



NEW FOOD SERVICE ESTABLISHMENT GUIDE

Congratulations on your decision to start a new food establishment in Jefferson County! This informational packet is designed to provide you with the most pertinent information to meet the Public Health requirements to build or remodel a food establishment. This should only be used as a reference for the most commonly misunderstood or confusing items and does not include all of the items that are required for your establishment. In addition, there are other state and local agencies you will need to contact for approval as well, such as Labor & Industries (Mobile Units), and Department of Licensing and the City of Port Townsend or Jefferson County Department of Community Development (see the checklist for a comprehensive listing of agencies).

Washington State food safety regulations require that all new and remodeled food establishments have their plans reviewed and approved by the local health department before starting construction. A thorough plan review identifies changes that will be required before costly purchases, installation and construction begins. Ultimately, a plan review will help to identify issues that could potentially result in violations, penalties for poor inspections and even foodborne illness!

The plan review process will take approximately two to three weeks to complete once all elements are received by Public Health. A Sanitarian from the Environmental Health Division will review your application and plans to ensure they are in compliance with Washington State food safety regulations. Sometimes changes to the plans must be made in order to meet all requirements. You will be notified of the changes needed by phone or letter. Please be aware that plans may need to be revised and resubmitted several times before they will be approved. An application for a permit shall be deemed to have been abandoned 180 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued.

The Goal of These Guidelines

It is our goal to help you become familiar with state and local plan review laws and to prepare you for the expectations of this agency. Enclosed you will find the necessary information you need to get started.

Our offices are open Monday through Friday from 9:00 A.M. to 4:30 P.M., except legal holidays. You can reach the Jefferson County Environmental Public Health (JCPH) plan reviewer by phone at (360) 385-9444 or e-mail info to foodsafety@co.jefferson.wa.us. A copy of this document as well as application forms for plan review are available at the JCPH web site www.jeffersoncountypublichealth.org.

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Rev. 3/16/2021

Food Establishment Plan and Permit Approval

Before you open a new food service establishment, remodel an existing food service establishment, purchase (change ownership), or reopen a closed food service establishment, you must provide the following information to the JCPH.

1. **FOOD PERMIT APPLICATION:** Complete the Food Service Establishment Permit Application. Our application is constructed to eliminate the completion and submission of additional applications or documents (food preparation plan, finish schedule, etc.). Due to existing establishment information that may already be on file with JCPH, some of the listed required information may not be needed from new owners of existing food establishments. New owners who are not remodeling the establishment or changing the menu should call us at (360) 385-9444 to find out what application information may not be needed.
2. **MENU:** Provide a menu or a list of the foods to be served. Include a consumer advisory for food items that can be ordered raw or undercooked by patrons.
3. **FLOOR PLAN:** Provide a floor plan, 8 ½ x 11 inches in size minimum, of the proposed facility with the following:

PROVIDE PLUMBING INFORMATION AND SHOW:

- a. Location of sinks, including the hand wash sink(s), the food preparation sink(s), dishwashing sinks, and the mop sink.
- b. Locations and the type of drains.
- c. Location of toilet(s) and number of fixtures.
- d. Location of garbage storage facilities and leachate drain location (if necessary).

PROVIDE EQUIPMENT INFORMATION AND SHOW:

- a. Location and type of NSF refrigeration and freezer equipment.
- b. Location, size and shelving design of walk-in units.
- c. Location of ice-making equipment and the indirect drain.
- d. Location of cooking, reheating, and hot-holding equipment.
- e. Location of dish washing machine and associated equipment, or location of three-compartment sink with drain board.

ALSO, SHOW THE LOCATION OF:

- a. Employee's lockers or area of shelves for personal item storage.
- b. Dry food storage area and shelves.
- c. Provide a brief description of the finishes used on floors, walls, counter tops and ceilings.

