



**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
**REFERENCE GUIDE**

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**TITLE:** Safe Food Inspection Program

**NUMBER:** REF-5830.0

**ISSUER:** John Sterritt, Director  
Office of Environmental Health and Safety

David Binkle, Interim Director  
Food Services Division

Enrique G. Boull't, Chief Operating Officer  
Office of the Chief Operating Officer

**DATE:** August 27, 2012

**ROUTING**  
All Schools and Offices

**PURPOSE:** The purpose of this Reference Guide is to provide information regarding the Office of Environmental Health and Safety and the Food Services Division's management of food safety inspections. The mandated inspections conducted by the Los Angeles County Department of Public Health are part of the Los Unified School District's overall plan to ensure safe food for students and staff.

**MAJOR CHANGES:** This is a new Reference Guide.

- INSTRUCTIONS:** I. BACKGROUND
- A. Under the current provisions of Section 111 of the Federal Child Nutrition and Women, Infants and Children Program Reauthorization Act, each school that participates in the National School Lunch or Breakfast Program is required to receive two food safety inspections per school year. This law, as amended by Section 9(h) of the Richard Russell National School Lunch Act states in part, "Each school must obtain at least two food safety inspections each school year and the inspections must be conducted by a state or local governmental agency responsible for food safety inspections."
  - B. The Los Angeles Unified School District Food Services Division (FSDiv), in consultation with the Office of Environmental Health and Safety (OEHS), has entered into an agreement with the Los Angeles County Department of Public Health (County) to provide food safety inspections to LAUSD school cafeterias in compliance with the food safety mandates.



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- C. In addition to health department inspections, OEHS manages other regulatory agency inspections related to health and safety. For additional information on other types of inspections and corresponding procedures, refer to [BUL 5547, \*Procedures for Regulatory Agency Inspections and Industrial Hygiene Sampling\*](#).

### II. SERVICES PROVIDED BY COUNTY HEALTH DEPARTMENT

- A. A County Health Inspector will conduct up to two comprehensive food safety inspections of the school cafeteria including the surrounding areas per year (trash dumpsters, kitchen employee restrooms and student eating areas). District central kitchens will also be included in the inspection program.

Inspections are conducted during the school year (August to May). If the school cafeteria is open during the summer for service, an inspection may occur at that time. There is no pre-notification by the County Health Department for these inspections.

The County Health Inspector will perform a routine inspection to determine the school's compliance with the California Retail Food Code (Cal-Code).

- B. At the conclusion of the inspection, the inspection report will be discussed and issued to the Food Service Manager. A standardized Los Angeles County letter grade will not be generated or posted in relation to the inspection.
- C. If high risk health code violations are noted, immediate corrective measures may be necessary. The County Health Inspector will communicate high risk violations with the Food Service Manager. High risk health code violations include, but are not limited to; sewage, vermin, no water, no hot water and food temperature violations.

For high risk health code violations, follow-up inspections may also be conducted to verify correction of identified deficiencies if the violations were not corrected at the time of the original inspection.

- D. All schools remain subject to compliant investigation and the County will continue to respond to complaints in schools whether covered by a service agreement or not. There are two schools that fall under the jurisdiction of a health agency other than the Los Angeles County Public



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Health Department (Rancho Dominguez Preparatory School and Vernon City Elementary School). They will receive similar services from their corresponding agency.

- E. All schools that are included in the service agreement with Los Angeles County will be issued an inspection certificate. An exemplar of the Certificate of Inspection for Newman Nutrition Center is provided in Attachment 1.

### III. FOOD SERVICES DIVISION AND SCHOOL RESPONSIBILITIES

- A. The Principal has no direct responsibility other than informing the Food Services Manager upon the arrival of a County Health Inspector and authorizing entry onto the campus.
- B. The Food Service Manager shall accompany the County Health Inspector and provide information and assistance as warranted. The Food Service Manager shall notify FSDiv central staff upon arrival to the site of the County EHS. FSDiv Central staff shall notify OEHS by phone or email immediately.
- C. Should any immediate corrective measure be identified during the inspection, every effort to make immediate mitigation measures must be taken. The Area Food Services Supervisor must be contacted immediately by the Food Service Manager and a copy of the report must be emailed or faxed to FSDiv central staff. FSDiv central staff is responsible for the immediate dissemination of reports to OEHS.
- D. The Food Service Manager must communicate with the Area Food Services Supervisor or designated FSDiv manager immediately if the County Health Inspector recommends closure of the facility due to high risk violations. FSDiv is responsible for immediate communication with the OEHS Duty Officer at (213) 241-3199.
- E. Following inspection by the County, the Food Service Manager or their designee must post the report in a visible location. The report must be accessible for review by employees, students and parents.

### IV. OEHS RESPONSIBILITIES

- A. Upon receipt of the reports from FSDiv, OEHS will track reports in the Safe Food Inspection Database. In addition, a corrective action letter will be sent to responsible parties and completion of the identified corrective



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measure will also be tracked via the database. OEHS will provide exception reports to FSDiv to track closure of outstanding deficiencies.

- B. OEHS will provide support to schools and FSDiv when cafeterias are affected by health and safety related closures. Closures affecting cafeterias will be treated with urgency to minimize disruption to school operations.
- C. OEHS will also continue to provide consultative services to schools and FSDiv in addressing general health and safety concerns in addition to health department inspections.

### **RELATED RESOURCES:**

OEHS Website: [www.lausd-oehs.org](http://www.lausd-oehs.org).  
[BUL-5547, Procedures for Regulatory Agency Inspections and Industrial Hygiene Sampling](#)  
[Los Angeles County Department of Public Health Retail Food Inspection Guide](#)

### **ASSISTANCE:**

For assistance or further information pertaining to health and safety matters, please call the Office of Environmental Health and Safety (213) 241-3199 or visit [www.lausd-oehs.org](http://www.lausd-oehs.org).

Inquiries pertaining to food service matters may be addressed to the Food Services Division at (213) 241-3366.