health Department Offices.
Thanks,
Dianna

Dianna Karlicek

Environmental Health Specialist Trainee | Environmental Health Services | Washoe County Health District
dkarlicek@washoecounty.us | O: (775) 328-2614 | 1001 E. Ninth St., Bldg. B, Reno, NV 89512

WASHOE COUNTY
HEALTH DISTRICT



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Public Health

No virus found in this message.

Checked by AVG - www.avg.com

Version: 2016.0.7442 / Virus Database: 4522/11600 - Release Date: 02/10/16

Made in the USA



GREENMOUNTAINGRILLS.COM

This product is produced by Green Mountain Grills LLC.

(Preservative)

Ingredients: Tomato Puree, Brown Sugar, Pineapple Concentrate, Cider Vinegar, Soy Sauce (Made from Soy and Wheat), Chili Pepper Flakes, Salt, Onion Flakes, Ground Ginger, Granulated Garlic, <1% Sodium Benzoate

NET WT 12 fl oz NO MSG



Nutrition Facts
Serving Size 1 oz (28g)
Servings per Container 12

Amount per Serving	
Calories 40	Calories from Fat 0
% Daily Value*	
Total Fat 0g	
Saturated Fat 0g	
Trans Fat 0g	
Polysaturated Fat 0g	
Monounsaturated Fat 0g	
Cholesterol 0mg	
Sodium 0mg	
Total Carbohydrate 3g	
Dietary Fiber 0g	
Soluble Fiber 0g	
Sugars 0g	
Protein 0g	
Vitamin A 2%	Vitamin C 4%
Calcium 2%	Iron 2%

* Percent Daily Values are based on a diet of other people's secrets. Your daily values may vary depending on your calorie needs.

Calories: 2,000
Less than 50g
Total Fat 37g

Total Carbohydrate: 25g
Less than 50g
Dietary Fiber 30g

Sodium: 2,000mg
Less than 50g
Total Sodium 37g

Total Protein: 25g
Less than 50g
Dietary Protein 30g

Follow us on f

Karlicek, Dianna

From: Karlicek, Dianna
Sent: Friday, July 22, 2016 10:40 AM
To: 'John@mrs-aulds.com'
Cc: Macaluso, Tony; English, Amber E.; Franchi, Kim Tran
Subject: HACCP follow up
Attachments: HACCP checklist for Mrs. Aulds.pdf

Tracking: **Recipient**
'John@mrs-aulds.com'
Macaluso, Tony
English, Amber E.
Franchi, Kim Tran

Hi John,

I am writing to follow up with you about your HACCP plan. We met back in February regarding your HACCP plan for your operations. You had stated that you would send us a full copy of your HACCP documentation. The only information that I have is attached. I've also attached the HACCP checklist with the outstanding items circled. For your reference, additional HACCP information can be found [here](#).

It is imperative that we have a full copy of your HACCP plan for review.

I also need to schedule your routine inspection. I know you are not always at your production facility. Please let me know when you will be there between July 27th and August 5th so that I can come to do your inspection. Please provide a couple of options for that time frame as I am also coordinating with FDA to do a joint inspection so that we can all be on the same page.

Thank you,
Dianna

Dianna Karlicek

Environmental Health Specialist Trainee | Environmental Health Services | Washoe County Health District
dkarlicek@washoecounty.us | O: (775) 328-2614 | 1001 E. Ninth St., Bldg. B, Reno, NV 89512

WASHOE COUNTY
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WashoeEats.com

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Checklist for General HACCP Plan Requirements

All facilities must provide the following information in their proposed Hazard Analysis Critical Control Point (HACCP) Plan to be considered for approval. All special processes listed below cannot commence without approval from the Washoe County Health District (WCHD). A separate HACCP Plan must be completed for each special process and food product.

Additional documentation and/or information will be required depending up the specific special food process. Manufacturing of food items listed below cannot proceed without HACCP Plan approval.

I. Required HACCP Plan Information, Forms and Documentation:

- Name, address and permit number of all facilities that will be using this HACCP Plan.
- A flow diagram of the food process for each specific product item that identifies all critical control points (CCPs). *See CCP Decision Tree*
- Identify and list the biological, physical and chemical hazards associated with the process. *See Hazard Analysis Worksheet*
- A recipe of the food item including a list of ingredients and their sources used in the preparation of each of the food products.
- A list of all materials and equipment used in the preparation of the food item and identifies the designated work area. All equipment must be NSF certified or equivalent.
- A training program for food handlers and supervisors that addresses the food safety issues in each step of this plan including documentation of employee training.
- A plan that identifies the following items: *see HACCP Plan Chart*
 - Each CCP
 - Limits for each CCP
 - The method and frequency for monitoring and controlling each CCP by the employee designated by the person-in-charge (PIC)
 - The method and frequency for the PIC to verify routinely that an employee is following standard operating procedures (SOP) and monitoring CCPs
 - Actions to be taken by the PIC if the limits for each CCP are not met
 - The records required to be maintained by PIC to demonstrate that the plan for analyzing the hazards of CCPs is properly operated and managed
- Copies of all logs or other supporting documentation forms used in the process
- Copies of all final product labels for retail sale. Establishments must meet all labeling requirements in Section 050.350 of the Regulations of the Washoe County District Board of Health Governing Food Establishments (herein after called the Food Regulations).

Include process for batch pH testing

⊕ Lab testing (pH) of all recipes to verify pH is 4.6 or below



General HACCP Checklist

- (I) Required Standard Operating Procedures
- Employee Handwashing SOP - *make specific to your operation*
 - Employee Health & Exclusion SOP
 - Cleaning & Sanitization SOP (SSOP) - *make corrections*
 - Retail Pack Labeling SOP
- (II) A completed application for a waiver with the WCHD where applicable
- The following processes **must** have an approved waiver:
 - Smoking of the food for preservation of the food rather than as a method of flavor enhancement;
 - Curing food;
 - ✓ Use of food additive components such as vinegar; (e.g. acidification of sushi rice, canning, pickling, etc.)
 - Reduced Oxygen Packaging (ROP) if an additional barrier in conjunction to refrigeration **does not exist**, or if control for *C. botulinum* and *L. monocytogenes* as outlined in Section 050.340(D) of the Food Regulations **does not exist**:
 - Cook Chill or Sous Vide
 - Controlled Atmosphere Packaging
 - Vacuum Packaging
 - Modified Atmosphere Packaging
 - Sous Vide
 - Molluscan shellfish life-support system
 - Custom processing of animals
 - Sprouting of beans/sprouts
 - Preparing food by another method that is determined by the Division to require a waiver
 - The following special processes **do not** need an approved waiver, but still require an approved HACCP Plan
 - ROP with one of the following additional barriers in conjunction to refrigeration
 - Water activity of 0.91 or less
 - pH of 4.6 or below
 - Meat or poultry cured at a USDA regulated facility
 - High level of competing organisms (raw meats, poultry, or raw vegetables)
 - ROP packaging using Cook Chill or Sous Vide process that controls for *C. botulinum* and *L. monocytogenes* by meeting all the criteria outlined in Section 050.340(D) of the Food Regulations.
 - ROP of commercially manufactured cheese that:
 - Meets the Standards of Identity for Hard cheese, Pasteurized process cheese or Semisoft cheese as specified in 21 CFR 133.150, 133.169 and 133.187 respectively and;
 - Meets all criteria outlined in Section 050.340(E) of the Food Regulations.
 - Fish that is frozen before, during and after ROP packaging
 - Unpasteurized, unpackaged Juice for highly susceptible populations

General HACCP Checklist

- Operating a Food Processing Establishment that produces potentially hazardous foods
- Certain instances when operating an Outdoor Food Establishment or an Uncategorized Food Establishment
- Packaging juice in a retail food establishment (direct consumer sales) with 5-log reduction **without** the use of a warning label as per Section 050.280 of the Food Regulations.*

*Note: Food establishment that wish to process and package juice for wholesale distribution must comply with 21 CFR Part 120 HACCP Systems and must ensure pasteurization to obtain a 5-log reduction as specified in 21 CFR Part 120.24 Process Controls

Additional information may be needed for specific processes listed below:

- Smoking food
- Curing food
- Operating live molluscan shellfish tank
- Custom processing of animals
- Sprouting beans or seeds
- Acidified Sushi rice
- Canning or pickling
- Reduced Oxygen Packaging - See ROP Checklist

Sanitizer Name Dilution Sanitizer Temp Sanitizer AppEquip Rinse2 Name Rinse2Dilut Rinse2Tem Rinse2AppE Frequency Safety Equip

5% vinegar Solution

None

Room temp

Spray and let dry

Water n/a

warm to hot Sink Sprayer board

End of day close out and before use of any equipment or cutting board

NONE

Give us the specs. (is this sanitizer approved for food contact surfaces?)

