



POLK COUNTY HEALTH CENTER
1317 W. Broadway • PO Box 124
Bolivar, Missouri 65613
417-326-7250
www.polkcountyhealthcenter.org

Dear Business Owner,

Enclosed is your application for a Food Service Establishment Permit. To comply with the Polk County Food Ordinance, please complete the application in full and submit it—along with the annual operating permit fee (highlighted in the application). Food establishment permits are valid for the dates listed on the issued permit and required to be renewed annually.

If your facility is tax-exempt, please include a copy of your tax-exempt status letter with your application in lieu of payment.

Polk County Health Center offers basic food safety training which is required for all food service employees. New establishments staff are required to have food safety in place prior to opening. New staff at existing establishments are required to complete training within three months of hire. To reserve a class date and time at PCHC, please contact our office. The food safety class is also available online at <https://www.servsafe.com/access/SS/Catalog/ProductDetail/SSECT6>.

If your establishment closes or ownership changes at any time throughout the year, please notify PCHC.

You can access the Missouri Food Code at: <http://health.mo.gov/safety/foodsafety/pdf/missourifoodcode.pdf>
The Polk County Food Ordinance is available on our website: www.polkcountyhealthcenter.org

We sincerely thank you for your cooperation and dedication to food safety throughout the past year. We look forward to working with you in 2026!

If you have any questions regarding the application process, please don't hesitate to contact us.

Enclosed you will find:

1. Food Establishment Permit Application
2. Pre-Open Checklist
3. Education, Training, and Consultation Agreement with Person In Charge
4. Food Establishment Educational Packet
5. For Mobile and Pushcart Establishments, additional education for type of establishment

Respectfully,

Michelle Morris
Administrator, Polk County Health Center



APPLICATION FOR FOOD SERVICE PERMIT
(Please type or print)

1) Establishment Name: _____

Mailing address _____

Physical Address _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

2) Owner Name: _____

Owner Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

3) Establishment Is: ☐ New ☐ Existing

Establishment Type: ☐ Stationary ☐ Mobile ☐ Temporary

If **mobile or temporary** complete answers 3a-3e

a. Do you use a commissary? ☐ Yes ☐ No

If yes, commissary address _____

b. Hours of Operation _____

c. Planned setup location _____

d. Planned setup date(s) and times _____

e. Event name _____

Note: Per Polk County Food Ordinance, a temporary food event permit shall only last the duration of said event.

4) All establishment types check one or more of the following:

- ☐ Does not prepare, but offers for sale only pre-packaged food that is not potentially hazardous.
- ☐ Prepares only non-potentially hazardous foods.
- ☐ Prepares, offers for sale, or serves potentially hazardous food: only to order upon a consumer's request, or in advance in quantities based on projected demand and discards food that is not sold or served, or uses time as a public health control as specified under 3-501.19

TURN OVER-ADDITIONAL INFORMATION REQUIRED ON BACK

- ☐ Prepares potentially hazardous food in advance using food preparation method that involves two or more steps (cooking, cooling, reheating, hot or cold holding, freezing or thawing) which may include combining potentially hazardous ingredients.
- ☐ Food preparation methods that involve two or more steps, with delivery to and consumption at a location off the premise of the food establishment.
- ☐ Food preparation methods that involve two or more steps, for service to a highly susceptible population. (i.e. child/adult day care, hospital, nursing home or senior center)

5) Food Establishment Operation Characteristics: Provide pertinent operational characteristics. At a minimum, the following items shall be addressed:

- ☐ Menu
- ☐ Food Storage equipment (dry goods and refrigerated)
- ☐ Schematic drawing of the floor plan of the kitchen and dining areas showing the layout of equipment including: stoves, refrigeration, freezers, work tables, hand sink(s), pre sink(s), dry good storage, etc.
- ☐ Standard procedures for cleaning, employee illness, verification of cooking temperatures, equipment monitoring (commercial dish machine and refrigeration temperatures) will be written.
- ☐ Estimate of number of meals served daily.

6) Please read prior to signing application:

- a. A properly completed application shall be submitted to PCHC.
- b. The application and accompanying documents shall be reviewed and approved if criteria are met
- c. A pre-opening inspection of the establishment with equipment in place will be conducted to determine if the facility complies with the provisions of the Missouri Food Code and Polk County Food Ordinance.
- d. Only establishments that have completed the above items shall be approved to operate as a food establishment.
- e. The owner(s) agree to i) Comply with the Missouri Food code
<https://health.mo.gov/safety/foodsafety/pdf/missourifoodcode.pdf> ii) Allow the regulatory authority access to the food establishment iii) Provide records specified by the Missouri Food Code

Signature of Applicant: _____

Date: _____

Print Name of Applicant: _____

7) Make Checks Payable to: *Polk County Health Center* or to pay by card call 417-326-7250. Additional transaction fee applies when paid by card.

