

**FSO-PVA (FOT) Course****Unit 11. FSO RESPONSIBILITIES****Lesson 3. Food Safety and Sanitation (FSS)**

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## Lesson 3: FSS

### Introduction

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#### Lesson Overview

An effective Food Sanitation and Safety (FSS) Program addresses potential hazards at critical control points, such as receiving, storing, handling, and serving food.

An incoming FSO must create an FSS for their newly assigned CGDF. This lesson explains how to create an FSS, and includes a recorded lecture, optional Job Aid for reference, and a practice and an assessment activity creating an FSS.

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#### Objective(s)

After this lesson, students should be able to:

- Given designation as an FSO, Coast Guard Dining Facility (CGDF) files, a computer with CS Portal access, and Job Aid “How to Create a CGDF Standing Operating Procedures (FSS)”, **CREATE** the Unit’s CGDF FSS with 100% accuracy. (TPO)

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#### References


- Coast Guard Food Service Manual COMDTINST M4061.5A (series); MAR 2009
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## Lesson Structure

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### Lesson Structure and Required Materials

This table explains how to complete this lesson. If you lack materials or experience technical difficulties, contact Lesson instructor through email or phone.

Lesson Title	Set Up PVAISW
Lesson Schedule	<u>Mode: Online Self-Directed</u> <ul style="list-style-type: none"> <li>• <u>Recommended Start:</u> Day 11 by 1400 PST</li> <li>• <u>Complete:</u> Day 11 by 1600 PST</li> <li>• <u>Duration Range:</u> 60 min. – 120 MIN.</li> </ul>
Paper Materials 	Job Aid Booklet: <ul style="list-style-type: none"> <li>• Job Aid, “How to Create a CGDF Food and Sanitation (FSS) Program”</li> </ul>
1. Develop Knowledge	This lesson provides a recorded lecture discussing how an incoming FSO creates an FSS for their new CGDF.
1. Complete Practice	This lesson includes one practice activity. Refer to the Practice Section in this User Guide for instructions.
2. Complete Assessment	This lesson includes one assessment activity. Refer to the Assessment Section in this User Guide for instructions.
End of Lesson Structure	

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## **Knowledge Development: FSS**

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### **Instructions for Knowledge Development**

When an FSO arrives at a new unit to begin a new assignment, they create an FSS.

This lesson begins with a recorded lecture discussing how to create an FSS.

Instructions:

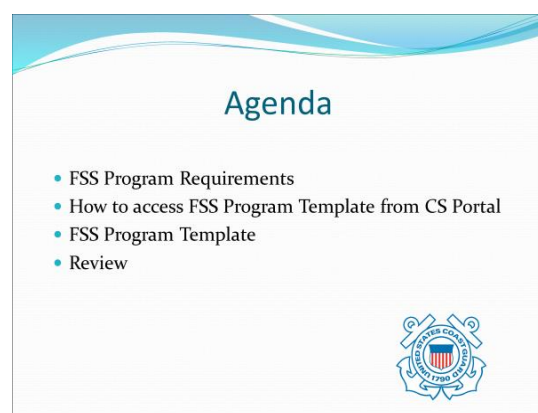
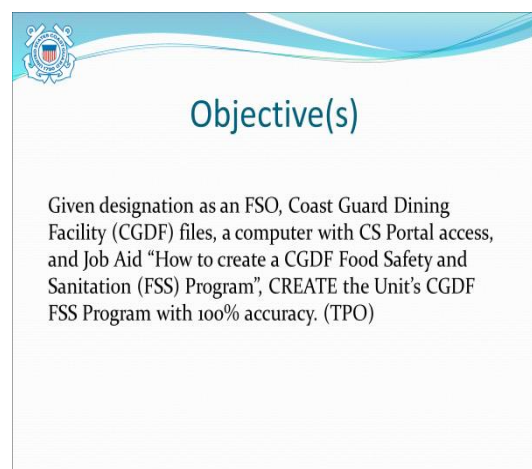
1. Access Job Aid, "How to Create a CGDF Standing Operating Procedures (FSS)".
2. If possible, print this User Guide so as to take notes while viewing the Lecture recording described in the next steps.
3. Go to milSuite for course materials (link below):  
<https://www.milsuite.mil/book/groups/fso-pva-course>
2. Click "Knowledge Development" link under Unit 11, Lesson 3.
3. Click on LECTURE link.
4. After viewing the recorded lecture, if you have any questions, email your instructor.
5. Proceed to the PRACTICE section in this User Guide.

