

J.10 Food Safety and Sanitation Guidelines

Food and Safety Requirements:

The Environmental Division of the Office of Assisting Physician (OAP) will be the “regulatory authority” who will determine compliance with the FDA Food Code for all food service operations.

The OAP requires all food service operations comply with the most current guidelines; described in a set of federal codes, policies, protocols and best business practices, and all incorporated into a single document, the FDA Food Code ([FDA Food Code website](#)). The OAP will conduct assessments in accordance with the FDA Food Code.

The contractor shall implement an Active Managerial Control (AMC) program based on principles from the [FDA Manual for voluntary HACCP program](#). This program shall employ HACCP principles to develop operational procedures that ensure consistent AMC practices. Each food vendor is expected to provide either their HACCP plan or Food Safety Standard Operating Procedures (SOPs) that meet or exceed the standards set forth in the FDA HACCP manual.

Fire and Accident Safety:

The Contractor(s) must comply with all applicable federal and Capitol fire, police, safety and health laws, ordinances, rules and regulations. The Contractor(s) must train its employees to follow established procedures concerning response to fire, civil defense, bomb threats, and other emergencies. Contractor(s) employees must be trained in the use of fire extinguishers to abate fires occurring within Contractor(s) managed areas based on established procedures.

The Contractor(s) will immediately notify the COR of any fire, accident or safety hazard that occurs at any Capitol facility under Contractor's control. The Contractor(s) will take measures to remedy any condition in facilities that are unsafe, unhealthy or dangerous. The House can review and approve Contractor's Occupational Safety and Health Act (OSHA) required standards. Each Contractor must have at least one OSHA certified person on staff during operating hours. All OSHA training will be the responsibility of the Contractor. The Office of Compliance is an independent legislative agency that conducts safety inspections in the House and is responsible for monitoring compliance with certain aspects of the Occupational Safety and Health Act and its standards.

Food Safety:

The [FDA Employee Health and Personal Hygiene handbook](#) must be incorporated into staff training programs. Each vendor shall also require employees to sign health agreements as specified in the handbook, ensuring a commitment to maintaining personal hygiene and reporting health concerns.

For new establishment plan reviews, contractors should reference the [plan review guidance](#) from the Conference for Food Protection, which outlines the required components of a comprehensive plan review.

To support ongoing inspections, the FDA Food Code, as the regulatory document governing these procedures, will be used. Although an inspection checklist may not be feasible, Annex 7 of the [Food Code](#) (form 3-A and Guide 3-B starting on page 607) includes templates and marking instructions that outline the inspection process, providing a general guide if needed.

The contractor shall comply with corrective timelines as outlined in Section 8-404.11 of the FDA Food Code:

J.10 Food Safety and Sanitation Guidelines

- Priority violations must be corrected on-site during inspection.
- Priority foundation violations must be corrected within 10 days.
- Core violations must be corrected within 90 days.

The contractor shall submit a written corrective action plan within 5 business days of each inspection report, detailing actions to address each violation in compliance with FDA timelines.

For repeated priority or priority foundation violations, the contractor shall work with the OAP to develop a Risk Control Plan (RCP) with mutually agreed-upon actions and timelines. Failure to meet RCP terms may lead to further enforcement, such as corrective action letters or a formal corrective action plan, as determined by the Chief Administrative Officer (CAO).

The Quality Assurance Surveillance Plan (QASP) will support enforcement through OAP inspection reports, with the COR holding the contractor accountable for remedying recurring issues identified in inspections.

The House reserves the right to perform health and safety inspections at any time. If conditions at any House facilities under the contractor's control do not comply with the FDA Food Code, the House may require corrective actions at the contractor's expense. The contractor shall submit an action plan in writing to the COR within 5 business days of receiving a report.

The contractor must have a Hazard Analysis of Critical Control Points (HACCP) plan for food safety, covering hazard analysis, critical control points, corrective actions, system verification, and record-keeping. This HACCP program is subject to random inspections for FDA compliance.

The contractor shall maintain strict temperature control for all food items, meeting or exceeding FDA standards.

All vehicles used for food transportation must comply with food safety guidelines to prevent spoilage. The contractor is responsible for ensuring vehicles meet these guidelines throughout transport.

The contractor must immediately notify the COR of any cases of communicable diseases, skin infections, food poisoning, contamination, or exposure to bloodborne pathogens among employees or patrons. Details of each case and actions taken to remedy and prevent recurrence must be promptly reported.

Guest Vendors/Pop-Ups:

The contractor shall ensure that all guest vendors providing food services comply with the FDA Food Code. Prior to any guest vendor operation, the contractor shall submit the following documentation for review by the House, with assistance from the OAP: A valid food permit from the vendor's primary (brick-and-mortar) establishment.