Establishment Fees:	Pre-Opening Inspection-----	\$150
	Low Priority-----	\$150
	Medium Priority-----	\$200
	High Priority-----	\$250
	Temporary-----	\$ 50

For Polk County Health Center Use Only

Establishment # _____

Issue Date _____

Expiration Date _____

Notes: _____

Printed from PolkCountyHealthCenter.org



PRE-OPENING CHECKLIST

Date:	<input type="checkbox"/> New Establishment	<input type="checkbox"/> Change of Owner
ESTABLISHMENT INFORMATION		
Establishment Name:		
Address:	City:	State: Zip:
Phone:	Fax:	Email:
Days of Operation (Circle all that apply): S M T W Th F S		
Hours of Operation: : to :		
Total Number of Employees (full-time and part-time):		Total amount of square footage for the building:
SERVICE TYPE		
Please check one or more boxes to indicate the type of service you will offer:		
<input type="checkbox"/> Buffet	<input type="checkbox"/> Table	<input type="checkbox"/> Counter <input type="checkbox"/> Drive-thru <input type="checkbox"/> Delivery <input type="checkbox"/> Catering <input type="checkbox"/> Carry Out <input type="checkbox"/> Samples

The pre-opening inspection checklist is used by this agency as a tool to assist in determining a Food Establishment's eligibility to operate. The food establishment still must comply with all the requirements of the Missouri Food Code. In the event there is a conflict or a discrepancy between the Food Code and the pre-opening inspection checklist, the Food Establishment must comply with the Food Code.

ITEM	YES	NO	N/A
1. Water Source/Capacity			
a. Community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Non-Community & Private (sample results satisfactory)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Adequate supply (hot & cold under pressure)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Approved backflow/back siphonage devices in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Sewage Disposal			
a. Public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Private	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Grease trap/interceptor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Adequate restroom available (mobile and temporary within 500 feet)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Premises			
a. Graded to drain and maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Outdoor cooking properly protected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Floors			
a. Grease resistant, easily cleanable and in good repair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Covered floor-wall juncture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Walls/Ceilings			
a. Constructed of smooth and easily cleanable, nonabsorbent materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. No beams or no piping is exposed in food preparation and storage areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Hand Sinks			
a. Hand sinks provided in the following areas:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Food preparation area(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Dishwashing area(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Busing, wait station, service area(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Bar area(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Hot water (>100° F), drying device, waste basket and signage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Three Compartment Sink			
a. Three compartment sink, with drain stoppers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Hot and cold running water supplied to all compartments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Adequate drain boards provided or drying racks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Indirectly plumbed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Dishwasher			
a. Dishwashing machine provides a final hot water sanitizing rinse to code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Dishwashing machine sanitizes with a chemical sanitizer to code, alarm present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Food Preparation Sink Provided, indirect plumbing			
10. Service Sink (Mop Sink) provides hot and cold running water			



*Complete inspection report to document pre-opening inspection. This checklist is meant only to serve as a reminder for the inspector; it does not replace the inspection report or knowledge of the rule.

ITEM	YES	NO	N/A
11. Test Strips for Chemical Sanitizer			
a. Test strips provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Buckets/spray bottles for wiping cloths provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Type of sanitizer:	Chlorine	Quat	Iodine
12. Refrigeration/Freezer Units			
a. Capable of cold holding to 41° F	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Sufficient capacity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Hot Holding Units			
a. Capable of hot holding to 135° F	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Sufficient capacity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Temperature Measuring Devices			
a. Located in hot and cold holding units	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Available for food monitoring (0° - 220° F)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Storage Areas			
a. Shelves easily cleanable and properly constructed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Shelving provided to store items 6 inches above floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Have major renovations occurred (plumbing, new equipment, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Equipment			
a. Good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Properly spaced for easy cleaning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Food Contact & Non-Food Contact Surfaces			
a. Good condition, smooth and easily cleanable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Washed and sanitized	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Toxic Materials			
a. Storage location away from food and food related items	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Proper labeling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Ventilation			
a. Hood system adequate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Hood system clean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Pest Control			
a. Establishment free from rodents and insects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Outer openings properly protected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Professional pest control provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Lighting			
a. Adequate lighting provided over food prep, utensil washing, storage and restroom areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Light fixtures properly shielded in food prep and storage areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Refuse			
a. Outside trash receptacle, provided with tight fitting lid, maintained in good repair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Inside trash receptacle(s), capacity, maintained in good repair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Demonstration of Knowledge			
a. Person-in-charge has a certificate in Food Handling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Person-in-charge is able to demonstrate knowledge of foodborne diseases, HACCP, Food Safety, proper food handling, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Consumer Advisory			
a. Disclosure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Reminder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. Special Process			
a. HACCP plan in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Recordkeeping in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