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Lecture Slides on next page

## Knowledge Development: LECTURE SLIDES

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## Knowledge Development: LECTURE SLIDES

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### FSS Program Requirements

- Appoint an FSO
- Perform weekly food service facilities inspections
  - Inspections can be conducted by the Medical Department Representative (MDR) or other personnel designated by the CO/OIC
- Complete and submit Food Service Establishment Inspection Report (CG-5145)
- Conduct a daily walk-through inspection
  - Observe employee practices, cleanliness, and signs of illness

### FSS Program Requirements, continued

- Inspect and acquire food from approved sources, and properly handle food
- Ensure food service equipment bears the NSF seal
- Follow cleaning and disinfection procedures
- Report foodborne diseases
- Provide annual training on food service sanitation requirements and procedures
- REVIEWED ANNUALLY

### How to access FSS Program Template from CS Portal



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## Knowledge Development: LECTURE SLIDES

How to access SOP Template from CS Portal, continued

The screenshot shows the 'SOP RESOURCES' section of the CS Portal. A table lists resources with columns 'Type' and 'Name'. The 'FSS Template' link is highlighted with a red box. A blue callout box on the left indicates to 'SCROLL DOWN and Click FSS Template'.

FSS Template

The screenshot shows the 'FSS Template' document, which is a memorandum from the Department of Defense. It details the FSS Program Requirements, including sections on the purpose, scope, and specific requirements for the program.

Summary and Review

- FSS Program Requirements
- How to access FSS Program Template from CS Portal
- FSS Program Template
- Questions?


The slide contains a bulleted list summarizing the topics covered: FSS Program Requirements, How to access FSS Program Template from CS Portal, FSS Program Template, and Questions?. At the bottom right is the official seal of the United States Coast Guard.

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## Knowledge Development: LECTURE SLIDES

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**Congratulations!**  
You have completed the LECTURE for Unit 11.  
Lesson 3. FSS



Next Steps:

1. Refer to User Guide (Unit 11, Lesson 3) for instructions on how to complete PRACTICE.
2. Access milSuite U11L3 "PRACTICE" section to complete Practice.
3. Submit your practice to instructor for feedback.
4. After successful completion of your practice activity, access User Guide and milSuite to complete ASSESSMENT, then submit for instructor evaluation.

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End of Lecture Slides



## Practice: FSS

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### Instructions for Practice

To complete this practice, follow these steps:

#### Access Practice Materials Online

1. Access Job Aid, “How to Create an FSS”.
2. Go to milSuite:  
<https://www.milsuite.mil/book/groups/fso-pva-course>
6. Click “Practice” link under Unit 11, Lesson 3.
7. Listed on this screen are the materials you need to complete your practice activity, including:
  - FSS template

#### Complete Practice

8. You will create an FSS using the template downloaded from milSuite.
9. Use the following parameters to complete this PRACTICE:

DATE	01 April 2020
UNIT NAME	USCGC Pacific
ADDRESS	100 Coast Guard Way, Petaluma, CA 94952

10. Success criteria for this Practice:

- Completed FSS

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## Practice: FSS, CONT.

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### Instructions for Practice, CONT.

