

PLAN REVIEW PACKET

TO: Proposed New or Remodeled Food Service Facilities

FROM: Ingham County Health Department Environmental Health
Plan Review Specialists

Michigan's Food Law of 2000, P.A. 92 of 2000, as amended, requires you to submit plans for review whenever a food service facility is constructed, remodeled or altered. This applies to changes in existing food service facilities as well as new construction. This requirement assures that the work meets minimum sanitation standards.

The following information is included in this packet to assist you in your plan review process:

- Ingham County Food and Facilities Information Document
- Plan Review Submission Instructions Checklist
- Plan Review Application
- Plan Review Worksheets
- Standard Operating Procedures Guidance Document

We look forward to receiving your plan review submittal and working with you on your upcoming project.

NOTE: THE PLAN REVIEW DOCUMENTS MUST BE REVIEWED AND APPROVED BY THIS DEPARTMENT PRIOR TO BEGINNING CONSTRUCTION.



FOOD SERVICE ESTABLISHMENT INFORMATION

1. REASON FOR INSPECTION

- New Owner with Full Plan Review (using a previously licensed food facility)
- New Owner with Minimal Plan Review
- Change of Ownership on an Active License
- New Construction
- Field Evaluation
- New Owner on a Deleted License

2. NAME OF ESTABLISHMENT (doing business as) _____

3. Establishment Address _____
(Number and Street) (City) (State) (Zip)

4. In City / Village of _____ Township of _____

5. PREVIOUS NAME OF ESTABLISHMENT (if applicable) _____

6. PROPOSED TYPE of establishment: (please circle one)
Serving Site Only; Bar Only; Take-Out Pizza Only; Ice Cream Only; Donut Shop; Bagel Shop; Coffee Shop; Concession; Full Service **Without** Alcohol; Bar With Small Food Menu; Fast Food; Catering; Ethnic Menu Without Alcohol; Full Service **With** Alcohol; Institutional Setting; Fine Dining; Mobile Unit; Special Transitory Food Unit

7. OWNER'S NAME: _____ **DAYTIME PHONE #** _____

EMAIL: _____ **FAX#:** _____

Address _____
(Number and Street) (City) (State) (Zip)

8. OWNERSHIP: Individual Partnership
 Corporation

FOR NEW OWNERS/ CHANGE OF OWNERSHIPS:

- 9.** Is the establishment currently open for business? YES NO If no, when is the anticipated opening? _____
If yes, is the establishment already operating under the new ownership? YES NO
- 10.** Will the management and/or personnel change? YES NO
- 11.** Will the type of menu change? YES NO
- 12.** Is the kitchen equipment from the previous owner present and intact? YES NO
- 13.** Are equipment changes in the establishment planned? YES NO
If yes, briefly describe: _____
- 14.** Are construction changes in the establishment planned? YES NO
If yes, briefly describe: _____

I hereby certify that all information provided in this application is true and complete.

15. APPLICANT'S NAME: _____ **DAYTIME PHONE #** _____

FAX # _____

Address _____
(Number and Street) (City) (State) (Zip)

Applicant's Signature _____ **Date** _____

Office Use Only:

Amount Received: _____ **Receipt #:** _____ **Payment Type:** CC: _____

License Number: _____ Check/MO: _____ Cash

HEALTH DEPARTMENT REPRESENTATIVE _____

DATE OF INSPECTION _____

EXPIRATION DATE _____

Environmental Health



Fixed Food Establishment Plan Submission Instructions

Congratulations! You are proposing to build or remodel a food establishment in Michigan. Please submit your plan review package to the local health department (food service) or Michigan Department of Agriculture and Rural Development (MDARD) (retail food). All of the following items must be completed and compiled into a single package or the plan review may be delayed as additional material is requested. .

1. Plan review application and any necessary plan review fees.

Mandatory plan review is required for all food service establishments, special transitory food units that are predominately food service and any other establishment inspected by a **Local Health Department (LHD)**. Contact your area LHD for the applicable plan review fee as they vary by jurisdiction.

MDARD inspected establishments (retail food) require a \$197 mandatory plan review for retail food establishments with deli and seating, retail grocery with food service and special transitory food units that are predominately retail or wholesale. Most other plan reviews are voluntary and done at no charge. MDARD encourages **all** operators to submit remodeling or construction plans for review.

2. Completed Plan Review Worksheet

Application, worksheet and guidance manual copies are available from any LHD or at: <http://www.michigan.gov/mdard>. Search: Plan Review.

3. Menu

If your facility does not have a formal, set menu (e.g., school with a rotating menu) submit representative sample menus or a list of foods offered for sale or service.

4. Standard Operating Procedures (SOPs)

SOPs appropriate to your operation shall be submitted prior to opening. See the Standard Operating Procedures Manual guidance document that is available from any LHD or at: <http://www.michigan.gov/mdard>. Search: Plan Review.

5. Certified Manager Documentation

Most food establishments will be required to employ at least one (1) full time certified manager employee who is certified under the American National Standards Institute accredited certification program (Food Law 2000, as amended, Section 289.2129). Documentation that verifies they meet the certified manager requirements prior to establishment opening will be required.

