



STATE OF MICHIGAN  
DEPARTMENT OF AGRICULTURE  
LANSING

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GOVERNOR

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Transmittal No. 1-02  
Date: September 26, 2002

INTERPRETATIVE MEMORANDUM

TO: All Local Health Departments  
Attn.: Health Officer/Director of Environmental Health/Chief Sanitarian

FROM: Vito Palazzolo, Evaluation Officer: *JP*  
Food Service Sanitation Section  
Food and Dairy Division

SUBJECT: **Temporary Food Unit Documentation**

Inquiries have been received by the Michigan Department of Agriculture (MDA) requesting clarification on required documentation for non-food staff to conduct inspections on Temporary Food Units within the Local Health Department (LHD) jurisdiction. This would pertain to the Minimum Program Requirements (MPRs).

Background

Michigan Food Law of 2000, Act 92, specifically, §2119(2)(B) provides detail statutory requirements that address the minimum requirements for training, skills, and knowledge required for conducting fixed food service facility inspections. Several LHDs have inquired if the requirements in MPR 7 pertain to non-food staff, if they only conduct inspections in the temporary food program. The following will be required for all staff conducting this category of inspections to be in compliance with the following indicators: H7.1, H7.2, and H7.3, as it pertains only to the inspection of the temporary food units. Any staff person conducting inspections of fixed food service facilities shall meet all of the requirements noted in MPR 7.

Training Requirement

This memorandum only pertains to the following:

1. Staff that have never been involved in the food program (e.g. on-site staff).
2. New staff hired after October 1, 2000, that have never been involved in the food program (e.g. on-site staff), but want to conduct **ONLY** temporary food unit inspections.

A written policy/procedure will be required, and it shall include:

- The minimum number of inspections with a standardized trainer
- The minimum number of inspections reviewed by a standardized trainer
- The minimum number of inspections in conjunction with a standardized trainer

This document shall include the type of training materials that will be provided for review by the environmentalist (e.g. 1999 Food Code, Michigan Food Law of 2000, Act 92), along with other materials and training that may be utilized.

It is the LHD's responsibility to provide the training needed to assess the environmentalist's knowledge and skills to accomplish the task of inspecting temporary food units. A minimum number of inspections may be adequate depending upon the environmentalist being trained, but, these are minimums, and if needed, additional inspection and training may be required before the environmentalist can conduct temporary food unit inspections on their own. Again, it is the responsibility of the LHD management staff to determine the appropriate amount of training.

The policy/procedure will also need to address the requirements in MPR 8, with the quality assurance review of staff. The quantity of inspections that need to be reviewed by management staff will need to meet the requirement in MPR 8 of five (5) full working days for each staff person for a period of 24 months.

If you have any questions, please contact Vito Palazzolo of the Food Service Sanitation Section at (517) 241-0140.

NDF:VP:khg

cc: MDA Food Program Staff