EDUCATION, TRAINING & CONSULTATION AGREEMENT
WITH PERSON IN CHARGE

I agree that I was provided with the following handouts:

- ☐ 2013 Missouri Food Code Access Sheet (pg 1)
- ☐ P.I.C. Duties & Definition Sheet (pg 2)
- ☐ No Bare Hand Contact (pg 3)
- ☐ Cooling Foods Safely Sheet (pg 4)
- ☐ Thermometers (pg 5)
- ☐ Date Marking (pg 6)
- ☐ Pest Control Tips and Tricks (pg 7)
- ☐ Thawing Food (pg 8)
- ☐ Cleaning and Sanitizing (pg 10-15)
- ☐ Safe Food Temperatures (pg 15-17)
- ☐ Consumer Advisory (pg 18)
- ☐ Cross Contamination (pg 19)
- ☐ Food and Non-Food Contact Surfaces FAQ (20)
- ☐ Food Safety Risk Factors (pg 21)

I also agree that all violations recorded on the "Food Establishment Inspection Report" form have been explained to me regarding corrective measures to bring my establishment into compliance within the specified time frames as noted on the report, and I do understand what is expected of myself, and my employees of this food service establishment in order to operate in the County.

Signature

P.I.C. _____ Date _____

Print Name

P.I.C. _____ Date _____

Food Service Establishment _____

E.P.H.S _____ # _____ Date _____



Polk County Health Center

Division of Environmental Health

1317 West Broadway Bolivar, MO 65613

Phone: 417-326-7250

Fax: 417-326-2766



Missouri Food Code / 19 CSR 20-1.025

Chapters 1-8 adopted by the **MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES** and enforced by the Polk County Health Center Division of Environmental Public Health.

TO ACCESS THIS ON THE WEB ENTER THE FOLLOWING:

www.health.mo.gov

The U.S. Food and Drug Administration published the **Food Code**, a model that assists food control jurisdictions at all levels of government by providing them with a scientifically sound technical and legal basis for regulation the retail and food service segment of the industry. Local, state, tribal, and federal regulators use the FDA Food Code as a model to develop or update their own food safety rules and to be consistent with national food regulatory policy it also serves as a reference of best practices for the retail and food service industries (restaurants, grocery stores and institutions such as schools) on how to prevent food borne illnesses. Many of the over 1 million retail and food service establishments apply **Food Code** provisions to their own operations.

You may also contact:

Missouri Department of Health and Senior Services

PO Box 570

Jefferson City, MO 65102-0570



Food Safety Management

The Person-In-Charge (PIC)



A person-in-charge must be designated in each food service establishment during all hours of operation. They will be responsible for monitoring and managing all operations. They will be available to respond to questions and concerns to resolve problems.

The PIC must be knowledgeable about foodborne disease prevention, hazard analysis and critical control point (HAACP) principles, and the food code requirements.

Duties of the PIC include insuring that:

1. Employees are properly trained in food safety.
2. Employees are effectively cleaning their hands by routinely monitoring hand washing.
3. Employees prevent cross-contamination of Ready-To-Eat (RTE) foods by eliminating bare hand contact with RTE (food that is an edible form without further washing cooking, or additional preparation).
4. Employees are properly cleaning and sanitizing equipment and utensils.
5. Consumers are informed of the hazards of eating undercooked foods of animal origin as required in 3-603.11.
6. Employees are properly cooking foods and monitoring food temperatures.
7. Employees are using proper methods to rapidly cool potentially hazardous foods.
8. Employees observe foods as they are received to determine the source, proper temperature, and assure protection from contamination.
9. Consumers use clean tableware when they return to self-service buffets.
10. Employees and service personnel entering food prep, storage or ware-washing areas comply with the food code
11. Persons not necessary to the operation are not allowed in food prep, storage, or ware-washing areas.
12. Operations are not conducted in a private home or in a room used as a living or sleeping quarters.



No Bare Hand Contact



A ready-to-eat food is any food that can be consumed without further preparation

When handling ready-to-eat foods, food workers may use:

- Deli Tissue
- Spatulas
- Tongs
- Forks
- Dispensing equipment
- Single use gloves



Bare hand contact with ready-to-eat food is prohibited!



