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*“Working towards a healthy and safe Putnam County”*

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# Food Facility Plan Review Guide

Obtaining a new license for a food facility is required by all new owners, new businesses and food facilities that are remodeling. Remodeling can include expansion, significant change in layout, equipment, and menu.

**In Putnam County, food licenses are non-transferable. A change in ownership requires a new food license and the facility must be in compliance with current codes. An approved plan review is required prior to a license being issued.**

The Ohio Food Safety Code, forms, and educational materials can be viewed and/or downloaded from our website at [www.putnamhealth.com](http://www.putnamhealth.com). If you would like any of these materials mailed to you or have any questions, please contact our office at 419-523-5608.

## **Plan Review and Approval Steps**

- 1. Plan Review Application.** Review this guide (pgs. 1-6) and complete the Plan Review Application. If you would like to review this with your inspector, call and schedule a consultation appointment.
- 2. Contact agencies.** Contact each of the applicable agencies listed on page 2 of this guide and confirm necessary requirements or approvals that will be needed.
- 3. Submit Completed Plan Review Application and Fee.** Submit the completed Plan Review and fee of \$200 to our office. Once we receive the completed application, our office has 30 days to review the plan. It is best to submit the application as soon as possible to avoid any delays with licensing and your anticipated date to open the new facility. ***Make sure all items on the checklist are included or your application will be incomplete, which will delay the plan review process.*** After the application is submitted and the plan review fee is paid, you may request a site visit for plan consultation.
- 4. Plan Approval.** When the plan review application is complete, facility plans and equipment specifications have been met, the plans will be approved. The plan approval may be provided prior to the receipt of agency approvals. *An approval letter will be mailed or emailed to the license holder explaining if any other information is needed prior to licensing.*
- 5. Pre-licensing inspection.** Schedule a pre-licensing inspection with our office. This inspection is conducted when you are ready to open. If there are items to address, we will schedule a follow-up inspection.
- 6. Licensing.** After all agency approvals are received and there are no outstanding items to address from the pre-licensing inspection, an application for an FSO or RFE license will be provided. Complete and sign the application with the required fee in person or by mail. PCHD will issue your food license. Once you receive the license, operation can commence.

# Agency Contact Information

Contact the following agencies, even if you are changing ownership. Required approvals MUST be provided to Putnam County Health Department prior to licensing. For example, if you are installing a new handwashing sink, the Ohio Department of Commerce plumbing approval will need to be provided to our office prior to licensing.

You must contact applicable agencies to ensure that all appropriate steps are taken and that the necessary approvals are received. Contacting the agencies in advance will help you to stay on track and reduce delays in your desired opening date.

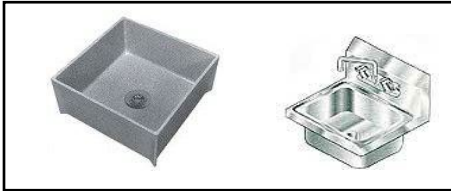
Office	Service	Phone Number	Website
Putnam County Health Department	Facility layout & Equipment Review / Food License, Private Water Systems	419-523-5608	<a href="http://www.putnamhealth.com">www.putnamhealth.com</a>
Ohio Department of Commerce – Division of Industrial Compliance	Plan Review, Building Code Compliance, Certificate of Occupancy, ADA and Restrooms	614-644-2223	<a href="http://www.com.ohio.gov">www.com.ohio.gov</a>
Ohio State Fire Marshall	Fire Safety, Ventilation Hoods and Extinguishing Systems	614-752-7126	<a href="http://www.com.ohio.gov">www.com.ohio.gov</a>
Local Fire Department	Fire Safety, Ventilation Hoods and Extinguishing Systems	Contact local fire department	<a href="http://www.firedepartment.net/directory/ohio/putnam-county">http://www.firedepartment.net/directory/ohio/putnam-county</a>
Ohio EPA – Northwest District Office	On-Site Sewage Treatment Systems, Storm Water and Public Water Systems	419-352-8461	<a href="http://epa.state.ohio.us">epa.state.ohio.us</a>
Township Zoning	Zoning	Contact zoning inspection in appropriate township	<a href="http://www.putnamcountyohio.gov">www.putnamcountyohio.gov</a>

