

WinWam Training Guide

Commonwealth of Massachusetts Municipal Health Departments



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TRAINING AGENDA

Setup / Verify Software Installation

- Point to Training database on all computers
- Verify Unique System Prefix on all PCs
- Tablet Mode vs. Laptop Mode settings

Business File

- Address Tab, Mailing Tab, Info Tab, Status Tab, Schedule Tab, History Tab, Notes Tab
- Inquiry and Wildcarding %
- Discuss Policies on updating business file from the field
- Inactivating Businesses
- Inspector Assignment Utility
- Extract Business Info to Excel

Practice Business File

Questionnaire Deluxe Overview

- Header Information
- Checkboxes
- Fail Text and Inspection Notes
- Pictures and Drawings
 - Question Level
 - Inspection Level
- Internal Notes
- Fail Notes Summary Tab
- Overall Inspection Results
- Next Inspection Date
- Signature Capture
- Inspection Reports
 - Report Selector Tab, Report Options Tab, Print Range Tab

Lunch

Practice Inspections

Inquiry & Reporting

- View / Edit Inspections
- Inquiring from Business File
- Inquiring from Inspector File
- Cumulative Reporting
- QST+ Export (password 867-530)

File Transfer To State / Data Synchronization

- File Transfer
- Data Synchronization
- Discuss Backups

Prepare Laptops for Live Use

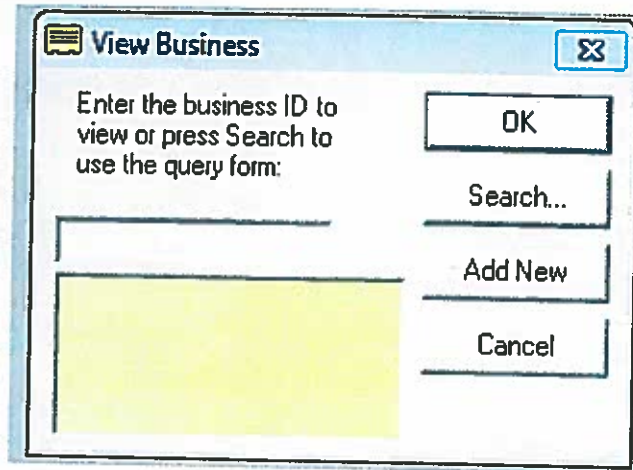
- Switching Database to Live Database, Change Next Inspector Number

Businesses

All inspections in WinWam must be tied to a particular business. The Enter/Edit Business Function, allows you to enter, view and change the list of businesses. From the Business Form, you can also View / Print Inspections, as well as, review the Last and Next inspection dates.

View / Add Business Form

From the business icon, you are presented with a form that will allow you to Search for a particular business or Add a new business to the database.



Enter the business ID to view or press Search to use the query form:

Entering the Business ID and selecting OK will retrieve the business establishment record.

The **Search** button brings up the Find Business Form. More details on the Find Business Form appear on the next page.

The **Add New** button allows for the entry of new businesses.

The **Cancel** button exits out of the View Business Form

Find Business Form

The Find Business form is used to filter, sort and select a business from the database. This form is also used by all of the inspection entry screens for selecting a business.

The screenshot shows the 'Find Business' window with a table of business records. The table has the following columns: Name, ID, Store ID, Type, City, Address 1, Address 2, and County. The records are sorted alphabetically by Name. A blue header row is visible above the data rows. At the bottom of the window, there are buttons for 'Filter', 'Clear Filter', 'Print or Export to Excel', 'Select', and 'Close', along with a status bar indicating 'Businesses displayed: 26' and a 'More >>' link.

Name	ID	Store ID	Type	City	Address 1	Address 2	County
Nick's House-Pizza & Sealc	AH000002		1-Food Svc Esta	Ashland	87 Main St		Middlesex
Ninety-Nine Restaurant anc	AH000003		1-Food Svc Esta	Ashland	23 Pond St		Middlesex
Oriental House	AH000004		1-Food Svc Esta	Ashland	1 Union St		Middlesex
Bella Pizza	AH000005		1-Food Svc Esta	Ashland	1 W Union St		Middlesex
T J Spirits South	AH000006		1-Food Svc Esta	Ashland	355 Union St		Middlesex
Cherry Blossom	AH000007		1-Food Svc Esta	Ashland	80 Union St		Middlesex
Dosa Temple	AH000008		1-Food Svc Esta	Ashland	59 Pond St		Middlesex
Fusion Cuisine	AH000009		1-Food Svc Esta	Ashland	12 Pond St		Middlesex
Pizza Mine	AH000010		1-Food Svc Esta	Ashland	9 Homer Ave		Middlesex
Town House Pizza & Roast	AH000011		1-Food Svc Esta	Ashland	300 Eliot St		Middlesex
Ashland Pizza Palace	AH000012		1-Food Svc Esta	Ashland	72 Union St Ste 3		Middlesex
Alberini BR	AH000013		1-Food Svc Esta	Ashland	22 Nickerson Rd		Middlesex
Dunkin' Donuts	AH000014		1-Food Svc Esta	Ashland	123 Union St		Middlesex
Honey Dew Donuts	AH000015		1-Food Svc Esta	Ashland	W Union St		Middlesex
Marathon Market & Deli	AH000016		2-Retail Food St	Ashland	12 Union St		Middlesex
Clockwork Pizza	AH000017		1-Food Svc Esta	Ashland	1 Union St		Middlesex
Napoli Pizza	AH000018		1-Food Svc Esta	Ashland	119 Pond St		Middlesex
Pizza Stop	AH000019		1-Food Svc Esta	Ashland	67 Pond St		Nantucket
Domino's	AH000020		1-Food Svc Esta	Ashland	316 Pond St		Middlesex
E-Z Convenience Store	AH000021		2-Retail Food St	Ashland	67 Pond St		Middlesex
Ed Davis & Co Inc	AH000022		7-Caterer	Ashland	23 Ramblewood Dr		Middlesex
Market Basket	AH000023		2-Retail Food St	Ashland	49 Pond St		Middlesex
Sunnyside Cafe & Catering	AH000024		7-Caterer	Ashland	24 Front Street		Middlesex
...

The Find Business form is organized as a grid with each column representing a separate field in the database (e.g., Business Name, ID, Store ID, Type of Business, City, Address, County, etc.).

Sorting

All of the columns in the Find Business form can be sorted by clicking on the column label. Clicking on the "Name" column label, instructs the software to sort the business cities alphabetically. Clicking again on the City column, changes the display to reverse alphabetical order.

This screenshot shows the 'Find Business' window with the same list of businesses, but now sorted by City in reverse alphabetical order. The 'Name' column label is highlighted with a red arrow. The status bar at the bottom indicates 'Businesses displayed: 26'.