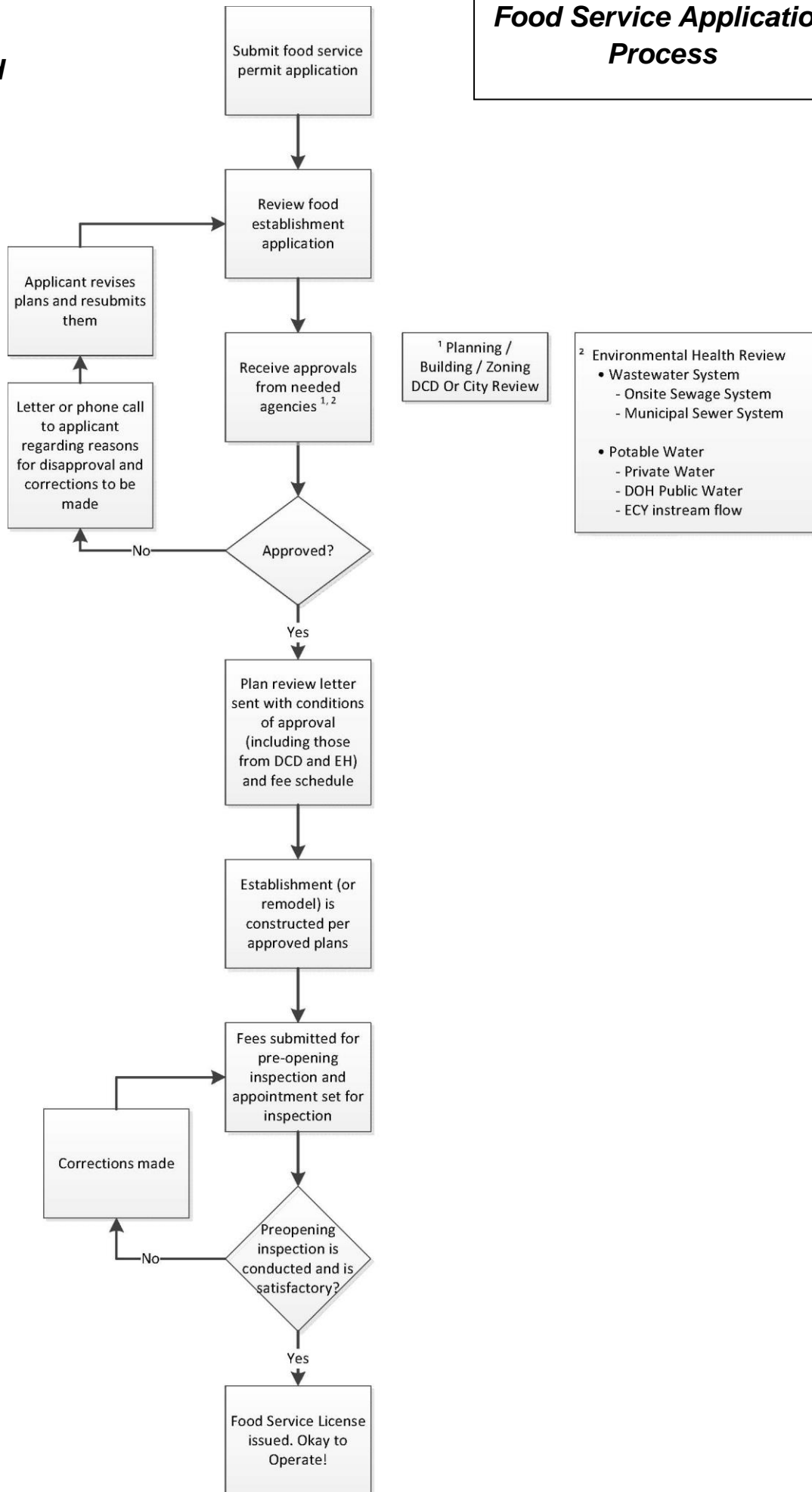
4. **EQUIPMENT SCHEDULE:** Provide an equipment schedule that includes the make and model numbers of equipment that is certified or classified for sanitation by an ANSI-accredited certification program (when applicable).
5. **SITE PLAN:** Provide a site plan (plot plan) of the property where the business is situated. Include the building, parking area, garbage storage, septic system location (if needed), well location w/ 100' radius around the well indicated (if needed), outbuildings and other structures or items that may impact any of the previously listed items.
6. **MOBILE UNITS:** If you are applying to operate a mobile food service establishment then there are additional documents that will be needed.
 - Map of all parking locations and parking times
 - If using someone else's approved kitchen, an agreement or contract from the kitchen owner for use.
 - Restroom agreement letter for all stops of one (1) hour or greater
 - Vending location agreement letter for all vending locations
7. **REVIEW FEES:** Fees are non-refundable minimums. See [current fee schedule](#).

When your plan review has been completed and approved, you will receive a plan approval letter with conditions of approval and a listing of fees that must be paid prior to receiving your Pre-opening Inspection. Once received, you can start construction. Once construction is completed and pending conditions of approval are satisfied, there are two items remaining:

1. **PAY FOR YOUR PERMIT.** Before you open for any food and/or beverage service, you must pay your annual food permit fee and have a Pre-opening inspection.
2. **PASS THE PRE-OPENING INSPECTION AND RECEIVE APPROVAL TO OPEN.** Before you open for any food and/or beverage service, you must have a pre-opening inspection. Please call (360) 385-9444 at least one week in advance to schedule this on-site inspection.

Food

Food Service Application Process



Service Establishment Checklist

Items required for opening a Food Service Establishment

- Submit the Food Service Establishment Application, Plan Review Fee, Plans, Specifications and Menu

Plan Review Application Submittal Will Include:

Menu

- List all foods to be served
- Consumer advisory is included for any foods that can be served raw or undercooked.

Floor Plan: Locate and Label

- All refrigeration and freezers
- All cooking and hot hold equipment
- All countertop equipment
- All plumbing fixtures and drains
- All work areas, counters, cocktail lounges, storage areas and wait stations
- Handwash sink(s)
- Food preparation sink(s)
- Three-compartment sink with a drainboard at each end
- A dishwasher with pre-rinse sink(s) and spray attachment (if applicable)
- Slop or dump sink at bar, tavern or cocktail lounge (if applicable)
- Mop sink (Service sink)
- Dipper well (if applicable)
- Employee restrooms
- Public restrooms (if customer seating is provided)

Plan Specifications Will Include:

- Manufacturer names and model numbers for each piece of equipment, including countertop equipment
- Include details of sneeze protection for buffet lines, salad bars, bulk food displays
- Plumbing schedule or details
- Lighting details, including type of shatterproof light shielding used in kitchen, food preparation, and scullery areas
- Ventilation details

Inspections and Operating Permit:

- After your plans have been approved and construction completed, it is time to schedule a pre-opening inspection. Please call (360) 385-9444 at least one week in advance to schedule this on-site inspection.

