



# BOH Guide: #36 Inspector Training Plan/Log

Board of Health and Local Health Department Standard Operating Procedures (SOP)

This Training Log should be used in conjunction with the Alliance Training Plan, Alliance Training Policy and Alliance Training Series and a jurisdiction’s Training Policies.

Together these written documents help jurisdictions meet Massachusetts Code requirements, the FDA Program Standard 2 requirements, the SAPHE Workforce Standards and improve public health and food safety in the region when adopted and consistently implemented.

### Alliance Training Policy:

It is the objective for each Alliance Inspector\*, Public Health Nurse, and Alliance Staff to be fully certified and trained in each area of their responsibility:

Anyone providing public health services, conducting inspections or witnessing for the BOH should have the required and appropriate trainings and certifications and be working towards meeting the Workforce Standards as outlined in the Special Commission on Local and Regional Public Health in its final report of June 2019 – *Blueprint for Public Health Excellence: Recommendations for Improved Effectiveness and Efficiency of Local Public Health Protections* (\*Registered Sanitarian preferred along with the relevant additional certifications):

### Alliance Public Health Excellence Training Plan

The Office of Local and Regional Health (OLRH) and the Public Health Excellence Municipalities and their partners have designated the Alliance as the Public Health Excellence Training Hub for Berkshire and Hampden Counties. Initially DPH/DEP trainings will include Housing, Food, and Wastewater. Later trainings will cover Camps, Body Art/Tanning and Public Health Nursing. In addition the Alliance will continue to provide trainings and mentoring covering Board of Health 101, FDA Standardization, Emergency Sheltering, Temporary Food Events, Housing for Municipal Officials, Cybersecurity, and others as requested by the local Boards of Health.

### Alliance Food Program Training Series:

- 1. Introductory Level:** BOH 101 Training for Boards of Health and Inspectors. This training is repeated annually. 3 hours.
- 2. Orientation Level:** Training Program Overview for Inspectors and BOH. This training is designed to explain the Alliance and FDA Training requirements. It is repeated on request. 1 hour.
- 3. Awareness Level:** Basics of Inspections for Inspectors and BOH. Meets the Massachusetts Food Code requirement for advanced inspector training in addition to a basic industry training for Food Managers such as ServSafe. 2 hours. This training is repeated as needed with a target of every two years. May substitute the LPHI Inspector online training. [Food Protection Regulators | Local Public Health Institute of Massachusetts \(bu.edu\)](https://www.mass.gov/info-details/food-protection-regulators-local-public-health-institute-of-massachusetts)
- 4. Technician Level:** MAPHIT Food (Massachusetts Public Health Inspector Training) for Inspectors meets Standard 2 classroom requirements. This training series is twelve Modules and can be given in-person or via Zoom. It may include an industry manager to provide context to the training. 25 hours. May substitute an approved MAPHIT training from other regions.
- 5. Performance Level:** Inspectors complete the required supervised field inspections with a Standardized Inspector. Given as needed,

A color-coded legend is provided with each Standards action plan as a method to visually track the status of each of the activities. The background for within the action steps / task column can be color coded to reflect its status.

Key	Completed	In Progress	Not Started	Needs Attention
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# Alliance Inspector Training Plan and Comprehensive Training Log

