WV Retail Food Program New Sanitarian Training

Food Establishment Plan Review Based on Menu Risk Assessment

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September 22, 2020, Charleston, WV
8-2 PLAN SUBMISSION AND APPROVAL

• **8-201.11 Facility and Operating Plans When Plans Are Required.**
  • A permit applicant or permit holder shall submit to the regulatory authority properly prepared plans and specifications for review and approval before:
    • The construction of a food establishment; Pf
    • The conversion of an existing structure for use as a food establishment; Pf or
    • The remodeling of a food establishment or a change of type of food establishment or food operation as specified under ¶ 8-302.14(c) if the regulatory authority determines that plans and specifications are necessary to ensure compliance with this Code. Pf
  • **WV 64 CSR 17-3.1.i:** Shall be submitted 45 days prior to construction, conversion, or remodeling.
8-2 PLAN SUBMISSION AND APPROVAL

8-201.12 Contents of the Plans and Specifications.

The plans and specifications for a food establishment, including a food establishment specified under § 8-201.13, shall include, as required by the regulatory authority based on the type of operation, type of food preparation, and foods prepared, the following information to demonstrate conformance with Code provisions:

- Intended menu;
- Anticipated volume of food to be stored, prepared, and sold or served;
- Proposed layout, mechanical schematics, construction materials, and finish schedules;
- Proposed equipment types, manufacturers, model numbers, locations, dimensions, performance capacities, and installation specifications;
- Evidence that standard procedures that ensure compliance with the requirements of this Code are developed or are being developed; and
- Other information that may be required by the regulatory authority for the proper review of the proposed construction, conversion or modification, and procedures for operating a food establishment.
Defining Risk Based on Process and Flow

- **Food Processes with No Cook Step**
  - Receive – Store – Prepare – Hold – Serve
  - Examples: Salads, Deli Meats, Cheeses, Sashimi, Raw Oysters
  - Food does not complete a “trip” through the “Temperature Danger Zone”

- **Food Preparation for Same Day Service**
  - Receive – Store – Prepare – Cook – Hold – Serve
  - Examples: Hamburgers, Fried Chicken, Hot Dogs
  - Food experiences one “trip” through the “Temperature Danger Zone”

- **Complex Processes**
  - Receive – Store- Prepare – Cook – Cool – Reheat – Hot Hold – Serve
  - Examples: Refried Beans, Leftovers
  - Food experiences more than one “trip” through the “Temperature Danger Zone”
## Anticipated Equipment Needs

### FOOD Process and Steps Required

<table>
<thead>
<tr>
<th>Receive</th>
<th>Store</th>
<th>Prepare</th>
<th>Cook</th>
<th>Cool</th>
<th>Reheat</th>
<th>Hold</th>
<th>Service</th>
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<td><strong>SAME DAY SERVICE</strong></td>
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<tr>
<td><strong>COMPLEX PROCESSES</strong></td>
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</tbody>
</table>

### Equipment Needs

- Thermometer
- Dry Storage
- Preparation Tables
- Refrigerated Storage
- Cutting Board
- Fryer
- Ice Bath
- Oven
- Ice
- Utenils
- Frozen Storage
- Oven
- Blast Chiller
- Grills
- Cold Holding
- Hot Holding Facilities
- Thermometers
- Hand washing Sink
- Broiler
- Shallow Pans
- Burners
- Hot Holding
- Preparation Sink
- Grill
- Refrigerators
- Griddles
- Food Warmers
- Refrigerator
- Cook Top
- Chill Sticks
- Other
- Thermostat
- Griddles
- Thermometer
- Hand washing Sink
- Hand washing Sink
- Thermostat
- Preparation Table
- Hand washing Sink
- Other
- Hand washing Sink
- Other
SF-5 Application for a Permit to Operate a Food Establishment