Single Use Glove Guidelines:

- Gloves do not replace the need for good hand washing practices
- Wash hands before putting on gloves
- Put on gloves only when you are ready to handle ready-to-eat food
- Use gloves only for one task, such as ready-to-eat foods, then discard
- If you are interrupted during food preparation, remove gloves
- Wash your hands and use clean gloves when you resume food preparation
- Dispose of gloves as soon as you remove them
- Single-use gloves should not be used around heat or hot fats
- Gloves are susceptible to contamination, so discard when soiled or damaged
- Fabric or reusable gloves may not be used with ready-to-eat food
- Avoid single-use gloves made of natural rubber latex



Cooked foods shall be cooled from 135°F to 70°F within 2 hours, AND

- To accomplish proper cooling begin by cutting large items into smaller pieces or dividing large batches into smaller ones and utilize an alternate method that will quickly cool the food
 - Place foods in shallow pans,
 - Use rapid cooling equipment, such as blast chillers
 - Place the food container in an ice water bath
 - Use of an ice paddle



Within a total of 6 hours reduced to 41°F or less.



- Use containers that facilitate heat transfer,
- Add ice as an ingredient,
- Stir frequently to distribute the temperature
- Place in cooling or cold holding equipment,
- Cover foods loosely until cool.

Quickly cool foods!!



Thermometers



Temperature control is very important to food safety. A thermometer must be used to make sure food is cooked or held at the correct temperature.

Two of the most common types of food thermometers are metal stem thermometers and digital thermometers.

A thermometer must be present in all cold and hot holding units that will house food items until they are received by the consumer. They should be conveniently placed in all holding units so that they are accounted for and easily readable.

Digital thermometers that display temperature are often built into holding units; however, it is necessary to have an additional manual thermometer contained within these units as an extra safety measure in case of mechanical failure as well as temperature comparison. Temperatures should be taken frequently and recorded in a log for all cold and hot holding units every 2 hours. Foods that are held in the “temperature danger zone” for more than 4 hours are required to be discarded.

How to use a metal stem thermometer:

- Calibrate the thermometer
- Wash, rinse, and sanitize before and after every use
- Don't let sensor touch the sides or bottom of container
- Insert into the thickest part of the product, avoiding bone
- Wait 15 seconds to record the temperature

Food that are in the danger zone (40°F to 135°F) should be reported to your supervisor.

Calibrating metal stem thermometers:

- Insert stem into a cup of ice slush
- Allow indicator to stabilize
- Adjust calibration nut to 32°F while in ice slush

Digital thermometer and thermocouple units can also be checked for accuracy using this method.



Metal stem thermometer



Manual thermometer in cold holding unit



Date Marking



Food **MUST** be date marked if it is:

- Prepared on site, refrigerated, and held for more than 24 hours
- Potentially hazardous
- Ready-to-eat

Mark with the date to be consumed by or discarded by:

- Food can be held for 7 days in adequate refrigeration (41°F or less).
- Day of preparation or day commercially processed food is opened counts as “day 1.”
- See section 3-501.17 for additional information.



If potentially hazardous, ready-to-eat food is frozen:

- Mark that it is to be consumed within 24 hours of removal from freezer,
OR
- When food is removed from the freezer, mark with a “consume by” date that is seven days minus the length of time food was refrigerated before being frozen.

Potentially hazardous that do not need date marking:

- Deli salad
- Hard cheese
- Semi-soft cheese
- Cultured dairy products
- Shelf stable, dry fermented sausages
- Shelf stable salt cured products

When in doubt, throw it out!!



Pest Control Tips and Tricks



The best defense against pests in the establishment is following a regular cleaning and sanitizing schedule!

All pests are a serious health hazard because they leave disease-causing germs on food and food contact surfaces.

A few common pests found in restaurants are:

- Cockroaches
- Flies
- Ants
- Rats and mice

Help prevent infestation by following these tips:

1. Following a routine cleaning and sanitizing schedule for the establishment and immediately clean up spills.
2. Seal all cracks, gaps, and holes in floors, walls, and ceilings.
3. Fill or cover all holes around pipes.
4. Keep doors and windows tightly closed. Do not prop open the doors or drive-through windows.
5. Clean up food debris immediately, especially in hard-to-reach areas.
6. If pests become a problem, a licensed pest control company should be used. We encourage you to develop a relationship with a pest control company prior to opening your food establishment.

Orkin	866-430-4595
Terminix (Springfield)	417-319-7811
Enviro First	417-209-9251
Bug Zero	417-831-7378

....or look up pest control providers in your area to find a provider that best fits your establishment needs.



