

STATE OF COLORADO

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Colorado Department
of Public Health
and Environment

PROGRAM:	RETAIL FOOD
EFFECTIVE REGULATION:	<i>Colorado Retail Food Establishment Rules and Regulations, July 1, 2013</i>
INTERPRETIVE MEMO NO.:	14-14
DATE:	January 1, 2014
SUBJECT:	Critical Item Violation Correction Sheet (CIVCS)

A **Critical Item Violation Correction Sheet (CIVCS)** is designed to reduce time necessary to verify the correction of critical violations in retail food establishments. CIVCS requires the operator to take an active role in the correction of violations at their establishment. The operator is not only responsible for correcting outstanding critical violations, but must commit in writing to the actions taken to correct each violation. When the completed form has been returned it then becomes a part of the establishment's permanent record.

CIVCS may only be used in conjunction with a routine inspection and only in cases where there are four or fewer unresolved critical violations. Furthermore, CIVCS should not be used with operators with a history of significant compliance issues, including refusal to return previous CIVCS as well as operators who are undergoing civil penalties and/or enforcement actions.

After completing an inspection the inspector will determine if a follow-up inspection is necessary. If the inspector has a high degree of confidence that the facility will comply with the outstanding critical violations, then the CIVCS may be issued.

It is important that the inspector explain the purpose of the CIVCS to the operator and make clear the date for correction for each violation and the date and mechanism that the form must be returned to avoid a follow up inspection and the possibility of enforcement action.

Unresolved critical violations, with the exception of consumer advisory and demonstration of knowledge, are to be corrected within 10 days.

In some cases a CIVCS may also be used for critical violations that were corrected on site, but require sustained behavior change, such as poor personal hygiene and improper cooling. In this instance, allowing additional time for correction may be appropriate.

25-4-1601 C.R.S. provides CDPHE's authority for the uniform statewide administration, implementation, interpretation, and enforcement of *The Colorado Retail Food Establishment Rules and Regulations*. This interpretive memo is issued in accordance with this authority and CDPHE expects its contents to be implemented in accordance with the statutory requirement.

If a CIVCS is returned by the date specified and the action taken is deemed adequate, then the "Date Verified" box should be checked by the inspector and the CIVCS filed in the establishment's permanent record.

If the operator's response to any of the listed critical violations is deemed inadequate, the inspector may contact the facility to request additional information. If additional information is provided that verifies corrective actions are adequate, the inspector must document this on the CIVCS for the establishment's file. Statements indicating intent to correct violations such as "will repair equipment," "repair service has been called," or "work order submitted" are not to be considered adequate and **an on-site follow-up inspection is required**.

If the operator failed to return the form, the inspector's copy of the CIVCS must indicate the form was not returned. In this instance the inspector is to mark "Follow-up Required" and schedule a follow up inspection.

If correction is not verified during a follow up inspection, enforcement actions may be initiated.

All previous interpretive memoranda issued pertaining to this subject are hereby superseded as of the effective date above.



Jeff Lawrence, Director
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