



FOOD AND LODGING

FIELD OPERATIONS TRAINING PLAN

Updated: 5/2024

SOURCE: Adapted from the Conference for Food Protection (CFP) Field Training Plan for Regulatory Retail Food Safety Inspection Officers (5-31-13)

www.foodprotect.org/guides-documents/

TABLE OF CONTENTS

Glossary of Terms.....	3
I. Introduction.....	5
II. Training Course Curriculum	6
Pre-Requisite and Post Coursework.....	6
Options Available to Complete Coursework	6
III. Environmental Health Practitioner Licensing.....	7
IV. Food Operations Field Training Plan.....	8
Inspection Training Areas and Performance Elements	9
V. Lodging/Additional Operations Field Training Plan.....	16
Inspection Training Areas and Performance Elements	17
VI. Continuing Training	21

APPENDICES

Appendix A: Field Training Pre and Post Curriculum Checklist.....	22
Appendix B: Example Field Training Worksheet	24
Appendix C: Example Field Training Establishment Log	38

Version History

- September 2020
- February 2024
- May 2024

GLOSSARY OF TERMS

Competency: the state or quality of being adequately or well qualified; having the ability to perform a specific duty, task or role as measured by comparison against a standard of performance. Moreover, “competencies” also refer to a specific list of job duties appropriate for each performance element.

As used in the context of this *Field Operations Training Plan*, “competency” means:

- The demonstration of one or more skills (job tasks) based on knowledge derived from educational programs and experience;
- The ability to perform a task with expected outcomes under the varied circumstances of the real world; and
- The effective application of knowledge and skill in the work setting.

Consistent pattern of behavior: a recurring pattern of action or performance that is recognizable and distinctive. As used in the context of this *Field Operations Training Plan*, a “consistent pattern of behavior” means:

- The trainee can explain the purpose/objective of a job task and the steps necessary to carry it out effectively;
- The demonstration of a clear understanding of a given competency; and
- A collective set of trainer observations which indicate that the trainee can successfully demonstrate the competency correctly and repeatedly.

Demonstration: a method used by the trainer or designated staff member to physically illustrate and explain to a trainee the processes and procedures used to conduct a regulatory retail food safety inspection.

Environmental Health Practitioner (EHP): a regulatory employee, licensed by the State of North Dakota, responsible for conducting regulatory inspections within the scope of practice.

Performance Element: a general description of a group of competencies (job duties) to be performed by an employee assigned to a program area of work.

Risk-Based Inspection: licensed food establishments are assessed a risk category based on menu, complex food processes, and population served. North Dakota Century Code [\(NDCC\) 23-09-11](#) requires that regulatory jurisdictions use a process that groups food establishments into categories based on potential and inherent food safety risks. The number and frequency of inspections for each licensed establishment is based on risk category assessment. See Food and Lodging Risk Level Definitions guidance document.

Standardization: the statewide procedure modeled after the U.S. Food and Drug Administration (FDA) process to promote uniformity of regulatory retail food inspections throughout and is nationally recognized as best practice for state, local, and tribal regulatory agencies to evaluate effectiveness of field inspection training programs.

Trainee: an individual newly hired or newly assigned to the program area of work. These individuals are in the process of learning and successfully demonstrating the competencies identified in the field training plan as essential for conducting effective regulatory inspections.

Trainee-Led Inspections: a joint field-training inspection that includes both the jurisdiction's designated trainer and the trainee: where the trainee takes the lead and is responsible for conducting the inspection per the jurisdiction's administrative procedures and policies. Under the supervision of the trainer, the trainee-led inspectional approach, communication techniques, and risk-based priorities should reflect those followed as if conducting an independent regulatory inspection.

Trainee-led inspections provide an opportunity for the jurisdiction's trainer to observe the trainee as he/she demonstrates competencies, and to identify those competencies that have yet to be learned or were not properly demonstrated.

Trainer: an individual designated by the program manager or supervisor as having the credentials and field experience necessary to train other EHPs in conducting regulatory inspections.

The trainer is responsible for observing the trainee as he/she demonstrates competencies identified in the Field Training Plan and providing feedback to the trainee throughout the course of the training process on their ability to demonstrate these competencies.

Trainer-Led Inspections: a joint field-training inspection that includes both the jurisdiction's designated trainer and the trainee: where the trainer takes the lead and is responsible for conducting the inspection per the jurisdiction's administrative procedures and policies. The trainer-led inspectional approach, communication techniques, and risk-based priorities reflect those followed as if conducting an independent regulatory inspection.

Training Log and Worksheets: a structured approach for regulatory programs to identify and document training content, determine training methods, and track an EHP's progress in demonstrating competencies specific to their job responsibilities and essential for conducting independent regulatory inspections.

I. Introduction

BACKGROUND

The Food and Lodging *Field Operations Training Plan (Field Training Plan)* is adapted from the Conference for Food Protection (2013) model for training and standardizing Environmental Health Practitioners (EHPs) responsible for conducting food safety inspections. The *Field Training Plan* includes coursework and competencies for all other non-food regulatory program areas covered by Food and Lodging modeled after the same framework.

PROGRAM AREAS

- Food program areas covered by Food and Lodging include manufactured food, foodservice establishments, and retail food stores.
- Lodging program areas include hotel/motel, assisted living facility, bed and breakfast, mobile home parks, trailer parks, and campgrounds.
- Additional program areas include tanning, tattoo, body art, body piercing, electrolysis/electronic hair removal, and funeral services.

OVERVIEW

The goal of the *Field Training Plan* is to promote continuous improvement and uniformity among regulatory programs in accordance with statutory requirements and industry best practices. Properly trained EHPs should have the ability to:

- Identify program areas where the regulatory program can have the greatest impact on public health and consumer safety.
- Promote public health and consumer safety through consistent application of evidence-based intervention strategies.
- Assist in identifying program areas in need of additional attention and effectively communicate these needs with industry.
- Improve industry and consumer confidence in regulatory programs by enhancing uniformity within and between state, local, and tribal regulatory agencies.

Employees newly hired or newly assigned to regulatory program areas must complete pre-requisite coursework, EHP licensing, and the training process presented in the *Field Training Plan* prior to conducting independent regulatory inspections.

The *Field Training Plan* is a multi-step process that consists of **inspection training areas** that have corresponding **performance elements** (or job duties) combined under each area. Inspection training areas and performance elements can be customized by the regulatory jurisdiction.

Local health units delegated statutory authority for conducting regulatory inspections in their jurisdiction have the flexibility to customize training content and methods to represent a jurisdiction's own administrative policies, procedures, and inspection protocol. Local jurisdictions are not obligated to use the forms provided; equivalent forms or training processes can be developed.

II. Training Course Curriculum

PRE-REQUISITE AND POST COURSEWORK

The pre-requisite and post coursework is a specified training curriculum designed to provide EHPs with an understanding of the essential food safety and public/environmental health principles needed to effectively conduct regulatory inspections. Areas of study include public/environmental health principles; prevailing statutes, regulations, and ordinances; communication skills; and microbiology.

The trainer and trainee can conduct joint-field training inspections while in the process of completing the pre-requisite coursework. The licensed EHP should complete the pre-requisite coursework **prior** to conducting independent regulatory inspections.

OPTIONS AVAILABLE TO COMPLETE COURSEWORK

OPTION 1 – FDA Office of Training Education and Development (OTED)

All pre-requisite courses required for regulatory food program areas can be completed via FDA's web-based training and are available free of charge at: www.fda.gov/Training/ForStateLocalTribalRegulators/ucm121831.htm.

FDA OTED has estimated the total time needed to complete the pre-requisite coursework to be 42 hours and the post training coursework to be 26 hours. Attachment A and B provide worksheets for tracking pre-requisite and post training courses.

