



Ravalli County Environmental Health
215 South 4th Street – Suite D
Hamilton, MT 59840
(406) 375-6565
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CATERING PLAN REVIEW APPLICATION

Date: _____

Name of Catering Establishment: _____

Address: _____

Phone if available: _____

Name of Owner: _____

Mailing Address: _____

Telephone: _____

Email Address: _____

Applicant Information

Applicant Name: _____

Mailing Address: _____

Telephone: _____ email: _____

Title (owner, manager, architect, etc.): _____

RCHD Use Only:

Employee Initials _____

Plan Review Fees Paid \$100 **YES** **NO**

You have requested information to begin the process of establishing a catering operation in Ravalli County. You are considered a caterer if you provide food for gatherings such as weddings, reunions, luncheons, receptions, meetings, parties, and other special events. **This process may take 15-30 days before you can operate or begin work on a food service establishment.** The steps you need to take are as follows:

1. Using the attached "Guide for Caterers in Ravalli County" and the Montana Food Service Regulations please provide the following information:

_____ **Part A:** Facilities. If you are proposing to use another licensed kitchen as your commissary, provide a letter (commissary agreement) granting permission to use such facilities. The letter must indicate the day and time of day you will be granted permission to use this facility. Additionally, please provide a current floor plan of the commissary facility. If you are proposing to build or remodel a kitchen, you will need to complete the entire Facility Review Section (attached).

_____ **Part B:** Food Preparation Review must be completed (attached).

_____ **Description and lay-out** of a typical catering site set-up: If food is to be served outside, include overhead cover for the food service area. Where a hand-wash sink is not available, include a hand wash station as described in the attached "Guide for Caterers in Ravalli County".

_____ **Catering Menu**

_____ **List of equipment** used to transport and hold food for service. (Include insulated transport containers, ice chests, etc.) Provide manufacturer specification sheets when possible.

Submit the required plan review information to the health department. When your plans are returned to you, if applicable, obtain all necessary building, mechanical, electrical and plumbing permits.

2. When you have finished building or remodeling your establishment, or you have made the necessary arrangements with a licensed kitchen, call the health department for your final health inspection before opening your catering business. At the time of your pre-opening inspection you will need to have a check ready and payable to the Montana Department of Public Health and Human Service (**MDPHHS**) for your Food Purveyor License. The License fee is as follows:

One (1) or two (2) employees per shift - **\$85.00**
Three (3) or more employees per shift - **\$115.00**

If you are a licensed establishment proposing to add catering to the current license, the catering endorsement can be added with **no** additional licensing fee.

3. Obtain a City Business License if necessary.

GUIDE FOR CATERERS IN RAVALLI COUNTY

1. Food Preparation
 - a. **PREPARATION.** As much as possible, all food should be prepared in the commissary. All potentially hazardous food (PHF)* must be at proper temps before leaving commissary (below 41°F or above 135 °F). Use gloves when handling ready-to-eat foods; i.e. salad prep. Preparation on site should be limited to quick cook and serve.
 - b. **COOKING.** All raw animal foods must be cooked to proper temperatures (145 °F for fish and pork, 155 °F for ground meats, 165 °F for poultry and stuffed meats).
 - c. **COOLING.** Cooling of PHF at the commissary must be done in shallow metal pans or ice-water bath; PHF must be cooled to 41°F within 4 hours or from 135 °F to 70 °F within 2 hours, and from 70 °F to 41 °F or below within 4 hours.
 - d. **REHEATING.** PHF that is cooked, cooled, and reheated for hot holding at the catering site must be reheated rapidly to 165° F. Do not use crockpots, steam tables, sterno, or other hot holding equipment to reheat foods. Ovens, stovetops, or microwaves are acceptable.
2. Transport
 - a. **FOOD PROTECTION.** During transportation, food and food utensils must be kept in covered containers or completely wrapped or packaged.
 - b. **TEMPERATURE CONTROL.** PHF must remain below 41 °F or above 135 °F while being transported. Use insulated containers or ice if traveling short distances. If traveling long distances or holding food longer than 4 hours, mechanical refrigeration may be necessary.
 - c. **ICE.** Packaged food may not be stored in direct contact with ice. Keep ice for drinks separate from ice used to cool foods and beverages. Ice that is used as a cooling medium may not be served. Ice that is consumed must be obtained in single-use food grade plastic bags sealed at the point of manufacture and held in these bags until it is dispensed in a way that protects it from contamination.
3. Service
 - a. **SITE SET-UP.** For outdoor events, provide overhead cover for service areas and a smooth, cleanable floor covering. If food service lasts longer than 3 hours, protection on 3 sides must be provided.
 - b. **HANDWASHING.** A convenient hand washing facility must be provided. If not available on site, provide minimally, a large urn of hot water, a soap dispenser, a roll of paper towels and a bucket to collect wastewater.
 - c. **FOOD CONTACT.** No direct hand to food contact is allowed for ready to eat foods. Use gloves, tongs, or other forms of barrier.

