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Revised Food Inspection Form Frequently Asked Questions

1. Question: When was the revised food inspection form implemented?
Answer: The revised food inspection form was implemented on September 1, 2018. As of that date, all local health districts must utilize the revised form.
2. Question: Can the Critical Control Point (CCP), Process Review, or Variance Review inspection forms still be used?
Answer: No, the revised inspection form is used for all food inspections, including CCP, Process Review and Variance Review.
3. Question: Does every box on the form have to be checked?
Answer: Yes, except for complaint inspections, foodborne illness investigations, and follow up inspections; only the boxes pertaining to those inspections need to be checked.
4. Question: Can a CCP or Process Review inspection be conducted without conducting a Standard inspection?
Answer: No, a CCP inspection, process review and/or variance review must be conducted on the same visit as a standard inspection.
5. Question: Is Item #35 (CCP Inspection) marked IN or OUT if there are critical violations during a CCP inspection?
Answer: #35 is marked IN when a CCP inspection is conducted and there are no critical violations within the CCP elements. #35 is marked OUT on the paper inspection form when a CCP inspection is conducted and critical violations are found that are included within a CCP element. There is no option to mark #35 as OUT in EHDSI, it is to be left blank. This is to prevent EHDSI from counting the violations twice.
6. Question: Why do the corrective actions not show up on the printed inspection form in EHDSI?
Answer: The corrective actions box is not active in EHDSI. Any corrective actions taken by the PIC are to be included with observation comments.
7. Question: Are canned comments required on CCP inspection?
Answer: If there are critical violations found during a CCP inspection that fall within a CCP element, CCP observations must be documented in the comments section including the roman numeral, element name, and observation. In EHDSI, these are entered by selecting canned comments in the database. Positive comments are not required for the CCP, but they are recommended.
8. Question: Can multiple violations be written under the same code section or must they be documented separate?
Answer: Multiple violations can be written under the same code section.
9. Question: Should Item #1 (PIC) be marked N/A for vending and micro market locations?
Answer: Yes. Micro markets are exempt from having a person in charge (PIC) on site. This item may also be marked N/A for vending locations.

10. Question: Can Item #3 (Employee Health Verification) be marked N/A for temporary FSOs/RFEs?

Answer: Yes. While the rule does not exempt temporary FSOs/RFEs, it may be difficult for a temporary operation to have all food employees provide employee health verification for a limited time event. Temporary FSOs/RFEs must still comply with all other employee health rules, such as exclusion or restriction of ill food employees.

11. Question: Can Item #5 (Vomit/Diarrheal Cleanup Procedures) be marked N/A for vending locations and temporary FSOs/RFEs?

Answer: Yes.

12. Question: Should item #17 (Returned, Previously Served, Reconditioned or Unsafe Food) have N/A and an N/O available to select?

Answer: No, IN and OUT are the only selections that apply to this item. This item is marked OUT if previously served unwrapped, unprotected food is observed being re-served; food is found unsafe, adulterated, not honestly presented, from an unapproved source; or ready-to-eat food is contaminated by employees and is not discarded or reconditioned according to an approved procedure. This item is marked IN if all of these are in compliance.

13. Can item #6 be marked NO if there are no employees eating, drinking, smoking, etc. during the inspection?

Answer: This item is marked NO only in the RARE case when no food employees are present at the time of inspection. It is marked IN when a food employee is observed drinking from a closed beverage container subsequently stored on a non-food-contact surface and separate from exposed food, clean equipment, and unwrapped single-service and single-use articles. This item should be marked OUT of compliance when food employees are observed improperly tasting food, eating, drinking, or smoking, or there is supporting evidence of these activities taking place in non-designated areas of the establishment. An open container of liquid in the kitchen preparation area does not necessarily constitute marking this item OUT. Further discussion with a food employee or the PIC may be needed to determine if the liquid, if labeled, is used as an ingredient in food, or may be an employee beverage that is consumed in another designated area. If the liquid is an open beverage that is consumed in a designated area, it must still be stored in a manner to prevent the contamination of food, equipment, utensils, linens and single-service/single-use articles.

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