

**Maryland Department of Health and Mental Hygiene
Office of Food Protection and Consumer Health Services
Epidemiology and Disease Control Program
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**Assessing Excluded Organizations: Guidelines for Local Health
Departments**

These guidelines are intended to assist local health departments (LHDs) when a nonprofit organization chooses to be an excluded organization. Specifically, this guideline is intended to outline the role and actions of LHDs in implementing Code of Maryland Regulations (COMAR) 10.15.03.11, the particular regulation dealing with excluded organizations. Excluded organizations should be routinely inspected by the LHD based on a priority assessment. Additionally, if necessary, these organizations should be monitored for certain events depending on the type and volume of foods being served.

I. When the organization reports an event to the LHD prior to event

A. Prior to the event, the LHD should:

1. Meet with the group organization representatives
2. Visit the food service operation(s) (i.e., kitchen)
3. Review food preparation procedures by conducting a HACCP review or inspection to the menu items for the event.
4. Make recommendations regarding compliance with COMAR 10.15.03, e.g.,
5. appropriate food preparation, storage, serving, hand washing facilities, adequate temperatures, etc.
6. Provide educational handouts and materials on proper food handling to food
7. preparation staff
8. If possible, observe food preparation

Note: routine inspections should be done on a yearly basis in accordance with the priority assessment

- B. During the event, the LHD role may range from not attending to being present during the event to verify compliance, e.g., take temperatures and monitor proper adherence to regulations. Factors affecting the level of involvement will depend on the risk of the foods being served, the concern of the LHD staff about the ability of the organization to follow recommendations, the size of the event, the level of staffing, etc.

II. When the event is brought to the attention of the LHD from other than the organizer

- A. Upon learning of event(s), contact the organization regarding the upcoming event(s).

- B. Institute recommendations in I.A. and B. above.