- d. **FOOD TEMPERATURES.** All potentially hazardous food must remain below 41 °F or above 135 °F while being served unless all provisions for using time as a public health control are met (ARM 37.110.209(7)). Quick cook and serve of raw animal foods must be done in accordance with 1(b) above. Have a calibrated thermometer on site to check temperatures.
- e. **PREVENT CROSS-CONTAMINATION.** Store any raw meat separately from ready-to-eat foods. Keep a sanitizer bucket with a wiping cloth on hand (100 ppm chlorine or 200 ppm quat) to wipe down countertops and food contact surfaces. Have sanitizer test strips available to check concentration.
- f. **FOOD PROTECTION.** If food is on display for self-service, food guards must be provided to protect food from contamination by customers/guests. People may not return through buffet line with soiled tableware.
- g. **UTENSILS.** During pauses in food dispensing, utensils should be stored in the food with the handles above the top of the food unless they are cleaned and sanitized on site. Utensils used to dispense food must be cleaned and sanitized when they become contaminated, or every 4 hours if the event lasts that long. Utensils used to dispense food must be cleaned and sanitized or a separate, clean and sanitized supply of utensils can be used. If proper dishwashing facilities for cleaning and sanitizing tableware are not available on site, only single-service articles may be used.
- h. **NO RE-USE OF FOOD.** Food served at a catered event may not be re-served or used in any way in the licensed kitchen or commissary.

* **“Time/Temperature Control for Safety (TCS)”** means a food that can support the rapid growth of infectious or toxigenic microorganisms. It includes raw and cooked meats (beef, pork, poultry), shellfish and fish, baked and boiled potatoes, tofu and other soy-protein products, cooked rice, cooked beans and other cooked vegetables, eggs, milk and milk products, raw seed sprouts, cut melons, and garlic and oil mixtures.

All food service must comply with the Food Service Establishment Administrative Rule, Title 37, Chapter 110, Subchapter 2 and the 2013 FDA Food Code.

Check only one

_____ I have my own licensed kitchen facilities in Ravalli County and do not need a commissary kitchen.

_____ I do not have my own kitchen, but I plan to build one (Entire packet must be completed) including contractor, architect or responsible representative(s)

_____ I do not have my own kitchen facilities and will be using the Commissary Kitchen named below:

Commissary Name: _____ Phone _____
Commissary Address: _____ Zip _____
Commissary Contact Person Name _____

NOTE: If using an existing licensed kitchen, YOU MUST HAVE A WRITTEN LETTER OF AGREEMENT from the Commissary for each calendar year of licensing. Submit a copy of this Agreement to RCEH each calendar year of licensing.

Please proceed to the Food Preparation Review Section.

PART A: FACILITIES

_____ I am proposing new construction, remodel, or conversion of a food service establishment to use for my catering operation. **Please enclose the following documents:**

_____ Site plan showing location of business in building, location of building on site including alleys, streets and location of any outside facility (dumpsters, walk-ins, etc.)

_____ Floor plan drawn to scale of facility showing location of all food service equipment, plumbing, electrical services and mechanical ventilation.

