

Regional Environmental Health Program
Alamosa County Public Health Department
8900-B Independence Way
Alamosa, Colorado 81101
Phone: (719)587-5206 Fax: (719) 589-1103

## Plan Review Packet




Regional Environmental Health
Alamosa County Public Health Department 8900-B Independence Way
Alamosa, Colorado 81101
Phone: (719) 587-5206 Fax: (719)-589-1103
ENVIRONMENTAL HEALTH SERVICE REQUEST FORM
Owner Name:
Date:
Owner Address:
Establishment/Business Name: $\qquad$
Establishment/Business Address: $\qquad$
Phone: $\qquad$ Fax: $\qquad$ Email Address:

| Retail Food Safety |  |  |  |
| :---: | :---: | :---: | :---: |
| Food Handler Training | \$20.00 per attendee | \# |  |
| Review of Potential Retail Food Establishment | \$100.00 (non-refundable) |  |  |
| Pre Operational/Change in Ownership Inspection | \$100.00 (non-refundable) |  |  |
| RFE Application Fee | \$150.00 (non-refundable) |  |  |
| RFE Plan Review and Pre Opening Inspection | \$75.00/hour not to exceed \$580.00 | To be calculated |  |
| RFE Equipment/Product Review Application | \$150.00 (non-refundable) |  |  |
| RFE Equipment/Product Review | \$75.00/hour not to exceed \$500.00 | To be calculated |  |
| RFE HACCP Plan Review (Written) | \$75.00/hour not to exceed \$100.00 | To be calculated |  |
| RFE HACCP Plan Review (Operational) | \$75.00/hour not to exceed \$400.00 | To be calculated |  |
| RFE Other Services Requested | \$75 per hour | To be calculated |  |
| RFE Temp Event Plan Review and Inspection | \$75 per hour | To be calculated |  |
| Child Care/ Schools |  |  |  |
| Child Care Inspection Fee | \$75.00 |  |  |
| Childcare Plan Review | \$75.00 |  |  |
| Childcare Pre Opening Inspection | \$75.00 per hour | To be calculated |  |
| School Plan Review | \$75.00 |  |  |
| School Opening Inspection | \$75.00 per hour | To be calculated |  |
| Childcare/ Schools Other Services Requested | \$75.00 per hour | To be calculated |  |
| Water Recreation |  |  |  |
| Pool/ Spa Inspection | \$80 + \$40 per additional body of water |  |  |
| Pool/ Spa Follow up | \$75.00 per hour | To be calculated |  |
| Pool/ Spa Plan Review | \$100.00 |  |  |
| Pool/ Spa Pre Opening Inspection | \$75.00 per hour | To be calculated |  |
| Pool/Spa Other Services Requested | \$75.00 per hour | To be calculated |  |
| Body Art |  |  |  |
| Body Art Yearly Inspection | \$75.00 |  |  |
| Body Art Follow up | \$75.00 per hour | To be calculated |  |
| Body Art Plan Review | \$75.00 |  |  |
| Body Art Pre Opening Inspection | \$75.00 per hour | To be calculated |  |
| Body Art Other Services Requested | \$75.00 per hour | To be calculated |  |
|  |  | Total Fees | \$ |


$\qquad$

## Retail Food Establishment License Application

Incomplete applications, or applications without payment (if required), will not be processed.

$\square$
$\square$ Date:

Check the appropriate license type from the list below. This is your license fee.

| License Type | Code | Fee |
| :---: | :---: | :---: |
| Restaurant (0-100 seats)** | 3000 | \$385.00 |
| Restaurant (101-200 seats)** | 3100 | \$430.00 |
| Restaurant (>200 seats)** | 3200 | \$465.00 |
| Limited Food Service** | 2000 | \$270.00 |
| Mobile Unit (limited/prepackaged TCS)** | 6200 | \$270.00 |
| Mobile Unit (full food service)** | 6300 | \$385.00 |
| Grocery Store (0-15,000 sq ft)** | 4000 | \$195.00 |
| Grocery Store (>15,000 sq ft)** | 4150 | \$353.00 |
| Grocery Store w/ Deli (0-15,000 sq ft)** | 5000 | \$375.00 |
| $\square$ Grocery Store w/ Deli (>15,000 sq ft)** | 5150 | \$715.00 |
| $\square$ Special Event** | 8000 | Set locally |
| Total Due: \$ |  |  |