11. After you have created the FSS, SAVE it to your computer.

Recommended naming convention:

- U11L3\_FSS\_PRACTICE\_(**Your Last Name**)

### Submit Completed Practice Form

12. UPLOAD your PRACTICE Doc into the CS Portal folder that has your last name.

13. SEND an email to instructor CSCS Ciurlino ([Anthony.J.Ciurlino@uscg.mil](mailto:Anthony.J.Ciurlino@uscg.mil)):

- Subject: U11L3 PRACTICE (**Your Last Name**)
- Body of Email: Include this description
  - Unit/Lesson # and Practice (U11L3 FSS)
  - Sample description in body of email: *"U11L3 FSO FSS Practice now uploaded to Portal and ready for your review and feedback."*
  - Email Signature: Your full name, time zone, your email address for receiving instructor feedback, and your cell phone.

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**Practice: FSS, CONT.**

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**Instructions  
for Practice,  
CONT.**Receive Instructor Feedback on Practice

14. If you do not receive instructor feedback within 30 min., email your instructor to confirm they know you have submitted your practice assignment.
15. Your instructor will contact you with feedback using the email or phone number you included in your email.
16. Instructor feedback on your practice:

IF	THEN
Your practice was correct	Proceed to Assessment
Your Practice had errors.	<ol style="list-style-type: none"><li>1. Take notes on instructor feedback.</li><li>2. Ask questions for clarification.</li><li>3. Discuss with instructor. Are you ready for the assessment or do you wish to practice again?</li><li>4. Pursue action determined with instructor in Step 3.</li></ol>

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End of Practice

## Assessment: FSS

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### Instructions for Assessment

To complete your Assessment, follow the instructions below.

#### Access Assessment Materials Online

1. Reminder: Questions are not permitted during an Assessment. You have three attempts to pass this assessment.
2. Access Job Aid, “How to Create a CGDF FSS”.
3. Go to milSuite:  
<https://www.milsuite.mil/book/groups/fso-pva-course>
4. Click “ASSESSMENT” link under Unit 11, Lesson 3.
5. Listed on this screen are the materials you need to complete your assessment activity, including:
  - FSS template

#### Complete Assessment

6. Using templates downloaded from milSuite, you will complete an FSS
7. Use the following parameters to complete this ASSESSMENT:

DATE	01 May 2020
UNIT NAME	USCGC Atlantic
ADDRESS	100 Munro Drive, Norfolk, VA 23324

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## Assessment: FSS, Continued

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### Instructions for Assessment, CONT.

8. Success criteria per the Performance Test Checklist (PTC) for this Assessment include:
  - Completed FSS
9. After you have created the FSS, SAVE it to your computer.  
Recommended naming convention:
  - U11L3\_FSS\_ASSESSMENT\_(**Your Last Name**)

### Submit Completed Assessment

10. UPLOAD your PRACTICE Doc into the CS Portal folder that has your last name.
11. SEND an email to instructor CSCS Ciurlino ([Anthony.J.Ciurlino@uscg.mil](mailto:Anthony.J.Ciurlino@uscg.mil)):  
Suggested structure of your email:
  - Subject: U11L3 ASSESSMENT (**Your Last Name**)
  - Body of Email: Include this description
    - Unit/Lesson # and ASSESSMENT (U11L3 FSS)
    - Sample description in body of email: *"U11L3 FSS ASSESSMENT now uploaded to Portal and ready for your review and feedback."*
    - Email Signature: Your full name, time zone, your email address for receiving instructor feedback, and your cell phone.

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**Assessment: FSS, Continued**

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**Instructions  
for  
Assessment,  
CONT.**Receive Instructor Feedback on Assessment

12. Your instructor will contact you with feedback using the email or phone number you included in your email.
13. Instructor feedback on your assessment:

IF	THEN
Your assessment was correct	Congratulations! You are proficient in this skill!
Your Practice had errors.	<ol style="list-style-type: none"><li>1. Take notes on instructor feedback.</li><li>2. Ask questions for clarification.</li><li>3. Discuss with instructor. Are you ready to try the assessment again or do you need more practice time?</li><li>4. Pursue action determined with instructor to successfully complete assessment</li></ol>

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End of Assessment