Hand soap none

Room temp

NA

NA

NA

NA

NA

Start of shift. After use of restroom or contamination during normal workday

None

Need more specific info:
 - what is chemical/sanitizer
 - what is Types of sanitizer used
 - how: conc. it monitored / tested
 - how: is it monitored / tested
 - what is OAT?
 - when is equipment cleaned/sanitized

Company Name

Equipment/Plant/Area

Mrs Auld's Gourmet Foods, Inc

Two compartment sink
sanitation procedure

WDN	WDDII	WD	WDApp	Rinse	Diluti	Rinse	RinseApp
ame	ution	Temp	Equip	Name	on	Temp	Equip

Dish		warm to	Manually			warm	Sink
Soap	1/2 oz.	hot	wash	Water	n/a	to hot	Sprayer

Employee Handwashing

Hand		Warm to	Manually			Warm	
Soap	1/2 oz.	Hot	wash	Water	N/A	To Hot	Wash Sink

2 Comp sink
 - must be flat on
 approved method

Person	Time Required	Procedure	Original Date	Revision	Revision Date
Grider/Auld	15 minutes	<p>Rinse utensils and manually washed items in 1st compartment Wash items in Soap in compartment #1 Rinse in compartment #2</p> <ul style="list-style-type: none"> •Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap. •Lather your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails. •Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice. •Rinse your hands well under clean, running water. •Dry your hands using a clean towel or air dry them. 	01-Mar-12	1	01-Nov-14
All	1 minute		11/30/2012	1	11/23/2015

<u>Prerequisite Programs</u>	<u>Frequency</u>	<u>Task</u>	<u>Task Description</u>
Premises	30	Perform Monthly Premises Inspection	General walk around of facility (inside and perimeter) Looking for general cleanliness
Equipment Maintenance	364	Service cooler.	PRN
Personnel Training	30	Service Filter	Lube
	364	Review Basic Personnel Hygiene	Review hand washing with employees
	364	Employee orientation	Review Hand Washing, Sanitization and Wellness policy.
	364	Change pH buffer	Purchase fresh PH solution
Sanitation & Pest Control	7	Clean warehouse	General clean up of warehouse
	7	Clean Bathroom	Restroom area to be sanitized.
	30	Clean filters in ventilation system	Remove and spray down filters
Recall	180	Perform recall effectiveness check - problem at facility	Review recall procedure. Date integrity.
HACCP Plan	364	Monitor HACCP Plan	Review effectiveness

HACCP-Based SOPs

Washing Hands

Needs to be specific to your operation

PURPOSE: To prevent food borne illness by contaminated hands.

SCOPE: This procedure applies to anyone who handles, prepare, and serve food.

KEY WORDS: Hand washing, Cross-Contamination

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Use designated hand washing sinks for hand washing only. Do not use food preparation, utility, and dishwashing sinks for hand washing.
4. Provide warm running water, soap, and a means to dry hands. Provide a waste container at each hand washing sink or near the door in restrooms.
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6. Wash hands:
 - Before starting work
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 - When moving from one food preparation area to another
 - Before putting on or changing gloves
 - After using the toilet
 - After sneezing, coughing, or using a handkerchief or tissue
 - After touching hair, face, or body
 - After smoking, eating, drinking, or chewing gum or tobacco
 - After handling raw meats, poultry, or fish
 - After any clean up activity such as sweeping, mopping, or wiping counters
 - After touching dirty dishes, equipment, or utensils
 - After handling trash
 - After handling money
 - After any time the hands may become contaminated

Washing Hands, continued

HACCP-Based SOPs

INSTRUCTIONS, continued:

7. Follow proper hand washing procedures as indicated below:
 - Wet hands and forearms with warm, running water at least 100 °F and apply soap.
 - Scrub lathered hands and forearms, under fingernails, and between fingers for at least 10-15 seconds. Rinse thoroughly under warm running water for 5-10 seconds.
 - Dry hands and forearms thoroughly with single-use paper towels.
 - Dry hands for at least 30 seconds if using a warm air hand dryer.
 - Turn off water using paper towels.
 - Use paper towel to open door when exiting the restroom.
8. Follow FDA recommendations when using hand sanitizers. These recommendations are as follows:
 - Use hand sanitizers only after hands have been properly washed and dried.
 - Use only hand sanitizers that comply with the *2001 FDA Food Code*. Confirm with the manufacturers that the hand sanitizers used meet these requirements.
 - Use hand sanitizers in the manner specified by the manufacturer.

MONITORING:

1. A designated employee will visually observe the hand washing practices of the foodservice staff during all hours of operation.
2. The designated employee will visually observe that hand washing sinks are properly supplied during all hours of operation.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Ask employees that are observed not washing their hands at the appropriate times or using the proper procedure to wash their hands immediately.
3. Retrain employee to ensure proper hand washing procedure.

VERIFICATION AND RECORD KEEPING:

Employee and manager will review and sign during annual orientation.

DATE IMPLEMENTED: _____ BY: _____

DATE REVIEWED: _____ BY: _____

DATE REVISED: _____ BY: _____

Karlicek, Dianna

From: John Auld <john@mrs-aulds.com>
Sent: Friday, July 22, 2016 11:36 AM
To: Karlicek, Dianna
Cc: Macaluso, Tony; English, Amber E.; Franchi, Kim Tran
Subject: Re: HACCP follow up

Sounds good. I will check and let you know

Make it a Great Day!
John Auld - President
Mrs. Auld's Gourmet Foods, Inc.
775-376-2465 Cell
775-856-3350 Office
775-636-7748 Fax

On Jul 22, 2016, at 10:39 AM, Karlicek, Dianna <DKarlicek@washoecounty.us> wrote:

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I also need to schedule your routine inspection. I know you are not always at your production facility. Please let me know when you will be there between July 27th and August 5th so that I can come to do your inspection. Please provide a couple of options for that time frame as I am also coordinating with FDA to do a joint inspection so that we can all be on the same page.

Thank you,
Dianna

Dianna Karlicek

Environmental Health Specialist Trainee | Environmental Health Services | Washoe County Health District
dkarlicek@washoecounty.us | O: (775) 328-2614 | 1001 E. Ninth St., Bldg. B, Reno, NV 89512

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<HACCP checklist for Mrs. Aulds.pdf>

Karlicek, Dianna

From: John Auld <john@mrs-aulds.com>
Sent: Friday, July 22, 2016 6:12 PM
To: Karlicek, Dianna
Cc: Macaluso, Tony; English, Amber E.; Franchi, Kim Tran
Subject: Re: HACCP follow up

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<HACCP checklist for Mrs. Aulds.pdf>

Karlicek, Dianna

From: Macaluso, Tony
Sent: Monday, July 25, 2016 10:43 AM
To: Karlicek, Dianna
Subject: FW: HACCP follow up

Forgot to cc you

From: Macaluso, Tony
Sent: Monday, July 25, 2016 10:40 AM
To: 'Darla.Bracy@fda.hhs.gov'
Cc: English, Amber E.
Subject: FW: HACCP follow up

Darla,

It looks like the owner of Mrs. Aulds is available on Aug 4 or 5th after 3pm, does that work for someone/

Thanks,
Tony

From: Karlicek, Dianna
Sent: Monday, July 25, 2016 8:28 AM
To: 'John Auld'
Cc: Macaluso, Tony; English, Amber E.; Franchi, Kim Tran
Subject: RE: HACCP follow up

Hi John,
Thank you for your response. I'll see what I can coordinate and let you know.
Can you please forward a copy of your full HACCP plan so that we can review it before the inspection?
Thank you,
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Dianna Karlicek

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<HACCP checklist for Mrs. Aulds.pdf>

Karlicek, Dianna

From: John Auld <john@mrs-aulds.com>
Sent: Thursday, July 28, 2016 3:58 PM
To: Karlicek, Dianna
Cc: Macaluso, Tony; English, Amber E.; Franchi, Kim Tran
Subject: Re: HACCP follow up

Quick questions. I have a lot of labels. Did you want a sample of all of them? I will need some type of confidentiality agreement from you guys

Make it a Great Day!
John Auld - President
Mrs. Auld's Gourmet Foods, Inc.
775-376-2465 Cell
775-856-3350 Office
775-636-7748 Fax

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Sent: Friday, July 22, 2016 6:12 PM
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Subject: Re: HACCP follow up

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Mrs. Auld's Gourmet Foods, Inc.
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<HACCP checklist for Mrs. Aulds.pdf>

Karlicek, Dianna

From: John Auld <john@mrs-aulds.com>
Sent: Thursday, July 28, 2016 4:44 PM
To: Karlicek, Dianna
Cc: English, Amber E.; King, Jennifer S; Macaluso, Tony; Bracy, Darla
Subject: Re: HACCP follow up

Ok. Let me check my other calendar

Make it a Great Day!
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From: Karlicek, Dianna
Sent: Monday, July 25, 2016 8:28 AM
To: 'John Auld'
Cc: Macaluso, Tony; English, Amber E.; Franchi, Kim Tran
Subject: RE: HACCP follow up

Hi John,

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<HACCP checklist for Mrs. Aulds.pdf>

Karlicek, Dianna

From: John Auld <john@mrs-aulds.com>
Sent: Monday, August 01, 2016 3:08 PM
To: Karlicek, Dianna
Cc: Macaluso, Tony; English, Amber E.; 'King, Jennifer S'
Subject: RE: HACCP follow up

Thursday or Friday after 3 will work for me. Having printer issues, but will figure out something and will have the Haccp to you this week, Let me know,

Make it a Great Day!

John Auld
Mrs. Auld's Gourmet Foods, Inc.
Director of Operations
775-856-3350
775-376-2465 Cell
775-636-7748 Fax

CONFIDENTIALITY STATEMENT:

This e-mail and any attachments are intended only for those to which it is addressed and may contain information which is privileged, confidential and prohibited from disclosure and unauthorized use under applicable law. If you are not the intended recipient of this e-mail, you are hereby notified that any use, dissemination, or copying of this e-mail or the information contained in this e-mail is strictly prohibited by the sender. If you have received this transmission in error, please return the material received to the sender and delete all copies from your system.

From: Karlicek, Dianna [mailto:DKarlicek@washoecounty.us]
Sent: Monday, August 01, 2016 11:52 AM
To: 'John Auld'
Cc: Macaluso, Tony; English, Amber E.; 'King, Jennifer S'
Subject: RE: HACCP follow up

Hi John,
Just checking in to see what day works for you for your routine inspection. Tuesday is not available, but any other day of the week is fine. Please let me know ASAP so that I can schedule it.
In addition, I'd like to be able to review your full HACCP plan before your inspection. What is the ETA on that?
Please let me know if you have any questions,
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From: John Auld [<mailto:john@mrs-aulds.com>]
Sent: Thursday, July 28, 2016 4:44 PM
To: Karlicek, Dianna
Cc: English, Amber E.; King, Jennifer S; Macaluso, Tony; Bracy, Darla
Subject: Re: HACCP follow up

Ok. Let me check my other calendar

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August 15th? Can you

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From: Karlicek, Dianna
Sent: Monday, July 25, 2016 8:28 AM

Karlicek, Dianna

From: John Auld <john@mrs-aulds.com>
Sent: Thursday, August 04, 2016 5:24 PM
To: Karlicek, Dianna
Cc: Macaluso, Tony; English, Amber E.; King, Jennifer S
Subject: Re: HACCP follow up

Got it to print. What is the Preferred way to get it to you ?