[^0]

## Application Date:

| Plan Review Form |  |
| :---: | :---: |
| Establishment Information |  |
| Name of Establishment: | Phone: |
| Street Address: | Cell: |
| City: | Fax: |
| State/Zip: | Email: |
| County: |  |
| Business/Ownership Information |  |
| Individual or Corporate Name: | Phone: |
| Street Address: | Cell: |
| City: | Fax: |
| State/Zip: | Email: |
| Contact Information |  |
| Name of Primary Contact: | Phone: |
| Street Address: | Cell: |
| City: | Fax: |
| State/Zip: | Email: |
| Name of Architect: | Phone: |
| Street Address: | Cell: |
| City: | Fax: |
| State/Zip: | Email: |
| Name of Contractor: | Phone: |
| Street Address: | Cell: |
| City: | Fax: |
| State/Zip: | Email: |

Date construction is to start:
Date of planned opening:

| Below is a checklist of required information needed to complete the plan review. <br> Please ensure all information is included. <br> **Lack of complete information will delay review and plan approval.** |  |  |
| :--- | :--- | :--- |
|  | Facility Floor Plan/Equipment Layout |  |
|  | Site Plan |  |
|  | Equipment Specifications | Plumbing Plans and Schedules |
|  | Mechanical Plans and Schedules |  |
|  | Electrical Plans and Schedules |  |

Have plans for this establishment been submitted to the local building department? $\square$ YES $\square$ NO If yes, name of local building department: $\qquad$

Have plans for this operation been previously submitted or do you intend to submit plans to other counties in the state of Colorado? $\quad \square$ YES $\square$
If yes, which counties: $\qquad$ Date Submitted: $\qquad$
Date Submitted: $\qquad$

Choose one or the other:
Newly Constructed
$\square$ Extensively Remodeled

Type of Retail Food Establishment (Check all that apply)

|  | Full Service Restaurant |  | Bar |
| :--- | :--- | :--- | :--- |
|  | Fast Food |  | Coffee Shop |
|  | Market (Grocery) |  | School Food Program |
|  | Deli |  | Catering Operation |
|  | Fish Market |  | Concession |
|  | Meat Market |  | Manufacturer with Retail Sales |
|  | Convenience Store |  | Other: |

## Indicate number of seats in each area:

Indoor: $\qquad$ Outdoor: $\qquad$

| Square Footage and Area Location <br> */f the establishment is in a multi-story structure, indicate on which floor each area is located. |  |  |  |
| :--- | :--- | :---: | :---: |
| Please indicate square footage in each area |  | Square Feet (ft²) |  |
| Total Square Feet of the Establishment |  |  |  |
| Total Square Feet of the Kitchen Area |  |  |  |
| Square Feet of the Food Preparation and Dishwashing Area |  |  |  |
| Square Feet of Food/Beverage Storage Areas |  |  |  |
| Square Feet of Retail Sales Area (Markets) |  |  |  |

## Days and Hours of Operation

Insert hours below in the following format: 8 am to 8 pm
If there is a break in the hours you are open, use the second line to insert additional hours.

| Days | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Hours | to | to | to | to | to | to | to |
| Hours | to | to | to | to | to | to | to |

For seasonal operations, check all that apply.
$\square$ Jan $\square$ Feb $\square$ Mar $\square$ Apr $\square$ May $\square$ Jun $\square$ Jul $\square$ Aug $\square$ Sept $\square$ Oct $\square$ Nov $\square$ Dec

Add additional information (if necessary):

Projected daily maximum number of meals to be served per shift, where applicable.

| Breakfast |  | Lunch |  | Dinner |  |
| :---: | :---: | :---: | :---: | :---: | :---: |
| Maximum number of kitchen staff per shift, where applicable. |  |  |  |  |  |
| Breakfast |  | Lunch |  | Dinner |  |

## I. FACILITY FLOOR PLAN/EQUIPMENT LAYOUT:

A. Submit floor plans drawn to scale that include the location and identification of all equipment including but not limited to the items listed in Table 1 below. Check all that apply to your facility.