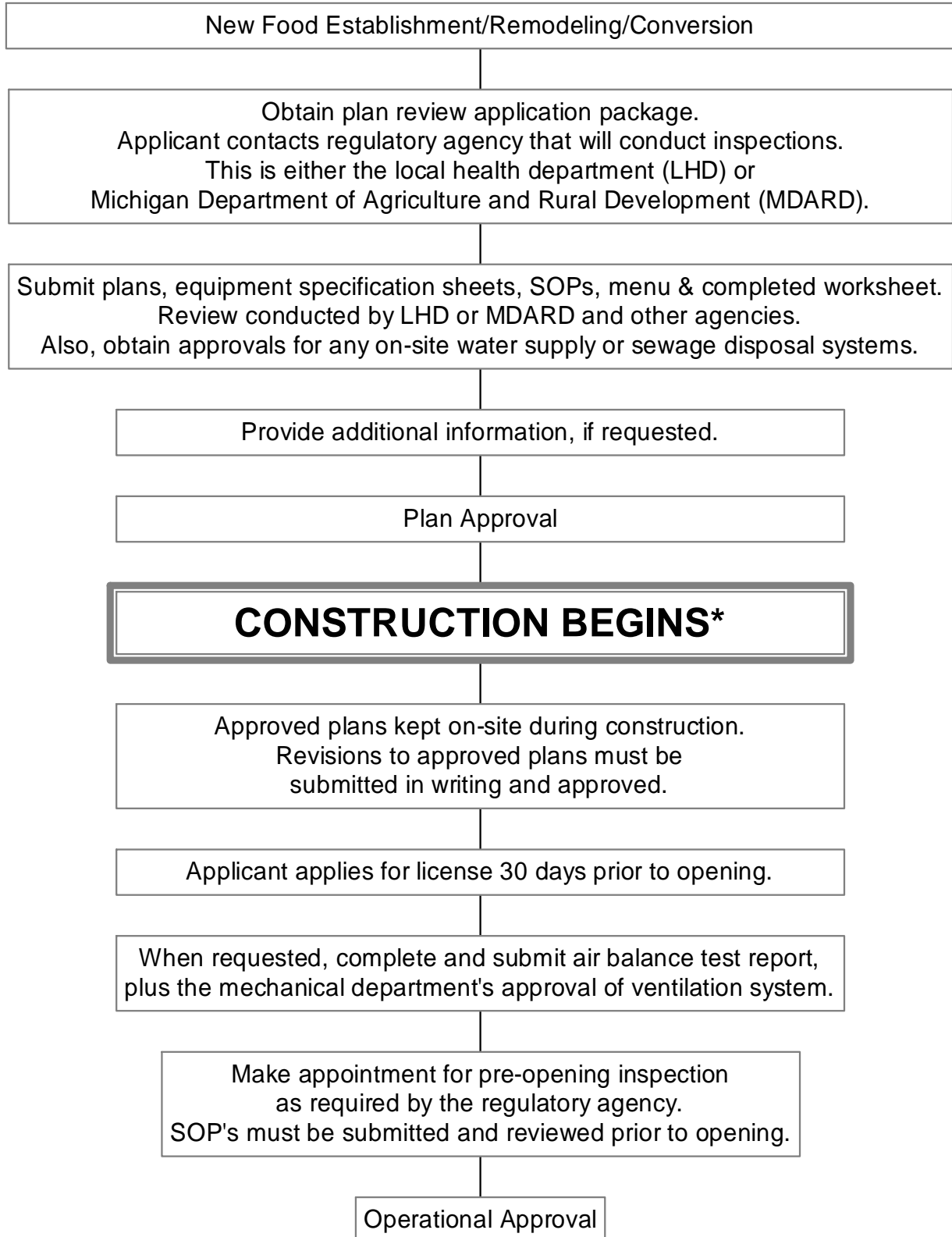
6. One complete set of plans. Provide scaled plans (1/4" per foot is a normal, easy to read scale). Show:

- Proposed layout, with equipment identified.
 - Label sinks and prep tables with their intended use.
 - Include construction materials of such items as custom cabinets and any other built-in items.
- Mechanical plan (e.g., cooking ventilation systems: including hood, duct and exhaust fans).
- Plumbing plan (e.g., sinks for handwashing, food preparation and dishwashing, dishmachines, hot and cold water outlets, hot water equipment, water heater, sewer drains, grease traps and floor drains/sinks).
- Lighting plan, indicating which lights are shielded.
- Site Plan, including:
 - Details of outside garbage storage area and containers, as well as exterior storage areas.
 - On-site water well and sewage disposal system data

7. Specifications

- Include manufacturer's specifications for each piece of equipment. Minimum information for each piece of equipment includes the following (note: the manufacturer's specification or "cut" sheet typically provides most of this information):
 - Type
 - Manufacturer
 - Model number
 - Dimensions
 - Performance capacity
 - Indicate how equipment will be installed (e.g., on leg or wheels, fixed or flexible utility connections)
 - Indicate which items are used equipment and what equipment is NSF approved or equivalent.
 - Sanitation Standard Operating Procedures (SSOPs): Include any available cleaning and maintenance instructions for food processing, cutting and grinding equipment.

Food Establishment Plan Review Process



*Agencies have the authority to issue a stop work order when construction begins before plans are approved.



Fixed Food Establishment Plan Review Application

Meets the Food Law requirement for a transmittal letter to be submitted with the plans.

Establishment Name: _____

Address, City, Zip: _____

Establishment Phone: _____

Location Information: Between _____ & _____ street

Prior Establishment Name: _____

<p>Owner</p> <p>Name _____</p> <p>Address _____</p> <p>City, State _____</p> <p>Zip _____ Phone # _____</p> <p>Fax # _____ E-Mail _____</p>	<p>Food Service Equipment Supply Co.</p> <p>Name _____</p> <p>Address _____</p> <p>City, State _____</p> <p>Zip _____ Phone # _____</p> <p>Fax # _____ E-Mail _____</p>
<p>Architect</p> <p>Name _____</p> <p>Address _____</p> <p>City, State _____</p> <p>Zip _____ Phone # _____</p> <p>Fax # _____ E-Mail _____</p>	<p>General Contractor</p> <p>Name _____</p> <p>Address _____</p> <p>City, State _____</p> <p>Zip _____ Phone # _____</p> <p>Fax # _____ E-Mail _____</p>

Which of the above will serve as the primary contact? _____

Which of the above should all correspondence be mailed to? _____

Proposed construction start date: _____ Proposed opening date: _____

For reviewing agency use only:

Fee \$: _____

Check #: _____

Date: _____

Receipt #: _____

Plan Review #: _____

Assigned to: _____

Remarks: _____

www.michigan.gov/mdard, keyword: Food Plan Review - Industry

General Information

Hours of Operation: _____

Seating Capacity (include bar): _____ Facility Size (square feet): _____

Minimum staff per shift: _____ Maximum staff per shift: _____

These plans are for a: New establishment Remodeling Conversion
What describes the establishment better? On-site Preparation Serving Site

Will part of the operation be outdoors (e.g., bar, dining, storage, cooking, etc.)? Yes No

If yes, explain: _____

Type of Operation (check all that apply)

A. Restaurant Related

- Sit down meals
- Counter
- Cafeteria
- Fast food
- Bar with food prep
- Commissary
- Church
- Takeout menu
- Catering
- Buffet or salad bar
- Tableside / display cooking
- Hospital
- Bottling alcoholic beverages

B. Grocery Related

- Grocery store
- Fresh Meat
- Seafood / fish
- Deli
- Ice production / packaging
- Produce
- Produce processing
- Smoked fish
- Bakery
- Commissary
- Self-service bulk items
- Self-service baked goods
- Wholesale foods
- Repackage / processor of: _____
- Water bottling
- Bottling alcoholic beverages

Please summarize the proposed project.

I certify that the plan review application package submitted is accurate to the best of my knowledge.