Also , did we set a time and date ?
Make it a Great Day!
John Auld - President
Mrs. Auld's Gourmet Foods, Inc.
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Dianna Karlicek

Karlicek, Dianna

From: John Auld <john@mrs-aulds.com>
Sent: Tuesday, August 09, 2016 3:02 PM
To: Karlicek, Dianna
Subject: Haccp
Attachments: Scanned from a Xerox Multifunction Printer.pdf; ATT00001.txt

Here you go

HACCP Plan Table

Mrs. Auld's Gourmet Foods, Inc.
572 Reactor Way, B4
Reno, NV 89502
Permit # F910889

BBQ Sauces

Hazard Description:	Is this hazard controlled by a PP or A BC HACCP Plan	CCP?	Justification:	Critical Limits:	Monitoring Procedures:	Corrective Actions	Verification Procedures:	HACCP Records:
---------------------	--	------	----------------	------------------	------------------------	--------------------	--------------------------	----------------

Measure Ingredients

B Pathogen Contamination Because of Improper Employee Handling practices	Personnel Training	No	Employee training program in place					
--	--------------------	----	------------------------------------	--	--	--	--	--

B Pathogen growth Because of Incorrect Formulation	HACCP Plan	Yes	If the pH of the Sauce is higher than pH 4.6 because the amount of vinegar added is incorrect, the cook heat Treatment is will not be Able to kill all of the Pathogens.	Vinegar quantities have been established with each recipe.	Set aside batch sample for testing to be logged on PH Log	Dispose of run. Do not sell if already packaged. Determine remedial action prior to additional product runs.	Verification of pH of 4.1- 4.2 and 7.1 - 7.2 done prior to each test.	Ph Log
--	------------	-----	--	--	---	--	---	--------

Blend

B Pathogen Contamination Because of Unsanitary Equipment	Sanitation	No	All equipment sanitation done with food safe acids. (5% Distilled Vinegar)					
C Contamination With non-food Chemicals Because of residual cleaners or sanitizers	Sanitation	No	All equipment sanitation done with food safe acids. (5% Distilled Vinegar)					
P HEM contamination because of faulty equipment setup	Equipment Maintenance	No	Personnel are trained to assemble and disassemble all equipment.					

Date: _____ Approved by: _____

Mrs. Auld's - HACCP Plan Table

BBQ Sauces

Hazard Description:	Is this hazard controlled by a PP or A BC HACCP Plan	CCP?	Justification:	Critical Limits:	Monitoring Procedures:	Corrective Actions	Verification Procedures:	HACCP Records:
---------------------	--	------	----------------	------------------	------------------------	--------------------	--------------------------	----------------

Cook

B Pathogen survival because of improper heat treatment	HACCP Plan	Yes	If heat treatment inadequate, surviving microorganisms may grow and change the pH such that pathogens can grow and cause food borne illness.	Bring to boil for 10 minutes	Timer Used	Finished product disposed.	All finished product inspected for seal	None
--	------------	-----	--	------------------------------	------------	----------------------------	---	------

Package

B Pathogen contamination because of unsanitary equipment	Sanitation & Pest Control	No	Sanitation program in place.					
B Pathogen survival because of inadequate fill temperature	Personnel Training	No	Personnel are trained to quickly fill containers. If the line stops, product in the filler bowl is returned to the kettle.					
C Contamination with non-food chemicals because of residual cleaners or sanitizers	Sanitation & Pest Control	No	Sanitation program in place.					
P HEM contamination because of glass breakage	HACCP Plan	Yes	If a glass bottle breaks during processing, a consumer may eat glass particles – and this could cause severe injury.	No glass fragments in any bottle	Observe glass packaging as it is placed on the line. Constantly observe filling of bottles	Stop production if glass particles seen in bottles. Stop production after glass breakage. Remove open bottles within 4 feet and rinse to remove glass. Discard dressing in open bottles	Review batch report before releasing product.	Batch record

Date: _____

Printed on: 11/23/2015

Approved by: _____

Mrs. Auld's - HACCP Plan Table

BBQ Sauces

Hazard Description:	Is this hazard controlled by a PP or A BC HACCP Plan	CCP?	Justification:	Critical Limits:	Monitoring Procedures:	Corrective Actions	Verification Procedures:	HACCP Records:
---------------------	--	------	----------------	------------------	------------------------	--------------------	--------------------------	----------------

Label/Code C	Presence of allergens because of incorrect label	HACCP Plan	No	Limit of one product type run daily. Recorded based on run date.				
------------------------	--	------------	----	--	--	--	--	--

4 Step Sanitation Process

C	Presence of allergens because of unsanitary equipment	Sanitation & Pest Control	No	Personnel trained to perform full sanitation procedure after running allergen containing product				
---	---	---------------------------	----	--	--	--	--	--

Date: _____

Approved by: _____



Standard Operating Procedures (SOPs)

Employee Health Policy

PURPOSE: To prevent contamination of food and spread of illness by foodservice employees.

SCOPE: This procedure applies to all foodservice employees.

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Foodservice employees must be encouraged to report health problems to the manager before working.
4. If an illness develops during work hours, they must immediately report their condition to the manager.
5. The following will be used as a guide for employee restriction or exclusion:
 - If the employee has a sore throat with fever, they must be restricted from working with or around food. The employee should be excluded if they are primarily serving a high-risk population.
 - If the employee has symptoms including vomiting, and/or diarrhea, and/or jaundice, they are to be excluded from the environment.
 - ⌚ If the person has vomiting and/or diarrhea, they are not allowed back into the establishment until they are symptom free for 24 hours or has a written medical release from a medical practitioner.
 - ⌚ Employees with jaundice are not to return to work unless they have a written medical release from a medical practitioner.
 - If a medical doctor has diagnosed the employee with a foodborne illness caused by Salmonella Typhi, Shigella spp., Shiga toxin-producing E. coli, Hepatitis A virus, or Norovirus, they must be excluded from the environment and administration must be notified immediately. Employees are not to return to work until they are cleared by administration.
6. Label and store medicines for employee use in a designated area and away from food contact surfaces. Do not store medicines in food storage areas.
7. Store refrigerated medicines in a covered, leak proof container where they are not accessible to children and cannot contaminate food.

MONITORING:

- A designated foodservice employee will inspect employees when they report to work to be sure that each employee is following this SOP.
- The designated foodservice employee will monitor that all foodservice employees are adhering to the personal hygiene policy during all hours of operation.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Discard affected food.

VERIFICATION AND RECORD KEEPING:

The foodservice manager will verify that foodservice employees are following this SOP by visually observing the employees.

DATE IMPLEMENTED: _____ BY: _____
DATE REVIEWED: _____ BY: _____
DATE REVISED: _____ BY: _____

SANITATION STANDARD OPERATING PROCEDURES

Company Name: Mrs Auld;s Gourmet Foods, Inc

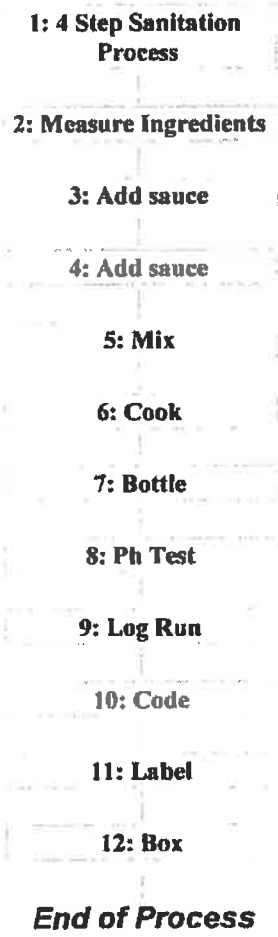
Equipment or Area of the Plant:: Two compartment sink sanitation procedure

Chemical	Name	Dilution	Temperature	Application Equipment
Washing Detergent:	Soap 1234	250 ml in 1/3 full sink (10 ml per litre)	warm to hot	Manually wash
Rinse:	Water	n/a	warm to hot	Sink Sprayer
Sanitizer:	55 vinegqar Solution	None	Room temp	Spray and let dry
Rinse:	Water	n/a	warm to hot	Sink Sprayer
Frequency:	End of day close out and before use of any equipment or cutting board			
Safety Equipment	NONE			
Person:	Assigned clean-up person			
Time Required:	15 minutes			
Procedure:	Rinse utensils and manually washed items in 1st compartement Wash items in Soap 1234 in compartment #1 Rinse in compartment #2 Remove items from compartment #2 and place on drying racks.			
Original Date:	01-Mar-12			
Revision:	1			
Revision Date	01-Nov-14			

Master Task List

Frequency (days)	Task and Task Description
Premises (& Water)	
30	Perform Monthly Premises Inspection General walk around of comers. Looking for general cleanliness
Equipment Maintenance & Design	
364	Service cooler. PRN
Personnel Training	
364	Training Review Hand Washing, Sanitization and Wellness policy.
364	Change pH buffer Purchase fresh PH solution
Sanitation & Pest Control	
7	Clean warehouse General clean up of warehouse
7	Clean Bathroom Restroom area to be sanitized.
30	Clean filters in ventilation system Remove and spray down filters
HACCP Plan	
364	Monitor HACCP Plan Review effectiveness

BBQ Sauces



Date: _____

Approved by: _____

Mrs. Auld's Hand washing SOPs

Washing Hands

PURPOSE: To prevent food borne illness by contaminated hands

SCOPE: This procedure applies to anyone who handles, prepare, and serve food.

