**From:** Candias Webster
**Subject:** FW: TPIA Request — Inspector Authority, Training, and SOPs for Retail Food Establishment Inspections (Wal-Mart Bakery, Deli, Grocery)
**Date:** Mon, 15 Sep 2025 07:37:42 -0500
**To:** Seth Bryan <Seth.Bryan@bryanitcorp.com>

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Good morning,

Can you please gather this information from Juan Ramirez's email?

1. **Correspondence (Email/Letters/Texts/IM)**

   * All correspondence to/from or about Juan Ramirez that references inspections, inspection authority, credentials (RS/SIT/CIT), FDA "Standard 2," or Wal  Mart (2311 S Jefferson).

   * Please include email metadata (From/To/Subject/Date/Time) and bodies/attachments.

**Thank you,**
**Candias Webster, TRMC, CMC**
**Assistant City Manager/ City Secretary**
**City of Mt. Pleasant**
**Office: 903-575-4154**
**Cell:** [redacted]
**Fax: 903-577-1828**

**ATTENTION OFFICIALS**: A "Reply to All" on this e-mail or reply or forward to one other official could lead to violations of the Texas Open Meetings Act.  Please reply only to the sender.

*CONFIDENTIALITY NOTICE: This e-mail is intended solely for the person or entity to which it is addressed and may contain confidential and/or privileged information. Any review, dissemination, copying, printing, or other use of this e-mail by persons or entities other than the addressee is prohibited. If you have received this e-mail in error, please contact the sender immediately and delete the material from your computer.*

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**From:** Kyle Moring <[redacted]>
**Sent:** Thursday, September 4, 2025 7:11 AM
**To:** Candias Webster <cwebster@mpcity.org>
**Cc:** Austin Beck <abeck@dtrglaw.com>
**Subject:** TPIA Request — Inspector Authority, Training, and SOPs for Retail Food Establishment Inspections (Wal-Mart Bakery, Deli, Grocery)

CAUTION: [EXTERNAL EMAIL]

Good morning,

Pursuant to the Texas Public Information Act, Chapter 552, Government Code, I respectfully request the records listed below, preferably in electronic form (PDF or native format where available). This request concerns Juan Pedro Ramirez and his role performing inspections and related duties for the City of Mount Pleasant.

**Timeframe**

Please search from January 1, 2024, to the present.

**Offices/Systems to Search**

Please search the records of Code Compliance (Health/Environmental), the City Manager's Office, Human Resources, City Secretary/PIO, City Attorney, and IT (email systems, shared drives, inspection databases, and document management systems).

**Records Requested**

1. **Designation & Authority**

    * Any memorandum, resolution, delegation, job action, or other writing that designates Juan Ramirez to conduct retail food/public health inspections or to sign inspection reports/certificates, including any temporary or interim designations and effective dates.

    * Any policy or SOP describing who may sign retail food inspection reports or post certificates.

2. **Training/Competency (TFER/FDA Standard 2/RS SIT)**

    * Records of training, standardization, or field competency for Mr. Ramirez (e.g., FDA Program Standard 2 standardization records, field training logs, checklists, certificates, re-standardization, and any supervisor/standardized officer documentation).

    * Any Registered Sanitarian (RS) or Sanitarian in Training (SIT) credentials (if any), or written confirmation that none exist.

3. **Code Enforcement Credential/Supervision**

    * City records reflecting Mr. Ramirez's code enforcement registration status and any required CIT supervision arrangements (e.g., supervisor of record forms, supervision plans), onboarding, and continuing education acknowledgments.

4. **Personnel/Position Records (non-confidential portions)**

    * Position description(s), minimum qualifications, offer/acceptance letters, start date(s), title changes, and organizational charts showing reporting lines for the inspector role. (Sensitive PII may be redacted consistent with the TPIA.)

5. **Inspection & Case Files Authored/Co-Authored by Mr. Ramirez**

    * Copies of all retail food inspection reports, field notes/measurements, temperature logs, photos, re-inspection notices, enforcement/administrative actions, and posting certificates he prepared or signed.

* Please include, at minimum, the complete files for the inspections and correspondence reflected for Wal-Mart, 2311 S Jefferson Ave, including 01/30/2025 (multiple reports), 07/09/2025, and 08/20/2025.

6. **Correspondence (Email/Letters/Texts/IM)**

* All correspondence to/from or about Juan Ramirez that references inspections, inspection authority, credentials (RS/SIT/CIT), FDA "Standard 2," or Wal Mart (2311 S Jefferson).

* Please include email metadata (From/To/Subject/Date/Time) and bodies/attachments.

7. **Standard Operating Procedures (SOPs) and Policies**

- All current and prior SOPs, policies, internal manuals, inspection forms, and guidance documents used by the City of Mount Pleasant for inspecting retail food establishments.
- This specifically includes policies for Bakery, Deli, and Grocery departments at retail stores such as Wal-Mart, and any guidance that dictates:
    1. How inspections are conducted,
    2. Frequency of inspections,
    3. Documentation requirements,
    4. Criteria for passing/failing scores,
    5. Corrective action or enforcement steps, and
    6. Posting of grades/certificates.

8. **Public Notices or Reports**

- Any policies or notices describing how inspection results (including bakery, deli, and grocery inspections) are reported to the public.

**Production & Cost**

* Electronic delivery by email is preferred.

* If estimated charges will exceed $40, please provide an itemized written estimate before proceeding.

* If portions of records are withheld, please segregate and release all non-exempt material and cite the specific statutory basis for each redaction or withholding.

* I consent to rolling production as records become available.

**Special Instruction on Scope**

If this request is considered too broad, please separate it into two narrower requests:

1. One addressing Juan Ramirez (designation, credentials, training, inspections, correspondence).

2. One addressing City SOPs and policies for inspecting retail food establishments, including Wal-Mart Bakery, Deli, and Grocery.

**Clarification:** These requests (whether treated as a single request or two narrower requests as described above) are to be processed separately and independently from any other Public Information Act requests I currently have pending with the City of Mount Pleasant. This ensures timely compliance with the TPIA while preserving my right of access.

Please confirm receipt, assign a TPIA tracking number, and provide an estimated date for completion. I appreciate your continued support with this matter.

With gratitude,

Kyle Moring

[redacted]

[redacted]