Plumbing Inspection                      Plumbing Inspection    614.644-2223                      [www.com.ohio.gov](http://www.com.ohio.gov)

*\*A plumbing inspection will be required for new plumbing or alterations to plumbing. Putnam County does not have a county plumbing inspector, so inspections are conducted by the Ohio Department of Commerce. All inspections and approvals by outside agencies are required prior to obtaining an FSO or RFE license.*

# Facility & Equipment Requirements

## Sinks



- At least ONE handwashing sink must be provided for the convenient use by employees. It is recommended to have handwashing sinks in the following areas: food prep area, bar area, and the ware-washing room.
- A handwashing sink must be available for employee use out of the restroom. This means that if a restroom is adjacent to the food preparation area, an additional handwashing sink will need to be installed in the food preparation area.
- A mop sink is required for the disposal of water if wet cleaning methods are used.
- A 3-compartment sink is required for any facility preparing food or beverages. The 3-compartment sink must have 2 drain boards or space for clean and soiled utensils and equipment AND comply with the Ohio Plumbing Code and the Ohio Food Code **indirect connection/air gap** requirements. A plumbing inspection is required for plumbing installation or modification by the Ohio Department of Commerce.
- A separate sink may be required for food preparation, depending on the menu. If minimal produce is washed, the 3-compartment sink may be utilized for washing produce if provided with the required air gap; however, if large amounts of produce will be washed, a separate culinary (prep) sink with an **indirect connection/air gap** will be required.
- **Any change in ownership of a food facility is required to comply with the current Ohio Uniform Food Safety Code, which may mean adding an indirect connection/air gap with Department of Commerce approvals.**

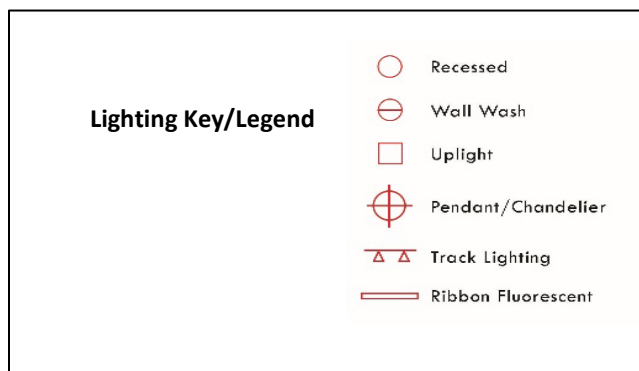
## Lighting

Intensity requirements: (this can be confirmed during the pre-licensing inspection)

Preparation & Cooking Surfaces	50 foot-candles
Salad Bar & Buffets	20 foot-candles
Dishwashing & Handwashing	20 foot-candles
Inside Equipment	20 foot-candles
Dry Storage	10 foot-candles

A foot-candle is a measure of how bright the light is one foot away from the source. Brighter lighting is necessary at food preparation and cooking surfaces. Lighting in food preparation and food storage areas shall be shielded or provided with shatter-resistant bulbs. When completing the floor plan for this application, the lighting must be included on the layout, as required by the Ohio Administrative Code. Using a key/legend on the floor plan with symbols is an easy way to add the lighting to the floor plan.

**Example:**



## **Sanitizers and Test Strips**

To properly clean *food-contact surfaces* of equipment and utensils, an approved sanitizer must be available for use during all hours of operation. Unscented, non-ultra chlorine bleach or Quaternary Ammonia (QUAT- can be in tablet or liquid form) are the most common types of approved sanitizers. Iodine is another option, but less common. Ensure that you have the correct test strips for the chosen sanitizer.



