



PAULDING COUNTY HEALTH DEPARTMENT & WIC

800 EAST PERRY ST., PAULDING, OH 45879 • PH: (419) 399-3921 • TOLL FREE: 1 (866) 399-3921 • WIC DEPT: (419) 399-2621 • FAX: (419) 399-3494

FSO/RFE Food Facility Plan Review Packet

Step by Step 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 Paulding County, food licenses are non-transferable. A change in ownership MAY require 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 are available online and from our office. If you would like any of these materials mailed to you or have any questions, please contact our office at 419-399-3921 or email pchd@pcohhd.com.

Steps to Obtain a New Food Facility License

1. **Plan Review Application.** Review the Plan Review Application for New Food Facility (pgs 8-21). If you need help with the plan, call and schedule a consultation appointment.
2. **Contact agencies.** Contact each of the agencies listed on the “Agency Contact Information” (pg. 2-3) and ask what will be required by each agency to open your facility.
3. **Submit Completed Plan Review Application and Fee.** Submit the completed Plan Review (pgs 8-21) and fee of **\$200.00 (new facility) or \$150.00 (remodel)** 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 check-off are included or your application will be incomplete, which will delay the plan review process.***
4. **Pre-licensing inspection.** Schedule a pre-licensing inspection with our office. If your facility is approved, proceed to the next step. If there are issues to address, we will schedule a follow-up inspection.
5. **Food License Application.** Request and complete the Food License Application. Return to our office the completed and signed application with the required fee in person or by mail.
6. **License.** We will issue your food license. Once you receive the license, operation can commence.



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Agency Contact Information

You **may need** to contact other agencies to ensure that all appropriate steps are taken and that the necessary permits are received. Contacting the agencies in advance will help you to stay on track and on time. Contact these agencies, even if you are purchasing an existing facility. All necessary permits must be obtained before the Health Department can issue a food license.

Office	Service	Phone Number	Website
Paulding County Health Department	Facility layout & Equipment Review / Food License, Private Water Systems	419-399-3921	www.pauldingcountyhealth.com
Ohio Department of Commerce – Division of Industrial Compliance	Plan Review, Building Code Compliance, Certificate of Occupancy, ADA and Restrooms	614-644-2223	www.com.ohio.gov
Ohio Department of Commerce	Plumbing Inspection	614-728-5293	https://www.com.ohio.gov/dico/contacts.aspx
Ohio State Fire Marshall	Fire Safety, Ventilation Hoods and Extinguishing Systems	614-752-7126	www.com.ohio.gov
Local Fire Department	Fire Safety, Ventilation Hoods and Extinguishing Systems	Contact local fire department	http://www.ohiofirefighters.com/paulding.htm
Ohio EPA – Northwest District Office	On-Site Sewage Treatment Systems, Storm Water and Public Water Systems	419-352-8461	epa.state.ohio.us
Division of Liquor Control	Liquor License	614-644-2360	www.com.ohio.gov

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Ohio Department of Agriculture	Wholesale Food Production, Farm Markets, Meat Inspection and Home Bakeries	614-728-6201	www.agri.ohio.gov
Township Zoning	Zoning	Contact zoning inspection in appropriate township	https://www.pauldingcountyoh.com/faqs-how-do-i/

Facility & Equipment Requirements

The following are general guidelines:

1. Floors, Walls & Ceilings

Surfaces must be smooth, non-absorbent and cleanable. The following are acceptable:



2. Sinks

The following sinks are required for all facilities.



- At least ONE handwash sink must be CONVENIENTLY located for employees. Recommended areas: food prep, bar, ware-washing room, etc.
- The hand sink must be visible from any food area and may not be separated by a door.
- At least ONE service sink (mop sink) equipped with a floor drain shall be provided for the disposal of mop water.
- A 3-compartment sink is required for any facility using dishes or utensils. The 3-compartment sink must have 2 drain boards, one on each end, and must also be provided with an air gap between the water supply inlet and the flood rim of the plumbing fixture, as required by the Ohio plumbing code.
- A separate sink may be required, depending on menu. 3-compartment sink MAY be utilized for washing produce; however, large amounts of produce, separate prep sink will be required.

