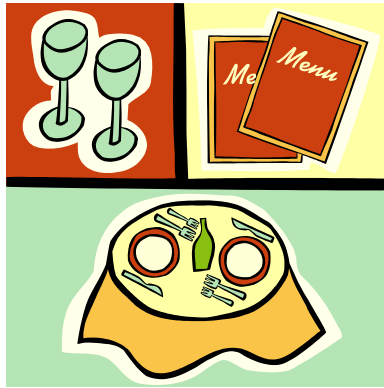


Gallia County Health District



Food Service Operation, Retail Food Establishment Plan Review Guide

Name of Establishment: _____

Address: _____

_____, Ohio _____

Owner/Operator: _____

Contact Phone #: _____

Date Submitted: _____ **Date Approved:** _____

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2013 Application for a License to Conduct a: (check only one)

- Food Service Operation
 Retail Food Establishment

Instructions:

1. Complete the application section. (Make any corrections if necessary.)
2. Sign and date the application.
3. Make a check or money order payable to: **Gallia County Health Department**
4. Return check and signed application by*: **03/01/2013**

**To: Gallia County General Health District
 499 Jackson Pike, Suite D
 Gallipolis, OH 45631**

*There is a mandatory penalty fee of 25% of the renewal fee for operating a food service operation or retail food establishment after the deadline (Chapter 3717 of the Ohio Revised Code).

Before license application can be processed the application must be completed and the indicated fee submitted. Failure to complete this application and remit the proper fee will result in not issuing a license. This action is governed by Chapter 3717 of the Ohio Revised Code.

Name of Facility		Name of License Holder	
Address			E-mail
City		State	ZIP
Phone #	Fax #	Check if applicable <input type="checkbox"/> Catering <input type="checkbox"/> Seasonal	
Name of individual certified in food protection (if any) and their certificate number (use back for additional names)			

Mailing address for annual renewal if different than above:

Name of parent company or owner		Phone #	
Address			E-mail
City		State	ZIP
I hereby certify that I am the license holder, or the authorized representative, of the food service operation or retail food establishment indicated above:			
Signature			Date

Licensors to complete below

Category			
License fee	+ Late fee	+ State amount	= Total amount due

Application approved for license and certified as required by Chapter 3717 of the Ohio Revised Code.

By	Date	Audit no.	License no.
----	------	-----------	-------------

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2013 Food Program License Fees

	<u>Local Fee</u>	<u>State Fee</u>	<u>Total</u>
Class 1 less than 25,000 square feet	\$155.00	\$28.00	\$183.00
Class 1 greater than 25,000 square feet	\$225.00	\$28.00	\$253.00
Class 2 less than 25,000 square feet	\$175.00	\$28.00	\$203.00
Class 2 greater than 25,000 square feet	\$237.00	\$28.00	\$265.00
Class 3 less than 25,000 square feet	\$337.00	\$28.00	\$365.00
Class 3 greater than 25,000 square feet	\$846.00	\$28.00	\$874.00
Class 4 less than 25,000 square feet	\$427.00	\$28.00	\$455.00
Class 4 greater than 25,000 square feet	\$897.00	\$28.00	\$925.00
Mobile Food Service Operations	\$309.00	\$28.00	\$337.00
Vending License (C.P.I. increase limit)	\$7.60+CPI	\$6.00	
Temporary FSO/RFE (per day)	\$28.00	N/A	\$ 28.00
Facility Plan Review	\$150.00	N/A	\$150.00
Bacterial Water Sample (Certified)	\$55.00	N/A	\$ 55.00

*** Licenses are not transferable upon sale or transfer of owner/operator.**

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Food Service Operation /Retail Food Establishment Planning Guide

The intent of this planning packet is to assist you in the plan approval phase of your operation. It is designed to answer the questions that you might have as far as what information is required for plan review.

Throughout this packet you will find helpful hints, and common problems that many establishments have dealt with, along with reminders of state and local codes.

If you have never operated a food service operation/retail food establishment before and are unfamiliar with the procedure to obtain a food license, don't be too anxious. It can take some time. Allow a 30-day period for plan review by this office, and a 60-90 day period for state approval on the structure, plumbing, and sewage system. **Plans and the Plan Review Guide should be submitted prior to commencement of construction.** Once you have submitted plans to all of the requiring agencies, documentation of approval has been completed, and the business is ready to start operations, this office will conduct a plan checklist and an initial inspection. Once these requirements are met, you will be given permission to apply for a license. Once the license has been issued you may commence to sell food. You can expect a 30-day post licensing inspection and a minimum of 1-2 inspections per year depending upon the Risk Classification for the facility.