## **Equipment**

All facilities are required to have commercial grade equipment certified by an approved agency. The following labels indicate the equipment is certified and approved for use:



**Design Tip:** When choosing equipment, ensure that equipment is large enough to prevent overstocking and to allow for air circulation. Avoid the mistake of not having enough space to store refrigerated food. Also note that there are food preparation activities that do not require commercial equipment—such as coffee makers and blenders.

## **Thermometers**

Food temperature measuring thermometers must be scaled to 0-220 degrees Fahrenheit to monitor both hot and cold holding temperatures, as well as cooling parameters.

Thermometers must be available in the warmest part of each refrigeration unit to monitor the ambient air temperature. Temperature measuring devices are also required in hot food storage units—stored in the coolest part of the unit.

A high-temp warewashing machine must be equipped with a properly working temperature measuring device that indicates the temperature of the water in each wash and rinse tank.

## **Dry Storage**

Adequate space must be planned for the storage of food, dishes, single service articles, linens, and equipment. All food items must be stored at least 6" off the floor, both in walk-in coolers or freezers and on storage shelving. Bins for bulk items must be made of food-grade material and labeled with the common name. Non-food grade containers, such as storage totes, cannot be used for food storage.

## **Chemical Storage**

It is a good idea to plan a designated area for chemical storage. Chemicals must be stored below and/or away from food items, equipment and utensils to prevent contamination of these items. Chemicals cannot be stored above the dishwashing sink.

## **Employee Area**

There should be a designated area provided only for employee belongings. Lockers, drawers, or coat hooks provide a place to keep personal items from being stored in areas where contamination of food or clean equipment could occur. Remember to also mark this location on the floor plan.

## **Floors, Walls, and Ceilings**

All floors, walls and ceilings in food areas (service, storage or preparation) must be smooth and easily cleanable. Floor, walls, and ceilings in areas with high heat equipment like grills and deep fryers need to be non-flammable and heat resistant. Floor and wall junctures must also be coved or closed to no larger than one thirty-second inch. It is recommended to research the material that will be installed in each area of the kitchen to ensure durability, cleanability, and code compliance. *The following surfaces are commonly used:*

FLOORS: quarry tiles, commercial grade VCT, ceramic tiles, sealed concrete, poured epoxy WALLS: stainless steel, *FRP, *NRP, glossy painted drywall, aluminum, *gypsum board CEILINGS: vinyl coated ceiling panels (drop ceiling), painted drywall
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\*FRP (fiberglass reinforced plastic)—lightweight and non-corrosive, with strength and stiffness, easy to install.

NRP—fiberglass-free wall panels designed for areas requiring moisture, fire, bacteria, and impact resistance.

Gypsum board—provides moisture protection in wet environments.

## **Ventilation Hood System**

A ventilation hood is required in areas where cooking equipment and high temperature dish machines are located, to adequately prevent the accumulation of condensation, grease or other soil on walls and ceilings, or contaminating food and equipment. Installation of a ventilation hood may require a permit and/or inspection. Contact Division of Industrial Compliance (pg. 2) with questions. Please note that ventilation is always required for gas equipment.

## **Fire Suppression System**

If a ventilation hood is required because of the use of grease producing equipment, a Type I Hood with fire suppression is required. If a hood is required for heat, condensation or gas only, a Type II Hood may be acceptable. Verify this information with the Division of Industrial Compliance.

## **Grease Interceptor**

A grease interceptor, or commonly known as a grease trap, is a device that is attached to sinks and/or drains to collect fats, oil and grease in order to prevent accumulation in a sewer system. According to OEPA, grease is a pollutant that is subject to Ohio's water pollution laws. OEPA requires that grease traps must be cleaned at least once per quarter to keep them working properly. The food code states that "If used, a grease trap shall be located to be easily accessible for cleaning". If your operation produces grease-laden food, then a grease trap will need to be installed.

