

CITY OF BALTIMORE

KURT L. SCHMOKE, Mayor



HEALTH DEPARTMENT

PETER BEILENSON, M.D., M.P.H., Commissioner
210 Guilford Avenue
Baltimore, Maryland 21202

26 August 1997

GEORGE J. HAMMERBACHER, SR.
UNITED EVANGELICAL CHURCH
3200 DILLON ST
BALTIMORE, MARYLAND 21224

Dear Food Service Operator:

On July 1, 1997, a new ordinance concerning food service manager's certification became law. This ordinance requires all food service facilities that handle, prepare, process, or serve potentially hazardous foods to have a certified food service manager.

A copy of the Baltimore City Health Department's "Standards and Rules" governing food service managers is provided with the necessary information. If you have any questions regarding this new legislation, please contact the Bureau of Food and Institutional Facilities at (410) 396-4424 or (410) 396-4411.

Sincerely,

A handwritten signature in black ink that reads "Jerry D. Welch, Sr." with a stylized flourish at the end.

Jerry D. Welch, Sr., Director
Bureau of Food & Institutional
Facilities

Standards and Rules for Baltimore City Food Manager Certification

- One certified person per facility will be required.
- Certificate with picture of Food Service Manager (FSM) must be posted at all times in facility.
- Licensed facilities will be billed every three years for certification fee.
- If facility loses FSM before the three year term, certification fee will be waived, however, a processing fee will be charged.
- Facilities will be given one 90 day interim to replace FSM per billing cycle. (In cases where facilities keep losing or firing their FSMs). After first 90 day interim has been used, each facility must hire a FSM immediately upon departure of previous FSM.
- Certificate is issued in the name of approved FSM, but for that facility only.
- Approval of trainers or training programs offering the basic food service sanitation course will be accomplished through the Interjurisdictional Food Service Manager Program Committee (IFSMPC).
- Only those training providers who are approved by the Interjurisdictional Committee will be considered by BCHD.
- The minimum requirement for consideration for certification is:
 - 1) 16 hours of training by an approved training provider; and
 - 2) Satisfactory passage of an approved standardized examination supervised by the training provider (approved by IFSMPC).
- Once applicant has taken training and passed test they must submit the following to BCHD in order to be considered for certification:
 - 1) Proof of training
 - 2) Proof of examination/results
 - 3) Two passport type photos (1 for file, 1 for posting on certificate)
 - 4) Completed application form

- The minimum training renewal requirement (every three years) is 8 hours. Proof of continuing education along with application form is required for consideration.
- If previously certified, approved training must show on IFSMPC list, or seek approval of Reciprocity Committee of the IFSMPC.
- If training is not on IFSMPC list, or is not approved by Reciprocity Committee, applicant must go through approved training.
- Application Fee \$30.00
Processing Fee \$10.00
Late Fee \$10.00/Month
- If FSM is found to be negligent in his/her operational duties, the sanitarian will recommend that FSM attend conference for review of certification. Depending on outcome of conference, certificate holder may be required to attend additional training. In this case, certification may be suspended pending completion of additional training, certification may be continued during training, or certification may be revoked altogether. In order to avoid revocation of certificate, FSM must complete training.
- Anticipated enforcement start date- January 1, 1998
- All sanitarians registered by State of Maryland are automatically certified as FSMs.
- All training providers must be certified as FSMs.