Table 1

| Floor Plan/Equipment Layout |  |  |  |  |
| :--- | :--- | :--- | :--- | :--- |
|  | Handsinks | Dry Storage Areas | Ventilation Hoods |  |
|  | Food Preparation Sinks |  | Ice Bins/Ice Machines |  |
|  | Utility Mop sinks |  | Wait Stations | Chemical Dispensing Units |
|  | Dump Sinks | Bar Service Areas | Personal Storage Areas |  |
|  | Warewashing Sinks |  | Water Heater Locations | Garbage/Recyclables Storage |
|  | Dishmachines | Indoor/Outdoor Seating | Dipper Wells |  |
|  | Toilet Facilities | Outdoor Cooking/Bar/Patio | Grease Interceptor/Grease Trap |  |
|  | Floor Sinks/Floor Drains | Buffet Lines | Laundry Facility Locations |  |

B. Provide or use the finish schedule in Table 2 below to indicate interior finishes for each area within the establishment.

Table 2

| ROOM FINISH SCHEDULE |  |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Room Name or | Floors |  |  | Wall Finishes |  |  |  | Ceiling |  |
| Number | Material | Finish | Type of Base | North | East | South | West | Material | Finish |
| ExCooklinele | Tile | Esmooth | Tile Coving | Stainless | Stainless | Stainless | Stainless | Vinyl Acoustic Tile | Smooth |
|  |  |  |  |  |  |  |  |  |  |
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## II. EQUIPMENT SPECIFICATIONS:

A. Submit equipment specification sheets, including make and model numbers. All equipment shall be of commercial design. If a specification sheet lists more than one piece of equipment, identify the specific equipment to be used.
B. Provide number of hot holding and refrigeration units. Also provide capacities for refrigeration units in Table 3 and Table 4 below.

Table 3

| Refrigeration Capacities |  |  |
| :--- | :--- | :--- |
| TYPE OF UNIT | \# OF UNITS | TOTAL CUBIC FEET |
| Walk-in Cooler |  |  |
| Walk-in Freezer |  |  |
| Reach-in Cooler |  |  |
| Sandwich Prep Cooler |  |  |
| Reach-in Freezer |  |  |
| Blast Chiller |  |  |
| Retail Display |  |  |
| Other: |  |  |

Table 4

| Hot Holding Units |  |
| :--- | :--- |
| TYPE OF UNIT | \# OF UNITS |
| Steam Tables |  |
| Hot Box |  |
| Cook \& Hold Units |  |
| Other: |  |

C. Bulk and self service food:

1. Will food items such as candy, trail mix, etc. be sold in bulk to the public?
$\square$ YES $\square$ NO If yes, please submit equipment specifications for bulk food bins.
2. Will self service foods (i.e., buffets and salad bars) be provided?
$\square$ YES $\square$ NO If yes, please submit equipment specifications for food shields and/or sneeze guards.
D. Complete Table 5 to indicate method of equipment installation or attach an equipment schedule, including display units.

Table 5
Note: Under "Installation Method", check all that apply.

| Equipment Installation List |  |  |  |  | Installation Method |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  |  |  |  | Floor <br> Mounted |  |  | Counter/ <br> Table- <br> Mounted |  |  |
| $\begin{aligned} & \text { G } \\ & \text { \# } \\ & 0 \\ & 0 \\ & \text { ㅁ } \\ & 0 \end{aligned}$ | Equipment | Make/Model |  | ON / sə入 pa.!!nbəy бu!qumid | $$ |  |  | $\begin{aligned} & \hline \text { D } \\ & \text { o } \\ & \frac{\rightharpoonup}{2} \\ & \frac{0}{0} \end{aligned}$ |  |  |
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## III. PLUMBING PLANS AND SCHEDULES:

A. Submit a plumbing plan that indicates location and specifications of the following:

1. Floor sinks and floor drains
2. Restrooms, toilets, urinals and hand washing sinks
3. Grease trap, grease interceptor, or solids interceptor, if required by the local building, water or sanitation authority
4. Hose bibs and hose reels, if applicable
5. Laundry facilities, if applicable
6. Showers, if applicable
B. Complete Table 6 below for all food service related equipment and plumbing fixtures. Indicate if fixtures or equipment will be indirectly drained (e.g. floor sink or air gap), directly connected to the sewer, and/or what method of backflow prevention will be used, if applicable. If additional equipment is provided, please specify in the table below.

