

# Person in Charge

## DESIGNATED PIC IS REQUIRED DURING ALL HOURS OF OPERATION

### Demonstration of Knowledge

During the inspection, the PIC must be able to demonstrate their knowledge of foodborne disease prevention. The PIC must know:

- How the following helps prevent foodborne illness ...
  - Personal hygiene and handwashing
  - Preventing bare hand contact with ready-to-eat food
  - Time/temperature control for safety food (TCS) maintenance
  - Managing and controlling cross-contamination
  - Establishment maintenance
- How to prevent the transmission of foodborne disease by an employee who has a disease or infectious medical condition.
- The symptoms associated with foodborne diseases.
- The hazards involved in consuming raw or undercooked meat, poultry, eggs, and fish.
- The required temperatures and times for TCS food during cold holding, hot holding, cooking, cooling, and reheating.
- The water source for the food establishment and how it is protected from backflow and cross-connections.
- The major food allergens and the symptoms of an allergic reaction.
- How the establishment's approved equipment is sufficient to ensure food safety.
- Procedures for cleaning and sanitizing food-contact surfaces.
- How to identify toxic materials and ensure their safe storage, handling, and disposal.
- How to identify critical control points from purchasing through sale or service, and steps to ensure the points are controlled.
- How the PIC and employees comply with the hazard analysis and critical control point (HACCP) plan, if a HACCP plan is required.

### Duties of the PIC

The PIC is responsible for ensuring safe food handling practices at all times. The PIC must ensure that:

- Ill employees are restricted or excluded as required.
- Employee handwashing is monitored.
- Employees prevent cross-contamination of ready-to-eat food from bare hands by using effective methods such as deli tissue, spatulas, tongs, single-use gloves or dispensing equipment.
- Employees cold hold, cook, cool, reheat and hot hold TCS food to proper temperature and for required times.
- Employees routinely monitor food temperatures and times.
- Employees use proper methods to sanitize food-contact surfaces.
- Employees monitor or verify that food is safely received from approved sources.
- Employees are properly trained in food safety, including food allergy awareness.
- A consumer advisory regarding the increased risks of consuming raw or partially cooked animal food is posted.
- Consumers who return to self-service areas, such as salad bars, are notified to use clean tableware.
- Food operations are not conducted in a private home or in sleeping quarters.
- Unnecessary persons are not allowed in food preparation, storage, or warewashing areas.
- Visitors, such as delivery drivers, maintenance personnel, or pesticide applicators, comply with food code requirements.
- Required written procedures and plans are maintained and followed.

---

### Resources

[Minnesota Department of Health Food Business Safety  
www.health.state.mn.us/foodbizsafety](http://www.health.state.mn.us/foodbizsafety)

Minnesota Department of Health  
Food, Pools, and Lodging Services  
PO Box 64975  
St. Paul, MN 55164-0975  
651-201-4500

[health.foodlodging@state.mn.us](mailto:health.foodlodging@state.mn.us)

www.health.state.mn.us  
Minnesota Department of Agriculture  
Food and Feed Safety Division  
625 Robert Street N  
St. Paul, MN 55155-2538  
651-201-6027 [MDA.FFSD.Info@state.mn.us](mailto:MDA.FFSD.Info@state.mn.us)  
www.mda.state.mn.us

# Certified Food Protection Manager (CFPM)

## Duties, Training, and Requirements

### Duties of the CFPM

The Certified Food Protection Manager (CFPM) must have the knowledge, skills and abilities to complete the following duties:

- Identify hazards in the daily operation of the food establishment.
- Develop or implement policies, procedures or standards to prevent foodborne illness.
- Coordinate employee food safety training, direct food preparation activities and take corrective action as needed, to protect the health of the consumer.
- Complete in-house self-inspections of daily operations to ensure that food safety policies and procedures are followed.

### Required Training

Approved CFPM training courses for initial and renewal certification are offered by many private companies, community and technical colleges and some delegated agencies. MDH does not offer training, but does approve trainers and courses.

You can search for Initial Courses, Exams and Continuing Education online at <https://fmctraining.web.health.state.mn.us/search/index.cfm>.

### Q & A

Contact the agency that issues the license for the establishment for information about local ordinances and how the Minnesota Food Code applies to your establishment.

#### As the food establishment owner, do I have to be a CFPM?

No. While many food establishment owners decide to be a CFPM for their establishment, it is not required. An effective CFPM has a good working knowledge of your business and has the authority to conduct the CFPM duties in your establishment.