1. Auxiliary areas such as storage rooms, garbage rooms, toilets, and basements used for storage or food preparation
2. Entrances, exits, loading/unloading areas and docks
3. Complete finish schedules for each room, including floors, walls, ceilings and coving.

Total Square Feet of Facility: _____

Projected Date for Start of Construction: _____

Projected Date for Completion of Project: _____

The following is a list of some of the minimum requirements for food service facilities. Put a check mark next to the item if you have included it on the plans you are submitting for review or put "N/A" for not applicable. Provide explanations when requested.

TYPES OF SINKS REQUIRED:

- ___ HANDWASHING SINK: Hand washing facilities for food employees must be located within any area where food is prepared or served and in the utensil washing areas. Sinks used for food preparation or curbed cleaning sinks used for mop water disposal may not be used for hand washing. Each hand washing sink must be provided with warm running water, soap, and paper towels or a hand drying device providing heated air. Self-metering faucets must stay on for at least 15 seconds.
- ___ FOOD PREPARATION SINK: If vegetables and fruit are to be served, a food prep sink must be provided which is indirectly connected to the sewer through an air gap. Food prep sinks may not be used for hand washing or waste water disposal.
- ___ UTILITY SINK: In new or extensively remodeled establishments at least one utility sink or curbed cleaning facility with a floor drain must be provided and used for the cleaning of mops and disposal of mop water or liquid wastes. The use of hand washing sinks, 3-compartment sinks, or food preparation sinks for this purpose is prohibited.
- ___ 3-COMPARTMENT SINK: must be provided to wash, rinse, and sanitize all multiservice kitchen and consumer utensils. Food establishments using a dishwashing machine shall provide a 3-compartment sink or provide a plan acceptable to the regulatory authority to adequately wash rinse and sanitize utensils in case the dishwashing machine is not functional. Each sink compartment must be large enough to hold all utensils, dishes, pots, and pans. Drain boards or easily movable dish tables of adequate size must be provided for soiled and cleaned utensils.

FINISH SCHEDULE:

- ___ Floors in all food prep, food storage, utensil washing areas, and toilet rooms must be constructed of smooth, durable, material such as sealed concrete, terrazzo, ceramic tile, durable grades of linoleum or plastic, or tight wood impregnated with plastic.
- ___ Walls and ceilings of walk-in refrigeration units, food prep areas, dishwashing areas, and toilet rooms must be light colored, smooth, nonabsorbent, and easily cleanable. Walls behind sinks and dishwashers should be constructed of a waterproof material (FRP, stainless steel, or similar surface)
- ___ Junctures between walls and floors must be coved and sealed.
- ___ Studs, joists, and rafters may not be exposed in walk-in refrigerators, food prep areas, dishwashing areas, toilet rooms, and vestibules.

Please fill in material for **final finish** schedule:

	FLOOR	WALLS	COVING	CEILING
Kitchen	_____	_____	_____	_____
Bar	_____	_____	_____	_____
Food Storage	_____	_____	_____	_____
Other Storage	_____	_____	_____	_____
Dishwashing	_____	_____	_____	_____
Restrooms	_____	_____	_____	_____
Dressing Rooms	_____	_____	_____	_____
Garbage and Refuse storage	_____	_____	_____	_____
Mop Sink Area	_____	_____	_____	_____
Walk-in Refrigeration Units	_____	_____	_____	_____

WATER SUPPLY:

___ Enough hot potable water must be provided from a source constructed and operated in accordance with Title 75, Chapter 6, MCA and ARM Title 17, Chapter 38, subchapters 1 and 2, applicable to public water and wastewater systems.

Indicate size of hot water heater: _____

(Attached is water heater worksheet that you can use to determine the recovery rate and power rating required for your food service establishment)

The water system serving this establishment is (check one):

- ___ Public water supply (Provide state-assigned **PWS #** _____)
- ___ Private water supply (only allowed if the system serves less than 25 people less than 60 days out of the year, monthly testing may be required)

SEWAGE DISPOSAL:

All sewage, including liquid waste, must be disposed of by a public sewer system or by a septic system approved by the Ravalli County Environmental Health Department.