KEY WORDS: Hand washing, Cross-Contamination

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Use designated hand washing sinks for hand washing only. Do not use food preparation, utility, and dishwashing sinks for hand washing.
4. Provide warm running water, soap, and a means to dry hands. Provide a waste container at each hand washing sink or near the door in restrooms.
5. Keeps hand washing sinks accessible anytime employees are present?
6. Wash hands:
 - Before starting work
 - During food preparation
 - When moving from one food preparation area to another
 - Before putting on or changing gloves
 - After using the toilet
 - After sneezing, coughing, or using a handkerchief or tissue
 - After touching hair, face, or body
 - After smoking, eating, drinking, or chewing gum or tobacco
 - After handling raw meats, poultry, or fish
 - After any clean up activity such as sweeping, mopping, or wiping counters
 - After touching dirty dishes, equipment, or utensils
 - After handling trash
 - After handling money
 - After any time the hands may become contaminated
7. Follow proper hand washing procedures as indicated below:
 - Wet hands and forearms with warm, running water at least 100 °F and apply soap.
 - Scrub lathered hands and forearms, under fingernails, and between fingers for at least 10-15 seconds. Rinse thoroughly under warm running water for 5-10 seconds.
 - Dry hands and forearms thoroughly with single-use paper towels.
 - Dry hands for at least 30 seconds if using a warm air hand dryer.
 - Turn off water using paper towels.
 - Use paper towel to open door when exiting the restroom.
8. Follow FDA recommendations when using hand sanitizers. These recommendations are as follows:
 - Use hand sanitizers only after hands have been properly washed and dried.
 - Use only hand sanitizers that comply with the *2001 FDA Food Code*. Confirm with the manufacturers that the hand sanitizers used meet these requirements.
 - Use hand sanitizers in the manner specified by the manufacturer.

Mrs. Auld's Hand washing SOPs

MONITORING:

1. Owner will periodically observe hand washing to ensure compliance
2. Owner will visually observe that hand washing sinks are properly supplied during all hours of operation.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Ask employees that are observed not washing their hands at the appropriate times or using the proper procedure to wash their hands immediately.
3. Retrain employee to ensure proper hand washing procedure.

VERIFICATION AND RECORD KEEPING:

Employee and manager will review and sign during annual orientation.

DATE IMPLEMENTED: _____ BY: _____

DATE REVIEWED: _____ BY: _____

DATE REVISED: _____ BY: _____



Standard Operating Procedures (SOPs)

Retail Pack Labeling Policy

PURPOSE: To insure compliance of Product labeling requirements

SCOPE: This procedure applies to all outbound retail food products

INSTRUCTIONS:

1. All retail labels will have the expiration printed on each label.
2. The date (Best By: XX/XXXX) will also serve as the control for all records.

MONITORING:

- All labels will be spot checked at time of date stamp and again during application.
- Owner will spot check random case packs for compliance.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. New labels will be printed and applied to affected units.

VERIFICATION AND RECORD KEEPING:

The foodservice manager will verify that foodservice employees are following this SOP by visually spot checking the label application process.

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____



Food Equipment List

PURPOSE: List of all food manufacturing equipment on site

Kitchen Equipmnet:

1. Groen Steam Jacketed Kettle.
2. Simplex Single Head Filler
3. Hobart Elephant Chopper
4. Electromaster High Speed Blender
5. Matter Auger Filler

DATE : _____ **BY:** _____



Ph Test

Company Name:

Product: _____

Date of Test: _____

Ph Calibration

4.0: _____

7.0: _____

Product PH:

Test 1: _____

Test 2: _____

Tester: _____

Karlicek, Dianna

From: John Auld <john@mrs-aulds.com>
Sent: Thursday, August 11, 2016 9:00 AM
To: Karlicek, Dianna
Subject: Call

Got your call. We will have to work on the production requirement. I am not sure when we will be in production. I can give you a days notice , but I have nothing on the books at this time Let me know

Make it a Great Day!
John Auld - President
Mrs. Auld's Gourmet Foods, Inc.
775-376-2465 Cell
775-856-3350 Office
775-636-7748 Fax

Karlicek, Dianna

From: Karlicek, Dianna
Sent: Thursday, August 11, 2016 9:08 AM
To: 'King, Jennifer S'; Macaluso, Tony
Cc: English, Amber E.
Subject: Mrs Aulds Scheduling

Tony and Jennifer,

As requested, I called the operator about being in production at the time of inspection. I received the email below. I'd appreciate your guidance on how to proceed.

Thanks,
Dianna

-----Original Message-----

From: John Auld [<mailto:john@mrs-aulds.com>]
Sent: Thursday, August 11, 2016 8:59 AM
To: Karlicek, Dianna
Subject: Call

Got your call. We will have to work on the production requirement. I am not sure when we will be in production. I can give you a days notice , but I have nothing on the books at this time Let me know

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Karlicek, Dianna

From: Macaluso, Tony
Sent: Thursday, August 11, 2016 10:49 AM
To: john@mrs-aulds.com
Cc: English, Amber E.; Karlicek, Dianna; jennifer.king@fda.hhs.gov
Subject: RE: Mrs. Aulds Scheduling

John,

It is extremely important that we do our inspections during production. We are not able to do a thorough inspection unless we are able to see exactly what you are doing. Though I can't speak for FDA I know they have the same requirements. The FDA inspector is coming in from California and I believe she needs more a days' notice. Please let us know what your work schedule is and when you think you might be working. The more advanced the notice the better for FDA. We look forward to meeting with you and getting this inspection completed.

Thanks,

Tony

Tony Macaluso, REHS

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Public Health



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Subject: Re: Mrs. Aulds Scheduling

I will do my best. At this point , there is nothing in the hopper but development

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On Aug 11, 2016, at 10:48 AM, Macaluso, Tony <TMacaluso@washoecounty.us> wrote:

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Sent: Thursday, August 11, 2016 11:27 AM
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Cc: English, Amber E.; Karlicek, Dianna; jennifer.king@fda.hhs.gov
Subject: RE: Mrs. Aulds Scheduling

John,

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What do you mean by "development"? Is this something that needs to be included in your HACCP?

Thanks,

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Sent: Thursday, August 11, 2016 12:08 PM
To: Macaluso, Tony; John Auld
Cc: English, Amber E.; jennifer.king@fda.hhs.gov
Subject: RE: Mrs. Aulds Scheduling

Hi John,

The following items were missing from your HACCP plan:

1. A recipe of the food items including a list of ingredients and their sources used in the preparation of each item.
2. A training program for food handlers and supervisors that addresses the food safety issues in each step of the plan including documentation of employee training.
3. 3rd party lab testing for pH verification for each recipe.
4. Completed waiver form.
5. SOP for pH calibration and batch measurement.
6. Manufacturer specifications for the sanitizer that you are using.
7. Your flow chart shows a '4 step sanitization process' however your 'sanitation standard operating procedure' shows only the use of a 2 compartment sink and no sanitization step. Please provide clarification.
8. Copies of all labels used

Please provide the above items by 8/23/16 so that we can finish reviewing your HACCP plan. Please let me know if you have any questions.

Thank you,
Dianna

Dianna Karlicek

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Subject: Re: Mrs. Aulds Scheduling

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Sent: Thursday, August 11, 2016 8:59 AM

To: Karlicek, Dianna

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Karlicek, Dianna

From: John Auld <john@mrs-aulds.com>
Sent: Thursday, August 11, 2016 12:27 PM
To: Karlicek, Dianna
Cc: Macaluso, Tony; English, Amber E.; jennifer.king@fda.hhs.gov
Subject: Re: Mrs. Aulds Scheduling

I have said that I cannot supply you with confidential recipes.

What is the point of 3rd party testing and when would this be required

Waiver form for what?

Our sanitation is with vinegar. Approved by the NDOA

I will correct the flow chart

I have only been asked for label samples in the past

Not sure what # 2 is addressing as all our ccp relates to ph. The kitchen people do not concern themselves with that, I check and log the info. If it does not meet spec, the batch is disposed.

Please let me know. Thanks

Make it a Great Day!
John Auld - President
Mrs. Auld's Gourmet Foods, Inc.
775-376-2465 Cell
775-856-3350 Office
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On Aug 11, 2016, at 12:07 PM, Karlicek, Dianna <DKarlicek@washoecounty.us> wrote:

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Thank you,
Dianna


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On Aug 11, 2016, at 10:48 AM, Macaluso, Tony <TMacaluso@washoecounty.us> wrote:

John,

Karlicek, Dianna

From: John Auld <john@mrs-aulds.com>
Sent: Thursday, August 11, 2016 12:28 PM
To: Macaluso, Tony
Cc: English, Amber E.; Karlicek, Dianna; jennifer.king@fda.hhs.gov
Subject: Re: Mrs. Aulds Scheduling

Nope. It involves baseline testing and extrapolated recipes All products that I manufacture fall under the same process

Make it a Great Day!
John Auld - President
Mrs. Auld's Gourmet Foods, Inc.
775-376-2465 Cell
775-856-3350 Office
775-636-7748 Fax

On Aug 11, 2016, at 11:26 AM, Macaluso, Tony <TMacaluso@washoecounty.us> wrote:

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Thanks,

Tony

From: John Auld [<mailto:john@mrs-aulds.com>]
Sent: Thursday, August 11, 2016 11:11 AM
To: Macaluso, Tony
Cc: English, Amber E.; Karlicek, Dianna; jennifer.king@fda.hhs.gov
Subject: Re: Mrs. Aulds Scheduling

I will do my best. At this point , there is nothing in the hopper but development

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John,

It is extremely important that we do our inspections during production. We are not able to do a thorough inspection unless we are able to see exactly what you are doing. Though I can't speak for FDA I know they have the same requirements. The FDA inspector is coming in from California and I believe she needs more a days' notice. Please let us know what your work schedule is and when you think you might be working. The more advanced the notice the better for FDA. We look forward to meeting with you and getting this inspection completed.

Thanks,

Tony

Tony Macaluso, REHS

Supervisor | Environmental Health | Washoe County Health District
tmacaluso@washoecounty.us | O: (775) 328-2431 | 1001 E. Ninth St., Bldg. B, Reno, NV 89512

<image004.png>

<image005.gif><image006.gif>

-----Original Message-----

From: John Auld [<mailto:john@mrs-aulds.com>]

Sent: Thursday, August 11, 2016 8:59 AM

To: Karlicek, Dianna

Subject: Call

Got your call. We will have to work on the production requirement. I am not sure when we will be in production. I can give you a days notice , but I have nothing on the books at this time Let me know

Make it a Great Day!