OPTION 2 – Equivalent Coursework and Recognized Examination

A jurisdiction's trainer or program manager can allow credit for coursework in regulatory program areas that an EHP has completed from sources other than FDA OTED. A course is deemed equivalent if it can be demonstrated to cover at least 80% of the learning objectives of the comparable OTED course **and** documentation of successful completion is provided. The learning objectives for each of the OTED courses are available from the FDA website link listed under Option 1.

EHPs submitting documentation of equivalent coursework should also demonstrate a basic level of food safety and public/environmental health knowledge by successfully passing a written examination from one of the following four (4) categories:

1. A Registered Environmental Health Specialist (REHS) or Registered Sanitarian (RS) examination offered by the National Environmental Health Association (NEHA);
2. The Certified Food Safety Professional (CFSP) examination offered by NEHA; or
3. A food manager certification examination provided by an ANSI-accredited certification organization.

III. Environmental Health Practitioner (EHP) Licensing

Prior to operating independently a new employee must apply for and obtain an EHP license in accordance with North Dakota Century Code Chapter 43-43 (<https://www.legis.nd.gov/cencode/t43c43.pdf>).

An application by completion of the SFN 11223 Application for Licensure of Environmental Health Practitioner (<https://www.hhs.nd.gov/sites/www/files/documents/DOH%20Legacy/11223%20App%20for%20Lic%20as%20an%20EHP.pdf>) and fee payment must be made to the state health officer (North Dakota Century Code Chapter 33-30; <https://www.legis.nd.gov/information/acdata/pdf/33-30-02.pdf>).

IV. FOOD OPERATIONS | Field Training Plan

For every trainee, the trainer provides copies of the *Field Training Establishment Log and Worksheets* that illustrate the details and progress of completing the training plan (Attachment D and E). The trainer will demonstrate, review, and assess basic performance elements and job duties expected throughout a regulatory food safety inspection. A summary of the training process includes:

- 1) Century Code/ Administrative Rule Review
- 2) Information Management System Demonstration & Log In / Password Assignment
- 3) Pre-Requisite Coursework (may occur adjacent with Joint Field Inspections)
- 4) Joint Field Inspections (25)
 - a. Trainer-Led
 - b. Trainee-Led
- 5) Supervised Independent Inspections (25)
- 6) Food Code Standardization

FIELD TRAINING ESTABLISHMENT LOG

A *Field Training Establishment Log* (Attachment E) is the list of licensed establishments that are identified by the trainer and tracked for training purposes. The list of food establishment locations, license types, and risk level categories are documented on the log during joint field inspections (JFI). The number of JFIs necessary may be less than 25 if determined by the trainer and depending on the EHP's experience working in regulatory programs.

FIELD TRAINING METHODS

The *Field Training Plan* is designed to incorporate a variety of training methods appropriate for each of the performance element competencies and may include JFIs, office training or demonstration. The training method used to assess proficiencies of the trainee is documented on the *Field Training Worksheet*. Jurisdictions can add performance elements and competencies to customize their training plan.

FIELD TRAINING WORKSHEET

The *Field Training Worksheet* is completed by the trainer as in the example provided in Attachment D. The trainer may opt to complete one worksheet per JFI or complete one worksheet for multiple JFIs grouped by day or by week. The *Field Training Worksheet* includes the following **six inspection training areas**:

- I. Pre-Inspection
- II. Inspection Observations and Performance
- III. Oral Communication
- IV. Written Communication
- V. Professionalism

VI. Sample Collection

FOOD OPERATIONS | PERFORMANCE ELEMENTS

For each inspection training area there is a list of performance elements or job duties that the EHP receives training on in order to perform their job responsibilities effectively. The trainer will identify which performance element competencies are demonstrated during training and JFI' on the *Field Training Worksheets*. There is a total of **23 performance elements** within the food program's six inspection training area.

Inspection Training Area	I. Pre-Inspection
Performance Elements (2)	1) Has required equipment and forms to conduct inspection.
	<ul style="list-style-type: none"> • Necessary inspection forms and administrative materials. • Head cover: baseball cap; hair net; or equivalent. • Calibrated thermocouple temperature measuring device. • Maximum registering thermometer or temperature sensitive tapes for verifying hot water warewashing final rinse temperature. • Chemical test kits for chlorine, iodophor, and quaternary ammonia sanitizers. • Flashlight/light meter • Alcohol wipes
	2) Reviews establishment file for previous inspection report, complaints on file, and if applicable, required HACCP Plans or documents supporting the issuance of a variance.
	<ul style="list-style-type: none"> • Reviewed previous inspection report noting documented out of compliance observations. • Reviewed establishment file for complaint reports. • Reviewed establishment file for documentation indicating a need for a HACCP Plan. • Reviewed establishment file for documentation of food production or processes operating under a variance issued by the jurisdiction.
Inspection Training Area	II. Inspection Observations and Performance
Performance Elements (7)	1) Provides identification as a regulatory official to person in charge, confirming agency authority for inspection, and stating the purpose of visit.
	<ul style="list-style-type: none"> • Verbally provided name and agency to the person in charge. • Presented regulatory identification or business card. • Stated the purpose of the visit. • Requests and confirmed permission to conduct inspection from the

	<p>person in charge prior to initiating the inspection.</p> <p>2) Has knowledge of jurisdiction's laws, rules, and regulations required for conducting retail food/foodservice inspections.</p> <ul style="list-style-type: none"> • Verified the correct critical limit and/or standard specified in the jurisdiction's rules/regulations to the observation made. • Correctly cited the rule/regulation code reference for each out of compliance observation. <p>3) Uses a risk-based inspection methodology to correctly assess regulations related to employee practices and management procedures essential to the safe storage, preparation, and service of food.</p> <ul style="list-style-type: none"> • Identifies priority risk factor violations and public health intervention violations. • Verified Demonstration of Knowledge of the person in charge. • Conducts menu-based reviews to determine inspection priorities based on potential food safety hazards. • Verified approved food sources (e.g., food from regulated food processing plants; shellfish documentation; game animal processing; parasite destruction for certain species of fish intended for raw consumption; receiving temperatures). • Verified food safety practices for preventing cross-contamination of ready-to-eat food. • Verified food contact surfaces are clean and sanitized, protected from contamination from soiled cutting boards, utensils, aprons, etc., or raw animal foods. • Verified the restriction or exclusion of ill employees. • Verified no bare hand contact with ready-to-eat foods (or use of a pre-approved, alternative procedure). • Verified employee handwashing. • Verified cold holding temperatures of foods requiring time/temperature control for safety (TCS food), or when necessary, verified that procedures are in place to use time alone to control bacterial growth and toxin production. • Verified date marking of ready-to-eat foods TCS food held for more than 24 hours. • Verified cooking temperatures to destroy bacteria and parasites. • Verified hot holding temperatures of TCS food or when necessary, that procedures were in place to use time alone to prevent the outgrowth of spore-forming bacteria. • Verified cooling temperatures of TCS food to prevent the outgrowth of spore-forming or toxin-forming bacteria. • Verified reheating temperatures of TCS food for hot holding. • Verified the availability of a consumer advisory for foods of animal origin served raw or undercooked. • Identified food processes and/or procedures that require a HACCP Plan per the jurisdiction's regulations.
--	---