<b>Jurisdiction</b>		<b>Start Date</b>	
<b>Inspector</b>		<b>Last Revised</b>	
<b>Training Supervisor</b>		<b>Agency</b>	
<b>Food Safety Pre-Requisite Inspection Work Completed</b>	<input type="checkbox"/> ServSafe or Equivalent FE Managers Training <input type="checkbox"/> Pre-Requisite OTED Online Modules	<input type="checkbox"/> Inspector Training – <b>Alliance Awareness Level Training</b> or LPHI equivalent <input type="checkbox"/> Completed 25 Initial Joint Inspections or Trainer certified competency	
<b>Food Safety Standard 2 Training Requirements</b>	<input type="checkbox"/> All required OTED Online Modules <input type="checkbox"/> Review of all Alliance Policies <input type="checkbox"/> HACCP Plan <input type="checkbox"/> Continuing Education 3hrs/3 years	<input type="checkbox"/> <b>Alliance MAPHIT Technician Level Training</b> or MAPHIT Training <input type="checkbox"/> <b>Alliance Performance Level:</b> Minimum 4 -8 Field Standardization Inspections – as determined by Standardized Trainer <input type="checkbox"/> 25 Independent Inspections in Type 2 & 3 FE	
<b>Maintenance Requirements</b>	<input type="checkbox"/> 20 CEU/36 months <input type="checkbox"/> 4 Joint Field Inspections/36 months <input type="checkbox"/> Documentation/Training Log		<b>Last Revised:</b>
<b>Other Inspector/Staff Trainings:</b>  <b>Most Recent Training Date</b> _____	<input type="checkbox"/> MA PHIT Housing: _____ <input type="checkbox"/> Foundations Course: Date _____ <input type="checkbox"/> Rec. Camps for Children: _____ <input type="checkbox"/> Beach Inspection: Date _____ <input type="checkbox"/> CPO: Date _____ <input type="checkbox"/> RS/CHO: _____	<input type="checkbox"/> T5 Systems Inspector: _____ <input type="checkbox"/> T5 Soil Evaluator: _____ <input type="checkbox"/> BCBOHA Installer _____ <input type="checkbox"/> ICS 100: _____ <input type="checkbox"/> NIMS 700: _____ <input type="checkbox"/> Lead Inspector: _____	<input type="checkbox"/> RN/BSN <input type="checkbox"/> CHW <input type="checkbox"/> MPH <input type="checkbox"/> EPI <input type="checkbox"/> ICS 200 <input type="checkbox"/> <input type="checkbox"/>
<b>Maintenance Requirements</b>	<input type="checkbox"/> CPO 5/years <input type="checkbox"/> RS/CHO –12 CEU Training Hours/year	<input type="checkbox"/> T5: 10 Training Hours/3 years <input type="checkbox"/> Installers: 1 approved course/year	<input type="checkbox"/> ServSafe 5/years <input type="checkbox"/>

Inspector Training Log	Target Year	Resources Required	Super-visor	Start Date	Complete Date	Year 1				Year 2				Year 3				Trainer Signature Comments
						Quarter Start				Quarter Start				Quarter Start				
						1	2	3	4	1	2	3	4	1	2	3	4	
<b>Inspector Trainings (Food Below)</b>																		
<input type="checkbox"/> MA PHIT Housing		MDPH, LPHI & Alliance																
<input type="checkbox"/> Foundations Course		(LPHI) - online																
<input type="checkbox"/> Wastewater		DEP/Training Hub																
<input type="checkbox"/> Rec. Camps for Children		Training Hubs																
<input type="checkbox"/> T5 Systems Inspector		(NEIWPIC)																

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<input type="checkbox"/> T5 Soil Evaluator	(NEIWPIC)																		
<input type="checkbox"/> BCBOHA Installer	(BCBOHA)																		
<input type="checkbox"/> Beach Inspection																			
<input type="checkbox"/> CPO																			
<input type="checkbox"/> Lead Inspector																			
<input type="checkbox"/> RS/CHO																			
<input type="checkbox"/> ICS 100 <a href="#">FEMA - Emergency Management Institute (EMI) Course   IS-100.C: Introduction to the Incident Command System, ICS 100</a>	2 hours - online																		
<input type="checkbox"/> ICS 200 <a href="#">FEMA - Emergency Management Institute (EMI) Course   IS-200.C: Basic Incident Command System for Initial Response, ICS-200</a>	4 hours - online																		
<input type="checkbox"/> NIMS 700 <a href="#">FEMA - Emergency Management Institute (EMI) Course   IS-700.B: An Introduction to the National Incident Management System</a>	2 hours - online																		
<input type="checkbox"/> Ethics Test <a href="#">Complete the Online Training Program for Municipal Employees   Mass.gov</a>	2 hours - online																		
<input type="checkbox"/> Alliance BOH 101	3 hours - annually																		
<input type="checkbox"/> Alliance Temporary Shelters	2 hours – on request																		
<input type="checkbox"/> Alliance Temporary Food	2 hours – on request																		
<input type="checkbox"/> Alliance Temporary Housing	3 series – being developed																		
<input type="checkbox"/> BCBOHA Installers	Series annually																		
<b>Professional Associations</b>																			
<input type="checkbox"/>																			
<input type="checkbox"/>																			
<input type="checkbox"/>																			
<b>Continuing Education Courses</b>																			
<input type="checkbox"/>																			
<input type="checkbox"/>																			