Table 6

| ID \# <br> on Plan | Fixture or Equipment | Indirect/Direct <br> Drainage | Method of Backflow <br> Prevention |
| :--- | :--- | :--- | :--- |
|  | Warewashing Facilities |  |  |
|  | Dish Machines |  |  |
|  | Garbage Disposals |  |  |
|  | Handsinks |  |  |
|  | Food Preparation Sinks |  |  |
|  | Refrigeration Units |  |  |
|  | Ice Bins/Machines |  |  |
|  | Beverage Machines |  |  |
|  | Mop/Utility Sink |  |  |
|  | Chemical Dispensing Units |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Note: Approved backflow protection must be supplied on all fixtures and equipment with submerged inlets.
Vacuum breakers must be installed on water inlet lines for dishwashing machines, garbage disposals, and hose bibs. Continuous pressure backflow protection devices must be installed on water lines where a valve or shut off is located between the backflow device and the inlet to the fixture/equipment, such as hose reels. Indirect drainage is required for warewashing, food preperation sinks, ice bins/machines and beverage machines.
C. Is a dedicated food preparation sink provided?


Is more than one food preparation sink provided?
Attach a specification sheet for the food preparation sinks and complete Table 7.
Table 7

|  | Food Preparation Sink Information |  |  |
| :---: | :---: | :---: | :---: |
| ID \# on Plans | Length (inches) <br> of Drainboard | Dimensions (inches) of Sink <br> Compartments (LxWxD) |  |
|  |  | $\mathbf{x}$ | $\mathbf{x}$ |
|  |  | $\mathbf{x}$ | $\mathbf{x}$ |
|  |  | $\mathbf{x}$ | $\mathbf{x}$ |

D. Is a garbage disposal provided? $\square$ YES $\quad \square$ NO

If yes, provide location: $\qquad$
E. Food will be primarily served on: $\square$ Multi-use tableware $\square$ single-Service Tableware $\square$ Both
F. Provide the locations of drink dump sink installed in areas where soiled drinking glasses are emptied and staged for warewashing: $\qquad$
G. Complete Table 8 and Table 9 for warewashing.

Will alternate equipment or methods be used in place of traditional drainboards? $\square$ YES If yes, indicate the methods that will be used and provide specification sheets:

1. Manual - Include the size of each compartment (length $x$ width $x$ depth) of the warewashing sinks, soiled and clean drainboard lengths, and whether or not a pre-rinse spray hose will be installed for each warewashing area, including bars.

Table 8

| Manual Warewashing Information |  |  |  |  |  |  |
| :--- | :---: | :---: | :---: | :---: | :---: | :---: |
| ID \# on Plans | Length (inches) of <br> Soiled Drainboard | Dimensions (inches) of <br> Sink Compartments <br> (LxWxD) | Length (inches) of <br> Clean Drainboard | Pre-Rinse <br> Sprayer <br> Yes/No |  |  |
|  |  | $\mathbf{x} \quad \mathbf{x}$ |  |  |  |  |
|  |  | $\mathbf{x} \quad \mathbf{x}$ |  |  |  |  |
|  |  | $\mathbf{x} \quad \mathbf{x}$ |  |  |  |  |

Note: Warewashing sinks must be large enough to accommodate the largest piece of equipment or utensils used.
2. Mechanical - Provide make and model numbers and attach specification sheets for each warewashing machine. Please indicate if the machine is heat or chemical sanitizing.
Indicate soiled and clean drainboard length, whether or not a pre-rinse spray hose will be used, utensil soak sink dimensions and water usage in gallons per hour (GPH).

Table 9

| Mechanical Warewashing Information |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Make | Model \# | Heat/Chemical <br> Sanitizing | Drainboard <br> Length (inches) | Pre-Rinse <br> Yes/No | Utensil Soak Sink <br> Dimensions (inches) <br> (LxWxD) | Water <br> Usage <br> (GPH) |
|  |  |  |  |  | $\mathbf{x} \quad \mathbf{x}$ |  |
|  |  |  |  |  | $\mathbf{x} \quad \mathbf{x}$ |  |

a. Is a seperate booster heater provided? $\quad \square$ YES $\quad \square$ NO If yes, complete Table 10 .

Table 10

| Booster Heater Information |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: |
| Make | Model \# | kW/BTU Rating | Distance from <br> Machine (feet) |  |
|  |  |  |  |  |
|  |  |  |  |  |

H. Provide the following water heater information in Table 11, Table 12 or Table 13, where applicable. Attach specification sheets.