#### How many CFPMs are required for a food establishment?

Minnesota food code requires each licensed food establishment to employ one CFPM. Local jurisdictions may have additional requirements.

#### Can I be the CFPM for more than one location? No.

#### How long do I have to hire or train a new CFPM?

Minnesota food code requires new food establishments to have a CFPM on staff within 60 days of opening. You must have at least one employee who has passed an approved exam or applied for Minnesota CFPM before you begin operating your establishment. Local jurisdictions may have additional requirements.

### Resources

[Minnesota Department of Health Food Business Safety](http://www.health.state.mn.us/foodbizsafety)  
[www.health.state.mn.us/foodbizsafety](http://www.health.state.mn.us/foodbizsafety)

Minnesota Department of Health  
Food, Pools, and Lodging Services  
PO Box 64975  
St. Paul, MN 55164-0975  
651-201-4500

[health.foodlodging@state.mn.us](mailto:health.foodlodging@state.mn.us)

[www.health.state.mn.us](http://www.health.state.mn.us)

Minnesota Department of Agriculture  
Food and Feed Safety Division  
625 Robert Street N  
St. Paul, MN 55155-2538  
651-201-6027 [MDA.FFSD.Info@state.mn.us](mailto:MDA.FFSD.Info@state.mn.us)

[www.mda.state.mn.us](http://www.mda.state.mn.us)

### Approved CFPM Exams

Applicants for initial certification must provide proof they have passed an exam from an organization accredited by the ANSI-CFP Accreditation Program. You can read about it here: ([www.ansi.org/Accreditation/credentialing/personnel-certification/food-protection-manager/ALLdirectoryListing?menuID=8&pr\\_gID=8&statusID=4](http://www.ansi.org/Accreditation/credentialing/personnel-certification/food-protection-manager/ALLdirectoryListing?menuID=8&pr_gID=8&statusID=4))

### Initial Certification

If you have never been a registered CFPM in Minnesota:

1. Attend a training course and pass an approved exam.
2. Download and print Initial Application (PDF) from [www.health.state.mn.us/communities/environment/food/docs/cfpm/cfminitappnew.pdf](http://www.health.state.mn.us/communities/environment/food/docs/cfpm/cfminitappnew.pdf)
3. Mail initial application, copy of exam certificate and \$35 fee to MDH, PO Box 64495, St. Paul, MN 55164-0495.
4. Apply for initial Minnesota CFPM no more than 6-months after passing the exam.

### MN CFPM Registration Renewal

Minnesota CFPM expires 3 years from the effective date printed on the MDH certificate. To renew:

1. Complete four or more hours of approved training, within the effective dates of the valid certificate.
2. Download and print Renewal Application (PDF) from [www.health.state.mn.us/communities/environment/food/docs/cfpm/cfmrenappnew.pdf](http://www.health.state.mn.us/communities/environment/food/docs/cfpm/cfmrenappnew.pdf)
3. Mail renewal application, approved training certificate(s) and \$35 fee to MDH, PO Box 64495, St. Paul, MN 55164-0495.
4. Apply for renewal no more than 6-months after the expiration date printed on the MDH certificate.

### FAQs

#### Are there exemptions from CFPM requirements?

Yes, certain food establishments—based on license type or food preparation activities—are exempt from Minnesota CFPM requirements. Some exempt establishments may include:

- Low-risk food establishment
- Special event food stand
- Retail food vehicle, portable structure, or cart

In addition, establishments may be exempt if food preparation activities are limited to:

- Preparing or packaging food and ingredients that are not time/temperature control for safety food (non-TCS food).
- Heating or serving precooked hot dog or sausage products, popcorn, nachos, pretzels, or frozen pizza.

- Processing raw meat, poultry, fish or game animals intended for cooking by the consumer.

A list of exemptions to CFPM requirements is found in Minnesota Rules, part 4626.0033, item B.

# Major Food Allergens

## “The Big 9”

These foods account for the most common food allergies:

- Peanuts
- Tree nuts (such as almonds, pecans, and walnuts)
- Wheat
- Soy
- Sesame\*
- Eggs
- Milk
- Crustacean shellfish (such as crab, lobster, and shrimp)
- Fish (such as salmon, tuna, and halibut)

\* Sesame is not listed in the MN Food Code but is required to be labeled for as an allergen as of January 1, 2023.

