

NEW NAME _____

DATE _____

OLD NAME _____

Menu & Procedure Review



This section must be filled out by the operator and submitted prior to licensing or with the plan review application. Answer only the questions that apply to your facility. Add documents or pages as needed to describe your operation. The "Food Sanitation Rules," OAR 333-150-0000 can be obtained at: www.healthoregon.org/foodsafety

Training & Policies

1. Describe your current policy to exclude or restrict food workers who are sick or have infected cuts and lesions (2-201.12):
2. What are employees told about working when ill (2-201.12)?
3. Provide your established hand washing policy (2-301.14, 2-301.13, 2-301.12, 2-301.15):
4. How are employees informed about hand washing requirements (2-103.11(L))?
5. How do you enforce hand washing and ill employee requirements (2-201.12, 2-103.11(D) & (K))?

6. Who will be your people in charge (2-101.11)?

7. Are you aware of the rule that requires a "knowledgeable" person to be present at all times of operation (2-102.11)? Yes___ No___

Note: One way to meet this is to obtain certification in a **Food Safety Program** designed for food managers: www.healthoregon.org/foodsafety

8. List the types of food probe thermometers (0-220°F) that food handlers will be using and where the thermometers will be kept (4-302.12 & 4-203.11)?

9. How do you calibrate your food probe thermometers and how often? Who is responsible for calibrating thermometers (4-502.11(B))?

9a. How do you clean and sanitize your probe thermometer (4-602.11(4))?

10. What type of chemical sanitizer do you use (chlorine, quaternary ammonium, iodine) (4-501.114)? _____

At what concentration do you use this sanitizer? _____

What type of test kit do you have (4-302.14)? _____

When do you use your test kit (4-501.116)? _____

11. Describe how cutting boards, counter tops, equipment and other food contact surfaces that are too big to be submerged into sinks and too big for the dishwasher are cleaned and sanitized (4-603.15)?

11a. When does cleaning and sanitizing need to occur (4-602.11)?

12. What is done with leftover food (Chapter 3-501)?

13. Will salads such as tuna, egg, chicken, macaroni, pasta and potato be prepared from scratch in your facility? Yes___ No___

If yes, will the ingredients be pre-chilled before being mixed or assembled? Yes___ No___

14. Describe how you will minimize the handling of ready-to-eat food. For example will you use disposable gloves to prepare ready-to-eat food (2- 103.11(K))?

15. Describe when and where produce will be washed prior to use (3-302.15 & 5-402.11):

Food Preparation

1. List food from animals that you will serve raw or partially cooked such as sushi, steak tartar, and oyster shooters (3-603.11):

2. If serving raw fish (sushi, lox, ceviche), will parasite destruction be done on-site or by the supplier (3-402.11 & 3-402.12)?

- On-site Provide your procedure on parasite destruction (*A freezer used for parasite destruction must maintain - 4°F for 7 days. Measure and record temperature of freezer unit daily.*)
- Supplier Provide the name of your supplier and documentation to show parasite destruction. (*Each invoice received from the supplier shall state the specific fish by species that have been frozen to meet the parasite destruction requirements under 3-402.11.*)

3. List your food suppliers for the following (Chapter 3, Section 2):

| Category | Supplier(s) |
|---|-------------|
| Game meats (e.g., emu, ostrich, elk) | |
| Raw or partially cooked fish products (e.g., lox, ceviche, raw oyster, sushi) | |
| Fresh or live shellfish | |
| Wild mushrooms | |

4. Describe food processing within your facility (smoking meats, sous vide, canning, specialty processing) (Chapter 3-502):

Holding Food Temperatures Cold & Hot

(Chapter 3-501)

1. Refrigerated food must be maintained at 41°F or colder. How did you determine the amount of cold storage/holding that you will need for your operation (4-301.11)?

2. How will you ensure that each refrigerator has a working thermometer and that the temperature is maintained at 41°F or colder (4-203.12, 4-204.112, 4-502.11)?