3. Lighting

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



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

Light bulbs shall be shielded, coated, or shatter-resistant in areas where there is exposed food; clean equipment; utensils, or unwrapped single-service or single use articles.

4. Sanitizers and Test Strips

All facilities are required to have sanitizer and test strips to measure sanitizer concentration. Unscented, non-ultra-chlorine bleach or Quaternary Ammonia (QUAT- can be in tablet or liquid form) are the two types of sanitizers approved for use in a 3-compartment sink. Ensure that you have the correct test strips for the chosen sanitizer.



5. 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:



If the equipment does not have any of these exact labels, it may not be approved. You may send a copy of the logo or spec sheet prior to purchase for our staff to review.

6. 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 temperatures.



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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 of part of the unit.

A warewashing machine shall be equipped with a temperature measuring device that indicates the temperature of the water in each wash and rinse tank.



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Additional Information to Consider:

Dry storage space: Adequate space must be planned for storage of food, dishes 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 marked with the type of food inside. Trash cans and non-food grade containers *cannot be used* for food storage.

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 or on the floor.

Employee area: There must be a designated area provided only for employee belongings. Personal belongings cannot be kept in food areas.

Smooth and cleanable surfaces: All floors, walls and ceilings in food areas (service, storage or preparation) must be smooth and easily cleanable. Walls and floors in areas with high heat equipment like grills and deep fryers need to be non-flammable and heat resistant. The following surfaces are commonly used:

FLOORS: quarry tiles, commercial grade VCT, ceramic tile, sealed concrete, poured epoxy.

WALLS: stainless steel, FRP, glossy painted drywall, painted concrete block, aluminum, quarry tile

CEILINGS: vinyl coated ACT (drop ceiling), glossy painted drywall

Ventilation hoods: A ventilation hood is required at a grill line, or where other cooking equipment and high temperature dish machines are located, to prevent the accumulation of grease, heat, condensation, smoke and vapors. 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 might be acceptable. Verify this information with the Division of Industrial Compliance.

Grease interceptor (grease trap): 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. Grease traps are connected to dishwashing sinks, some floor drains and some dishwashers. Grease traps must be cleaned periodically to keep them working properly.



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Food safety training: As of March 1, 2010, the Ohio Administrative Code requires that at least one Person in Charge (PIC) per shift of a food service operation or retail food establishment have attended an Ohio Department of Health approved Food Handler certification in Food Protection course or an equivalent approved training prior to the business being licensed. *The Person-in-Charge (PIC) must understand basic food safety concepts, and will need to demonstrate knowledge by compliance with the food code. This person must make sure that safe food handling practices are followed to lower the risk of foodborne illness.*

In addition, at least one person with managerial or supervisory responsibilities must obtain a **Food Protection Manager certification (Risk Level 3 & 4 establishments only)**.

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

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



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PLAN REVIEW APPLICATION

The Paulding County Health Department issues licenses in Paulding 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 Paulding County Health Department works directly with our licensed facilities to educate and enforce Ohio rules and regulations to ensure public health is being protected. This office, the Environmental Health Division, 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. Submit this application early in your planning to avoid delay or licensing. If this application contains missing information and/or is unapproved, the 30 day time period with restart when new or additional information is re-submitted.

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) _____

Phone _____ *Cell* _____ *Email* _____

Office Use Only: *Date received:* _____ *Date Paid:* _____ *Receipt:* _____



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Hours of Operation

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Planned Hours of Operation							

Type of Application

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

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 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. These private water systems 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 and 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. These sewage treatment system



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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 and by a public agency, such as a city or village supply.



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Submit the following information with the Plan Review Application:

1. Plan Review Fee (see pg 1). Checks can be made out to the Paulding County Health Department (PCHD)
2. Layout of Facility – If professional plans have not been done, these may be hand drawn. However, they must be neat and relatively to scale, including the following:
 - Entrances, exits & windows
 - Square footage
 - Location of all 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—include location of drainboards on 3-compartment sink, prep sink, and all hand sinks)
 - Floor drains and floor sinks
 - Water and wastewater lines
 - Mop sink
 - Hot water generating equipment
 - Grease trap
 - Backflow prevention devices
 - Dishwasher (if present)
 - Auxiliary rooms showing any equipment in them
 - Storage rooms
 - Garbage room
 - Restrooms
 - Basement
 - Dressing rooms
 - Locker areas
 - Employee personal item storage and break room
 - Chemical
 - Location of building onsite including:
 - Alleys/streets
 - Well or septic if applicable
 - Dumpsters, including receptacles for recyclables, if applicable.
 - Parking
 - All outside storage (including sheds, garage, coolers, freezers, etc.)