Instructions for commencing the plan review process:

- 1. Submit a complete set of plans/blue prints along with this completed plan review packet.*** The plans for new and major renovations, or change in use construction shall include the following schedules: Lot plan including exterior elevations with parking and dumpster location, structural and roofing, HVAC and exhaust hood systems schedule, Electrical and Lighting schedule, Plumbing schedule (to include water supply line from the point of municipal connection, fixtures, hot water tank and sizing, and waste water/vent diagrams including interior or exterior grease interceptors), Surface finish schedule for all surface finishes to include door and window schedules, and a schedule for signage inside and outside of the facility, and a floor plan of the kitchen.
- 2. Food equipment list:*** Submit copies of the manufacturer's spec or cut sheets for each piece of food equipment to be installed and utilized within the food service operation. All equipment shall be commercial grade and NSF approved. **Residential grade refrigeration and cooking equipment will not be approved for use as part of the food service operations or retail food establishment.**
- 3. Menu.*** A copy of the printed menu must be provided, and a list of food sources or wholesalers from which you purchase your stock.
- 4. Risk Classification Sheet.*** Complete the Risk Classification sheet enclosed in this packet (Green Paper) this classification sheet determines the facility's risk category and annual license fee.
- 5. License Application and plan review fee.*** Complete the enclosed license application. The plan review fee which is a one time fee of \$150.00 is due at time of submitting the plans and food planning packet.
- 6. Local and State Agency Review.*** On the form provided please indicate the date in which you submitted plans or applications for permits to other city/county/state agencies.

Index for Local and & State Agencies For Plan Approval

	<u>Agency</u>	<u>Phone</u>	<u>Type of Plans</u>	<u>Where to Submit</u>	<u>Copies Required</u>
1.	Gallia County Health Department	(740) 441-2018	All Portions	499 Jackson Pike Suite D Gallipolis, OH 45631	1
2.	Ohio E.P.A. S.E. Office	(740) 385-8501	Non-Municipal Water/Sewage	2195 Front Street Logan, OH 43138	2
3.	Ohio Dept of Commerce Div. of Industrial Compliance	(800) 523-3581	Plumbing/Building/ Structural/ Electrical/ Plot Plan	6606 Tussing Road, P.O. Box 4009 Reynoldsburg, OH 43068	3
4.	Gallipolis City Zoning Office (740) 441-6022			Call First	
5.	State Fire Marshall (614) 752-8200		Fire Suppression Systems	Call first	
6.	Gallia County Planning Commission (740)446-4009		Lot Plat/ Traffic Flow	1167 S.R. 160 Gallipolis, Ohio 45631	1
7.	Gallia County Floodplain Office (740) 446-4612		Lot Plat Elevations Flood Zone Elevations	18 Locust St. Gallipolis, Ohio 45631	1
8.	Gallipolis Water/Sewer Office (740) 441-6006		Water & Sewer Connections	518 Second Ave. Gallipolis, Ohio 45631	1
9.	Columbia Gas		Gas Service	1-800-344-4077	
10.	American Electric Power		Electric Service	1-877-237-2886	
11.	Buckeye Rural Electric Co-op		Electric Service	(740) 379-2025	

Blank copies of application permits for the Ohio Department of Commerce (Building Code Compliance) are available upon request or can be downloaded in PDF format from www.com.state.oh.us/

OEPA permit applications may also be obtained from this office upon request, or downloaded from OEPA's web site at www.epa.state.oh.us (Look for the Permit Wizard)

Requirements and Recommendations:

I. Requirements:

- A. The Gallia County Health Department is allowed 30 days in order to review plans. At the end of 30 days the Gallia County Health Department must reply in writing as to whether or not the plans and information submitted meet the requirements of chapter 3717-01 of the Ohio Uniform Food Safety Code. Therefore, submit plans as soon as possible, and preferably prior to construction. Once the Ohio Department of Commerce, Building Compliance office has inspected the finished construction and has issued a Preliminary Occupancy permit, you are to call this office to schedule a pre-licensing inspection. Once this inspection is complete and no violations found, approval is given to issue the food license
- B. The Gallia County Board of Health has adopted a “No Transfer” policy for Food Service Operation/Retail Food Establishment Licenses. In the event the ownership/management of the facility changes a new license must be obtained by the new owner/management. Prior to issuance of a new license the facility shall be inspected to verify that it is current with the Ohio Uniform Food Safety Code requirements.

II. Recommendations:

- A. The Gallia County Health Department strongly recommends annual TB Skin tests on every employee who comes in contact with food, utensils, equipment, or food contact surfaces. Employees who test positive must have a letter signed by their physician indicating that the individual is free from communicable disease. (No Xerox copies accepted.) TB tests are given at the Gallia County Health Department at no charge on Monday, Tuesday, Wednesday and Friday from 8am to 4pm.
- B. Please feel free to ask questions during the plan review process, it is better to address potential problems during the plan review process than during or after construction and installation of equipment and fixtures. This office is available to conduct on site consultations at no cost before, during, and after the construction phases.
- C. Rule of Thumb! Allow for 25% more storage (dry goods and refrigerator/freezer) space than you think you will need. It is also a good idea to install a larger hot water heater than you think you will need. This office has sizing charts from the FDA for determining the approximate size and space needed for dry good and cold storage items, as well as hot water capacities based on the number of fixtures, sink sizes, restrooms, etc.
- D. Always plan ahead! Whether or not you decide that you want to keep the operation small, sometime in the future you may want to expand your menu, increase your seating, or change out equipment. An expansion of the menu or increase in seating may be denied if there is not enough space, or if the equipment change is not compatible with existing plumbing, electrical, or exhaust hood components.
- E. All food service equipment must be commercial grade and approved by the National Sanitation Foundation (NSF).

Floor Plans

The floor plans give you and your local health department the opportunity to see the entire operation in its proposed form. It is possible to determine whether all of your planned operations have the equipment necessary to perform the tasks. It is also possible to determine personnel movements that will occur as your staff perform their tasks.