Opening for Business:

- You may open for business after obtaining final approval from Jefferson County Public Health
AND
- After obtaining final approvals from other appropriate agencies
AND
- All food service workers have obtained their Washington State Food Handlers Certification

Additional Agencies You May Need To Contact:

- Jefferson County Department of Community Development (DCD) for Fire Marshal, Building, Planning and Development Services (if business is located outside of Port Townsend city limits)
- City of Port Townsend for Business License Requirements as well as Fire Marshal, Building, Planning and Development Services (if business is located inside of Port Townsend city limits)
- JCPH Drinking Water and On-site Sewage Programs if the proposed food service establishment will be served by an on-site sewage disposal system and/or a well
- Washington State Liquor Control Board
- Washington State Department of Revenue
- Internal Revenue Service
- Washington State Department of Licensing
- Washington State Department of Labor and Industry
- Washington State Department of Health Transient Accommodations (for Bed & Breakfasts, Hotels and Motels)

FREQUENTLY ASKED QUESTIONS

What is plan review?

Plan review is the process by which we ensure that your plans and equipment meet the state and local health requirements before you begin construction of your project. By communicating with you early in your endeavor, we hope to prevent costly mistakes, while ensuring that your food service establishment is built in compliance with the minimum standards and in the best interest of the public's health. The process of opening, remodeling or repairing a food service establishment may also require the approval of other departments such as the JCPH On-site Sewage Program, JCPH Drinking Water Program, Department of Labor and Industries, the Liquor Control Board, and local building, planning and fire departments.

What if I am purchasing or taking over a current establishment?

Please contact JCPH to receive the proper forms in order to obtain a Food Service Operating Permit for your new business. A valid permit issued to the new owner must be in place prior to opening to the public under new ownership.

When is plan review required?

Plan review is required under the following circumstances:

- When a food service establishment is newly constructed
- When an existing structure is converted for use as a food service establishment
- When an existing food service establishment undergoes an extensive remodel or repair
- When significant changes to the menu items occurs or when there is a significant increase in the number of menu items
- When there are significant changes in the methods of food preparation, volume of foods produced or operation of the food service establishment

How long does the plan review process take?

Frequently, small projects can be turned around in a few days, while larger projects may take up to three weeks. The clarity and completeness of your submitted plans will also affect plan review time. You may get an idea of your project timeline by contacting the food service establishment plan reviewer.

Can my home kitchen be licensed as a Food Service Establishment?

Home kitchens cannot qualify for a Permit to Operate from JCPH (Except for Bed & Breakfast Establishments or Pre-schools with limited food service).

What is the procedure for beginning the plan review process?

To begin the plan review process, you will need to submit the following information to JCPH:

1. A completed Food Service Establishment application form.
2. The appropriate plan review fee (see current fee schedule).
3. One completed copy of the construction plans. Plans do not have to be professionally drawn. Plans are required to be drawn clearly legible no smaller than 8½ x 11 inches.
4. Specific equipment and operations information including:
 - a. A complete menu submitted with your plans will expedite JCPH plan review.
 - b. An equipment list for all food service equipment which includes manufacturer's names and model numbers.
 - c. Plumbing details.
 - d. Lighting details.
 - e. If needed, a Hazard Analysis Critical Control Point (HACCP) plan for required food items (vacuum packaging, cold smoking, variance approval, etc.).

Plan for success!

As you prepare your plans, think about the future of your business. Now is the time to allow space for that additional refrigerator, walk-in refrigerator, food preparation sink, handwash sink, or other equipment you may need as your business grows. Planning now for future changes and up-grades will make the future remodel easier.

What will happen if JCPH requires plan revisions?

The person listed as the contact person on the application will be notified in writing if revisions are required. Revised plans indicating all of the required changes must be submitted to JCPH.

What will happen if I revise my plans after the original plans have been approved?

Plan resubmittal is required if changes are made after JCPH has approved the original plans. An additional plan review fee will be assessed for this service. Failing to resubmit plans when changes have been made, after original plan approval, will delay final approval for the facility.

How will I be notified of my project status?

A letter, or e-mail, will be sent to the contact person listed on the plan review application form indicating approval, disapproval or a need for additional plan review information. Additional copies are sent to other agencies such as building and planning departments.

Can I stay open during a remodel?

Food service establishments, such as grocery stores with multiple food service operations, wanting to continue operation during a remodel must submit written documentation detailing what procedures will be used to ensure food safety during the remodel. The documentation must include the following:

1. Where and how handwashing facilities will be set up
2. What methods will be used for maintaining proper temperatures for all potentially hazardous foods
3. Where produce and raw poultry or meats will be prepared (if applicable to menu)
4. Where ware washing will occur
5. What procedures will be followed if interruptions in water, power or sewage disposal occur
6. A floor plan of any temporary food preparation areas

Can I open for business immediately after construction is completed?

Avoid lengthy delays! After construction is complete there are still three important steps to complete prior to opening for business.

