# MEMO

TO: Donna Rohan Kurian, Executive Chef

FROM: Devin Washington, VP Quality and Customer Service

DATE: March 4

SUBJECT: Department of Health Regulations

As part of the health training for all kitchen and back-of-the-house employees, Bell Orchid Hotel Group will be reinforcing compliance with all Department of Health regulations. The following background information from the Bureau of Food and Drug Safety (<http://www.tdh.state.tx.us/bfds/retail/about.html>) will be provided to all employees:

“The Department of Health (TDH) began implementation of the Retail Food Inspection Program. It was when the Retail Foods Division came into existence. The law requires TDH to permit and inspect retail food facilities in areas where no local health authority currently regulates. Many establishments which had gone uninspected and unregulated for many years are now required to permit and to meet minimum food safety standards; as a result, the general public is provided a much greater degree of safety. Rules to implement were approved and adopted by the Board of Health on May 20, 1994. The Retail Foods Division (RFD) is in the Bureau of Food and Drug Safety under the Associateship for Consumer Health Protection. The Division Director oversees two branches in the RFD, the Accreditation and Training Branch and the Field Operations and Enforcement Branch.”

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| Date | Time |
| March 18 | 9 a.m. |
| March 18 | 3 p.m. |
| March 19 | 9 p.m. |

Your knowledge of government regulations and commitment to quality are a big part of Bell Orchid Hotel Group’s success. Your participation in this training initiative will help to assure that all our restaurants far exceed all minimum requirements and continue to provide our customers with the highest possible quality food and beverages. The training sessions dates and times are listed in the table on the right.