# Alliance Inspector Training Plan and Comprehensive Training Log

Alliance Food Safety Program Training Requirements	Target Year	Resources Required	Supervisor	Start Date	Complete Date	Year 1				Year 2				Year 3				Trainer Signature Comments
						Quarter Start				Quarter Start				Quarter Start				
						1	2	3	4	1	2	3	4	1	2	3	4	
<b>Food Inspector Prerequisites</b>																		
<b>MASSACHUSETTS FOOD CODE REQUIREMENT</b>																		
ServSafe or Equivalent Manager's Training		Fee; 1-3 days staff time				x												
Alliance Awareness or LPHI Equivalent		2 Hours staff time				x												
<b>FDA STANDARD 2 PRE-INSPECTION REQUIRE.</b>																		
Initial Joint Field Inspections with Trainer		4 – 25 hours staff time				x												
6-mo Joint Field Inspections with Trainer		(Opt). 4 hours staff time				x												
<b>PUBLIC HEALTH PRINCIPLES</b>																		
1.Public Health Principles (90) FDA36																		
<b>MICROBIOLOGY</b>																		
1.Overview of Microbiology (60) MIC01																		
2A.Gram-Negative Rods (60) MIC02																		
2B.Gram-Positive Rods & Cocci (90) MIC03																		
3.Foodborne Viruses (60) MIC04																		
4.Foodborne Parasites (90) MIC05																		
Mid-Series Exam (30) MIC16																		
5.Controlling Growth Factors (90) MIC06																		
6.Control by Refrig./Freeze (60) MIC07																		
7A.Control by Thermal Process. (90)MIC08																		
7B.Control by Pasteurization (90) MIC09																		
10. Aseptic Sampling (90) MIC13																		
11.Cleaning & Sanitizing (90) MIC15																		
<b>PREVAILING STATUTES/REG./ORDIN.</b>																		
1.Basic Food Law for State Reg. (60) FDA35																		

# Alliance Inspector Training Plan and Comprehensive Training Log

2.Basics of Inspection: Beginning an Inspection (90) FDA38																				
3.Basics of Inspection: Issues & Observations (90) FDA39																				
4.An Introduction to Food Security Awareness (60) FD251 <a href="#">An Introduction to Food Security Awareness   FDA</a> ) Note: Required exam is available via <a href="http://www.compliancewire.com">www.compliancewire.com</a>																				
5.FDA Food Code NOTE: Specific state/local laws & regulations to be addressed by each jurisdiction.																				
Communication Skills for Regulators (60) CC8011W NOTE: Course must be accessed through FDA Pathlore at: ( <a href="https://oraportal.fda.gov/stc/ORA/psciis.dll?linkid=675280&amp;mainmenu=ORA&amp;top_frame=1">https://oraportal.fda.gov/stc/ORA/psciis.dll?linkid=675280&amp;mainmenu=ORA&amp;top_frame=1</a> )																				
<b>COMMUNICATIONS SKILLS FOR REGULATOR</b>																				
5.Communication Skills CC8030W accessed through LearnEd: <a href="#">ORA Training System (csod.com)</a>																				
<b>FOOD INSPECTOR "POST" REQUIREMENTS</b>																				
<b>MICROBIOLOGY</b>																				
7C.Control by Retorting (90) MIC10																				
8.Techn. Based Food Process (120) MIC11																				
9.Natural Toxins (90) MIC12																				
<b>HACCP</b>																				
1.Overview of HACCP (60) FDA16																				
2.Prerequisite Prog. & Prelim. Steps (60) FDA17																				
3.The Principles (60) FDA18																				
<b>ALLERGEN MANAGEMENT</b>																				

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1.Food Allergens (60) CC8029W (accessed through LearnEd <a href="http://www.fdaoted.csod.com">www.fdaoted.csod.com</a> )																			
<b>EPIDEMIOLOGY</b>																			
1. Collecting Surveillance Data (90) FI01																			
2. Beginning the Investigation (90) FI02																			
3. Expanding the Investigation (90) FI03																			
4. Conducting a Food Hazard Review (90) FI04																			
5. Epidemiology Statistics (90) F105																			
6. Final Report (30) F106																			
<b>Alliance MAPHIT Technician Level</b>		12 Modules, 25 contact hrs.																	
4-8 Supervised Field Inspections																			
4-8 Supervised Field Inspections																			
4-8 Supervised Field Inspections																			
<b>Continuing Education 20 CEU</b>		Every 3 years																	
Continuing Education – 20 credits																			
4 Joint Field Inspections with Standardized Inspector																			

<b>Key</b>			
Completed	In Progress	Not Started	Needs Attention