These nine foods, and any ingredient that contains protein derived from one or more of them, are designated as “Major Food Allergens.” Examples of food products that may contain allergens as ingredients include:

- Candy
- Glazes
- Sauces
- Meat substitutes

## Symptoms of an Allergic Reaction

Symptoms are unique to each person and can include:

- Stomach-ache
- Vomiting
- Hives
- Difficulty breathing
- Swelling
- Blood pressure drop
- Shock

These symptoms can occur right away or up to several hours after exposure to an allergen.

## Responsibilities of the PIC

Regarding allergens, the PIC must:

- Be able to describe foods identified as major food allergens.
- Know the symptoms caused by the major food allergens.
- Ensure employees are trained in food safety, including food allergy awareness.

## Allergen Labeling

Allergen labeling is required for packaged food products that contain any of the eight major food allergens.

The label must identify, by name, any Major Food Allergens in the product as part of the ingredient list. The list must also include protein(s) derived from a Major Food Allergen. Use one of the following labeling options:

1. List the common or usual name of the food source, followed by the name of the allergen in parentheses. Example: flour (wheat), whey (milk).  
**OR**
2. After the ingredient list, place the word ‘Contains’ followed by the food allergen. Example: Contains: wheat, milk.

For tree nuts, declare the specific type of nut.

Example – *Contains: almonds, coconuts, pecans.*

For fish or crustacean shellfish, declare the species.

Example – *Contains: walleye, shrimp, and lobster.*

---

## Resources

[Minnesota Department of Health Food Business Safety  
www.health.state.mn.us/foodbizsafety](https://www.health.state.mn.us/foodbizsafety)

Minnesota Department of Health  
Food, Pools, and Lodging Services  
PO Box 64975  
St. Paul, MN 55164-0975  
651-201-4500

health.foodlodging@state.mn.us  
www.health.state.mn.us  
Minnesota Department of Agriculture  
Food and Feed Safety Division  
625 Robert Street N  
St. Paul, MN 55155-2538  
651-201-6027  
[MDA.FFSD.Info@state.mn.us](mailto:MDA.FFSD.Info@state.mn.us)  
www.mda.state.mn.us

# FOOD ALLERGIES

Many foods can be potential allergens and cause allergic reactions.  
Some reactions can be life-threatening!



**\*\*Always let the guest make their own informed decision\*\***

When a guest informs you of a food allergy, you can check with the chef, manager, or person in charge for preparation procedures, ingredients, and potential cross-contact.

## Cross-Contact is Serious!

*These can contaminate other food if not thoroughly cleaned ...*



**If a guest has an allergic reaction notify management and call 911.**



# NOROVIRUS

## What is norovirus?

Noroviruses are a group of viruses (previously known as Norwalk-like viruses) that can cause gastroenteritis, an inflammation of the stomach and intestines. Norovirus is the leading cause of foodborne illness outbreaks in Minnesota.

This infection is often mistakenly referred to as the “stomach flu”. Norovirus is not related to the flu (influenza), which is a common respiratory illness caused by the influenza virus.

## What are the symptoms?

Common symptoms of norovirus infection include vomiting, diarrhea, and stomach cramping. Less common symptoms can include low-grade fever or chills, headache, and muscle aches. Symptoms usually begin 1 or 2 days after ingesting the virus, but may appear as early as 12 hours after exposure. The illness typically comes on suddenly. The infected person may feel very sick and vomit often, sometimes without warning, many times a day. Sometimes people infected with norovirus have no symptoms at all, but can still pass the virus to others.

## How long does it last?

Most people recover in 1 or 2 days and have no long-term health effects. Dehydration can be a concern in the very young, the elderly, or people with weakened immune systems. Occasionally infected people may experience milder symptoms for a week or more.

## How is it spread?

Noroviruses are very contagious. They are found in the stool (feces) or vomit of infected people. From there, noroviruses are transferred to food, water, or surfaces by the hands of infected people who have not washed adequately after using the bathroom.

People become infected with norovirus by:

- Eating food or drinking liquids contaminated by an infected person.
- Eating uncooked shellfish that has been harvested from contaminated waters.
- Touching contaminated surfaces or objects and then touching their mouth or eating without washing their hands first.

## What should I do if I have symptoms?

- Drink plenty of fluids so you don't become dehydrated.
- Wash your hands often and do not prepare food for others.
- Contact your health care provider (but remember that antibiotics don't treat viruses).

## How can I prevent norovirus infections?

- Wash your hands with warm, soapy water for 20 seconds
  - ✓ After using the bathroom
  - ✓ After changing diapers
  - ✓ Before preparing foods
  - ✓ Before eating
- Wash your hands more often when someone in your household is sick.
- Clean and disinfect surfaces with a household bleach solution immediately after vomiting or diarrheal accidents.
- Steam oysters before eating them.
- Avoid preparing food for others while you have symptoms and for at least 3 days after you recover.