***IMPORTANT REMINDER: If you are required to have a plumbing inspection with the Ohio Department of Commerce, a grease interceptor is likely required for plumbing approval. It is recommended to consult with the Ohio Department of Commerce early in the plan review stages to determine if a grease interceptor is required.***

## **Pest Control Measures**

Plan for preventing the entrance of insects and rodents by closing gaps along floors, walls, and ceilings, providing tight-fitting windows, and solid, self-closing, tight-fitting doors. Perimeter walls and roofs should effectively protect the establishment against the entrance of insects, rodents, and other animals. If windows are used for ventilation, the openings need to be protected against the entry of insects and rodents by sixteen mesh to one-inch screens, air curtains to control flying insects, or other effective means. Consulting with a pest control specialist for a pest management plan is also highly recommended.

## **Food Safety Training**

As of March 1, 2010, the Ohio Revised Code requires that **at least one person in charge per shift** of a food service operation or retail food establishment have attended an Ohio Department of Health approved level one person in charge certification in Food Protection course or an equivalent approved training prior to the business being licensed. In addition, **at least one** employee with managerial or supervisory responsibilities must have an Ohio Food Protection Manager Certification.

A list of providers including web-based courses can be found at:

<https://odh.ohio.gov/know-our-programs/food-safety-program/food-safety-certification/food-safety-certification>

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***The Person-in-Charge (PIC) must understand basic food safety concepts and will need to demonstrate knowledge by compliance with the food code. The PIC should ensure that safe food handling practices are followed during all hours of operation to lower the risk of foodborne illness.***

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# PLAN REVIEW APPLICATION

The Putnam County Health Department issues licenses in Putnam County through the Ohio Department of Health and the Ohio Department of Agriculture. These state agencies have developed food rules and laws that are written into the Ohio Revised Code and the Ohio Administrative Code. These rules and laws apply to licensed food facilities in the state of Ohio.

The Putnam County Health Department works directly with our licensed facilities to educate and enforce Ohio rules and regulations to ensure public health is being protected. Our office will be happy to assist you with this application process. This application is required for remodels, new facilities and change of ownership. Once a completed application is received, we have 30 days to review and approve the plans, but we will do our best to accommodate your schedule for opening. Submit this application early in your planning to avoid delay in licensing. If there are any questions about the plans, or changes that need to be discussed, we will contact you by phone or email. When the plans are approved, a formal approval letter will follow and will be mailed or emailed to the plan review contact provided on the application.

**Name of Facility** \_\_\_\_\_

**Name of License Holder (Legal Owner)** \_\_\_\_\_

**Location Address** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Cell** \_\_\_\_\_ **Email** \_\_\_\_\_

*Mailing address if different than facility information*

**Name** \_\_\_\_\_

**Location Address** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Cell** \_\_\_\_\_ **Email** \_\_\_\_\_

**Name of Contact Person (if not license holder)** \_\_\_\_\_

## Hours of Operation

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Planned Hours of Operation</b>							

## Type of Application

- Remodel**- Existing Facility/Same Owner     
  **New Facility**- New Business or New License

\* **Note**\* Putnam County Health Department does not transfer licenses.

### Types of Food Service or Retail Establishments (check all that apply)

- |  |                                      |  |  |  |
|--|--------------------------------------|--|--|--|
| <input type="checkbox"/> Table Service | <input type="checkbox"/> Fast Food   | <input type="checkbox"/> Take-out Menu   | <input type="checkbox"/> Catering        | <input type="checkbox"/> Delivery              |
| <input type="checkbox"/> Buffet        | <input type="checkbox"/> Cafeteria   | <input type="checkbox"/> Drive Thru / In | <input type="checkbox"/> Bar w/ Food     | <input type="checkbox"/> Fountain Drink/Coffee |
| <input type="checkbox"/> Grocery       | <input type="checkbox"/> Fresh Meat  | <input type="checkbox"/> Deli            | <input type="checkbox"/> Seafood/Fish    | <input type="checkbox"/> Ice Production        |
| <input type="checkbox"/> Smoking Fish  | <input type="checkbox"/> Bulk Water  | <input type="checkbox"/> Smoked Meat     | <input type="checkbox"/> Wholesale Foods | <input type="checkbox"/> Produce               |
| <input type="checkbox"/> Bakery        | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____     |  |  |

## Sewage and Potable Water

**CHOOSE ONE:**

- I am utilizing a private water system for this facility.** A private water system is a water system that is privately owned, such as a well, cistern, or hauled water tank. This private water system must be permitted and approved by the Ohio Environmental Protection Agency (EPA) because the system will now be utilized to serve a public food facility.