Name	ID	Store ID	Type	City	Address 1	Address 2	County
Alberini BR	AH000013		1-Food Svc Esta	Ashland	22 Nickerson Rd		Middlesex
Ashland Pizza Palace	AH000012		1-Food Svc Esta	Ashland	72 Union St Ste 3		Middlesex
Bella Pizza	AH000005		1-Food Svc Esta	Ashland	1 W Union St		Middlesex
Cherry Blossom	AH000007		1-Food Svc Esta	Ashland	80 Union St		Middlesex
Clockwork Pizza	AH000017		1-Food Svc Esta	Ashland	1 Union St		Middlesex
Domino's	AH000020		1-Food Svc Esta	Ashland	316 Pond St		Middlesex
Dosa Temple	AH000009		1-Food Svc Esta	Ashland	59 Pond St		Middlesex
Dunkin' Donuts	AH000014		1-Food Svc Esta	Ashland	123 Union St		Middlesex
Ed Davis & Co Inc	AH000022		7-Caterer	Ashland	23 Ramblewood Dr		Middlesex
E-Z Convenience Store	AH000021		2-Retail Food St	Ashland	67 Pond St		Middlesex
Federated Church of Ashlar	AH000026		8-Other	Ashland	118 Main St		Middlesex
Fusion Cuisine	AH000009		1-Food Svc Esta	Ashland	12 Pond St		Middlesex
Honey Dew Donuts	AH000015		1-Food Svc Esta	Ashland	W Union St		Middlesex
Marathon Market & Deli	AH000016		2-Retail Food St	Ashland	12 Union St		Middlesex
Market Basket	AH000023		2-Retail Food St	Ashland	49 Pond St		Middlesex
Napoli Pizza	AH000018		1-Food Svc Esta	Ashland	119 Pond St		Middlesex
Nick's House-Pizza & Sealc	AH000002		1-Food Svc Esta	Ashland	87 Main St		Middlesex
Ninety-Nine Restaurant anc	AH000003		1-Food Svc Esta	Ashland	23 Pond St		Middlesex
Oriental House	AH000004		1-Food Svc Esta	Ashland	1 Union St		Middlesex
Pizza Mine	AH000010		1-Food Svc Esta	Ashland	9 Homer Ave		Middlesex
Pizza Stop	AH000019		1-Food Svc Esta	Ashland	67 Pond St		Nantucket

Filtering

The blue row that appears above the column labels allow for the

filtering of data. Narrow down a search by entering any value on the blue row, then click filter to search that field in the database. You may search for a business by entering all or part of any combination of the labeled fields above. The software will search with the characters you entered. The Find Business form supports wildcard searches. The '%' symbol represents a wildcard. Wildcards are like blank tiles in Scrabble, or like the Jokers you can use in some card games to stand for any card. Below is an example of how searching works using the business name as our search example.

Wal Find any business whose name starts with 'Wal'

%mart Find any business name ending with 'mart'

%mart% Find any business with 'mart' somewhere in the name

The screenshot shows a 'Find Business' form with a search filter applied. The filter is set to '2-Ret' for the 'Type' field and '%Pond%' for the 'Address 1' field. The results table shows two businesses: 'E-Z Convenience Store' and 'Market Basket', both located at 'Ashland' in 'Middlesex' county.

Name	ID	Store ID	Type	City	Address 1	Address 2	County
E-Z Convenience Store	AH000021		2-Retail Food St	Ashland	67 Pond St		Middlesex
Market Basket	AH000023		2-Retail Food St	Ashland	49 Pond St		Middlesex

In the example above, we are filtering on two fields – Type and Address 1. We are searching for any Business type starting with 2-Ret and with the Address1 field containing Pond.

A dropdown menu with the text 'Active Businesses' and a downward arrow.

When the combo box is set to **Active Businesses**, only Active Businesses are evaluated for the search.

When the combo box is set to **Inactive Businesses**, only Inactive Businesses are evaluated for the search. Note: Inactive businesses appear in red.

When the combo box is set to **All Businesses**, then both Active and Inactive Businesses are evaluated for the search.

A button with the text 'Select'.

To retrieve a business record, click on the grid line where the business is listed. When selected, the grid line turns blue. Then click on the Select button to retrieve the highlighted business record.

A button with the text 'Print or Export to Excel'.

Print or Export to Excel button moves you to the SQL Viewer where you can print or export your search results to Excel.

A button with the text 'More >>'.

This button reveals more advanced filter functions for selecting businesses.

Enter / Edit Business Form






This form is used to search, edit, delete and add new businesses to the system, plus other functions. These businesses are referenced when an inspection report is entered and are used to sort and group reports.

The screenshot shows a software window titled "Business" with a menu icon on the left and window control buttons (minimize, maximize, close) on the right. Below the title bar is a toolbar with icons for Add, Save, Delete, Find, and Exit. The main form area contains the following fields:

- ID#: AH000020
- Name: Domino's Pizza
- Navigation tabs: Address | Mail | Info | Sched | History | Inventory | Tally | Notes
- Address: 316 Pond St
- City: Ashland
- State: MA
- Zip: 01721
- Contact: Janet Richards
- Phone: 508-231-5000
- Fax: (empty)
- Email: janet.richards@dominos.com

Business Function Buttons

The function buttons perform various operations:

-  **Add** The Add button allows you to add a new business. A blank business form is shown for you to fill in. The default county and state will be set to match the values in the System Defaults form.
-  **Save** The Save button stores the information.
-  **Delete** The Delete button deletes the current business. If the business is used in an inspection report you will not be allowed to delete it.
-  **Find** The find button allows you to search your business records.
-  **Exit** The Exit button closes the business form.

Business Header Information

The Business Header has two pieces of Information:

Business ID The Business ID can be up to 8 characters long, with a mix of letters and numbers. The ID must be unique. The Business ID cannot be changed once the business is saved. The only way to change it is to delete the business and re-enter. To keep the Business IDs unique throughout the State of Massachusetts, you are asked to make sure that the business ID starts with your System Prefix.

Business Name The legal name of the business establishment.

Business Address Tab

Enter the physical address of the inspection location here.

The screenshot shows a window titled "Business" with a menu bar containing "Business". Below the menu bar are several icons. The main area contains the following information:

- ID#: AH000020
- Name: Domino's Pizza
- Address | Mail | Info | Sched | History | Inventory | Tally | Notes |
- Address: 316 Pond St
- City: Ashland State: MA Zip: 01721
- Contact: Janet Richards
- Phone: 508-231-5000 Fax:
- Email: janet.richards@dominos.com

Mailing Address Tab

The mailing / billing address (if different) is entered on the Mailing Address Tab.

The screenshot shows a window titled "Business" with a menu bar containing "Business". Below the menu bar are several icons. The main area contains the following information:

- ID#: AH000020
- Name: Domino's Pizza
- Address | Mail | Info | Sched | History | Inventory | Tally | Notes |
- Mailing Address:
 - Name: Domino's Pizza Inc.'s
 - Addr: 30 Frank Lloyd Wright Drive
 - City: Ann Arbor State: MI
 - Zip: 48106
 - Contact: Margaret Nielson
- Billing Address:
 - Name: Domino's Pizza Inc.'s
 - Addr: PO Box 1824
 - City: Ann Arbor State: MI
 - Zip: 48107
 - Contact:

Info Tab

The tab is divided into three sections. The upper left portion of the form shows store information: Store ID number, County, Type of Business and FID (Federal Identification Number). The lower left portion of the tab shows the status of the current business (active / inactive) and its eligibility for different Inspection Types. The right hand side of the form displays all business custom fields.