**To report a suspected foodborne illness, call the Minnesota Department of Health Foodborne Illness Hotline at 1-877-FOOD-ILL (or 651-201-5655 from the Twin Cities).**



## CLEAN-UP

1. Remove vomit or diarrhea right away. Do Not wet or dry-vac!
  - a. Wearing protective clothing, such as disposable gloves, apron and/or mask, wipe up vomit or diarrhea with paper towels.
  - b. Use kitty litter, baking soda or other absorbent material on carpets and upholstery to absorb liquid; do not vacuum material - pick up using paper towels.
  - c. Dispose of paper towel/waste in a plastic trash bag or bio-hazard bag.
2. Use soapy water to wash surfaces that contacted vomit or diarrhea and all nearby high-touch surfaces, such as door knobs and toilet handles.
3. Rinse thoroughly with plain water.
4. Wipe dry with paper towels.

## DISINFECT

5. Disinfect surfaces by applying a disinfectant rated for Noroviruses.
  - a. Steam cleaning may be preferable for carpets and upholstery. Chlorine bleach could permanently stain these. Mixing directions are based on EPA-registered bleach product directions to be effective against norovirus. For best results, consult label directions on any Norovirus rated product you are using. One category of alternative disinfectants is accelerated hydrogen peroxide. The advantage of this type of disinfectant is it is less corrosive on surfaces, has less odor, and is more stable than bleach. Accelerated hydrogen peroxide disinfectants are commonly used at many medical centers, hospitals, and nursing homes.
  - b. Prepare a disinfectant rated for noroviruses (see Chlorine Bleach Disinfection Reference Chart).

- c. Leave surface wet for required amount of time (bleach for at least 5 minutes).
  - d. Rinse all surfaces intended for food or mouth contact with plain water before use.
6. Wash your hands thoroughly with soap and water.

*References: Clean-up and Disinfection for Norovirus ("Stomach Bug"), disinfect-for-health.org. Updated March, 2015 | OSHA FactSheet: Noroviruses, [www.OSHA.gov](http://www.OSHA.gov). Dated May 2008 | SafeMark Best Practices: Norovirus Information Guide, Ecolab and Food Marketing Institute. Dated July 2010*

## SUGGESTED SUPPLIES FOR NOROVIRUS CLEAN-UP KIT

Consider assembling and storing these supplies in a 'kit' to allow for easier access and rapid response or purchase commercial ready-made kits.

- 'Caution! - Wet Floor' signs or safety cones
- Eye protection
- Disposable gloves (vinyl, latex or rubber)
- Disposable mask
- Disposable plastic apron
- Biohazard clean-up kits which would include:
  - Liquid spill absorbent material (kitty litter)
  - Disposable shovel or scrapper
  - Disposable bags and bag ties
  - Disinfectant rated for noroviruses
- Paper towels
- Several plastic trash bags and bag ties
- Disinfectant and applicators (effective against viruses, including norovirus)
- Mop and mop buckets (note: mops are not recommended for clean-up, unless mop head is immediately discarded after use)
- Buckets for cleaning solutions
- Spray bottles and/or portable hand pump spray applicator

## Chlorine Bleach Disinfection Reference Chart

Description of Environmental Surface	Chlorine Bleach (5.25% Sodium Hypochlorite) Concentration (PPM)	Mixture	Contact Time
'Clean' hard, non-porous surfaces	1000 ppm	1/3 cup bleach per 1 gallon of water	5 minutes
'Soiled' hard, non-porous surfaces	5000 ppm	1-2/3 cups bleach per 1 gallon of water	5 minutes
'Soiled' porous surfaces	5000 ppm	1-2/3 cup bleach per gallon of water	5 minutes

**Note: Discoloration or damage may occur where 5.25% hypochlorite bleach is used. Ensure treated areas are well ventilated.**

# Persons-In-Charge: You Must Report Customer Complaints of Illness



If a customer complains of diarrhea or vomiting after eating at your restaurant, you must do the following:

1. Write down the customer's name and contact information.
2. Call your local health department or the Minnesota Department of Health Foodborne Illness Hotline: **1-877-FOOD-ILL (1-877-366-3455)**.
3. Suggest that your customer may also contact the MDH Hotline, if they wish to do so.