1. A preopening inspection is required before the food service establishment may open. Call at least seven days in advance to schedule this inspection to help avoid delays in opening.
2. Ensure the application for a food service establishment permit has been submitted to JCPH with the appropriate fee (see current fee schedule).
3. Obtain final approvals from other city, county and state agencies as required.

What will the inspector be looking for during the preopening inspection?

The inspector will be ensuring the following items have been satisfactorily completed during the preopening inspection:

1. The facility was constructed as indicated on the last set of JCPH approved plans.
2. The facility has obtained final approval for all other applicable agencies, such as the Department of Labor and Industries, the Liquor Control Board and the local building, planning and fire departments.
3. The utilities such as water, gas, electric and wastewater disposal are provided.
4. All equipment is in working order.

OK, I have completed everything listed so far in this outline. Now can I open for business?

Congratulations! You have successfully completed plan review and are now ready to begin serving your first customers. The food service establishment will receive its first operational inspection by JCPH soon after opening for business.

What if I have questions after I open?

You may have questions regarding food safety after you begin operations. You can contact us at (360) 385-9444 by phone or e-mail us at foodsafety@co.jefferson.wa.us with any food safety concerns. You may also visit us in person at our office located at 615 Sheridan, Port Townsend or check the JCPH web site www.jeffersoncountypublichealth.org.

MINIMUM FACILITY REQUIREMENTS FOR FOOD SERVICE ESTABLISHMENTS

This is a guideline to the basic requirements of a food service establishment and was written to help you plan your food service operation and facilities. Actual requirements are detailed in the Washington State Administrative Code (WAC 246-215, WAC 246-217) and Jefferson County Code (JCC 8.05). Copies of the codes are available at the JCPH office or online at:

<http://www.jeffersoncountypublichealth.org/index.php?laws-codes-regulations>

Water and Wastewater Provision

1. Water Supply

Provide water that is adequate in quantity and quality, supplied by a source approved under WAC 246-290 and monitored according to standards. For private well water use, you must first apply for a Small Public Water Supply. Hot water supply must be sized to meet peak demand requirements.

2. Sewage System

Provide that all liquid wastes, including gray water, mop water and ice melt, are disposed into an approved sewage disposal system. If a septic system is to be used, prior to approval the system must be evaluated for the proposed use by a licensed designer and have the annual Operation and Monitoring inspection completed. For questions, call (360) 385-9444 and ask to speak to the Environmental Health Specialist in the Septic Program.

Sinks and Plumbing

1. Handwashing

Handsinks are required in all food preparation and ware washing areas. They must be easily accessible and conveniently located (within 25 ft) in all areas where food is handled and **used exclusively for handwashing**. This may require more than one handsink per food service. Handsinks shall have minimum hot water temperature of 100°F and cold water provided through a mixing faucet. They must also be equipped with soap and single use towels (on/in a dispenser) and hand wash reminder sign. Automatic faucets must have a minimum cycle of 15 seconds.

2. Warewashing

A 3-compartment sink with a space for soiled utensils ahead of the 1st compartment and a space for clean utensils after the 3rd compartment is required. The compartments must be large enough to accommodate the largest utensil/equipment. A commercial warewashing machine in addition to the 3-compartment sink is optional.

3. Food Preparation

Must have designated food preparation sinks that are sufficient in number and size to wash, soak, rinse, drain, cool, thaw, or otherwise process any food that requires placement in a sink. A food preparation sink may not be used for handwashing, utensil washing or other activities that could contaminate food. The requirement of a food prep sink may be waived only with severe menu restrictions (e.g. espresso only, wine tasting only, etc.).

4. Service sink

A service sink (mop sink) is required for supplying and disposing of water used for cleaning floors and walls. It must be located so food and equipment will not be contaminated and within easy access of the kitchen*. Mops cannot be cleaned in a food preparation or hand washing sink. A laundry tub or mop bucket **cannot** substitute for a mop sink.

* Splash from mop, dishwashing, and hand washing sinks must be isolated from other kitchen operation.

7. Wastewater Plumbing

Provide plumbing sized, installed and maintained in accordance with applicable state and local plumbing codes. Back flow protection needs to be provided for all applicable equipment such as the 3-compartment warewashing sinks, ice machines, food preparation sinks, beverage ice sinks, salad bars, dipper wells and mechanical dishwashers; consisting of indirect drains into a floor sink, hub drain or similar device. Provide a properly vented dual check valve device or an approved reduced pressure back flow assembly between copper pipe or tubing and carbonated beverage dispensing machines.

5. Dipper well

A running water dipper well is required for bulk ice cream service and may be required for other food services such as espresso.

6. Beverage dump sink

Bar and taverns are required to have a sink compartment for disposing of liquid drink wastes in addition to sinks necessary for cleaning and sanitizing.

8. Water heater

Is required and must be large enough to provide an adequate supply of hot water at all times to the facility.

9. Grease traps

Grease traps may be required depending on the nature of the food service and operation to prevent food grease from entering the sewage disposal system. Contact the sewer company or city utility department for requirements. If using an on-site septic system, contact this office for requirements.