Your plans will include the brand names and model numbers of the equipment, which will be attached to your overall plans. Your health department and your contractor will explain everything that is needed but specifications must include such information as to what material the equipment is made from, how it was constructed, and how it will be installed.

Specifications

Specifications should describe all equipment. Include manufacturer's name and model numbers when applicable. Descriptions should be detailed enough to allow competent judgment by the Sanitarian who reviews the plans.

All new, used and existing equipment must be of a type approved by the health department

Each set of specifications must include the following statements:

1. All equipment will be so constructed and installed so that all food laws and rules can be adequately met.
2. Not less than 50 foot-candles of light will be available on all surfaces where food is processed and prepared, and where utensils will be washed and sanitized.
3. An adequate and satisfactory water supply will be available for the operation.
4. An adequate supply of hot water will be available for the operation: When hot water is to be used to sanitize utensils, the following statement should also be made: "An adequate supply of 180 degree water will be available so that all utensils can be sanitized properly".
5. All other plan approvals, such as water supply, sewage disposal, and plumbing, will be obtained prior to construction of the food service operation.
6. All details of construction will be carried out in accordance with good food service engineering practices.

FOOD PREPARATION REVIEW

Check categories of Potentially Hazardous Foods (PHF's) to be handled, prepared and served.

CATEGORY *	(YES)	(NO)
1. Thin meats, poultry, fish, eggs (hamburger; sliced meats; fillets)	()	()
2. Thick meats, whole poultry (roast beef; whole turkey, chickens, hams)	()	()
3. Cold processed foods (salads, sandwiches, vegetables)	()	()
4. Hot processed foods (soups, stews, rice/noodles, gravy, chowders, casseroles)	()	()
5. Bakery goods (pies, custards, cream fillings & toppings)	()	()
6. Other _____ _____		

* A generic HACCP plan for each category of food may be available from the regulatory authority for reference.

PLEASE CIRCLE/ANSWER THE FOLLOWING QUESTIONS

FOOD SUPPLIES:

1. Are all food supplies from inspected and approved sources? YES / NO
2. What are the projected frequencies of deliveries for Frozen foods _____,
Refrigerated foods _____, and Dry goods _____.
3. Provide information on the amount of space (in cubic feet) allocated for:
Dry storage _____,
Refrigerated Storage _____, and
Frozen storage _____.
4. How will dry goods be stored off the floor?

COLD STORAGE:

1. Is adequate and approved freezer and refrigeration available to store frozen foods at 25°F or less, and refrigerated foods at 41°F (5°C) and below? YES / NO

2. Will raw meats, poultry and seafood be stored in the same refrigerators and freezers with cooked/ready-to-eat foods? YES / NO

If yes, how will cross-contamination be prevented?

3. Does each refrigerator/freezer have a thermometer? YES / NO

Number of refrigeration units: _____

Number of freezer units: _____

4. Is there a bulk ice machine available? YES / NO

THAWING FROZEN POTENTIALLY HAZARDOUS FOOD:

Please indicate by checking the appropriate boxes how frozen TCS (Time/Temperature controlled for safety food) foods in each category will be thawed. More than one method may apply. Also, indicate where thawing will take place.

Thawing Method	*Thick Frozen Foods	* Thin Frozen Foods
Refrigeration		
Running Water Less than 70° F (21° C)		
Microwave (as part of cooking process)		
Cooked from frozen state		
Other (describe)		

* Frozen foods: approximately one inch or less = thin, and more than an inch = thick.

COOKING:

1. Will food product thermometers be used to measure final cooking/reheating temperatures of TCS foods? YES / NO

What type of temperature measuring device: _____

Minimum cooking time and temperatures of product utilizing convection and conduction heating equipment:

beef roasts 130°F (121 min)

solid seafood pieces 145°F (15 sec)

other TCS foods 145°F (15 sec)

eggs:

 Immediate service 145°F (15 sec)

 pooled* 155°F (15 sec)

 (*pasteurized eggs must be served to a highly susceptible population)

pork 145°F (15 sec)

comminuted meats/fish 155°F (15 sec)

poultry 165°F (15 sec)

reheated TCS foods 165°F (15 sec)

2. List types of cooking equipment.

HOT/COLD HOLDING:

1. How will hot TCS foods be maintained at 135°F or above during holding for service? Indicate type and number of hot holding units.

2. How will cold TCS foods be maintained at 41°F or below during holding for service? Indicate type and number of cold holding units.

COOLING:

Please indicate by checking the appropriate boxes how TCS foods will be cooled to 41°F (5°C) within 6 hours (135°F to 70°F in 2 hours and 70°F to 41°F in 4 hours). Also, indicate where the cooling will take place.

Cooling Method	Thick Meats	Thin Meats	Thick Soups/Gravy	Thin Soups/Gravy	Rice/Noodles
Shallow Pans					
Ice Baths					
Reduce Volume or Size					
Rapid Chill					
Other (describe)					

REHEATING:

1. How will TCS foods that are cooked, cooled, and reheated for hot holding be reheated so that all parts of the food reach a temperature of at least 165°F for 15 seconds. Indicate type and number of units used for reheating foods.