Signature of owner or representative _____ Date _____

Please print name and title here _____



Michigan Department of Agriculture and Rural Development

Fixed Food Establishment Plan

Review Worksheet

To be completed by the operator and submitted to the local health department
or the Michigan Department of Agriculture and Rural Development,
(whichever will be conducting the plan review).

Establishment

Name: _____

Address: _____

City, State, Zip: _____

Pages 6-10 ask structural and equipment questions that the operator may wish to have the contractor or architect complete.

Refer to the food establishment plan review manual for technical assistance. The manual is available from your reviewing agency or by visiting www.michigan.gov/mdard, Search: Plan Review.

Information contained in the plans may be referenced and does not have to be repeated in the worksheet (e.g., see plan sheet 3a, #6).

Food Manager Knowledge

Under the Food Law of 2000, as amended, retail food establishments are required to have a person in charge (PIC) during all hours of operation and employee at least managerial employee under a program accredited by American National Standards Institute.

1. Check all that apply

- | | |
|---|---|
| <input type="checkbox"/> A designated person in charge that can demonstrate knowledge of: foodborne disease prevention, application of food safety (HACCP) principles, and the requirements of the Food Code, will be available during all hours of operation. (REQUIRED) | |
| <input type="checkbox"/> Certified Managerial Employees under ANSI Requirements is provided (REQUIRED) | <input type="checkbox"/> A written food safety (HACCP) plan will be provided.* (Only required under certain circumstances) |
| <input type="checkbox"/> Standard operating procedures (SOP) including a policy that excludes or restricts food workers who are ill or have infected cuts or lesions* | <input type="checkbox"/> Animal based foods, such as meat, poultry, fish, shellfish or eggs served raw, or undercooked or not otherwise processed to eliminate pathogens.** |

* Please submit copies of these documents (or an inventory if there are numerous large documents, and training videos)

**If you checked this item, then the customer must be informed by means of a consumer advisory upon ordering, that a particular menu item contains raw or undercooked foods of animal origin. The consumer advisory must be made whether the food is normally prepared undercooked or is prepared undercooked only at the customer's order. Submit a copy of the menu for review. For further clarification please contact your reviewing health agency or read the consumer advisory guidance document at <http://www.michigan.gov/mdard>, Search: Updated Food Law/Food Code 2012.

Food Preparation Review
(See manual parts 1 and 3)

2. How will potentially hazardous food (time/temperature control for safety food) be thawed? (Check all that apply)

<u>Thawing Method</u>	Foods less than 1" thick	Foods more than 1" thick
Refrigeration		
Running water (less than 70 °F)		
Microwave as part of cooking process		
Cook from frozen		
Other:		

3. Cooking and reheating potentially hazardous food (time/temperature control for safety food): List all cooking and reheating equipment and check all applicable boxes.

Equipment Name	Cooking	Reheating	New	Used	NSF Approved or Equivalent

4. Hot and cold holding of potentially hazardous food (time/temperature control for safety food): List all hot and cold holding equipment and check all applicable boxes.

Equipment Name	Hot Holding	Cold Holding	New	Used	NSF Approved Or Equivalent

5. Will ice be used as a refrigerant for potentially hazardous foods (time/temperature control for safety food)? Yes No
If yes, describe which foods will be held on ice, for how long, where this will occur and the source of the ice.

6. Will time be used for bacterial growth control, instead of hot or cold holding? Yes No
If yes, submit a list of the foods involved and the standard operating procedures that will be used to monitor the use of time as a control.

7. Cooling Potentially Hazardous Food: List foods that will be cooled using each of the following methods. Foods must be cooled from 135°F to 70°F in 2 hours or less and with a total of 6 hours from 135°F to 41°F or less.

- A. Shallow pans in refrigerator: _____
- B. Ice baths: _____
- C. Volume reduction (e.g., quartering a large roast): _____
- D. Rapid chill devices (e.g., blast freezers): _____
- E. Ice paddles: _____
- F. Other: _____

8. Food Preparation

A. List foods that will be prepared a day or more in advance of service or sale.

B. How will employees avoid bare-hand contact with ready-to-eat foods? (Check all that apply)

- Disposable gloves Suitable utensils
- Deli tissue Other: _____

C. Will produce be cleaned on-site? Yes No

D. If C is yes, describe which sink(s) will be used for food preparation.

9. Date Marking:

When potentially hazardous food (time/temperature control for safety food) is ready-to-eat and will be kept under refrigeration for more than 24 hours after preparation / opening, a date marking system must be utilized. Note: The day of preparation counts as Day 1.

A. Will the establishment have food items that must be date marked? ___ Yes ___ No

If yes, describe the date marking system that will be used and provide written standard operating procedures.

10. Catering/Off-Site/Satellite:

Complete if establishment will cater foods to another location or performing any cooking or preparations off-site at other locations.

A. List menu items

B. Maximum number of meals per day taken to or prepared at off-site location

C. How will hot food be held at proper temperature during transportation and at the remote serving location?

D. How will cold food be held at proper temperature during transportation and at the remote serving location?

E. What types of vehicles will be used to transport food?

F. What types of sneeze guards or food protection devices will be used? (See manual part 4)

Dishwashing

(See manual part 8)

11. Dishwashing methods (check all that apply) ___ Dishmachine ___ Sink

Dishwashing Sinks	Length (inches)	Width (inches)	Depth (inches)
A. Sink 1, Size of compartments			
B. Sink 2, Size of compartments			
C. Sink 3, Size of compartments			

D. What is the largest item that will have to be washed in a sink and its size?

E. List the location of all garbage disposals:

General

12. Will employee dressing rooms be provided? ___ Yes ___ No
 (See manual part 16.)

13. If no, describe how personal belongings will be stored:

14. Check which of the following will be used ___ Washer ___ Dryer
 on-site:

15. Describe what will be laundered on-site: _____

16. What type of mop sink will be provided (e.g., curbed floor drain, mop sink on legs, etc)?
 See manual part 8.

Room Finish Schedules

Fill in materials to be used (See manual part 10)

Area	Floor	Coving*	Wall	Ceiling
17. Preparation				
18. Cooking				
19. Dishwashing				
20. Food Storage				
21. Bar				
22. Dining				
23. Employee Restrooms				
24. Dressing Room				
25. Walk-In Refrigerator				
26. Walk-In Freezer				
27. Garbage Room				
28. Janitor Closet				
29.				
30.				

*List the material that will be used to provide a smooth, rounded and cleanable surface where the floor and wall joins. **Note:** Please explain abbreviations.