	<p>4) Obtains immediate corrective action for out of compliance employee practices and management procedures (priority risk factor/interventions listed in Item 3 above) essential to the safe storage, preparation, and service of food.</p> <ul style="list-style-type: none"> • Notified the person in charge/employee(s) of the out of compliance observations. • Reviewed corrective actions with the person in charge/employee(s). • Observed the person in charge/employee(s) immediately take corrective action for out of compliance observations (e.g., movement of food to ensure product temperature or prevent contamination; reconditioning food; restriction/exclusion of ill employees; discarding of food product) in accordance with local jurisdiction's procedures. • Identified conditions requiring issuance of an embargo/stop sale/food destruction order per jurisdiction's administrative procedures. <p>5) Correctly assesses compliance status of Good Retail Practices and other core regulations (not included in Item 4) that are included in jurisdiction's prevailing statutes, regulations and/or ordinances.</p> <ul style="list-style-type: none"> • Correctly assessed compliance status of GRPs and other core regulations (not included in Item 4 above) that are included in jurisdiction's prevailing statutes, regulations and/or ordinances. <p>6) Verifies correction of out of compliance observations identified during previous inspection.</p> <ul style="list-style-type: none"> • Verified correction of out of compliance observations identified during previous inspection • Used temperature measuring devices/probes in accordance with manufacturer's instructions. • Cleaned and sanitized (alcohol swabs) temperature measurement probes to prevent food contamination. <p>7) Correctly uses inspection equipment during joint inspections.</p> <ul style="list-style-type: none"> • Used infrared thermometer in accordance with manufacturer's instructions. Verified any out of compliance product temperatures registered on the infrared with a thermocouple. • Used maximum registering thermometer or heat sensitive tapes in accordance with manufacturer's instructions to verify final rinse dishwasher temperature. • Used chemical test strips in accordance with manufacturer's instructions to measure sanitizer concentrations in manual and mechanical dishwashing operations; wiping cloth solutions; and spray bottle applicators. • Used flashlight to assess observations in areas with no or low light. • Photographs taken support regulatory findings or conditions observed.
--	---

Inspection Training Area	III. Oral Communication
Performance Elements (6)	1) Asks questions and engages in a dialogue with person in charge/employees to obtain information relevant to inspection.
	<ul style="list-style-type: none"> • Asked open ended questions (questions that cannot be answered with "yes" or "no"). • Did not interrupt when the person in charge/employee was speaking. • Paraphrased/summarized statements from the person in charge to confirm understanding.
	2) Provides the person in charge/employees with accurate answers to inspection-related questions or admits not knowing the answer.
	<ul style="list-style-type: none"> • Answered inspection-related questions accurately. • Admitted not knowing the answer to a question and arranges to contact the establishment with the answer. • Used trainer as a resource when unsure of an answer.
	3) Uses available means (e.g., interpreter, drawings, demonstrations, diagrams, international food safety icons) to overcome language or communication barriers.
	<ul style="list-style-type: none"> • Avoided using jargon and acronyms, without explanation. • Used interpreter, drawings, demonstrations, or diagrams to overcome language or communication barriers. • Checked the person in charge's understanding of information/instructions by asking the operator to paraphrase or demonstrate the information/instructions.
	4) Follows jurisdiction's policy regarding disclosure of confidential information.
	<ul style="list-style-type: none"> • Explained confidentiality laws, policies and procedures to the person in charge when necessary. (if the need to explain confidential laws did not occur during the joint field training inspections, the EHP explained confidentiality laws, policies and procedures to the trainer). • Applied the confidentiality policy per the jurisdictional requirements (e.g., EHP did not reveal confidential information to the operator during the inspection).
	5) Uses effective communication and conflict resolution techniques to overcome inspection barriers.
	<ul style="list-style-type: none"> • Identified challenges faced by the person in charge and offered possible solution(s). • Did not become argumentative (e.g., remained calm and focused). • Removed himself/herself from a confrontation or threat that may

	<p>impact personal safety.</p>
	<p>6) Conducts exit interview explaining out of compliance observations and identifying corrective actions and timelines for all noted violations.</p> <ul style="list-style-type: none"> • Explained the public health significance of the inspection observations. • Reviewed all findings with the person in charge with emphasis on contributing factors to foodborne illness and Food Code Interventions (listed in Section II, Item 3). • Used foodborne illness data to highlight contributing factors. • Answered all questions or concerns pertaining to items on the inspection report. • Provided contact information to the person in charge for follow up questions or additional guidance.
Inspection Training Area	IV. Written Communication
Performance Elements (3)	<p>1) Completes inspection form per jurisdiction's administrative procedures (e.g., observations; corrective actions; public health reason; applicable code reference; compliance dates).</p> <ul style="list-style-type: none"> • Used correct inspection form. • Completed a legible report. • Accurately documented observations made during inspection. • Completed inspection form in accordance with jurisdiction's administrative procedures. • Cited correct code provisions/rules/regulations. • Documented immediate corrective action for out-of-compliance foodborne illness Risk Factor violations and Food Code Interventions (listed in Section II, Item 3). • Documented time frames for correcting each out of compliance observation. • Signed completed inspection report. <p>2) Includes with inspection report any compliance or regulatory documents identified or cross-referenced in written statements (e.g., exhibits, attachments, sample forms, embargo forms, destruction forms, suspension notices).</p> <ul style="list-style-type: none"> • Referenced attached documents in inspection report. • Referenced documents are legible. • Referenced documents are accurate and reflect observations made during the inspection. • Attached referenced document(s) to the inspection report per jurisdiction's administrative procedures. <p>3) Includes with inspection report any compliance or regulatory documents identified or cross-referenced in written statements (e.g.,</p>

	<p>exhibits, attachments, sample forms, embargo forms, destruction forms, suspension notices).</p> <ul style="list-style-type: none"> • Presented complete inspection report, with referenced documents when necessary, to person in charge during exit interview. • Followed jurisdiction's administrative procedures for delivering written inspection report. • Obtained signature of person in charge on inspection report.
Inspection Training Area	V. Professionalism
Performance Elements (3)	1) Maintains a professional appearance consistent with jurisdiction's policy (e.g., clean outer clothing, hair restraint).
	<ul style="list-style-type: none"> • Maintained a professional appearance consistent with jurisdiction's policy (e.g., clean outer clothing, hair restraint).
	2) Demonstrates proper sanitary practices as expected from a food service employee.
	<ul style="list-style-type: none"> • Washed hands as needed (e.g., prior to conducting inspection, after using restroom, after touching dirty surfaces, after touching face/body, after sneezing/coughing). • Protected bandages on hands, when necessary, to prevent contamination of food or food contact surfaces. • Did NOT contact ready-to-eat foods with bare hands. • Did NOT show any obvious signs of illness in accordance with jurisdiction's employee health policy and/or current food code.
	3) Only reports substantiated findings as violations.
	<ul style="list-style-type: none"> • Only reported findings that were directly observed or substantiated in accordance with jurisdiction's policies and procedures. • Findings are supported by fact (e.g., are NOT based on hunch or suspicion; are witnessed, are investigated). • Did NOT note violations without visiting the establishment. • Did NOT exaggerate details related to findings to support report conclusions. • Did NOT modify report after leaving the establishment except as allowed by jurisdiction's administrative procedures.
Inspection Training Area	VI. Sample Collection and Evidence Development
Performance Elements (2)	1) Uses an aseptic food sample collection method consistent with criteria established by laboratory serving jurisdiction.

	<ul style="list-style-type: none"> • Used proper hygiene before and during sample process (e.g., washed hands prior to sampling; did not touch sample container opening, inside lip, inside cap or did not blow into the bag to open it up.) • Used sample collection method specified by the jurisdiction (e.g., original container if available; collection of a representative sample from a large quantity or container). • Used sterile, leak-proof lidded container or zipper-lock type bags. • Used a separate sterile utensil to collect each sample item. • Labeled all containers with required information (e.g., date, time, location, product name, EHP initials) with corresponding information noted on inspection report or laboratory forms. • Initiated written chain of custody including use of evidence seal. • Stored and transported sample in a clean, refrigerated unit (e.g., ice chest with ice) within the prescribed time period. • Maintained sample refrigerated or frozen until transport or shipping to laboratory. • Sample packed and shipped in sterile, leak-proof, insulated container with refrigerant (wet or dry ice) via the most rapid and convenient means available (e.g., courier, bus, express mail).
	<p>2) Uses an aseptic water sample collection method consistent with criteria established by laboratory serving jurisdiction.</p>
	<ul style="list-style-type: none"> • Used proper hygiene before and during sample process (e.g., washed hands prior to sampling; did not touch sample container opening, inside lip, inside cap or did not blow into the bag to open it up.) • Sample taken at site closest to source of water (prior to any treatment) if possible, or at a site (post treatment) per jurisdiction's procedures. • Sample taken from operational fixed type faucet – no swing type or leaking faucets. • Removed aerator (if present) from faucet prior to sampling. • Disinfected faucet with bleach or flame. • Ran water through faucet for several minutes to clear line. • Used a sterile, leak-proof lidded container, "whirl-pak" or zipper-lock type bag. • Sample taken from midstream of the flowing faucet. • Labeled all containers with required information (e.g., date, time, location, product name, EHP initials) with corresponding information noted on inspection report or laboratory forms. • Initiated written chain of custody including use of evidence seal. • Stored and transported sample in a clean, refrigerated unit (e.g., ice chest with ice) within the prescribed time period. • Maintained sample refrigerated until transport or shipping to the laboratory. • Sample packed and shipped in sterile, leak-proof, insulated container with refrigerant via the most rapid and convenient means available (e.g., courier, bus, express mail).