2. How will reheating food to 165°F for hot holding be done rapidly and within 2 hours?

PREPARATION:

1. Please list categories of foods prepared more than 12 hours in advance of service.

2. Will food employees be trained in good food sanitation practices? YES / NO

Method of training:

Number(s) of employees: _____

3. Will disposable gloves and/or utensils and/or food grade paper be used to prevent handling of ready-to-eat foods? YES / NO

4. Is there a written policy to exclude or restrict food workers who are sick or have infected cuts and lesions? YES / NO

Please describe briefly:

Will employees have paid sick leave? YES / NO

5. How will cooking equipment, cutting boards, counter tops and other food contact surfaces which cannot be submerged in sinks or put through a dishwasher be sanitized?

Chemical Type: _____

Concentration: _____

Test Kit: YES / NO

6. Will ingredients for cold ready-to-eat foods such as tuna, mayonnaise and eggs for salads and sandwiches be pre-chilled before being mixed and/or assembled? YES/NO

If not, how will ready-to-eat foods be cooled to 41°F?

7. Will all produce be washed on-site prior to use? YES / NO

Is there a planned location used for washing produce? YES / NO

Describe _____

If not, describe the procedure for cleaning and sanitizing multiple use sinks between uses.

8. Describe the procedure used for minimizing the length of time TCS foods will be kept in the temperature danger zone (41°F - 135°F) during preparation.

9. Provide a HACCP plan for specialized processing methods such as vacuum packaged food items prepared on-site or otherwise required by the regulatory authority.

10. Will the facility be serving food to a highly susceptible population? YES / NO
 If yes, how will the temperature of foods be maintained while being transferred between the kitchen and service area?

A. FINISH SCHEDULE

Applicant must indicate which materials (quarry tile, stainless steel, 4" plastic coved molding, etc.) will be used in the following areas.

	Floor	Coving	Walls	Ceiling
Kitchen				
Bar				
Food Storage				
Other Storage				
Toilet Rooms				
Dressing Rooms				
Garbage & Refuse Storage				
Mop Service Basin Area				
Warewashing Area				
Walk-in Refrigerators and Freezers				

B. INSECT AND RODENT CONTROL

	YES	NO	NA
1. Will all outside doors be self-closing and rodent proof ?	()	()	()
2. Are screen doors provided on all entrances left open to the outside?	()	()	()
3. Do all openable windows have a minimum #16 mesh screening?	()	()	()
4. Is the placement of electrocution devices identified on the plan?	()	()	()
5. Will all pipes & electrical conduit chases be sealed; ventilation systems exhaust and intakes protected?	()	()	()
6. Is area around building clear of unnecessary brush, litter, boxes and other harborage?	()	()	()
7. Will air curtains be used? If yes, where? _____	()	()	()

C. GARBAGE AND REFUSE

Inside

8. Do all containers have lids?	()	()	()
9. Will refuse be stored inside? If so, where? _____ _____	()	()	()
10. Is there an area designated for garbage can or floor mat cleaning?	()	()	()

Outside

11. Will a dumpster be used? Number _____ Size _____ Frequency of pickup _____ Contractor _____	()	()	()
--	-----	-----	-----

	YES	NO	NA
12. Will a compactor be used? Number _____ Size _____ Frequency of pick up _____ Contractor _____	()	()	()

13. Will garbage cans be stored outside?	()	()	()
--	-----	-----	-----

14. Describe surface and location where dumpster/compactor/garbage cans are to be stored

15. Describe location of grease storage receptacle

16. Is there an area to store recycled containers? Describe _____	()	()	()
--	-----	-----	-----

Indicate what materials are required to be recycled;

- () Glass
- () Metal
- () Paper
- () Cardboard
- () Plastic

17. Is there any area to store returnable damaged goods?	()	()	()
--	-----	-----	-----

D. PLUMBING CONNECTIONS

	Air Gap	Air Break	* Integral Trap	* "P" Trap	Vacuum Breaker	Condensate Pump
18. Toilet						
19. Urinals						
20. Dishwasher						
21. Garbage Grinder						
22. Ice Machines						
23. Ice Storage Bin						
24. Sinks						
a. Mop						
b. Janitor						
c. Handwash						
d. 3-Compartment						
e. 2-Compartment						
f. 1-Compartment						
g. Water Station						
25. Steam Tables						
26. Dipper Wells						
27. Refrigeration Condensate/ Drain Lines						
28. Hose Connection						
29. Potato Peeler						
30. Beverage Dispenser w/Carbonator						
31. Other _____						

* **TRAP:** A fitting or device which provides a liquid seal to prevent the emission of sewer gases without materially affecting the flow of sewage or waste water through it. An integral trap is one that is built directly into the fixture, e.g., a toilet fixture. A "P" trap is a fixture trap that provides a liquid seal in the shape of the letter "P". Full "S" traps are prohibited.

32. Are floor drains provided & easily cleanable, if so, indicate location:

E. WATER SUPPLY

33. Is water supply public () or private ()?

34. If private, has source been approved? YES () NO () PENDING ()

Please attach copy of written approval and/or permit.

35. Is ice made on premises () or purchased commercially ()?

If made on premise, are specifications for the ice machine provided? YES () NO ()

Describe provision for ice scoop storage: _____

36. What is the capacity (gallons per minute) of the hot water generator?

37. Is the hot water generator sufficient for the needs of the establishment?

Provide calculations for necessary hot water.

38. Is there a water treatment device? YES () NO ()

If yes, how will the device be inspected & serviced?