I am connected to private water. I contacted OEPA on (Date) \_\_\_\_\_

I spoke with \_\_\_\_\_

- I am utilizing a public water system for this facility.** A public water system is a water system that is operated by a public agency, such as a city or village supply.

**CHOOSE ONE:**

- I am utilizing a private sewage treatment system (STS) for this facility.** A private sewage treatment system is a sewage treatment system that is privately owned, such as a septic tank, mound, etc. This sewage treatment system must be permitted and approved by the Ohio Environmental Protection Agency (EPA) because the system will now be utilized to serve a public food facility.

I am connected to private STS. I contacted OEPA on (Date) \_\_\_\_\_

I spoke with \_\_\_\_\_

- I am utilizing a public sewer system for this facility.** A public sewer system is a system that is operated by a public agency, such as a city or village supply.



## Submit the following information with the Plan Review Application:

- Plan Review Fee of \$200.** Payment can be made by cash, checks can be made out to the Putnam County Health Department (PCHD), or credit card (with additional 3% fee)
  
- Layout of Facility-** If professional plans have not been done, these may be hand drawn. **Use this sheet as a checklist to make sure that no information is missing when the application is submitted.** A complete application saves time and expedites the plan approval process! The facility layout and specifications shall be legible, be drawn reasonably to scale, and include the following:
  - Entrances, exits & windows
  - Square footage
  - Location of all equipment \*\* see next page to list each piece of equipment
  - Location of each lighting fixture
  - Location of ventilation system (hoods & other ventilation)
  - Location of plumbing, all lines, fixtures and equipment
    - Sinks (label with intended use)
    - Floor drains and floor sinks
    - Water and wastewater lines
    - Mop sink
    - Hot water heater
    - Grease interceptor, if applicable
    - Backflow prevention devices or required indirect connections
    - Warewashing machine, if applicable
  - Auxiliary rooms
    - Dry storage rooms
    - Utility closet
    - Restrooms
    - Basement or attic—specify if used for storage
    - Employee personal item storage, including break room
    - Chemical storage
  - Location of building onsite including:
    - Parking, alleys, streets
    - Private water source and sewage treatment system, if applicable
    - Dumpsters, including the surface material under the dumpster
    - Any outside storage, such as storage sheds or outdoor walk-in refrigeration

- Commercial equipment list with **Manufacturer AND Model** numbers *\*attach a separate sheet, if needed. \*\* Make sure that the equipment layout includes each piece of commercial equipment listed here.*

Equipment Description	Manufacturer	Model Number

- Finish Schedule (See page 5 for reference):

	Prep area	Storage room	Restrooms	Service area	Dish wash area
Floor material:					
Wall material:					
Ceiling material:					
Base coving material:					

- Square footage:

- Menu (a list of all items that are prepared by the employees). This does not need to be the final menu that will be provided to consumers.
- The consumer advisory is required ONLY if animal-derived foods may be served raw or undercooked or contain raw or undercooked ingredients—and will need to be added as a footnote on the menu. Reminders shall include asterisking the animal-derived foods requiring disclosure to a footnote that states: Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness or written information is available upon request.
- At least one employee, **PER SHIFT** must obtain Food Handler (level one) Certification. **Provide a copy of each certificate** for each certified employee and list their names and certificate numbers below.