The screenshot shows a software window titled "Business" with a menu bar (Address, Mail, Info, Sched, History, Inventory, Tally, Notes) and a toolbar. The main form contains the following fields and values:

- ID#: AH000020
- Name: Domino's Pizza
- Store ID: 3239
- County: Middlesex
- Type: 1-Food Svc Establishment
- FID #:
- Active: Active
- Inactive Date: / /
- Inspection Types:
 - Package Checking
 - Devices
 - UPC
 - Questionnaire Classic
 - Questionnaire Deluxe
- Custom fields:

Risk Level	01
Permit No.	13-293
Owner	
2nd Business Type	
3rd Business Type	

- Store ID** Used by chain restaurants / stores to identify a particular location (store #)
- County** This field is automatically filled in from the System Defaults.
- Business Type** State of Massachusetts categories used to group and select for reports.
- FID#** The Federal Identification Number (EIN Number) of the business
- Active Business** If this field is checked, the business is active. If unchecked it is inactive. When a company goes out of business, inactivate the business to retain the historical information.
- Inactive Date** The date the business became inactive.
- Inspection Types** Massachusetts municipal health departments should uncheck all of the inspection types except Questionnaire Deluxe. This will remove these inspection types from the Schedule Tab.
- Risk Level** Select the firms Risk Level (01, 02,03, 04,05, 06)
- Permit Number** Enter the business Permit Number
- Owner** Business Owner name
- 2nd Business Type** If the establishment has more than one business type, put the primary business type in the Business Type field. Use these fields to define the second or third business type.
- 3rd Business Type**

Schedule Tab

The detail grid displays all of the valid inspection types for the business, the assigned inspector and the date of the previous (PREV) and next (NEXT) inspection. The PREV column shows the date of the most recently performed inspection of that type for the business. The NEXT column shows the next scheduled inspection for that type of inspection for this business.

Business window showing the Schedule tab for Domino's Pizza. The window displays the following information:

ID# AH000020 Name: Domino's Pizza

Address | Mail | Info | **Sched** | History | Inventory | Tally | Notes |

Next Business Inspection: 03/16/14 Days between bus inspections: 0

Initial Inspection Date: 03/16/13

Inspector Assignment and Scheduling: Active Only

Inspection Type	Assigned Inspector	Prev	Next
- Deluxe Questionnaire	AH-1 Mark Oram	3/16/2013	3/16/2014
Food Establishment Inspection I		3/16/2013	3/16/2014

History Tab

The inspection history grid displays all inspections performed at that business in reverse chronological order (most recent first). The display shows Header (summary) inspection information (i.e., Inspection ID, Date, Inspector and Reason for Inspection). Selecting an inspection on the Detail Tab displays more information about the selected inspection.

Business window showing the History tab for Domino's Pizza. The window displays the following information:

ID# AH000020 Name: Domino's Pizza

Address | Mail | Info | Sched | **History** | Inventory | Tally | Notes |

Headers | Detail | ALL

Type	Insp ID	Date	Inspector	Reason
1	AH000020	3/16/2013	AH-1	1-Expired


The function buttons  Add, View, Print and Delete on the top allow you to work with the highlighted inspections.


This tab gives "at a glance" information on the inspections that have been performed at the current business.



Food Establishment Inspection Report - FDA

The *Food Establishment Inspection Report – FDA* was designed by the State of Massachusetts Department of Public Health.

When you click on the  icon you are presented with a list of inspection forms. For Massachusetts Municipal Health Departments there is currently only one form – *Food Establishment Inspection Report – FDA*.

Type	Questionnaire Name
	Food Establishment Inspection Report - FDA

Click on the Select button to start an inspection.

Inspection Entry

The form is broken up into two sections. First, the header information is entered into the top portion of the form. The header information is the same for the entire inspection (e.g., inspection number, date of inspection, business establishment being inspected, the inspector's name and the reason for the inspection). The bottom of the form contains the 'guts' of the inspection – the actual questions.




Inspection Header

Inspection ID

When the inspection is saved, the software will assign a unique inspection number. The inspection number is created by combining your PC's assigned WinWam System Prefix with a sequential inspection number. Example: If your prefix is NN and the next number is 629 then a new inspection would be NN000629. The next inspection would be NN000630.

Inspection Date

This defaults to today's date. The down arrow button  to the right of the date field will bring up a calendar which can be used to pick the date.

Inspector ID

If a default inspector has been defined in the system defaults form, the inspector's name will be filled in automatically. If two inspectors are sharing the same PC, then they can select their name from the drop-down list.

Business ID

Either enter the business ID number or click on the '?' button to search for a business.

The magnifier icon to the right of the question mark allows you to open up the business from within the inspection. Note a business must first be selected.

Reason for Inspection

The Reason For Inspection = Why are you there?) You can pick from the drop down list the following State defined reasons:

1-Routine, 2-Reinspection, 3-General Complaint, 4-Pre-Operational, 5-HACCP, 6-Other

Next Inspection Date

The results of the inspection will automatically trigger the next inspection date.

No Follow-up = 365 days

Follow-up = 10 days

Administrative Review = 7 days

The inspector can overwrite this field.

Show previous response

If this flag is set, then the inspection form will outline the previous responses on checkboxes and radio buttons. Also, by hovering over other input fields (text boxes, date pickers, etc.) the values stored on the business' last inspection will display. Obviously, if this business wasn't previously inspected in WinWam then there is no previous inspection to reference.

Questionnaire Tab

This tab shows all of the questions in the *Food Establishment Inspection Report – FDA* form.

The screenshot shows the 'Questionnaire Inspection' application window. At the top, there are fields for 'Insp ID' (Unassigned), 'Date' (3/16/2013), 'Reason', 'Next Insp.' (03/16/2014), and 'Auto Set'. Below this, there are fields for 'Business ID', 'Inspector' (AH-1 Dram), and a 'Show previous responses' checkbox. The main interface has a navigation bar with 'Questionnaire', 'Fail Notes Summary', 'Custom/Notes', 'Summary', and 'Tally' tabs. The 'Questionnaire' tab is active, displaying the title 'Food Establishment Inspection Report - FDA'. Below the title is an 'Inspection Summary' section with fields for 'Est. Type', 'License/Permit #', 'Risk Category', and 'Risk Level Observed'. A section titled 'FOODBORNE ILLNESS RISK FACTORS AND PUBLIC HEALTH INTERVENTIONS' provides instructions on compliance status (IN, OUT, N/O, N/A) and marking violations (COS, REPEAT). It lists four categories: Supervision, Employee Health, Good Hygienic Practices, and another category with four items. Each item has a grid of radio buttons for compliance status and checkboxes for COS and REPEAT.

Inspection Summary

The Inspection Summary Section contains basic information that is maintained in the business file. When a business is selected, the form reads the business file and populates the *Establishment Type*, *License / Permit #* and the *Risk Category* on file. The inspector is expected to enter the *Risk Level Observed*.

This close-up screenshot shows the 'Inspection Summary' section of the software. It features a navigation bar with 'Questionnaire', 'Fail Notes Summary', 'Custom/Notes', 'Summary', and 'Tally' tabs. The 'Questionnaire' tab is selected. Below the navigation bar, the title 'Food Establishment Inspection Report - FDA' is displayed. The 'Inspection Summary' section contains the following fields: 'Est. Type' (1-Food Svc Establish), 'License/Permit #' (12-292), 'Risk Category' (C1), and 'Risk Level Observed' (a dropdown menu). There are also icons for editing and deleting, and a key icon.

Foodborne Illness Risk Factors and Public Health Interventions

For each item in this section, indicate one of the following for Compliance Status:

- IN** The item is **In Compliance**
- OUT** The item is **Not In Compliance**
- N/O** The item was **Not Observed** during the inspection
- N/A** The item is **Not Applicable** for the facility

Supervision	IN	OUT	N/O	N/A	COS	REPEAT		
1. Person in charge present, demonstrates knowledge, and performs duties	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Employee Health	IN	OUT	N/O	N/A	COS	REPEAT		
2. Management, food employee and conditional employee; knowledge, responsibilities and reporting	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3. Proper use of restriction and exclusion	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Good Hygienic Practices	IN	OUT	N/O	N/A	COS	REPEAT		
4. Proper eating, tasting, drinking, or tobacco use	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5. No discharge from eyes, nose, and mouth	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>		

If the item is marked **OUT**, the inspector needs to pick the violation(s) from the pop-up list.