39. How are backflow prevention devices inspected & serviced?

F. SEWAGE DISPOSAL

40. Is building connected to a municipal sewer? YES () NO ()

41. If no, is private disposal system approved? YES () NO () PENDING ()

Please attach copy of written approval and/or permit.

42. Are grease traps provided? YES () NO ()

If so, where? _____

Provide schedule for cleaning & maintenance _____

G. DRESSING ROOMS

43. Are dressing rooms provided? YES () NO ()

44. Describe storage facilities for employees' personal belongings (i.e., purse, coats, boots, umbrellas, etc.) _____

H. GENERAL

45. Are insecticides/rodenticides stored separately from cleaning & sanitizing agents?
YES () NO ()

Indicate location: _____

46. Are all toxics for use on the premise or for retail sale (this includes personal medications), stored away from food preparation and storage areas? YES () NO ()

47. Are all containers of toxics including sanitizing spray bottles clearly labeled?
YES () NO ()

48. Will linens be laundered on site? YES () NO ()
If yes, what will be laundered and where? _____

If no, how will linens be cleaned? _____

49. Is a laundry dryer available? YES () NO ()

50. Location of clean linen storage: _____

51. Location of dirty linen storage: _____

52. Are containers constructed of safe materials to store bulk food products?
YES () NO ()

Indicate type: _____

53. Indicate all areas where exhaust hoods are installed:

Location	Filters &/or Extraction Devices	Square Feet	Fire Protection

54. How is each listed ventilation hood system cleaned?

I. SINKS

55. Is a mop sink present? YES () NO ()
If no, please describe facility for cleaning of mops and other equipment:

56. If the menu dictates, is a food preparation sink present? YES () NO ()

J. DISHWASHING FACILITIES

57. Will sinks or a dishwasher be used for warewashing?

Dishwasher ()
Three compartment sink ()

58. Dishwasher

Type of sanitization used:

Hot water (temp. provided) _____

Booster heater _____

Chemical type _____

Is ventilation provided? YES () NO ()

59. Do all dish machines have templates with operating instructions? YES () NO ()

60. Do all dish machines have temperature/pressure gauges as required that are accurately working? YES () NO ()

61. Does the largest pot and pan fit into each compartment of the pot sink? YES () NO ()

If no, what is the procedure for manual cleaning and sanitizing?

62. Are there drain boards on both ends of the pot sink? YES () NO ()

K. HANDWASHING/TOILET FACILITIES

63. Is there a handwashing sink in each food preparation and warewashing area?
YES () NO ()

64. Do all handwashing sinks, including those in the restrooms, have a mixing valve or combination faucet?
YES () NO ()

65. Do self-closing metering faucets provide a flow of water for at least 15 seconds without the need to reactivate the faucet?
YES () NO ()

66. Is hand cleanser available at all handwashing sinks?
YES () NO ()

67. Are hand drying facilities (paper towels, air blowers, etc.) available at all handwashing sinks?
YES () NO ()

68. Are covered waste receptacles available in each restroom?
YES () NO ()

69. Is hot and cold running water under pressure available at each handwashing sink?
YES () NO ()

70. Are all toilet room doors self-closing?
YES () NO ()

71. Are all toilet rooms equipped with adequate ventilation?
YES () NO ()

72. Is a handwashing sign posted at each handwashing sink used by food employees?
YES () NO ()

Menu

Attach a copy of the operation's Menu, or list products to be sold below:

Salads: _____

Appetizers: _____

Soups, Gravies: _____

Main Courses or Specialties: _____

Desserts: _____

Beverages: _____

Condiments: _____

List the sources of the food, or the wholesaler, used to purchase food. (Reminder: All meats must be from USDA or Ohio Department of Agriculture approved source, and must indicate such on the labels.):

Food Item

Source

Meats: _____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Seafood: _____	_____
_____	_____

Vegetables: _____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Fruits: _____	_____
_____	_____
_____	_____

Food Item

Source

Breads/Cereals: _____

Dairy Products: _____

Beverages: _____

Other: _____

List all of the equipment in the operation with the make and model number:

Type of Equipment

Make

Model #

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____

Note: the Gallia County Health Department must approve any equipment not bearing a NSF (National Sanitation Foundation) stamp.

Lighting: List type, Location, and Foot-Candle:

GALLIA COUNTY HEALTH DEPARTMENT

This form is a copy of the plan checklist that is used by the health department to make sure the operation meets various requirements. It is good for you to go through these and check all that apply in order to meet the requirements.

Food Service Operation/Food Establishment

Check List

Square footage _____

FSO RFE 1 2 3 4

		Yes	No			Sat.	Unsat.	Quest.
I.	Plans Drawn to Scale	___	___	VII.	Surface Finishes	___	___	___
II.	Menu Provided	___	___		A. Kitchen			
					1. Floors	___	___	___
					2. Walls	___	___	___
III.	Plan Approval	___	___		3. Ceilings	___	___	___
	A. Building Dept.	___	___		B. Storerooms			
	B. Plumbing	___	___		1. Floors	___	___	___
	C. EPA	___	___		2. Walls	___	___	___
	D. Zoning	___	___		3. Ceilings	___	___	___
	E. Electrical	___	___		C. Dishwashing areas			
	F. Fire	___	___		1. Floors	___	___	___
					2. Walls	___	___	___
IV.	Water Supply				3. Ceilings	___	___	___
	A. Municipal	___	___		D. Toilet rooms			
	B. Non-community	___	___		1. Floors	___	___	___
					2. Walls	___	___	___
V.	Wastes Disposal – Sewage				3. Ceilings	___	___	___
	A. Municipal	___	___					
	B. On-Site	___	___	VIII.	Food Storage			
					A. Adequate (size)	___	___	___
		Sat.	Unsat.	Quest.	1. Cold			
VI.	Kitchen Flow				a. Refrigerators	___	___	___
	A. Receiving	___	___		b. Freezers	___	___	___
	B. Storage	___	___		2. Hot	___	___	___
	C. Preparation	___	___		3. Dry	___	___	___
	D. Cooking	___	___		B. Location (accessibility)			
	E. Serving	___	___		1. Cold	___	___	___
	F. Dishwashing	___	___		2. Hot	___	___	___
	G. Disposal	___	___		3. Dry	___	___	___