Please be aware that The Port Townsend Municipal Code 13.24.020 requires all food service establishments have equipment that prevents food grease from entering the sewer system. Your grease interceptor plans must be reviewed and approved prior to installation. New grease interceptors or traps must be sized according to the Uniform Plumbing Code as amended by the state of Washington. The City of Port Townsend Building department can be contacted at (360) 379-5095.

Restrooms

1. Employee restroom

Is required and must be within 200 ft of food service activities.

2. Patron restrooms

Restrooms are required with any on-premise consumption of food and beverages (if seating is present). Patrons accessing restrooms must not pass through any food preparation or storage areas and must not interfere with any part of the food service operation.

3. Restroom Handsink

At least one sink is required in all restrooms for handwashing by food workers and/or patrons. Contact the local building authority for other requirements.

4. Toilets

The toilet rooms must have automatic door closing devices, mechanical ventilation, and a hand washing sink with single service soap and towel dispensers. There must be toilet facilities for patrons when there is on-premise consumption of food. Toilets must be within at least 200 feet of the food service establishment.

Equipment

1. Refrigeration

Establishments must provide enough refrigeration and freezer units (walk-in coolers, reach-in refrigerators, sandwich coolers, deep freezers, etc.) to accommodate your menu and service volume. Refrigeration units and shelving design in walk-in units must be sufficient for all necessary foods and for rapid cooling, pre-chilling, thawing and for the separation of raw meats, aquatic foods and poultry from other foods. Overloading of refrigeration is not allowed and additional units may be required. Only commercial grade (NSF or equivalent) refrigeration is acceptable. All units must be capable of holding food at 41° F or below.

2. Cooking and hot holding units

These must be adequate for the food and preparation conducted. In addition, this equipment must be commercial grade (NSF or equivalent). Most cooking equipment will require ventilation to outside the building to remove excess heat, moisture and/or grease vapors. Ventilation must be in accordance with state and local mechanical and fire codes.

3. Thermometers

All refrigeration equipment must have thermometers accurate to $\pm 3^{\circ}$ F. There must be at least one metal stem thermometer (pocket thermometer) accurate to $\pm 2^{\circ}$ F to monitor hot and cold food preparation and food holding. This stem thermometer should have a range of at least 0°F to 220° F. If thin foods (e.g. hamburger patties, chicken strips, etc.) are present then there must also be a thin tip thermometer available to accurately measure temperature in those food items.

4. Sneeze guards

Must be present to protect exposed food from contamination by customers in customer self-service areas (buffet lines, salad bars, exposed condiment areas).

5. Other

Equipment and utensils must be cleanable, durable, in good repair and in conformance with the current standards and listings of the National Sanitation Foundation.

Storage

1. Dry storage

There must be a designated area for storage of dry goods provided with adequate shelving so that food, utensils and single-service items are a minimum of 6" above the floor. No storage of these items can be under sewer or water lines, or in restrooms.

2. Chemicals

All chemicals must be stored in a separate storage area away from food preparation and food storage. In addition, all chemicals must be properly labeled at all times.

3. Refuse (garbage)

Stored outdoors must be in approved, water-tight, pest-tight containers large enough to avoid overloading between pick-up times. The containers must be on concrete or other machine laid slab. Any waste water generated at the garbage storage area must be drained into a sanitary sewer or septic system, **not** into storm drains. Garbage must be removed to an approved landfill at least once per week. During warm months a more frequent pick-up may be necessary.

4. Employee personal belongings

A designated area for storage of employee personal belongings (coats, purses, etc.) is required and must be located so these items are absent from all food handling and ware washing areas.

Lighting

- 1. Intensity**
At least 50 foot candles are required in employee food handling areas. 20 foot candles are needed in customer self-service (buffets, salad bars, etc.) and grocery areas, as well as inside refrigeration equipment and in hand washing, ware washing, storage and restroom areas.
- 2. Light bulbs**
Shall be shielded, coated or otherwise shatter-resistant in areas where there is exposed food or clean equipment and utensils.

Finishes

- 1. Floors, Walls Ceiling**
The floors, walls, and ceilings in all food preparation and storage areas, walk-ins and toilets shall be smooth, light colored, easily cleanable, water impervious, grease resistant, and durable. Ceiling studs, joists and rafters **shall not be exposed** in food preparation areas, equipment washing and utensil washing areas, toilet rooms, walk-in refrigeration units, and vestibules. If exposed in other rooms or areas, they shall be finished to provide an easily cleanable surface.
- 2. Wall bases (Coving)**
In mopped areas, must have at least a four-inch coved base (i.e. mopboard).
- 3. Wood surfaces (trim, doors, shelves etc.)**
All wood surfaces must be sealed. No bare wood in food preparation areas is allowed.
- 4. Plumbing and wiring**
Cannot be exposed.