3. Refrigerator Units (4-301.11)

List size, description/manufacturer, and what will be stored in each:

| Refrigerator Number | Size/capacity | Manufacturer or Description | Type of food stored inside |
|---------------------|---------------|-----------------------------|----------------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Note: Add pages as needed

4. Is an ice machine provided and indirectly drained? Yes___ No___
(5-402.11)

5. If ice is purchased, who is your supplier? _____

6. If you will be using ice for keeping food cold such as in a salad bar, how should the food be stored in the ice? Please describe:

7. Describe your procedure for date marking of ready-to-eat potentially hazardous food items?

8. How will you store raw animal food to prevent contamination of ready-to-eat food (3-302.11)?

9. How and where will frozen food be thawed (3-501.13)?

Note: When storing raw animal products above one another, their storage must be based on the final required cooking temperature of each animal product. The animal product with the lowest cooking temperature must be stored above other raw animal products that require a higher cooking temperature (e.g., raw fish above raw ground beef).

10. What type of equipment will you use for holding food hot? How will you ensure that food is at the required temperature throughout the day?

11. Describe how food temperatures (hot and cold) will be maintained while in transport and at the catered site or satellite kitchen(s)?

Note: Required holding temperatures and cooling requirements are listed in the "Food Safety: Your Self-Training Manual" or in the "Food Sanitation Rules" both can be obtained from your local health department or at this website:
www.healthoregon.org/foodsafety

Cooling

1. In the appropriate box, list menu items of food items that will be cooled.

| Cooling Method | Solid Food (roast, turkey, solid cuts of meat) | Soft, Thick Food (refried beans, rice, potatoes, stews, soups, sauces & chili) | Liquid Food (thin broths) |
|--------------------------|---|--|------------------------------|
| Shallow Pans* | | | |
| Ice Baths** | | | |
| Reduce Volume or Size | | | |
| Blast Chiller | | | |
| Other (Describe) | | | |

* Adequate and appropriate refrigeration is required

** Food-preparation sink and ice machine are required

2. How will food handlers know that the food has cooled from 140°F to 70°F within two hours and then from 70°F to 41°F within 4 hours?

Cooking & Reheating

1. Describe how the food worker will know when raw animal products are fully cooked (3-401.11):

Note: Required cooking temperatures are listed in the "Food Safety: Your Self-Training Manual" or in the "Food Sanitation Rules" both can be obtained from your local health department or at this website: www.healthoregon.org/foodsafety

2. How will the cook know that all parts of the food being reheated has reached at least 165°F for 15 seconds within 2 hours?
3. List type of units used for reheating.

Self Service

1. Will you provide self-service food to your customers? Yes___ No___
2. How will you protect food in self-service areas from customer contamination (3-306.11 & 3-306.13)?

Food Sanitation Rules

OAR 333-150-0000

1. Do you have a copy of the Food Sanitation Rules? Yes ___ No ___

The rules are online at: www.healthoregon.org/foodsafety If you do not have access to the Internet, you can obtain a copy from the Local Public Health Authority.

2. Do you know how to locate specific information in the rules? Yes ___ No ___

Statement: I hereby certify that the above information is correct and I fully understand that any deviation from the above without prior permission from this Health Regulatory Office may nullify final approval.

Signature(s) of Owner(s) or responsible representative(s):

_____ Date _____

_____ Date _____

_____ Date _____

Approval of these plans and specifications by the Regulatory Authority does not indicate compliance with any other code, law or regulation that may be required -- federal, state or local. It further does not constitute endorsement or acceptance of the completed establishment (structure or equipment). A pre-opening inspection of the establishment with equipment in place and operational will be necessary to determine if it complies with the Food Sanitation Rules (Oregon Administrative Rules Chapter 333).

**If you need this information in an alternate format, please call
971-673-0185.**