

DATE: November 14, 2000

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

FROM: Neal D. Fortin, Manager
Food Service Sanitation Section
Food and Dairy Division

SUBJECT: Answers To Questions on the Quarterly Report Form

In keeping with MALEHA's request that answers to questions on the Food Service Sanitation Program be addressed to all Environmental Health Directors, this memorandum provides answers to questions concerning the Quarterly Report form for the Food Service Sanitation Program (form FI-225).

Question: Does the item "plans reviewed and approved" refer to total number of plans reviewed or the number of food service establishments approved for construction?

Answer: The final number of approved plans should be listed.

We recognize that a final approval of a set of plans may entail numerous reviews for the initial plans and subsequent revisions. We also recognize that these subsequent reviews can involve significant staff time. Please be reassured that we are not seeking or using this data to assess the amount of effort expended. The purpose and use of the quarterly report form is to assist local health departments and MDA in achieving our shared goal of local health department compliance with the minimum program requirements.

Question: Does the item "cumulative total staff assigned to food service sanitation inspection" include supervisors, administrators, support staff, and field staff, or only those who routinely conduct food service establishment inspections?"

Answer: Only personnel who conduct food service establishment inspections should be listed. Managers, administrators, and support staff for the food service sanitation program should not be counted unless they also conduct inspections.

Inspection activity need not be routine to qualify for counting. For example, a person who completes seasonal inspection work on temporary food service establishments might not consider this work routine, however, this would qualify as a staff assigned to conduct inspections.

If you have any further questions on the quarterly reports, please contact Allen Anderson at (517) 241-0934, who leads up this project.

NDF:khg