John Auld - President

Mrs. Auld's Gourmet Foods, Inc.

775-376-2465 Cell

775-856-3350 Office

775-636-7748 Fax

Dianna Karlicek

Environmental Health Specialist Trainee | Environmental Health Services | Washoe County Health District

dkarlicek@washoecounty.us | O: (775) 328-2614 | 1001 E. Ninth St., Bldg. B, Reno, NV 89512

Karlicek, Dianna

From: Karlicek, Dianna
Sent: Thursday, August 11, 2016 3:25 PM
To: 'John Auld'
Cc: Macaluso, Tony; English, Amber E.; jennifer.king@fda.hhs.gov
Subject: RE: Mrs. Aulds Scheduling
Attachments: ROP reference.docx

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Please let me know how I can be of further assistance to facilitate this process.

Thank you,
Dianna

Dianna Karlicek

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dkarlicek@washoecounty.us | O: (775) 328-2614 | 1001 E. Ninth St., Bldg. B, Reno, NV 89512

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Please let me know. Thanks

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7. Your flow chart shows a '4 step sanitization process' however your 'sanitation standard operating procedure' shows only the use of a 2 compartment sink and no sanitization step. Please provide clarification.
8. Copies of all labels used

Please provide the above items by 8/23/16 so that we can finish reviewing your HACCP plan. Please let me know if you have any questions.

Thank you,
Dianna

Dianna Karlicek

050.335 Waiver requirement

A food establishment operator shall obtain a waiver from the Health Authority before:

- A. Smoking food as a method of food preservation rather than as a method of flavor enhancement;
- B. Curing food;
- C. Using food additives or adding components such as vinegar:
 - 1. As a method of food preservation rather than as a method of flavor enhancement, or
 - 2. To render a food so that it is not potentially hazardous (time/temperature control for safety food);
- D. Packaging food using a reduced oxygen packaging method except as specified in these regulations where a barrier to *Clostridium botulinum* in addition to refrigeration exists;
- E. Operating a molluscan shellfish life-support system display tank used to store and display shellfish that are offered for human consumption;
- F. Custom processing animals that are for personal use as food and not for sale or service in a food establishment;
- G. Preparing food by another method that is determined by the Health Authority to require a waiver; or
- H. Sprouting seeds or beans.

050.340 Reduced oxygen packaging criteria

A. Except for a food establishment that obtains a waiver as specified in these regulations and except as specified under Subsections C, D and E of this section, a food establishment that packages potentially hazardous food (time/temperature control for safety food) using a reduced oxygen packaging method shall ensure that there are at least two (2) barriers in place to control the growth and toxin formation of *Clostridium botulinum* and the growth of *Listeria monocytogenes*.

B. A food establishment that packages potentially hazardous food (time/temperature control for safety food) using a reduced oxygen packaging method shall have an approved HACCP plan that contains the information specified in these regulations and that:

- 1. Identifies the food to be packaged;
- 2. Except as specified under Subsection C, D and E of this section, requires that the packaged food must be maintained at 41°F (5°C) or less and meet at least one (1) of the following criteria:
 - a) Has an aw of 0.91 or less,
 - b) Has a PH of 4.6 or less,
 - c) Is a meat or poultry product cured at a food processing establishment regulated by the USDA using substances specified in 9 CFR 424.21, "Use of food ingredients and sources of radiation", and is received in an intact package, or
 - d) Is a food with a high level of competing organisms such as raw meat, raw poultry, or raw vegetables;
- 3. Describes how the package must be prominently and conspicuously labeled on the principal display panel in bold type on a contrasting background, with instructions to:
 - a) Maintain the food at 41°F (5°C) or below, and
 - b) Discard the food if within 30 calendar days of its packaging it is not served for on-premises consumption, or consumed if served or sold for off-premises consumption;
- 4. Limits the refrigerated shelf life to no more than 30 calendar days from packaging to consumption, except the time the product is maintained frozen, or the original manufacturer's "sell by" or "use-by" date, whichever occurs first;
- 5. Includes operational procedures that:
 - a) Prohibit contacting food with bare hands,
 - b) Identify a designated work area and the method by which:
 - 1) Physical barriers or methods of separation of raw foods and ready-to-eat foods minimize cross-contamination, and
 - 2) Access to the processing equipment is limited to responsible trained personnel familiar with the potential hazards of the operation, and
 - c) Delineate cleaning and sanitization procedures for food-contact surfaces; and

- a) Prepared and consumed on the premises, or prepared and consumed off the premises but within the same business entity with no distribution or sale of the bagged product to another business entity or the consumer,
 - b) Cooked to heat all parts of the food to a temperature approved in these regulations;
 - c) Protected from contamination after cooking;
 - d) Placed in a package or bag with an oxygen barrier and sealed before cooking, or placed in a package or bag and sealed immediately after cooking and before reaching a temperature below 135°F C (57°),
 - e) Except for frozen food that is not shelf life restricted, cooled to 41°F (5°C) in the sealed package or bag as specified under these regulations and subsequently:
 - 1) Cooled to 34°F (1°C) within 48 hours of reaching 41°F (5°C) and held at that temperature until consumed or discarded within 30 days after the date of packaging
 - 2) Held at 41°F (5°C) or less for no more than 7 days, at which time the food must be consumed or discarded; or
 - 3) Held frozen with no shelf life restriction while frozen until consumed or used.
 - f) Held in a refrigeration unit that is equipped with an electronic system that continuously monitors time and temperature and is visually examined for proper operation twice daily.
 - g) If transported off-site to a satellite location of the same business entity, equipped with verifiable electronic monitoring devices to ensure that times and temperatures are monitored during transportation, and
 - h) Labeled with the product name and the date packaged; and
3. The records required to confirm that cooling and cold holding refrigeration time/temperature parameters are required as part of the HACCP plan, are maintained and are:
- a) Made available to the Health Authority upon request, and
 - b) Held for 6 months; and
4. Written operational procedures as specified under Subsection B(5) of this section and a training program as specified under Subsection B(6) of this section are implemented.

E. A food establishment may package cheese using a reduced oxygen packaging method without obtaining a waiver if it:

- 1. Limits the cheeses packaged to those that are commercially manufactured in a food processing establishment with no ingredients added in the food establishment and that meet the Standards of Identity as specified in 21 CFR 133.150 Hard cheeses, 21 CFR 133.169 Pasteurized process cheese or 21 CFR 133.187 Semisoft cheeses;
- 2. Has a HACCP plan that has been approved by the Health Authority;
- 3. Except as specified in Subsections B(2), B(3)(b), and B(4), complies with Subsection B of this section;
- 4. Labels the package on the principal display panel with a “use-by” date that does not exceed 30 days of its packaging or the original manufacturer’s “sell by” or “use-by” date, whichever occurs first; and
- 5. Discards the reduced oxygen packaged cheese if it is not sold for off-premises consumption or consumed within 30 calendar days of its packaging.

F. A HACCP plan is not required when a food establishment uses a reduced oxygen packaging method to package potentially hazardous food (time/temperature control for safety food) that is always:

1. Labeled with the production time and date;
2. Held at 41°F (5°C) or less during refrigerated storage; and
3. Removed from its package in the food establishment within 48 hours after packaging.

Karlicek, Dianna

From: John Auld <john@mrs-aulds.com>
Sent: Thursday, August 11, 2016 3:32 PM
To: Karlicek, Dianna
Subject: Re: Mrs. Aulds Scheduling

Ok. Let me take a look. The NDOA is the Nevada department of agriculture. We use vinegar as our organic approved sanitization.

Make it a Great Day!
John Auld - President
Mrs. Auld's Gourmet Foods, Inc.
775-376-2465 Cell
775-856-3350 Office
775-636-7748 Fax

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Dianna Karlicek

Environmental Health Specialist Trainee | Environmental Health Services | Washoe County Health District
dkarlicek@washoecounty.us | O: (775) 328-2614 | 1001 E. Ninth St., Bldg. B, Reno, NV 89512

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Sent: Thursday, August 11, 2016 8:59 AM
To: Karlicek, Dianna
Subject: Call

Karlicek, Dianna

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To: Karlicek, Dianna
Cc: Macaluso, Tony; English, Amber E.; jennifer.king@fda.hhs.gov
Subject: RE: Mrs. Aulds Scheduling

Ok. Do you want me to feed you these or would you refer them all at once?

Also, you want a list of all the spices?

Make it a Great Day!

John Auld
Mrs. Auld's Gourmet Foods, Inc.
Director of Operations
775-856-3350
775-376-2465 Cell
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This e-mail and any attachments are intended only for those to which it is addressed and may contain information which is privileged, confidential and prohibited from disclosure and unauthorized use under applicable law. If you are not the intended recipient of this e-mail, you are hereby notified that any use, dissemination, or copying of this e-mail or the information contained in this e-mail is strictly prohibited by the sender. If you have received this transmission in error, please return the material received to the sender and delete all copies from your system.

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From: John Auld <john@mrs-aulds.com>
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To: Karlicek, Dianna
Subject: Re: Mrs. Aulds Scheduling

And how do i apply for the waiver ?

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On Aug 11, 2016, at 12:07 PM, Karlicek, Dianna <DKarlicek@washoecounty.us> wrote:

Hi John,

The following items were missing from your HACCP plan:

1. A recipe of the food items including a list of ingredients and their sources used in the preparation of each item.
2. A training program for food handlers and supervisors that addresses the food safety issues in each step of the plan including documentation of employee training.
3. 3rd party lab testing for pH verification for each recipe.
4. Completed waiver form.
5. SOP for pH calibration and batch measurement.
6. Manufacturer specifications for the sanitizer that you are using.
7. Your flow chart shows a '4 step sanitization process' however your 'sanitation standard operating procedure' shows only the use of a 2 compartment sink and no sanitization step. Please provide clarification.