Water Supply

(See manual part 5)

31. Will the water supply be: ___ Municipal ___ Existing on-site ___ New on-site
32. If an on-site water supply is being used, is the local health department in the process of approving? ___ Yes ___ No*

Sewage Disposal

(See manual part 5)

33. Will the sewage disposal be: ___ Municipal ___ Existing on-site ___ New on-site
34. If an on-site sewage system is being used, is the local health department or Michigan Department of Environmental Quality in the process of approving? ___ Yes ___ No*

* It is recommended that you contact your local health department to begin the approval process.

Insect and Rodent Control

(See manual part 13)

35. Will outside doors be self-closing? ___ Yes ___ No
36. Will the facility have a drive-thru or walk-up window? ___ Yes ___ No
37. If 36 is yes, describe how insects will be kept out (e.g., self-closer, air curtains, etc.)

38. Are other openable windows screened? ___ NA ___ Yes ___ No
39. Will openings around pipes, electrical conduits, chases and other wall perforations be sealed? ___ Yes ___ No
40. Will garage-style or loading bay doors be present? ___ Yes ___ No
41. If 40 is yes, how will garage style or loading doors be protected against vermin entry?

Solid Waste Storage

(See manual part 17)

42. Outside Storage
- A. What type of storage will be used?* ___ Compactor* ___ Dumpster* ___ Cans
- B. What type of surface will be under the container? _____
- C. What is the minimum pick-up frequency? _____

*Remember to show details on site plan, including unit location and slope of surface under the unit.

43. Inside Storage

A. Describe how garbage, boxes, etc., will be stored inside:

B. Describe any inside storage or cleaning area (e.g., garbage can cleaning area):

C. Will any compactors or dumpsters be located inside? If yes, show on plans. Yes No

D. Describe any area where damaged merchandise returned for credit to vendor will be stored:

E. Describe how waste grease will be handled and stored: _____

F. Describe how and where recyclables will be stored: _____

G. Check the types of materials that will be recycled:

Glass Metal Paper Cardboard Plastic

Plumbing Cross-Connections

(See manual part 12)

The following technical information is needed on the proposed plumbing. This section is best completed by a qualified plumber, architect or engineer. Be sure to include all devices, equipment and fixtures that have cross-connection protection. Remember to complete both the water supply and waste side (e.g., a dishwasher may have an AVB on the water supply and an air-gapped drain).

Fixture	Sewage Disposal			Water Supply					
	Air Gap	Air Break	Direct Connect	AVB	PVB	RPZ	VDC	HB	Air Gap
44. Dishwasher									
45. Glasswasher									
46. Garbage grinder									
47. Ice machines									
48. Ice storage bin									
49. Mop sink faucet									
50. 3 compartment sink									
51. 2 compartment sink									
52. 1 compartment sink									
53. Steam tables									
54. Dipper wells									
55. Hose connections									
56. Refrigeration condensate drain lines									
57. Beverage dispenser with carbonator									
58. Water softener									
59. Potato peeler									
60. Walk-in floor drain									
61. Chinese range									
62. Detergent feeder on faucet									

63. Outside sprinkler or irrigation system									
64. Power washer									
65. Retractable hose reel									
66. Toilet									
67. Urinal									
68. Boiler									
69. Bain-marie									
70. Espresso machine									
71. Combi-style oven									
72. Kettle									
73. Rethermalizer									
74. Steamer									
75. Overhead spray rinse									
76. Hot water dispenser									
77.									
78.									
AVB = atmospheric vacuum breaker					HB = hose bib vacuum breaker				
PVB = pressure vacuum breaker					VDC = vented double check valve				
RPZ = reduced pressure principle backflow preventer									

Formula Information

Several calculations are required to determine if there will be adequate hot water, ventilation, dry storage space and refrigerated storage space. The information requested on the following two pages provides the necessary data for performing calculations. See the plan review manual for formulas and directions.

79. Hot Water (see manual part 9)

List each type of plumbing fixture that uses hot water	# fixtures
Handsinks	
Bathroom Sinks	
1 Compartment Sink	
2 Compartment Sink	
3 Compartment Sink	
Vegetable Sink	
Overhead Spray Rinse	
Bar Sink _____ 3 compartment _____ 4 compartment	
Cook Sink	
Hot Water Filling Faucet	
Bain-marie	
Coffee Urn	
Kettle Stand	
Garbage Can Washer	
9 & 12 lb. Clothes Washer	
16 lb. Clothes Washer	
Employee Shower	
Mop Sink	
Dishmachine _____ hot water _____ chemical	
Dishmachine Make & model: _____	
Other:	
Other:	

80. Water Heater #1 Manufacturer: _____ Model number: _____
 A. Hot water heater proposed size: Electric _____ KW
 Gas _____ BTU's Thermal Efficiency: _____%
 B. Hot water heater storage capacity: _____ gallons
 C. Hot water heater recovery rate: _____ gallons per hour (@100° rise)

Attach information for any additional water heaters. Specify what area each water heater services and whether or not units will be installed in parallel.

81. Do hot water heater(s) serve any non-food equipment areas?
 If yes describe: _____

82. Dishmachine Booster Heater _____ KW _____ BTU Make _____ Model # _____

83. Refrigerated and Dry Food Storage (see manual parts 3 & 7)
 It is essential that a reliable estimate be made of the number of customers that are served or buy food between deliveries, in order to calculate dry and refrigerated storage capacities.

A. # meals or people served per day = _____
 B. # days between deliveries = _____ Dry Food _____ Refrigerated Items _____
 C. # meals between deliveries (AxB =) _____ Dry Food _____ Refrigerated Items _____

Please describe any assumptions made in determining the meal quantity estimate:

84. Refrigerated Storage (see manual part 3)

Walk-in Item #	**Interior Usable Height (ft)	Interior Length (ft)	Interior Width (ft)

*Upright Item #	Interior Depth (in)	Interior Width (in)	Interior Height (in)

*Working, preparation and line refrigerators should not be included. Only storage units.

85. Dry Storage (see manual part 7)

Storage Rooms*

**Usable room height (ft)	Interior Length (ft)	Interior Width (ft)

*Please note the location of any auxiliary storage (i.e outside storage).

**To determine usable height, determine height from floor to ceiling, then subtract height of food off floor (usually 6") and height of food from ceiling (usually 12-18").

Or, if there is no dry storage room proposed:

For full height shelves

Total Shelving Length (ft)	Shelving Width (ft)

Suggestion Sheet Food Establishment Plan Review Worksheet

Suggestions for changes to this plan review worksheet are welcomed from all users (e.g, food service operators, architects, engineers and regulators, etc.). Revisions to documents are made periodically as needed. Thank you for taking the time to submit your ideas.

