



TOWN OF NORTHBRIDGE  
**BOARD OF HEALTH**  
Aldrich School Town Hall Annex - 14 Hill Street  
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## **FOOD ESTABLISHMENT INSPECTION PROCEDURE POLICY**

*(Revised effective: January 1, 2011; September 1, 2016; July 15, 2019; August 23, 2022)*

1. All inspections will be conducted by the Board of Health (BOH) Agent in accordance with Code of Massachusetts Regulations, Chapter X: 105 CMR 590.000 Minimum Standards for Food Establishments as most recently amended and any and all requirements as instituted by the **Northbridge Board of Health**.
2. Pre-Operational inspections are required before an establishment may be opened for business. This includes any added form of food service, replacement and/or addition of equipment, or renovation requiring a building, plumbing, and/or electrical permit.
3. Failure to obtain PRIOR approval from the Board of Health or its Agent for the replacement and/or addition of equipment will be subject to a penalty in the amount of **\$200.00**.
4. Routine inspections of FOOD establishments will be conducted bi-annually.
5. FOOD Establishments that receive **TEN (10)** or more violations related to **Foodborne Illness Risk Factors and Interventions – Items 1-29 on Page 1 of the Food Establishment Inspection Report** - will be subject to a **MONTHLY INSPECTION ORDER**.
6. In determining a **MONTHLY INSPECTION ORDER**, the BOH will consider past performance, number of P/Pf violations, number of repeat violations, and total number of violations. If a Monthly Inspection Order is deemed necessary by the Board of Health, a non-compliance fee equal to twice (2x) the annual permit fee of the food establishment will be due within seven (7) days of the first Monthly Inspection conducted by this office. Monthly Inspections shall be conducted for a period of six (6) months.
7. At the completion of six (6) months from the date of the Monthly Inspection Order the BOH will review the inspection reports to determine if the establishment can be released from its Monthly Inspection Order. If it is determined that the Monthly Inspection Order is to remain in effect, the food establishment shall again pay a non-compliance fee equal to twice (2x) the annual permit fee of that food establishment.

If at the completion of the 6-month Monthly Inspection Order the BOH determines that a Quarterly Inspection Order is appropriate, the food establishment shall pay a non-compliance fee equal to its annual permit fee for that establishment.

The Board reserves its right to consider Suspension or Revocation of the Food Establishment Permit in accordance with 105 CMR 590.014.

8. FOOD Establishments that receive **FIVE (5)** or more violations related to **Foodborne Illness Risk Factors and Interventions – Items 1-29 on Page 1 of the Food Establishment Inspection Report** - will be subject to a **QUARTERLY INSPECTION ORDER**.
9. In determining a **QUARTERLY INSPECTION ORDER**, the BOH will consider past performance, number of P/Pf violations, number of repeat violations, and total number of violations. If a Quarterly Inspection Order is deemed necessary by the Board of Health, a non-compliance fee equal to the annual permit fee of the food establishment will be due within seven (7) days of the first Quarterly Inspection conducted by this office.
10. Annually, from the date of the Quarterly Inspection Order, the Board will review the past year's inspection reports to determine whether the food establishment may be released from its Quarterly Inspection Order. If it is determined that the Quarterly Inspection Order shall remain in effect, the food establishment shall again pay a non-compliance fee equal to the annual permit fee of that food establishment.

11. **Repeat Violations** shall be defined as a violation that has been cited by the Board of Health or its Agent during a Routine Inspection within the prior six (6) months. An establishment that has **three (3)** or more Repeat Violations shall be subject to a non-compliance fee of **\$100.00** and a mandatory appearance before the BOH.
12. An inspection conducted in response to a complaint of a food-borne illness or general sanitation complaint shall not be considered a routine inspection and shall not be subject to additional costs.
13. The Agent in the course of the inspection shall complete an inspection report. The inspected establishment will have their authorized agent sign the report. A copy of the report signed by the authorized agent and the BOH Agent will be left with the establishment.
14. The signed copy of the report constitutes an **OFFICIAL ORDER TO CORRECT** all violations that have been cited.
15. When the Agent deems a re-inspection necessary, it shall be conducted within ten days unless otherwise stated in the report. If a violation is equipment related and service or parts are on order and more time is needed, the Board must be notified a minimum of **72-hours prior** to the re-inspection. A date for completion of repairs must be included with this notification. **Failure to provide the 72-hour notice prior to the scheduled re-inspection will cause the establishment to be subject to re-inspection non-compliance fees as established in this policy.** The BOH or its Agent may grant an extension of time for compliance provided such time appears reasonable and the public health is not jeopardized.
16. Failure to correct violation(s) upon re-inspection shall be cause for the BOH or its Agent to conduct a **2<sup>nd</sup> re-inspection** within ten days. A non-compliance fee of **\$ 200.00** will be assessed against the establishment, due and payable within seven days.
17. Failure to correct violation(s) upon **2<sup>nd</sup> re-inspection** shall be cause for the BOH or its Agent to conduct a **3<sup>rd</sup> re-inspection**. A non-compliance fee of **\$300.00** shall be assessed against the establishment, due and payable within seven days.
18. Failure to correct the violation(s) upon this **3<sup>rd</sup> re-inspection** shall result in the owner or agent of the establishment being ordered to appear before the BOH at its next scheduled meeting. Failure to appear shall result in an Order for Suspension or Revocation of Permit to operate.
19. An Order for Suspension or Revocation of Permit to operate shall also be issued to the establishment if upon a 4<sup>th</sup> re-inspection for the correction of violation(s), the establishment remains non-compliant.
20. A Suspension or Revocation of a permit shall become effective at the end of 10 days following service of the Order if no request for a hearing before the Board of Health is filed within the 10 day period. (105 CMR 590.015)
21. If the permit to operate is suspended or revoked by the BOH, the establishment must re-apply for permit.
22. Hearings may also be called by the BOH *or* an establishment to resolve areas or issues of contention between an establishment and the Board or its Agent to resolve issues they feel are unjustified.
23. An establishment may be called to appear before the BOH for any one of the following but not limited to:
  - A. An inspection that reveals repeat uncorrected violations.
  - B. Refusal to cooperate with any BOH member and/or its Agent
  - C. Serious P or Pf Violations which threaten the public health and safety
  - D. A food borne illness outbreak
24. The BOH may at its discretion impose any and/or all of the following:
  - A. Close the establishment for a period of from one (1) to seven (7) business days. Effective date will be determined by the BOH. Establishment shall not re-open without BOH approval.
  - B. A period of probation. Length of time determined by the BOH, not to exceed 1 year. Frequency of inspections as ordered by the BOH. Cost of additional inspections shall be the responsibility of the establishment.

Received by: (please print) \_\_\_\_\_ Date: \_\_\_\_\_

Name of Establishment: \_\_\_\_\_