



Cease Use Retail Food Establishment

Original Effective Date: July 28, 2017	Review / Revision Date:	Environmental Health Procedure: 2017.07.055
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Maintenance Steward: Supervisor(s) of the Food Safety Division History: New Revised Archived

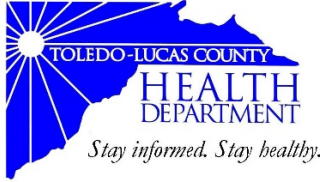
Organizational Scope:
 Full Agency Administration Community Services Environmental Health Health Services

Frequency of Review:
 Annually Biennially 5 Years As Needed Other:

Location:
G-Drive: G: → Users → Common → Policies & Procedures
Website: www.lucascountyhealth.com/employee-login/
Hardcopy: A manual with compilation of policies and SOP will be maintained and available by supervisor.
Archived Version(s): NA

Requisite Signatures

<input checked="" type="checkbox"/> <u>Health Commissioner</u> 	<u>08-08-12</u> Date
<input checked="" type="checkbox"/> <u>Director of Environmental Health & Community Services</u> 	<u>7-28-2017</u> Date



Cease Use Retail Food Establishment

I. Scope

This procedure applies to the health commissioner or other staff members as authorized by the health commissioner including the director, supervisors and 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 removing any article that presents a public health hazard from use in a retail food establishment (RFE).

III. Background

In accordance to the Ohio Administrative Code, Chapter 901:3-4-12, whenever the licensor finds or has cause to believe that any article such as a utensil, material, or piece of equipment presents a public health hazard, the article shall be removed from use.

A public health hazard is considered when any article in a RFE may cause contamination or adulteration of a food product based upon its state of repair, cleanliness, location, or construction.

IV. Procedure

- A. Rule only applies to Retail Food Establishments.
- B. If it becomes necessary to place a “cease use” tag on an article in accordance to the above information under Background, immediately contact your direct supervisor for further guidance.
- C. Once authorized by the health commissioner or supervisor to place a “cease use” tag on an article, the tag will be affixed to the items being placed out of commission by doing the following:
 - a. Indicate on the “cease use” tag the reason for the article’s removal from use and either the provisions for returning the article to use or the disposition of the article if the article cannot be satisfactorily reconditioned.
 - b. Document on standard inspection form.
 - c. Take a photograph of the “cease use” tag that is affixed to the article in question for documentation.

- D. No license holder shall remove or permit to be removed the cease use tag without the permission of the TLCHD.

V Maintenance

A. Review

1. The Cease Use 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, Ohio Administrative Code sections 901:3-4-12 are revised, the Cease Use SOP 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