- Type of Establishment
- Meals Provided
- Services Provided
- Seating Capacity
- Average Meals Served Per Day
- Type Operation
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• 1 Set of Plans
• Not all Sections May Apply
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- Do not skip this section.
- Use this when there are questions about
  - What days they are open
  - Do they have enough equipment
• Completeness of this section will hint at attention to detail.
• **Storage Space**
• **Delivery Frequency**
• **Meals to be Served**
• **Types of Containers**
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- **Food Preparation Procedures**
  - Type of Process = Risk
  - Receiving
    - Approved Source
  - Storage
    - Refrigeration
    - Cross Contact
    - Cross Contamination
  - Preparation
    - Cross Contact
    - Cross Contamination
    - Time
  - Cooking
    - Time & Temperature
  - Holding
    - Time & Temperature
  - Serving
    - Contamination by hands

```
Explain the following with as much detail as possible. Provide descriptions of the specific areas on the plan where food is prepared.

Explain the handling/preparation procedures for the following categories of food. Describe the processes from receiving to service including:

- How the food will arrive (frozen, fresh, packaged, etc.)
- Where the food will be stored
- Where (prep table, sink, counter, etc.) the food will be washed, cut, marinated, breaded, cooked, etc. When this occurs and frequency/day food will be handled/processed

READY-TO-EAT FOOD (salads, cold sandwiches, raw shellfish)


PRODUCE


POULTRY


MEAT


SEAFOOD
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- If thawing under running water, consider where.
- If using a risk-based inspection frequency this section will help determine initial number of inspections required.
- Helps determine types of equipment that will be necessary.

<table>
<thead>
<tr>
<th>THAWING FROZEN PBF (TCS) FOOD:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thawing Method(s) (check all that apply and indicate where thawing will take place):</td>
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<tr>
<td><em>Under Refrigeration:</em></td>
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<td><em>Running Water less than 70°F:</em></td>
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<tr>
<td><em>Microwave (as part of cooking process):</em></td>
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<td><em>Cooked from frozen state:</em></td>
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<tr>
<td><em>Other (describe):</em></td>
</tr>
</tbody>
</table>

List all foods that will be cooked and served:

List all foods that will be held hot prior to service:

List all foods that will be cooked and cooled:

List all foods that will be cooked, cooled, and reheated:

Provide a HACCP plan for specialized processing methods of foods such as Reduced Oxygen Packaging (vacuum packaging, cook-chill, etc.), use of additives to render a food non-PBF (TCS) food, curing and smoking for preservation, and molluscan shellfish tanks.

COOKING:
• Everyone should have a thermometer including grocery stores.

• Hot holding
  • Crockpots
  • Hotdog Rollers
  • Hot holding units are not typically for reheating.

• Cold holding
  • Product in cold holding must start cold.

• Soups, sauces, and deli salad ingredients may be cooked and cooled, review the menu.
• Reheating
  • Methods matter
• Employee Training
  • Jurisdiction Dependent
  • Must provide an answer
  • Pay attention to the questions relating to gloves and employee health.
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- **Finish Schedule**
  - This should include the type of material being used.
  - Should not be skipped unless it is provided in the plans.
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- Insect and Rodent Control
- Garbage and Refuse
  - Frequency
  - Contractor
  - Storage surface

2. Are screen doors provided on all entrances left open to the outside?
3. Do all window openings have a minimum 4" mesh screening?
4. Is the placement of electrical devices identified on the plan?
5. Will all pipes & electrical conduit chases be sealed, ventilation systems exhaust and intakes protected?
6. Is area around building clear of unnecessary brush, litter, bones and other harborage?
7. Will air curtains be used? If yes, where?

C. GARBAGE AND REFUSE
1. Will refuse be stored inside? Do all containers have lids?
2. Is there an area designated for garbage can or floor mat cleaning
   If so, where?
3. Will a dumpster or compactor be used?
   Number _______ Size _______
   Frequency of pickup ____________
   Contractor _______________
11. Will garbage can be stored outside?
12. Describe surface and location where dumpster/compactor/garbage cans are to be stored

13. Describe location of grease storage receptacle

14. Is there an area to store recycled containers?

Indicate what materials are required to be recycled;
( ) Glass
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D. PLUMBING CONNECTIONS

<table>
<thead>
<tr>
<th></th>
<th>AIR GAP</th>
<th>AIR BREAK</th>
<th>INTEGRAL TRAP</th>
<th>&quot;F&quot; TRAP</th>
<th>VACUUM BREAKER</th>
<th>CONDENSATE PUMP</th>
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<tr>
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<td>Grinder</td>
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<td>Ice machines</td>
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<tr>
<td>Sinks</td>
<td>a. Mop</td>
<td>b. Janitor</td>
<td>c. Handwash</td>
<td>d. 3 Compartment</td>
<td>e. 2 Compartment</td>
<td>f. 1 Compartment</td>
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<td>Steam tables</td>
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SF-35 Plan Review Application

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</table>

Sinks:
- a. Mop
- b. Janitor
- c. Handwash
- d. 3 Compartment
- e. 2 Compartment
- f. 1 Compartment
- g. Water Station
- Steam tables

