

Training Hub Program Applied Practice - Food Quick Start Guide

Updated September 13, 2024

HOW TO USE THIS DOCUMENT AS A TRAINEE:

Please utilize this document when preparing for your Applied Practice Inspections with the hub trainers. Please review the 'Food Training Assessment Tool' for a complete list of requirements. *Please note: some of the documents listed below include [hyperlinks](#).*

TOOLS NEEDED:

- Identification card
- Pen/pencil
- Head cover - hat/hair net
- Calibrated thermometer
- Maximum registering thermometer or temperature sensitive tapes
- Sanitizer test kits
- Flashlight
- Alcohol sanitizing wipes

PREPARATION:

- ▶ File review - previous inspection reports, complaint history, HACCP plan (if applicable), variance(s) (if applicable), risk category, menu, food preparation type
- ▶ Review [Food Training Assessment Tool](#)

DOCUMENTS NEEDED:

- 1 [DPH Food Inspection Report](#)
- 2 [DPH Food Code Crosswalk Sheet](#)
- 3 A copy of the [2013 Merged Food Code](#)
- 4 A copy of the [FDA Marking Instructions](#)

HELPFUL DOCUMENTS(not required:)

- [Tips for Conducting a Food Inspection](#)
- [Annex 5-Conducting Risk Based Inspections](#)
- [Inspector Quick Reference Guide](#)
- [Vomit & Diarrhea Clean Up Procedure Template](#)
- [Food Employee Reporting Agreement](#)
- [Minimum Requirements for Labeling Food](#)
- [Required Documentation & Postings for Food Establishments](#)
- [Food Allergen Awareness Guidance](#)
- [Employees Must Wash Hands Signage](#)
- [Allergy Notice Signage](#)
- [Most Recent Inspection Report Signage](#)
- [Consumer Advisory Signage](#)

LANGUAGE TRANSLATION RESOURCES:

- [Massachusetts Partnership for Food Safety Education](#)
- [Association of Food & Drug Officials](#)