NOTE: *If EHPs will be expected to collect aseptic samples of food and/or water, even if it is to be done on a limited basis, these performance elements should be included in the jurisdiction's training plan.*

V. LODGING/ADDITIONAL OPERATIONS | Field Training Plan

For every trainee, the trainer provides copies of the *Field Training Establishment Log and Worksheets* that illustrate the details and progress of completing the training plan. The trainer will demonstrate, review, and assess basic performance elements and job duties expected throughout the regulatory inspection. A summary of the training process includes:

- 1) Century Code/ Administrative Rule Review
- 2) Information Management System Demonstration & Log In / Password Assignment
- 3) Pre-Requisite Coursework (may occur adjacent with Joint Field Inspections)
- 4) Joint Field Inspections (up to 5 per program area)
 - a. Trainer-Led
 - b. Trainee-Led
- 5) Supervised Independent Inspections (up to 5 per program area)

FIELD TRAINING ESTABLISHMENT LOG

A *Field Training Establishment Log* is the list of licensed establishments that are identified by the trainer and tracked for training purposes. The list of establishment locations, license types, and risk level categories are documented on the log during joint field inspections (JFI). The number of JFIs may vary depending on the EHP's experience working in regulatory programs.

FIELD TRAINING METHODS

The *Field Training Plan* is designed to incorporate a variety of training methods appropriate for each of the performance element competencies and may include JFI, office training or demonstration. The training method used to assess proficiencies of the trainee is documented on the *Field Training Worksheet*.

FIELD TRAINING WORKSHEET

The *Field Training Worksheet* is completed by the trainer. The trainer may opt to complete one worksheet per JFI or complete one worksheet for multiple JFIs grouped by day or by week. *Field Training Worksheet* includes the following **five inspection training areas**:

- I. Pre-Inspection
- II. Inspection Observations and Performance
- III. Oral Communication
- IV. Written Communication
- V. Professionalism

LODGING/ADDITIONAL | PERFORMANCE ELEMENTS (DRAFT)

The following table summarizes **performance elements (in draft)** within each program inspection training areas.

Inspection Training Area	I. Pre-Inspection
Performance Elements (2)	1) Has required equipment and forms to conduct inspection.
	<ul style="list-style-type: none"> • Flashlight/light meter • Smoke detector test log • Blacklight • Tape measure • Chemical test strips (if applicable)
	2) Reviews establishment file for previous inspection report, complaints on file, and any additional pertinent information.
	<ul style="list-style-type: none"> • Reviewed previous inspection report noting documented out of compliance observations. • Reviewed establishment file for complaint reports.
Inspection Training Area	II. Inspection Observations and Performance
Performance Elements (6)	1) Provides identification as a regulatory official to person in charge, confirming agency authority for inspection, and stating the purpose of visit.
	<ul style="list-style-type: none"> • Verbally provided name and agency to the person in charge. • Presented regulatory identification or business card. • Stated the purpose of the visit. • Requests and confirmed permission to conduct inspection from the person in charge prior to initiating the inspection.
	2) Has knowledge of jurisdiction's laws, rules, and regulations required for conducting lodging/additional operations inspections.
	<ul style="list-style-type: none"> • Verified the correct critical limit and or standard specified in the jurisdiction's rules/regulations to the observation made. • Correctly cited the rule/regulation for each out of compliance observation.
	3) Uses a risk-based inspection methodology to correctly assess regulations related to environmental health and safety.

	<ul style="list-style-type: none"> • Verified Demonstration of Knowledge of the person in charge regarding fire alarm system monitoring and testing • Smoke detector logs • Water testing / interpretation of results • Employee vaccination records (Tattoo/Body Art)
	<p>4) Obtains immediate corrective action for out of compliance employee practices and management procedures.</p> <ul style="list-style-type: none"> • Notified the person in charge/employee(s) of the out of compliance observations. • Reviewed corrective actions with the person in charge/employee(s). • Observed the person in charge/employee(s) immediately take corrective action for out of compliance observations in accordance with local jurisdiction's procedures. • Identified conditions requiring issuance of an abatement order or NOR per jurisdiction's administrative procedures.
	<p>5) Verifies correction of out of compliance observations identified during previous inspection.</p> <ul style="list-style-type: none"> • Verified correction of out of compliance observations identified during previous inspection
	<p>6) Correctly uses inspection equipment during joint inspections.</p> <ul style="list-style-type: none"> • Used light meter and black light in accordance with manufacturer's instructions. • Used chemical test strips in accordance with manufacturer's label instructions to measure sanitizer or disinfectant concentrations; proper labeling and storage of spray bottles. • Used flashlight to assess observations in areas with no or low light. • Photographs taken support regulatory findings or conditions observed.
Inspection Training Area	III. Oral Communication
Performance Elements (6)	1) Asks questions and engages in a dialogue with person in charge/employees to obtain information relevant to inspection.
	<ul style="list-style-type: none"> • Asked open ended questions (questions that cannot be answered with "yes" or "no"). • Did not interrupt when the person in charge/employee was speaking. • Paraphrased/summarized statements from the person in charge to confirm understanding.
	<p>2) Provides the person in charge/employees with accurate answers to inspection-related questions or admits not knowing the answer.</p> <ul style="list-style-type: none"> • Answered inspection-related questions accurately. • Admitted not knowing the answer to a question and arranges to contact the establishment with the answer.

	<ul style="list-style-type: none"> Used trainer as a resource when unsure of an answer.
	<ul style="list-style-type: none"> 3) Uses available means (e.g., interpreter, drawings, demonstrations, diagrams, international food safety icons) to overcome language or communication barriers.
	<ul style="list-style-type: none"> Avoided using jargon and acronyms, without explanation. Used interpreter, drawings, demonstrations, or diagrams to overcome language or communication barriers. Checked the person in charge's understanding of information/instructions by asking the operator to paraphrase or demonstrate the information/instructions.
	<p>4) Follows jurisdiction's policy regarding disclosure of confidential information.</p> <ul style="list-style-type: none"> Explained confidentiality laws, policies and procedures to the person in charge when necessary. Applied the confidentiality policy per the jurisdictional requirements (e.g., EHP did not reveal confidential information to the operator during the inspection).
	<p>5) Uses effective communication and conflict resolution techniques to overcome inspection barriers.</p> <ul style="list-style-type: none"> Identified challenges faced by the person in charge and offered possible solution(s). Did not become argumentative (e.g., remained calm and focused). Removed himself/herself from a confrontation or threat that may impact personal safety.
	<p>6) Conducts exit interview explaining out of compliance observations and identifying corrective actions and timelines for all noted violations.</p> <ul style="list-style-type: none"> Explained the public health significance of the inspection observations. Reviewed all findings with the person in charge with emphasis on risks of fire and life safety. Answered all questions or concerns pertaining to items on the inspection report. Provided contact information to the person in charge for follow up questions or additional guidance.
Inspection Training Area	IV. Written Communication
Performance Elements (3)	1) Completes inspection form per jurisdiction's administrative procedures (e.g., observations; corrective actions; public health reason; applicable code reference; compliance dates).
	<ul style="list-style-type: none"> Used correct inspection form. Completed a legible report. Accurately documented observations made during inspection. Completed inspection form in accordance with jurisdiction's administrative procedures. Cited correct code provisions/rules/regulations.