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

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F. WATER SUPPLY

1. Is water supply public ( ) or non-public/private ( )?

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

   Please attach copy of written approval and/or permit.

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

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

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

1. Are floor drains provided & easily cleanable, if so, indicate location:
**SF-35 Plan Review Application**

- **Water Supply**
  - Public vs Well
  - Ice maker
  - Hot water generation
  - Water treatment includes
    - Chlorinators
    - UV Lights
    - Filtration
    - Water Softeners

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**THERMAL SYSTEM**

<table>
<thead>
<tr>
<th>Minimum / Maximum Input (GPM)</th>
<th>FGR1-150</th>
<th>FGR7-150</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water Temperature</td>
<td>110°F</td>
<td>115°F</td>
</tr>
<tr>
<td>Water Flow</td>
<td>0.5 GPM</td>
<td>0.5 GPM</td>
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<tr>
<td>Recovery Efficiency</td>
<td>95%</td>
<td>95%</td>
</tr>
</tbody>
</table>

**LOW WATER CAPACITY**

- 10 GPM for 15 minutes

**FLOW SYSTEM**

- Temperature: Ambient
- Operating Altitude: Up to 10,000 ft
- Shipping and Storage Temperature Range: -30°F to 100°F

**GENERAL OPERATING CONDITIONS**

- Ambient Temperature Range: 35°F to 104°F
- Full Load Efficiency: 95% ANN

**Ignition System**

- Direct Spark Ignition

**Gas Valve System**

- Air Filter

**DIMENSIONS**

- Width x Depth x Height: 36” x 24” x 30”

**HEAT EXCHANGER WATER CAPACITY**

- Water Temperature: 50°F to 160°F

**WATER PRESSURE**

- Maximum Pressure: 90 PSI

**CONNECTIONS**

- Water Inlet and Outlet: 3/4” NPT

**MATERIALS**

- Stainless Steel
- Galvanized Steel

**Safety Devices**

- Flow Switch, Pressure Switch, Temperature Switch

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**WATER SUPPLY**

1. Is the water supply public ( ) or non-public/private ( )?
2. If private, has source been approved? YES ( ) NO ( ) PENDING ( )

   Please attach copy of written approval and/or permit.

3. Is ice made on premise ( ) or purchased commercially ( )?

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

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• **Sewage Disposal**
  - This applies to Mobile Units
  - Private systems must be sized adequately
  - May require DEP approval or a UIC Permit

• **Grease Traps**

• **Dressing Rooms**
SF-35 Plan Review Application

- General
- Sanitizer for CIP Equipment
- Produce Washing

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

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

4. Will linens be laundered on-site? YES ( ) NO ( )
   If yes, what will be laundered and where?
   ________________________________

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

6. Location of clean linen storage: ________________________________

7. Location of dirty linen storage: ________________________________

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

9. How will cooking equipment, cutting boards, counter tops and other food contact surfaces which cannot be submerged in sinks or put through a dishwasher be sanitized?
   Chemical Type: _____________
   Concentration: _____________
   Test Kit: YES / NO

10. Will ingredients for cold ready-to-eat foods such as tuna, mayonnaise and eggs for salads and sandwiches be pre-chilled before being mixed and/or assembled? YES / NO
    If not, how will ready-to-eat foods be cooled to 41°F?
    ________________________________

11. Will all produce be washed on-site prior to use? YES / NO
• **General**
  
  • 3 Compartment Sink used for Produce Washing
  
  • Exhaust hoods
SF-35 Plan Review Application

- Sinks
  - Mop Sink
  - Prep Sink Base on Menu
- Dish Washing
  - How/what
  - Method
  - Type of Chemical
  - Size
  - Drainboards
Hand Washing and Restrooms

Double check the plans for this.
SF-35 Plan Review Application

- Must be signed and dated by the owner or responsible representative
Appendix C Plan Review Calculations

- **Excel Workbook**
  - Hot Water Heater Calculations
  - Dishmachine Listings
  - Refrigeration Storage by Meals or Seats
  - Dry Storage by Meals or Seats
  - Ventilation
8-3 PERMIT TO OPERATE

- 8-303.30 Denial of Application for Permit, Notice.
  - If an application for a permit to operate is denied, the regulatory authority shall provide the applicant with a notice that includes:
    - The specific reasons and Code citations for the permit denial;
    - The actions, if any, that the applicant must take to qualify for a permit; and
    - Advisement of the applicant's right of appeal and the process and time frames for appeal that are provided in law.
Approving Plans

• Do not approve incomplete plans or applications.
• Provide approvals in writing
  • Include expectations for opening inspection to receive their permit
  • Assigned sanitarian
  • Routine inspection frequency
• 8-203.10 Preoperational Inspections.
  • The regulatory authority shall conduct one or more preoperational inspections to verify that the food establishment is constructed and equipped in accordance with the approved plans and approved modifications of those plans, has established standard operating procedures as specified under ¶ 8-201.12(E), and is in compliance with law and this Code.
• 8-303.20 Existing Establishments, Permit Renewal, and Change of Ownership.
  
  The regulatory authority may renew a permit for an existing food establishment or may issue a permit to a new owner of an existing food establishment after a properly completed application is submitted, reviewed, and approved, the fees are paid, and an inspection shows that the establishment is in compliance with this Code.

• Before the Permit
  
  • Approved Application
  
  • Permit fees paid
  
  • Zero violations at the opening inspection
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