

Department of Environmental Health: Public Health Inspections

Inspection Process Overview: DISPENSARIES & INFUSED PRODUCT MANUFACTURERS (MIPs)

➤ **ENVIRONMENTAL HEALTH – PHI: PLAN REVIEW**

Prior to requesting a license sign-off inspection, all marijuana dispensary stores and MIP facilities are required to undergo a health plan review for all new construction and any remodeling requiring a permit. Contact Environmental Health’s plan review team for more information at DEHplanreview@denvergov.org or **720-865-2832**. Failure to complete plan review process will delay health approval for license sign-off inspection.

➤ **ENVIRONMENTAL HEALTH – PHI: LICENSE SIGN-OFF INSPECTION**

After Environmental Health plan review is completed, businesses contact Denver Environmental Health (DEH) to request a license sign-off inspection. Businesses may request a specific time and date to meet with an investigator. Scheduling a license sign-off inspection can be done by emailing DEH at phicomments@denvergov.org or by calling **311 City Services** (720-913-1311 if calling from outside of Denver). During the license sign-off inspection, the investigator verifies all equipment is in place per plan review documents. The license is digitally “signed-off” if facility is compliant with plan review requirements. Denver Excise & Licensing requires license sign-off inspections occur prior to issuing a Denver business license.

THE FOLLOWING MUST BE CONFIRMED FOR A LICENSE SIGN-OFF:

- ✓ All equipment is in place and functioning correctly
- ✓ Hot water is available at hand washing sinks (*measuring minimum of 100°F within 30 seconds of activation*)
- ✓ Hand washing sinks are available in all areas where open food handling occurs
- ✓ Hot water is available at 3-compartment sink (*measuring a minimum of 110°F*) (MIPs)
- ✓ Restrooms are properly constructed and have appropriate fixtures
- ✓ Floors, walls, ceilings are smooth, durable, and easily cleanable
- ✓ Food preparation sink is available (*if necessary*) (MIPs)
- ✓ Mop sink is installed and properly plumbed
- ✓ Ventilation system is in place and working properly (*if necessary*) (MIPs)
- ✓ Outer openings are protected from pest entry
- ✓ Future violation prevention
 - Be prepared to discuss production processes, ingredient sources, and products in detail
 - Recommend discussing any plans for future expansions

*****NOTE:** DEH encourages business operators to be present during the license sign-off inspection, as this is an opportunity for the business operator to ask questions and get information prior to the business opening. DEH also offers basic food safety classes and has many educational materials available. Ensuring product safety systems and active managerial controls are in place is a primary goal during the license sign-off inspection.

➤ **ENVIRONMENTAL HEALTH – PHI: REGULATORY INSPECTIONS**

Regular inspections occur 1-2 months after the license sign-off inspection and approximately every 6 months thereafter. Re-inspections may be needed to demonstrate correction of violations following the inspection. Regular inspections and complaint-based inspections are unannounced visits.

PUBLIC HEALTH RISK FACTORS THAT ARE MONITORED DURING REGULATORY VISITS INCLUDE:

APPROVED SOURCE

- ✓ All ingredients are sourced from licensed and inspected manufacturers
- ✓ Ingredients not spoiled or unwholesome

PRODUCT CONTAMINATION

- ✓ Laboratory reports for tests such as microbials or pesticide residues may be requested and reviewed
- ✓ Robust controls should be in place for solvent, mold, chemical, and microbial control

EMPLOYEE ILLNESS & EMPLOYEE KNOWLEDGE

- ✓ Verification of Employee Illness Policy to ensure employees experiencing gastrointestinal symptoms are not handling consumable product
- ✓ Operator must ensure employees receive proper training as it relates to their duties

PERSONAL HYGIENIC PRACTICES

- ✓ Employees must be trained how to properly wash hands, where to wash, and when to wash
- ✓ Employees must not handle ready-to-eat products with bare hands

TEMPERATURE CONTROL

- ✓ If facility has potentially hazardous foods requiring temperature control:
 - Potentially hazardous infused foods (*hash oil, tinctures, oils, butter, etc.*) must be held cold (*at or below 41°F*)
 - DEH may approve infused foods to not be held cold and issue approval letter on case-by-case basis
 - A calibrated probe thermometer (*ranging from 0°F-220°F*) must be onsite and used if potentially hazardous foods are present in facility

SANITIZATION of EQUIPMENT

- ✓ Food contact surfaces must be properly washed, rinsed, and sanitized
- ✓ In-place sanitizer must be provided in all areas of active food handling
- ✓ Facility must have the appropriate test strips to monitor sanitizer concentration

HAND WASHING & TOILET FACILITIES

- ✓ Hot water must achieve 100°F within 30 seconds of activation at hand washing sinks
- ✓ Soap and paper towels must be provided at each handsink

PEST CONTROL MANAGEMENT & ANIMALS

- ✓ Pests must be minimized
- ✓ No evidence of animals on premise

TOXIC MATERIALS

- ✓ Toxic materials must be stored below and away from consumable products
- ✓ Toxic material must be clearly labeled and used per label instructions

Repeat critical violations in a 12-month period can result in the assessment of fines against food facilities. To learn more or to access training resources, food safety information, or inspection results, visit us online at www.denvergov.org/phi. The division of Public Health Inspections strongly encourages you to implement your own internal daily "inspection." Check out our Food Safety System Toolkit (on our website), which is designed to help you identify issues that you should monitor on a daily basis. Contact your area investigator or write us at phicomments@denvergov.org to set up a free consultative visit that can include a mock inspection, an assessment of your processes, education for your staff, or a combination. Find us on Facebook at www.facebook.com/DenverPHI.

Please visit <http://www.surveymonkey.com/s/foodinspectionsurvey> to complete a brief survey and provide feedback on this visit. The Denver Department of Environmental Health is now offering a 90-minute online food safety training course for the cost of \$10 in English, Spanish, Vietnamese, Mandarin, and Korean. A link to the course can be found on our website (www.denvergov.org/phi).

Please note that this checklist is not all inclusive. Please visit our webpage to access regulations.

As Denver's nationally-accredited local public health agency, the Department of Environmental Health (DEH) is dedicated to advancing Denver's environmental and public health goals. DEH Divisions include Denver Animal Protection, Community Health, Environmental Quality, Office of the Medical Examiner and Public Health Inspections.

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