

PLAN REVIEW REQUIREMENTS – Cooking/Reheat Process. Take-Out, Sit-down restaurant, Daycare and Nursing Home Facilities, and Public Schools.

Please check off and submit the following documents as they apply to your business.

_____ Proposed **Menu**.

_____ A copy of a current (within the past five years) **Food Protection Manager Certificate** from a Massachusetts approved program for at least one individual over the age of 18, who will be a full time equivalent on-site manager or supervisor in the proposed establishment.

_____ A copy of a current (within the past five years) **Food Allergen Awareness Training Certificate** from a Massachusetts approved program for at least one individual over the age of 18, who will be a full time equivalent on-site manager or supervisor in the proposed establishment.

_____ A copy of a current **Choke Safe Certificate/CPR Certificate** from a Massachusetts approved program. The law requires one certified individual to be on duty during all hours of operation (multiple certifications may be required). Required only for establishments serving food with 25 seats or more, per 105 CMR 590.009(E).

_____ **Floor plans** (legible plans at minimum of 11 x 14 inches in size drawn to scale (scale - 1/4 inch = 1 foot)). Location of all required sinks: handwashing sinks, warewashing sinks, Utility Sink, and food preparation sinks (if required). Auxiliary areas such as storage rooms, garbage rooms, toilets, basements and/or cellars used for storage or food preparation. Entrances, exits, loading/unloading areas and delivery docks. Complete finish schedules for each room including floors, walls, ceilings, and coved juncture bases. Plumbing schedule including location of floor drains, floor sinks, water supply lines, overhead waste-water lines, hot water generating equipment with capacity and recovery rate, backflow prevention, and wastewater line connections. Location of lighting fixtures. Source of water and method of sewage disposal. Storage of Employee Personal Items. Ventilation.

_____ **Food Equipment Schedule (Spec's Sheets)**. Provide equipment schedule that identifies the make and model numbers and listing of equipment that is certified or classified for sanitation by an ANSI accredited certification program (when applicable). Elevation drawings may be requested by the Inspectional Service Department.

_____ A copy of a **Hazard Analysis Critical Control Point (HACCP) Plan**, describing policies, procedures, employee training, documentation, etc. to ensure safe handling of high-risk foods or processes as described in the 2013 Food Code and/or 105 CMR 590.000. Required only for establishments planning to use certain processes; please read below to determine applicability.

HACCP PLAN and VARIANCE REQUEST

Specialized processes present a significant health risk if not conducted under strict operational procedures. HACCP plans and variance plans are implemented to eliminate or significantly reduce targeted hazards that may contribute to foodborne illness.

FOOD ITEMS REQUIRING A HACCP PLAN

- Using food additives or adding components such as vinegar as a method of food preservation or to render a food so that it is not potentially hazardous (e.g., acidified sushi rice).
- Pre-packaged juice shall be obtained from a processor with a HACCP system as specified in 21 CFR Part 120 Hazard Analysis and Critical Control (HACCP) Systems; and be obtained pasteurized or otherwise treated to attain a 5-log reduction of the most resistant microorganism of public health significance as specified in 21 CFR Part 120.24 Process Controls.
- Use of un-pasteurized shell eggs in Highly Susceptible Population operations to prepare food in quantities other than single serving portions. (e.g., fresh eggs to prepare scrambled eggs for a daycare facility)
- Packing food using Reduced Oxygen Packaging (ROP) except where a barrier to Clostridium botulinum in addition to refrigeration exists (e.g., cryovac, cook chill, sous-vide)
- Custom processing animals in a food establishment that are for personal use as food, and not for sale or service in a food establishment. (e.g., deer hunters)
- Custom processing of aquatic animals for sale (e.g., frogs) • Molluscan shellfish tanks used to store and display shellfish that are offered for human consumption (e.g., abalone). Note: this does not apply to lobsters. • Smoking or Curing food as a method of food preservation rather than flavor enhancement.

FOOD ITEMS REQUIRING A VARIANCE REQUEST

Using time only, rather than time in conjunction with temperature, as a public health control (e.g., pizza other than cheese, calzones, hollandaise sauce). You must provide a written procedure of the food for which you are requesting a variance for due to using TPHC, how the food will be marked or otherwise identified to indicate the time that is 4 hours after the time the food is removed from temperature control, and how the food in unmarked rack, containers, or packages to exceed a 4-hour limit will be discarded.

