



**WELCOME TO THE AUTUMN NEWSLETTER FOCUSED ON  
INFORMATION FOR OUR FOOD PROVIDERS. WE HOPE YOU  
FIND THIS INFORMATION HELPFUL**

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**Verification fees**

Food providers sometimes ask what constitutes the verification cost and why it seems expensive considering the time we are on site with you.

Your verification incurs a fee of \$178.00 per hour. This does not just include the time the verifier is on-site completing the verification; it also includes scope time and report development time and any time involved in following up on corrective actions. This is charged out as follows:

- *Verification Time* – how long the verifier is on site for;
- *Scope Time* - inputting all data from audit into our system and MPI's system;
- *Report Development Time* – how long the verifier takes to write the report based on what they have seen at the audit;
- *Follow-up Time* – any time required to follow up and review any corrective actions.

We operate an hourly charge to ensure that those businesses that are prepared in advance and demonstrate safe food practices will pay less than those who are unprepared for the inspection.

## Food safety apps

If your business is using one of the food safety apps to record your information, please ensure you have the records available for the verifier to see at the time of the verification, or you can send these to the verifier prior to the visit. We are finding that sometimes when we arrive on site we can't be shown all of the necessary records of the checks you have undertaken. This results in more time involved in ensuring we can determine compliance and therefore a more expensive bill for you.

Make sure you can gain access to the reports before we get there and contact your provider if you have any trouble with this.

As mentioned, you can always send us the verification information prior to your actual meeting on site. We will still have to charge for the time to review your records; however it means we can be less disruptive to your day as we need less time on site.

## Renewal of registration

The invoice for your renewal is sent out the month before it is due to expire. Payment for this is required to be paid before your current registration expires – annually for Food Control Plans or Biannually for National Programmes.

### **We cannot renew expired registrations**

If you let your registration expire and still wish to trade you will have to make a new application (at the new application fee cost – currently \$315.00) – and have a verification undertaken within six weeks of your registration being issued.



## MPI's cost recovery proposal

An email was sent out from us recently regarding MPI's cost recovery proposal. This proposal is to provide further education, oversight, rules and monitoring services for all food businesses. It also includes the proposal of an additional levy on each site you have registered that Council would have to collect on MPI's behalf. Take this opportunity to have your say before submissions close at 5.00pm Friday 15 March 2024.

Link below to the consultation document and to make a submission:

[Cost Recovery proposal to maintain and expand New Zealand Food Safety's core regulatory services under the Food Act 2014](#)

***It's important you have your say on this proposed extra cost for your business from Central Government.***

## Pest management

It's timely, with recent events in the news, that everyone thinks about their pest control programme.

Make sure you are up-to-date with the requirements of your Food Control Plan (Blue Card) "Checking for Pests" and can show your verifier:

- How you and your staff check for pests;
- How you and your staff control pests and manage risks from them.

With the cooler seasons coming up mice and some insects will be looking for warmer places to see the winter out. So make sure you are monitoring your business for easy entry points and either have a pest control specialists or manage the risks appropriately yourself.

Some mice facts from Google:



- Mice can squeeze through gaps as small as 6 millimetres.
- Mice are colour blind.
- A mouse produces between 40-100 droppings a day – that's roughly 36,000 droppings a year!
- Mice eat 3-4 grams each a day.
- Mice tend to build their nests within about 3 metres of their food source.
- A female mouse can have up to 10 litters a year, of between 4-16 puppies.
- Baby mice mature to reproductive age from six weeks.

Don't forget to vigilantly check for insects like cockroaches and ants too! An infestation of insects or vermin could result in your business having to shut down while the problem is fixed.

## Reminders

### New Template Food Control Plan

All businesses should now be on the new Template Food Control Plan. If you do not have one you can purchase these from the Council or download it from the MPI website. If at the time of your verification you still have not moved to the new plan it could result in an unacceptable outcome.

### Checking the plan is working well for you

As the operator of the food control plan, it is your responsibility to regularly check that food safety and suitability is being well managed in your business. You or one of your staff need to be an internal verifier, someone that checks the plan is being followed correctly.

### Staff sickness

If you or one of your staff are sick with a tummy bug, you should not return to work with food until 48 hours after your last symptoms, (eg, vomiting or diarrhoea) stop.

### Receiving goods

When receiving food, record:

- The name and contact details of your supplier.
- The type and quantity of food.
- The temperature of the food, if it needs to be kept at a certain temperature to make sure it is safe and suitable.

## Any suggestions?

What can we do to help assist you? Are there any tools or resources we could develop to assist Marlborough food businesses?

All suggestions are warmly welcome, please send them to [environmentalhealth@marlborough.govt.nz](mailto:environmentalhealth@marlborough.govt.nz)