Name: _____ Phone: _____ Fax: _____

Address: _____

City, State, Zip: _____

E-mail: _____

Submit to:
Plan Review Specialist
Food Service Sanitation Section
Food & Dairy Division
Michigan Department of Agriculture
PO Box 30017
Lansing, MI. 48909

Fax: 517-373-3333

E-mail: greens2@michigan.gov

For suggested changes, please list section specific location in document. You may list your suggestions below or attach separate sheets. Please be specific and clear.



Food & Dairy Division
Michigan Department of Agriculture
and Rural Development
PO Box 30017
Lansing, MI 48909
800-292-3939
www.michigan.gov/mdard



Food Establishment Standard Operating Procedures Manual

Who must have standard operating procedures?

- All new food establishments, except vending locations.
- Remodeled food establishments that change menu or operation.

What are standard operating procedures?

- Procedures specific to your operation that describe the activities necessary to complete tasks in accordance with the food code and Michigan food law. The procedures are used to train the staff members responsible for the tasks.
- Three purposes for establishing SOPs for your operation are: to protect your products from contamination from microbial, chemical, and physical hazards; to control microbial growth that can result from temperature abuse; and to ensure procedures are in place for maintaining equipment.

Why must procedures be submitted?

- Michigan's Food Law requires standard operating procedures to be established prior to opening.

How must procedures be developed?

- Procedures are mostly for use by managers and employees. Develop procedures in the language, style and format best for the establishment. An English copy of the procedures is needed for the plan reviewer.
- For those that need assistance, see the help section.

What procedures must all establishments submit?

- Handwashing.
- Personal hygiene, including cuts and sores.
- Preventing bare hand contact with ready-to-eat food (gloves, utensils, etc.).
- Employee illness.
- Purchasing food from approved sources.
- Cleaning and sanitizing food contact surfaces.

What procedures must all establishments submit when applicable to their operation?

- Cross-contamination prevention.
- Warewashing.
- Date-marking ready-to-eat, potentially hazardous food (time/temperature control for safety food)*.
- Using time only (not time and temperature) as a method to control bacterial growth.
- Thawing potentially hazardous food (time temperature control for safety food)*.
- Cooking potentially hazardous food (time temperature control for safety food)*.
- Cooling potentially hazardous food (time temperature control for safety food)*.
- Reheating potentially hazardous food (time temperature control for safety food)*.
- Hot holding potentially hazardous food (time temperature control for safety food)*.
- Cold holding potentially hazardous food (time temperature control for safety food)*.

Once procedures are developed, where should they be sent and what happens to them?

- Procedures should be sent to the agency reviewing the plans as soon as they are ready.
- Procedures can be sent with the plans or may be sent later.
- Technically correct procedures must be in place by the pre-opening inspection.
- Plan reviewers will make sure the information in the procedures is correct. Be sure to leave enough time to make corrections. Contact your plan reviewer for help.
- Procedures should be kept on-site and used by the person in charge and employees.

Standard Operating Procedure (SOP) Writing Help

For establishments that need help in writing a standard operating procedure, this section contains:

- Blank forms in a suggested format.
- Sample handwashing SOP.
- Suggested questions to answer, technical help and Michigan Modified FDA 2009 Food Code references for each required SOP.

Make copies as needed

Standard Operating Procedure

Establishment Name: _____

Subject: _____

What will be done and who will do it?

Who will make sure it's done and how?

How should problems be fixed?

What records will be kept?

Created (Date):

By:

Last Revised:

By:

Standard Operating Procedure
Joe's Coney Dogs

SAMPLE

Subject: Handwashing

What will be done and who will do it?

New employees must:

- Review this procedure.
- Watch the video "Effective Handwashing."
- Be trained by the team leader.
- Sign off on the new employee training checklist.

All employees must wash hands at labeled handsinks (2 in kitchen). DO NOT wash at dishwashing, food or mop sinks. Handwashing steps are as follows:

- Use water as hot as you can stand.
- Soap hands and lower forearms.
- Scrub for 20 seconds.
- Rinse.
- Dry with paper towel.
- Avoid recontamination of hands by using paper towel or other barrier to turn off faucet handles.

When must all employees wash hands?

- At beginning of shift.
- After using toilet.
- After coughing, sneezing, using tissue or handkerchief, eating, drinking or using tobacco.
- Between touching raw food and ready-to-eat food.
- Between glove changes.
- After handling dirty dishes.
- After touching hair or any body part except clean hands and arms.
- During food preparation as often as necessary to prevent cross-contamination.
- After doing other activities that contaminate the hands, such as handling trash or chemicals.

Who will make sure it's done and how?

- Team leaders are expected to continually model appropriate handwashing practices for employees.
- Team leaders shall monitor employee handwashing.
- Dishwashing staff must assure that handwashing stations, including bathrooms, are supplied with soap and paper towels.
- Team leaders shall monitor handsinks at least once per shift to assure that sinks have the necessary supplies. The day team leader shall assure that necessary supplies are in stock.

How should problems be fixed?

- Team leaders must immediately train and counsel employees who improperly or inadequately wash hands or don't keep handsinks supplied.
- Team leaders must notify owner of any handwashing problems that can't be solved through training and counseling.

What records will be kept?

- Complete new employee training checksheet.

Created (Date): 6/15/13 By: Joe Dawton, Owner

Last Revised: By:

For each standard operating procedure that may be required, questions to answer and technical information are listed.

Handwashing

Questions to answer

- What training will employees receive?
- What training will supervisors receive?
- What is the correct way to wash?
- When should employees wash?
- Where should employees wash or not wash?
- Who will keep sinks supplied with soap and paper towel?

Technical Help (See Food Code 2-301.12; 2-301.14; 2-301.15)

- All hand sinks in bathrooms and kitchens must be labeled with a sign. Washing hands at dishwashing, mop or food sinks is not allowed.
- Handwashing steps are:
 - use water as hot as you can stand
 - soap hands and lower forearms,
 - scrub for 20 seconds,
 - rinse
 - dry with paper towel or hot air dryer
 - use paper towel or other barrier to turn off faucet handles.
- Hand sanitizers can be used after washing hands. Hand sanitizers may not be used to replace washing hands.
- All employees must wash hands:
 - at beginning of shift,
 - after using toilet,
 - after coughing, sneezing, using tissue, eating, drinking or using tobacco,
 - between touching raw food and ready-to-eat food,
 - between glove changes,
 - after handling dirty dishes,
 - after touching hair or any body part except clean hands and arms,
 - during food preparation as often as necessary to prevent cross-contamination, or
 - after doing other activities that contaminate the hands, such as handling trash or chemicals.