1. If more than one water heater is to be installed, please indicate which plumbing fixtures each heater or system will service.

Table 11

| Standard Tank Type Heater |  |  |
| :---: | :---: | :---: |
| Make | Model \# | kW/BTU Rating |
|  |  |  |
|  |  |  |

Table 12

| Heat Reclaim System |  |  |
| :---: | :---: | :---: |
| Make | Model \# | kW/BTU Rating |
|  |  |  |

## Table 13

| Instantaneous/Tankless Systems (Gallons Per Minute, GPM, indicate which <br> required degree rise will be used in the flow rate column) |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: |
| Make | Model \# | BTU Rating | Flow Rate (GPM) @ <br> $80^{\circ}$ F or $100^{\circ}$ F rise | Storage Tank Capacity <br> (Gallons), if applicable |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Note: For instantaneous/tankless systems when a dishmachine is used, a properly sized storage tank (minimum 20 gallons), recirculation line, and an aqua stat (water thermostat) must be installed. For facilities with high temperature dishwashing machines, use $100^{\circ} \mathrm{F}$ rise. For all other facilities, use $80^{\circ} \mathrm{F}$ rise. If flow rate in GPM is not provided, contact the manufacturer to obtain the information.

## IV. MECHANICAL VENTILATION PLANS AND SCHEDULES:

A. Provide plans and schedules that indicate the location and specifications of ventilation hoods and restroom exhaust fans. The ventilation schedule shall include exhaust capacities in cubic feet per minute (CFM) for all kitchen hoods and exhaust fans. Indicate the volume of outside air each roof top and make up air unit will supply into the building.
B. Provide make and model numbers or shop drawings for each ventilation hood and exhaust fan in Table 14. Provide the size (length $x$ width) of each hood and include the manufacterer's recommended exhaust listings in CFMs.

Table 14

| Ventilation Information |  |  |  |  |  |  |
| :--- | :---: | :---: | :---: | :---: | :---: | :---: |
|  | ID \# on Plans | Hood Type | Dimensions (inches) <br> of hood (LxW) | Exhaust CFMs | Total Supply <br> Air CFMs |  |
|  | *Outside Air <br> CFMs |  |  |  |  |  |
|  |  | $\mathbf{x}$ |  |  |  |  |
|  |  | $\mathbf{x}$ |  |  |  |  |
|  |  | $\mathbf{x}$ |  |  |  |  |

*Note: Volume of make-up air supplied into building must be greater than or equal to exhaust from building.

## V. ELECTRICAL PLANS AND SCHEDULES:

A. Provide plans and schedules that indicate the locations and specifications of all lights.

Note: All lights in kitchen areas, dry storage areas, dishwashing areas, inside equipment, and above areas where open foods are held or displayed must be equipped with shatter proof bulbs or shields that will protect open food, utensils and single use items from broken glass if a bulb is broken.

## VI. SITE PLAN:

A. Submit a site plan which includes the following:

1. Dumpster enclosures and trash compactors
2. Outside walk-in coolers/freezers
3. Outside food storage areas
4. Location of well heads and well water supply lines servicing the building, if applicable
5. On-site waste water treatment systems and associated lines servicing the building, if applicable
6. Grease interceptors/grease traps, if applicable
B. Water Supply - Select the type of water supply system that services the establishment.
$\square$ Community/Public - Name of district: $\qquad$
Non-Community - Public Water System ID Number (PWSID): $\qquad$
$\square$
Private - Provide the information requested in section "a" below and complete Table 15.
a. Submit a copy of the most recent water sample test results and a piping diagram of the disinfection system. Include size of holding tank(s), pressure tank(s), make and model number of treatment system, etc.

Table 15

| Private Drinking Water Supply Information |  |  |
| :--- | :---: | :---: |
|  | Well | Spring |
| Depth (feet) |  | N/A |
| Method of Disinfection |  |  |
| Filtration (if applicable) |  |  |

C. Sewage Disposal - Select the type of sewage disposal system that services the establishment.Municipal/Public - Name of district: $\qquad$
On-site Waste Water Treatment System - Indicate location on site plan and attach a copy of the permits for the system.