	<ul style="list-style-type: none"> • Documented immediate corrective action for areas observed out-of-compliance • Documented time frames for correcting each out of compliance observation. • Signed completed inspection report.
	<p>2) Includes with inspection report any compliance or regulatory documents identified or cross-referenced in written statements (e.g., pictures, attachments, sample forms, NOR).</p>
	<ul style="list-style-type: none"> • Referenced attached documents in inspection report. • Referenced documents are legible. • Referenced documents are accurate and reflect observations made during the inspection. • Attached referenced document(s) to the inspection report per jurisdiction's administrative procedures.
	<p>3) Includes with inspection report any compliance or regulatory documents identified or cross-referenced in written statements (e.g., pictures, attachments, sample forms, NOR).</p>
	<ul style="list-style-type: none"> • Presented complete inspection report, with referenced documents when necessary, to person in charge during exit interview. • Followed jurisdiction's administrative procedures for delivering written inspection report. • Obtained signature of person in charge on inspection report.
Inspection Training Area	V. Professionalism
Performance Elements (3)	1) Maintains a professional appearance consistent with jurisdiction's policy.
	<ul style="list-style-type: none"> • Maintained a professional appearance consistent with jurisdiction's policy.
	<p>2) Demonstrates proper sanitary practices.</p>
	<ul style="list-style-type: none"> • Washed hands as needed (e.g., prior to conducting inspection, after using restroom, after touching dirty surfaces, after touching face/body, after sneezing/coughing). • Did NOT show any obvious signs of illness in accordance with jurisdiction's employee health policy.
	<p>3) Only reports substantiated findings as violations.</p>
	<ul style="list-style-type: none"> • Only reported findings that were directly observed or substantiated in accordance with jurisdiction's policies and procedures. • Findings are supported by fact (e.g., are NOT based on hunch or suspicion; are witnessed, are investigated). • Did NOT note violations without visiting the establishment. • Did NOT exaggerate details related to findings to support report conclusions. • Did NOT modify report after leaving the establishment except as allowed by jurisdiction's administrative procedures.

VI. Continuing Training

ADDITIONAL TRAINING COURSES

Additional training resources are needed to meet continuing education requirements for renewal of EHP licensure and other credentials. Continuing education credit must be managed by the employee and available for review as needed.

APPENDIX A: FIELD TRAINING PRE AND POST CURRICULUM CHECKLIST

Excerpted from Voluntary National Retail Food Regulatory Program Standards – January 2022

Standard 2: Trained Regulatory Staff

APPENDIX B-1: Curriculum for Retail Food Safety Inspection Officers

The courses listed below are updated and moved across different learning management systems over time. The latest information will be posted on the FDA Program Standards Landing Page at <https://www.fda.gov/food/voluntary-national-retail-food-regulatory-program-standards/voluntary-national-retail-food-regulatory-program-standards-august-2022>.

NOTE: All courses with a course number beginning with "CC" can be found on the LearnEd platform at: <https://fdaoted.csod.com>. Emergency Management courses are available through FEMA at <http://training.fema.gov/IS/NIMS.asp>. The remaining courses can be found on ComplianceWire at <https://www.compliancewire.com/CW3/Standard/Authentication/LogIn>.

For state, local, tribal, & territorial (SLTT) regulators to register on-line for free access to web courses, go to: <https://www.fda.gov/training-and-continuing-education/office-training-education-and-development-oted/state-local-tribal-and-territorial-regulatory-partners>

Pre-requisite (“Pre”) Curriculum Courses

(To be completed during the 25 joint inspection period AND prior to conducting any independent inspections)

PUBLIC HEALTH PRINCIPLES

Courses	Course Number
Public Health Principles	CC8026W (450)

MICROBIOLOGY

Courses	Course Number
Biological Hazards	CC8028W (90)
Control by Thermal Processing	MIC08 (90)
Pasteurization	CC8002W (105)
Sampling	CC8035W (120)
Sanitation Practices	CC8032W (210)

PREVAILING STATUTES, REGULATIONS, ORDINANCES

Courses	Course Number
Laws and Regulations	CC8039W (120)
Basics of Inspection: Beginning an Inspection	FDA38 (90)
Basics of Inspection: Issues & Observations	FDA39 (90)
Food Defense	CC8027W (90)
FDA Food Code: Specific SLTT laws and regulations to be addressed by each jurisdiction.	Note: Some jurisdictions may require the FDA Food Code Course in addition to SLTT food code training.

APPENDIX A: FIELD TRAINING PRE AND POST CURRICULUM CHECKLIST

Excerpted from Voluntary National Retail Food Regulatory Program Standards – January 2022

COMMUNICATION SKILLS

Courses	Course Number
Communication Skills	CC8030W (120)

Curriculum (“Post”) Courses

(To be completed any time prior to Food Code Standardization AND within 24 months of hire or assignment to the regulatory retail food program)

MICROBIOLOGY

Courses	Course Number
Technology-Based Food Processes	MIC 11 (120)

HACCP

Courses	Course Number
HACCP	CC8033W (120)

ALLERGEN MANAGEMENT

Courses	Course Number
Allergens	CC8029W (90)

EPIDEMIOLOGY

Courses	Course Number
Collecting Surveillance Data	FI01 (90)
Beginning the Investigation	FI02 (90)
Expanding the Investigation	FI03 (90)
Conducting a Food Hazard Review	FI04 (90)
Epidemiological Statistics	FI05 (90)
Final Report	FI06 (30)

EMERGENCY MANAGEMENT – FEMA

Incident Command System and National Incident Management System: Course available from FEMA web link <http://training.fema.gov/IS/NIMS.asp>

Courses	Course Number
Introduction to Incident Command System	IS-100.C, Introduction to the Incident Command System, (180) ICS-100 for FDA
Basic Incident Command System for Initial Response	IS-200.C, Basic Incident Command System for Initial Response (180)
An Introduction to NIMS	IS 700.B, An Introduction to NIMS, (180) ICS-700

Estimated total hours for “Pre” courses are 26 hours.

Estimated total hours for “Post” courses are 23 hours.

Estimated total hours for completion of all Program Standard #2 coursework are 49 hours.

APPENDIX B: EXAMPLE FIELD TRAINING WORKSHEET FOOD OPERATIONS

Instructions: The trainer should assess the experience of the trainee and determine the individualized Field Training Plan accordingly. A Field Training Worksheet should be completed for joint field inspections (JFI) completed and any office training which is necessary. A Worksheet can be completed for each JFI or grouped by day, several days, or week based upon the need and progress observed.