The screenshot shows a 'Notes Editor' window with a toolbar at the top. Below the toolbar, the question '4. Proper eating, tasting, drinking, or tobacco use' is displayed. A table below the question lists violations:

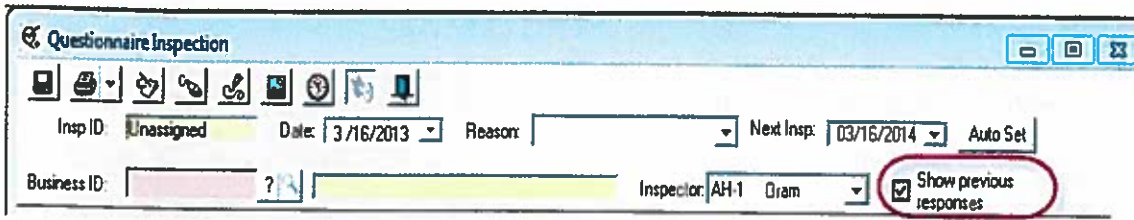
Sel	Code	Fail Notes
<input checked="" type="checkbox"/>	2-401.11	Inspector's Additional Notes (optional) *Eating, Drinking, or Using Tobacco
<input type="checkbox"/>	3-301.12	*Preventing Contamination When Tasting

At the bottom of the window, there are buttons for 'Select All', 'Select None', and 'Close'.

The inspector can further document their observation, by entering their additional notes under the standard violation text.

For items marked **OUT**, the inspector should further indicate the status of the violation by checking the corresponding box for **COS** which means Corrected On Site during the inspection and / or **REPEAT** which means Repeat violation. Marking **COS** indicates that all violations cited under a particular item number have been corrected and verified prior to the completion of the inspection. The actual corrective action taken for each violation should be documented. For example, an Item #8 *Adequate handwashing sinks properly*

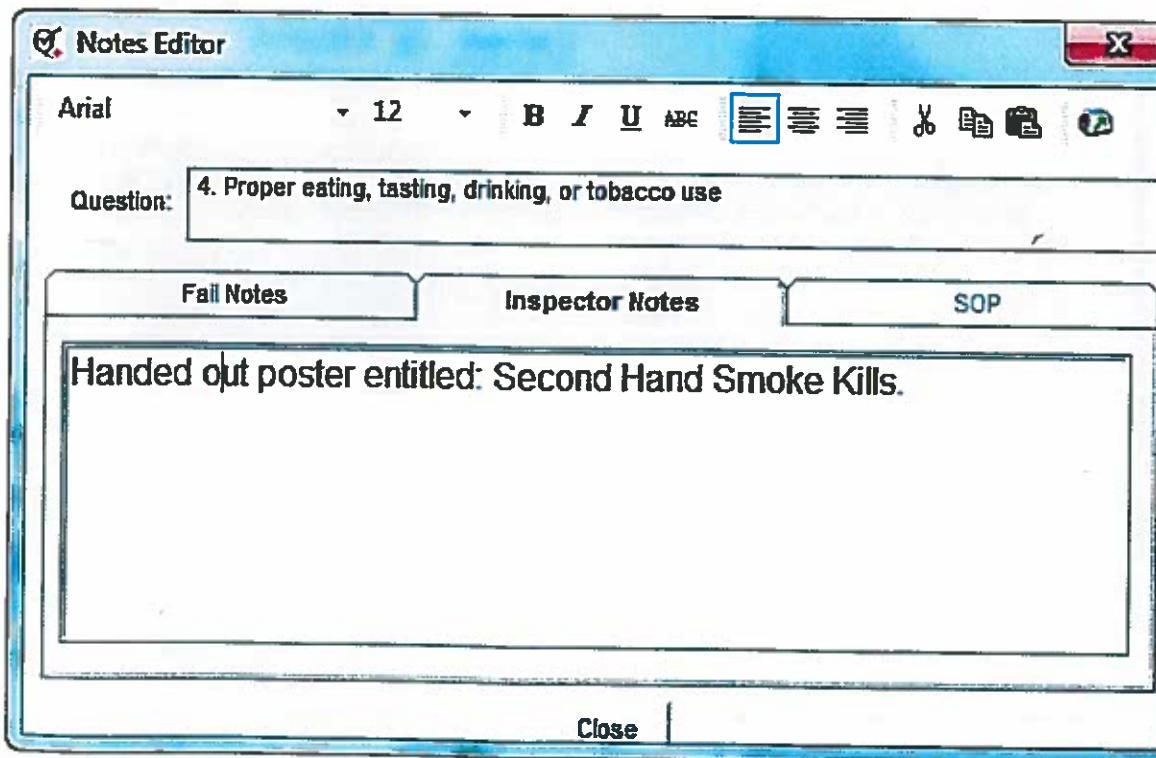
supplied and accessible is marked out of compliance because the establishment does not have soap and paper towels at the handwash sink. They partially correct the problem by putting soap at the sink, but still do not have paper towels or any other effective means for drying hands. The corrective action taken for the soap is documented in the pop-up notes, but **COS** is not marked for Item #8 because all violations under that item were not corrected. Marking **REPEAT** indicates that the same violation(s) under a particular item number was cited on the last inspection report.



WinWam provides a tool that highlights the results of the previous inspection performed at that business establishment. If the **Show previous inspection** option is checked, then the inspection form will outline the previous responses on radio buttons and checkboxes. Also, hovering over the input fields, (text boxes, date pickers, combo boxes, etc.) will show the values entered on the previous inspections.

INSPECTOR NOTES

The Inspector Notes Tab is another method to communicate information to the business. The inspector can associate a note with each question on the inspection. The Inspector Notes are footnoted and appear near the end of the inspection report just prior to the inspection pictures / media.