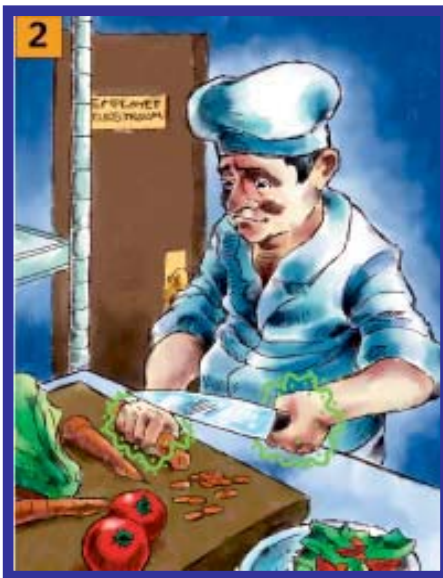
Revision Date: 3/20/10

# Employees: Report Your Illness

Help keep your guests and coworkers  
from becoming sick.



1. Tell the person in charge if you are sick.
2. Do NOT work if you have vomiting or diarrhea.



3. Do NOT return to work for *at least 24 hours* after symptoms have gone.

Remember that you handle the food that other people eat.



Revision Date: 3/20/2010

**MDH Foodborne Illness Hotline: 1-877-FOOD-ILL (1-877-366-3455)**



## Illness Reporting for Food Establishments

MINNESOTA FOODBORNE ILLNESS HOTLINE 1-877-FOOD ILL

### PIC Responsibilities

The person in charge (PIC) must **exclude** all ill employees from the establishment while they have:

- Diarrhea
- Vomiting

**Employees with diarrhea or vomiting cannot return to work for at least 24-hours after symptoms end.**

Record all employee reports of diarrhea and vomiting including onset date in an [Employee Illness Log](#).

The PIC must notify your local health department or MDH of any employee diagnosed with any of these illnesses:

- Norovirus
- *Salmonella*
- *Shigella*
- Hepatitis A virus
- Shiga toxin-producing *E. coli*
- Infection with another bacterial, viral or parasitic pathogen

Exclusions and restrictions may apply if an employee has been diagnosed with any of the illness listed above.

### Employee Responsibilities

Some illnesses can be transmitted through food from employees to customers. Therefore, employees cannot work if they have:

- Diarrhea
- Vomiting

**Employees with diarrhea or vomiting cannot return to work for at least 24-hours after symptoms end.**

Employees must report to the PIC if they have any of the following symptoms:

- Diarrhea
- Vomiting
- Jaundice (yellowing of skin or whites of eyes)
- Sore throat with fever
- Open, infected wound

Employees must report to the PIC if they have any of the following infections:

- Norovirus
- *Salmonella*
- *Shigella*
- Hepatitis A virus
- Shiga toxin-producing *E. coli*
- Infection with another enteric bacteria, viral or parasitic pathogen

Employees must report to the PIC if they have been exposed to, or are a suspected source of a disease outbreak in the last 30 days.

### Report Customer Illness Complaints

The PIC is required to notify your local health department or MDH of complaints from a customer who:

- Reports becoming ill with diarrhea or vomiting after eating at the establishment.

### OR

- Reports having or is suspected of having norovirus, hepatitis A virus, *Salmonella*, *Shigella*, Shiga toxin-producing *E. coli*, or another enteric bacterial, viral or parasitic pathogen after eating at the establishment.

Customer complaints may also be reported directly to the MDH Foodborne Illness Hotline toll free at 1-877-366-3455 or fill out the online [Minnesota Foodborne & Waterborne Illness Report](#).



### Resources

[Minnesota Department of Health Food Business Safety \(www.health.state.mn.us/foodbizsafety\)](#)

[Employee Illness Log \(www.health.state.mn.us/foodsafety/dwi/empillog.pdf\)](#)

[Minnesota Foodborne & Waterborne Illness Report \(www.health.state.mn.us/foodill\)](#)

Minnesota Department of Health  
Food, Pools, and Lodging Services  
PO Box 64975  
St. Paul, MN 55164-0975 651-201-4500

[health.foodlodging@state.mn.us](mailto:health.foodlodging@state.mn.us)  
[www.health.state.mn.us](http://www.health.state.mn.us)

Minnesota Department of Agriculture  
Food and Feed Safety Division  
625 Robert Street N  
St. Paul, MN 55155-2538

651-201-6027 [MDA.FFSD.Info@state.mn.us](mailto:MDA.FFSD.Info@state.mn.us)  
[www.mda.state.mn.us](http://www.mda.state.mn.us)