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3. Commercial equipment List with Manufacturer and Model number

Equipment Description	Manufacturer	Model Number

Attach a separate sheet if additional space is needed.



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Return this portion

Table with 6 columns: Prep area, Storage room, Restrooms, Service area, Dish wash area. Rows include Floor material, Wall material, Ceiling material, and Base coving material.

4. Square footage:

Empty rectangular box for square footage input.

- 5. 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; however, if you are planning to allow undercooked foods, the consumer advisory must be present on the menu.
6. Sign-offs of appropriate agencies (pg. 2-3) — this will be specific to each license issued and depends on whether the building had an initial certificate of occupancy issued where plumbing and other systems have been inspected.
7. At least one employee PER SHIFT must be certified in Person in Charge Food Handler Certification. Provide a copy of each certificate for each shift manager, and also list their names and certificate numbers below.

Name: _____ Certificate #: _____



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Return this portion

At least one employee with management and supervisory responsibility must be certified in **Food Protection Manager Certification** (Ohio Certified). (Exemptions: Risk Level 1 & 2, and mobile units). **Provide a copy of each certificate**, and list their name and certificate numbers below.

Name: _____

Certificate #: _____

Name: _____

Certificate #: _____



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Return this portion (thru pg 21)

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 you 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 1st** 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
- Selling over-the-counter medications

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 HOT or COLD held bulk food and **keeping it at receiving temperature**
Ex. Receiving cold foods at 41°F or lower and hot foods at 135°F or
(Foods may not be cooked, re-heated or cooled)
- Hand dipping of yogurt or ice cream

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

- Handling, cutting, grinding of raw meat products
Ex. Making sausage or hamburger, cutting meats for sale
- Handling, pouring, cutting or slicing ready-to-eat products
Ex. Pouring milk, 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 heat treatment dispensing freezer

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

- Using Time in Lieu of Temperature as a method of control of foodborne pathogens



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- Ex. Keeping food at room temperature and disposing after 4 hours.
- Serving food to a highly susceptible population
Ex. Hospital, nursing home, pre-school
- 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 carriers and keeping food at proper temperature.
- Offering foods that fall under the Consumer Advisory
Ex. Offering hamburgers or steaks undercooked "rare", using homemade Caesar dressing, etc.
- Freezing of fish under special procedures to kill parasites

The facility will be a (Check one):	
	Food Service Operation – The majority of food sales are expected to be through the preparation and sale of individual meal portions.
	Retail Food Establishment – 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 Seasonal : Operates six or fewer months a year <input type="checkbox"/> Yes <input type="checkbox"/> No	
Equipment washing method – check all that apply:	
	Three Compartment Sink with drain boards on each side
	High Temperature Dish Machine (sanitizes with water temperature of 180°F or above)
	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 (i.e. eggs cooked to order, fish (such as sushi), poultry 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?
	Will the facility freeze fish to destroy parasites?
	Will the facility offer off-Site catering?
	Will the facility prepare food for resale at another location?
	Will the facility display for consumer self-service, unpackaged ready-to-eat foods?
	Will the facility repack bulk quantities of food for retail or wholesale?
	Will the facility have a bulk water dispenser or manufacture packaged ice?
	Will the facility <u>only</u> sell prepackaged foods from an approved source?



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YES	NO	Processes which may require a variance under 3717-1-3.4 (J)
		Will the facility use smoke <u>or</u> curing agents (i.e. nitrates) to preserve foods?
		Will the facility use additives for food preservation or to render food Non-Potentially hazardous (i.e. acidified rice)?
		Will the facility process foods using Reduced Oxygen Packaging (i.e. Cryovac®)?
		Will the facility operate a molluscan shellfish life-support system tank to store and display shellfish (i.e. 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 requires a variance?