Personal hygiene

Questions to answer

- What personal hygiene steps are needed before an employee comes to work?
- What clothes or uniforms must employees wear to work?
- What must an employee do if they have a cut or sore on their hands, arms or face?
- Where can employees drink, smoke or eat?
- What employee training will be done?

Technical Help (See Food Code subparts 2-201.11(A) (1) (e); 2-302.11; 2-303.11; 2-304.11; 2-401)

- Outer clothing of food employees must be clean.
- Any cuts, burns, boils, skin infections or infected wounds on a food handler should be covered with a bandage. Cover bandages on hands with gloves. Food handlers with bandages may need to be assigned to jobs that do not involve food contact.
- Eating, drinking or using tobacco can only be done in certain areas away from food or equipment. Employees may drink in the food preparation area if the drink has a cover that does not have to be touched (a cover and a straw often work well).

Preventing bare hand contact with ready-to-eat food

Questions to answer

- What ready-to-eat foods are served?
- How will hand contact with ready-to-eat foods be avoided? For each food, should an employee use utensils, deli tissue, spatulas, tongs, single-use gloves, or dispensing equipment?
- Are different types of single-use gloves needed for employees that do different jobs? Are only vinyl gloves being used to eliminate allergic reactions from latex gloves?
- Is avoiding bare hand contact with some foods not feasible? If you answered yes, will ready-to-eat food be touched with bare hands under a written policy that complies with the Michigan Modified FDA 2009 Food Code? Approval from the regulatory authority is required.
- What employee training will be done?

Technical Help (See Food Code 3-301.11 and 3-301.12)

- Ready-to-eat foods are foods that are edible without washing, cooking or additional preparation. This includes raw animal foods that have been cooked; raw fruit and vegetables that have been washed, rinds, peels, husks or shells removed, and/or cooked for hot holding; all potentially hazardous food (time/temperature control for safety food)* that have been cooked and cooled; and baked goods.
- Food handlers may not touch ready-to-eat foods with their bare hands. Food employees can touch raw fruits and vegetables to wash them before they are cut.
- Some ways to avoid touching ready-to-eat food include using utensils, deli tissue, spatulas, tongs, single-use gloves, or dispensing equipment.
- Suppliers make many different types of gloves. Some are loose and some are tight fitting. Some have powder and some are powder-free. Some employees may have or may develop allergies to latex gloves. Consult your glove supplier for assistance.
- Avoiding the handling of some ready-to-eat foods may not be possible. When food employees must touch ready-to-eat food, the establishment must first have approval from the regulatory authority along with written procedures, a written employee health policy, documented employee training, documented handwashing and two or more control measures that meets Michigan Modified FDA 2009 Food Code section 3-301.11 (D).

Employee Illness

Questions to answer

- What personal health information should be asked of applicants?
- What personal health information should be required from new hires and existing employees?
- How are employees trained to understand and report illness?
- When employees report illness, under what conditions should they be restricted from food handling or excluded from the establishment?
- When can restricted or excluded employees return to work handling food?
- When must the health department be notified about an ill employee?

Technical Help (See Food Code subpart 2-201)

- The person in charge must notify the local health department when a food employee is diagnosed with an illness due to any of the **BIG FIVE**: Norovirus, Salmonella typhi (Typhoid Fever), Shigella (Shigellosis), Escherichia Coli O157:H7, or Hepatitis A virus.
- Employees must report if they have any of the **BIG FIVE**. This includes applicants once they have been made a conditional employment offer. Employees must report if they have diarrhea, fever, vomiting, jaundice, sore throat with fever, or lesions containing pus on an exposed body part. Employees must also report if they have been exposed to or are suspected of causing a confirmed outbreak, of any of the **BIG FIVE**. They must also report if:
 - a. They live with a household member who has any of the **BIG FIVE** or
 - b. If a household member works in or attends a setting where any of the **BIG FIVE** have caused a confirmed outbreak.
- The person in charge must exclude from the establishment employees diagnosed with any of the **BIG FIVE**.
- The person in charge must restrict or exclude employees with other symptoms. Restrict means the employee may not work with food, clean equipment, linens, etc. Read Michigan Modified FDA 2009 Food Code section 2-2 Employee Health for more information.
- The Michigan Modified FDA 2009 Food Code contains model forms in Annex 7, which an employer can use.
- Contact the local health department when there are questions about handling an ill employee.

Purchasing food from approved sources

Questions to answer

- What are the approved sources that food can come from?
- What are sources of food that are unacceptable?

Technical Help (See Food Code 3-201.11-17)

- Buy only from suppliers who are getting their products from licensed reputable purveyors and manufacturers who inspect goods and follow public health laws.
- Meat must be USDA inspected and/or graded.
- Home-prepared and home-canned food is not allowed.
- Wild mushrooms must be inspected.
- Uninspected wild game or wild caught fish are not allowed.

Cleaning and sanitizing food contact surfaces

Questions to answer

- What are the food contact surfaces in the establishment?
- What equipment must be cleaned in-place?
- How often do surfaces and clean-in-place equipment need cleaning and sanitizing?
- What chemicals will be used to clean and sanitize?
- What procedures will be used to clean and sanitize surfaces?
- What procedures will be used to clean and sanitize clean-in-place equipment?
- What employee training will be done?

Technical Help (See Food Code 1-201.10; 4-501.114; 4-601.11; subparts 4-602&3)

- Food contact surfaces are surfaces that food normally comes into contact with. Also, they are surfaces from which food may drain, drip or splash into food or onto a food contact surface.
- Cleaning is the removal of food, soil, and other types of debris from a surface. Detergents are cleaning agents that remove grease or fat associated with food residues. Cleaning does not, by itself, consistently reduce contamination to safe levels.
- Sanitizing is an additional step that can only occur after a surface is already clean. Sanitizing involves the use of heat or chemicals to reduce the number of microorganisms to safe levels.
- Procedures for cleaning and sanitizing equipment that cannot be immersed in a sink are often highly specific to the piece of equipment. Food Code and manufacturer specifications should be followed closely.
- Follow the manufacturer's label and Material Safety Data Sheet (MSDS) for cleaners and sanitizers used.
- Generally use a 3-step process on surfaces: 1. Wash, 2. Rinse, 3. Sanitize.

