

**SNOHOMISH  
HEALTH  
DISTRICT**

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**SNOHOMISH HEALTH DISTRICT  
RESOLUTION OF THE BOARD OF HEALTH**

96-02

RESOLUTION NUMBER: 96-02

RESOLUTION SUBJECT: SNOHOMISH HEALTH DISTRICT CERTIFIED  
FOOD MANAGER SELF INSPECTION PROGRAM

WHEREAS the Board of Health of Snohomish Health District serves to promote the public health of the residents of Snohomish County, and under the provisions of RCW 70.05.060, maintains supervision over matters pertaining to the preservation of the life and health of the people within its jurisdiction, and

WHEREAS the Board of Health has incorporated into the Sanitary Code of Snohomish Health District certain public health statutes of the state and rules promulgated by the State Board of Health and Secretary of Health, to provide for the control and prevention of any dangerous, contagious or infectious disease within its jurisdiction, and provide for the prevention, control and abatement of nuisances detrimental to the public health, and

WHEREAS Snohomish Health District incorporated within Chapter 10 of the Sanitary Code, Food Service Manager Training and Certification rules to enhance food safety awareness, and

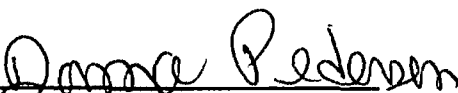
WHEREAS Chapter 10.7 of the Sanitary Code authorizes the Health Officer to enact provisions of a self-inspection program for managers who complete Snohomish Health District's food manager training program, and allows the Health Officer to rebate a portion of the permit fee for that facility at the end of the calendar year, and

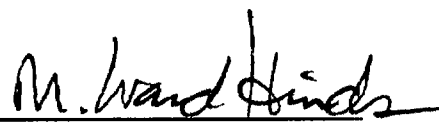
WHEREAS recent experience with voluntary self-inspection by many of the food manager's certified by the Snohomish Health District's program has shown that a self-inspection program is effective and desirable, and provides a benefit to Snohomish Health District, as well as a monetary savings, and

NOW THEREFORE the Board of Health hereby adopts this revision to the current Environmental Health Division Fee Schedule and establishes an allowance for the rebate or credit of up to 25% (twenty five percent), to be prorated for mid-year start-up, of the annual operating permit fee for a food establishment toward the next year's permit fee; subject to the successful completion of the self-inspection program for that year by the food establishment's certified manager according to the procedures established by the Director of Environmental Health pursuant to Chapter 10.7 of the Sanitary Code.

ADOPTED this 9th day of January, 1996.

ATTEST:

  
Donna Pedersen, Chair  
Board of Health

  
M. Ward Hinds, MD, MPH  
Health Officer

**PROCEDURES FOR PARTICIPATION IN  
THE SNOHOMISH HEALTH DISTRICT  
CERTIFIED FOOD MANAGER SELF-INSPECTION PROGRAM**

The following information pertains to the requirements for eligibility for the self-inspection program, in compliance with Chapter 10.7 of the Sanitary Code, and is meant to encourage continuous, long term participation in food service self-inspection.

**I. CERTIFIED FOOD MANAGER REQUIREMENTS**

A. A participant must be currently registered as a Snohomish Health District Certified Food Manager.

B. For the purpose of this program, the Snohomish Health District only recognizes certification that is issued by the Health District.

C. A participant must be employed at a food service establishment having a complex food preparation menu, and which operates under a current permit from the Snohomish Health District.

D. It is necessary for participation in this program that the Certified Manager participating in the self-inspection program work more than half-time at the establishment under inspection.

E. An eligible participant is allowed to self-inspect multiple facilities within the company where they are employed; however, permit fee credit will be granted for only one of those facilities. For example, if a Certified Manager is employed for a large grocer which holds eight Snohomish Health District permits, the Certified Manager may self-inspect all eight of the facilities within the store, but the store will receive a permit rebate or credit for only one of those facilities.

**II. FOOD ESTABLISHMENT REQUIREMENTS**

A. An establishment which is subject to self-inspection by its Certified Manager must hold an annual permit from the Snohomish Health District.

B. Only establishments involved in active food preparation, using a complex menu are eligible to participate in the self-inspection program. For example, a full service restaurant or delicatessen with complex food handling methods could be eligible; however, neither a limited grocery stores nor an espresso cart, which are not directly involved in complex food handling practices, would be allowed to participate since they involve little or no food handling, and are already on a minimal inspection schedule.

January 9, 1995

C. The establishment which is undergoing the self-inspection process must remain in good standing with the Snohomish Health District to the end of the permit year.