Four Ways to Thaw Food Safely



Never thaw foods at room temperature!

Thawed portions on the outside will support bacterial growth and can result in an unsafe product!

Thaw in a cooler or refrigerator at 41°F or less



In cold (70°F) running water



During the cooking process, continuous cooking with no interruption



By microwaving as the first step in a continuous cooking process



Definition: A potentially hazardous food is any food or food ingredients (natural or synthetic) capable of supporting rapid growth of microorganisms and needs time-temperature control to be safe.

Typical characteristics:

- History of being involved in foodborne illness outbreaks
- Natural potential for contamination due to production and processing methods
- Moisture
- Contains protein
- Neutral or slightly acidic PH levels

Meat and Dairy

Cooked or raw animal (protein) products, such as meats, poultry, dairy, milk, cheese fish, and seafood.



Starch

Heat treated vegetables and starches, such as cooked rice, beans, potatoes, and pasta.



POTATOES, RICE,
OR PASTA

Sprouts, Melons, Cut Leafy Greens & Cut Tomatoes

Tofu, raw seed sprouts, cut melons, cut leafy greens, garlic.





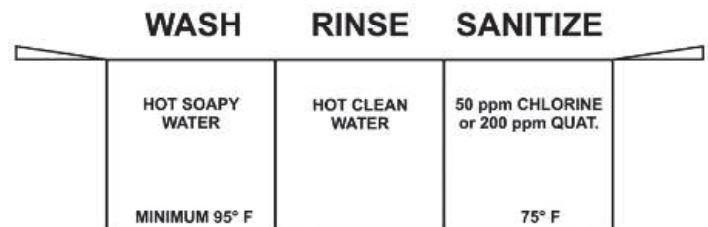
Cleaning and Sanitizing



Manual Ware Washing Steps:

1. Wash
 - Clean and sanitize sinks and drain boards.
 - Use clean, hot, soapy water
2. Rinse
 - Use clean hot water
3. Sanitize
 - Use 50-100 ppm chlorine—mix with cool water; or
 - 200 ppm quaternary ammonia—mix with 75°F water;
 - Immersion time – 10 seconds; and
 - Use appropriate test strips to check concentration
4. Air Dry

THREE COMPARTMENT SINK



Making 100 ppm chlorine solution is as easy as 1-2-3 (1 ounce bleach to 3 gallons water)

Mechanical Dish Machines

High Temperature

1. Wash temperature
 - Single-tank, stationary rack, dual temperature machine—150°F
 - Single-tank, conveyor machine--160°F
2. Hot Water Sanitization
 - a. 180°F at manifold
 - b. 160°F at plate/utensil level

Low (Cool) Temperature

1. Chemical sanitization required
2. Water temperatures according to manufacturer
3. Chemicals must be auto dispensed into final rinse water and checked daily

A visual or audible low-level indicator must be provided for detergent & sanitizer
















Cleaning and Sanitizing Tips & Tricks



Cleaning and sanitizing are NOT the same thing. Cleaned means free of visible soil (dirt, soap, food) and sanitized means free of harmful contamination (bacteria, viruses). All food and non-food contact surfaces must be cleaned, rinsed, and then sanitized with either heat or chemicals.

Chemicals must be mixed correctly, and soap should never be added to solutions used for sanitizing. Test strips should be used every time a sanitizing solution is made. The three approved chemicals used for sanitizing with correct concentrations are:

Chlorine Bleach	50 to 100 ppm	10 p.p.m.	50 p.p.m.	100 p.p.m.	200 p.p.m.	
						
Iodine	12.5 to 25 ppm	0 p.p.m.	12½ p.p.m.	25 p.p.m.	50 p.p.m.	
						
Quaternary Ammonia	200 ppm	0 ppm	1000 ppm	2500 ppm	5000 ppm	10000 ppm
						

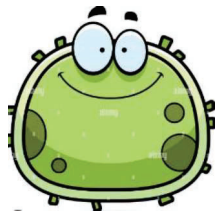
Remember these general precautions when preparing, handling, and storing chemical sanitizers:

1. Always store wiping cloths in a designated bucket or container.
2. **Never** store chemicals above food, utensils, or equipment.
3. Label everything clearly (e.g. spray bottles, buckets w/sanitizers).
4. Use a separate wiping cloth for cleaning up after raw meats.
5. **Never** mix chemicals. Always follow directions on the container.
6. Test strips should be used every time a solution is made.

