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DIVISION OF FOOD SAFETY
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State of Wisconsin
Department of Health Services
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February 7, 2010

Menasha Health Department
Susan Nett – Director
316 Racine Street
Menasha, WI 54952-3190

Dear Ms. Nett:

The Department of Health Services (DHS) has received and reviewed your agency's retail food inspection & licensing program self assessment form covering the licensing year 2008-2009. Additionally, during 2009, DHS conducted an onsite evaluation at City of Menasha's Health Department and your staff is now developing a work plan that documents your progress towards fulfilling and completing several of our documentations. Thank you for completing this document in a timely manner.

The departments' (Department of Agriculture, Trade and Consumer Protection (DATCP) and DHS) intent is to annually review your annual self assessment form and make suggestions for improvement.

Our current review makes comments on each food program goal. Our comments and/or suggestions for improvement are:

1. Program Goal #1 "Foundation"

Information provided indicates that Program Goal 1 has been completed.

Evaluation recommended that you begin the process of signing a new contract with DATCP as well as incorporating DATCP's Emergency Response Manual found in the reference package into your emergency preparedness plan.

2. Program Goal #2 "Trained Staff"

Information provided indicates that Program Goal 2 has been completed.

3. Program Goal #3 "Risk Based Inspections"

Information provided indicates that Program Goal 3 has been completed.

Recommendations from evaluation include:

Developing a written policy on how to discard and denature food.

Developing procedural guidelines for the long term control of risk factors in establishments that involves the following if applicable:

- Risk control plans
- Standard operating procedures
- Buyer specifications
- Menu modification,
- HACCP plans

4. Program Goal # 4 “Uniform Inspection”

Information provided indicates that Program Goal 4 has been completed, excellent work.

5. Program Goal #5 “Foodborne Illness”

Information provided indicates that Program Goal 5 has been completed.

6. Program Goal #6 “Compliance and Enforcement”

Information provided indicates that Program Goal 6 has been completed.

Excellent documentation and description of program activities.

7. Program Goal #7 “Industry Relations”

Information provided indicates that Program Goal 7 has been completed.

Evaluation recommended developing a food advisory committee to improve communication and involvement of industry and develop a program of recognition for outstanding operators.

8. Program Goal # 8 “Support & Resources”

Information provided indicates that Program Goal 8 has been completed.

Your City Council and Board of Health are commended for supporting the City of Menasha's Environmental Health Program.

9. Program Goal #9 “Assessment”

Information provided indicates that Program Goal 9 has been completed.

Part I Inspection Profile

Excellent documentation, you are to be commended on your inspection work and meeting your agent contract obligations.

166% inspection rate for DHS

144% inspection rate for DATCP

The departments' appreciate you hard work.

Part II Violation Profile

Excellent CDC risk factor and complaint reporting.

Part III Consumer complaints

All food complaints received by the City of Menasha have been investigated.
Excellent follow-up.

Part IV Sampling

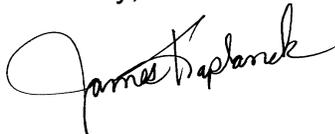
Evaluation recommended signing up for "Swab Sampling" training.

We believe that this process will lead to continually improving, more consistent state wide retail food safety programs. Thank you for your cooperation.

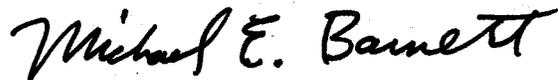
Please address the above recommendations, comments, and questions in the 2009-2010 self assessment which is due September 30, 2010.

Please feel free to contact us if you have any questions or need clarification of our review.

Sincerely,



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