Miscellaneous

- 1. Pest control measures**
Openings to the building must be adequate to prevent the entrance of pests (windows screened, no gaps under doors, etc.).
- 2. No smoking signs**
Signs must be posted at all entrances and in other prominent areas throughout the establishment. Downloadable signs are available at:
www.smokefreewashington.com/resources/signs.php.
- 3. Food worker cards**
All food workers must have a valid Washington State food worker card (FWC) prior to working. Copies must be made available to the Health Officer upon request. New employees **may** be allowed up to 14 days to obtain FWC on condition **if** they are given food safety training before beginning food handling duties. The training must be documented and kept onsite.
- 4. Public health menu labeling (Consumer Advisory)**
When raw or undercooked meats, eggs, or aquatic foods are offered for consumption as ready-to-eat, these foods need to be identified as such on the menu or reader board. Food Item Examples: Caesar Salad Dressing (unless the eggs are pasteurized), Lox, Oysters on the Half Shell, Pickled Fish, Etc. There are two portions to a consumer advisory: a disclosure and a reminder. The disclosure identifies which items are served raw or undercooked. This must be done at the point where the food is ordered by the customer, Menu, table tent, placard, etc. The reminder is to identify the health risk associated with eating these foods. The reminder must be in the same location as the disclosure.

Menu Examples:

<p><u>MENU</u> <u>Hamburgers*</u></p> <p>Bacon Cheeseburger Jr. Burger Deluxe Burger Cheeseburger</p> <p>*Can be cooked to order. Consuming raw or undercooked meats may increase your risk of foodborne illness.</p>	<p><u>MENU</u></p> <p>Garden Salad Chef's Salad Caesar Salad (contains raw eggs)</p> <p>NOTICE: Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness.</p>	<p><u>Beverages</u></p> <p>Soda Pop (Sm, Med, Lg) Milkshakes (Chocolate or Strawberry) Strawberry Fruit Smoothie Apple Cider* (SQUEEZED ON-SITE-EVERY 3 DAYS)</p> <p>*Notice: Unpasteurized juice may increase the risk of foodborne disease to people with certain medical conditions.</p>
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In grocery stores, raw milk must have a warning label on the container: **“WARNING: This product has not been pasteurized and may contain harmful bacteria. Pregnant women, children, the elderly and persons with lowered resistance to disease have the highest risk of harm from use of this product.”** In addition, a placard is also required to be posted where the product is sold stating: **“WARNING: Raw milk or foods prepared from raw milk may be contaminated with dangerous bacteria capable of causing severe illness. Contact your local health agency for advice or to report a suspected illness product.”**

5. Fire suppression

Ensure design and installation of hoods over applicable appliances is in accordance with state and local mechanical and fire codes.

6. Ventilation

Provide ventilation system design, installation, and maintenance in accordance with state and local mechanical and fire codes.

7. Bulk food dispensing

Bulk food must be separated by partitions, different aisles or by horizontal separation from chemicals and/or pet food. For horizontal separation, chemical or pet foods must be below bulk foods. Bulk food containers must be gravity dispensing units or display units with covers. Dispensing utensils must be present for each unit with a holder so that the handle of the scoop or tongs is held out of the food. The lowest access point of bulk food containers of ready-to-eat foods must be at least **thirty** inches above the floor.

8. HACCP

A Hazard Analysis Critical Control Point (HACCP) Plan may be required in certain situations or for certain food preparation procedures (e.g. when a variance from the food regulations is requested, serving raw or undercooked food to a highly susceptible population, in lieu of a consumer advisory, reduced oxygen packaging, smoking food for flavor enhancement or curing food).

In addition to the above requirements, Jefferson County Environmental Public Health would like to see all food service operations work toward HACCP procedures. This program is a food safety system based on prevention. We recommend that you:

- Identify foods on your menu that are reasonably likely to grow or harbor microorganisms, are perishable, or referred to as potentially hazardous foods. This will define the foods that are the focus of "critical control point". (CCP).
- Create controls to protect the food, prevent the growth of microorganisms and potential cross contamination. Consider all processing, from receiving to serving. These may involve monitoring the temperature of the product when received, timing of preparation,

- quantity of preparation, length of storage and temperature monitoring during holding.
- Monitor these identified controls and create modifications where necessary.
- Provide written plans to educate staff on the process and utilize charts/tables to document the process.

Imminent Health Hazards

1. Closure

Food Service Establishments will be closed and their permit suspended if an imminent health hazard exists.