Cleaning and Sanitizing Tips & Tricks

Additional Suggestions

1. Mark on the sanitizer bucket with a permanent marker corresponding to the amount of water that is necessary to properly dilute the solution.
2. Measure exactly how much bleach is used for the correct concentration.
3. Pay attention to the type of bleach being used. Some are concentrated and will require less, while splashless bleach will not make a strong enough solution to sanitize.
4. Replace sanitizer solution every 2 hours or when soiled.
5. Always store test strips near sanitizer buckets to encourage their use.
6. Never dry a countertop after sanitizing to allow for proper disinfection.
7. When sanitizing wares in a sink, make sure to wash all food scraps and debris from wares before placing in your soapy water.





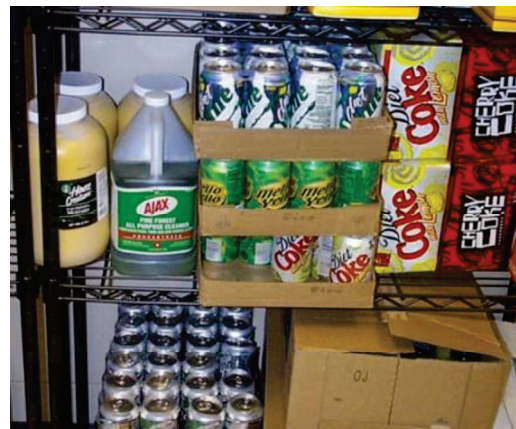
A Safe and Clean Facility



Toxic Materials

These items can be poisonous or toxic if ingested:

- Detergents
- Sanitizers
- Polishes and cleaners
- Insecticides
- Rodenticides
- First aid supplies and personal medication



Incorrect!!

Storing, labeling, and using:

- Store toxic materials separately from foods and food-contact surfaces
- Never store above foods or food-contact surfaces
- Label all toxins
- Use only approved chemicals in food areas



Correct cleaning
product storage

Insect and Rodent Control

(Mice, rats, cockroaches, flies, etc.)

Insects and rodents carry disease and can contaminate food and food-contact surfaces. Steps to minimize their presence:

- Protect outer openings by keeping outer doors closed, repair screens, maintain tight-fitting doors and openings, and use air curtains
- Eliminate harborage conditions (i.e. stacked empty boxes)
- Exterminate regularly



Taking these steps will assist in decreasing the chances that pests will gain entrance to your establishment!



Clean In Place

Clean in place items must be cleaned and sanitized.



Equipment that is bulky, sealed to a countertop, or too heavy to move must be cleaned in place. Follow these steps to make sure the job is done safely and effectively.

1. Turn off and unplug equipment
2. Remove food and dirt from under and around equipment
3. Remove any small parts that come off and clean and sanitize them following standard procedure
4. Wash and rinse all surfaces that can't be removed
5. Wipe or spray with sanitizing solution (make sure it is the right concentration).
6. Air dry all parts
7. Put the equipment back together and re-sanitize surfaces you touched



Spray bottle method optional

Sanitizing solution – make sure that bleach is mixed between 50-100 ppm for proper sanitizing. Do not forget to use chlorine test strips to guarantee that the solution is correct.

More is not better!!

How often should our establishment clean the food and non-food contact surfaces?

The frequency of cleaning will vary depending on factors such as volume of production, amount of applicable surfaces/equipment, types of food products offered, and rate of debris accumulation.

Why is it important to keep food and non-food contact surfaces clean and sanitized?

It is important to remove food (nutrients) that bacteria need to grow, and to kill those bacteria that are present. It is important that the clean, sanitized equipment and surfaces drain dry and are stored dry so as to prevent bacteria growth. Potential causes of foodborne illness can be prevented by regularly maintaining both food and non-contact food surfaces.



Example #1 – excessive debris on a fryer (non-food contact surface).



Example #2 – a cutting board that has not been cleaned routinely resulting in food debris that can contain dangerous foodborne pathogens and bacteria.

Equipment within a food establishment is at particular risk for contamination/accumulation of dust, dirt, food residue and other debris. In example #1, grease and food used during the cooking process will accumulate quickly and remain difficult to remove if allowed to accumulate to excessive levels. Microwaves, refrigerators, handles on equipment, and many other items that have a high degree of use will require routine cleaning.