Karlicek, Dianna

From: Karlicek, Dianna
Sent: Thursday, August 11, 2016 4:46 PM
To: 'John Auld'
Cc: English, Amber E.; Macaluso, Tony
Subject: RE: Mrs. Aulds Scheduling

John,
The waiver can be found [here](#).
Thank you,
Dianna

Dianna Karlicek

Environmental Health Specialist Trainee | Environmental Health Services | Washoe County Health District
dkarlicek@washoecounty.us | O: (775) 328-2614 | 1001 E. Ninth St., Bldg. B, Reno, NV 89512

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From: John Auld [<mailto:john@mrs-aulds.com>]
Sent: Thursday, August 11, 2016 4:43 PM
To: Karlicek, Dianna
Subject: Re: Mrs. Aulds Scheduling

And how do i apply for the waiver ?

Make it a Great Day!
John Auld - President
Mrs. Auld's Gourmet Foods, Inc.
775-376-2465 Cell
775-856-3350 Office
775-636-7748 Fax

On Aug 11, 2016, at 3:24 PM, Karlicek, Dianna <DKarlicek@washoecounty.us> wrote:

John,
I have excerpted our regulations that deal with your special process in the attached document. These specifically outline our requirements and the need for a waiver.

To address your specific comments:

1. We are not requesting the specific amounts of each product but the list of ingredients and their source. You may mark this information confidential and it shall be treated accordingly. However providing the information is required.
2. The point of the 3rd party testing is to verify the pH of the recipe to ensure that it is shelf stable. This was required when the regulations were adopted in June of 2015.
3. The waiver form is required to perform your special process which is not otherwise allowed under our regulation. See section 050.335 in the attached document.
4. I'm sorry, but I'm not familiar with the acronym NDOA. Use of other sanitizers can be approved with documentation from the manufacturer. Please provide the information regarding the efficacy of this sanitizer from the manufacturer.
5. I'm not sure what you mean by "I have only been asked for label samples in the past". Providing a copy of labels is required in our regulations.
6. I understand that your CCP is pH. We had asked for a SOP regarding how the pH is monitored. Please include how and when the pH meter is calibrated, when the pH of the batch is measured, by whom, and corrective action taken if the critical limit is not met. You have provided a copy of the pH log, but we need a SOP to address how it is used.

Please let me know how I can be of further assistance to facilitate this process.

Thank you,
Dianna


Dianna Karlicek

Environmental Health Specialist Trainee | Environmental Health Services | Washoe County Health District
dkarlicek@washoecounty.us | O: (775) 328-2614 | 1001 E. Ninth St., Bldg. B, Reno, NV 89512

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From: John Auld [<mailto:john@mrs-aulds.com>]
Sent: Thursday, August 11, 2016 12:27 PM
To: Karlicek, Dianna
Cc: Macaluso, Tony; English, Amber E.; jennifer.king@fda.hhs.gov
Subject: Re: Mrs. Aulds Scheduling

I have said that I cannot supply you with confidential recipes.

What is the point of 3rd party testing and when would this be required

Waiver form for what?

Our sanitation is with vinegar. Approved by the NDOA

I will correct the flow chart

I have only been asked for label samples in the past

Not sure what # 2 is addressing as all our ccp relates to ph. The kitchen people do not concern themselves with that, I check and log the info. If it does not meet spec, the batch is disposed.

Please let me know. Thanks

Karlicek, Dianna

From: Karlicek, Dianna
Sent: Thursday, August 11, 2016 5:01 PM
To: 'John@mrs-aulds.com'
Cc: Macaluso, Tony; English, Amber E.; jennifer.king@fda.hhs.gov
Subject: RE: Mrs. Aulds Scheduling

John,
You can send them in however is most convenient for you. The HACCP team is meeting on the 24th to review your plan so if you could have them to me by the 23rd, it would be appreciated.
You do not have to list each spice, but may state 'dried spices'.
Thank you,
Dianna

Dianna Karlicek

Environmental Health Specialist Trainee | Environmental Health Services | Washoe County Health District
dkarlicek@washoecounty.us | O: (775) 328-2614 | 1001 E. Ninth St., Bldg. B, Reno, NV 89512

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From: John Auld [mailto:john@mrs-aulds.com]
Sent: Thursday, August 11, 2016 4:36 PM
To: Karlicek, Dianna
Cc: Macaluso, Tony; English, Amber E.; jennifer.king@fda.hhs.gov
Subject: RE: Mrs. Aulds Scheduling

Ok. Do you want me to feed you these or would you refer them all at once?

Also, you want a list of all the spices?

Make it a Great Day!

John Auld
Mrs. Auld's Gourmet Foods, Inc.
Director of Operations
775-856-3350
775-376-2465 Cell
775-636-7748 Fax

Karlicek, Dianna

From: John Auld <john@mrs-aulds.com>
Sent: Wednesday, August 17, 2016 3:33 PM
To: Karlicek, Dianna
Cc: Macaluso, Tony; English, Amber E.; jennifer.king@fda.hhs.gov
Subject: Re: Mrs. Aulds Scheduling

Ok. I have most of what you have requested and will send tomorrow. Few questions

- 1 waiver ? How do I get one
- 2 labels. Front and backs ?
- 3 3rd party ph test. Can this be done as products are made?

Haut have to scan everything.

Make it a Great Day!
John Auld - President
Mrs. Auld's Gourmet Foods, Inc.
775-376-2465 Cell
775-856-3350 Office
775-636-7748 Fax

On Aug 11, 2016, at 5:00 PM, Karlicek, Dianna <DKarlicek@washoecounty.us> wrote:

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You do not have to list each spice, but may state 'dried spices'.
Thank you,
Dianna

Dianna Karlicek

Environmental Health Specialist Trainee | Environmental Health Services | Washoe County Health District
dkarlicek@washoecounty.us | O: (775) 328-2614 | 1001 E. Ninth St., Bldg. B, Reno, NV 89512

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From: John Auld [<mailto:john@mrs-aulds.com>]
Sent: Thursday, August 11, 2016 4:36 PM
To: Karlicek, Dianna

Karlicek, Dianna

From: Karlicek, Dianna
Sent: Thursday, August 18, 2016 8:34 AM
To: 'John Auld'
Cc: Macaluso, Tony; English, Amber E.; jennifer.king@fda.hhs.gov
Subject: RE: Mrs. Aulds Scheduling

John,

1. The waiver can be found here: https://www.washoecounty.us/health/files/food-protection-services/haccp/H-713-02B_ReqWaiverHACCPReviewForm.pdf
2. Yes, we need a copy of the whole label.
3. All 3rd party pH testing must be submitted in order to approve your HACCP plan. According to your website, in step 3 and 4, you state:
Step Three: You will send us at least two containers of each product. If you already have an idea what type of jar/bottle you would like to use, try to send your product in a similar container. We will test your product to make sure it meets acceptable pH standards.
Step Four: We will produce a test batch using your recipe. We will compare this test batch to the samples you have provided.
The cost for this test batch starts at \$500 and includes at least two samples for your evaluation, a mock recipe, a shelf life analysis and pH test.

So I would assume that you have this information already?

Also in your previous email, you indicated that you are not currently in production as the reason that we cannot do our inspection. Please provide 3rd party test results with your HACCP submissions.

Thank you,
Dianna

Dianna Karlicek

Environmental Health Specialist Trainee | Environmental Health Services | Washoe County Health District
dkarlicek@washoecounty.us | O: (775) 328-2614 | 1001 E. Ninth St., Bldg. B, Reno, NV 89512

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From: John Auld [mailto:john@mrs-aulds.com]
Sent: Wednesday, August 17, 2016 3:33 PM
To: Karlicek, Dianna

Karlicek, Dianna

From: John Auld <john@mrs-aulds.com>
Sent: Thursday, August 18, 2016 8:52 AM
To: Karlicek, Dianna
Cc: Macaluso, Tony; English, Amber E.; jennifer.king@fda.hhs.gov
Subject: Re: Mrs. Aulds Scheduling

Thanks for the info. I do test , but not on a 3rd party audit. Can I send you my baseline

Make it a Great Day!
John Auld - President
Mrs. Auld's Gourmet Foods, Inc.
775-376-2465 Cell
775-856-3350 Office
775-636-7748 Fax

On Aug 18, 2016, at 8:33 AM, Karlicek, Dianna <DKarlicek@washoecounty.us> wrote:

John,

1. The waiver can be found here: https://www.washoecounty.us/health/files/food-protection-services/haccp/H-713-02B_ReqWaiverHACCPReviewForm.pdf
2. Yes, we need a copy of the whole label.
3. All 3rd party pH testing must be submitted in order to approve your HACCP plan.

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Step Four: We will produce a test batch using your recipe. We will compare this test batch to the samples you have provided.

The cost for this test batch starts at \$500 and includes at least two samples for your evaluation, a mock recipe, a shelf life analysis and pH test.

So I would assume that you have this information already?

Also in your previous email, you indicated that you are not currently in production as the reason that we cannot do our inspection. Please provide 3rd party test results with your HACCP submissions.

Thank you,
Dianna


Dianna Karlicek

Environmental Health Specialist Trainee | Environmental Health Services | Washoe County Health District
dkarlicek@washoecounty.us | O: (775) 328-2614 | 1001 E. Ninth St., Bldg. B, Reno, NV 89512

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From: John Auld [<mailto:john@mrs-aulds.com>]
Sent: Wednesday, August 17, 2016 3:33 PM
To: Karlicek, Dianna
Cc: Macaluso, Tony; English, Amber E.; jennifer.king@fda.hhs.gov
Subject: Re: Mrs. Aulds Scheduling

Ok. I have most of what you have requested and will send tomorrow. Few questions

- 1 waiver ? How do I get one
- 2 labels. Front and backs ?
- 3 3rd party ph test. Can this be done as products are made?

Haut have to scan everything.