Trainee:		Trainer:	
Worksheet Number:	Total Number of Training Days:	Total Number of Training Hours:	
Date	Establishment Name(s)	Establishment(s) Location(s)	

TRAINING METHODS	
DJFI	Demonstration Joint Field Inspection
TJFI	Trainee-led Joint Field Inspection
OT	Office Training

I. Pre-Inspection		Performance Elements (2)			
<input type="checkbox"/> 1) Has required equipment and forms to conduct inspection.		Opportunity occurred for EHP to demonstrate during field training		Competency demonstrated during joint field training	
Training Method: <input type="checkbox"/> DJFI <input type="checkbox"/> TJFI <input type="checkbox"/> OT		YES	NO	YES	NO
<input type="checkbox"/>	Necessary inspection forms and administrative materials.				
<input type="checkbox"/>	Head cover: baseball cap; hair net; or equivalent.				
<input type="checkbox"/>	Calibrated thermocouple temperature measuring device.				
<input type="checkbox"/>	Maximum registering thermometer or temperature sensitive tapes for verifying hot water warewashing final rinse temperature.				
<input type="checkbox"/>	Chemical test kits for chlorine, iodophor, and quaternary ammonia sanitizers.				
<input type="checkbox"/>	Flashlight/light meter				
<input type="checkbox"/>	Alcohol wipes				
<input type="checkbox"/>					
<input type="checkbox"/>					
Comments:					
<input type="checkbox"/> 2) Reviews establishment file for previous inspection report, complaints on file, and if applicable, required HACCP Plans or documents supporting the issuance of a variance.		Opportunity occurred for EHP to demonstrate during field training		Competency demonstrated during joint field training	
Training Method: <input type="checkbox"/> DJFI <input type="checkbox"/> TJFI <input type="checkbox"/> OT		YES	NO	YES	NO
<input type="checkbox"/>	Reviewed previous inspection report noting documented out of compliance observations.				
<input type="checkbox"/>	Reviewed establishment file for complaint reports.				
<input type="checkbox"/>	Reviewed establishment file for documentation indicating a need for a HACCP Plan.				
<input type="checkbox"/>	Reviewed establishment file for documentation of food production or processes operating under a variance issued by the jurisdiction.				
<input type="checkbox"/>					
<input type="checkbox"/>					
Comments:					

II. Inspection Observations and Performance		Performance Elements (7)			
<input type="checkbox"/> 1) Provides identification as a regulatory official to person in charge, confirming agency authority for inspection, and stating the purpose of visit.		Opportunity occurred for EHP to demonstrate during field training		Competency demonstrated during joint field training	
Training Method: <input type="checkbox"/> DJFI <input type="checkbox"/> TJFI <input type="checkbox"/> OT		YES	NO	YES	NO
<input type="checkbox"/>	Verbally provided name and agency to the person in charge.				
<input type="checkbox"/>	Presented regulatory identification or business card.				
<input type="checkbox"/>	Stated the purpose of the visit.				
<input type="checkbox"/>	Requests and confirmed permission to conduct inspection from the person in charge prior to initiating the inspection.				
<input type="checkbox"/>					
<input type="checkbox"/>					
Comments:					
<input type="checkbox"/> 2) Has knowledge of jurisdiction's laws, rules, and regulations required for conducting retail food/foodservice inspections.		Opportunity occurred for EHP to demonstrate during field training		Competency demonstrated during joint field training	
Training Method: <input type="checkbox"/> DJFI <input type="checkbox"/> TJFI <input type="checkbox"/> OT		YES	NO	YES	NO
<input type="checkbox"/>	Verified the correct critical limit and/or standard specified in the jurisdiction's rules/regulations to the observation made.				
<input type="checkbox"/>	Correctly cited the rule/regulation code reference for each out of compliance observation.				
<input type="checkbox"/>					
<input type="checkbox"/>					
Comments:					

<input type="checkbox"/> 3) Uses a risk-based inspection methodology to correctly assess regulations related to employee practices and management procedures essential to the safe storage, preparation, and service of food.		Opportunity occurred for EHP to demonstrate during field training		Competency demonstrated during joint field training	
		YES	NO	YES	NO
Training Method: <input type="checkbox"/> DJFI <input type="checkbox"/> TJFI <input type="checkbox"/> OT					
<input type="checkbox"/>	Identifies priority risk factor violations and public health intervention violations.				
<input type="checkbox"/>	Verified Demonstration of Knowledge of the person in charge.				
<input type="checkbox"/>	Conducts menu-based reviews to determine inspection priorities based on potential food safety hazards.				
<input type="checkbox"/>	Verified approved food sources (e.g., food from regulated food processing plants; shellfish documentation; game animal processing; parasite destruction for certain species of fish intended for raw consumption; receiving temperatures).				
<input type="checkbox"/>	Verified food safety practices for preventing cross-contamination of ready-to-eat food.				
<input type="checkbox"/>	Verified food contact surfaces are clean and sanitized, protected from contamination from soiled cutting boards, utensils, aprons, etc., or raw animal foods.				
<input type="checkbox"/>	Verified the restriction or exclusion of ill employees.				
<input type="checkbox"/>	Verified no bare hand contact with ready-to-eat foods (or use of a pre-approved, alternative procedure).				
<input type="checkbox"/>	Verified employee handwashing.				
<input type="checkbox"/>	Verified cold holding temperatures of foods requiring time/temperature control for safety (TCS food), or when necessary, verified that procedures are in place to use time alone to control bacterial growth and toxin production.				
<input type="checkbox"/>	Verified date marking of ready-to-eat foods TCS food held for more than 24 hours.				
<input type="checkbox"/>	Verified cooking temperatures to destroy bacteria and parasites.				
<input type="checkbox"/>	Verified hot holding temperatures of TCS food or when necessary, that procedures were in place to use time alone to prevent the outgrowth of spore-forming bacteria.				
<input type="checkbox"/>	Verified cooling temperatures of TCS food to prevent the outgrowth of spore-forming or toxin-forming bacteria.				
<input type="checkbox"/>	Verified reheating temperatures of TCS food for hot holding.				
<input type="checkbox"/>	Verified the availability of a consumer advisory for foods of animal origin served raw or undercooked.				

<input type="checkbox"/>	Identified food processes and/or procedures that require a HACCP Plan per the jurisdiction's regulations.				
<input type="checkbox"/>					
<input type="checkbox"/>					
Comments:					
<input type="checkbox"/> 4) Obtains immediate corrective action for out of compliance employee practices and management procedures (priority risk factor/interventions listed in Item 3 above) essential to the safe storage, preparation, and service of food.		Opportunity occurred for EHP to demonstrate during field training		Competency demonstrated during joint field training	
Training Method: <input type="checkbox"/> DJFI <input type="checkbox"/> TJFI <input type="checkbox"/> OT		YES	NO	YES	NO
<input type="checkbox"/>	Notified the person in charge/employee(s) of the out of compliance observations.				
<input type="checkbox"/>	Reviewed corrective actions with the person in charge/employee(s).				
<input type="checkbox"/>	Observed the person in charge/employee(s) immediately take corrective action for out of compliance observations (e.g., movement of food to ensure product temperature or prevent contamination; reconditioning food; restriction/exclusion of ill employees; discarding of food product) in accordance with local jurisdiction's procedures.				
<input type="checkbox"/>	Identified conditions requiring issuance of an embargo/stop sale/food destruction order per jurisdiction's administrative procedures.				
<input type="checkbox"/>					
<input type="checkbox"/>					
Comments:					
<input type="checkbox"/> 5) Correctly assesses compliance status of Good Retail Practices and other core regulations (not included in Item 4) that are included in jurisdiction's prevailing statutes, regulations and/or ordinances.		Opportunity occurred for EHP to demonstrate during field training		Competency demonstrated during joint field training	
Training Method: <input type="checkbox"/> DJFI <input type="checkbox"/> TJFI <input type="checkbox"/> OT		YES	NO	YES	NO
<input type="checkbox"/>	Correctly assessed compliance status of GRPs and other core regulations (not included in Item 4 above) that are included in jurisdiction's prevailing statutes, regulations and/or ordinances.				
<input type="checkbox"/>					
Comments:					