Name: \_\_\_\_\_ Certificate #: \_\_\_\_\_  
 Name: \_\_\_\_\_ Certificate #: \_\_\_\_\_  
 Name: \_\_\_\_\_ Certificate #: \_\_\_\_\_  
 Name: \_\_\_\_\_ Certificate #: \_\_\_\_\_

- Risk Level 3 and Risk Level 4 only: At least one employee with management and supervisory responsibility must be certified in **Food Protection Manager Certification** (Ohio Certified). **Provide a copy of each certificate** and list their name and certificate numbers below. Ohio Department of Health approval must be obtained for the certificate to be considered approved.

Name: \_\_\_\_\_ Certificate #: \_\_\_\_\_  
 Name: \_\_\_\_\_ Certificate #: \_\_\_\_\_

## **Licensing Levels**

The following common activities are listed to help give you an understanding of what licensing level you will be operating under. It is required by the Ohio Revised Code that you operate at the level that you are licensed under, so carefully consider what activities you will be conducting at your facility now and in the future. You may change levels at the time of each annual license renewal if you wish to expand or lessen your activities. Annual food license renewal is due on March 1 of each year.

***Please check mark all activities that will take place at your facility.***

### **Level 1 Activities:**

- Selling pre-packaged non-hazardous foods  
Ex. Chips, candy, pop, beer, snacks
- Selling prepackaged potentially hazardous foods (refrigerated or frozen)  
Ex. Sandwiches, packaged ice cream
- Having self-serve beverages  
Ex. Coffee, fountain pop
- Baby food and formula

### **Level 2 Activities (includes Level 1 & also includes):**

- Handling, heat treating, or preparing non-potentially hazardous food.  
Ex. Slicing apples, making popcorn
- Having bulk display of unwrapped, non-potentially hazardous foods  
Ex. Self-serve doughnuts, self-serve beef jerky
- Receiving and serving HOT or COLD held bulk food and **keeping it at receiving temperature**  
Ex. Receiving cold foods at 41 degrees F or lower and hot foods at 135 degrees F or warmer  
(Foods may not be cooked, re-heated or cooled)
- Hand dipping of commercially manufactured ice cream

### **Level 3 Activities (includes Level 1, 2 & also includes):**

- Handling, cutting, grinding raw meat products  
Ex. Making sausage or hamburger, cutting meats for sale
- Cutting or slicing ready-to-eat products  
Ex. Slicing cheese & deli meats, making sandwiches, making salads
- Cooking food  
Ex. Cooking hot dogs, pizza, chicken, soup, etc.
- Cooling of food  
Ex. Cooling foods for cold service or cold holding
- Reheating of foods in individual portions only (reheating one person's order at a time)  
Ex. Heating one cup of leftover soup in microwave when ordered by customer
- Operating a soft serve ice cream or frozen yogurt machine

### **Level 4 Activities (includes Level 1, 2, 3 & also includes):**

- Using Time in Lieu of Temperature as a method of control of foodborne pathogens  
Ex. Keeping food at room temperature and disposing after 4 hours.
- Serving food to a high-risk clientele population (elderly)  
Ex. Hospital, nursing home
- Reheating food in bulk  
Ex. Re-heating pan of leftover soup, leftover meatloaf, leftover meatballs, leftover roasts, etc.
- Reheating food as a new ingredient  
Ex. Leftover chicken halves used in next day's soup.
- Catering  
Ex. Transporting food in approved hot and cold holding equipment and maintain food at proper temperature.
- Performing activities requiring a HACCP plan or requiring a variance for the process
- Freezing of fish under special procedures to kill parasites

<b>The facility will be a (Check one):</b>	
<input type="checkbox"/>	<b>Food Service Operation</b> – The majority of food sales are expected to be through the preparation and sale of individual meal portions.
<input type="checkbox"/>	<b>Retail Food Establishment</b> – The majority of food sales are expected to be through the sale of prepackaged foods or portions serving more than one individual.
Will the facility be <b>Seasonal</b> : Operates six or fewer months a year <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Equipment washing method – check all that apply:</b>	
<input type="checkbox"/>	Three Compartment Sink with drain boards on each side OR sufficient counter space or a cart
<input type="checkbox"/>	High Temperature Dish Machine (sanitizes with water temperature of 180°F or above)
<input type="checkbox"/>	Low Temperature Dish Machine (chemical sanitizer)