If, at any time, the establishment involved in the self-inspection program is subject to an enforcement action under Chapter 10.2 of the Sanitary Code, such as an office conference, a permit suspension, or any other Health District enforcement action, the self-inspection fee credit will be forfeited.

D. All establishments involved in the self-inspection program will continue to be inspected by the Snohomish Health District, with the schedule modified as indicated by the self-inspection reports.

The Snohomish Health District's findings during inspections will always supersede information submitted by the Certified Manager the self-inspection report forms in the event that there may be a contradiction between the two reports.

### **III. SUPERVISION OF THE SELF-INSPECTION PROGRAM**

A. The self-inspection program is supervised by the Snohomish Health District's Food Program Manager.

B. Self-inspection reports are to be on forms which are created by the Food Program, and supplied to each participant for the self-inspection program.

C. All completed self-inspection reports must be delivered to the Food Program Manager on or before the 15th of each month inspected.

D. Records of all self-inspection report forms are filed by the Food Program, and remain part of the food establishment's file for a period not less than two years.

### **IV. PERMIT FEE CREDIT CONSIDERATIONS**

A. In recognition for successful participation and completion of the self-inspection program, the Snohomish Health District will allow an annual permit fee credit of 25% of the total permit fee to an establishment which employs a certified manager who successfully participated in the self-inspection program.

B. When a certified manager is accepted into the self-inspection program at a time other than the beginning of the year, the annual permit fee credit or rebate will be prorated for the month's of actual participation.

C. To receive the annual permit fee credit, the certified manager must submit a self-inspection report to the Snohomish Health District each month of the year according to these procedures.

D. If any report by a certified manager in the self-inspection program is not received by the Health District Food Program Manager in a timely manner, as per section III. C., the manager must reapply to the program and begin the process over again.

E. Should the certified manager submit self-inspection reports for a portion of the year and then leave the establishment, the self-inspection program eligibility is discontinued, and fee credits are forfeited for that establishment.

This policy is effective this date.

\_\_\_\_\_ date \_\_\_\_\_  
Robert A. Pekich, Director  
Environmental Health Division

January 9, 1995

-> Rick -> File /  
WJA

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Memorandum

DATE: December 14, 1995  
TO: David S. Peterson, Assistant Director  
Environmental Health Division  
Snohomish Health District  
FROM: Steven D. Uberti  
RE: Environmental Health Fee/Certified Food  
Manager Self-Inspection Program

Dave,

I have had the occasion to peruse the materials you tendered to me by memo dated November 27, 1995 relative to the above subject matter. This specific question raised with me was whether a year-end rebate of a portion of the annual fee paid at the start of the year could be misconstrued to appear as though it were some kind of giving of public funds and my answer to the same is a negative, based upon the information provided to date.

As I understand it, the Health District believes those restaurants that do in fact engage in and exercise the self-inspection program for managers and carry that out throughout the year will provide a substantive benefit to the Health District, not only the context of potentially providing to the public safer food, but also in terms of direct economic cost of our labor and time in carrying out inspections. If that is the case, there would appear to be an effective trade-off which should not be construed as a gift.

I would recommend that a fee schedule and application form be clearly distinct for those who file an application under the self-inspection program versus those who file for an application for a permit without participating in the self-inspection program with an opportunity for a rebate.

I would also make the following additional comments:

1. I am not considering the potential bookkeeping headache or the methodology utilized in tracking compliance or noncompliance.
2. I would emphasize that those restaurants that are involved in the self-inspection program are no less the responsibility of the Health District in being aware of compliance or noncompliance than any other restaurant within the jurisdiction. Therefore, if a problem arises at a restaurant, we are not in the position to say -- "Well, it's not our fault because they were supposed to be doing self-inspections," but rather we would still be measured from the perspective of whether or not in the overall conduct of our inspection process, were we negligent?
3. I would suggest that any restaurant which in a particular year sought to go through the self-inspection program, but was not entitled to a credit due to not fully complying with the requirements of the program, not be allowed to apply the following year for such program for the sake of a credit but, rather, have a one-year waiting period before they can try again. My thought behind this process is that some of the effectiveness and some of the cost savings that are contemplated by this process fell by the wayside and, although they didn't get the credit, we may actually bear some additional burdens in dealing with their transitioning out of the self-inspection program -- therefore, maybe we shouldn't let them try again for an additional waiting period.
4. A new responsibility we bear in this self-inspection system will be the responsibility of properly supervising the program itself and evaluating the compliance with the program requirements.

The above merely reflect some of my comments but, relative to the fundamental issue of whether or not it may be construed as a gift, I do not believe that ultimately it should be a concern to a properly structured program in which we can continue to substantiate the potential benefits received by the potential credit granted to a participant.

SDU/mka

cc: M. Ward Hinds, M.D., M.P.H. ✓