		Opportunity occurred for EHP to demonstrate during field training		Competency demonstrated during joint field training	
<input type="checkbox"/> 6) Verifies correction of out of compliance observations identified during previous inspection.		YES	NO	YES	NO
Training Method: <input type="checkbox"/> DJFI <input type="checkbox"/> TJFI <input type="checkbox"/> OT		YES	NO	YES	NO
<input type="checkbox"/>	Verified correction of out of compliance observations identified during previous inspection				
<input type="checkbox"/>	Used temperature measuring devices/probes in accordance with manufacturer's instructions.				
<input type="checkbox"/>	Cleaned and sanitized (alcohol swabs) temperature measurement probes to prevent food contamination.				
<input type="checkbox"/>					
<input type="checkbox"/>					
Comments:					
		Opportunity occurred for EHP to demonstrate during field training		Competency demonstrated during joint field training	
<input type="checkbox"/> 7) Correctly uses inspection equipment during joint inspections.		YES	NO	YES	NO
Training Method: <input type="checkbox"/> DJFI <input type="checkbox"/> TJFI <input type="checkbox"/> OT		YES	NO	YES	NO
<input type="checkbox"/>	Used infrared thermometer in accordance with manufacturer's instructions. Verified any out of compliance product temperatures registered on the infrared with a thermocouple.				
<input type="checkbox"/>	Used maximum registering thermometer or heat sensitive tapes in accordance with manufacturer's instructions to verify final rinse dishwasher temperature.				
<input type="checkbox"/>	Used chemical test strips in accordance with manufacturer's instructions to measure sanitizer concentrations in manual and mechanical dishwashing operations; wiping cloth solutions; and spray bottle applicators.				
<input type="checkbox"/>	Used flashlight to assess observations in areas with no or low light.				
<input type="checkbox"/>	Photographs taken support regulatory findings or conditions observed.				
<input type="checkbox"/>					
<input type="checkbox"/>					

Comments:

III. Oral Communication **Performance Elements (6)**

<input type="checkbox"/> 1) Asks questions and engages in a dialogue with person in charge/employees to obtain information relevant to inspection.	Opportunity occurred for EHP to demonstrate during field training	Competency demonstrated during joint field training
---	--	--

Training Method: <input type="checkbox"/> DJFI <input type="checkbox"/> TJFI <input type="checkbox"/> OT	YES	NO	YES	NO
---	------------	-----------	------------	-----------

<input type="checkbox"/>	Asked open ended questions (questions that cannot be answered with "yes" or "no").				
<input type="checkbox"/>	Did not interrupt when the person in charge/employee was speaking.				
<input type="checkbox"/>	Paraphrased/summarized statements from the person in charge to confirm understanding.				
<input type="checkbox"/>					
<input type="checkbox"/>					

Comments:

<input type="checkbox"/> 2) Provides the person in charge/employees with accurate answers to inspection-related questions or admits not knowing the answer.	Opportunity occurred for EHP to demonstrate during field training	Competency demonstrated during joint field training
--	--	--

Training Method: <input type="checkbox"/> DJFI <input type="checkbox"/> TJFI <input type="checkbox"/> OT	YES	NO	YES	NO
---	------------	-----------	------------	-----------

<input type="checkbox"/>	Answered inspection-related questions accurately.				
<input type="checkbox"/>	Admitted not knowing the answer to a question and arranges to contact the establishment with the answer.				
<input type="checkbox"/>	Used trainer as a resource when unsure of an answer.				
<input type="checkbox"/>					
<input type="checkbox"/>					

Comments:

<input type="checkbox"/> 3) Uses available means (e.g., interpreter, drawings, demonstrations, diagrams, international food safety icons) to overcome language or communication barriers.	Opportunity occurred for EHP to demonstrate during field training	Competency demonstrated during joint field training
--	--	--

		training			
Training Method: <input type="checkbox"/> DJFI <input type="checkbox"/> TJFI <input type="checkbox"/> OT		YES	NO	YES	NO
<input type="checkbox"/>	Avoided using jargon and acronyms, without explanation.				
<input type="checkbox"/>	Used interpreter, drawings, demonstrations, or diagrams to overcome language or communication barriers.				
<input type="checkbox"/>	Checked the person in charge's understanding of information/instructions by asking the operator to paraphrase or demonstrate the information/instructions.				
<input type="checkbox"/>					
<input type="checkbox"/>					
Comments:					
<input type="checkbox"/> 4) Follows jurisdiction's policy regarding disclosure of confidential information.		Opportunity occurred for EHP to demonstrate during field training		Competency demonstrated during joint field training	
Training Method: <input type="checkbox"/> DJFI <input type="checkbox"/> TJFI <input type="checkbox"/> OT		YES	NO	YES	NO
<input type="checkbox"/>	Explained confidentiality laws, policies and procedures to the person in charge when necessary. (if the need to explain confidentiality laws did not occur during the joint field training inspections, the EHP explained confidentiality laws, policies and procedures to the trainer).				
<input type="checkbox"/>	Applied the confidentiality policy per the jurisdictional requirements (e.g., EHP did not reveal confidential information to the operator during the inspection).				
<input type="checkbox"/>					
Comments:					
<input type="checkbox"/> 5) Uses effective communication and conflict resolution techniques to overcome inspection barriers.		Opportunity occurred for EHP to demonstrate during field training		Competency demonstrated during joint field training	
Training Method: <input type="checkbox"/> DJFI <input type="checkbox"/> TJFI <input type="checkbox"/> OT		YES	NO	YES	NO
<input type="checkbox"/>	Identified challenges faced by the person in charge and offered possible solution(s).				
<input type="checkbox"/>	Did not become argumentative (e.g., remained calm				

	and focused).				
<input type="checkbox"/>	Removed himself/herself from a confrontation or threat that may impact personal safety.				
<input type="checkbox"/>					
<input type="checkbox"/>					
Comments:					
<input type="checkbox"/> 6) Conducts exit interview explaining out of compliance observations and identifying corrective actions and timelines for all noted violations.		Opportunity occurred for EHP to demonstrate during field training		Competency demonstrated during joint field training	
Training Method: <input type="checkbox"/> DJFI <input type="checkbox"/> TJFI <input type="checkbox"/> OT		YES	NO	YES	NO
<input type="checkbox"/>	Explained the public health significance of the inspection observations.				
<input type="checkbox"/>	Reviewed all findings with the person in charge with emphasis on contributing factors to foodborne illness and Food Code Interventions (listed in Section II, Item 3).				
<input type="checkbox"/>	Used foodborne illness data to highlight contributing factors.				
<input type="checkbox"/>	Answered all questions or concerns pertaining to items on the inspection report.				
<input type="checkbox"/>	Provided contact information to the person in charge for follow up questions or additional guidance.				
<input type="checkbox"/>					
<input type="checkbox"/>					
Comments:					

IV. Written Communication		Performance Elements (3)			
<input type="checkbox"/> 1) Completes inspection form per jurisdiction's administrative procedures (e.g., observations; corrective actions; public health reason; applicable code reference; compliance dates).		Opportunity occurred for EHP to demonstrate during field training		Competency demonstrated during joint field training	
	Training Method: <input type="checkbox"/> DJFI <input type="checkbox"/> TJFI <input type="checkbox"/> OT	YES	NO	YES	NO
<input type="checkbox"/>	Used correct inspection form.				
<input type="checkbox"/>	Completed a legible report.				
<input type="checkbox"/>	Accurately documented observations made during inspection.				
<input type="checkbox"/>	Completed inspection form in accordance with jurisdiction's administrative procedures.				
<input type="checkbox"/>	Cited correct code provisions/rules/regulations.				
<input type="checkbox"/>	Documented immediate corrective action for out-of-compliance foodborne illness Risk Factor violations and Food Code Interventions (listed in Section II, Item 3).				
<input type="checkbox"/>	Documented time frames for correcting each out of compliance observation.				
<input type="checkbox"/>	Signed completed inspection report.				
<input type="checkbox"/>					
<input type="checkbox"/>					
Comments:					
<input type="checkbox"/> 2) Includes with inspection report any compliance or regulatory documents identified or cross-referenced in written statements (e.g., exhibits, attachments, sample forms, embargo forms, destruction forms, suspension notices).		Opportunity occurred for EHP to demonstrate during field training		Competency demonstrated during joint field training	
	Training Method: <input type="checkbox"/> DJFI <input type="checkbox"/> TJFI <input type="checkbox"/> OT	YES	NO	YES	NO
<input type="checkbox"/>	Referenced attached documents in inspection report.				
<input type="checkbox"/>	Referenced documents are legible.				
<input type="checkbox"/>	Referenced documents are accurate and reflect observations made during the inspection.				
<input type="checkbox"/>	Attached referenced document(s) to the inspection report per jurisdiction's administrative procedures.				
<input type="checkbox"/>					
Comments:					