The sewer system serving this establishment is (check one):

- ___ City sewer
- ___ Private septic system (permit # _____)

INSECT AND RODENT HARBORAGE:

- ___ Outside doors must be tight-fitting and self-closing
- ___ If doors are to be left open, tight-fitting, self-closing screen doors with screening material not less than 16 mesh to the inch must be provided.
- ___ Screens for windows, skylights, transoms, intake and exhaust air ducts, and other openings to the outside must be tight-fitting and free of breaks. Screening material not less than 16 mesh to the inch must be provided.
- ___ Area around the building must be kept clear of unnecessary brush, litter, boxes, etc.

GARBAGE AND REFUSE:

- ___ Garbage containers must be provided near all hand washing sinks
- ___ Containers used in food prep and dishwashing areas must be kept covered after they are filled or when not in active use.
- ___ A garbage can washing area must be provided with hot water and detergent or steam.
- ___ A commercial container constructed to be mechanically dumped by the garbage collector must be provided outside the establishment and must be picked up at intervals not to exceed seven days.

___ The commercial container shall be placed on a hard, level, cleanable surface (i.e. concrete).

___ Dumpster, compactors, and compactor systems must be easily cleanable, provided with tight-fitting lids, and shall be kept covered when not in actual use.

If used, please indicate type and location of grease storage receptacle

___ 1000 gal external grease interceptor

___ in-line internal grease interceptor, *maintenance schedule required*

LIGHTING:

- ___ All food prep and dishwashing areas must be provided with at least 50 foot candles of light.
- ___ All utensil and equipment storage areas and toilet rooms must be provided with at least 20 foot candles of light.
- ___ All walk-in refrigeration units, dry food storage areas, and other areas must be provided with at least 10 foot candles of light.
- ___ All lights in food storage, preparation, dishwashing, service, and display areas must be shielded.

VENTILATION and EXHAUST SYSTEM:

- ___ Kitchens and bathrooms must have sufficient ventilation to keep them free of excessive heat, steam, condensation, vapors, odors, smoke, and fumes and must be vented to the outside.
- ___ Hoods must be installed above all commercial type deep fat fryers, broilers, fry grills, steam-jacketed kettles, ranges, ovens, barbecues, rotisseries, dishwashing machines, and other equipment which produces steam, smoke, grease, or heat. Hood installation must be permitted and inspected by the building department.
- ___ Ventilation hoods and devices must be designed to prevent grease or condensation from collecting on walls and ceilings, and from dripping into foods or onto food contact surfaces.
- ___ Filters or other grease extracting equipment must be readily removable for cleaning if not designed to be cleaned in place.

PLUMBING:

Plumbing schedule must show location of floor drains, floor sinks and water supply lines, overhead waste waterlines, hot water heater(s), backflow prevention, and waste water line connections.

1. Submerged Inlet Protection.

- ___ The potable water system shall be installed to preclude the possibility of backflow. Devices shall be installed to protect against backflow and backsiphonage at all fixtures and equipment where an air gap at least twice the diameter of the water supply inlet is not provided between the water supply inlet and the fixture's flood level rim.
- ___ Carbonators for beverage dispensers must have an approved backflow preventer (according to Bldg. Dept)
- ___ All hose bibs inside and outside must have a non-removable hose bib type vacuum breaker.
- ___ A pre-flush hose with a nozzle head that may be submerged must have a pressure vacuum breaker.
- ___ Faucets on mop or utility sinks that allow a hose connection must have a vacuum breaker.
- ___ Flush valve toilets and urinals must have an atmospheric or pressure vacuum breaker.
- ___ Soap portioners on faucets must contain an internal air gap.
- ___ Water wash systems for exhaust hoods must have an air vent type backflow preventer (RPZ may be required if toxic chemicals are added)
- ___ The following inlets which are or may become submerged must have an atmospheric vacuum breaker:
 - ___ Supply inlet to garbage grinder
 - ___ Supply inlet to dish table trough
 - ___ Fill line for steam kettle
 - ___ Supply line for mechanical ware washing machine
 - ___ Garbage can washer
 - ___ Perforated pipe to oriental wok cookers