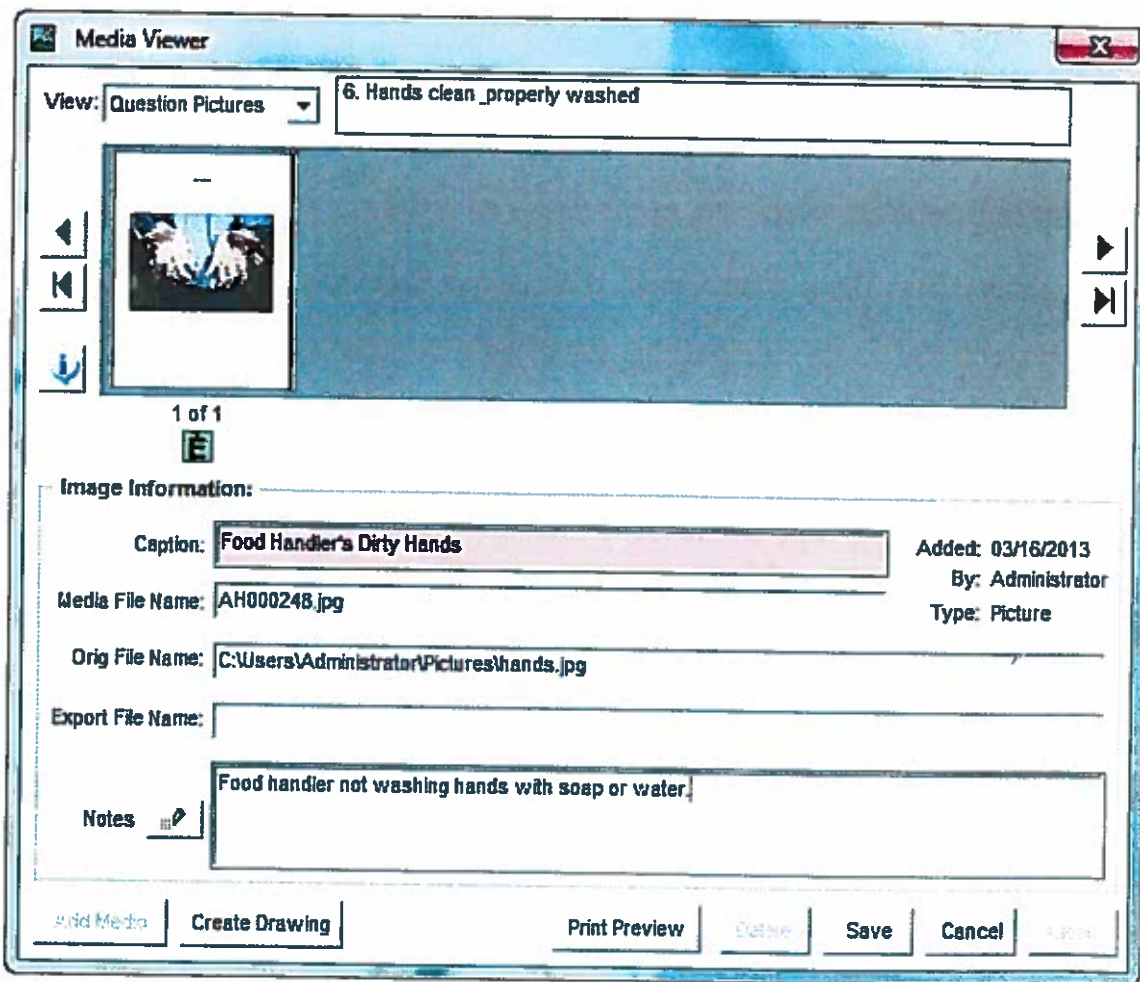




Pictures, Drawings and Documents

Clicking on the picture icon allows you to associate a picture, drawing, pdf file, spreadsheet, document, etc. Pictures can be associated with a particular question or the overall inspection.

After clicking on the picture icon, you can then browse through your pictures, documents, etc. and attach it to the inspection. In the example below, we have added a picture to question number 6. With each picture you can assign a short caption that appears on the inspection report above the picture. You can also add picture notes that will appear below the picture. Pictures can be previewed, deleted and multiple pictures, media, drawings can be associated with one question.



Totals Number of Violations

Record the number of Total Violations and Repeat Violations at the bottom of the Foodborne Illness Risk Factors And Public Health Interventions section.

Total Number of Violations:

0

Repeats:

0

Good Retail Practices

For each item in this section, indicate one of the following for Compliance Status.

- IN** Item is **In Compliance**
OUT Item is **Not In Compliance**

GOOD RETAIL PRACTICES

Good Retail Practices are preventative measures to control the addition of pathogens, chemicals, and physical objects into foods.

IN = in compliance OUT = not in compliance COS - corrected on-site during inspection REPEAT = repeat violation

Safe Food and Water

	IN	OUT	COS	REPEAT	
28. Pasteurized eggs used where required	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	
29. Water & ice from approved source	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	
30. Variance obtained for specialized processing methods	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	

For items marked **OUT**, the inspector can further indicate **COS** (Corrected On Site) or **REPEAT** (Repeat violation).

MASSACHUSETTS ONLY REGULATIONS

For each item in this section indicate one of the following for Compliance Status

- IN** The item is **In Compliance**
OUT The item is **Not In Compliance**

MASSACHUSETTS ONLY REGULATIONS

Rules and Regulations adopted for use in Massachusetts only.

Facilities

	IN	OUT	COS	REPEAT	
55. Catering	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	
56. Mobile Food Operations	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	
57. Temporary Food Establishments	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	
58. Residential Kitchens	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	

For items marked **OUT**, the inspector can further indicate **COS** (Corrected On Site) or **REPEAT** (Repeat violation).

Fail Notes Summary Tab

Items marked as a violations, display in the Fail Notes Summary Tab. Parameters on the left side of the form, allow for the customization of the display. Failed items displayed on this form can be printed by clicking on the printer icon.

The screenshot shows the 'Fail Notes Summary' tab of a software application. At the top, there are buttons for 'Add' and 'Delete', and a 'Result' dropdown menu. Below this, the 'Current Questionnaire' is identified as 'Food Establishment Inspection Report - FDA: 1 of 1'. The main content area is divided into a left sidebar and a main report area. The sidebar contains 'Display Options' (Question, Code, Fail Note Text, Additional Notes) and 'Sort Options' (By Question then by Code, By Code then by Question), with a 'Display Report' button at the bottom. The main report area, titled 'Fail Notes Summary', lists two violations:

Fail Code	Fail Text
4	Proper eating, tasting, drinking, or tobacco use
2-401.11	*Eating, Drinking, or Using Tobacco
Add Note: [Observed food handler smoking near kitchen door.]	
6	Hands clean & properly washed
2-301.12	*Cleaning Procedure
Add Note: [Food handlers not washing hands properly.]	

Custom / Internal Notes Tab




Internal notes can be associated with a questionnaire and they appear on the right portion of the form. Internal Notes do not appear on any standard report. Be careful when entering internal notes since they are still considered "public information" and may have to be disclosed in a Freedom of Information Act (FOIA) request.



The screenshot shows the 'Custom / Internal Notes' tab of a software application. At the top, there are fields for 'Insp ID: AH000640', 'Date: 3/16/2013', 'Reason: 1-Routine', and 'Next Insp: 03/16/2014'. Below these are fields for 'Business ID: AH000020' and 'Inspector: AH-1 Oram'. The main content area is divided into a left sidebar and a main notes area. The sidebar contains 'Custom Fields' and 'Internal Notes' sections. The main notes area, titled 'Internal Notes', contains the text: 'Store manager expects the store to change ownership.'



Inspection Results and Next Inspection Date


After completing the inspection checklist, the inspector selects the overall inspection results (i.e., No Follow-up, Follow-up and Administrative Review). The inspection results will then automatically calculate the Next Inspection Date. The Next Inspection Date doesn't print out on the inspection report. The Next Inspection Date can be changed by the inspector.

Function Buttons

-  **Save** Saves the inspection.
-  **Print** Prints the inspection
-  **Notes** Allows you to enter free-form notes for the inspection as a whole. The note is printed on the summary report. Notes can also be entered for each individual question.