Make it a Great Day!
John Auld - President
Mrs. Auld's Gourmet Foods, Inc.
775-376-2465 Cell
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775-636-7748 Fax

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John,

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You do not have to list each spice, but may state 'dried spices'.

Thank you,
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Dianna Karlicek

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dkarlicek@washoecounty.us | O: (775) 328-2614 | 1001 E. Ninth St., Bldg. B, Reno, NV 89512

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Karlicek, Dianna

From: John Auld <john@mrs-aulds.com>
Sent: Thursday, August 18, 2016 4:15 PM
To: Karlicek, Dianna
Cc: Macaluso, Tony; English, Amber E.; jennifer.king@fda.hhs.gov
Subject: RE: Mrs. Aulds Scheduling
Attachments: Scanned from a Xerox Multifunction Printer.pdf

Here is some More to follow

Make it a Great Day!

John Auld
Mrs. Auld's Gourmet Foods, Inc.
Director of Operations
775-856-3350
775-376-2465 Cell
775-636-7748 Fax

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From: Karlicek, Dianna [mailto:DKarlicek@washoecounty.us]
Sent: Thursday, August 18, 2016 8:34 AM
To: 'John Auld'
Cc: Macaluso, Tony; English, Amber E.; jennifer.king@fda.hhs.gov
Subject: RE: Mrs. Aulds Scheduling

John,

1. The waiver can be found here: https://www.washoecounty.us/health/files/food-protection-services/haccp/H-713-02B_ReqWaiverHACCPReviewForm.pdf
2. Yes, we need a copy of the whole label.
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So I would assume that you have this information already?

Also in your previous email, you indicated that you are not currently in production as the reason that we cannot do our inspection. Please provide 3rd party test results with your HACCP submissions.

BBQ Sauces

**1: 2 Step Sanitization
Process**

2: Measure Ingredients

3: Add sauce

4: Mix

5: Cook

6: Bottle

7: Ph Test

8: Log Run

9: Code

10: Label

11: Box

12: Storage

13: Prepare shipment

End of Process

Date: _____

Approved by: _____

Mrs. Auld's PH Batch SOPs

PH Batch Log

PURPOSE: PH Batch Log

SCOPE: Confirmation of PH Baselines

INSTRUCTIONS:

1. Remove one bottle or use provided sample from the daily production run.
2. Calibrate PH meter
3. Record PH on Test Sheet
4. If PH is good, then run will be labeled
5. If PH is out of specification, batch will be discarded and root cause determined.
6. All Test sheet will be attached to invoice. Invoice month and year plus one determines the run code of the product.

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____

Mrs. Auld's PH Meter Calibration SOPs

PH Meter Calibration

PURPOSE: PH Meter Calibration

SCOPE: Calibration of Milwaukee 101 PH meter

INSTRUCTIONS:

1. Remove PH meter from box and turn on
2. Check Tip solution to ensure tip has not dried out*If tip is dry, re-wet tip and start process following day.
3. Obtain PH Test Paper
4. Start with 4.0 Buffer Solution (Pink) and dip tip into solution
5. Wait approximately 30 seconds for meter to stabilize.
6. Record test results if PH range is between 3.9 and 4.1
7. Adjust meter to PH range referenced above.
8. Repeat step for 7.0 Buffer solution (Yellow) Acpetable range of 6.9 to 7.1

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____



Food Equipment List

PURPOSE: List of all food manufacturing equipment on site

Kitchen Equipment:

1. Groen Steam Jacketed Kettle.
2. Simplex Single Head Filler
3. Hobart Elephant Chopper
4. Electromaster High Speed Blender
5. Matter Auger Filler

DATE : _____ **BY:** _____



Sanitizer Specifications

PURPOSE: Identification of sanitizer

Food Contact Surfaces

1. 5% Distilled Vinegar used for all food contact surfaces as approved by NDOA
2. Dish Soap is utilized for all utensil washing
3. Bleach/Water is utilized for all floors

DATE : _____ **BY:** _____



Ingredient List and Sources

PURPOSE: Ingredient Supplier listing for potential recall

Ingredient List/Supplier

1. All wet ingredients – Including Tomato products, Molasses, Vinegars – Cash & Carry, Reno, NV
2. All Dry Ingredients – Spices and sugars – Cash& Carry, Reno, NV
3. Specialized dry Peppers – Spice Barn, Lewis Center OH, Elite Spice, Reno NV
4. Fresh Produce – Including Peppers, Cucumbers – Cash & Carry, Reno, NV
5. Specialized Fresh Produce – Including fresh Peppers, Onions – Bonanza Produce, Reno, NV

DATE : _____ **BY:** _____

Karlicek, Dianna

From: John Auld <john@mrs-aulds.com>
Sent: Thursday, August 18, 2016 4:41 PM
To: Karlicek, Dianna
Cc: Macaluso, Tony; English, Amber E.; jennifer.king@fda.hhs.gov
Subject: RE: Mrs. Aulds Scheduling

Diana – Just read the waiver requirements again and I do not believe that vinegar is added as a stabilizer, it is for flavor. Why would you believe differently?

Make it a Great Day!

John Auld
Mrs. Auld's Gourmet Foods, Inc.
Director of Operations
775-856-3350
775-376-2465 Cell
775-636-7748 Fax

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From: Karlicek, Dianna [mailto:DKarlicek@washoecounty.us]
Sent: Thursday, August 18, 2016 8:34 AM
To: 'John Auld'
Cc: Macaluso, Tony; English, Amber E.; jennifer.king@fda.hhs.gov
Subject: RE: Mrs. Aulds Scheduling

John,

1. The waiver can be found here: https://www.washoecounty.us/health/files/food-protection-services/haccp/H-713-02B_ReqWaiverHACCPReviewForm.pdf
2. Yes, we need a copy of the whole label.
3. All 3rd party pH testing must be submitted in order to approve your HACCP plan. According to your website, in step 3 and 4, you state:
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Step Four: We will produce a test batch using your recipe. We will compare this test batch to the samples you have provided.
The cost for this test batch starts at \$500 and includes at least two samples for your evaluation, a mock recipe, a shelf life analysis and pH test.

So I would assume that you have this information already?

Also in your previous email, you indicated that you are not currently in production as the reason that we cannot do our inspection. Please provide 3rd party test results with your HACCP submissions.

1000

1000

Karlicek, Dianna

From: Karlicek, Dianna
Sent: Monday, August 22, 2016 9:31 AM
To: 'John@mrs-aulds.com'
Cc: Macaluso, Tony; English, Amber E.; jennifer.king@fda.hhs.gov
Subject: RE: Mrs. Aulds Scheduling

John,
Typically, vinegar is added to lower the pH and make a product shelf stable and prevent the growth of bacteria; the largest concern in a bottled product such as yours would be *Clostridium botulinum*.
If vinegar is only added for flavor, how are your products shelf stable?

Dianna

Dianna Karlicek

Environmental Health Specialist Trainee | Environmental Health Services | Washoe County Health District
dkarlicek@washoecounty.us | O: (775) 328-2614 | 1001 E. Ninth St., Bldg. B, Reno, NV 89512

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Sent: Thursday, August 18, 2016 4:41 PM
To: Karlicek, Dianna
Cc: Macaluso, Tony; English, Amber E.; jennifer.king@fda.hhs.gov
Subject: RE: Mrs. Aulds Scheduling

Diana – Just read the waiver requirements again and I do not believe that vinegar is added as a stabilizer, it is for flavor Why would you believe differently?

Make it a Great Day!

John Auld
Mrs. Auld's Gourmet Foods, Inc.
Director of Operations
775-856-3350
775-376-2465 Cell
775-636-7748 Fax

Karlicek, Dianna

From: John Auld <john@mrs-aulds.com>
Sent: Monday, August 22, 2016 9:48 AM
To: Karlicek, Dianna
Cc: Macaluso, Tony; English, Amber E.; jennifer.king@fda.hhs.gov
Subject: Re: Mrs. Aulds Scheduling

All products are hot packed.

Make it a Great Day!
John Auld - President
Mrs. Auld's Gourmet Foods, Inc.
775-376-2465 Cell
775-856-3350 Office
775-636-7748 Fax

On Aug 22, 2016, at 9:31 AM, Karlicek, Dianna <DKarlicek@washoecounty.us> wrote:

John,

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Dianna


Dianna Karlicek

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dkarlicek@washoecounty.us | O: (775) 328-2614 | 1001 E. Ninth St., Bldg. B, Reno, NV 89512

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From: John Auld [<mailto:john@mrs-aulds.com>]
Sent: Thursday, August 18, 2016 4:41 PM
To: Karlicek, Dianna
Cc: Macaluso, Tony; English, Amber E.; jennifer.king@fda.hhs.gov
Subject: RE: Mrs. Aulds Scheduling

Diana – Just read the waiver requirements again and I do not believe that vinegar is added as a stabilizer, it is for flavor Why would you believe differently?

Karlicek, Dianna

From: Karlicek, Dianna
Sent: Wednesday, August 24, 2016 9:51 AM
To: Macaluso, Tony; English, Amber E.
Subject: Mrs. Aulds Info for Letter

Tony,

To date we still have not received the following from John Auld:

1. 3rd party pH testing for each recipe
2. Copies of all labels
3. Waiver application
4. Manufacturer specifications for sanitizer used
5. Flow chart that includes all CCPs
6. Hazard analysis chart identifying hazards of concern for process
7. Copies of recipes produced
8. Training log

Let me know if you need anything else.

Thanks,

Dianna

Dianna Karlicek

Environmental Health Specialist Trainee | Environmental Health Services | Washoe County Health District
dkarlicek@washoecounty.us | O: (775) 328-2614 | 1001 E. Ninth St., Bldg. B, Reno, NV 89512

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Karlicek, Dianna

From: Karlicek, Dianna
Sent: Wednesday, August 24, 2016 10:01 AM
To: 'John Auld'
Cc: Macaluso, Tony; English, Amber E.; jennifer.king@fda.hhs.gov
Subject: RE: Mrs. Aulds Scheduling

John,

First, hot packing something does not make it shelf stable per our regulations.