Drains

- ___ A direct connection may not exist between the sewerage system and any drains originating from equipment in which food, portable equipment, or utensils are placed.
- ___ Dishwasher waste outlet must have an air gap unless it is located within 5 ft of a trapped floor drain, in which case the outlet may be connected directly on the inlet side of a properly vented floor drain trap.
- ___ The following equipment must have air gapped drains:
 - ___ Ice machines and ice storage bins
 - ___ 3-compartment ware washing sinks
 - ___ Food prep sinks
 - ___ Steam table/steam kettle drain lines
 - ___ Condensate drain lines from refrigeration equipment (to a floor sink outside unit)
 - ___ Potato peelers
 - ___ Running water dipper wells

TOILET FACILITIES:

- ___ Restrooms must be provided for employees within 200 feet of the food service operation.
- ___ Restrooms must have tight-fitting, self-closing doors.
- ___ A wall-hung or protected toilet tissue container must be provided at each toilet.
- ___ Easily cleanable waste receptacles must be provided in each restroom. Restrooms used by females must have covered waste receptacles.
- ___ A hand wash sink with warm running water, soap, and paper towels or a hand drying device providing heated air must be provided in each restroom. Self-metering faucets must stay on for at least 15 seconds.

DRESSING ROOMS:

- ___ Lockers or other facilities must be provided for storage of employee’s clothing and other belongings.

TOXIC MATERIALS:

- ___ Cabinets or a physically separated area used for no other purposes must be provided for the storage of all poisonous or toxic materials. They may not be stored above food, food equipment, utensils, or single-service articles.

PREMISES:

- ___ Laundry facilities in a food service must be restricted to linens, cloths, uniforms, and aprons. If these items are washed, an electric or gas dryer must be provided.
- ___ The walking and driving surfaces of all exterior areas must be surfaced with concrete or asphalt, or with gravel or similar material effectively treated to facilitate maintenance and minimize dust, and surfaces must be graded to prevent pooling.

Part B: FOOD PREPARATION
(to be completed by food service manager or owner)

Please include the following documents:

- Proposed Menu
- Manufacturer Specification sheets for each piece of equipment shown on the plan
(include equipment used for transport and service at catering site)

Number of Staff: _____

(Maximum per shift)

Hours of Operation: Sun _____ Mon _____ Tues _____ Wed _____

Thrs _____ Fri _____ Sat _____

Maximum # of Meals to be Served: Breakfast _____ Lunch _____ Dinner _____

Type of Service (check all that apply):

- Sit Down Meals
- Take Out
- Caterer
- Itinerant Vendor
- other _____

Extent of Food Handling: _____ Very limited _____ Moderate _____ High

Reheating of Time/Temperature Control for Safety (TCS) Foods:

_____ None _____ Some _____ Much

(TCS Foods include meat, poultry, fish, shellfish, milk and milk products, cooked rice and beans or other heat-treated plant foods, soy-protein foods (tofu), shell eggs, baked or boiled potatoes, sliced melons, raw seed sprouts, and garlic-and oil mixtures)

Is your clientele mostly children and/or elderly: _____ YES _____ NO

The following is a list of some of the minimum requirements for food service procedures taken from the Montana Rules for Food Service Establishment. Put a check mark next to the item if the food safety procedure is or will be part of your safe food service operation plan or put "N/A" for not applicable. Provide explanations when requested.

FOOD SUPPLIES:

- Food supplies must be obtained from approved sources.
- Receiving temperature of refrigerated, Time/Temperature Control for Safety (TCS) food must be 41°F or below.