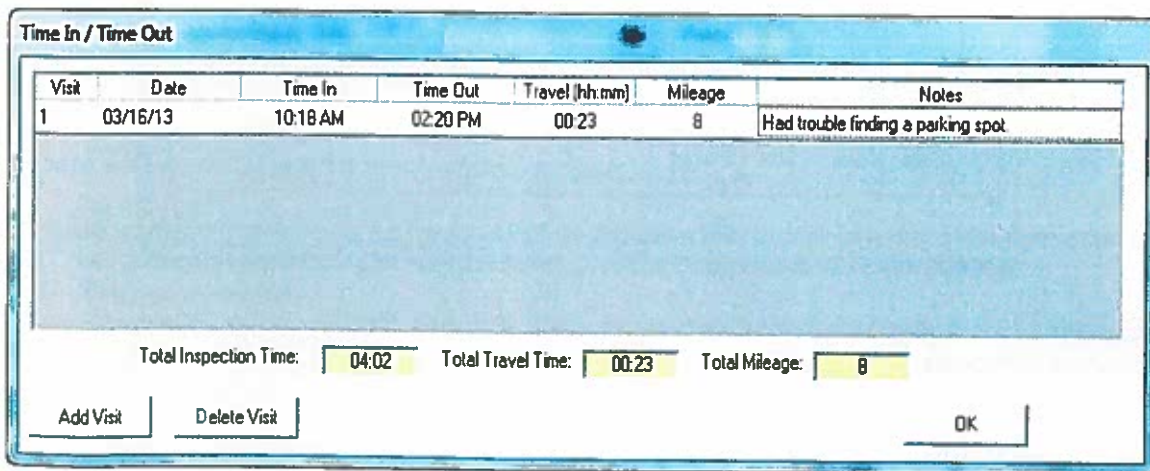
-  **Capture Signature** This button brings up the signature capture form. When signed by the Business Representative the inspection form is saved.
-  **Picture** Allows you to add a picture which is associated with the overall business inspection. The picture appears at the end of the inspection report.

-  **Time In / Time Out** The inspector can enter the Time In, Time Out, Travel Time, Mileage and notes for one or multiple "visits" on the inspection.
-  **Unlock** Inspections that are saved but not signed are soft-locked so that those viewing the inspection don't inadvertently change inspection data. This button unlocks the soft-lock.

-  **Exit** Cancels the inspection and closes the form.

Time In, Time Out, Travel Time and Mileage

Optionally, the inspector can enter Time In, Time Out, Travel Time and Mileage associated with the inspection. A parameter record in the System Defaults → Reports controls whether this information is printed out on the inspection report. Time Activity reports are available from the Reports Menu.



Visit	Date	Time In	Time Out	Travel (hh:mm)	Mileage	Notes
1	03/16/13	10:18 AM	02:20 PM	00:23	8	Had trouble finding a parking spot

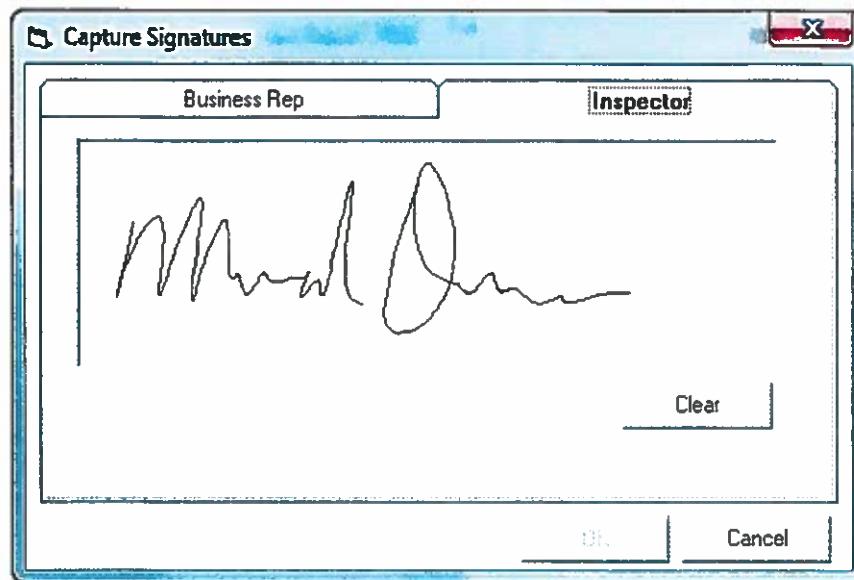
Total Inspection Time: 04:02 Total Travel Time: 00:23 Total Mileage: 8

Add Visit Delete Visit OK

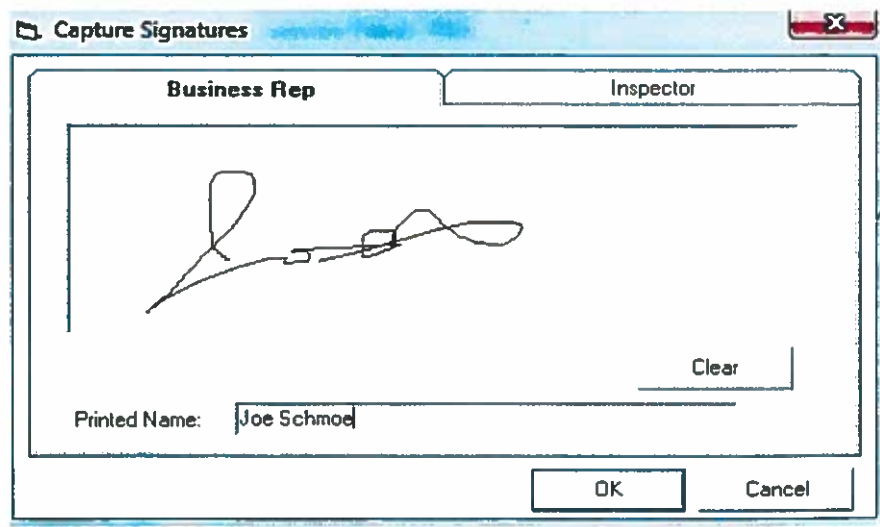


Signature Capture

After selecting the signature icon, a pop-up window appears which allows you to capture the inspector's signature



and the signature of the Business Representative.



Once the Business Representative's signature is entered, the inspection is locked. To change or modify the inspection, the Business Representative's signature needs to be cleared.

Print Questionnaire Inspection Form

The Print Inspection form is available from the Print button on the main Questionnaire Inspection form or the Print button on the View / Edit Inspection form.

There are several options for printing an inspection.

Full Report*	This report shows all the questions.
Answered Questions Only*	This report shows only answered questions.
Failed Questions Only*	Shows only questions with failed responses
Summary Report	Prints a summary of multiple inspection forms on one inspection
Failed Summary Report	Prints only the Fail Text associated with an inspection.

* There are two report options that work with these reports.

Fail Text

Print Embedded Fail Text

Print Summary Fail Text

Embedded Fail Text means that the fail text prints right after the associated questions.

Summary Fail Text prints all of the fail text together in one section at the end of the checklist, but before the Inspector Notes and Media.



View / Edit Inspections





This form allows you to see historical inspection results at a glance, and select a specific inspection for review.

