



Vending Machine/ Micro Market Food Safety Program

I. Scope

This procedure applies to all food safety sanitarians in the Environmental Health Division of the Toledo-Lucas County Health Department (TLCHD).

II. Purpose

The purpose of this procedure is to provide food safety sanitarians with an outline regarding procedures for conducting inspections of both vending machines and micro markets as part of the food safety program.

III. Background

Vending Machine

“Vending machine” means a self-service device that automatically dispenses on the insertion of currency, tokens, or similar means a predetermined unit serving of food, either in bulk or in package, without having to be replenished after each use (Ohio Administrative Code (OAC), Chapter 3717-1-01 (126).

“Vending machine location” means an area or room where one or more vending machines are installed and operated, except that if the machines within an area are separated by more than one hundred fifty feet, each area separated by that distance constitutes a separate vending machine location (OAC 3717-1-02(127).

All vending machine locations that sell time/temperature controlled for safety food (TCS food) must be licensed by this department. This includes vending machines that dispense the following types of foods: coffee, milk, cold foods, frozen foods, syrup sodas, ice cream, and soups.

Vending machines that only dispense prepackaged non-TCS foods such as nuts, panned or wrapped bulk chewing gum, panned or wrapped bulk candies, snacks, and non-TCS beverages do not require a license.

Micro Market

Micro markets are typically unmanned stores located in office buildings that offer fresh foods, snacks, and beverages for purchasing via a self-checkout kiosk. Foods sold may be either prepackaged non-TCS foods or prepackaged TCS food; however, the TCS foods must be stored in specialty equipment that prevents their sale if held in a malfunctioning machine due to a power failure or other condition (similar to a health switch on a vending machine).

"Micro market" means a retail food establishment that offers for sale food items that are allowable in a risk level one operation in displays not more than two hundred and fifty linear feet. All commercially prepackaged refrigerated or frozen TCS foods shall be stored in equipment that complies with paragraph (H) of rule 3717-1-03.4, paragraphs (LL) and (MM) of rule 3717-1-04.1 of the Administrative Code.

A "micro market" as defined in paragraph (B) of rule 3717-1-01 of the Administrative Code shall be classified as risk level 1.

IV. Procedure

A. Setting up Inspections for vending machine locations and micro markets

1. Vending machine locations that sell TCS foods must be inspected at least once a year. It is imperative that the remaining 50% of the vending locations that were not inspected be inspected the following licensing year (OAC 3701-21-02.4).
2. A micro market must be inspected at least every fifteen months with at least one standard inspection each licensing period.
3. The clerical staff will give the responsible sanitarian a copy of the current year's list of licensed vending machine/micro market locations.
4. The sanitarian will contact the vending machine/micro market companies to schedule an inspection date or multiple dates, if needed.

B. Equipment:

1. Standard Inspection Forms (Page 1 and Page 2 forms)
2. A current listing of all licensed locations.
3. "Workshop on how to conduct a vending machine inspection" handout:
G:/FoodService/Workshop on how to conduct a vending machine inspection (policies).pdf
4. Thermometer (metal stem/laser)
5. Blank vending machine license applications
6. Flashlight
7. Current fee schedule

8. Ohio Uniform Food Codes

C. Inspections:

1. Conduct vending machine/micro market inspections using the current food code requirements.
2. If the company has added additional vending machine locations, inspect these locations when you are out with the company. You will mark that the new location does not have a license under 3717.41 of the Ohio Administrative Code.
 - a. The company may fill out a blank vending machine license application at the time of inspection and pay the proper amount (or)
 - b. Once all inspections are complete for that company, inform the clerical staff of additional vending machine locations that needs to be licensed. The clerk will send the company an invoice for the new locations. A copy of the license application containing the new locations must be placed in the file.
3. The sanitarian should ask the vendor how the food is transported to each site. If you see one of the vending trucks, you can do a consultation inspection.
4. Some sites will contain cold storage units and dry stock storage. These units must be inspected along with the licensed vending machine/micro market.
5. If a vending machine location goes out of business, or the location no longer sells TCS food, mark it "Out of Business" on the inspection form.
6. Enter all vending machine/micro market inspections into Health Space once completed.
7. Meet with the clerical staff once all vending machine/micro market inspections are complete to make the appropriate changes to the data base. Provide information to clerks on any new vending locations for licensing as needed.

V. Maintenance

A. Review

1. The Vending machine/Micro market inspection SOP is to be reviewed every five (5) years to ensure compliance with both agency and accreditation standards.

2. If Sections of the Ohio Revised Code 3717 are revised, the Vending machine/Micro market inspection standard operating procedures will be reviewed and modified to comply with any required changes.

B. Revision

1. All changes made to this SOP are to be noted on the **Record of Change**. Substantial changes will require renewed signatures from all applicable parties. This includes changes to the intent, scope, procedures, or policy statement.
2. Changes in style, format, grammar or minor error correction will not require renewed signatures but must be indicated on the Record of Change.

Record of Change

(Required for all procedures)

Date of Change	Changes Made By	Changes Made/Notes	Approved By