FOOD STORAGE AND PROTECTION:

- ___ Frozen food must be kept frozen, at 0°F and below.
- ___ Enough conveniently located refrigeration facilities must be provided to keep Time/Temperature Control for Safety (TCS) food at 41°F (5 °C) and below.
- ___ Raw animal foods must be stored separate from (not on top of) other raw ready-to-eat food and cooked ready-to-eat food.
- ___ Each refrigerator/freezer storing Time/Temperature Control for Safety (TCS) food must have a temperature measuring device, accurate to ± 3 °F.
- ___ Enough conveniently located hot food storage facilities must be provided to maintain hot Time/Temperature Control for Safety (TCS) food at 135° F or above.
- ___ Food-grade containers must be provided for bulk food removed from its original packaging. Containers must be labeled and provided with a nonabsorbent cover.
- ___ Food must be stored in a clean, dry location at least 6 inches above the floor.
- ___ Refrigerated, ready-to-eat, Time/Temperature Control for Safety (TCS) food prepared and held for more than 24 hours must be clearly marked at the time of preparation with a “use by” date and cold held for 7 days or less if the food is maintained at 41°F or below.

THAWING:

Time/Temperature Control for Safety (TCS) foods must be thawed: (Check all that will apply to your operation)

- ___ (a) in refrigerated units at a temperature not to exceed 41 °F (5 °C),
- ___ (b) under potable running water of a temperature of 70 °F (22 °C) or below
- ___ (c) in a microwave oven only when the food will be immediately cooked
- ___ (d) as part of the conventional cooking process

FOOD PREPARATION AND COOKING:

Please list categories of food prepared more than 12 hours in advance of service: _____

- ___ Raw fruits and vegetables must be thoroughly washed in potable water in a food prep sink to remove soil and other contaminants before being cut, combined with other ingredients, cooked, served, or offered for human consumption in ready-to-eat form.
- ___ Time/Temperature Control for Safety (TCS) food may not be held at temperatures above 41°F (7°C) for refrigerated food, or below 135 °F(57.2°C) for heated food, for more than:
 - (a) 4 hours, including the time needed for preparation for cooking; or
 - (b) the time specified in the cooling criteria
- ___ Raw animal foods such as eggs, fish, poultry, meat, must be cooked to the following temperatures for the specified times, as measured with a thermometer:

<u>Item</u>	<u>Temperature</u>	<u>Time</u>
Fish and meat	145 °F (63 °C)	15 sec
Shell eggs individually ordered for immediate service	145 °F (63 °C)	15 sec
Shell eggs prepared other than above (i.e. pooled)	155 °F (68 °C)	15 sec
Pork products	155 °F (63 °C)	15 sec
Ground meats, ground fish, and injected meats	155 °F (63 °C)	15 sec,
or	158 °F (70 °C)	<1 sec.
Poultry, wild game, stuffed fish, stuffed meat, stuffed pasta, stuffed poultry, stuffed ratites	165 °F (74 °C)	15 sec.
Whole beef roasts, corned beef roasts, pork roasts, and cured pork roasts such as ham (pick any one)	130 °F (54 °C)	121 min.
	132 °F (56 °C)	77 min.
	134 °F (57 °C)	47 min.
	136 °F (58 °C)	32 min.
	138 °F (59 °C)	19 min.
	140 °F (60 °C)	12 min.
	142 °F (61 °C)	8 min.
	144 °F (62 °C)	5 min.
	145 °F (63 °C)	3 min.

___ Raw meats cooked in a microwave shall be heated to a temperature of at least 165 °F (74 °C) in all parts of the food, and allowed to stand covered for 2 minutes after cooking to obtain temperature equilibrium.

___ A HACCP plan must be submitted to the regulatory authority for the following processes:

- (a) smoking or curing food
- (b) using food additives as a method of food preservation, not for flavor enhancement;
- (c) packaging food using a reduce-oxygen packaging

COOLING:

___ Cooling of TCS foods must be accomplished using one or more of the following methods:

- (a) Placing the food in shallow metal pans
- (b) Separating the food into smaller or thinner portions
- (c) Using rapid cooling equipment
- (d) Stirring the food in a container placed in an ice water bath
- (e) Adding ice as an ingredient

___ Cooked TCS foods must be cooled as a continuous process:

- (a) from 135 °F (57.2 °C) to 70 °F (21°C) **within 2 hours**; and
- (b) from 70 °F (21 °C) to 41 °F (5 °C), or below, within 4 hours, for a total of 6 hrs.