YES	NO	Processes which may require submission of additional plans or records.
		Will the facility have a soft serve ice cream / frozen yogurt machine? Will it be a heat treatment dispensing freezer? <input type="checkbox"/> Yes <input type="checkbox"/> No
		Will the facility offer for sale in a ready-to-eat form: raw or undercooked meats, dairy, eggs (such as eggs cooked to order, fish (such as sushi), or shellfish (such as oysters)?
		Will the facility cook, cool, and reheat bulk quantities of food more than once per week?
		Will the facility use Time as a public health control for temperature-controlled foods (such as food that can be maintained at room temperature with an approved policy to discard at expiration)?
		Will the facility freeze fish to destroy parasites?
		Will the facility offer off-Site catering with sufficient hot and cold holding equipment?
		Will the facility prepare food for resale at another location (such as preparing sandwiches to be sold at a convenience store—this may require a Ohio Department of Agriculture Wholesale license)?
		Will the facility display for consumer self-service, unpackaged ready-to-eat foods (such as donuts)?
		Will the facility repack bulk quantities of food for retail or wholesale?
		Will the facility have a bulk water dispenser or package ice for retail or wholesale? If yes, additional licensing may be required.
		Will the facility <u>only</u> sell prepackaged foods?
YES	NO	Processes which may require a variance under 3717-1-3.4 (J)
		Will the facility use smoke <u>or</u> curing agents (nitrates) to preserve foods? (such as beef sticks)
		Will the facility use additives for food preservation or to render food non-potentially hazardous (such as acidified rice)?
		Will the facility process foods using Reduced Oxygen Packaging?
		Will the facility operate a molluscan shellfish life-support system tank to store and display shellfish (such as oysters) that are offered for human consumption?
		Will the facility custom process animals that are for personal use as food and not for sale or service in a food service operation or retail food establishment?
		Will the facility produce canned or bottled food or drinks?
		Will the facility press or bottle fruit or vegetable juices?
		Will the facility engage in any other process that is not listed? Please describe.

## After Licensing...

1. Food employees are required to wear hair restraints, such as hats, hairnets, and beard restraints. There is no hair length measurement for exclusion. This rule does not apply to food employees such as counter staff who only serve beverages and wrapped or packaged foods, hostesses, and wait staff.
2. It is important to store raw animal products appropriately in order to prevent cross contamination and possible foodborne illness. This can be done in a variety of ways. Food items can be stored on separate shelves in the same refrigeration unit in the order of required cooking temperatures. Ready to eat foods (food that can be eaten without any further preparation), such as salad, fruit, etc. must be stored above raw animal products to prevent cross contamination. Raw animal products must be stored according to cooking temperature.
3. Proper handwashing is imperative in providing safe food. Your handwashing sinks must be properly supplied with running hot water, soap, handwashing signage, and an approved hand drying provision—disposable towels or mechanical air dryer, and a trash-can convenient to the handwashing sink.
4. Refrigerated, time/temperature controlled for safety food (TCS) prepared by the FSO/RFE and ready to eat TCS food products shall be clearly marked when the package is opened to indicate the date or day by which the food shall be consumed on the premises, sold, or discarded when held at a temperature of 41 degrees Fahrenheit or less for a *maximum of seven days*. Food must be discarded within 7 days, which means the day the food is prepared or opened plus 6 days. Date marking is a means of controlling pathogen growth, especially *Listeria monocytogenes*, bacteria that continues to grow even at refrigerated temperatures and can cause serious foodborne illness.
5. The following methods are approved for thawing food: Under refrigeration, under cold running water, part of the cooking process, and in the microwave. Never thaw food by setting it out at room temperature.
6. Your facility will need thermometers to ensure that food is cooked and maintained at appropriate temperatures. There are several options for monitoring food temperatures. If you are cooking and cooling food, you will need some type of probe thermometer, accurate to plus or minus TWO degrees Fahrenheit, to measure the internal temperature of the food. These can include digital thermometers, probes with thin or thick tips, and thermocouple. Laser thermometers are also handy for quick monitoring of refrigeration units and receiving food. Alcohol wipes or a food safe sanitizer solution are also recommended to keep available for proper sanitizing of thermometers between uses to prevent cross contamination.

