REQUIRED DOCUMENTATION & POSTINGS FOR FOOD ESTABLISHMENTS

Public Health
Prevent. Promote. Protect.

»» Required to be posted for customer view

1. **Food Protection Manager (FPM) Certificate**
   - Manager's certificate, not food handler
   - Must be in a supervisory and management role
   - The FPM does not need to be present at all times but should designate a person in charge as stated in 2-101.11
   - The FPM must also hold an Allergen Awareness certificate
2. **Allergen Awareness Certificate**
   - Access training here: **https://tinyurl.com/b2bt4fzy**
3. **"Most Recent Inspection Report Available Upon Request" signage**
4. **Current food permit and any applicable local permits**

»» Must be available upon request

(posting certificates is recommended)

1. **Anti-Choke Certificate**
   - Required for establishments with 25+ seats
   - A trained employee (with certificate) is required to be on site at all times while food is being served
   - Insurance provision to cover employees who may render aid

»» Required to be posted in employee work area

1. **Allergen Awareness Poster**
   - No smaller than 8.5 x 11" and include the requirements listed in 105 CMR 590.011(C)(1)
   - Access poster here: **https://tinyurl.com/3baz4anu**
2. **Handwashing Sign**
   - Required to have in all handwashing sinks used by food employees and should be clearly visible

»» Required policies &procedures

1. **Vomit & Diarrheal Event Clean-Up Plan**
   - Food establishment should have procedures for employees to follow when responding to vomiting or diarrheal events
   - Written procedure is recommended
   - Procedural specific clean-up items must be available on site
   - Access template here: **https://tinyurl.com/bddnwvcs**
2. **Food Employee Reporting Agreement**
   - Food employees must verify that they will report information about their health as it relates to diseases that are transmissible through food
   - Written policy recommended
   - Access template here: **https://tinyurl.com/ycyx6axj**

»» Required Notices for Menus/Menu Boards

1. **"Before placing your order, please inform your server if a person in your party has a food allergy"**
   - Required to be posted on all printed menus, menu boards, and drive-thru menus
2. **"Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness"**
   - All animal-derived food that is served raw or undercooked listed on the menu shall be linked to the above statement by an asterisk. Refer to 3-603.11.