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1. **Effective March 1, 2019, food handlers are required to wear hair restraints, such as hats, hairnets, and beard restraints.** 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. *Check all that apply.*
- Hat Hairnet Visor with Hairnet beard restraints

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 (foods that can be eaten without any further preparation), such as salad, fruits, etc. must be stored above raw animal products to prevent cross contamination. Raw animal products must be stored according to cooking temperature.

How will raw meats/fish/poultry be stored to prevent cross-contamination? *Check all that apply.*

Not Applicable Separate Shelves in Proper Order Separate Holding units Same Shelf with barriers

3. **Are your hand sinks properly equipped?** *Proper handwashing is imperative to providing safe food. Your handwashing sinks must be properly supplied with running hot water, signage, and a sanitary way to dry hands. Check all that apply.*

Soap dispenser Paper towels Air dryer/blower Hot water Handwashing signage
 Trash can

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*, a bacteria that continues to grow even at refrigerated temperatures and can cause serious foodborne illness.

What Date Marking policy/system will you be using for *TCS food items? (stickers or a list posted in the facility)

-
5. **What method(s) will you use to thaw foods?** The following methods are approved for thawing food. Never thaw food by setting it out at room temperature. *Check all that apply.*

Not Applicable Under refrigeration Under cold running water Cooking from frozen
 Microwave

6. Your facility will need thermometers to ensure that food is cooked and maintained at appropriate temperatures. Refrigeration will require that you have thermometers (in the warmest part of the unit) to ensure that it is holding the product at 41° Fahrenheit or less. Some refrigeration units have built in



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thermometers, and these are acceptable if they are functioning appropriately; however, it is advisable to place another thermometer inside the unit to verify accuracy. If you are cooking and cooling food, then you will also 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. **Check all that apply.**

- Built-in refrigerator thermometer
- hanging internal refrigerator thermometer(s)
- infrared
- probe food thermometer with thick tip
- probe food thermometer w/ thin tip
- thermocouple

7. If you have probe or digital thermometers, how will you sanitize them?

- Alcohol wipes
- Wash, rinse, sanitize with chlorine
- wash, rinse, sanitize with Quaternary Ammonia

8. Are you cooling foods (this means saving leftovers to reheat at a later date)? **Yes** **No**

If YES, you MUST cool them properly to prevent bacterial growth. Improper cooling is the most common cause of foodborne illness outbreaks in the U.S. The Ohio Food Code requires that TCS 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. *Check one or more of the approved method that will be utilized.*

- Placing the food in shallow pans
- Food will be separated into smaller portions
- Adding ice as an ingredient
- Rapid cooling equipment
- Stirring the food in a container placed in an ice water bath
- Using containers that facilitate heat transfer

9. Which methods will be used to prevent bare hand contact with ready-to-eat foods? As of March 1, 2019, the use of latex gloves is prohibited. *Check all that apply.*

- Not applicable
- Non-latex disposable gloves
- Deli tissue, wax paper
- Tongs

10. Will you use any of the following pieces of equipment? *Check all that apply.*

- Cutting Boards
- Meat Grinder
- Meat Slicer



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11. Dishes must be air dried. Where will you be placing clean dishes to properly air dry?

- Sink drain boards Dishwashing racks Wire racks/shelves

12. Does your largest piece of equipment fit in your sink? Yes No

If NO, explain how the equipment be washed, rinsed & sanitized

13. What type of sanitizer will be used for equipment and utensils? *Check all that apply.*

- Chlorine (bleach) Quaternary Ammonia Hot water (automatic dishwashers only)

14. What type of sanitizer will be used for surfaces? *Check all that apply.*

- Chlorine (bleach) Quaternary Ammonia

15. Are your restrooms equipped with self-closing doors? Yes No

16. Are all outside doors self-closing, tight-fitting, and rodent proof? Yes No

17. Will you have a dumpster available? Yes No

Outdoor refuse and recyclable storage must meet minimum requirements. *Check all that apply*

- Outdoor storage surface is concrete or asphalt
- Outdoor storage surface is sloped to drain
- Receptacles are durable, cleanable, insect and rodent-resistant, leak-proof and nonabsorbent
- Receptacles constructed with tight-fitting lids, doors, or covers
- Outdoor receptacles will be kept covered w/tight-fitting lids
- Outdoor receptacles have drain plugs in place
- Refuse and recyclables will be removed at a frequency that will minimize attraction or insects/rodents