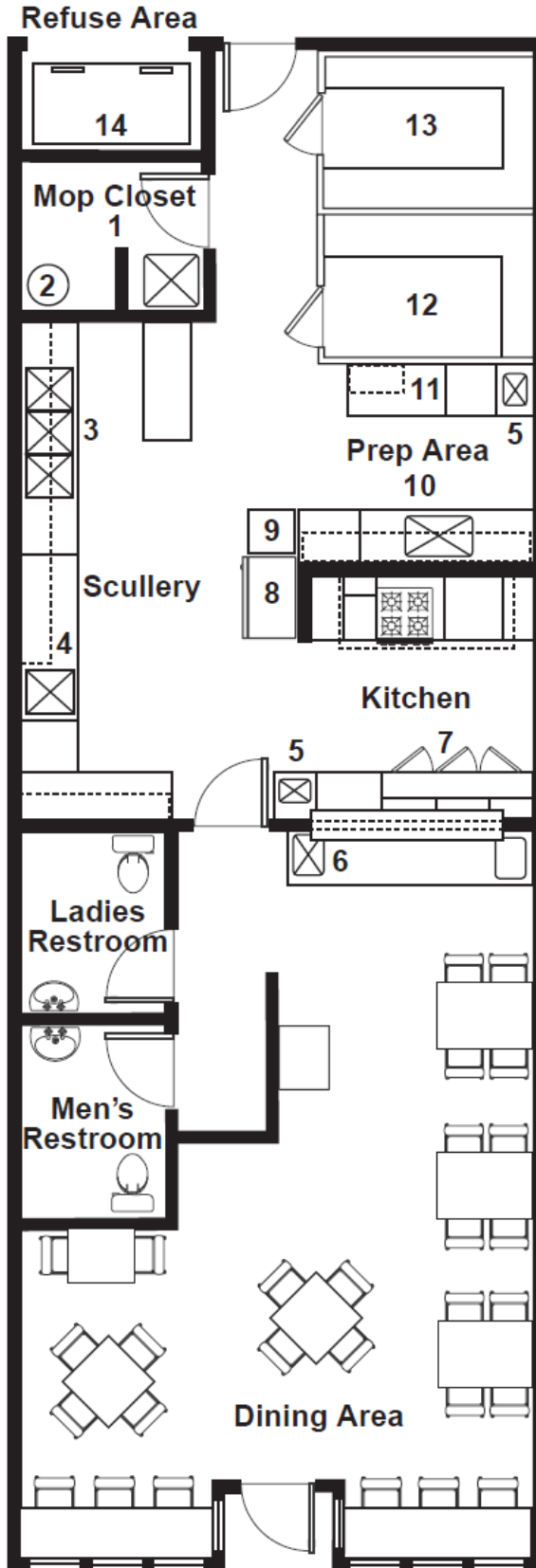
An imminent health hazard a significant threat or danger to health that is considered to exist when there is evidence sufficient to show that a product, practice, circumstance, or event creates a situation that requires immediate correction or cessation of operation to prevent injury based on:

- (a) A breakdown or lack of equipment or power causing improper temperature control for potentially hazardous food;
- (b) A lack of water preventing adequate handwashing, equipment cleaning, or sanitizing;
- (c) An emergency situation caused by accident or natural disaster, such as fire, flood, or building collapse;
- (d) A sewage backup or sewage contamination within a food establishment; or
- (e) An occurrence of an outbreak of foodborne illness linked to the food establishment.

Before the food service permit will be issued, all onsite sewage, water, building, and zoning requirements must be met.

If you have any further questions, please call Jefferson County Environmental Public Health at (360) 385-9444.

EXAMPLE FLOOR PLAN



- 1 Mop Sink
- 2 Hot Water Heater
- 3 3 Compartment Pot and Pan Wash Sink
- 4 Dishwasher with Pre-Rinse Sink
- 5 Hand Sink
- 6 Water Fill Station
- 7 Sandwich Preparation Refrigerator
- 8 Reach-in Refrigerator
- 9 Ice Machine
- 10 Food Preparation Sink
- 11 Work Counter with Slicer
- 12 Walk-in Refrigerator
- 13 Walk-in Freezer
- 14 Garbage Area

Example Equipment Schedule

The following table is for example purposes only. Equipment lists will vary depending on the needs of each individual food service facility. Equipment schedules may also already be called out in your building blueprints. Manufacturer names and model numbers shown are fictitious and for example purposes only.

Item	Equipment	Manufacturer/ Model #	Notes
1	Mop Sink	Clean Products Ltd. #MS1	
2	Hot Water Heater	Heat the Cold LLC #HW1	
3	Dish Sink	Clean Products Ltd. #DS1	3-compartment, 2 drainboards
4	Dishwasher with Pre-rinse Sink	Clean Products Ltd. #DW1	Overhead spray, heat sanitizing
5	Handwash Sink	Clean Hands Inc #HS1	
6	Water Fill Station	Clean Products Ltd. #WS1	For beverage service
7	Preparation Refrigerator	Keep It Cold Co. #PR1	For sandwich prep and ingredients
8	Reach-in Refrigerator	Keep It Cold Co. #RI2	
9	Ice Machine	Cubes 4 U #IM1	
10	Food Preparation Sink	Sinks for Veggies #VS1	With one drainboard
11	Slicer	Cutting it Up # SL1	
12	Walk-in Refrigerator	Keep It Cold Co. #WI2	Prefab stainless panels
13	Walk-in Freezer	Keep It Cold Co. #WIF1	Prefab stainless panels
14	Garbage Can	To the Dump Inc #D2yd	2 yard capacity

Example Plumbing Schedule

The following table is for example purposes only. Plumbing schedules will vary depending on the needs of each individual food service facility.

Item	Fixture	Drain	Cold Water	Hot Water	Notes
1	Mop Sink	Direct	Yes	Yes	
3	Dish Sink	Indirect	Yes	Yes	To floor sink
4	Dishwasher with Pre rinse sink	Indirect	Yes	Yes	To floor sink
5	Handwash sink	Direct	Yes	Yes	
6	Water Fill Station	Direct	Yes	No	
9	Ice Machine	Indirect	Yes	No	To floor sink
10	Food preparation sink	Indirect	Yes	No	To floor sink
12	Walk-in Refrigerator	Indirect			To floor drain
13	Walk-in Freezer	Indirect			To floor drain

Examples of Plumbing Fixtures Requiring an Indirect Drain

- Food preparation sinks
- Warewashing sinks and dishwashers
- Refrigerators and freezers including walk-in refrigerators
- Ice machines and ice storage bins
- Steam tables and kettles
- Dipper wells
- Espresso machines and fountain beverage machines
- Any other equipment which holds food and requires a drain.