Risk Level Determination

OAC 3701-21-02.3

- Less than 25,000 sq. ft. Greater than or equal to 25,000 sq. ft.
- Retail Food Establishment Food Service Operation

Please check the Risk Level Box that applies to the facilities food operations:

- Risk Level 1:** Poses Potential risk to the public in terms of sanitation, food labeling, sources of food, storage practices, or expiration dates.
- (1) Coffee, self-service fountain drinks, pre-packaged, non-potentially hazardous beverages;
 - (2) Pre-packaged, refrigerated or frozen potentially hazardous foods;
 - (3) Pre-packaged non-potentially hazardous foods;
 - (4) Baby food or formula.
- Risk Level 2:** Poses higher potential risk to the public due to hand contact or employee health concerns, but minimal potential for pathogen growth exists.
- (1) Handling, heat-treating, or preparing, non-potentially hazardous food;
 - (2) Holding for sale or serving potentially hazardous food at the same proper temperature at which it was received;
 - (3) Heating individually packaged, commercially processed, potentially hazardous food for immediate service;
- Risk Level 3:** Poses a higher risk than risk level 2 because of the following concerns: proper cooking temperatures, proper cooling temperatures, proper holding temperatures, contamination issues or improper heat treatment in association with longer holding times before consumption, or raw food product requiring bacterial load reduction procedures in order to sell as ready-to-eat.
- (1) Handling, cutting, or grinding raw meat products;
 - (2) Cutting or slicing ready-to-eat meats and cheeses;
 - (3) Assembling or cooking potentially hazardous food that is immediately served, held hot or cold, or cooled;
 - (4) Operating a heat treatment dispensing freezer;
 - (5) Reheating individual portions only; or
 - (6) Heating of a product, from an intact, hermetically sealed package and holding it hot.

- Risk Level 4:** Poses a higher potential risk than risk level 3 because of concerns with: handling or preparing food using a procedure with several steps that **includes reheating** a product or ingredient where multiple temperature controls are needed to preclude bacterial growth; offering as ready-to-eat a raw potentially hazardous meat, poultry product, fish or shellfish, or a food with these potentially hazardous items as ingredients; using freezing as a means for parasite destruction; serving a high-risk clientele; or using time in lieu of temperature as a control.

- (1) Reheating bulk quantities of leftover, potentially hazardous food more than once every 7 days;
- (2) Nursing homes;
- (3) Hospitals;
- (4) Caterers or similar operations that transport potentially hazardous food.

Risk Level	Number of Inspections Per Licensing Year
1	1 Standard Inspection
2	1 Standard Inspection
3	2 Standard Inspections
4	2 Standard Inspections (includes 2 Critical Control Point Inspections or Process Reviews)
Other	Number of Inspections Per Licensing Year
Mobile	1 Standard Inspection
Vending	1 Standard Inspection of at least 50% of the licensees' locations
Temporary	1 Standard Inspection during the period the Temporary is being operated

STATEMENT: I hereby certify that the above information is correct, and I fully understand that any deviation from the above without prior permission from this Health Regulatory Office may nullify final approval.

Signature(s) _____

owner(s) or responsible representative(s)

Date: _____

Gallia County Health District FSO/RFE Food Code Violation Enforcement Policy

The Gallia County Board of Health under the authority of section 3709.21, and 3717.49 of the Ohio Revised Code hereby adopts the following departmental policy to be implemented by the Environmental Health Division for enforcement of the Ohio Uniform Food Safety Code.

“In the event a FSO/RFE operation is cited for two consecutive repeat violations within a licensing period, the establishment’s management shall be notified in writing of the following corrective actions and procedural actions by this department”:

1. The written notice shall instruct the establishment’s management to conduct remedial training for all employees on the subject for which the repeat violations occurred. Management shall retain written documentation with signatures of employees receiving remedial training.
2. The establishment shall receive one additional standard inspection within 60 days of the written notice to verify that remedial training has been conducted, and to observe for any repeat violations.
3. The written notice shall provide notice that if a third consecutive repeat violation occurs, the Gallia County Board of Health under the authority of section 3717.49 and 3717.52 of the Ohio Revised Code shall initiate a license suspension hearing. At such hearing the owners/operators of the establishment must present a written corrective action plan which meets the approval of the Board of Health. If no corrective action plan is submitted or approved by the Board of Health, the establishment’s FSO/RFE license shall be suspended until a corrective action plan is approved. Subsequent repeat violations after the initial license hearing shall result in another hearing before the Board of Health for permanent revocation of the license under the authority of section 3717.49 of the Ohio Revised Code.