Type	Insp ID	Date	Bus ID	Bus Name	Store ID
+	WG000246	12/14/2012	1629	TRI-	
+	WE000210	12/14/2012	1577	St. John	
+	WF000208	12/14/2012	1218	FRANKLIN TWP. B	
+	WF000207	12/14/2012	1219	FRANKLIN TWP. FIRE I	
+	WE000209	12/14/2012	1724	MARKSBORO COMMUN	
+	WF000206	12/13/2012	1017	ALPHA LIQUOR STORE	
+	WE000208	12/13/2012	1787	THE GROVE GOURMET	
+	WE000207	12/13/2012	1010	ALLAMUCHY LIQUORS	
+	WG000245	12/13/2012	1693	WHITE TWP. CONSOLI	
+	WF000205	12/13/2012	1258	GREENWICH ELEMETA	
+	WE000206	12/13/2012	1265	HACKETTSTOWN MIDL	
+	WC000058	12/13/2012	1717	TEPPANYAKI GRILL & S	
+	WE000205	12/13/2012	1581	ST. MARY'S SCHOOL	
+	WF000204	12/13/2012	1008	ALBEA	
+	WG000244	12/12/2012	1211	FLANNERY'S TAVERN	
+	WF000203	12/12/2012	1793	JOHNNY'S PIZZA & PAE	
+	WF000202	12/12/2012	1090	BROADWAY UNITED M	

Search Criteria

Inspections appear by default in reverse chronological order. The display order can be reordered by clicking on the columns. To filter inspections by date range, enter **From** and **To** Dates. By entering information into the blue filter line over the grid, you can narrow down the number of inspections shown.

The tool bar buttons on the top of the form perform the following functions:

-  **New** – Allows you to enter a new inspection
-  **View** – Opens up the inspection form for the highlighted inspection and allows it to be viewed and changed (depending upon if the inspection is locked)
-  **Print** – Displays the Inspection Print form, allowing you to print the inspection without having to open the inspection
-  **Delete** – Deletes the highlighted inspection

Sending Inspections to Massachusetts Department of Health

The **Write Transfer File** function, located on the File menu, allows you to create a transfer file which can be transmitted to the State Department of Health. Once created, the transfer file can be sent via e-mail or placed on a thumb drive and mailed.

Write Transfer File

Export Package Checking
 Export Device Inspections
 Export UPC Inspections
 Export Classic Questionnaire Inspections
 Export Deluxe Questionnaire Inspections

Not Exported

Insp Date From 1/1/2013 To 3/31/2013

Insp ID From _____ To _____
 Business ID _____ ?
 Bus Zip Code _____
 Bus County _____

Export Businesses
 New / Changed
 All
 Business ID _____ ?
 Bus Zip Code _____
 Bus County _____

Export Inspectors
 New / Changed
 All

Export Devices
 New / Changed
 All
 Inactive

Export Deletes

Create Export File Cancel

To export a range of inspections, select the Inspection Date From and To date.

The **Create Export File** button starts the creation of the transfer file. First, you will be asked for the name of the Transfer file. The system will automatically generate a transfer file name based on the System Prefix and the date. (For example, with a system prefix of 'NN' a Transfer file created on March 28, 2013, would be named NN032803.xfz). However, you can change the default file name if you wish.

After writing the Transfer file, you have the option to review a Transfer File Audit (Screen Display) and report of the transfer file data.



Synchronization

For exchanging inspection / business information to other WinWam users in your local Health Department, you will use the Synchronization Function.

You will need to connect to your local network either by connecting locally or by using VPN.

Clicking on the Synchronization icon sends inspections and business information from your computer to the central office computer. The Sync function also picks up this information from those using WinWam at your local health department.



Town of Ashland Board of Health

Mark Oram, Director

101 Main Street, Ashland, MA 01721

Phone: 508-881-0100 x681 Fax: 508-881-0102

Food Establishment Inspection Report - FDA

Insp Date: 3/16/2013 Business ID: AH000020
Business: Domino's Pizza
316 Pond St

Ashland, MA 01721

Inspection: AH000640
Store ID: 178
Phone: 508-231-5000
Board of Health Director: AH-1 Mark Oram
Reason: 1-Routine
Results: Follow-up

Inspection Summary

Est. Type 1-Food Svc Establishment License/Permit # 13-293 Risk Category 01 Risk Level Observed

FOODBORNE ILLNESS RISK FACTORS AND PUBLIC HEALTH INTERVENTIONS

Compliance status: IN = in compliance OUT = not in compliance N/O = not observed N/A = not applicable

Marked in appropriate box for COS and/or R. COS = corrected on-site during inspection R = repeat violation

Risk factors are improper practices or procedures identified as the most prevalent contributing factors of foodborne illness or injury. Public Health Interventions are control measures to prevent foodborne illnesses or injury.

Supervision

1. Person in charge present, demonstrates knowledge, and performs duties

IN OUT N/O N/A COS REPEAT

Employee Health

2. Management, food employee and conditional employee; knowledge, responsibilities and reporting

IN OUT N/O N/A COS REPEAT

3. Proper use of restriction and exclusion

Good Hygienic Practices

4. Proper eating, tasting, drinking, or tobacco use

IN OUT N/O N/A COS REPEAT

This item has Notes and Media/Attachments. See Footnote 1 at end of questionnaire.

5. No discharge from eyes, nose, and mouth

Preventing Contamination by Hands

6. Hands clean & properly washed

IN OUT N/O N/A COS REPEAT

This item has Media/Attachments. See Footnote 2 at end of questionnaire.

7. No bare hand contact with RTE food or a pre-approved alternative procedure properly allowed

8. Adequate handwashing sinks properly supplied and accessible

Approved Sources

IN OUT N/O N/A COS REPEAT

Board of Health Director

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Food Establishment Inspection Report - FDA

Approved Sources	IN	OUT	N/O	N/A	COS	REPEAT
9. Food obtained from approved source	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Food received at proper temperature	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Food in good condition, safe, & unadulterated	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Required records available: shellstock tags, parasite destruction	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Protection from Contamination	IN	OUT	N/O	N/A	COS	REPEAT
13. Food separated & protected	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Food-contact surfaces: cleaned & sanitized	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Proper disposition of returned, previously served reconditions, & unsafe food	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potentially Hazardous Food Time/Temperature	IN	OUT	N/O	N/A	COS	REPEAT
16. Proper cooking time & temperatures	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Proper reheating procedures for hot holding	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Proper cooling time & temperatures	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Proper hot holding temperatures	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Proper cold holding temperatures	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Proper date marking & disposition	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Time as a public health control: procedures & record	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consumer Advisory	IN	OUT	N/O	N/A	COS	REPEAT
23. Consumer advisory provided for raw or undercooked foods	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Highly Susceptible Populations	IN	OUT	N/O	N/A	COS	REPEAT
24. Pasteurized foods used; prohibited foods not offered	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical	IN	OUT	N/O	N/A	COS	REPEAT
25. Food additives: approved and properly used	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. Toxic substances properly identified, stored and used	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conformance with Approved Procedures	IN	OUT	N/O	N/A	GOS	REPEAT
27. Compliance with variance, specialized process, & HACCP plan	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>

Total Number of Violations:

2 Repeats: 1

GOOD RETAIL PRACTICES

Good Retail Practices are preventative measures to control the addition of pathogens, chemicals, and physical objects into foods.

