



BRAZOS COUNTY HEALTH DEPARTMENT

201 NORTH TEXAS AVENUE • BRYAN, TEXAS 77803-5317

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Texas Food Establishment Rules DOCUMENTATION FORM

for

Handling of Ready to Eat (RTE) Foods

The Texas Food Establishment Rules (TFER) requires all establishments handling RTE foods with bare hands to **provide written documentation** describing (1) control measures, (2) corrective actions, (3) employee training related to the handling of RTE foods, (4) specific foods and procedures used when handling RTE foods with bare hands, and (5) a written employee health policy, including employee reporting, exclusions/restrictions. This documentation must be approved by Brazos County Health Department.

The proper completion and posting of this form will serve as your required documentation under the Texas Food Establishment Rules.

(Post this document on a bulletin board alongside employee FH cards for inspector verification.)

Name of Establishment: _____ Address: _____
City: _____, Texas Zip _____ BCHD Permit Number: _____

CONTROL MEASURES: [check the appropriate square(s)]

- Establishment serves a highly susceptible population (i.e. hospital, nursing home, day care, school, etc.) and by law must adopt a no bare hand contact policy. Barriers, such as tissue paper, gloves, spoons, forks, tongs, spatulas and dispensing equipment will be used.
- Establishment does not serve a highly susceptible population, but still chooses to adopt a no bare hand contact policy as described above.
- Establishment does not serve a highly susceptible population and chooses to handle RTE foods with bare hands. In doing so, the establishment, **after proper hand washing**, will also use the following control measures (must select at least two).
 - double hand washing
 - nail brushes
 - hand sanitizer (after hand washing)
 - incentive programs encouraging employees not to work while sick (i.e. paid sick leave)
 - other control measures approved by BCHD _____

CORRECTIVE ACTIONS: explain the corrective action(s) to be taken by the establishment when an employee is not following the correct control measures and employee training



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EMPLOYEE TRAINING: [all employees must read and complete the roster below]

TFER 228.33 Requires **ALL** food employees to complete an accredited food handler training course. This course should cover all requirements regarding safe food handling practices.

Acquiring such a certification is documentation that the individual has received training in:

- the risks associated with contacting RTE foods with bare hands
- proper hand washing procedures
- when to wash hands
- where to wash hands
- proper fingernail maintenance
- prohibition of jewelry on arms and hands (except plain-band rings)
- good hygienic practices
- employee health practices (exclusion & restriction, reporting of illnesses)

As acknowledgement of that training, each employee must sign the roster below, giving the license # and expiration date from the issuing company.

Remember: Copies of the Food handler Card must still be posted in the establishment.

NAME: (please print)	COMPANY #	EXPIRATION DATE:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
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_____	_____	_____
_____	_____	_____

(Additional copies of this document may be made if necessary)

A written employee health policy must be attached to this document.

An additional sheet must be attached listing food handling procedures and the specific ready-to-eat foods that are touched by bare hands.

Approved by: _____