Adopted by the Gallia County Board of Health: November, 2006

Guidelines During Boil Advisory or Water Interruption

Water service can be interrupted or contaminated for any number of reasons from construction accidents to fire department demands to natural disasters. In general, a Boil Advisory means that all water to be used for cooking, drinking or cleaning food contact equipment **should be brought to a rolling boil for at least one minute** prior to use and signs posted on equipment to instruct employees of proper safeguards.

If a boil advisory is issued or you experience a loss of water service, any operation that prepares, cooks or cleans foods should follow these guidelines to ensure the health and safety of its customers. You will need to carefully assess all parts of your operation that require water. Change your menu, if necessary.

If you cannot arrange to have potable (safe) water to cook, clean, serve and wash hands, you must CLOSE until you can put the proper safeguards in place.

The following list outlines safeguards as well as some helpful hints:

1. Drinking water

- Use boiled or bottled water. If you use boiled water for drinking, the taste may be improved by transferring the boiled water from container to container to aerate it.

Water filtering units may not remove all contaminants.

2. Beverage machines or beverage dispenser “guns” connected to waterlines

- Shut off water to the machines and post signs. It is best to buy prepackaged products for consumer use.

Flush the lines on beverage machines thoroughly after the advisory is lifted. Sanitize lines if necessary.

3. Ice machines

- Turn off the water and circuit breaker to the ice machine. Discard all ice made after the boil advisory was issued. Buy bagged ice from an approved supplier.

Flush the lines for the ice machine thoroughly after the advisory is lifted. Sanitize lines and inside machine if necessary.

4. Preparing, cooking or reconstituting food

- Use boiled or bottled water only. Discard all food that may have been prepared during a water interruption or Boil Advisory.

When in doubt, throw it out!

5. Thawing food

- Thaw food only in a refrigerator or a microwave.

6. Washing produce / produce sprayers

- Use only boiled or bottled water to wash produce. Disconnect all produce sprayers in retail areas. Consider using bagged, pre-washed, ready-to-eat produce, frozen or canned produce

Flush the lines of the produce sprayers thoroughly after the advisory is lifted. Sanitize lines if necessary.

7. Handwashing for employees and the public

- Use boiled, bottled, or potable water from an alternative source. A temporary handwash station may be set up by using a large urn or thermos, with a spout, full of 110°F water and a bucket to collect wastewater.

8. Cleaning and sanitizing of tableware, kitchenware, vending machine components and food contact surfaces

- Use boiled water for all compartments of a three-compartment sink. Do not use dish machines. Hot water or chemical sanitizer may not be adequate if the water is contaminated with parasites.

Sanitize all food contact surfaces and equipment after Boil Advisory is lifted.

9. Dipper wells

- Turn off water and post signs. Utensils may be stored in food as long as handle does not touch food. (Do not store scoops in standing water)

Sanitize all dipper wells after Boil Advisory is lifted.

NOTE:

An average size business will need to have at least 200 gallons of potable water available per day to operate. There may be circumstances where available alternatives are not sufficient to provide acceptable public health protection. Menu diversity, sales volume, number of employees and other factors can make it impossible to provide sufficient and suitable alternatives necessary for keeping the operation open. Further, although employees may be expected to take the extra effort necessary for improvising and for using less convenient alternatives during a short interruption in the water supply, it is not practical to expect them to continue safe practices over time if it is not convenient to do so. When safe, sufficient and practical alternatives are not available, it will be necessary to cease food operations until the Boil Advisory is lifted.

After the boil advisory is lifted by the water department:

- Flush the building's water lines for at least two minutes
- Clean faucet screens,
- Clean the water line strainers on mechanical dishwashing machines and similar equipment.
- Purge all water-using fixtures and appliances of standing water (ice machines, beverage makers, hot water heaters, etc)
- Clean and sanitize all fixtures, sinks and equipment connected to the waterlines.

Certification in food protection.

- (I) The licensor shall mandate level one certification in food protection training for risk level I, II, III, and IV food service operations and retail food establishments for the following reasons:
- (1) Except as provided in paragraphs (I)(3) and (I)(4) of the rule, at least one person in charge per shift of a food service operation or retail food establishment. Person in charge is defined as the individual present at a food service operation or retail food establishment who is responsible for the operation at the time of inspection.
 - (2) At least one person in charge per shift of a food service operation or retail food establishment that has been implicated in a foodborne disease outbreak.
 - (3) All persons in charge of a food service operation or retail food establishment when the licensor has documented a failure to maintain sanitary conditions as per section 3717.29 of the Revised Code for retail food establishments and section 3717.49 of the Revised Code for food service operations.
 - (4) A person in charge of a new food service operation or a new retail food establishment not subject to paragraphs (I)(2) and (I)(3) of this rule, may provide documentation to the licensor's satisfaction that the individual has successfully completed a similar certification program equivalent to the level one standards established in this rule are not required to attend the mandatory level one certification in food protection training.
 - (5) Paragraph (I)(1) of this rule does not apply to any person in charge, as defined in paragraph (B)(74) of rule 3717-1-01 of the Administrative Code, working in a retail food establishment or food service operation that was licensed prior to the effective date of this rule, provided that the retail food establishment or food service operation is not subject to paragraph (I)(2) or (I)(3) of this rule.

