



County of Santa Cruz

Health Services Agency ♦ Environmental
Health



701 Ocean Street, Room 312, Santa Cruz, CA 95060
(831) 454-2022 TDD/TTY -Call 711 www.scceh.com
EnvironmentalHealth@santacruzcounty.us

LIMITED SERVICE CHARITABLE FEEDING OPERATION CHECKLIST OF BEST MANAGEMENT PRACTICES

The following best management practices (BMP) may apply to your operation. The Limited Service Charitable Feeding Operation (LSCFO) categories applicable for each BMP item are highlighted in yellow. By checking the “Complies” box you certify you meet these basic food safety requirements. Refer to the “Limited Service Charitable Feeding Operations Best Management Practices” document for additional details.

LSCFO Name: _____

Physical Address: _____ City: _____

Best Management Practices	LSCFO Category				Check if Complies
FOOD SAFETY					
1. Potentially hazardous foods (PHF) are maintained at approved temperatures for hot and cold holding.	1	2	3	4	
2. Food is properly reheated.	1	2	3	4	
3. Frozen foods are properly thawed.	1	2	3	4	
4. Raw produce is properly washed in potable water.	1	2	3	4	
5. Food is from approved sources, has been maintained safe, and is fit for human consumption.	1	2	3	4	
6. All foods are stored to protect them from contamination.	1	2	3	4	
7. Food is inspected upon delivery or receipt to ensure it is wholesome and in good condition.	1	2	3	4	
8. Food removed from its original packaging and stored in a working container must be food-grade and labeled.	1	2	3	4	
9. Food is protected from consumer contamination during service and is not re-served after being in the possession of a consumer.	1	2	3	4	
10. Food is stored with newer products behind older products and expiration dates are within acceptable limits.	1	2	3	4	
11. LSCFO is knowledgeable about the major food allergens.	1	2	3	4	

Best Management Practices (continued)	LSCFO Category				Check if Complies
EQUIPMENT AND UTENSILS					
12. All equipment and utensils that come in contact with food or beverages are food-grade quality, smooth, easily cleanable, and non-absorbent.	1	2	3	4	
13. Handwash facilities are maintained clean, unobstructed and accessible at all times.	1	2	3	4	
14. Accurate probe thermometers are available to measure food temperatures and are properly sanitized between uses.	1	2	3	4	
15. Refrigeration units are equipped with an accurate thermometer and proper temperatures are maintained.	1	2	3	4	
16. Food, equipment, and food-related supplies are properly stored.	1	2	3	4	
17. Equipment (i.e., utensils, tables, sinks, food containers, etc.) is clean and well maintained. Food contact surfaces are properly washed and sanitized.	1	2	3	4	
18. Equipment and utensils must be properly washed and sanitized	1	2	3	4	
19. Appropriate testing materials (test paper strips) are readily available to test sanitizing solutions/method.	1	2	3	4	
20. Utensils are protected from dirt and contamination during storage.	1	2	3	4	
WATER AND SEWAGE					
21. All kitchen and restroom sinks are in good repair and supplied with hot and cold water under pressure.	1	2	3	4	
22. All waste water is properly disposed of through either a sanitary sewer system or an approved septic system.	1	2	3	4	
23. Water used for handwashing, making ice, handling foods, and washing utensils meets safe drinking water standards and comes from an approved source (permitted well, city water supply, etc.)	1	2	3	4	
FOOD HANDLING WORKERS					
24. Food handlers are trained in proper handwashing procedures and they consistently wash their hands with soap and warm water to prevent food contamination.	1	2	3	4	

LSCFO Category Legend:

- 1 = Storage and distribution of whole, uncut produce or pre-packaged, non PHFs in their original manufacturer's packaging (grocery only, no perishable foods)
- 2 = Storage or distribution of commercially prepared and commercially packaged potentially hazardous cold or frozen foods (grocery only, including perishable foods)
- 3 = Reheat or portion commercially prepared foods with no further processing
- 4 = Heat, portion, or assemble a small volume of commercially prepared foods or ingredients that are not prepackaged

Best Management Practices (continued)	LSCFO Category				Check if Complies
25. Food handlers are not working when ill or have exposed wounds/sores.	1	2	3	4	
26. The hygiene habits of food handlers will not provide an opportunity to contaminate food.	1	2	3	4	
27. Food handlers do not use tobacco or e-cigarettes or eat during food handling activities or when inside food handling areas.	1	2	3	4	
28. Pets and live animals are excluded from food storage, preparation and service area. Service animals may be allowed.	1	2	3	4	
29. A designated area for employees' and/or volunteers' clothing and personal effects is provided.	1	2	3	4	
30. Food handlers are aware of basic food safety measures, as they relate to their given duties.	1	2	3	4	
PEST CONTROL					
31. The physical facilities are maintained clean and free of vermin, including rodents (rats, mice), cockroaches, and flies.	1	2	3	4	
GENERAL SANITATION					
32. Floors, walls, and ceilings are clean, well maintained, and in good repair (fixed facility).	1	2	3	4	
33. Toilet facilities are clean, well maintained, and in good working order.	1	2	3	4	
34. Toilet facilities have dispensers for single use paper towels (or a heated-air hand drying device), soap dispenser and toilet tissues and are fully stocked.	1	2	3	4	
35. Outside trash bins are in good repair and the lids are kept closed when not in use.	1	2	3	4	
36. Hazardous substances (cleaning supplies) are properly labeled and stored below and away from food products.	1	2	3	4	
OFFSITE FOOD DISTRIBUTION					
37. Offsite food distribution will meet the requirements of all local jurisdictions.	1	2	3	4	
38. Food is protected from contamination.	1	2	3	4	

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Best Management Practices (continued)	LSCFO Category				Check if Complies
	1	2	3	4	
39. Extra serving utensils are available or a temporary utensil wash station will be set up at the offsite distribution location.	1	2	3	4	
40. A temporary handwash station is set up prior to handling unpackaged food at the offsite distribution location.	1	2	3	4	
41. Toilet facilities located near the distribution site when distribution will occur for more than one hour.	1	2	3	4	

CERTIFICATION STATEMENT: I declare to the best of my knowledge and belief that the description of use and information contained on this document is correct and true. I agree to conform to all conditions, food safety best management practices and directions submitted with this document and understand that adherence to this checklist does not preclude this operation from being required to obtain a health permit as per the California Retail Food Code Section 113789, 114380, and 114381.

Authorized Signature

Date

Print Name

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