



CITY OF LYNN

INSPECTIONAL SERVICES DEPARTMENT

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To: All Holders of Food Permits issued by the City of Lynn
From: Lisa Tobin, Sanitarian
Date: August 5, 2015
Re: **Certified Food Protection Manager Requirements**

This communication is to update you on Certified Food Protection Manager (CFPM) requirements. These requirements include which certifications are allowed as well as the requirements to have "one full time equivalent" Certified Food Protection Manager for the establishment. In addition, the requirements also include that when a CFPM is not present in the establishment, a designated Person in Charge must be in the establishment. ***Failure to meet these requirements may result in a lowering of your Food Grade.***

If only one full time person at your food establishment is a Certified Food Protection Manager and is not present during all business hours, then a Person in Charge must be designated and must be able to show knowledge of the required information of a Certified Food Protection Manager. In place of one full time CFPM, you may have two part time CFPMs. A Certified Food Protection Manager or a Person in Charge who can show knowledge of the required information of CFPM must be present at the establishment during all hours of operation. **

The City of Lynn may only recognize CFPM trainings conducted by one of four state-approved agencies:

- Thomson Prometric (Formerly Expor Assessment)
- Serv Safe
- National Registry of Food Safety Professionals
- 360training.com

Note: certifications expire after five (5) years. For more information, visit:

<http://www.mass.gov/eohhs/docs/dph/environmental/foodsafety/food-safety-exam-trainers.pdf>

** 105 C.M.R. §590.003. (1) The permit holder shall be the person in charge or shall designate a person in charge and shall ensure that a person in charge is present at the food establishment during all hours of the operation. The owner or person(s) in charge shall designate an alternate person to be in charge at all times when they cannot be present. The alternate, when acting as the person in charge shall be responsible for all duties specified in FC 2-103.11 and must be adequately trained by the person in charge to ensure that the establishment operates in compliance with 105 CMR 590.000. (2) In addition to the provisions in 105 CMR 590.003(A)(1), effective one year from the date of promulgation of 105 CMR 590.000 each food establishment shall employ at least one full-time equivalent (FTE) person in charge who shall be an on-site manager or supervisor and is at least 18 years of age and who by being a certified food protection manager has shown proficiency of required information through passing a test that is part of an accredited program recognized by the Department.

For more information, please see:

<http://www.mass.gov/eohhs/docs/dph/environmental/foodsafety/manager-certification-fact-sheet.pdf>

Thank you.