PROVIDING COMMUNITY HEALTH DIRECTION

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Lighting Checklist

Please initial each item in the Meets or Exceeds Requirement column to acknowledge that the minimum light intensity will be provided. (write N/A if does not pertain to your establishment)

Table with 3 columns: Location, Minimum Required Light Intensity (foot candles), Meets or Exceeds Requirement. Rows include Slicer Table*, Food Preparation Areas*, Restrooms, Equipment/Utensil Storage, Inside reach in and under-Counter refrigerators, Hand wash areas, Dish wash areas, Walk-in refrigerator, Walk in freezer, Dry food storage, All areas during periods of cleaning.

Light intensity is measured at 30 inches above the floor except in areas marked with an “*”. These are critical surfaces and must be measured at the surface where the activity takes place.

By signing this lighting checklist, I agree to supply the required light intensity. Ohio Administrative Code Chapter 3717-1-06.2(l) determines above requirements.

Signature _____ Date _____
Food Service Operation Name _____



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Please photocopy this form (two pages) and have each of your employees sign it and maintain at your licensed operation.

Employee Health Reporting Requirements (including COVID-19 Symptoms)

Ohio Administrative Code (OAC) Rule 3717-1-2.1 requires food employees and conditional employees (one who has been offered a job conditional on responses to subsequent medical questions designed to identify potential food employees who may be suffering from a disease which can be transmitted through food) to report to the person in charge information about their health as it relates to disease that are transmissible through food. A food employee shall report the information in a manner that allows the person in charge to reduce the risk of food borne disease transmission, including providing necessary additional information, such as the date of onset of symptoms and an illness, or of a diagnosis without symptoms.

Current Illness

Employees are required by law to report any illness to the person in charge. 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 if you:

1) Are diagnosed by a physician with any of the following:

- Salmonella Typhi (typhoid fever)
- Salmonella spp.
- Shigella
- Norovirus
- Hepatitis A virus
- Campylobacter spp.
- Vibrio cholera spp.
- Cryptosporidium parvum
- Cyclospora cayetanensis
- Giardia lamblia
- Yersinia enterocolitica
- Entamoeba histolytica
- Enterhemorrhagic or shiga toxin-producing Escherichia coli

2) Having symptom caused by illness, infection, or other source that is associated with an acute gastrointestinal illness such as:

- Diarrhea
- Fever
- Vomiting
- Jaundice
- Sore throat with fever



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3) Have a lesion containing pus, such as a boil or infected wound that is open or draining, and is:

- On the hands or wrist, unless an impermeable cover such as a finger cot or stall protects the lesion and an single-use glove is worn over the impermeable cover;
- On exposed portions of the arms, unless the lesion is protected by an impermeable cover, or
- On other parts of the body, unless the lesion is covered by a dry, durable, tight-fitting bandage.

Previous Illness/Exposure to Illness

Employees are required by law to report any:

- Previous illness, diagnosed by a health care provider, within the past 3 months due to Salmonella Typhi, without having received antibiotic therapy, as determined by a health care provider.
- Exposure to, or is the suspected source of, a confirmed outbreak, because the food employee or conditional employee consumed or prepared food implicated in the outbreak, or consumed food at an event prepared by a person who is infected, or has been exposed by attending or working in a setting where there is a confirmed disease outbreak, or living in the same household, and has a knowledge about, an individual who works or attends a setting where there is a confirmed disease outbreak, or living in the same household as, and has a knowledge about, an individual diagnosed with an illness caused by:
 - Norovirus within in the past 48 hours
 - Enterohemorrhagic or Shiga Toxin-producing Escherichia coli, or Shigella spp, within the past 3 days of the last exposure;
 - Salmonella Typhi within the past 14 days of the last exposure; or
 - Hepatitis A virus within the past 30 days of the last exposure

Mandatory Responsible RestartOhio addition (effective May 15, 2020)

COVID-19 Symptoms include cough, shortness of breath or difficulty breathing, and two of the following: fever, chills, repeated shaking with chills, muscle pain, headaches, sore throat and new loss of taste or smell.

Employee Name *Printed:* _____ **Signature:** _____ **Date:** _____

PIC Name *Printed:* _____ **Signature:** _____ **Date:** _____