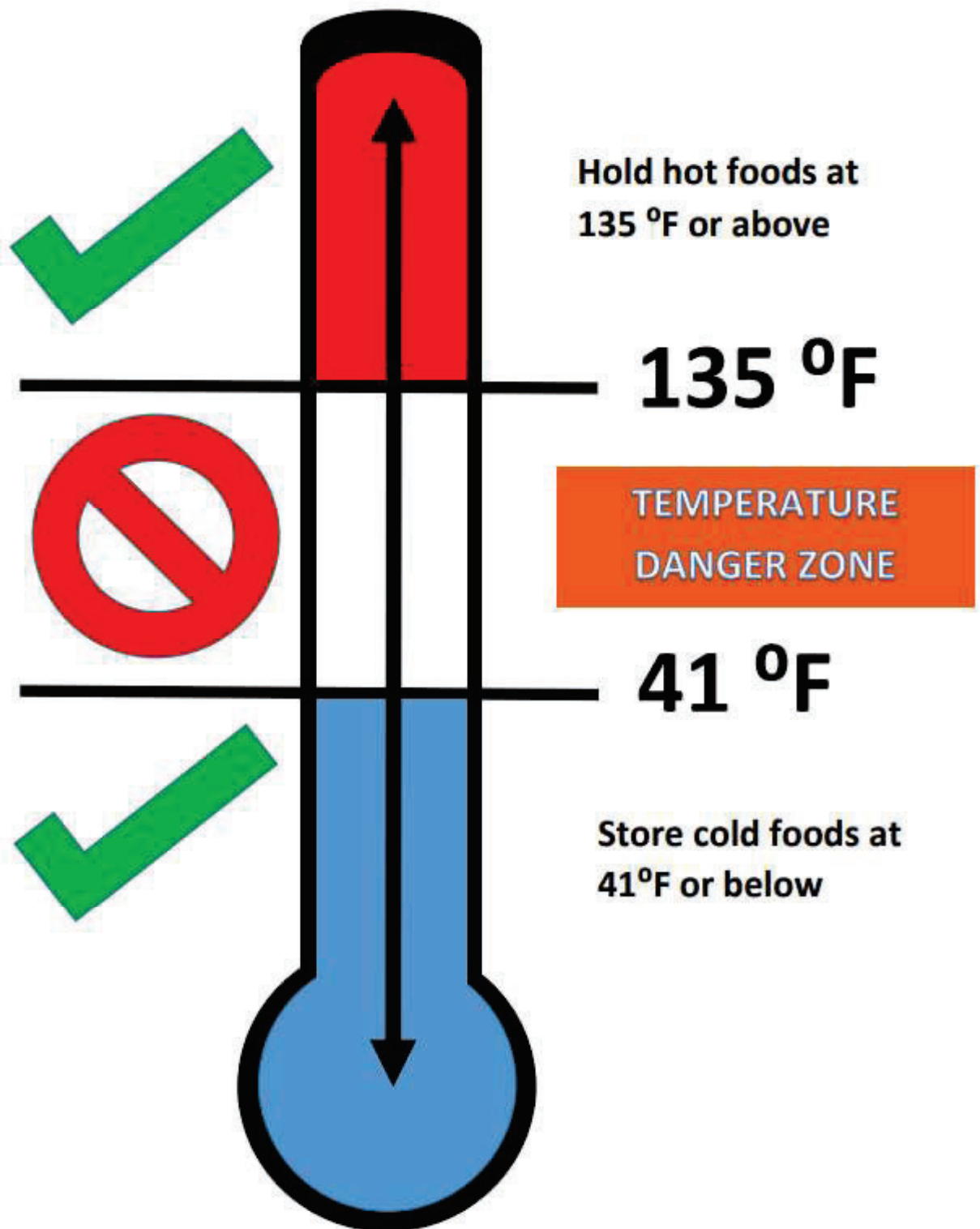
Final Cooking Temperatures of Potentially Hazardous Foods



Food Products	Minimum Internal Cooking Temperature
Poultry and Game Birds Turkey, chicken, duck, goose, stuffing, ground poultry products, other poultry products	165°F
Beef Rare Medium Well	130°F 160°F 170°F
Pork and Pork Products Ham, bacon, loin roast, etc.	145°F
All other ground meats Hamburger, sausage	155°F
Fish and Shellfish	145°F
Casseroles containing previously cooked potentially hazardous foods Goulash, stew, chili, tuna casserole	165°F
Foods previously cooked and needing reheating Chicken nuggets, soup, pizza, etc.	165°F



Safe Food Temperatures





Consumer Advisory



Disclosure: Written indication as to which items are raw or undercooked, can be ordered raw or undercooked, or that contain an ingredient that is raw or undercooked.

Reminder: A written statement concerning the health risk of consuming raw or undercooked animal foods or unpasteurized juices of fruits or vegetables.

Menu Example A

Salads	Hamburgers (Cooked to Order)*
Grilled Chicken Salad	Cheeseburger
Cobb Salad	Bacon Deluxe Burger
Caesar Salad (contains raw egg)*	Ultimate BBQ Burger

(Displayed at the bottom of the page)

* Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness, especially if you have a medical condition.

