

Person in Charge (PIC)

Food Code Requirement (2-101.11, 2-102.11, 2-102.12, 2-103.11)

The 2017 FDA Food Code requires a designated Person in Charge (PIC) to be in the food establishment during all hours of operation. The PIC shall be present at all hours of operation, they shall demonstrate knowledge of foodborne illness prevention, and perform his or her rightful duties to ensure food safety. Supervision and active managerial control serve as the two of the most critical aspects to ensure a food safety management system is present and maintained.

Determining Compliance

The PIC must demonstrate their knowledge in food safety by:

1. Being a certified food protection manager (CFPM) by passing a test from an accredited program,
2. Complying with the food code and having no priority item violations during the current inspection,
3. Correctly responding to questions regarding food safety principles and practices asked by LCHD.

Verifying Knowledge

If neither the compliance or certification requirement is met, the PIC must correctly respond to food safety questions asked by LCHD.

The questions shall be:

- Applicable to the job position and operations,
- Guided to reveal whether the PIC is able to understand and enforce food safety practices, and
- open-ended.

Why is having a PIC so important?

The purpose of a PIC is to ensure there is sufficient active managerial control (AMC) to prevent the occurrence of foodborne illnesses (FBI). AMC is the purposeful incorporation of actions or procedures by industry management into the operation of their businesses to control foodborne illness risk factors. It embodies a preventative, rather than a reactive, approach to food safety through a continuous system of monitoring and verification.

Person in Charge Definition:

Individual present at a food establishment who is responsible for the operation at the time of inspection.

Approved Courses:

To meet the criteria of demonstration of knowledge through compliance, the PIC must be a certified food protection manager. The following are ANSI accredited food manager courses:

1. ServSafe®
2. National Registry of Food Safety Professionals
3. StateFoodSafety
4. Prometric Inc.
5. 360° Training

See next page for sample questions which will be asked by inspectors if the food establishment has priority item violations or no certified food protection manager.

PIC Question Examples for Demonstration of Knowledge

EMPLOYEE HEALTH - [2-201.11(C)(1-3)]

- What do you do when an employee calls in sick?
- What do you do if an employee comes to work sick or gets sick at work?
- When do you restrict/exclude ill employees?
- How do you respond to vomit or diarrheal incidents that occur at work?
- What actions do you take if an employee tells you they have been diagnosed with an illness communicable through food? Such as Norovirus, E. coli, Salmonella, etc.

REASON FOR TEMPERATURE CONTROL - [2-201.11(C)(4)]

- Why do time-temperature control for safety (TCS) foods (formally known as potentially hazardous foods) need to be kept out of the “danger zone?”
- Why is it unsafe to keep TCS foods at room temperature too long?

CONSUMPTION OF RAW FOOD - [2-201.11(C)(5)]

- What are the hazards of serving raw or undercooked TCS foods?
- What TCS foods do you serve raw or undercooked?

TCS TIME AND TEMPERATURE - [2-201.11(C)(6-7)]

- What are your cooling procedures for _____? (fill in the blank with the appropriate food)
- What are your hot holding procedures?
- Describe your methods for preparing _____ (fill in the blank with the appropriate food) How do you know if TCS foods are cooked to the proper temperature?
- To what temperature do you cook _____? (fill in the blank with the appropriate food)
- What do you do with foods that aren't at the proper temperature?
- What are your reheating procedures?
- What temperature do you keep cold foods?
- How is this verified?
- Do you have thermometers for checking the temperature of TCS foods?
- How often are your thermometers calibrated?

CROSS CONTAMINATION / HAND CONTACT / HANDWASHING - [2-201.11(C)(8)]

- Why should food employees prevent cross contamination?
- What steps do you take to prevent cross contamination?
- What do food workers use to handle ready to eat foods?
- Where and when do food workers wash their hands?
- Describe the employee handwashing procedure.
- What is your monitoring procedures for handwashing?

EQUIPMENT AND FOOD SAFETY - [2-201.11(C)(9)]

- Why is it important to have handwashing sinks located near all food preparation areas?
- What are the food safety hazards associated with equipment not clean or in good repair?

CLEANING AND SANITIZING - [2-201.11(C)(10)]

- How do you clean and sanitize equipment and utensils?
- What kind of sanitizer do you use and how do you determine its strength?

WATER SOURCE / BACKFLOW PREVENTION - [2-201.11(C)(11)]

- What is your water source?
- What steps do you take to avoid cross connections in this facility?

CHEMICALS - [2-201.11(C)(12)]

- How do you store poisonous or toxic materials?
- What toxic chemicals are used in the establishment?
- Where are they stored?

CRITICAL CONTROL POINTS (FOR FACILITIES WITH HACCP PLANS) - [2-201.11(C)(13-14)]

- What are the Critical Control Points in your operation and what steps are you taking to ensure they are controlled?
- How are you complying with your HACCP Plan?
- What records do you have for your HACCP plan?
- What is the shelf life of Reduced Oxygen Packaging food?

RESPONSIBILITIES - [2-201.11(C)(15)]

- Explain what the Food Code says about the responsibilities of each food employee, the Person in Charge, and the regulatory authority.