1. The most recent inspection report of the vendor's primary establishment.
2. A copy of the Certified Food Protection Manager (CFPM) certification.
3. Employee health agreements for all employees who will be on-site.
4. A menu detailing the items to be served.
5. A description of the vendor's food service plan, including equipment and methods to maintain time and temperature control parameters.

This documentation must be provided in advance of the guest vendor's operation to allow for thorough review and approval.

J.10 Food Safety and Sanitation Guidelines

Sanitation:

The contractor shall develop and submit a tailored cleaning schedule for each facility, aligned with the facility's specific needs as part of their HACCP program. The OAP is available to assist in reviewing these schedules for appropriateness, but the contractor is responsible for adhering to the approved schedule.

A responsibilities matrix shall outline specific cleaning and maintenance duties for both the contractor and the House, covering general cleaning and facility upkeep tasks. The OAP may assist in reviewing this matrix for clarity and completeness.

To maintain high cleanliness standards, the contractor shall conduct deep cleaning of all facilities during extended district work periods, including the August district work period. A detailed deep cleaning schedule must be submitted to the COR in advance for review. The COR will monitor completion of all scheduled deep cleaning tasks.

Unsatisfactory inspections may necessitate a deep cleaning, involving thorough cleaning of all surfaces, including hard-to-reach areas and tasks such as sanitizing, detailing neglected areas, and decluttering.

If the Contractor(s) fails to complete required actions within the agreed timeframe, the House reserves the right to subcontract this service at the Contractor's expense, which may include closing facilities. The Contractor agrees to follow directions coordinated by the COR.

The Contractor is responsible for cleanliness in all areas, including beneath, around, and behind equipment. Floors must be kept clean and well-maintained, per inspection requirements. Equipment must have lockable casters to facilitate cleaning underneath, requiring that equipment be moved and unplugged for thorough sanitation.

These standards will be enforced through OAP inspection reports and the COR-managed Quality Assurance Surveillance Plan (QASP).

Construction:

Before construction, conversion, or remodeling of a food service location or when plans are deemed to include replacement of equipment, the Contractor(s) must share: design/construction documents, operation plan, equipment schedule including product data, specifications, make, model, and infrastructure requirements with the Contracting Officer Representative (COR). Plans for any changes to an operation may be reviewed by the OAP to ensure compliance with FDA. The following document may be used as a reference when creating a plan for construction or remodeling: <https://www.foodprotect.org/media/guide/2016-plan-review-manual.pdf>.

Vending Machines:

Vending machines operated under the Contract must be constructed, maintained, and operated in accordance with the most recently published FDA regulations. All vending machines must be equipped with effective time and temperature control mechanisms to ensure the safety and quality of perishable items. The Contractor(s) shall regularly monitor and document temperature readings to verify compliance with these standards. Perishable food items must be properly date-stamped to monitor freshness and shelf life. Failure to maintain proper time and temperature control may result in immediate corrective actions.

J.10 Food Safety and Sanitation Guidelines

The Contractor(s) must keep all micro stores, vending machines, and their surrounding areas clean and sanitary, free of debris, spills, and contamination. This includes cleaning behind, beneath, and around the machines. Cleaning shall be conducted at least every six months or more frequently as warranted by the level of contamination.

All vending areas and micro stores are subject to routine inspections by the COR, OAP, or other designated representatives. Any unacceptable inspections, as outlined in C.5.2.1, must be addressed promptly to maintain operational compliance and safeguard public health. Failure to uphold cleaning standards may result in corrective actions as deemed necessary by the House.

Food and Beverage Carts:

In the event the House requires food and beverage carts, the Contractor(s) must operate cart services in compliance with all applicable federal, state, and local food safety and sanitation regulations. This includes adherence to FDA guidelines for good manufacturing practices, hazard analysis, and labeling requirements. The Contractor(s) shall ensure that all food products are prepared, stored, and served to meet or exceed sanitation standards, preventing contamination.

The OAP follows the FDA Food Code and conducts periodic inspections as necessary. Any critical violations identified must be corrected immediately. Following each inspection, an action plan must be submitted to the COR and OAP within 5 business days, detailing steps for addressing any identified issues.

All wiring, equipment, and appliances used in the food cart must be securely installed to prevent hazards and ensure the safety of both staff and customers. Electrical wiring should be insulated and protected from moisture or physical damage, and all appliances positioned for safe operation and access. Safety measures, such as surge protectors and grounded outlets, shall be in place to minimize electrical risks. Regular inspections and maintenance of equipment will be conducted by the House.