Cross-contamination prevention

Questions to answer

- What surfaces, pots, pans or utensils have both raw and ready-to-eat foods touch them?
- Do raw meats need special storage to prevent contamination of ready-to-eat foods?
- How do cooks taste foods during preparation to avoid contamination?
- How will cutting boards be managed to prevent cross-contamination?
- How are fruits and vegetables cleaned and stored?
- How are in-use utensils stored?
- What employee training will be done?

Technical Help (See Food Code part 3-3)

Store and prepare foods to prevent contamination. Some methods of preventing cross-contamination include:

- A utensil may not be used more than once to taste food that will be served or sold.
- Use separate equipment for each type of food. Separate beef, fish, lamb, pork and poultry from each other unless intentionally mixing during preparation.

- Store food in package, covered container or wrappings.
- Clean visible soil from cans of food before opening.
- Properly manage cutting boards. Washing, rinsing and sanitizing cutting boards and food contact surfaces between preparing raw and ready-to-eat foods is required. An option is to use color-coded cutting boards to help prevent cross-contamination. For example, use red for meat, blue for fish, green for vegetables. When using a surface for the same food for many hours, clean and sanitize at least every four hours.
- Prepare raw and ready-to-eat foods at different times or in different areas.
- Separate washed fruits from unwashed fruits.
- Store food in this order in refrigerator.

Top shelf	Ready-to-eat-foods
	Fish
	Beef Roasts, Steaks
	Ham, Pork Chops, Eggs
	Ground Meat
Bottom shelf	Poultry

- Wash all fruit and vegetables thoroughly. Illnesses have been caused by contaminated produce. It may be impossible to remove bacteria from items such as sprouts and green onions. Consider not serving these raw.
- Wash melons and other fruits before cutting them. This prevents bacteria on the surface from being transferred to the fruit in the middle.
- In-use utensils can be stored:
 - a. In the food
 - b. In a running water dipper well
 - c. On a clean surface, if the utensil and surface are cleaned and sanitized at least every four hours
 - d. In a container of hot water (at least 135°F). Container and utensils must be cleaned once every 24 hours.
- Don't let customers use soiled plates or silverware for refills at buffets.

Warewashing

Questions to answer

- What needs to be washed?
- How often do items need to be washed?
- Where does it need to be washed?
- What chemicals are used for washing and sanitizing?
- What are the set-up and washing procedures?
- What employee training will be done?

Technical Help (See Food Code parts 4-6 & 4-7)

- All pots, pans, utensils, silverware, plates, etc. need to be washed, rinsed and sanitized after being used.
- Employees need direction whether to wash items in a dishwashing sink or an automatic dishmachine.
- Dishwashing sinks require the following steps:
 - Scrape food from dishes into disposal or garbage;

- Wash in hot soapy water;
- Rinse in clear hot water;
- Sanitize by soaking in a chemical sanitizing solution; and,
- Air dry.
- An approved chemical sanitizer must be used. Approved chemical sanitizers contain chlorine, iodine or quaternary ammonium. Follow manufacturer's instructions.
- Dishmachines must be operated per manufacturer's instructions. Dishmachines sanitize using either a hot water or chemical spray during the final rinse.

Date-marking ready-to-eat, potentially hazardous food (time/temperature control for safety food)*

Questions to answer

- What food requires date-marking?
- What date-marking system will be used?
- What employee training will be done?

Technical Help (See Food Code 3-501.17)

- Certain unpackaged foods must be clearly marked to indicate the date or day by which the foods must be consumed with the day of preparation counted as Day 1.
- This applies to foods that are potentially hazardous (time/temperature control for safety food)*, ready-to-eat and that will be held more than 24 hours.
 - Ready-to-eat foods are foods that are edible without washing, cooking or additional preparation. This includes raw animal foods that have been cooked; raw fruit and vegetables that have been washed, rinds, peels, husks or shells removed, and/or cooked for hot holding; all potentially hazardous foods (time/temperature control for safety food)* that have been cooked and cooled; and baked goods.
- Foods must be marked at the time of preparation, or in the case of a commercially processed food, at the time the container or packaging is opened in a retail facility.
- Date marking is not the same as the "last date of sale". A "last date of sale" is required for prepackaged perishable foods being offered for retail sale. Firms that package perishable foods must identify the product's suggested shelf life by use of a date based on both food safety and quality characteristics. "Last date of sale" requirements are spelled out in Section 8107 of the Food Law of 2000, as amended.
- Foods that **do not** require date marking are as follows:
 - Foods that are not ready-to-eat (example: raw chicken).
 - Foods that are not potentially hazardous (time/temperature control for safety food) (example: whole wheat bread).
 - Whole, unsliced portions of cured and processed lunchmeat or other meat food products still remaining in the original cellulose casing after the casing is cut. (example: shelf stable salami)
 - Certain hard and semi soft cheeses identified by FDA that are not PHF/TCS (but may still require refrigeration). See Food Code section 3-501.17 (F) (2) and (3); and <http://vm.cfsan.fda.gov/~ear/ret-chdt.html>.

- Commercially prepared deli salads, such as ham salad, seafood salad, chicken salad, egg salad, pasta salad, potato salad, and macaroni salad, manufactured in accordance with *21 CFR 110*.
- Cultured dairy products as defined in *21 CFR 131 Milk and cream*, such as yogurt, sour cream, and buttermilk

Using time only (not time and temperature) as a method to control bacterial growth

Questions to answer

- What foods does your establishment plan to use time as the only control for bacterial growth?
- What are the specific procedures that will be used?
- What employee training will be done?

Technical Help (See Food Code 3-501.19)

- Time only, rather than time in conjunction with temperature, can be used as a public health control only for:
 - a. Working supplies of potentially hazardous food (time/temperature control for safety food)* before cooking.
 - b. Ready-to-eat potentially hazardous food (time/temperature control for safety food)* that is displayed or held for service or immediate consumption.
- If time, up to a maximum of 4 hours, is used as a public health control:
 - a. The food must be marked with the time that is 4 hours past the time it is removed from temperature control; and,
 - b. Food must be cooked, served or discarded within the 4-hour limit.

For example, a hamburger is cooked and wrapped at 11:00 am, then held at less than 135°F. The package must be marked 3:00 pm to show the time it must be sold or thrown away by.
- If time, up to a maximum of 6 hours, is used as a public health control the following measures must be taken:
 - The food must have an initial temperature of 41°F or less;
 - The food must be monitored to ensure that the warmest area of the food does not exceed 70°F within the 6-hour limit;
 - The food must be marked with the time the food is removed from 41°F or less cold holding temperature;
 - The food must be marked with the time that is 6 hours past the time it is removed from cold holding temperature; and,
 - The food must be discarded if it exceeds 70°F, or cooked, served, or discarded with the 6-hour limit.