## VII. CHEMICAL AND PERSONAL STORAGE:

A. Include the proposed locations of chemical and employee personal items storage areas on the floor plan.

1. Describe how food, equipment, utensils, linens, and single-service articles will be protected from contamination by chemicals and personal items.
$\qquad$
$\qquad$
$\qquad$
$\qquad$

## Annex 1: Number of Plumbing Fixtures Requiring Hot Water

Provide the number of plumbing fixtures requiring hot water in Table 16 below. This information will be used to determine the hot water demand within the facility and sizing criteria for the water heater.

Table 16

| Plumbing Fixtures <br> Requiring Hot Water | Number of Fixtures <br> throughout facility |
| :--- | :--- |
| 3-compartment sinks |  |
| Warewashing machines |  |
| Pre-rinse sprayers |  |
| Utensil soak sinks |  |
| Handsinks include restrooms |  |
| Mop sinks/Utility sinks |  |
| Garbage can washer |  |
| Showers |  |
| Hose bibs used for cleaning |  |

## Annex 2: Menu and Food Handling Procedures

A. Submit menus, such as breakfast, lunch and dinner menus.
B. If Standard Operating Procedures or Food Handling Procedure Manuals that describe food preparation procedures are available, submit with plans and verify that questions C through H below are addressed. Or you may provide responses in the corresponding sections.
C. Will vacuum packaging/reduced oxygen packaging or specialized processes as defined in Section 3-606 and 3-607 of the Colorado Retail Food Establishment Rules and Regulations be conducted? $\square$ YES $\square$ NO
If yes, provide specifications sheets for the equipment that will be used and a copy of the required HACCP plan for each category of food to be processed in this manner. (Reference 3-606 and 3-607, Specialized Processing Methods, Reduced Oxygen Packaging, Colorado Retail Food Establishment Rules and Regulations)
D. Describe how the temperature of foods will be monitored. Provide the frequency of temperature checks and what foods and/or equipment will be monitored. If logs or other types of documentation will be used to help manage proper food temperatures, please attach copies.
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
E. Will cooked foods be cooled? $\square$ YES $\square$ NO

What methods will be used to rapidly cool cooked foods to $41^{\circ} \mathrm{F}\left(5^{\circ} \mathrm{C}\right)$ or below? Check all that apply. (Reference 3-603 Cooling and 3-604 Cooling Methods in the Colorado Retail Food Establishment Rules and Regulations.)

| $\square$ <br> Under refrigeration | $\square$ Ice water bath | $\square$ Adding ice as an ingredient |
| :--- | :--- | :--- |
| $\square$ Rapid cooling equipment | $\square$ Shallow pans | $\square$ Separating food into smaller portions |
| $\square$ Other: |  |  |

1. List the foods that will require rapid cooling. Include foods that are made from scratch such as soups, sauces, potato salad, pastas, chili, noodles, roasts, casseroles, sausages, yogurts, etc.:
F. Will foods be reheated and then held hot before being served? $\square$ YES $\square$ NO If yes, please explain how they will be rapidly reheated to above $165^{\circ} \mathrm{F}\left(74^{\circ} \mathrm{C}\right)$ within 2 hours. (Reference 3-504 Reheating, in the Colorado Retail Food Establishment Rules and Regulations.)
2. List the equipment that will be used for reheating:
G. Describe how frozen foods will be thawed. (Reference 3-601 Thawing, in the Colorado Retail Food Establishment Rules and Regulations.)
$\square$ Under refrigeration $\quad \square$ Under running water $\quad \square$ In a microwave
$\square$ As part of the cooking process $\square$ Other: $\qquad$
H. Will raw meats, poultry, or seafood be stored/displayed in the same refrigerators and freezers with cooked and/or ready-to-eat foods? $\square$ YES $\square$ NO
I. Will catering be conducted? $\square$ YES $\square$ NO
J. Will food be transported or delivered to another location? $\square$ YES $\quad \square$ NO If yes, please list the equipment that will be used to maintain food at proper temperatures during transport.
K. Will foods be prepared tableside in dining areas? $\square$ YES $\square$ If yes, please list the foods that are intended for tableside preparation.
L. Will a salad bar, buffet line, omelet station, sauté station, carving station, beverage bar or customer self service areas be operated? $\square_{\text {YES }} \square$ NO If yes, describe:
M. Will produce be washed? $\square$ YES $\square$ NO $\quad \square$ N/A
If not, will produce be received pre-washed? $\square$ YES $\square$ NO

If yes, provide additional documentation.
N. Will the establishment prepare foods that will be sold to other retail food establishments?