7. If you plan to save leftovers to reheat later, then specific cooling parameters must be met to prevent bacterial growth. Improper cooling is the most common cause of foodborne illness outbreaks in the U.S. Temperature controlled for safety food shall be cooled within 2 hours from 135°F to 70°F AND from 70°F to 41°F within an additional 4 hours or less. The entire process must be accomplished within a total of 6 hours. Food temperatures must be taken to ensure these temperature parameters are met.
8. Barehand contact with ready-to-eat foods must be prevented by using non-latex disposable gloves, utensils such as tongs, or deli tissue.
9. If a restroom opens into the food preparation area, it must be provided with a self-closing door.
10. All outside doors must be self-closing, tight-fitting, and rodent proof and provided with screens or air curtains, if opened during warmer seasons.
11. If a dumpster is used, outdoor refuse and recyclable storage must meet minimum requirements: Outdoor storage surface is concrete or asphalt, sloped to drain, receptacles are durable, cleanable, insect and rodent-resistant, leak-proof and non-absorbent, and receptacles must be constructed with tight-fitting lids, doors, or covers.

FOOD HANDLING AND EDUCATIONAL HANDOUTS ARE AVAILABLE UPON REQUEST. HANDOUTS AND THE OHIO FOOD CODE IS ALSO AVAILABLE ON OUR WEBSITE AT

[WWW.PUTNAMHEALTH.COM](http://WWW.PUTNAMHEALTH.COM)

(UNDER THE ENVIRONMENTAL TAB, AND CLICK ON THE FOOD SAFETY TAB)

The Ohio Food Code now requires that there is a verifiable way to check that food employees know they must report certain illnesses to their supervisors. **Please photocopy this form and have each of your employees sign it and maintain at your licensed operation. Please do not return to PCHD.**

## Food Employee Health Policy

Employees are required by law to report any illness to the owner/general manager, or other person in charge (PIC). If you are diagnosed with any of the following illnesses or experience any of the following symptoms, you must report it immediately to the person in charge.

1. Food employee is diagnosed by a *healthcare provider* as being ill with any of the following diseases that can be transmitted through food or person-to-person by casual contact such as:
  - ❖ Norovirus
  - ❖ Salmonella spp.
  - ❖ Salmonella Typhi
  - ❖ Shigella spp.
  - ❖ Hepatitis A virus
  - ❖ Entamoeba histolytica
  - ❖ Campylobacter
  - ❖ Vibrio cholerae
  - ❖ Cryptosporidium
  - ❖ Cyclospora
  - ❖ Giardia
  - ❖ Yersinia
  - ❖ Enterhemorrhagic or shiga toxin-producing Escherichia coli
  
2. Has symptoms caused by illness, infection, or other source that is associated with an acute gastrointestinal illness such as:
  - ❖ Diarrhea
  - ❖ Vomiting
  - ❖ Jaundice
  - ❖ Sore throat with fever
  - ❖ Lesions (such as boils and infected wounds, regardless of size) containing pus on the fingers, hand or any exposed body part.
  
3. In addition to the above conditions, food employees shall notify their PIC if they have been exposed to the following high-risk conditions:
  - ❖ Exposure to or suspicion of causing any confirmed outbreak involving the above illnesses.
  - ❖ A member of their household is diagnosed with any of the above illnesses.
  - ❖ A member of their household is attending or working in a setting that is experiencing a confirmed outbreak of the above illnesses.

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Person-In-Charge: \_\_\_\_\_ Date: \_\_\_\_\_