Secondly, according to your HACCP Plan Table that you previously submitted, you are adding vinegar to lower the pH to less than 4.6. Specifically, the second row under 'measure ingredients' it says "If the pH of the sauce is higher than pH 4.6 because the amount of vinegar added is incorrect, the cook heat treatment is will not be able to kill all of the pathogens".

To address your previous question regarding the adding of vinegar: (your email dated 8/18/16) you stated: "Just read the waiver requirements again and I do not believe that vinegar is added as a stabilizer, it is for flavor Why would you believe differently?"

According to your HACCP plan vinegar is added to reduce the pH to prevent the outgrowth of pathogens. Vinegar is not added just for flavor.

Please submit the waiver as previously requested.

Thank you,
Dianna

Dianna Karlicek

Environmental Health Specialist Trainee | Environmental Health Services | Washoe County Health District
dkarlicek@washoecounty.us | O: (775) 328-2614 | 1001 E. Ninth St., Bldg. B, Reno, NV 89512

WASHOE COUNTY
HEALTH DISTRICT
ENHANCING QUALITY OF LIFE



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From: John Auld [mailto:john@mrs-aulds.com]
Sent: Monday, August 22, 2016 9:48 AM
To: Karlicek, Dianna
Cc: Macaluso, Tony; English, Amber E.; jennifer.king@fda.hhs.gov
Subject: Re: Mrs. Aulds Scheduling

All products are hot packed.

Make it a Great Day!
John Auld - President
Mrs. Auld's Gourmet Foods, Inc.
775-376-2465 Cell
775-856-3350 Office
775-636-7748 Fax

On Aug 22, 2016, at 9:31 AM, Karlicek, Dianna <DKarlicek@washoecounty.us> wrote:

John,
Typically, vinegar is added to lower the pH and make a product shelf stable and prevent the growth of bacteria; the largest concern in a bottled product such as yours would be *Clostridium botulinum*.
If vinegar is only added for flavor, how are your products shelf stable?

Dianna


Dianna Karlicek

Environmental Health Specialist Trainee | Environmental Health Services | Washoe County Health District
dkarlicek@washoecounty.us | O: (775) 328-2614 | 1001 E. Ninth St., Bldg. B, Reno, NV 89512

<image001.jpg>

<image002.gif><image003.gif>

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From: John Auld [<mailto:john@mrs-aulds.com>]
Sent: Thursday, August 18, 2016 4:41 PM
To: Karlicek, Dianna
Cc: Macaluso, Tony; English, Amber E.; jennifer.king@fda.hhs.gov
Subject: RE: Mrs. Aulds Scheduling

Diana – Just read the waiver requirements again and I do not believe that vinegar is added as a stabilizer, it is for flavor Why would you believe differently?

Make it a Great Day!

John Auld
Mrs. Auld's Gourmet Foods, Inc.
Director of Operations
775-856-3350
775-376-2465 Cell
775-636-7748 Fax

Karlicek, Dianna

From: John Auld <john@mrs-aulds.com>
Sent: Wednesday, August 24, 2016 10:18 AM
To: Karlicek, Dianna
Cc: Macaluso, Tony; English, Amber E.; jennifer.king@fda.hhs.gov
Subject: Re: Mrs. Aulds Scheduling

It really isn't. Vinegar is part of all the original recipes and is not added as an addition.

Make it a Great Day!
John Auld - President
Mrs. Auld's Gourmet Foods, Inc.
775-376-2465 Cell
775-856-3350 Office
775-636-7748 Fax

On Aug 24, 2016, at 10:00 AM, Karlicek, Dianna <DKarlicek@washoecounty.us> wrote:

John,

First, hot packing something does not make it shelf stable per our regulations.

Secondly, according to your HACCP Plan Table that you previously submitted, you are adding vinegar to lower the pH to less than 4.6. Specifically, the second row under 'measure ingredients' it says "If the pH of the sauce is higher than pH 4.6 because the amount of vinegar added is incorrect, the cook heat treatment is will not be able to kill all of the pathogens".

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Please submit the waiver as previously requested.

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Dianna Karlicek

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<image001.jpg>

<image002.gif><image003.gif>

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Karlicek, Dianna

From: John Auld <john@mrs-aulds.com>
Sent: Wednesday, August 24, 2016 10:22 AM
To: Karlicek, Dianna
Cc: Macaluso, Tony; English, Amber E.; jennifer.king@fda.hhs.gov
Subject: Re: Mrs. Aulds Scheduling

Another way to look at this is. These are not acidified foods

Make it a Great Day!
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775-376-2465 Cell
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775-636-7748 Fax

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<image001.jpg>

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 Please consider the environment before printing this e-mail.

Karlicek, Dianna

From: Macaluso, Tony
Sent: Thursday, September 22, 2016 9:40 AM
To: John Auld
Cc: Karlicek, Dianna; English, Amber E.; Sack, Bob; King, Jennifer S
Subject: RE: Letter

John,

You have not provided the needed information as stated in the letter. You will need to provide this information to Diana. All of this information is needed for our department to complete your HACCP review. In the meantime you need to follow the letter.

Tony

-----Original Message-----

From: John Auld [<mailto:john@mrs-aulds.com>]
Sent: Wednesday, September 21, 2016 3:08 PM
To: Macaluso, Tony
Subject: Letter

Tony. I received you letter and I am at a loss for understanding.

I have answered all the request and fail to comprehend.

First , I do not manufacture acidified foods and do not require a waiver

As approved by the NDOA and the usda and the FDA , I have stated we use vinegar for sanitation. There are no manufacture specifications

I included the flow charts

I was told I needed to provide source of Ingredients not recipes and that is what I did.

I provided a training log and stated that we would do third party ph test when we ran more products.

I am not sure where the massive disconnect is , but I would like to better understand this situation and get this resolved.

I have been in business for 30 years and would like to make it to 31

Make it a Great Day!
John Auld - President
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775-376-2465 Cell
775-856-3350 Office
775-636-7748 Fax

Karlicek, Dianna

From: John Auld <john@mrs-aulds.com>
Sent: Thursday, September 22, 2016 10:18 AM
To: Macaluso, Tony
Cc: Karlicek, Dianna; English, Amber E.; Sack, Bob; King, Jennifer S
Subject: Re: Letter

Here is the issue tony. I thought there was going to be an official review on the 23rd by an expert. Since I am still being asked about my sanitizer specs and was told by Diana that I am not required to provide recipes , I believe there is a disconnect.

Maybe if I could get an accurate listing of my current deficits, I can get them corrected

Make it a Great Day!
John Auld - President
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775-376-2465 Cell
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> Sent: Wednesday, September 21, 2016 3:08 PM

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- >

Karlicek, Dianna

From: John Auld <john@mrs-aulds.com>
Sent: Friday, September 23, 2016 3:50 PM
To: Macaluso, Tony
Cc: Karlicek, Dianna; English, Amber E.; Sack, Bob; King, Jennifer S
Subject: Re: Letter

I would appreciate An update on expectations so I can be prepared. Thanks

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Karlicek, Dianna

From: English, Amber E.
Sent: Friday, September 23, 2016 4:09 PM
To: John Auld; Macaluso, Tony
Cc: Karlicek, Dianna; Sack, Bob; King, Jennifer S; English, James
Subject: RE: Letter

John,

The HACCP review team reviewed the HACCP plan you submitted and determined additional information was required prior to approval of the plan. As mentioned in the Cease and Desist letter sent to you by Tony Macaluso, EHS Supervisor, you were informed of the requirement to submit the additional information on numerous occasions. A list of the specific information and documentation needed to proceed with the review and approval of your HACCP plan can be found in this letter. Until the Washoe County Health District receives the required information and approves the HACCP plan for your process, you may not proceed with the production of your product. Please refer to the last paragraph in this letter for additional information on the Cease and Desist order and your opportunities for appeal.

Please let me know if you have any additional questions.

Amber English, REHS
Senior Environmental Health Specialist | Environmental Health Services Division | Washoe County Health District
aeenglish@washoecounty.us | (775) 328-2629 | 1001 E. Ninth St., Bldg. B, Reno, NV 89512

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Sent: Friday, September 23, 2016 3:50 PM
To: Macaluso, Tony
Cc: Karlicek, Dianna; English, Amber E.; Sack, Bob; King, Jennifer S
Subject: Re: Letter

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>
>

Karlicek, Dianna

From: John Auld <john@mrs-aulds.com>
Sent: Monday, September 26, 2016 4:44 PM
To: English, Amber E.; Macaluso, Tony
Cc: Karlicek, Dianna; Sack, Bob; 'King, Jennifer S'; English, James
Subject: RE: Letter

Thanks Amber. I guess my biggest question was there were several questions that were not answered or the answer has changed.

Example would be I was told I did not need to provide confidential recipes, just ingredient sources and that is what I did, but yet it is listed on the letter.

I stated that we have been using vinegar as our sterilizer for many years as it was approved by both the USDA and the NDOA and yet continued to be asked for manufacturer specifications.

I am told I require a waiver, this is also not accurate as I was cleared by the FDA of this requirement many years ago. It was clear that I did not require one. I also stated this in my emails.

I did the flow chart. From what I can tell, my only callout is a training log and I fail to see why you feel the need to shut down a long time Reno business for this.

I would appreciate a clear response as to what is actually required to get this fixed.

Thanks for the common courtesy .

Make it a Great Day!

John Auld
Mrs. Auld's Gourmet Foods, Inc.
Director of Operations
775-856-3350
775-376-2465 Cell
775-636-7748 Fax

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-----Original Message-----

From: English, Amber E. [mailto:AEEnglish@washoecounty.us]
Sent: Friday, September 23, 2016 4:09 PM
To: John Auld; Macaluso, Tony
Cc: Karlicek, Dianna; Sack, Bob; King, Jennifer S; English, James

Subject: RE: Letter

John,

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Subject: Re: Letter

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> To: Macaluso, Tony

> Subject: Letter

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>

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