

Operating your food establishment

Person in Charge (PIC)

At least one Person In Charge must be present at all times during food service to make sure all food safety rules are followed. The designated PIC must:

- Demonstrate food safety knowledge
- Know when to restrict ill food workers
- Ensure all food workers follow the food safety regulations

Employee Training and Food Worker Cards (FWC)

One of the most important elements of safe food service is knowledgeable food workers. All food workers must have a valid Washington State FWC. New employees



without a FWC can have up to 14 days to obtain one but must be given valid food safety training before beginning food handling; the training must be documented. Please call the Health District

for current Food Worker Card class schedules. Four-hour advanced food safety classes are also offered; please call for more information

Employee Health & Hygiene Policy

Each food establishment must have an employee health policy to ensure that ill food workers do not handle food or in some situations, not report to work at all.

Food workers must inform the PIC if they have diarrhea, vomiting or jaundice, or if they have been diagnosed with Salmonella, Shigella, E. coli, or hepatitis A.

A copy of your establishment's ill worker policy must be submitted with your plans and kept onsite at all times.

Inspections

After your pre-opening inspection, your first routine inspection will usually occur within one month. Routine inspections are

unannounced and occur twice per year for complex food establishments (i.e. full service restaurants) and once per year for simple establishments (i.e. espresso stands, grocery only).



Establishments with substantial violations may be subject to follow-up inspections (re-inspections) to ensure the violations have been corrected.

There is no fee for the first re-inspection during a calendar year but any subsequent re-inspections will be subject to a fee.

The Health District also conducts inspections of establishments to investigate complaints or reports of foodborne illness.

Contacting the Health District

Please call any time you have questions or concerns regarding your food service.

- ✓ Food establishment operators are required to contact the Health District to report foodborne illness or notify us when a food worker is diagnosed with one of the conditions mentioned previously.
- ✓ Establishments must also report any imminent health hazard such as a fire, flood, loss of electricity or water (hot or cold), or if a sewage spill or back-up happens. You will need to close your restaurant if any of these situations occur.
- ✓ Any proposed changes to the food establishment such as a remodel or major menu change must also be provided to the Health District for pre-approval.

Your Sanitarian for the calendar year is:

Phone number: (509) 754-6060 ext _____

For more information:

Grant County Health District

1st and C St NW,
P.O. Box 37
Ephrata, WA 98823
(509) 754-6060

1038 W. Ivy St, Suite #1
Moses Lake, WA 98837
(509) 766-7960

www.granthealth.org

Opening a New Food Establishment



A guide to help you through the plan review process, pre-opening inspection and continued operation of your new food establishment.

Grant County Health District

Grant Public Health

**"Always Working for a Safer
and Healthier Grant County"**



Opening Your Food Establishment

Congratulations on your decision to start a new food establishment in Grant County! This brochure was designed to help you meet the Health District requirements to build or remodel a food establishment. It should only be used as a reference and does not include all of the items that are required for your establishment.

The Plan Review Process

Washington State food safety regulations require that all new or remodeled food establishments have their plans reviewed and approved by the local health department before starting construction.

A thorough plan review identifies changes that will be required before costly purchases, installation and construction begins. Ultimately, a plan review will help to identify issues that could potentially result in violations, penalties for poor inspections and even foodborne illness!

The plan review process will take approximately two to three weeks to complete once all elements are received by the Health District. A Sanitarian from the Environmental Health



Division will review your plans to ensure they are in compliance with Washington State food safety regulations. Sometimes changes to the plans must be made in

order to meet all requirements. You will be notified of the changes needed by phone or letter. Plans may need to be revised and resubmitted several times before they will be approved.

Other Agencies

There are other state and local agencies you will need to contact for approval as well, such as Liquor Control, Labor & Industries, Building Department and Department of Licensing.

Step 1. Complete and submit all of the following items to the Health District:

- ✓ Plan review application
- ✓ Business details
- ✓ Menu and consumer advisory statement
- ✓ Food preparation methods for all menu items
- ✓ Scaled floor plan with finish schedules specified and all equipment listed and located.
- ✓ Ill food worker policy
- ✓ Proof of approved water and sewage disposal
- ✓ Commissary information (catering and mobile food operations only)

Plan Review Packet

All of the above items are a part of the "Plan Review Packet". The packet also contains a list of minimum requirements for food establishments which will help you know what to include in your plans. Pick up a packet at either Health District office or print one off our website at: www.granthealth.org

Step 2. Approval Letter

Once your plans are approved, the Sanitarian will send you an approval letter stating you may begin construction (assuming approval from other agencies). The facility must be constructed according to the approved plans.



Step 3. Fees

Information obtained in the plan review will determine the "type" of food service permit you will need. In the letter, the sanitarian will specify your permit type and the annual fee required. Your annual food service permit fee, along with a plan review fee and a pre-opening inspection fee, must be paid before the business can open.

- *The plan review fee and pre-opening inspection fee are each half the cost of the annual license.*

Step 4. Pre-opening Inspection

A Sanitarian will conduct a pre-opening inspection to make sure the food establishment was

constructed according to the approved plans. When construction is complete and you are ready to open, contact the sanitarian to schedule the pre-opening inspection. You must call at least one week prior to the expected date of opening.

If the pre-opening inspection is not satisfactory, a detailed correction notice will be given to the operator or person-in-charge. Once the items are corrected, you may reschedule another inspection. You cannot operate until you receive written approval!

Step 5. Approval to Operate

If all facilities are in place according to the plans, equipment is functioning properly, workers are trained and have food worker cards, and fees are paid; you will be given approval to operate.

Permit Plaque

You will receive a green laminated permit plaque that should be displayed so that it is visible by your customers. At the bottom is a colored sticker with your permit number. The permit expires at the end of each calendar year (Dec. 31st) at which time you will need to renew your permit for the following year. Expect to receive your renewal packet sometime in early December each year. You will receive a new sticker each year that will go on the plaque over top of the previous year's sticker (like license plate tabs).

Food Safety Regulations

Complete food safety regulations are detailed in the Washington State Retail Food Code Working Document, WAC 246-215 (modification of the 2001 FDA Food Code). Copies are available at both Health District offices and online at the Washington State Department of Health, Food Safety Program website:

www.doh.wa.gov/ehp/sf/food/food.htm