For Level One Certification in Food Protection go to www.ServSafe.com home page and follow these steps:

- Step One – Go to bottom of Home page to Employee Training
- Step Two – Buy Products
- Step Three – Select Ohio on the map
- Step Four – Select course SSECT5ROH
- Step Five – Take the training and pass the test
- Step Six – Print the certificate and give a copy to the Health Department



SEARCH

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- ▶ Resource Center
- ▶ Responsible Alcohol FAQs

Other Educational Products

Industry Resource Links

- ▶ Restaurant.org
- ▶ NRAEF.org
- ▶ Find a State Restaurant Association
- ▶ National Food Safety Education Month
- ▶ NRA Show



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- Take Online Assessment
- Check My Score
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Administrators

- Buy ServSafe Starters Products
- Manage Courses and View Course Results
- Certificate Verification

Other Resources

- Starters Overview
- Preview the ServSafe Starters Online Course
- View a Sample Chapter
- ServSafe.com



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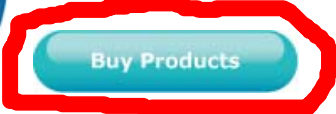
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The ServSafe Starters training and assessment program is a complete solution that delivers consistent food safety training to employees. ServSafe Starters covers five key areas:

- Basic Food Safety
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- Cross-contamination & Allergens
- Time & Temperature
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Starters Overview

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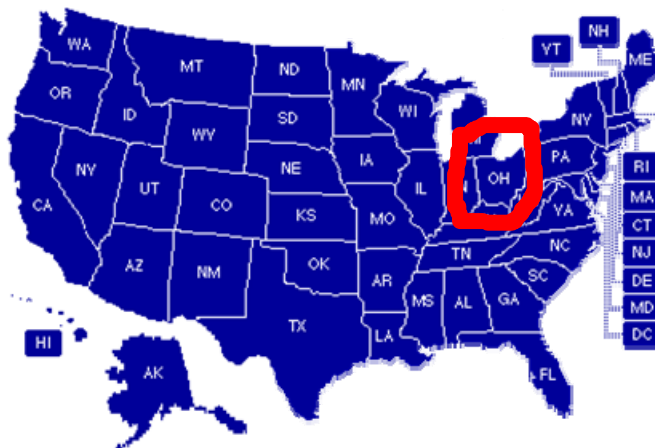
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There are many states/counties/cities that require a foodhandler permit to work in the food service industry. To ensure that you receive the right training, select the state in which you need training.



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The ServSafe Starters Employee Online Course, Ohio has been approved by the Ohio Department of Health, ODH #89-17, for food service operations and retail food establishments that need Level One Training.

Upon completion of this program the student will need to print off the Certificate of Completion and have a copy available for review by the local Health Department.

ServSafe Starters Employee Guide, Fifth Edition

The ServSafe Starters Employee Online Course, Ohio has been approved by the Ohio Department of Health, ODH #89-17, for food service operations and retail food establishments that need Level One Training.

Other Resources

- [Starters Overview](#)
- [Preview the ServSafe Starters Online Course](#)
- [View a Sample Chapter](#)
- [ServSafe.com](#)

- Submitting ServSafe Starters Employee Guide, Fifth Edition as the materials that will be used for training
- Provide adequate facilities, equipment and supplies necessary to conduct the course
- Provide students with a Certificate of Completion that contains their ODH # and instructor signature
- Maintain an electronic list of participants

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GALLIA COUNTY HEALTH DEPARTMENT

REGULATORY AUTHORITY COMPLIANCE REVIEW LIST

	Square footage _____				FSO	RFE	1	2	3	4
		Yes	No					Sat.	Unsat.	Quest.
I.	Plans Drawn to Scale	—	—	VII.	Surface Finishes			—	—	—
II.	Menu Provided	—	—		A. Kitchen			—	—	—
					1. Floors			—	—	—
					2. Walls			—	—	—
III.	Plan Approval	—	—		3. Ceilings			—	—	—
	A. Building Dept.	—	—		B. Storerooms			—	—	—
	B. Plumbing	—	—		1. Floors			—	—	—
	C. EPA	—	—		2. Walls			—	—	—
	D. Zoning	—	—		3. Ceilings			—	—	—
	E. Electrical	—	—		C. Dishwashing areas			—	—	—
	F. Fire	—	—		1. Floors			—	—	—
IV.	Water Supply				2. Walls			—	—	—
	A. Municipal	—	—		3. Ceilings			—	—	—
	B. Non-community	—	—		D. Toilet rooms			—	—	—
					1. Floors			—	—	—
V.	Wastes Disposal – Sewage				2. Walls			—	—	—
	A. Municipal	—	—		3. Ceilings			—	—	—
	B. On-Site	—	—	VIII.	Food Storage					
					A. Adequate (size)			—	—	—
		Sat.	Unsat.	Quest.	1. Cold			—	—	—
VI.	Kitchen Flow				a. Refrigerators			—	—	—
	A. Receiving	—	—		b. Freezers			—	—	—
	B. Storage	—	—		2. Hot			—	—	—
	C. Preparation	—	—		3. Dry			—	—	—
	D. Cooking	—	—		B. Location (accessibility)			—	—	—
	E. Serving	—	—		1. Cold			—	—	—
	F. Dishwashing	—	—		2. Hot			—	—	—
	G. Disposal	—	—		3. Dry			—	—	—

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