EXAMPLES OF FOOD SERVICE ESTABLISHMENT SINKS AND PLUMBING FIXTURES

Handwash Sinks



Food Preparation Sinks



Typical Three-compartment Sink



Dishwasher with pre-rinse sink and spray arm and with clean dish-drying table.

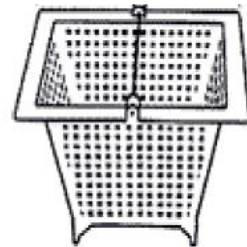
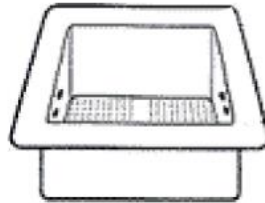


Mop Sinks



Floor Sink (used for indirect drains)

Strainer Baskets used in Floor Sinks



Typical Grates over Floor Sinks



Back-flow Prevention Devices

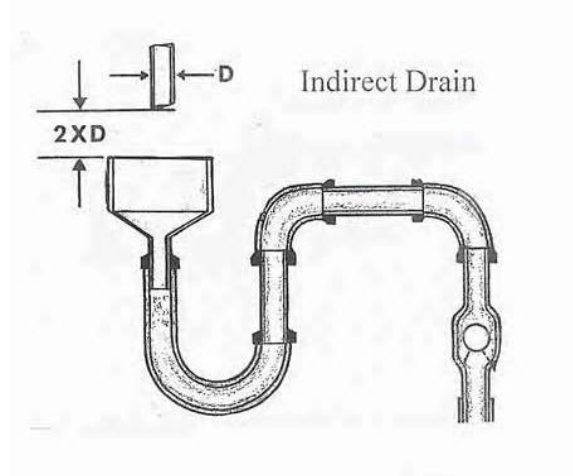
Anti-siphon Valve



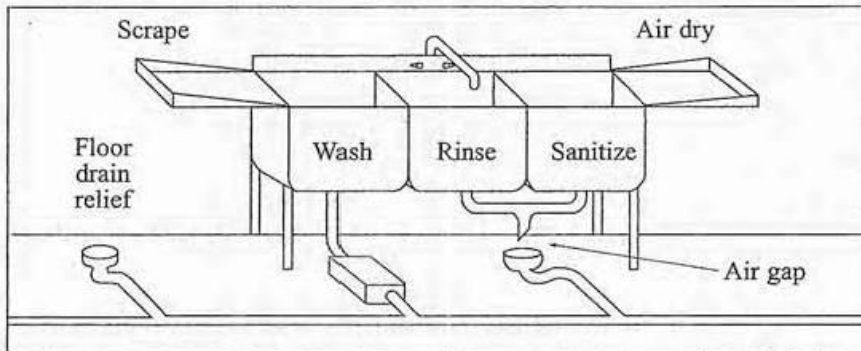
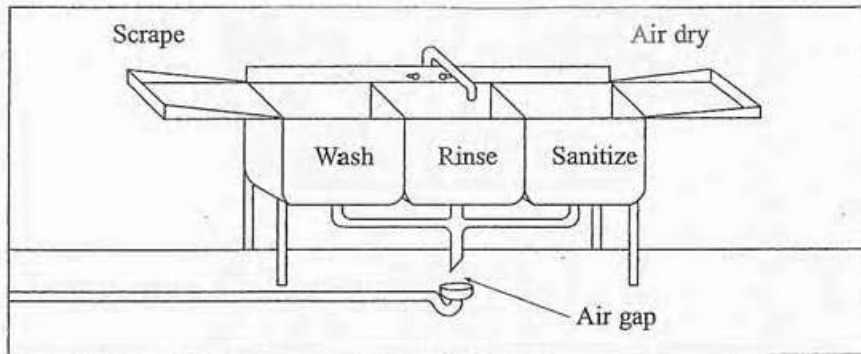
Check Valves



Dipper Well



Indirect Drains



INTERNET RESOURCES

- **Jefferson County Public Health – Food Safety Program**
<http://www.jeffersoncountypublichealth.org/571/food-safety>
- **Jefferson County Public Health – Onsite Sewage Program**
<http://www.jeffersoncountypublichealth.org/650/septic-systems>
- **Jefferson County Public Health – Drinking Water & Wells Program**
<http://www.jeffersoncountypublichealth.org/556/drinking-water-wells>
- **Washington State Department of Health – Food Safety Program**
<http://www.doh.wa.gov/YouandYourFamily/FoodSafety>
- **Washington State Food Safety Rules and Regulations**
<http://www.doh.wa.gov/CommunityandEnvironment/Food/FoodWorkerandIndustry/FoodSafetyRules>
- **Washington State Department of Health – Shellfish Program**
<http://www.doh.wa.gov/CommunityandEnvironment/Shellfish>
- **United States Food and Drug Administration (FDA) Food Code**
<http://www.fda.gov/food/foodsafety/retailfoodprotection/foodcode/default.htm>
- **United States Food and Drug Administration (FDA) Plan Review Guidelines**
<http://www.fda.gov/Food/FoodSafety/RetailFoodProtection/ComplianceEnforcement/ucm101639.htm>