Thawing potentially hazardous food (time/temperature control for safety food).*

Questions to answer

- What foods does your establishment thaw?
- What are the specific thawing procedures that will be used?
- What employee training will be done?

Technical Help (See Food Code 3-501.12; 3-501.13)

- Approved thawing methods are:
 - a. In the refrigerator;
 - b. Submerged under running water 70°F or below;
 - c. While cooking; and,
 - d. In a microwave only if the food is immediately placed in conventional cooking equipment.

Cooking potentially hazardous food (time/temperature control for safety food).*

Questions to answer

- What foods or groups of foods must be cooked? For example, fish would be a group of foods.
- What is the minimum cooking temperature for each food or group of foods?
- How will temperature be checked?
- What employee training will be done?

Technical Help (See Food Code part 3-4)

Minimum internal cooking temperatures are:

165°F	Poultry, stuffing, stuffed meat or fish, casseroles, egg dishes, dishes combining raw and cooked food. Potentially hazardous food (time/temperature control for safety food)* cooked in microwave.
155°F	Ground or flaked meats
145°F	Pork, beef and pork roasts, beef steaks, veal, lamb, commercially raised game animals, fish, foods containing fish, shell eggs for immediate service. See the Food Code, subpart 3-4 for alternate cooking times for beef and pork roasts and ground meat.
135°F	Fruits and vegetables that are cooked for hot holding.

Note: Cook to this temperature for at least 15 seconds.

Cooling potentially hazardous food (time/temperature control for safety food).*

Questions to answer

- What foods or groups of foods must be cooled? For example, gravies and soups would be groups of foods.
- What cooling procedures will be used for different foods or groups of foods?
- How will cooling times and temperatures be checked?
- What employee training will be done?

Technical Help (See Food Code 3-501.14-15)

- Cooked potentially hazardous food (time/temperature control for safety food)* shall be cooled in two steps, not to exceed a total of 6 hours. Cool from 135°F to 70°F within 2 hours from or less, and from 70°F to 41°F in the remaining 6 hour limit.
- Food prepared from ingredients at room temperature shall be cooled to 41°F within 4 hours.

- Cooling methods include:
 - Placing food in shallow pans.
 - Separating food into smaller or thinner portions,
 - Using rapid cooling equipment, (for example an ice paddle).
 - Stirring the food in a container placed in an ice bath.
 - Adding ice as an ingredient.
 - Other effective means.
- Cover food loosely or leave uncovered to help cool food faster.
- Discard food that has not been cooled in the required time.
- Don't use equipment to cool foods unless the equipment has the ability to cool the food in the required times.

Reheating potentially hazardous food (time/temperature control for safety food).*

Questions to answer

- What foods or groups of foods must be reheated?
- What reheating procedures and equipment will be used for different foods or groups of foods?
- How will reheating times and temperatures be checked?
- What employee training will be done?

Technical Help (See Food Code 3-403.11)

- When previously cooked food is reheated for hot holding, reheat to 165°F for 15 seconds within 2 hours.
- Properly cooked food reheated for immediate service, such as the roast beef for a sandwich, may be served at any temperature.
- Discard food that has not been reheated to 165°F in 2 hours.
- Don't use equipment to reheat if the food can't be reheated to 165°F in 2 hours.

Hot holding potentially hazardous food (time/temperature control for safety food).*

Questions to answer

- What foods or groups of foods will be held hot?
- What hot holding equipment will be used for different foods or groups of foods?
- How will hot holding times and temperatures be checked?
- What employee training will be done?

Technical Help (See Food Code 3-501.16; 3-501.19)

- Use only hot holding equipment that can keep foods at 135°F or higher.
- Stir foods often.
- Keep foods covered.
- Take food temperatures at least every 2 hours.
- Discard foods if they have not been held at or above 135°F.

Cold-holding potentially hazardous food (time/temperature control for safety food).*

Questions to answer

- What foods or groups of foods will be held cold?
- What cold-holding equipment will be used for different foods or groups of foods?
- How will cold-holding temperatures be checked?
- What employee training will be done?

Technical Help (See Food Code 3-501.16)

- Use only cold-holding equipment that can keep foods at 41°F or lower.
- Keep foods covered.
- Take food temperatures at least every 2 hours.
- Discard foods if they have not been held at 41°F or below.

***Which foods would be considered potentially hazardous (time/temperature control for safety food)?**

Potentially hazardous food (time/temperature control for safety food) means a food that requires time/temperature control for safety to limit pathogenic microorganism growth or toxin formation. Since microorganisms generally grow rapidly in moist, high protein foods that have not been acidified or otherwise further processed to prevent such growth.

Examples of PHF/ (TCS) foods include, but are not limited to:

- Animal foods that are raw or heat treated such as:
 - Milk or milk products including cheese and whipped butter
 - Meats including raw or partially cooked bacon
 - Shell eggs
 - Fish
 - Poultry and poultry products
 - Shellfish
- Food derived from plants that are heat treated including:
 - Onions (cooked and rehydrated)
 - Cooked rice
 - Soy protein products (example: tofu)
 - Potatoes (baked or boiled)
- Food derived from plants that consist of:
 - Cut leafy greens,
 - Cut tomatoes or mixtures of tomatoes
 - Cut melons, or
 - Raw seed sprouts.
- Garlic-in-oil, and other vegetable-in-oil mixtures that are not treated to prevent the growth and toxin production of *C. botulinum*.
- Certain sauces, breads, and pastries containing potentially hazardous food (time/temperature control for safety food) (examples: meat, cheese, cooked vegetables or cream).

What is Not a PHF/TCS?

- An air-cooled hard boiled egg with shell intact;
- A food with water activity of 0.88 or less;
- A food with a pH of 4.2;
- A food in a hermetically sealed container commercially processed to achieve and maintain sterility;
- A food for which laboratory evidence has demonstrated that rapid and progressive growth of pathogens or the slower growth of *C. botulinum* cannot occur.

Food establishment managers are responsible for accurately determining which of the foods they serve or sell are potentially hazardous and therefore require strict temperature control. Use Tables A and B found in the Food Code under section 1-201.10 (B) Potentially Hazardous Food (Time/Temperature Control for Safety Food) to help in determining PHF/TCS foods.

Assistance in determining if food meets these requirements is generally available from food industry consultants, independent consulting laboratories certified to conduct microbiological testing of foods, and university-based food scientists.