IN = In compliance OUT = not in compliance COS - corrected on -site during inspection REPEAT = repeat violation

Safe Food and Water	IN	OUT	COS	REPEAT
28. Pasteurized eggs used where required	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>



Board of Health Director



Acknowledged Receipt Joe Schmoie

Food Establishment Inspection Report - FDA

Safe Food and Water

- | | IN | OUT | COS | REPEAT |
|--|----------------------------------|-----------------------|--------------------------|--------------------------|
| 29. Water & ice from approved source | <input checked="" type="radio"/> | <input type="radio"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 30. Variance obtained for specialized processing methods | <input checked="" type="radio"/> | <input type="radio"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Food Temperature Control

- | | IN | OUT | COS | REPEAT |
|---|----------------------------------|-----------------------|--------------------------|--------------------------|
| 31. Proper cooling methods used; adequate equipment for temperature control | <input checked="" type="radio"/> | <input type="radio"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 32. Plant food properly cooked for hot holding | <input checked="" type="radio"/> | <input type="radio"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 33. Approved thawing methods used | <input checked="" type="radio"/> | <input type="radio"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 34. Thermometers provided and accurate | <input checked="" type="radio"/> | <input type="radio"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Food Identification

- | | IN | OUT | COS | REPEAT |
|---|----------------------------------|-----------------------|--------------------------|--------------------------|
| 35. Food properly labeled; original container | <input checked="" type="radio"/> | <input type="radio"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Prevention of Food Contamination

- | | IN | OUT | COS | REPEAT |
|--|----------------------------------|-----------------------|--------------------------|--------------------------|
| 36. Insects, rodents, & animals not present | <input checked="" type="radio"/> | <input type="radio"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 37. Contamination prevented during food preparation, storage and display | <input checked="" type="radio"/> | <input type="radio"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 38. Personal cleanliness | <input checked="" type="radio"/> | <input type="radio"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 39. Wiping cloths; properly used and stored | <input checked="" type="radio"/> | <input type="radio"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 40. Washing fruits & vegetables | <input checked="" type="radio"/> | <input type="radio"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Proper Use of Utensils

- | | IN | OUT | COS | REPEAT |
|---|----------------------------------|-----------------------|--------------------------|--------------------------|
| 41. In-use utensils; properly stored | <input checked="" type="radio"/> | <input type="radio"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 42. Utensils, equipment & linens; properly stored, dried, and handled | <input checked="" type="radio"/> | <input type="radio"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 43. Single-use / single service articles; properly stored & used | <input checked="" type="radio"/> | <input type="radio"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 44. Gloves used properly | <input checked="" type="radio"/> | <input type="radio"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Utensils, Equipment and Vending

- | | IN | OUT | COS | REPEAT |
|--|----------------------------------|-----------------------|--------------------------|--------------------------|
| 45. Food & non-food contact surfaces cleanable | <input checked="" type="radio"/> | <input type="radio"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 46. Warewashing facilities: installed, maintained, & used, test strips | <input checked="" type="radio"/> | <input type="radio"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 47. Non-food contact surfaces clean | <input checked="" type="radio"/> | <input type="radio"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Physical Facilities

- | | IN | OUT | COS | REPEAT |
|--|----------------------------------|-----------------------|--------------------------|--------------------------|
| 48. Hot & cold water available; adequate pressure | <input checked="" type="radio"/> | <input type="radio"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 49. Plumbing installed; proper backflow devices | <input checked="" type="radio"/> | <input type="radio"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 50. Sewage and waste water properly disposed | <input checked="" type="radio"/> | <input type="radio"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 51. Toilet facilities; properly constructed, supplied, & cleaned | <input checked="" type="radio"/> | <input type="radio"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 52. Garbage & refuse properly disposed; facilities maintained | <input checked="" type="radio"/> | <input type="radio"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 53. Physical facilities installed, maintained, & clean | <input checked="" type="radio"/> | <input type="radio"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 54. Adequate ventilation & lighting; designated areas used | <input checked="" type="radio"/> | <input type="radio"/> | <input type="checkbox"/> | <input type="checkbox"/> |



Board of Health Director



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Food Establishment Inspection Report - FDA

MASSACHUSETTS ONLY REGULATIONS

Rules and Regulations adopted for use in Massachusetts only.

Facilities

55. Catering

IN	OUT	COS	REPEAT
<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>

56. Mobile Food Operations

<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
----------------------------------	-----------------------	--------------------------	--------------------------

57. Temporary Food Establishments

<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
----------------------------------	-----------------------	--------------------------	--------------------------

58. Residential Kitchens

<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
----------------------------------	-----------------------	--------------------------	--------------------------

Procedures

59. Anti-choking Procedures

IN	OUT	COS	REPEAT
<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>

60. Tobacco Products: Notice and Sale

<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
----------------------------------	-----------------------	--------------------------	--------------------------

61. Food Allergy Awareness Requirements

<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
----------------------------------	-----------------------	--------------------------	--------------------------



Board of Health Director



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Food Establishment Inspection Report - FDA

Fail Notes Summary

Fail Code	Fail Text
4. Proper eating, tasting, drinking, or tobacco use	This item has Notes and Media/Attachments. See Footnote 1 at end of questionnaire
2-401.11	*Eating, Drinking, or Using Tobacco
Addl Notes: <i>[Observed food handler smoking in the kitchen. Immediately, notified owner who was not on site.]</i>	
6. Hands clean & properly washed	This item has Media/Attachments. See Footnote 2 at end of questionnaire
2-301.12	*Cleaning Procedure
Addl Notes: <i>[Food handlers not washing hands properly.]</i>	



Board of Health Director



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Food Establishment Inspection Report - FDA

Footnote 1

Notes:

Handed out poster entitled: Second Hand Smoke Kills.

Smoking Near Kitchen



Observed food handler smoking near the kitchen. Owner notified and employee fired on the spot.

Footnote 2

Food Handler's Dirty Hands



Food handler not washing hands with soap or water.

Board of Health Director

Acknowledged Receipt Joe Schmoie



Town of Ashland Board of Health

Mark Oram, Director

101 Main Street, Ashland, MA 01721

Phone: 508-881-0100 x681 Fax: 508-881-0102



Public Health
Prevent. Promote. Protect.

Food Establishment Inspection Report - FDA

Insp Date: 3/16/2013 Business ID: AH000020
Business: Domino's Pizza
316 Pond St
Ashland, MA 01721

Inspection: AH000640
Store ID: 178
Phone: 508-231-5000
Board of Health Director: AH-1 Mark Oram
Reason: 1-Routine
Results: Follow-up

Inspection Summary

Est. Type 1-Food Svc Establishment License/Permit # 13-293 Risk Category 01 Risk Level Observed 01 Low

FOODBORNE ILLNESS RISK FACTORS AND PUBLIC HEALTH INTERVENTIONS

Compliance status: IN = in compliance OUT = not in compliance N/O = not observed N/A = not applicable

Marked in appropriate box for COS and/or R. COS = corrected on-site during inspection R = repeat violation

Risk factors are improper practices or procedures identified as the most prevalent contributing factors of foodborne illness or injury. Public Health Interventions are control measures to prevent foodborne illnesses or injury.

Supervision

1. Person in charge present, demonstrates knowledge, and performs duties

IN OUT N/O N/A COS REPEAT

Employee Health

2. Management, food employee and conditional employee; knowledge, responsibilities and reporting

IN OUT N/O N/A COS REPEAT

3. Proper use of restriction and exclusion

Good Hygienic Practices

4. Proper eating, tasting, drinking, or tobacco use

IN OUT N/O N/A COS REPEAT

This item has Notes and Media/Attachments. See Footnote 1 at end of questionnaire.

Fail Notes 2-401.11 *Eating, Drinking, or Using Tobacco
[Observed food handler smoking in the kitchen. Immediately, notified owner who was not on site.]

5. No discharge from eyes, nose, and mouth

Preventing Contamination by Hands

6. Hands clean & properly washed

IN OUT N/O N/A COS REPEAT

This item has Media/Attachments. See Footnote 2 at end of questionnaire.

Fail Notes 2-301.12 *Cleaning Procedure
[Food handlers not washing hands properly.]

Health Agent

Acknowledged Receipt: Joe Schmoie