Disclosure

Reminder

Menu Example B

Hamburgers	Steaks & Poultry
Cheeseburger *	Porterhouse 12oz. *
Bacon Deluxe Burger *	Grilled Chicken
Ultimate BBQ Burger *	New York Strip 6oz. *

(Displayed at the bottom of the page)

* These items may be served undercooked. Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness.

Disclosure

Reminder

Menu Example C

Seafood
Salmon on the Grill
Oysters on the Halfshell (served raw) *
Breaded Shrimp

(Displayed at the bottom of the page)

* Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness.

Disclosure

Reminder

The Advisory MUST disclose the risky foods and remind the consumer of the risk!



Cross Contamination

Avoid the Risk



Storing food properly in the refrigeration unit will prevent cross-contamination that can lead to foodborne illness.

Store cooked and ready-to-eat foods above raw food protein foods.



Store raw/uncooked protein foods on lowest shelves away from ready-to-eat foods.

Store raw foods according to cooking temperatures; poultry below ground meats, ground meats below whole muscle meats, eggs, and fish.



Store raw meats, poultry, seafood, etc., on lower shelves!



Food and Non-Food Contact Surfaces FAQ



What are non-food contact surfaces?

Non-food contact surfaces include surfaces throughout the food preparation area that do not encounter exposed food. Those surfaces must be designed, constructed, and maintained to be smooth, non-absorbent, and easily cleanable.

What are food-contact surfaces?

Food contact surfaces are surfaces that contact human food and those surfaces from which drainage, or other transfer, onto the food or onto surfaces that contact the food ordinarily occurs during the normal course of operations. Food contact surfaces includes food contact surfaces of equipment and tools used during harvest, packing, and holding.

What equipment is considered a food-contact surface?

Items used in the operation of a food service establishment such as slicers, mixers, stoves, can openers, tables, prep stations, and refrigerators. Food contact surfaces need to be routinely cleaned and sanitized based on the volume of production at an establishment.

What equipment is considered a non-food contact surface?

Any appliances and handles on said appliances, food storage areas such as counter tops, hood ventilation systems, point-of-sale devices, tables, shelving, fryers, grills, and pantries. Non-food contact surfaces are used to store, prepare, or serve food and are handled by food workers often. They need to be routinely cleaned and sanitized based on the volume of production at an establishment.

Cleaned and sanitized do not mean the same thing. Cleaned means free of visible soil (dirt, soap, food). Sanitized means free of harmful contamination (bacteria, viruses). All food and non-food contact surfaces of equipment and dishes must be cleaned, rinsed, and then sanitized with either heat or chemicals.

What should the cleaning procedure be?

Within the procedure for a food establishment, cleaning should never stop. A daily schedule should be used to make certain that all areas are cleaned including walls, ceilings, and floors. Food and non-food contact surfaces, equipment, and customer tables should be cleaned as they are used. Food contact surfaces shall be rinsed and sanitized after cleaning. Chemicals, such as bleach or pesticides, are used to keep the establishment clean, sanitary, and free from pests.



Food Safety Risk Factors



Risk factors are those practices or procedures that pose the greatest potential for foodborne illness. Risk factors are determined by the Centers for Disease Control and Prevention (CDC) and the U.S. Food and Drug Administration (FDA).

Food Source

- Food from unapproved or uninspected source
- Unsound condition of food, adulterated food
- Shellfish records not maintained properly

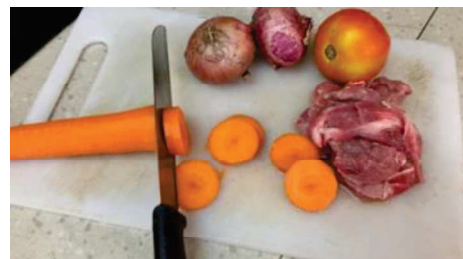


Inadequate Cooling

- Improper cooking temperature
- Improper reheating temperatures

Improper Holding

- Unsafe cooking
- Lack of date marking
- Improper cold/hot holding temperatures



Contamination

- Raw meats not separated from ready-to-eat foods
- Species not separated
- Equipment not properly cleaned and sanitized

Poor employee hygiene

- Lack of appropriate handwashing
- Bare hand contact with ready-to-eat foods
- Ill food workers
- Employees eating, drinking, or using tobacco outside of designated areas
- Inadequate hand sink
- Lack of soap or paper towels



Environmental contamination

- Improperly storing, labeling, or using chemicals
- Presence of insects or rodents
- Lack of potable water
- Improper sewage disposal