FOOD ESTABLISHMENT INFORMATION:

Hours of Operation:

Sun _____ Mon _____ Tues _____ Wed _____ Thurs _____ Fri _____ Sat _____

Number of Seats: _____

Number of Staff: _____

Total Square Feet of Facility: _____

Number of Floors: _____

Maximum Meals to be Served (approximate number):

Breakfast _____ Lunch _____ Dinner _____

FOOD PREPARATION REVIEW

1. Will raw meats, poultry and seafood be stored in the same refrigerators and freezers with cooked/ready-to-eat foods? Yes / No

If yes, how will cross-contamination be prevented?

2. Does each refrigerator / freezer have a thermometer? Yes / No

Number of refrigeration units: _____

Number of freezer units: _____

3. Is there a bulk ice machine available? Yes / No
If yes, how often is the ice machine cleaned?

THAWING

4. How will potentially hazardous foods be thawed?

COOKING

5. Will food product thermometers be used to measure final cooking / reheating temperatures of PHF's? Yes / No
What type of temperature measuring device: _____

HOT/COLD HOLDING

6. How will hot PHF's be maintained at 140 F or above during holding for service? Indicate type and number of holding units.

7. How will hot PHF's be maintained at 40 F or below during holding for service? Indicate type and number of holding units.

COOLING

8. Please indicate how PHF's will be cooled to 40 F.? (140°F to 70°F in 2 hours and 70°F to 41°F in 4 hours). For example: shallow pans, ice baths, reduced volume or rapid chill?

9 **REHEATING**

How will reheating food to 165F for hot holding be done rapidly and within 2 hours?

PREPARATION

- 10 Please list the food from the menu prepared more than 12 hours in advance of service.

- 11 Will food employees be trained in food safety practices? Yes/ No
Method of training: _____

- 12 Does the Food Establishment have an Employee Reporting Agreement or written policy to restrict or exclude food handling employees who are sick or have infected cuts and lesions? Yes/ No

- 13 Will disposable gloves, utensils or food grade paper be used to prevent handling of ready-to-eat foods? Yes / No

14. Will produce be washed on-site prior to use? Yes / No
Is there a planned location used for washing produce? Yes / No

SANITATION

15. 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

16. Will sinks or dishwasher(s) be used for warewashing? If so, please choose method below:
Dishwasher []
Two compartment sink [] Chemical type: _____ Test Kit: Yes / No
Three compartment sink [] Chemical type: _____ Test Kit: Yes / No
17. Dishwasher (*If applicable*)
Type of sanitation used:
Hot water temperature: _____
Chemical type: _____
18. Do all dish machines have the data plate and temperature/pressure gauges? Yes/ No
19. Is a mop sink present? Yes / No
If no, please describe facility for cleaning of mops and other equipment:

HANDWASHING/TOILET FACILITIES

20. Is a hand cleanser and hand drying facilities (paper towels, air blowers, etc.) available at each sink? Yes / No
21. Is a handwashing sign posted in each employee restroom? Yes / No
22. Is hot and cold running water under pressure available at each handwashing sink? Yes / No
23. Are all toilet room doors self-closing? Yes / No
24. Are all toilet rooms equipped with adequate ventilation? Yes / No
25. Are covered waste receptacles available in each restroom? Yes / No

SEWAGE DISPOSAL

26. Is the building connected to a municipal sewer? Yes / No
If private, is the private disposal system approved? Yes / No
Please attach a copy of written approval and/or permit.
27. Are grease traps provided? Yes / No
Method of grease disposal: _____

WATER SUPPLY

28. Is the water supply public [] or private []
If private, is the water supply system approved? Yes / No
Please attach a copy of written approval and/or permit.

DRESSING ROOMS

29. Are dressing rooms provided? Yes/ No

POISONOUS/CLEANING STORAGE

30. Where will cleaning and sanitizing solutions be stored at workstations?

31. How will these items be separated from food and food-contact surfaces?

32. Will sanitizing spray bottles filled with cleaning/sanitizing agent be clearly labeled?
Yes / No

LINENS

33. Will linens be laundered on site? Yes/ No / N/A

If yes, what will be laundered and where? _____

If no, how will linens be cleaned? _____

How often will linens be delivered and picked up? _____

REFUSE/RECYCLABLES/RETURNABLES

32. Do all refuse containers have lids? Yes/ No

33. Will a dumpster be used? Yes/ No
If yes, you must apply for a Dumpster Permit.

34. Will a compactor be used? Yes/ No

35. Will there be an area to store recyclables? Yes/ No
If yes, where _____

36. Will there be an area to store returnable damaged goods? Yes/ No
If yes, where _____

PEST CONTROL

37. Will all outside doors be self-closing and rodent proof? Yes/ No

38. Will screens be provided at all entrances left open to the outside? Yes/ No

39. Will all openable windows have a minimum #16 mesh screening? Yes / No / N/A

40. Will insect control devices be used? Yes/ No

41. Will air curtains be used? If yes, where? _____