<input type="checkbox"/> 3) Includes with inspection report any compliance or regulatory documents identified or cross-referenced in written statements (e.g., exhibits, attachments, sample forms, embargo forms, destruction forms, suspension notices).		Opportunity occurred for EHP to demonstrate during field training		Competency demonstrated during joint field training	
Training Method: <input type="checkbox"/> DJFI <input type="checkbox"/> TJFI <input type="checkbox"/> OT		YES	NO	YES	NO
<input type="checkbox"/>	Presented complete inspection report, with referenced documents when necessary, to person in charge during exit interview.				
<input type="checkbox"/>	Followed jurisdiction's administrative procedures for delivering written inspection report.				
<input type="checkbox"/>	Obtained signature of person in charge on inspection report.				
<input type="checkbox"/>					
<input type="checkbox"/>					
Comments:					
V. Professionalism					
Performance Elements (3)					
<input type="checkbox"/> 1) Maintains a professional appearance consistent with jurisdiction's policy (e.g., clean outer clothing, hair restraint).		Opportunity occurred for EHP to demonstrate during field training		Competency demonstrated during joint field training	
Training Method: <input type="checkbox"/> DJFI <input type="checkbox"/> TJFI <input type="checkbox"/> OT		YES	NO	YES	NO
<input type="checkbox"/>	Maintained a professional appearance consistent with jurisdiction's policy (e.g., clean outer clothing, hair restraint).				
<input type="checkbox"/>					
<input type="checkbox"/>					
Comments:					

<input type="checkbox"/> 2) Demonstrates proper sanitary practices as expected from a food service employee.		Opportunity occurred for EHP to demonstrate during field training		Competency demonstrated during joint field training	
Training Method: <input type="checkbox"/> DJFI <input type="checkbox"/> TJFI <input type="checkbox"/> OT		YES	NO	YES	NO
<input type="checkbox"/>	Washed hands as needed (e.g., prior to conducting inspection, after using restroom, after touching dirty surfaces, after touching face/body, after sneezing/coughing).				
<input type="checkbox"/>	Protected bandages on hands, when necessary, to prevent contamination of food or food contact surfaces.				
<input type="checkbox"/>	Did NOT contact ready-to-eat foods with bare hands.				
<input type="checkbox"/>	Did NOT show any obvious signs of illness in accordance with jurisdiction's employee health policy and/or current food code.				
<input type="checkbox"/>					
Comments:					
<input type="checkbox"/> 3) Only reports substantiated findings as violations.		Opportunity occurred for EHP to demonstrate during field training		Competency demonstrated during joint field training	
Training Method: <input type="checkbox"/> DJFI <input type="checkbox"/> TJFI <input type="checkbox"/> OT		YES	NO	YES	NO
<input type="checkbox"/>	Only reported findings that were directly observed or substantiated in accordance with jurisdiction's policies and procedures.				
<input type="checkbox"/>	Findings are supported by fact (e.g., are NOT based on hunch or suspicion; are witnessed, are investigated).				
<input type="checkbox"/>	Did NOT note violations without visiting the establishment.				
<input type="checkbox"/>	Did NOT exaggerate details related to findings to support report conclusions.				
<input type="checkbox"/>	Did NOT modify report after leaving the establishment except as allowed by jurisdiction's administrative procedures.				
<input type="checkbox"/>					
Comments:					

VI. Sample Collection and Evidence Development		Performance Elements (2)			
<input type="checkbox"/> 1) Uses an aseptic food sample collection method consistent with criteria established by laboratory serving jurisdiction.		Opportunity occurred for EHP to demonstrate during field training		Competency demonstrated during joint field training	
Training Method: <input type="checkbox"/> DJFI <input type="checkbox"/> TJFI <input type="checkbox"/> OT		YES	NO	YES	NO
<input type="checkbox"/>	Used proper hygiene before and during sample process (e.g., washed hands prior to sampling; did not touch sample container opening, inside lip, inside cap or did not blow into the bag to open it up.)				
<input type="checkbox"/>	Used sample collection method specified by the jurisdiction (e.g., original container if available; collection of a representative sample from a large quantity or container).				
<input type="checkbox"/>	Used sterile, leak-proof lidded container or zipper-lock type bags.				
<input type="checkbox"/>	Used a separate sterile utensil to collect each sample item.				
<input type="checkbox"/>	Labeled all containers with required information (e.g., date, time, location, product name, EHP initials) with corresponding information noted on inspection report or laboratory forms.				
<input type="checkbox"/>	Initiated written chain of custody including use of evidence seal.				
<input type="checkbox"/>	Stored and transported sample in a clean, refrigerated unit (e.g., ice chest with ice) within the prescribed time period.				
<input type="checkbox"/>	Maintained sample refrigerated or frozen until transport or shipping to laboratory.				
<input type="checkbox"/>	Sample packed and shipped in sterile, leak-proof, insulated container with refrigerant (wet or dry ice) via the most rapid and convenient means available (e.g., courier, bus, express mail).				
<input type="checkbox"/>					
<input type="checkbox"/>					
Comments:					

<input type="checkbox"/> 2) Uses an aseptic water sample collection method consistent with criteria established by laboratory serving jurisdiction.		Opportunity occurred for EHP to demonstrate during field training		Competency demonstrated during joint field training	
		YES	NO	YES	NO
Training Method: <input type="checkbox"/> DJFI <input type="checkbox"/> TJFI <input type="checkbox"/> OT					
<input type="checkbox"/>	Used proper hygiene before and during sample process (e.g., washed hands prior to sampling; did not touch sample container opening, inside lip, inside cap or did not blow into the bag to open it up.)				
<input type="checkbox"/>	Sample taken at site closest to source of water (prior to any treatment) if possible, or at a site (post treatment) per jurisdiction's procedures.				
<input type="checkbox"/>	Sample taken from operational fixed type faucet – no swing type or leaking faucets.				
<input type="checkbox"/>	Removed aerator (if present) from faucet prior to sampling.				
<input type="checkbox"/>	Disinfected faucet with bleach or flame.				
<input type="checkbox"/>	Ran water through faucet for several minutes to clear line.				
<input type="checkbox"/>	Used a sterile, leak-proof lidded container, “whirl-pak” or zipper-lock type bag.				
<input type="checkbox"/>	Sample taken from midstream of the flowing faucet.				
<input type="checkbox"/>	Labeled all containers with required information (e.g., date, time, location, product name, EHP initials) with corresponding information noted on inspection report or laboratory forms.				
<input type="checkbox"/>	Initiated written chain of custody including use of evidence seal.				
<input type="checkbox"/>	Stored and transported sample in a clean, refrigerated unit (e.g., ice chest with ice) within the prescribed time period.				
<input type="checkbox"/>	Maintained sample refrigerated until transport or shipping to the laboratory.				
<input type="checkbox"/>	Sample packed and shipped in sterile, leak-proof, insulated container with refrigerant via the most rapid and convenient means available (e.g., courier, bus, express mail).				
<input type="checkbox"/>					
<input type="checkbox"/>					
Comments:					

APPENDIX C: EXAMPLE FIELD TRAINING ESTABLISHMENT LOG

#	Date	License #	Establishment Name	Establishment Address	Risk Level	Demonstration (Trainer-led) Inspection	Trainee-led Inspection	Field Training Worksheet Completed	
								Yes	Worksheet Number
1						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

APPENDIX C: EXAMPLE FIELD TRAINING ESTABLISHMENT LOG

#	Date	License #	Establishment Name	Establishment Address	Risk Level	Demonstration (Trainer-led) Inspection	Trainee-led Inspection	Field Training Worksheet Completed	
								Yes	Training Period
21						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
25						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
26						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
27						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
28						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
29						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
30						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
31						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
32						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
33						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
34						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
35						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
36						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
37						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
38						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
39						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
40						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	