



## COMPLIANCE ASSISTANCE BULLETIN

### News You Can Use

### Placard Posting Requirements for Retail Food Establishments

#### Purpose

The purpose of this bulletin is to provide compliance assistance information to retail food facility owners regarding the requirements for posting the color-coded placards that are issued during food facility inspections.

#### Requirements

A Green, Yellow or Red Placard will be issued at the end of each routine inspection and reinspection. The placard must be posted in an acceptable location from the time it is issued until the time it is replaced with another placard. The Environmental Specialist will approve the location where the placard will be posted.

#### Primary Location

- The placard must be posted in a front window or door at the main entrance, facing outward. If it is posted in a front window, it must be within 5 feet of the main entrance.
- The placard may also be posted in a display case (such as a menu display box) mounted on the outside wall within 5 feet of the main entrance to the facility.

#### ***If no windows or display box exists, or if the windows are heavily tinted:***

- \* *The placard may be posted inside the facility, in a visible location, within five feet of the main entrance, or*
- \* *The placard may be prominently posted at the service counter, if ordering is done at a service counter/register.*

#### Keeping the Placard Safe

The owner is responsible for keeping the placard in the approved location. If an operator finds their placard is missing or altered, it is their responsibility to immediately call the **Environmental Health Division at (916) 875-8440** and request a new placard. One replacement placard will be provided each year free of charge. Additional replacements will be provided for a fee. Placards are the property of the Environmental Management Department and old placards are required to be surrendered when a new placard is issued.

#### Proper Posting

A placard is not considered properly posted when:

- The placard is not in the location approved by the Environmental Specialist.
- The placard was stolen and the operator has not called for a replacement.
- The placard has been tampered with and/or defaced, and the operator has not called for a replacement.
- The placard is covered by equipment, papers, tint, foliage, colored plastic sleeves or anything that camouflages, covers or disguises the placard.

**Fines and Penalties**

When an Environmental Specialist documents a failure to properly post a placard, a reinspection will be conducted and fee assessed, as authorized by current County ordinance. Other enforcement actions may include citation, mandatory compliance conference, and/or permit suspension.

**Examples**



Post the placard on the outside window or door within 5 feet of the main entrance.



The placard may be posted at the service counter in a food court or mall. Grocery stores shall display their placard on the main entrance door. The deli or hot food service area at a grocery store may display separately issued placards at that area's point of sale.

**For More Information or Assistance**

For additional information, contact Environmental Management Department (EMD) at (916) 875-8440, [EMDinfo@SacCounty.net](mailto:EMDinfo@SacCounty.net), or go to the EMD web site <http://www.emd.saccounty.net>.

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