If yes, please visit www.colorado.gov/cdphe/dehs/, then click "Food safety", then click "Wholesale food" to obtain information on registering as a wholesaler.
O. How will bare hand contact with ready-to-eat foods be minimized during preparation? (Reference 3-401 Preventing Contamination from Hands, in the Colorado Retail Food Establishment Rules and Regulations.)

Utensils $\quad \square$ Gloves $\quad$ Deli Tissue
Other: $\qquad$

## Annex 3: Employee Hygiene Guidance and Requirements

The purpose of this guidance document is to encourage employee practices and behaviors that can help prevent food handlers from spreading viruses and bacteria to food that cause foodborne illness outbreaks. Below is a list of highly infective pathogens that are transmissible through food and cause severe illness:

1. Norovirus
2. Hepatitis A virus
3. Salmonella Typhi
4. Shigella spp.
5. Escherichia coli (E. coli) O157:H7 (or other Enterohemorrhagic or Shiga toxin-producing E. coli)
6. Other enteric bacterial pathogen such as Salmonella or Campylobacter

If an employee has been diagnosed by a health practitioner to have any of these pathogens, prior to returning to work, they must be cleared by their health practitioner and the Health Department. In lieu of a diagnosis of any of these pathogens, employees can return to work if they have been free of the symptoms listed above for $\mathbf{2 4}$ hours or more.

Section 2-201 of the Colorado Retail Food Establishment Rules and Regulations states that management has the responsibility to inform and monitor conditional employees or food employees to ensure that they have good hygienic practices and know when they should not come to work because of illness.

Should employees exhibit the following symptoms, refer to section 2-202 of the Colorado Retail Food Establishment Rules and Regulations to determine when a food handler should be excluded or restricted from food handling duties:

- Vomiting
- Diarrhea
- Jaundice (yellow skin or eyes)
- Sore throat with fever
- Infected cuts and burns with pus on hands and wrists


## Additional Resources

## Employee Health and Personal Hygiene Handbook:

http://www.fda.gov/Food/GuidanceRegulation/RetailFoodProtection/IndustryandRegulatoryAssistancea ndTrainingResources/ucm113827.htm

## Communicable Disease Manual:

https://www.colorado.gov/pacific/cdphe/communicable-disease-manual
Employee Illness Flow Chart: When to exclude and restrict employees from working.

## Employee Illness: The Flowchart

Use this diagram to help you determine whether an employee should be restricted or excluded from food handling at your facility.


# Retail Food Establishments: Certified Food Protection Manager 

Regulation 6 CCR 1010-2: Retail Food Establishments

Five Risk Factors
Top five causes of illness:

1. Improper Holding Temps
2. Inadequate Cooking
3. Contaminated Equipment
4. Food from Unsafe Sources
5. Poor Personal Hygiene

All 5 of these risk factors can be reduced by having a certified food protection manager

## Regulation

citation 2-102.12\& 2-102.20
At least one employee with authority to direct and control food preparation and service shall be a food protection manager who has been certified by an accredited program. Only Conference for Food Protection ANSI certified Food Protection Manager courses meet the requirements of 2-102.20

## Trained managers keep food safe!

Food protection managers have an important role in formulating policies, verifying food employees carry out these policies, and communicating with employees about best practices to keep food safe

## Contacts for Food Protection Manager Training:

360 Training *<br>http://www.learn2serve.com<br>Customer Support<br>(877) 881-2235

AboveTraining/StateFoodSafety *
https://www.statefoodsafety.com
Customer Support
(801) 494-1416

Environmental Health Testing (National Registry for Food Safety Professionals) * http://www.nrfsp.com

Customer Service
(800) 446-0257

## National Restaurant Association *

https://www.servsafe.com
Customer Support
(800) 765-2122

Prometric, Inc. https://www.prometric.com

Customer Support
(877) 725-3708

* These trainings may be offered in multiple languages

For more information contact your local health department or visit these other sources:
https://www.colorado.gov/pacific/cdphe/food-code-transition



THE NATIONAL REGISTRY OF FOOD SAFETY PROFESSIONALS®


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nwamermin

## Completion Information:

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     in the county in which the local government entity or nonprofit organization resides or is principally located.