REHEATING:

- ___ TCS foods reheated for hot holding must be reheated to 165 °F within 2 hours.
- ___ TCS foods reheated in a microwave oven for hot holding must be reheated so that all parts of the food reach 165 °F and the food must be rotated or stirred, covered, and allowed to stand covered for 2 minutes after reheating.

PERSONAL HYGIENE:

- ___ No person who has a diarrhea illness or acute gastrointestinal illness or an acute respiratory infection, or while afflicted with a boil or an infected wound, shall work in a food service establishment in any capacity in which there is likelihood of such person contaminating food or food contact surfaces.
- ___ Except when washing fruits and vegetables, food employees shall not contact exposed, ready-to-eat food with their bare hands and shall use suitable utensils such as tissues, spatulas, tongs or single-use gloves (after handwash with soap and water)
- ___ Food employees shall thoroughly wash their hands with soap and running water after any of the following activities:
 - (a) immediately before engaging in food preparation
 - (b) during food preparation, as often as necessary to remove soil and contamination and to prevent cross contamination when changing tasks
 - (c) when switching between working with raw foods and ready-to-eat foods
 - (d) after handling soiled equipment and utensils
 - (e) after coughing, sneezing, using a handkerchief or disposable tissue
 - (f) after using the bathroom
 - (g) after eating, drinking or using tobacco
 - (h) after touching body parts except for clean hands
 - (i) after cleaning, taking out the garbage, or engaging in any activity which may contaminate hands

CROSS-CONTAMINATION:

- ___ Tableware must be washed, rinsed, sanitized, and air-dried after each use.
- ___ Kitchenware and food contact surfaces of equipment must be washed, rinsed, sanitized, and air-dried after each use and following any interruption of operations during which time contamination may have occurred.
- ___ Food establishments using a dishwashing machine shall provide a 3-compartment sink or provide a plan acceptable to the regulatory authority to adequately clean, rinse, and sanitize utensils in case the dishwashing machine is not functional.
- ___ Each compartment of the 3-compartment sink must be large enough to hold all utensils, dishes, pots, and pans. Drain boards or easily movable dish tables of adequate size must be provided for soiled and cleaned utensils.

For ware washing in a 3-compartment sink immersion in one of the following is required for sanitizing (check one):

- ___ 100-200 ppm chlorine, 30 sec. (temp at least 75 °F)
- ___ 200 ppm quaternary ammonium, 30 sec.
- ___ 170 °F water, 30 seconds

For dishwashing machines only, the type of sanitization used is (check one):

- Hot water with a final rinse temperature of 180 °F or greater so that utensils surface temperature of 160 °F is reached. Hot water dishwashing machines must have a ventilation hood.
- Automatic chemical dispenser (100-200 ppm chlorine or 200 ppm quat)
- Moist cloths used for wiping food spills on food contact and nonfood contact surfaces of equipment must be laundered as required, stored in a chemical sanitizer (100-200 ppm chlorine or 200 ppm quat) and maintain sanitizing strength at the point of use.
- A chemical test kit must be provided to test sanitizer concentration.

TOXICS:

- All poisonous and toxic materials including pesticides, detergents, sanitizers, cleaners, and other chemicals shall be clearly labeled.
- Poisonous and toxic materials may not be stored above food, food equipment, utensils, or single-service articles.

PREMISES:

- Clean cloths and linens must be stored in a clean place, protected from contamination.
- If lockers or other facilities for the storage of employee's clothing and other belongings is not clearly indicated on plans, **please describe where these items will be stored:** _____

- Soiled cloths and linens must be stored in non-absorbent containers or washable laundry bags until removed for laundering.
- Maintenance and cleaning tools such as brooms, mops, vacuum cleaners and similar equipment must be stored in a way that does not contaminate food and food equipment.

STATEMENT: I hereby certify that the above information is correct, and I fully understand that any deviation from the above without prior permission from the Ravalli County Health Department may nullify any approval.

Signature(s) _____ Date: _____
Name: _____ Title: _____
Phone number(s) _____