

Applicants applying for a Food Service Permit in Jefferson County

A Food Service Establishment must comply with the requirements of the food service regulations –2005 FDA Food Code. The permit applicant must submit plans and specifications for review at least (45) forty-five days prior to the start of construction, conversion or remodeling of the facility. The application for the actual permit-to-operate (SF-05) must be submitted at least (30) thirty-days prior to the actual date planned for opening the establishment. Submit a copy of the menu with the application. After the required information is reviewed and approved, a pre-operational inspection will be scheduled. The pre-operational inspection must show that the facility is in compliance with the food code in order for the facility to receive a permit-to-operate. Please state on the application if the facility is stationary, temporary or permanent and if the unit will prepare, offer for sale, or serve potentially hazardous food (PHF).

PLAN REVIEW DOCUMENT --Include along with the plan review a sketch of the facility in detail showing all rooms and equipment. The FDA Food Code requires that materials used in the construction of utensils and food contact surfaces of equipment do not allow the migration of deleterious substances or impart colors, odors, or tastes to food and under normal use condition shall be:

- Safe
 - ***Important*** Plastic food storage containers must be approved for food contact (ie: NSF approved) or the establishment must submit along with the application a letter from the manufacturer stating that the container(s) are approved for food contact. Plastic containers must be smooth and easily cleanable, contain no toxins that may migrate into the food, be able to stand up to repeated use and facilitate heat transfer.
- Durable, corrosion resistant, and non-absorbent.
- Sufficient in weight and thickness to withstand repeated ware washing.
- Finished to have a smooth, easily cleanable surface.
- Resistant to pitting, chipping, scratching, scoring, distortion and decomposition. A list of equipment to include the manufactures name and model number should accompany the plans.

If the equipment is certified or classified for sanitation by an American National Standard (ANSI) accredited certification program it will meet the above requirements.

FLOORS/WALLS/CEILINGS -- All floors and walls must be smooth, non-absorbent, and easily cleanable. Floors that are to be wet mopped must be sloped to drain and be provided with a floor drain. The floor/wall junctions must be sealed with concave molding, or equivalent. A mop sink must be provided to dispose of gray water and to clean the mops. Mops must be hung up to air dry when not in use. Providing hooks above the mop sink is the best way to accomplish this.

VACUUM BREAKERS/BACKFLOW -- Ensure that backflow prevention devices (vacuum breakers) are installed on all fixtures and equipment (ie: enclosed water filled equipment like disposals, coffee urns, potato peelers, dishwashing machines) where an air gap at least twice the diameter of the water supply inlet is not provided between the inlet and the fixture's flood level rim. Ensure a backflow prevention device on all faucets to which a hose will be attached.

EQUIPMENT -- To protect the equipment that contains food (such as ice) an air gap must be provided between any enclosed equipment and the sewer (ie: floor drain) to prevent back siphonage of the drain water into the equipment. The air gap should be at least twice the diameter of the pipe/hose between the outlet and the flood level rim of the drain.

Also ensure the hot water heater is large enough to meet the needs of the facility at peak operational times. With a hot water sanitizing Warewasher it may be necessary to install a booster heater to ensure the dishes reach a minimum of 160°F surface temperature (at the dish surface) and 180°F at the manifold during all hours of operation.

HANDWASHING -- Provide an employee handwashing sink within 20 feet of food preparation areas. Employees are required to wash their hands in warm water of at least 110°F. Sensor hand-washing stations must provide flowing water for at least 15 seconds. The sink must be equipped with a pump type soap dispenser, paper towel dispenser and a handwashing sign and waste receptacle. The handwashing sink may not be used for any other purposes (ie: may not be used as a prep sink or for disposing of coffee)

PUBLIC TOILETS -- Public toilet facilities must be provided for establishments having dining areas and/or curb service. Separate facilities must be provided for male and female (See enclosed Memorandum F-17). Ensure toilet room doors are self-closing and each room is equipped with an exhaust fan. Trash containers with lids must also be provided for sanitary purposes.

INSECTS/RODENTS -- To prevent insect and rodent entry the establishment must be completely enclosed from the outside, including any outside storage areas. All floors, walls and ceiling must be enclosed – all holes sealed around pipes etc... Outside garbage and refuse must be stored on a non-absorbent surface and provided with tight fitting lids.

VENTILATION -- All ventilation systems must comply with the State Fire Marshal and local fire prevention requirements and standards. To contact the State Fire Marshal call 304-558-2191.

REFRIGERATION -- Ensure the refrigeration facilities are large enough to accommodate the establishment's needs. Items stored in the refrigerators must be done in such as way as to provide air flow between the products to ensure proper holding temperature and to protect the food from cross-contamination. If refrigeration units are to be used to "rapidly" cool down potentially hazardous foods (PHF), the units must be of sufficient size as to not warm up the air inside the unit above 41°F and at the same time

allow the PHF to cool down within the required time limits. The floors, walls, ceiling and shelving must be smooth, easily cleanable and in good repair.

PRE-OPERATIONAL INSPECTION -- Once the application and plan review has been received and approved, contact the Jefferson County Health Department to schedule a pre-operating inspection. Items to have prior to the pre-operating inspection include the following:

- Probe thermometer (0°F-220°F scale) for checking hot/cold holding.
- Cooking thermometer
- Sanitizer such as unscented bleach or quaternary tablets
- Sanitizer testing strips to ensure sanitizer is at correct concentration.
- Single service gloves for handling ready-to-eat foods
- Hair restraints (nets, hats)
- Pump type soap dispenser and paper towels with dispenser.
- Thermometers in all refrigerator units to include cases and reach-ins.
- Copy of the 2005 Food Code on site.
- Ensure all employees have current food handlers cards and current TB skin tests.
- Ensure all managers have attended an accredited food training class.
- Have Standard Operating Procedures (SOP's) in place. SOP's should include: How you will train food employees regarding food safety as it relates to their position? Prior to the pre-operational inspection have definitive practices and expectation in place of how the management of the proposed food service establishment plans to comply with the requirements set forth under the Food Code which requires the person-in-charge to assure that food employees are properly trained in food safety as it relates to their assigned duties.

STANDARD OPERATING PROCEDURES --SOP's should also include definitive practices and expectations that ensure that:

1. The transmission of foodborne disease is prevented by managing job applicants and food employees as specified under Subpart 2-201 of the Food Code.
2. Food is received from approved sources as specified under 3-201.11 of the Food Code.
3. Food is managed so that the safety and integrity of the food from the time of delivery to the establishment throughout its storage, preparation, and transportation to the point of sale or service to the consumers is protected.
4. Potentially hazardous food (PHF) is maintained, including freezing, cold holding, cooking, hot holding, cooling, reheating, and serving in conformance with the temperature and time requirements specified under Part 3-4 and 3.5,

5. Warewashing is effective, including assurance that the chemical solutions and exposure time necessary for cleaning and sanitizing utensils and food-contact surfaces are provided as specified under Parts 4-6 and 4-7.
6. Records that are specified under 3-203.11, 3-203.12, and 5-205.13 are retained for inspection.

Obtain a copy of the 2005 Food Code, and keep at the facility during operation along with the SOP's.

If you have any questions please feel free to contact the Jefferson County Health Department at (304) 728-3306 between the hours of 8:30am – 4:30 pm (Mon – Fri) to speak with a food service sanitarian.